electronic shipping notice / electronic certificate
A1 Telekom Austria AG

manual – how to create and send the electronic shipping notice / electronic certificate

Inhalt

1. Information about the electronic shipping notice/electronic certificate

The electronic shipping notice or electronic certificate is needed to record deliveries (such as cables on reels or pipes) electronically in the system of the A1 Telekom Austria AG.

> **attention:** Please note that the electronic shipping notice or electronic certificate do not replace the paper-based delivery note. For more information please read our logistics guide.

There are two ways that may be used for the creation of the electronic shipping notice or electronic certificate:

- One the one hand the electronic shipping notice or electronic certificate can be produced by implementing the XML-structure of the A1 Telekom Austria AG in the IT-system of the supplier.
- On the other hand it can be created with the help of an excel-document created by the A1 Telekom Austria AG.

The produced XML-file has to be sent via mail to the following address: **kabelzert@a1.at**

All mails send to the above mentioned mail address will be recorded as an electronic shipping notice or electronic certificate in the system of the A1 Telekom Austria AG. You could add an additional text or graphics (e.g. company logo) to your mail. Please note that this additional information is not going to be read, recorded or returned.

Please note that the send electronic shipping notice or electronic certificate will be examined for plausibility (e.g. right supplier number, right PO number). You will receive an acknowledgment of the plausibility result from the A1 Telekom Austria AG. Please do not forget to enter your mail address in the electronic shipping notice or electronic certificate (field: "reply to mail address").

The following acknowledgments are possible:

- **The plausibilty test is positive:** „Die Einspielung des elektronischen Prüfbefunds verlief erfolgreich."
- **The plausibility test is negative or processing problems occured:** „Die in Ihrem Prüfbefund XXX ang. Bestellnummer/Pos. 42100xxxxx 000xx ist fehlerhaft!"
  Please check once again your entry (e.g. typing mistakes, wrong PO number, wrong material number, formal requirements).

If the plausibility test is positive, the A1 Telekom Austria AG will use the send shipping notice or certificate for internal records. Otherwise, it will be rejected automatically or manual (information will be given via mail by your dispatcher). Please note that a repeated delivery of the same electronic shipping notice or electronic certificate is not possible. Please consider chapter 3 "Questions/problems – Who can help?", if problems occur.

2. How to create the electronic shipping notice/electronic certificate

There are two ways that may be used for the creation of the electronic shipping notice or electronic certificate. One the one hand the electronic shipping notice or electronic certificate can be produced by implementing the XML-structure of the A1 Telekom Austria AG in the IT-system of the supplier. On the other hand it can be created with the help of the excel-document „advancedshippingnotice_certificate_electronically".

> *Please note that an electronic shipping notice or an electronic certificate must be created per PO item. Also, the excel-document of the A1 Telekom Austria AG must be filled per PO item.*
>
> **tip:** Name the created XML-file as follows: "**A1-PO number"_"A1-PO position"_"creation date" (e.g. 4210000001_10_20180321)**

The XML-file of the electronic shipping notice or electronic certificate must have the following structure:

```xml
<?xml version="1.0" encoding="UTF-8"?>
<Certificates>
<Header>
<REPLY_TO_EMAIL></REPLY_TO_EMAIL>
<PO_NUMBER></PO_NUMBER>
<PO_ITEM></PO_ITEM>
<VENDOR></VENDOR>
<CERTIFICATE_NUM></CERTIFICATE_NUM>
<CERTIFICATE_DATE></CERTIFICATE_DATE>
<MATERIAL></MATERIAL>
<QUANTITY></QUANTITY>
<UNIT></UNIT>
<PO_UNIT_ISO></PO_UNIT_ISO>
<REMAIN_QNT></REMAIN_QNT>
<CHECK_DATE></CHECK_DATE>
<Positions>
<Position>
<REELNUMBER></REELNUMBER>
<REELSIZE></REELSIZE>
<REELQUANTITY></REELQUANTITY>
<REELUNIT></REELUNIT>
<REELMINOR></REELMINOR>
<CABLEFAILURE></CABLEFAILURE>
<CABLEINFOTXT></CABLEINFOTXT>
</Position>
</Positions>
</Header>
</Certificates>
```

> **tip for implementing the XML-structure in your IT-system:** You can create a template for the electronic shipping notice or electronic certificate by transferring the above-mentioned XML-structure into a text editor.

The following graph gives additional information about the XML-structure used by the A1 Telekom Austria AG. Moreover, you will find an example for illustration (= highlighted in bold).

Bedeutung	Art	Anzahl Stellen	XML – Inhalt
			<?xml version="1.0" encoding="UTF-8"?>
			- <Certificates>
			- <Header>
Rückmeldungsadresse			<REPLY_TO_EMAIL>antwort@firma.com</REPLY_TO_EMAIL>
Bestellnummer	NUMC	10	<PO_NUMBER>**4210000001**</PO_NUMBER>
Bestellposition	NUMC	5	<PO_ITEM>**10**</PO_ITEM>
Lieferantennummer (TA)	NUMC	8	<VENDOR>**12345678**</VENDOR>
Prüfbefund Nummer	CHAR	10	<CERTIFICATE_NUM>**A123456789**</CERTIFICATE_NUM>
Prüfbefunddatum	DATS	8	<CERTIFICATE_DATE>**20140731**</CERTIFICATE_DATE>
Materialnummer	NUMC	18	<MATERIAL>**8711400100**</MATERIAL>
Bestellmenge	NUMC	13	<QUANTITY>**20000**</QUANTITY>
Mengeneinheit	CHAR	3	<UNIT>**M**</UNIT>
Mengeneinheit (ISO)	CHAR	3	<PO_UNIT_ISO>**MTR**</PO_UNIT_ISO>
Restmenge (gerundet)	NUMC	13	<REMAIN_QNT>**18000**</REMAIN_QNT>
Prüfdatum	DATS	8	<CHECK_DATE>**20140731**</CHECK_DATE>
			- <Positions>
			- <Position>
Trommelnummer	CHAR	12	<REELNUMBER>**2F14XX123456**</REELNUMBER>
Trommelgröße	NUMC	2	<REELSIZE>**14**</REELSIZE>
Liefermenge	NUMC	13	<REELQUANTITY>**1000**</REELQUANTITY>
Liefermengeneinheit	CHAR	3	<REELUNIT>**M**</REELUNIT>
Mindermengenkennzeichen	CHAR	1	<REELMINOR>**N**</REELMINOR>
Kabelfehlerkennzeichen	CHAR	1	<CABLEFAILURE>**N**</CABLEFAILURE>
Text: Kabelinfo	CHAR	255	<CABLEINFOTXT>**Kabelcharge, Kommentar** </CABLEINFOTXT>
			</Position>
			- <Position>
			<REELNUMBER>**2F14XX654321**</REELNUMBER>
			<REELSIZE>**14**</REELSIZE>
			<REELQUANTITY>**1000**</REELQUANTITY>
			<REELUNIT>**M**</REELUNIT>
			<REELMINOR>**N**</REELMINOR>
			<CABLEFAILURE>**J**</CABLEFAILURE>
			<CABLEINFOTXT> **Kabelcharge, Kommentar** </CABLEINFOTXT>
			</Position>
			</Positions>
			</Header>
			</Certificates>

Please read the following information, if you would like to create the electronic shipping notice or electronic certificate with the help of the excel-document "advancedshippingnotice_certificate_ electronically". The necessary XML-structure will be produced automatically, if you follow the steps described in the following pages. Please note that you do not need any programming skills for the creation of the electronic shipping notice or electronic certificate with the help of the excel-document "advancedshipping notice_certificate_electronically_A1". Only basic user knowledge of excel is required.

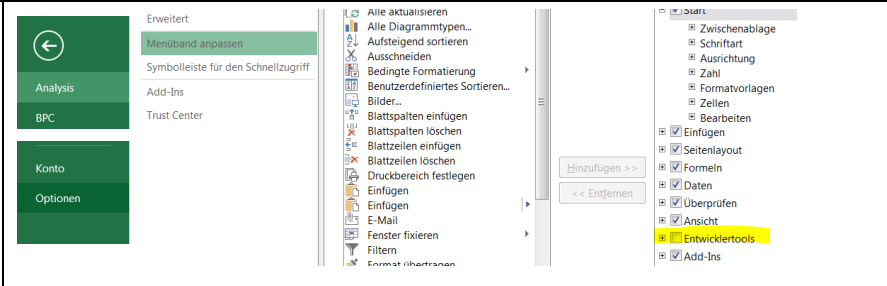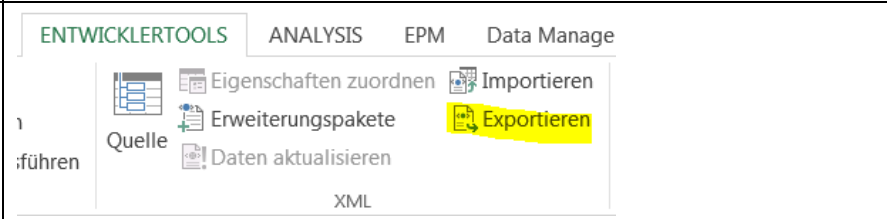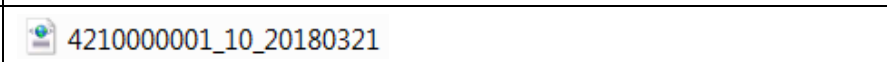| step	description
#1	Please open the excel file "advancedshippingnotice_certificate_electronically".
#2	Please enter the relevant data. Consider the additonal field-information (tips). If you would like to report more than one reel, do the following: Choose the following row and enter the new reel data. As you can see, the excel-file registers a new row and transports the entered data automatically into the final XML-structure. **tip:** Use the excel-standard-functions to enter a new row or to delete an existing one.

#3	To create the XML-file, please follow the following steps: File / Options / customize the ribbon (left window) / place a check mark at developer tools (right window). Confirm your entries with ok.
#4	Klick at the tab „developer tools". Search for the area "XML" and klick at "export".
#5	Save the created XML-file.
#6	Send the created XML-file as an attachment to **kabelzert@a1.at**.

Here is an example, how the excel file can be used for the creation of the electronic shipping notice or electronic certificate:

step	description
#1	advancedshippingnotice_certificate_electronically_A1
#2	***Enter more than one reel number:*** *Position yourself into the next row, enter the reel data and your entry will be added automactically to the final XML-file. Use the blue arrow at the end of the table to add additonal blank rows (for non-returnable reels or rings please use "R" as reel number for each position and leave the reel size box empty[1]).* **tip:** Please consider the following information for materials with no certificate: - field „certificate number": Create a certificate number (maximum 10 digits) by taking the A1 PO item (e.g. 10) and fill up the remaining number of digits with the concerned delivery note number (e.g. 377217). The final certificate number would be "10377217" for the used example. - field „certificate date": enter the creation date

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[1] Please ask how your drum/ring is registered in the system of the A1 Telekom Austria AG before you create your first electronic shipping notice or electronic certificate.

#3	
#4	
#5	4210000001_10_20180321

The created XML-file contains the entered excel-file-data. The structure of the XML-file correspond with the regulations set by the A1 Telekom Austria AG.

```xml
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
<Certificates xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <Header>
    <REPLY_TO_EMAIL>antwort@firma.com</REPLY_TO_EMAIL>
    <PO_NUMBER>4210000001</PO_NUMBER>
    <PO_ITEM>10</PO_ITEM>
    <VENDOR>12345678</VENDOR>
    <CERTIFICATE_NUM>A123456789</CERTIFICATE_NUM>
    <CERTIFICATE_DATE>20180321</CERTIFICATE_DATE>
    <MATERIAL>8711400100</MATERIAL>
    <QUANTITY>20000</QUANTITY>
    <UNIT>M</UNIT>
    <PO_UNIT_ISO>MTR</PO_UNIT_ISO>
    <REMAIN_QNT>18000</REMAIN_QNT>
    <CHECK_DATE>20180321</CHECK_DATE>
    <Positions>
      <Position>
        <REELNUMBER>2F14XX654321</REELNUMBER>
        <REELSIZE>14</REELSIZE>
        <REELQUANTITY>1000</REELQUANTITY>
        <REELUNIT>M</REELUNIT>
        <REELMINOR>N</REELMINOR>
        <CABLEFAILURE>N</CABLEFAILURE>
        <CABLEINFOTXT>Kabelcharge, Kommentar</CABLEINFOTXT>
      </Position>
      <Position>
        <REELNUMBER>2F14XX001234</REELNUMBER>
        <REELSIZE>14</REELSIZE>
        <REELQUANTITY>2000</REELQUANTITY>
        <REELUNIT>M</REELUNIT>
        <REELMINOR>N</REELMINOR>
        <CABLEFAILURE>N</CABLEFAILURE>
        <CABLEINFOTXT>Kabelcharge, Kommentar</CABLEINFOTXT>
      </Position>
    </Positions>
  </Header>
</Certificates>
```

step	description
#6	Please send the created XML-File as an attachment to kabelzert@a1.at. An… kabelzert@a1.at Cc… Betreff 4210000001_10_20180321 Angefügt 4210000001_10_20180321.xml (1 KB)

3. Questions/problems – Who can help?

Should you have any questions or problems, do not hesitate to contact us: LO.SCP@A1.at. We will process your request as quickly as possible.

4. Further information

At the moment the following reel size is used at the A1 Telekom Austria AG.

abbreviation	size	abbreviation	size	abbreviation	size
04	400mm	12	1,200mm	20	2,000mm
05	500mm	12	1,250mm	21	2,100mm
06	600mm	13	1,300mm	22	2,200mm
07	700mm	14	1,400mm	24	2,400mm
08	800mm	15	1,500mm	25	2,500mm
09	900mm	16	1,600mm	26	2,600mm
10	1,000mm	17	1,700mm	28	2,800mm
11	1,100mm	18	1,800mm		