EDI PARTNER ONBOARDING QUESTIONNAIRE

Please fill in the blue fields where relevant

1. Company data

Company name	**Mandatory**	
VAT no.	**Mandatory**	
Street		
Postcode / ZIP		
City		
Country		
Phone		

2. Identification

GLN or other identification	**Mandatory**	
Receiver-GLN (UNB) (if different to company GLN)		

Please provide us with all relevant GLN-numbers

3. EDI - Primary contact

Contact name	**Mandatory**	
Department		
Phone		
E-Mail	**Mandatory**	

4. EDI-Service provider (if any)

Company		
Contact name		
Phone		
Email		

5. Other relevant contacts

Name		
Phone		
E-mail		

6. Supported messages types

Document types	**Mandatory**	
Format	**Mandatory**	

Please provide us with format documentation/guidelines and example file if available

7. Transport

	Mark X if supported	Additional information about transport - test
AS2		
X400 (please indicate X400 address)		
SFTP / FTP		
If SFTP/FTP please indicate:	MARK X	Additional information about transport - production
Push/Pull files uploaded to and downloaded from your server		
Push/Pull - you upload files to and download files from our server		
Push/Push - We upload files to your server and you upload files to our server		
Other transport (Please describe)		

Please provide us with connection details and certificate if relevant for the connection

8. Master data (Please provide us with any information relevant to align our master data)

Examples of needed clarification:

Information on invoices. Do you need any special information on invoices?	
Article numbers (EAN-numbers or other ways to identify articles?)	
Units (Pieces, pairs, colli, pallets...?)	
Prices	
Other comments on master data	

The above information about master data might be specified in your documentation, but this is to align data prior to start the more technical part of the onboarding.

9. Any other special information?

Frequency?	
Batching?	
File name convention	
File encoding	