Supplier Guide Catalog Management
for the Self-Service Portal of Hochland SE

For:

Hochland SE

Kemptener Str. 17

88178 Heimenkirch

- hereinafter referred to as Hochland -

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Content

1. General Information

1.1. Purpose of this Document

The purpose of this document is to describe the entire area of catalog management including catalog import and its prerequisites in Onventis.

This guide also provides general tips for using the self-service portal.

1.2. Document Information

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1.3. Version History

version	date	Updated from	Remarks and
1.0	28.11.2018	Onventis	Initial Version

2. Objective

Hochland uses an e-procurement solution based on Onventis Buyer to increase procurement efficiency. At the same time, this eShop was connected to the Hochland SAP ERP system via interfaces.

An important prerequisite for a demand-oriented e-procurement system is the integration of an electronic catalog for the articles to be procured.

3. Costs of Catalog Integration

The integration of your catalog data is associated with costs (import, hosting) for you as a supplier.

Please read the general information about this on the landing page of Onventis GmbH:

https://www.onventis.de/onventis-supplier-integration/.

You can use this landing page to request an offer for catalog integration.

3.1. Services of Onventis GmbH

If you as a supplier do not have the possibility to upload the catalog independently via the self-service portal, you can order this service from Onventis GmbH via the landing page mentioned above.

4. Contact for

If you have any technical questions regarding the integration of your catalog, please contact the following persons.

4.1. Hochland SE

In accordance with the key user system implemented by Hochland SE, please contact your contact person at the respective Hochland company directly if you have any questions regarding catalog import.

If you have questions about basic process flows and strategic questions, please contact the following process owners:

Christian Gräser
Purchasing - Process Administration
christian.graeser@hochland.com

Lisa-Sophie Keßler
Purchasing - Process Administration
lisa-sophie.kessler@hochland.com

Sandra Schafroth
Purchasing - Process Administration
sandra.schafroth@hochland.com

The process owners are supported by Hochland SE through IT.

Ingo Kerschnitzki
IT - Business Partner Sales/Procurement
ingo.kerschnitzki@hochland.com

You can obtain the complete and currently valid contact information at any time via the "Infocenter". Click on the "?" symbol in the menu at the top right. In the "Contact" area you will find currently valid contact information.
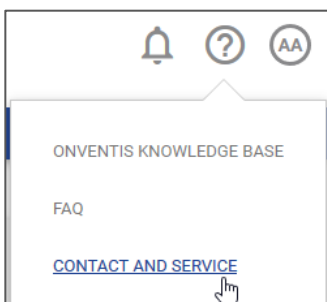
4.2. Onventis

Onventis GmbH
Catalog and Integration Services
E-mail: content-services@onventis.de

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5. The Onventis Self-Service Portal (SSP)

As a supplier of Hochland, you will receive the initial login data including the Internet link to your self-service portal from your customer via e-mail. If necessary, please contact Hochland in advance to find out to which e-mail address your access data will be sent according to the deposit in the supplier master record of the customer account.

5.1. Login and Registration

After receiving the access data for your account, you can switch to the login page by clicking on the corresponding link in the e-mail and then logging in to the portal.
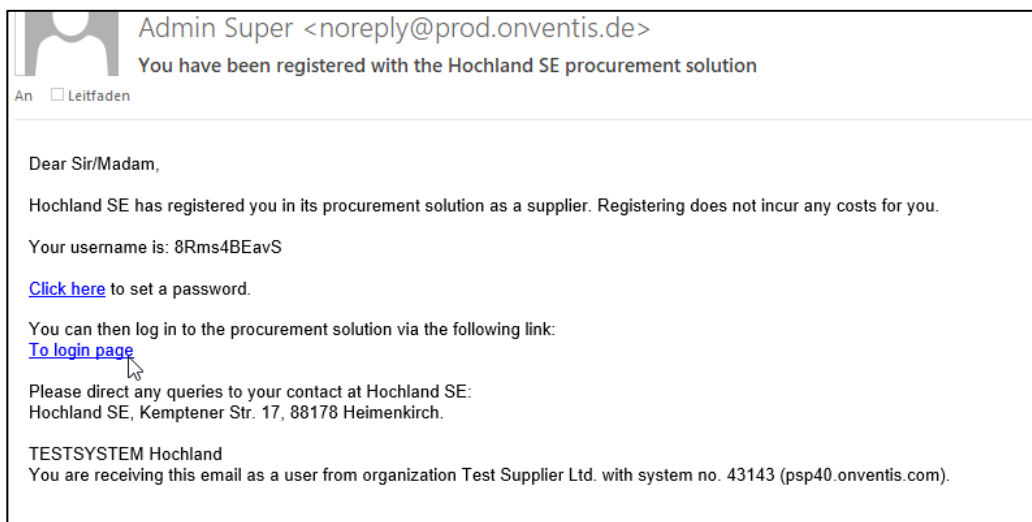
You will be prompted to change your initial password after the first login. The password can be subject to certain rules, which you can read in the "Password rules". After you have logged in for the first time, you can configure the password rules for other users for your account yourself.
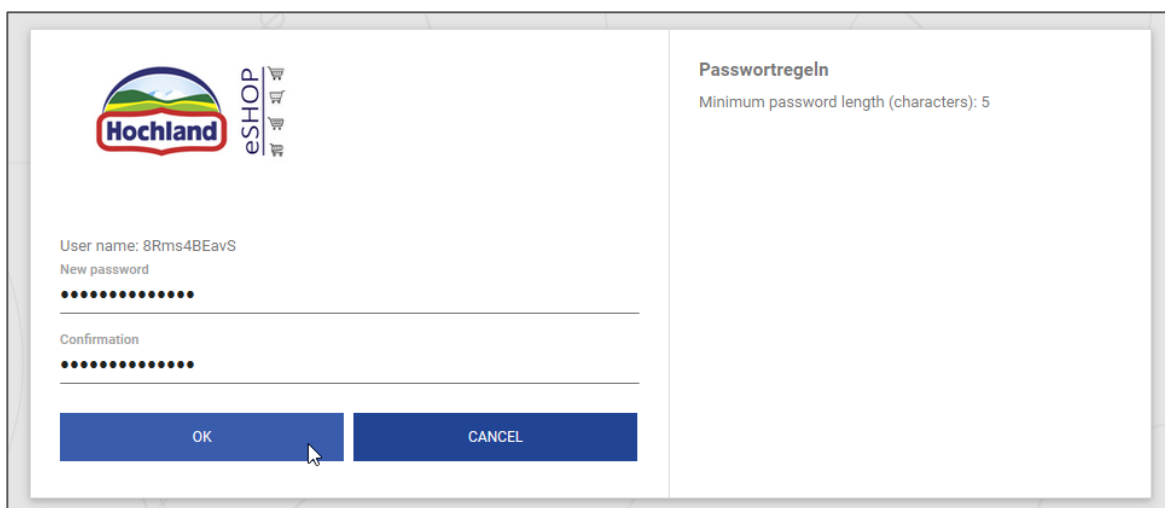
5.2. Dashboard

After logging in, you will first be directed to the dashboard, which can provide important information for you as a supplier via widgets immediately after logging in. To add the informative widgets to the dashboard, click on the round icon at the bottom right and select the widgets you are interested in.
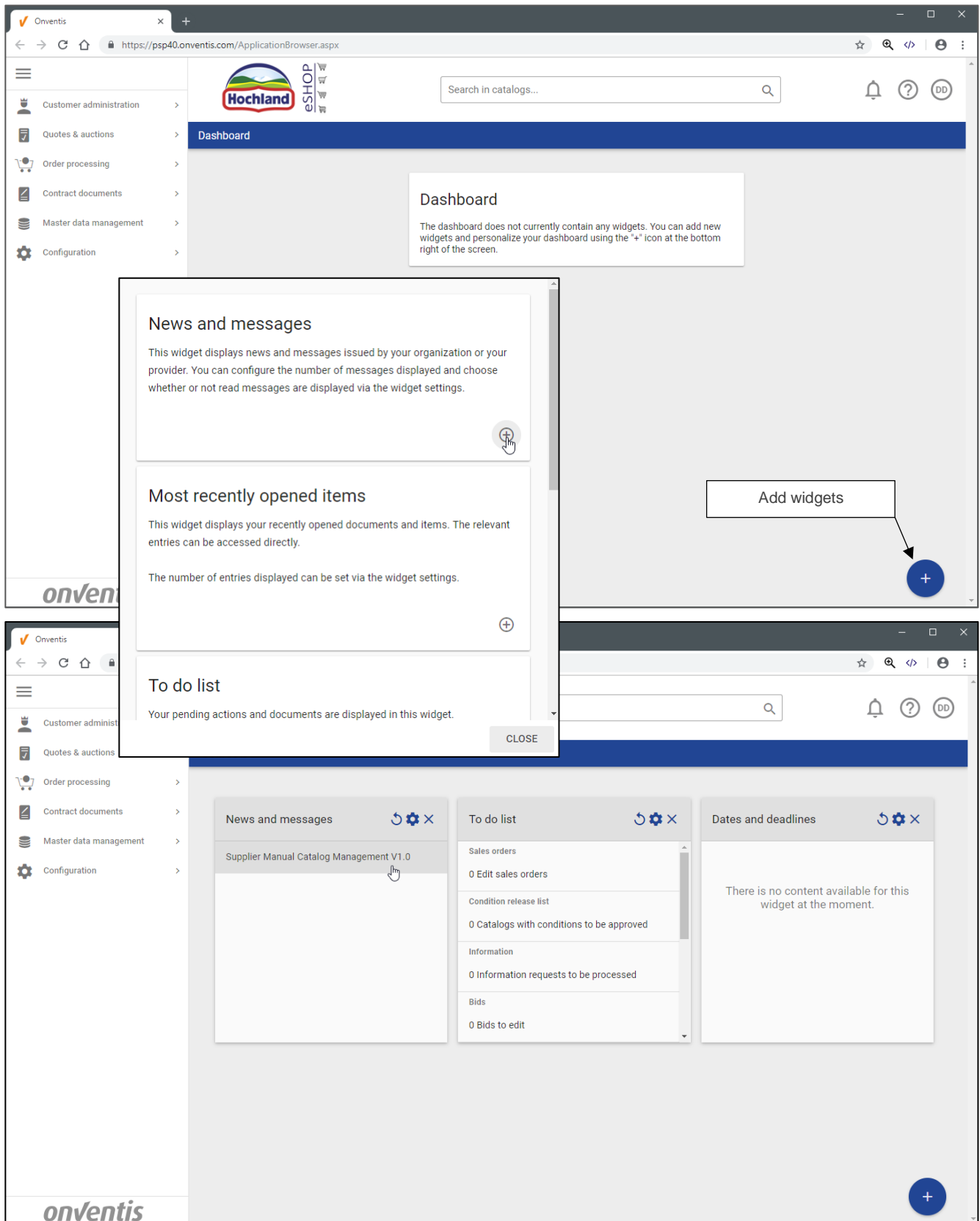
5.3. User Administration

Depending on how your account was created, you will have to adapt your initially created user to the correct name. In addition, you can define a new login name for the user that corresponds to your habits. As a vendor, you can also create up to ten users in the system free of charge, so that you can provide sufficient access to the system for the various tasks.

5.3.1. Creating and Editing Users

To administrate or create a new user, click on "Master data administration / User".
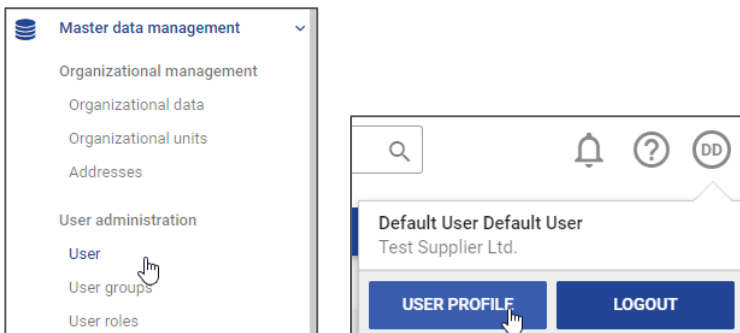
In the user administration, you can create additional users via the <New> button.

You can edit existing users by clicking on the name.
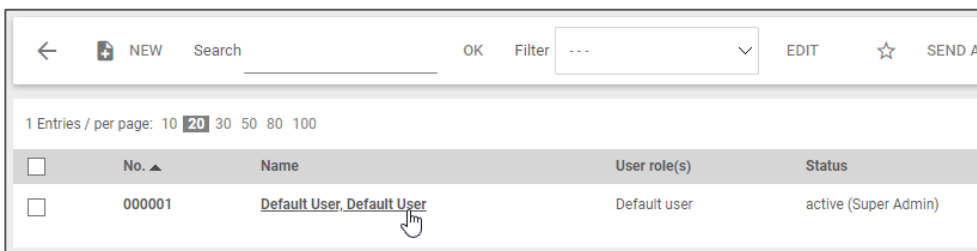
Not all configuration options in the user master record are relevant for you as a vendor. The main points are described below:

- In the "**Basic data**" tab, enter the basic information for the corresponding person, such as name, e-mail, login name, password, etc.
- In the "**Advanced**" tab, you can adjust the "Entry point" of the user if required and thus direct the user to the place where most of the work in the system is carried out for the person, e.g. the "Orders" module for the order processors; by default, the dashboard is stored as the entry point; see Chapter5.2.
- In the "**Display**" tab, you can preset the search engine to the module in which the most frequent searches are carried out, e.g. "Orders".

   In principle, you also have the option of copying an already completely configured user data record in order to conveniently create another user. To do this, click on the "Copy data record" icon ⬜and make the necessary individual adjustments, such as **first name, last name, e-mail, login name**.

   If a user has been created completely, you can send this user the access data to the e-mail address stored in the master record by clicking on <Send access data>.

- Basic data register

- Advanced tab

- Display tab

6. Onventis Catalog Management

Onventis supports different types of internal (static) catalogs. These are:

- BMEcat 1.2
- Excel
- CSV

This manual focuses mainly on the administration of the self-service portal and the import of static catalogs of type BMEcat 1.2. Further information on importing Excel or CSV catalogs can be found in the supplier guide for catalog import.

6.1. Prerequisites

6.1.1. FTP Access

If you want to import a catalog in BMEcat 1.2 format or an Excel/CSV catalog > 20 MegaByte independently, you will need a FTP access with costs. You can request a quote for setting up FTP access via the supplier landing page https://www.onventis.de/onventis-supplier-integration/; see Chapter 3.

6.1.2. Permissible Order Units (UOM)

The order units indicate the unit in which a catalog article can be ordered. The article price always refers to this unit. The ordering unit must be specified for each article.

Part of the supplier guide is a complete list of the order units permitted at Hochland in the form of a tabular overview and an import file.

Please check the order units that you deliver with the catalog against the order units permitted for Hochland and adjust these units of measure according to the specifications in your catalog before importing if necessary.

> **A complete overview and more detailed information on the administration and import of order units can be found below in the appendix, chapter 9.1**

6.1.3. Classification of Articles (material groups) - Excel Article List

The correct assignment of catalog articles to material groups is an essential prerequisite for successful catalog usage and should be treated by you as a vendor with the appropriate priority. By classifying the articles into the correct material groups, you can

- the correct account assignment information. This, in turn, has led to fiscal, balance sheet and Effects on Controlling
- Assigned the responsible buyers (lead buyers)
- possibly different delivery addresses assigned

> **In order to assign your catalog articles to the correct Hochland material groups, Hochland needs a complete article list from you in advance of each catalog delivery which enables Hochland to carry out a mapping.**
>
> **With every catalog import or update a complete list of all catalog items must be sent to Hochland. Therefore, please**
> **provide your Hochland contact person with this complete article list in Excel format for each catalog delivery.**

The following information must be included in the article list:

item number	article description	Material group vendor	eClass	eClass Version	Manufacturer	manufacturer part number
LF123456	Article short text 1	WE2110	21101390	8.1	Manufact GmbH	M-3332121
LF123457	Article short text 2	WE2110	21101390	8.1	Manufact GmbH	M-3332122
LF123458	Article short text 3	WE2110	21101390	8.1	Manufact GmbH	M-3332123
LF123459	Article short text 4	VR2112	12129090	8.1	Manufact GmbH	M-3332124
LF123460	Article short text 5	VR2112	21129090	8.1	Manufact GmbH	M-3332125

6.1.4. Validity of Catalog Conditions

In order to guarantee the permanent orderability of the catalog articles for Hochland, the catalog articles should not be provided with a final date. It is therefore recommended that the corresponding fields in the BMEcat or Excel catalog do not have an end date.

If possible, a catalog of type BMEcat should not contain the following block in segment <ARTICLE_PRICE_DETAILS>:

```
<DATETIME type="valid_end_date">
  <DATE>YYYY-MM-DD</DATE>
</DATETIME>
```

A catalog of type Excel or CSV should not contain an entry in the column "ValidTo":

> **It should also be noted that Hochland expects the supplier to provide new catalog data at least one month before the expiry of the agreed catalog term in order to have sufficient time for the supplier to examine the article and condition changes and make any necessary corrections.**

6.1.5.Catalog Creation - Required fields

The following information should be included in a catalog, but at least all mandatory information.

field description	BMEcat 1.2	Onventis Excel	Onventis template	Remarks and	Must/Can
item number	SUPPLIER_AID	ArticleNo	Import_Article_Template.xlsx	The supplier article number must be unique	must
Short article description	DESCRIPTION_SHORT	Title_en-GB*	Import_Article_Template.xlsx	Title of the article. Supplier short text as short description or name of the article	must
Article long description	DESCRIPTION_LONG	Description_en-GB*	Import_Article_Template.xlsx	Vendor long text. Detailed description of the article. Formatting can also be specified.	must
delivery period	DELIVERY_TIME	DeliveryTime	Import_ArticleCondition_Template.xlsx	Delivery time in days	must
manufacturer's name	MANUFACTURER_NAME	ManufacturerName	Import_Article_Template.xlsx	Name of the producer	must
manufacturer part number	MANUFACTURER_AID	Manufacturer No	Import_Article_Template.xlsx	If available	must
EAN code/GTIN	EAN	EanNr	Import_Article_Template.xlsx	If available	must
keywords	KEYWORD	Keywords_en-EN*	Import_Article_Template.xlsx	Tags, synonyms. Maximum possible number of keywords to help users find articles	must
order unit	ORDER_UNIT	unit	Import_Article_Template.xlsx	Unit for which the article is ordered and to which the price refers.	must
content unit	CONTENT_UNIT	content unit	Import_Article_Template.xlsx	Packaging unit of measure. This information is for information purposes only and is not related to the price.	Can
Content quantity per order unit	NO_CU_PER_OU	NumberPerContentUnit	Import_Article_Template.xlsx	Packaging quantity. Must be specified if a content unit is specified. Indicates how many items are available in the ordering unit.	Can
minimum quantity	QUANTITY_MIN	QuantityMin	Import_ArticleCondition_Template.xlsx	Minimum order quantity that refers to the order unit. Indicates the minimum number of order units that must be ordered per order. Standard = 1. the minimum order quantity corresponds at the same time to the smallest scale quantity.	Can
ordering interval	QUANTITY_INTERVAL	OrderInterval	Import_ArticleCondition_Template.xlsx	Lot size. Indicates the scale in which order units can be ordered. Standard = 1. example: if an ordering interval is specified, the article can only be ordered in the steps 10 pieces, 20 pieces, etc.	Can
price quantity	PRICE_QUANTITY	PriceQuantity	Import_ArticleCondition_Template.xlsx	Price unit. Displays the number of order units for which the price applies.	must
net price	ARTICLE_PRICE price_type="net_customer"	PricePerPQ1**	Import_ArticleCondition_Template.xlsx	The price negotiated with the customer including all discounts. The price is valid for	must

				as many order units as were specified in the price quantity.	
currency	PRICE_CURRENCY	currency	Import_ArticleCondition_Template.xlsx	Contains the abbreviation of the currency, e.g. EUR, GBP, USD. May not contain special characters	must
tax rate	TAX	TaxRate	Import_ArticleCondition_Template.xlsx	Indication of the applicable tax rate for this article	must
relay	LOWER_BOUND	Quantity1***	Import_ArticleCondition_Template.xlsx	Indicates the purchase quantity from which the price applies. If scale prices are used, the net price and scale are indicated for each scale quantity.	Can
pictures	<MIME_INFO> <MIME> <MIME_TYPE>... <MIME_SOURCE>... <MIME_DESCR>... <MIME_PURPOSE>normal ...	ArticlePictureName	Import_Article_Template.xlsx	When available. At least one picture per item should be included. Can also be linked via URL.	must
data sheets	… <MIME_TYPE> application/pdf ...	attachments	Import_Article_Template.xlsx	When available, e.g. technical data sheets, safety data sheets, etc.	must
safety instructions	SPECIAL_TREATMENT_CLASS	SpecialTreatmentClass	Import_Article_Template.xlsx	Dangerous goods/hazardous material information	Can

* = certain fields offer language codes as suffixes, e.g. "_de-DE" for short and long descriptions and keywords. Which language

codes are available can be determined using the comment function in the column captions.

** = Up to 5 scale prices can be imported, each of which can be imported via the corresponding field "PricePerPQ1 - 5". If only

one net price is specified, this is always transferred in the "PricePerPQ1" field.

*** = Up to 5 scale prices can be imported. The quantity scale is marked with the corresponding field "Quantity1 - 5". If only

one net price is specified, the value of quantity scale 1 is always entered in the "Quantity1" field; by default "1".

6.2.   Catalog Creation - Examples

The vendor catalogs can be transferred in different formats. Onventis supports the formats BMEcat 1.2 and Onventis specific Excel or CSV catalogs.

Below you will find examples and notes on the various catalog formats.

6.2.1. BMEcat 1.2

Onventis supports the BMEcat 1.2 format for static electronic catalogs with some changes and extensions adapted to the needs of the customers and suppliers of Onventis GmbH. You can therefore largely refer to the official documentation of the Bundesverband Materialwirtschaft, Einkauf und Logistik e.V. (Federal Association for Materials Management, Purchasing and Logistics). (BME). A documentation can be downloaded at http://www.bme.de/initiativen/bmecat/download/ .

Below you will find an example catalog that lists a selection of the possible and most important supported fields and describes some important notes on deviations from the standard.

Header:

The customer and vendor information in the catalog header is not interpreted, since this information is defined using the import job.

```
  <HEADER>
    <GENERATOR_INFO>Onventis</GENERATOR_INFO>
    <CATALOG>
      <LANGUAGE>english</LANGUAGE>
      <CATALOG_ID>123</CATALOG_ID>
      <CATALOG_VERSION>001.001</CATALOG_VERSION>
    </CATALOG>
    <BUYER>
<BUYER_NAME>Customer</BUYER_NAME>
    </BUYER>
    <SUPPLIER>
      <SUPPLIER_NAME>Supplier</SUPPLIER_NAME>
</SUPPLIER>
  </HEADER>
```

eClass Classification:

```
        <REFERENCE_FEATURE_SYSTEM_NAME>ECLASS-10.0.1</REFERENCE_FEATURE_SYSTEM_NAME>
         <REFERENCE_FEATURE_GROUP_ID> 21019090</REFERENCE_FEATURE_GROUP_ID>
```

The classification of articles according to eClass and thus matching to the customer's material groups is currently not supported for static catalogs (BMEcat, Excel).

article characteristics

If the classification of articles per eClass or similar classification systems is not currently supported, descriptive characteristics can still be added to the article via the classification system. Please note that the element <ARTICLE_FEATURES> may only be present once per article. The reference to a classification system must exist. The value of the elements <REFERENCE_FEATURE_SYSTEM_NAME> and <REFERENCE_FEATURE_GROUP_ID> is irrelevant.

```
<ARTICLE_FEATURES>
        <REFERENCE_FEATURE_SYSTEM_NAME>ECLASS-10.0.1</REFERENCE_FEATURE_SYSTEM_NAME>
        <REFERENCE_FEATURE_GROUP_ID> 21019090</REFERENCE_FEATURE_GROUP_ID>
        <FEATURE>
           <FNAME> Color of the shaft</FNAME>
           <FVALUE> green</FVALUE>
        </FEATURE>
        <FEATURE>
           <FNAME> Hardness grade markings available</FNAME>
           <FVALUE> Yes</FVALUE>
        </FEATURE>
        <FEATURE>
           <FNAME> GTIN</FNAME>
           <FVALUE> 12345678910</FVALUE>
        </FEATURE>
        ...
        </FEATURE>
</ARTICLE_FEATURES>
```

Price-validity:

```
        <DATETIME type="valid_start_date">
           <DATE>2018-01-01</DATE>
        </DATETIME>
        <DATETIME type="valid_end_date">
 <DATE>2018-12-31</DATE>
        </DATETIME>
```

The indication of a price validity is not recommended; see chapter6.1.4. If the article is nevertheless given a price validity, the article can no longer be ordered after the expiration date.

Item price category: <ARTICLE_PRICE price_type="net_customer">

Currently Onventis supports the import of <u>one</u> price type per article. As a rule, this is the net price "net_customer" agreed with the customer.

Alternative article number: <SUPPLIER_ALT_AID>ABC123</SUPPLIER_ALT_AID>

The customer orders catalog articles via the supplier article number. This is transferred by default with the BMEcat field SUPPLIER_AID. In order to satisfy suppliers who compile their catalog articles using a product information management system (PIM), for example, which, due to a heterogeneous ERP landscape, does not always provide the relevant orderable article number for the supplier company in the SUPPLIER_AID field, the SUPPLIER_ALT_AID field in Onventis is interpreted differently from the standard. The alternative article number is not displayed as an additional article number in Onventis, but the article number in this field is transferred to the catalog as an orderable supplier article number and thus <u>replaces</u> the article number from the SUPPLIER_AID field.

If, however, a "real" alternative article number is to be displayed in the catalog - e.g. a print catalog article

number - this can be done later using the Excel template "Import_ArticleNumber_x.x.xlsx" in the "OtherArticleNr" field.

Image references:

<u>Main screen:</u>

1. Image reference to an image file that is included in the catalog import:

```
        <MIME>
            <MIME_TYPE>image/jpeg</MIME_TYPE>
            <MIME_SOURCE>article image.jpg</MIME_SOURCE>
 <MIME_DESCR>Article xyz</MIME_DESCR>
            <MIME_PURPOSE>normally</MIME_PURPOSE>
 </MIME>
```

<u>More pictures:</u>

```
        <MIME>
            <MIME_TYPE> image/jpeg</MIME_TYPE>
            <MIME_SOURCE> articlepicture2.jpg</MIME_SOURCE>
 <MIME_DESCR>Article xyz</MIME_DESCR>
            <MIME_PURPOSE>others</MIME_PURPOSE>
 </MIME>
```

2. Image reference to an image file that is permanently available on the Internet.

```
        <MIME>
            <MIME_TYPE>url</MIME_TYPE>
            <MIME_SOURCE>https://www.IhreDomain.de/img/artikelbild1.png</MIME_SOURCE>
 <MIME_DESCR>Article xyz</MIME_DESCR>
            <MIME_PURPOSE>normally</MIME_PURPOSE>
 </MIME>
```

<u>More pictures:</u>

```
        <MIME>
            <MIME_TYPE>url</MIME_TYPE>
            <MIME_SOURCE>https://www.IhreDomain.de/img/artikelbild2.png</MIME_SOURCE>
 <MIME_DESCR>Article xyz</MIME_DESCR>
            <MIME_PURPOSE>others</MIME_PURPOSE>
 </MIME>
```

> **The URL must refer to a secure and permanently accessible HTTPS page on the Internet.**

In order to present the articles optimally for the buyer, you should give pictures to each catalog article. In addition to the direct import of image files, you also have the option of referring to images on the Internet as described above.

Customer material number: <BUYER_AID type="customer_specific">01020304</BUYER_AID>

You enter this number in the catalog only in coordination with the customer. If this field is included, the following must be done

The customer can be selected during import under "Numbers and material groups for customers". You can find a more detailed description of the import in the import guide "Supplier guide_Catalog import_". Onventis Hochlands v1.0.docx".

Core assortment indicator: <ARTICLE_STATUS type="core_assortment">onventis_important</ARTICLE_STATUS>

In consultation with the customer, certain articles in a complete catalog can be marked as core assortments. The article is thus displayed at the top of the catalog and can be filtered separately. Please note that the article status label "core_sortiment" does not comply with the BME standard.

Article references:

Onventis supports article references. Thus it is possible to identify articles with mandatory accessories, to refer to accessories (see examples) or to refer to follow-up articles.

```
<ARTICLE_REFERENCE type="mandatory">
        <ART_ID_TO>123457</ART_ID_TO>
    </ARTICLE_REFERENCE>
    <ARTICLE_REFERENCE type="accessories">
        <ART_ID_TO>123458</ART_ID_TO>
 </ARTICLE_REFERENCE>
```

All reference types of the BMEcat 1.2 standard specification are supported.

List of allowed values for the attribute "type		
designation	attribute value	explanation
replacement	saver	The reference article listed under ART_ID_TO is a spare part for this source article. A spare part is a part of an item that can be replaced separately during maintenance and repair.
Related article	similar	The reference article listed under ART_ID_TO is a similar article to this source article. A similar article is an article that has similar goals and functions to the source article and can be used as an alternative.
successors	followup	The reference article listed under ART_ID_TO is the successor to this source article. A successor is an article which has the same goals and functions as the source article and is to be regarded as its further development.
Necessary additional article	mandatory	The reference article listed under ART_ID_TO is a necessary additional article that must always be ordered. The described source article cannot be ordered alone. If several articles are marked as "mandatory", they must all be ordered with the order.
Necessary selection article	select	The reference article listed under ART_ID_TO is a necessary selection article. The reference article described cannot be ordered alone. If several articles are connected by means of "select", at least one of the reference articles listed under ART_ID_TO for this source article must also be ordered.

Alternative packaging unit	diff_orderunit	The reference article listed under ART_ID_TO consists of the same base product as the source article. However, the source article exists in a different packaging unit. Example: Reference from barrel beer to bottle beer or from pack paper to pallet paper (with many packs)
Accessories	accessories	The reference article listed under ART_ID_TO is an accessory for this source article. An accessory extends the functionality of the source article.
constituents	consists_of	The reference article listed under ART_ID_TO is part of this source article. This link type can be used to create BOMs. The parent part always refers to the contained parts. To reference the number of reference articles contained, the attribute "quantity" can also be inserted.
Other reference type	others	Reference type that can be used if none of the other reference types sufficiently describes the relationship between the reference article and the source article.

UDX fields (onventis-specific article labels): <UDX.ONV.AVAILABILITY>15</UDX.ONV.AVAILABILITY>

Onventis supports the labeling of articles with User Defined Extensions that extend the BME standard. For example, you can control the general availability of articles using a traffic light function in Onventis. The available values are:

> 0 - no display
>
> 5 - not available (red traffic light)
>
> 10 - conditionally available (yellow traffic light)
>
> 15 - available (green traffic light)

Further UDX fields are available, which can be found in the BMEcat documentation of Onventis; see Chapter 6.2.4.

Complete example of a BMEcat 1.2 (not all fields are required per article):

```
<?xml version="1.0" encoding="UTF-8" ?>
<!DOCTYPE BMECAT SYSTEM "bmecat_new_catalog_1_2.dtd">
<BMECAT version="1.2">
   <HEADER>
      <GENERATOR_INFO>Onventis</GENERATOR_INFO>
      <CATALOG>
         <LANGUAGE>english</LANGUAGE>
         <CATALOG_ID>123</CATALOG_ID>
         <CATALOG_VERSION>001.001</CATALOG_VERSION>
      </CATALOG>
      <BUYER>
         <BUYER_NAME>Customer</BUYER_NAME>
      </BUYER>
      <SUPPLIER>
         <SUPPLIER_NAME>Supplier</SUPPLIER_NAME>
      </SUPPLIER>
   </HEADER>
   <T_NEW_CATALOG>
      <CATALOG_GROUP_SYSTEM>
```

```xml
<CATALOG_STRUCTURE type="leaf">
  <GROUP_ID>01</GROUP_ID>
  <GROUP_NAME>Category 1</GROUP_NAME>
  <PARENT_ID>1</PARENT_ID>
</CATALOG_STRUCTURE>
<CATALOG_STRUCTURE type="root">
  <GROUP_ID>1</GROUP_ID>
  <GROUP_NAME>Example catalog Onventis</GROUP_NAME>
  <PARENT_ID>0</PARENT_ID>
</CATALOG_STRUCTURE>
</CATALOG_GROUP_SYSTEM>
<ARTICLE>
  <SUPPLIER_AID>123456</SUPPLIER_AID>
  <ARTICLE_DETAILS>
    <DESCRIPTION_SHORT>The short description with a maximum of 200 characters</DESCRIPTION_SHORT>
    <DESCRIPTION_LONG>The long description with a maximum of 10000 characters. You can find the required fields in the
    documentation</DESCRIPTION_LONG>.
    <EAN>4046719002696</EAN>
    <BUYER_AID type="customer_specific">01020304</BUYER_AID>
    <MANUFACTURER_AID>123</MANUFACTURER_AID>
    <MANUFACTURER_NAME>Factory &amp; Co.</MANUFACTURER_NAME>
    <ERP_GROUP_SUPPLIER>010104</ERP_GROUP_SUPPLIER>
    <DELIVERY_TIME>3</DELIVERY_TIME>
    <SPECIAL_TREATMENT_CLASS type="GHS">GHS08</SPECIAL_TREATMENT_CLASS>
    <KEYWORD>Keyword 1</KEYWORD>
    <KEYWORD>Keyword 2</KEYWORD>
    <KEYWORD>Keyword 3</KEYWORD>
    <KEYWORD>Keyword 4</KEYWORD>
    <KEYWORD>Keyword 5</KEYWORD>
    <KEYWORD>Keyword 6</KEYWORD>
    <KEYWORD>Keyword 7</KEYWORD>
    <KEYWORD>Keyword 8</KEYWORD>
    <KEYWORD>Keyword 9</KEYWORD>
    <KEYWORD>Keyword 10</KEYWORD>
    <ARTICLE_STATUS type="core_assortment">onventis_important</ARTICLE_STATUS>
  </ARTICLE_DETAILS>
  <ARTICLE_FEATURES>
    <REFERENCE_FEATURE_SYSTEM_NAME>ECLASS-8.1</REFERENCE_FEATURE_SYSTEM_NAME>
    <REFERENCE_FEATURE_GROUP_ID>21019090</REFERENCE_FEATURE_GROUP_ID>
    <FEATURE>
      <FNAME>Material</FNAME>
      <FVALUE>Polyurethane</FVALUE>
    </FEATURE>
    <FEATURE>
      <FNAME>Color</FNAME>
      <FVALUE>Orange</FVALUE>
    </FEATURE>
    <FEATURE>
      <FNAME>SNR value</FNAME>
      <FVALUE>33</FVALUE>
```

```xml
            <FUNIT>dB</FUNIT>
          </FEATURE>
      </ARTICLE_FEATURES>
      <ARTICLE_ORDER_DETAILS>
          <ORDER_UNIT>C62</ORDER_UNIT>
          <CONTENT_UNIT>C62</CONTENT_UNIT>
          <NO_CU_PER_OU>1</NO_CU_PER_OU>
          <PRICE_QUANTITY>1</PRICE_QUANTITY>
          <QUANTITY_MIN>1</QUANTITY_MIN>
          <QUANTITY_INTERVAL>1</QUANTITY_INTERVAL>
      </ARTICLE_ORDER_DETAILS>
      <ARTICLE_PRICE_DETAILS>
          <DAILY_PRICE> False</DAILY_PRICE>
          <ARTICLE_PRICE price_type="net_customer">
             <PRICE_AMOUNT>12.3</PRICE_AMOUNT>
             <PRICE_CURRENCY>EUR</PRICE_CURRENCY>
             <TAX>0.19</TAX>
             <LOWER_BOUND>1</LOWER_BOUND>
          </ARTICLE_PRICE>
      </ARTICLE_PRICE_DETAILS>
      <MIME_INFO>
          <MIME>
             <MIME_TYPE>image/jpeg</MIME_TYPE>
             <MIME_SOURCE>onventis_logo.jpg</MIME_SOURCE>
             <MIME_DESCR>Onventis Logo</MIME_DESCR>
             <MIME_PURPOSE>normally</MIME_PURPOSE>
          </MIME>
          <MIME>
             <MIME_TYPE>application/pdf</MIME_TYPE>
             <MIME_SOURCE>data sheet.pdf</MIME_SOURCE>
             <MIME_DESCR>Technical Data Sheet </MIME_DESCR>
             <MIME_PURPOSE>others</MIME_PURPOSE>
          </MIME>
          <MIME>
             <MIME_TYPE>url</MIME_TYPE>
             <MIME_SOURCE>https://www.IhreDomain.de/img/artikelbild2.png</MIME_SOURCE>
             <MIME_DESCR>Onventis Logo</MIME_DESCR>
             <MIME_PURPOSE>others</MIME_PURPOSE>
          </MIME>
      </MIME_INFO>
    </ARTICLE>
    <ARTICLE_TO_CATALOGGROUP_MAP>
       <ART_ID>123456</ART_ID>
       <CATALOG_GROUP_ID>01</CATALOG_GROUP_ID>
    </ARTICLE_TO_CATALOGGROUP_MAP>
  </T_NEW_CATALOG>
</BMECAT>
```

6.2.2. Onventis Excel

Onventis supports the import of catalogs in Excel or CSV format. You can obtain the relevant templates from your customers or from Onventis. If you do not have the possibility to create a BMEcat 1.2, you can use these templates for the import. You can also create an Excel catalog if you only want to create a small catalog < 20 MB including image data. In this case you do not need FTP access, but can import the catalog directly via the web interface. > 20 MB, FTP access is again required.

The following descriptions do not constitute complete documentation. Further details can be found in the notes within the respective templates or in the starter package for the catalog import, which you can obtain from your customer or Onventis. For your orientation, however, sample files are attached to this supplier guide.

The import of complete catalogs via Excel or CSV takes place in several steps and is divided into article master data, conditions and further information such as material groups or core assortment labels.

6.2.2.1. Article Template

With the Excel template "Import_Article_Template.xlsx" the article master data are imported in the first step. In addition to the usual important basic information on articles, this can also be used to define labels for articles as service articles or article variants.

ArticleNr	SupplierArticleNr	Title_de-DE	Description_de-DE	Keywords_de-DE	Unit	ContentUnit	NumberPerCo	ArticlePictureName	ArticleCategories_de-DE	GroupArticleNr	VariantDisplayOrder	Article
111222		Artikel mit Mindestbestellmenge, Bestellintervall und Preismenge	Dies ist die Langbeschreibung für den Artikel mit Mindestbestellmenge Mindestbestellmenge = 25 Stück Bestellintervall = 25 Stück Preismenge = 100		C62	C62	1	onventis_logo.jpg	Beispielartikel|Waren			
333444		Dienstleistungsartikel mit Staffelpreis	Dies ist eine Dienstleistung, die über den Katalog geordert werden kann. Die Staffelpreise werden über die Konditionsdatei		HUR	HUR	1	onventis_logo.jpg	Beispielartikel|Dienstleistung			
123456		Arbeitsschuh schwarz (Kurzbeschreibung)	Dies ist die Langbeschreibung zum Quellartikel zu den Varianten.	Arbeitsschuh,	PR			arbeitsschuh_schwarz.jpg	Arbeitsschuhe			
123456.1		Größe 40 (Kurzbeschreibung der Variante)	Dies ist die bestellbare Artikelvariante in Größe 40		PR				Arbeitsschuhe	123456	1	
123456.2		Größe 41 (Kurzbeschreibung der Variante)	Dies ist die bestellbare Artikelvariante in Größe 41		PR				Arbeitsschuhe	123456	2	
123456.3		Größe 42 (Kurzbeschreibung der Variante)	Dies ist die bestellbare Artikelvariante in Größe 42		PR				Arbeitsschuhe	123456	3	
123457		Arbeitsschuh blau (Kurzbeschreibung)	Dies ist die Langbeschreibung zum Quellartikel zu den Varianten.	Arbeitsschuh,	PR			arbeitsschuh_blau.jpg	Arbeitsschuhe			
123457.1		Größe 40 (Kurzbeschreibung der Variante)	Dies ist die bestellbare Artikelvariante in Größe 40		PR				Arbeitsschuhe	123457	1	
123457.2		Größe 41 (Kurzbeschreibung der Variante)	Dies ist die bestellbare Artikelvariante in Größe 41		PR				Arbeitsschuhe	123457	2	
123457.3		Größe 42 (Kurzbeschreibung der Variante)	Dies ist die bestellbare Artikelvariante in Größe 42		PR				Arbeitsschuhe	123457	3	

If article images are to be imported, a ZIP file must be created that contains the catalog file and the image files. The ZIP file must have the same name as the Excel file. Special characters other than hyphens, underscores and umlauts are not allowed in the name.
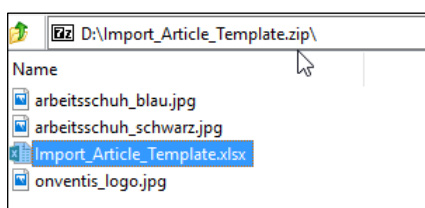
6.2.2.2. Condition Template

The conditions are imported with the Excel template "Import_Article_Conditions_Template.xlsx" after the article master data has been created. The conditions can be specified customer-specifically. In the case of variant articles, only the variants receive conditions; the source article does not receive conditions. In addition to the option of defining up to five scaled prices, you can also define the price quantity, the minimum order quantity, the ordering interval, the delivery time and the general availability.

This condition template can also be used if you have imported a BMEcat and want to perform a price update for the items it contains.

ArticleNr	CustomerNr	CustomerGroupNr	SupplierNr	Currency	PriceQuantity	QuantityMin	OrderInterval	Quantity1	Quantity2	Quantity3	Quantity4	Quantity5	PricePerQ1	PricePerPQ2	PricePerPQ3	PricePerPQ4	PricePerPQ5	EditCondition	DeliveryTime	Availability	TaxRate
111222				EUR	100	25	25	1					10						3	3	19
333444				EUR	1	8	8	8	16	24			150	125	100				3	3	19
123456.1				EUR				1					40						3	3	19
123456.2				EUR				1					41						3	3	19
123456.3				EUR				1					42						3	3	19
123457.1				EUR				1					40						3	3	19
123457.2				EUR				1					41						3	3	19
123457.3				EUR				1					42						3	3	19

6.2.2.3. Number Template

The Excel template "Import_ArticleNumber_Template.xlsx" can be used to further enrich the article data record. This makes it possible to import an alternative article number via the "OtherArticleNr" field or to mark an article as a core assortment article. It is also important to be able to assign the customer's material group to the articles here.

ArticleNr	InternalArticleNr	SupplierArticleNr	OtherArticleNr	CostCategoryNr	MaterialGroupNr	ERPInventoryFlag	ERPCustomsFlag	CoreArticle	CoreVariant
111222					1210				
333444					1270				

6.2.3. Onventis CSV

The CSV catalogs can be built using the Excel templates and then saved as a CSV file with semicolon separators. These catalogs give the possibility to create catalogs up to 20 MB total size including images and save on the size of the pure catalog file. The possibilities as well as the import procedure correspond to the Excel imports.

6.2.4. Additional Documentation

Further documentation on BMEcat and the Excel import templates can be found in the Onventis Knowledge Base. To do this, click on the question mark button in the right view of Onventis to open the Knowledge Base. In the section "Interfaces / Catalog Import" you will find the documentation and templates.

7. Connection of PunchOut catalogs

If you have agreed with Hochland to set up a PunchOut connection to your shop system instead of a static catalog (BMEcat, Excel, CSV), please note that this is not to be carried out in self-service. The connection of PunchOut catalogs always requires the commissioning of a service by Onventis.

For OCI connections, Onventis supports OCI 4, OCI 5 and cXML versions.

7.1. OCI 4

As described above, Onventis must be commissioned to set up the OCI connection. For price information and the request for quotation, please use the landing page of Onventis GmbH at: https://www.onventis.de/onventis-supplier-integration/.

In order to establish an OCI connection, at least the URL + authentication data (username, password) are required from the supplier. But Onventis also supports the transfer of user-specific information such as user ID, user e-mail, login name, etc. If a personalized login is desired for the OCI connection, Onventis must be informed at the time of commissioning which of the following parameters should also be provided for authentication and personalization.

Call parameter OCI 4 Field | Parameter Name	Description of the
URL (Basis)	OCI Shop URL - Example :**https://www.meinshop.de/oci**
username	The generic or personalized (individual) user ID (login name) expected from the external catalog system for authentication.
password	The generic or personalized (individual) password expected from the external catalog system for authentication.
language	Does the external catalog system support different languages for the user interface?
Parameter Name	**Further call parameters supported by Onventis are:**
~OkCode	ADDI
~target	top
~Caller.	CTLG
HOOK_URL	Return URL
Example URL	https://www.meinshop.de/oci?username=CompanyX&password=PasswordY& ExternalLogin={UserNr}& oci_version=4.0&~TARGET=_top&~caller=CTLG&~OkCode=ADDI&HOOK_URL= https://beta.onventis.com/OCIImport.aspx?LinkID=18a5e2bb-5555-45ff-985e-84de2af81e48%26ParameterXYZ

The following fields can be transferred from Onventis via OCI

field name	Description of the
NEW_ITEM-DESCRIPTION[n]	Name of the product or service
NEW_ITEM-MATNR[n]	Customer article number (article number of the buyer)
NEW_ITEM-QUANTITY[n]	Order quantity - 11 digits before the decimal separator ("dot") and 3 digits after the decimal separator are allowed. No thousands of separators (e.g. period or comma) are allowed.
NEW_ITEM-UNIT[n]	Unit of measure for the order quantity
NEW_ITEM-PRICE[n]	Price of the product or service per price quantity - 11 digits before the decimal separator ("dot") and 3 digits after the decimal separator are allowed. No thousands of separators (e.g. period or comma) are allowed.
NEW_ITEM-CURRENCY[n]	Item currency - Must be maintained as ISO code in the SRM Server.
NEW_ITEM-PRICEUNIT[n]	Price quantity of the product or service (if empty, "1" is assumed). Only whole numbers are allowed
NEW_ITEM LEADTIME[n]	Delivery time of the product or service in days. Only whole numbers are allowed
<font color=#38B0DE>NEW_ITEM-LONGTEXT_n:132[]	Long description of the product or service - The field "NEW_ITEM-LONGTEXT_n:132[]" is an exception to the syntax of the index n. The field length is not limited.
NEW_ITEM-VENDOR[n]	Supplier number for the vendor in the external catalog system (business partner) for the product or service transferred back.
NEW_ITEM VENDORMAT[n]	supplier article number
NEW_ITEM-MANUFACTCODE[n]	manufacturer's number
NEW_ITEM-MANUFACTMAT[n]	manufacturer article number
NEW_ITEM-MATGROUP[n]	Identifier for the material group to which the transferred product or service is assigned. In this field, the material group of the customer or the eClass code must be transferred in the version agreed with the customer without hyphens (for example, 21019090).
NEW_ITEM SERVICE[n]	Indicates the transferred item as a service.
NEW_ITEM-CONTRACT[n]	Contract number to which the transmitted item refers.
NEW_ITEM-CONTRACT_ITEM[n]	The item number of the contract to which the transferred item refers.
NEW_ITEM-EXT_QUOTE_ID[n]	Quotation number to which the line item transferred refers.
NEW_ITEM-EXT_QUOTE_ITEM[n]	The line item number of the bid to which the line item transferred refers.
NEW_ITEM-EXT_PRODUCT_ID[n]	Unique database key (primary key) for the transferred position in the external catalog system.
NEW_ITEM-ATTACHMENT[n]	URL of the document attachment (the attachment must be available for download at that URL)
NEW_ITEM-ATTACHMENT_TITLE[n]	Title of the attachment (if the field is empty or is not transferred, the file name from the URL specified above will be used)
NEW_ITEM-ATTACHMENT_PURPOSE[n]	Intended use of the Annex. In this case, C stands for Configuration.
NEW_ITEM-EXT_SCHEMA_TYPE[n]	Name of the schema that was imported into the SRM server.

NEW_ITEM-EXT_CATEGORY[n]	Unique key of an external material group for the above classification system, depending on the version or schema.
NEW_ITEM-EXT_CATEGORY_ID[n]	Unique key of an external material group for the above classification system, independent of the version or schema.
NEW_ITEM-SLD_SYS_NAME[n]	Name of a system in the system landscape
NEW_ITEM-CUST_FIELD1[n]	User-defined field
NEW_ITEM-CUST_FIELD2[n]	User-defined field
NEW_ITEM-CUST_FIELD3[n]	User-defined field
NEW_ITEM-CUST_FIELD4[n]	User-defined field
NEW_ITEM-CUST_FIELD5[n]	User-defined field

In version OCI 4, Onventis also supports the following OCI functions

- DETAIL for the display of item detail information via the shopping cart and

- VALIDATE for querying availability and current conditions.

The BACKGROUND SEARCH function is not supported.

7.2.   OCI 5

Onventis supports Onventis OCI 5 to get articles into the search results of Onventis via OCI. Onventis OCI 5 is the integration of catalogs based on the OCI 5 standard from SAP. The article data of an external shop provider is made searchable in the e-procurement solution and search results are displayed directly in the application. The variants "managed" and "unmanaged" are supported.

Variant "unmanaged"

In the "unmanaged" integration variant, all article data from the external shop are indexed in the Onventis search index to the extent that they can be ordered immediately (i.e. article data such as short text and price are available). The shop provider allows the articles to be ordered without having to call up or request the shop again beforehand. When an order is placed, the data from the Onventis search index is transferred directly to the Onventis shopping cart.

managed" variant

With the "managed" variant, article data from external shops are not completely available in the Onventis search index (e.g. price is missing due to strong fluctuations), or the shop provider has marked the articles as "not directly orderable". In this case, the shop provider takes over the administration of the ultimately valid article data and "manages" it.

7.3.   cXML

In addition to OCI, Onventis Buyer also supports the cXML standard for PunchOut catalogs.

8. Further Possibilities of Technical Integration

If you, as a supplier, wish to automate the ordering system in your ERP system, you can contact Onventis GmbH at any time to implement an EDI connection.

Basically, Onventis Buyer supports the following process steps and message types in order processing:

- Order
- Order change
- Order confirmation/change
- Delivery Note
- Service Note
- Receipt of goods
- Invoice information

OR > OCH > OC > DT > SN > RG > II

8.1. Electronic Connection with Hochland to Onventis Buyer

The specific order processing process set up by Hochland and relevant to you as a supplier basically includes the following process steps:

- Order
- Order change
- Order confirmation (not for catalog orders; free text only)

OR > OCH > OC

Provided that you as the vendor want the documents to be processed automatically, you can set up an EDI connection for the above document types.

Please check with Hochland in advance if an order confirmation is relevant for your order.

8.2. EDI format and Communication Channel

Onventis Buyer uses the format openTRANS XML 1.0 for the transfer of documents.

You can choose between FTP, HTTP(S) or SMTP as possible communication channels.

Depending on the chosen communication channel, an agreement must be made between you as the supplier and Onventis GmbH in order to set up an FTP or establish an HTTP(S) or SMTP connection.

8.3. Customer Number

If you need your customer number in the documents for the internal routing of the documents, please communicate it to your customer so that it can be entered in Onventis Buyer and transferred to you.

8.4. Free Text Orders

If you want an automated transfer of orders or order changes from Hochland to your ERP system, please clarify with your customer in advance whether he also plans to send you free text orders via Onventis Buyer. Free text orders cannot be processed automatically in a meaningful way. In this case, Onventis Buyer offers your customer the option of sending these free text orders in PDF format to a separate e-mail address that you can communicate to the customer.

Enter the e-mail address for free text orders to Hochland so that this e-mail address can be stored in the vendor master record.

8.5. Costs and Commissioning of the Connection

If you are interested in automating the exchange of documents between Hochland Deutschland AG and you as the supplier, you can commission Onventis GmbH to do so. Please note that there are costs for this and that you have to assign the connection to Onventis GmbH.

General information on these points can be found on the Onventis landing page for suppliers: https://www.onventis.de/onventis-supplier-integration/

8.5.1. Connection Costs

The valid price list can be found at

https://www.onventis.de/download-preisliste-onventis-supplier-integration/

Please consult Hochland in advance if you need the connections for the test and productive system of Hochland Deutschland AG or if the connections are only relevant for the productive system.

8.5.2. Assignment of the Connection

If you are interested in an EDI connection for the exchange of documents, please go to the landing page to request a quotation: https://www.onventis.de/download-angebot-onventis-supplier-integration/

Here you can fill in the corresponding form. Once the order has been placed, the agreed interfaces will be set up for you.

9. Appendix

9.1. Administration of Order Units

9.1.1. List of Hochland Order Units

UOM	Bezeichnung	Description
PRS	Anzahl Personen	Number of people
BCH	Becher	Cup
BEU	Beutel	Bag
ST	Blatt	Sheet
PAK	Block	Block
PAK	Bund	Bundle
DM	Dezimeter	Decimeters
DOS	Dose	Can
DZN	Dutzend	Dozen
EIM	Eimer	Bucket
FAS	Fass	Drum
FL	Flasche	Bottle
G	Gramm	Gram
HL	Hektoliter	Hectoliters
JHR	Jahr	Year
KAN	Kanister	Jerrican
KAR	Karton	Carton
KS	Kasten	Box
KG	Kilogramm	Kilograms
KM	Kilometer	Kilometers
KT	Kilotonne	Kilotons
KI	Kiste	Crate
CDM	Kubikdezimeter	Cubic decimeters
M3	Kubikmeter	Cubic meters
MM3	Kubikmillimeter	Cubic millimeters
CCM	Kubikzentimeter	Cubic centimeters
LAG	Lage	Quire
LE	Leistungseinheit	Activity unit
L	Liter	Liters
M	Meter	Meters
MG	Milligramm	Milligrams
ML	Milliliter	Milliliters
MM	Millimeter	Millimeters
MIN	Minuten	Minutes
MON	Monate	Months
PAA	Paar	Pair
PAK	Packung	Pack
PAL	Palette	Pallet
PAU	Pauschale	Flat rate
PKT	Punkte	Dots
DM2	Quadratdezimeter	Square decimeters
M2	Quadratmeter	Square meters
MM2	Quadratmillimeter	Square millimeters
CM2	Quadratzentimeter	Square centimeters
ROL	Rolle	Roll

SAT	Satz	Set
S	Sekunden	Seconds
STP	Stapel	Piles
ST	Stück	Piece
STD	Stunden	Hours
TAF	Tafel	Panel
TAG	Tage	Days
TO	Tonne	Tons
TU	Tube	Tube
VE	Verpackungseinheit(en)	Packing Unit(s)
WCH	Wochen	Weeks
CM	Zentimeter	Centimeters

9.1.2. Import of Order Units

If you log into your supplier account for the first time, you must administer the order units in the system. In principle, the order units can be imported for this purpose. This should be done before the first import of a catalog. For subsequent updates, individual missing order units can also be maintained manually by extending the import mappings; see Chapter 9.1.3.

Use the Order Unit Import file included with this guide, complete and import it alteratively for manual adoption and editing of base units.

To do this, use the Excel file "Orderunits_Hochland.xlsx" attached to this supplier guide and insert your ISO codes or order unit descriptions in the column "**ImportMapping", which** you use in your catalog to be provided for this customer.

ImportNr	QuantityUnit_de-DE	QuantityUnit_en-US	QuantityUnit_fr-FR	QuantityUnit_nl-NL	QuantityUnit_es-ES	QuantityUnit_it-IT	QuantityUnit_pl-PL	ImportMapping
Paar	Paar	Pair	Paire	Paar	Par	Paio	Para	PAA|PR
Pack	Packung	Pack	Paquet	Verpakking	Envase	Confezione	Opakowanie	PK|PCK|PA|PAK|PKG|PKT
Palette	Palette	Pallet	Palette	Pallet	Palé	Bancale	Paleta	PAL
Pauschale	Pauschale	Flat rate	Forfait	Tarief	Precio fijo	Forfait	Ryczałt	LS|PAU
Quadratdezimeter	Quadratdezimeter	Square decimeters	Décimètres carrés	Vierkante decimeter	Decímetros cuadrados	Decimetri quadrati	Decymetr kwadratowy	DMK|DM2
Quadratmeter	Quadratmeter	Square meters	Mètres carrés	Vierkante meter	Metros cuadrados	Metri quadrati	Metr kwadratowy	MTK|M2
Quadratmillimeter	Quadratmillimeter	Square millimeters	Millimètres carrés	Vierkante millimeter	Milímetros cuadrados	Millimetri quadrati	Milimetr kwadratowy	MMK|MM2
Quadratzentimeter	Quadratzentimeter	Square centimeters	Centimètres carrés	Vierkante centimeter	Centímetros cuadrados	Centimetri quadrati	Centymetr kwadratowy	CMK|CM2
Rolle	Rolle	Roll	Rouleau	Rol	Rollo	Rotolo	Rolka	CL|RO|ROL
Satz	Satz	Set	Kit	Set	Juego	Set	Zestaw	LOS|SET|GA
Sekunden	Sekunden	Seconds	Secondes	Seconden	Segundos	Secondi	Sekundy	S|SEK
Stück	Stück	Piece	Pièce	Stuk	Pieza	Pezzo	Sztuka	C62|PCE|EA|QR|NPT|CA|STK|UNIT|STCK|ST|VPE|BUC|pièce|Piece|Stü|Stk.|UC|PU|Ver
Stunden	Stunden	Hours	Heures	Uren	Horas	Ore	Godziny	H|STD
Tafel	Tafel	Panel	Tableau	Plaat	Panel	Tavola	Płyta	OA|TAF
Tage	Tage	Days	Jours	Dagen	Días	Giorni	Dni	DAY|T
Tonne	Tonne	Tons	Tonne	Ton	Toneladas	Tonnellata	Tony	26|CTN|DT|E28|GT|TO
Tube	Tube	Tube	Tube	Tube	Tubo	Tubo	Tubka	TU
Wochen	Wochen	Weeks	Semaines	Weken	Semanas	Settimane	Tygodnie	WEE|WCH

The file is already adapted to the units of Hochland. In this file, add the column "ImportMapping" per unit if you transfer further order units with your catalog. Do not make any further changes.

Once you have adapted the file to your needs, import the order units. The order unit list in the system should be empty before the import so that only a cleaned order unit inventory is imported.
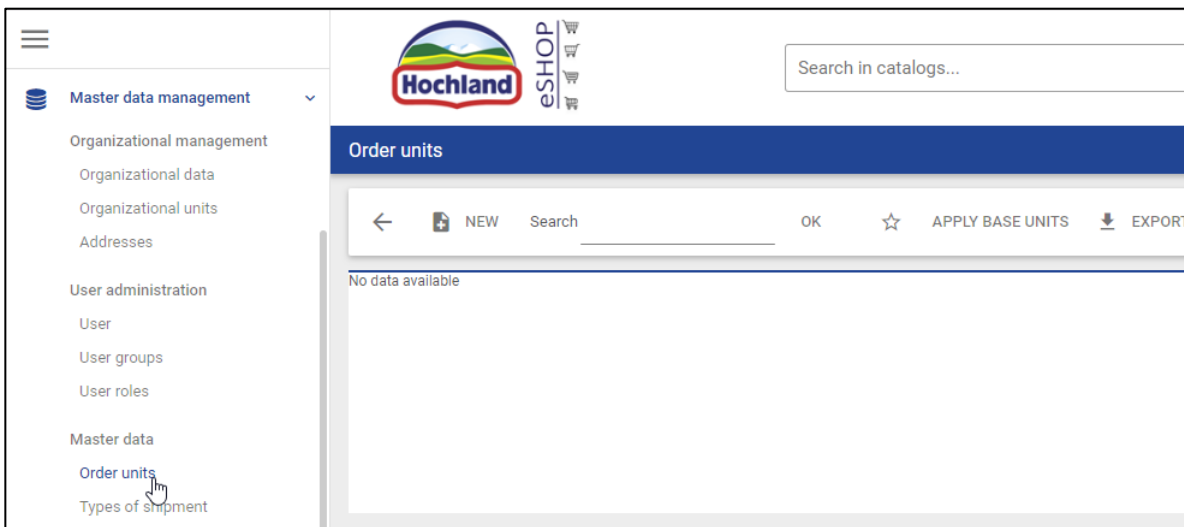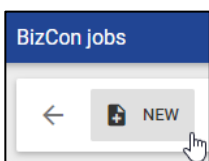
The import is performed using the Business Connector (BizCon jobs), the import module in Onventis Buyer. You reach this via "Configuration / BcJob management".
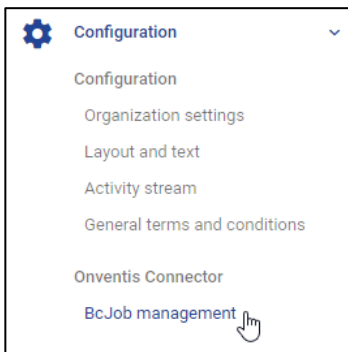
Create an import job here with the following settings:

Controller: Import Controller

Adapter: Order Unit Import Adapter

Converter: Excel/CSV Order Unit Import Converter

Port: Web Interface Input Port

In the import job, you assign a "title". Under "Notifications" you can activate whether you want to receive status messages for importing order units by "e-mail".

Under "Import data / Import via / File / Selection" you store the Excel file with the order unit mappings that you have filled in.
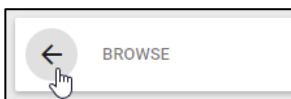

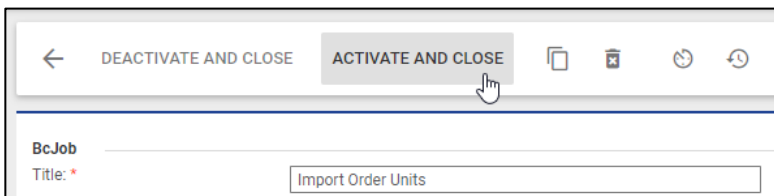
You can conveniently drag and drop the file into the "File to upload here" field. The file will then be uploaded from here.
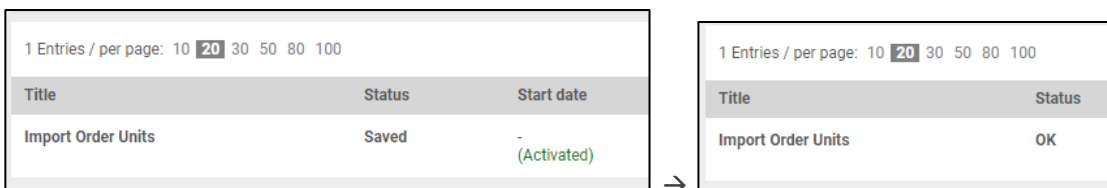
File attachment

← BROWSE

In order to attach a file, click on "Browse..." and select the file to be attached.
Then click "Attach" in order to upload the selected file.
You can leave the dialog by clicking on "Close".

Note: please note that the size per file is limited to 10 MB. Larger files will be rejected by the system.

No data available

File attachment

→ Verschieben

Drop file for upload here

Then click on the "Back" arrow.

← BROWSE

Once you have made all the settings, click <Activate and Close>.

← DEACTIVATE AND CLOSE   ACTIVATE AND CLOSE

BcJob
Title: *   Import Order Units

The import is imported by the system at regular intervals. After successful import, the order units are available.

1 Entries / per page: 10 **20** 30 50 80 100		
Title	Status	Start date
Import Order Units	Saved	- (Activated)

→

1 Entries / per page: 10 **20** 30 50 80 100	
Title	Status
Import Order Units	OK

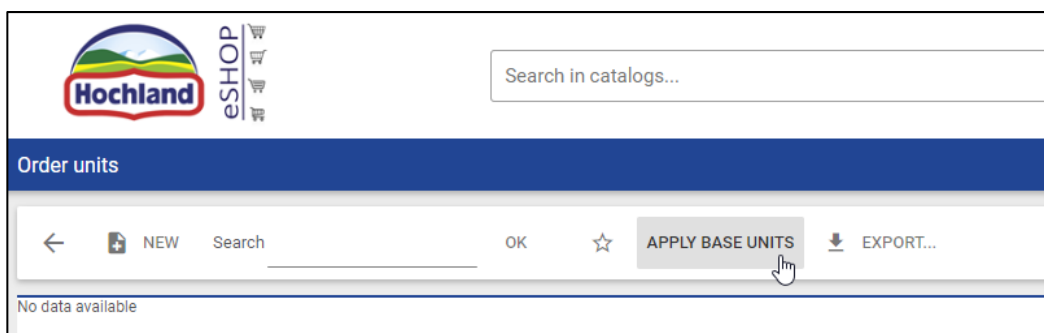**Order units**

← NEW   Search   OK   ☆   🗑 DELETE MARKED ORDERING UNI...   APPLY BASE UNITS   ⬇ EXPORT...

57 Entries / per page: 10 **20** 30 50 80 100   **1** 2 3 ▶

	Import no.	Order unit ▲	Import mapping	ERP mapping	Available in	Available languages
☐	Leistungseinheit	**Activity unit** (Default — services)	LE	LE	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Beutel	**Bag**	BEU, BG, BTL, BTL., SA, Sack, TTE	BEU	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Block	**Block**	PD	PAK	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Flasche	**Bottle**	BO, FL	FL	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Kasten	**Box**	KS	KS	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Eimer	**Bucket**	BJ, EIM	EIM	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Bund	**Bundle**	BE, PAT	PAK	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Dose	**Can**	CAN, DO, DOS, TN	DOS	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Karton	**Carton**	BOITE, BX, BX, CAR, CARTON, CG, CT, KAR, KT., Schachtel	KAR	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Zentimeter	**Centimeters**	CM, CMT	CM	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Kiste	**Crate**	CS, KI	KI	Order system / catalog management	DE, US, ES, NL, PL

9.1.3. Manual Creation and Configuration of Order Units

For manual maintenance of order units, switch to the order unit list via "Master data administration / Master data / Order units".
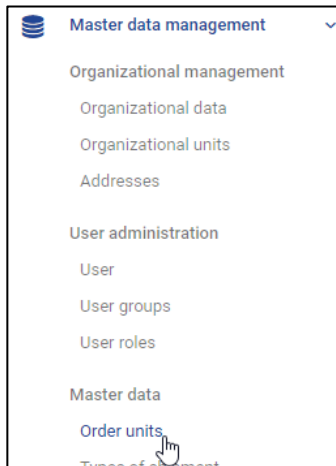
You can import predefined standard units that already contain a large part of the order units to be expected from catalogs via the button < Accept basic units>.

	Import no.	Order unit ▲	Import mapping	ERP mapping	Available in	Available languages
☐	Leistungseinheit	Activity unit (Default – services)	LE	LE	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Beutel	Bag	BG, SA, TTE	TTE	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Block	Block	PD	-	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Flasche	Bottle	BO, FL	FL	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Kasten	Box	BX, KS	KS	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Bund	Bundle	BE, PAT	-	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Dose	Can	CAN, DO, DOS, TN	DOS	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Karton	Carton	CT, KAR	KAR	Order system / catalog management, Request system	DE, US, ES, NL, PL
☐	Zentimeter	Centimeters	CM, CMT	CM	Order system / catalog management, Request system	DE, US, ES, NL, PL

Check this list against Hochland's order units and add the "import mappings" to those units for which you use other ISO codes than those already stored.

To do this, click on the name of the relevant order unit.

| ☐ | Stück | **Piece** (Default – goods) (Default – framework orders) | C62, EA, PCE, ST, STCK, STK, UNIT | ST | Order system / catalog management, Request system |

A mapping can now be stored in the processing of the order unit.

Quantity unit: Piece

← 💾 SAVE AND CLOSE 🗋 🗐 🗑 🕐 🕐 I< < > >I

Basic information **Mapping**

Mapping

8 Entries / per page: 10 20 30 50 80 **100**

Unit		ERP mapping	Action
C62		☐	🗑
EA		☐	🗑
PCE		☐	🗑
ST		☐	🗑
ST		☑	🗑
STCK		☐	🗑
STK		☐	🗑
UNIT		☐	🗑
		Piece	New entry

To create an import mapping, enter the ISO code to be imported from your catalog for that unit and click <New Entry> and then <Save and Close>. The import mapping is now stored. In this concrete example, a catalog article with the order unit "VPE" on the customer side would be displayed legibly as a "piece".

| ☐ | Stück | **Piece** (Default – goods) (Default – framework orders) | C62, EA, PCE, Piece, ST, STCK, STK, UNIT | ST | Order system / catalog management, Request system |

**If you do not find an equivalent for order units from your catalog in the Hochland order units, please map them to the standard unit "Piece". There
should be no more units than those supported by Hochland. - currently 57 order units.**