User Manual for Dagfinn

The joint purchasing system for the grocery industry

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1 WELCOME TO DAGFINN

Dagfinn is an acronym for DAGligvarebransjens Felles INNkjøpssystem (= The joint purchasing system for the grocery industry), and has been developed by Tietoevry. Dagfinn is an interactive online service, increasing the efficiency and simplifying the processing of orders between suppliers and convenience chains. Dagfinn receives orders from the chains, which are then verified and transferred to a database. In the database, they are organized and made accessible to the suppliers. As supplier, you will use Dagfinn to exchange documents with the chains.

1.1 HELP/USER SUPPORT FOR DAGFINN

Dagfinn User Support may answer technical questions about Dagfinn and how to use the system. We **cannot** answer questions about specific orders (content, etc.). These issues need to be discussed directly with the customer of your product.

Dagfinn support service is available between 08.00 og 16.00 on weekdays.

Telephone: 23 14 51 94
E-mail: dagfinn@tietoevry.com
Tietoevry Norway AS
Snarøyveien 30
NO-1360 Fornebu

2 HOW TO USE THE WEB-BASED APPLICATION

When working toward a Web client, it is important to understand that for most of the user selections to alter the display on the screen, the client must contact the server. This means that the display image must be loaded down to the machine again (which the user may perceive as "flickering"). A Web client is defined as stateless – it remembers significantly less of its state between two inquiries to the server.
There are some things that are important to realize when using Dagfinn, since this is a web application where all processing takes place on the web server. Thus, Dagfinn is more sensitive than regular programs that are run locally.

2.1 LOGIN

Open a web-browser and select https://dagfinn.ec.evry.com, which is on Dagfinn's login page. It may be a good idea to add this page as a favorite in a web-browser. On this page, there will also be some information, such as changes in the system. In order to log on to the system, you must enter your username and password when logging in and click "Log in". If you have lost your password/username, contact Dagfinn User Support.

2.2 ACCESS CONTROL

There may be several users of Dagfinn. The different users may also have different privileges. This makes it possible for users who do not have access to open/see invoices, which is relevant where a third party fills out advanced content lists and packs the goods.
Contact Dagfinn User Support to create users or change access for existing users.

3 THE MENU

This chapter describes the different buttons that are available in the menu. The menu is seen on all displays, but certain buttons may be greyed out in certain displays if they are not relevant. E.g., "Save" and "Send" will be greyed out in the order list and in the message image after the message has been sent. Use the buttons in the menu to move between the various display images instead of back/forward in the browser.

| Inbox | Move | Archive | Invoice | Save | Send | Preview | Manual | Help |
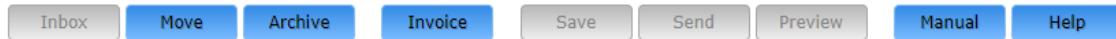
Explanation for each button:

Inbox	Shows the inbox, with an overview of new orders and orders that are not completely processed. If you are in a message when you click on this, you will lose all changes you have made in the message, without any questions.
Move	Moves the marked messages between the inbox and archive, or vice versa. The messages are marked all the way to the left in the order list.
Archive	Shows the archive. Functionally, entirely identical with the inbox (see comment for inbox). Processed messages will be stored here.
Invoice (free invoice)	Saves a new invoice/credit note that is not based on an existing order. There is also a feature in Dagfinn for copying an existing invoice. This is done from the invoice display, where a button "Copy invoice" appears when the invoice is sent. This makes it much easier to credit invoices, since one doesn't have to fill out the entire invoice all over again.
Save	Saves a message you have started to fill out. If it is a large message with many changes, it may also be a good idea to save it from time to time to avoid starting all over again if something unforeseen happens. After saving, the green text "Saved OK" will be shown, or a red text with an error message if the message was not saved. If an error message appears, you must correct any errors that were made when filling out and click "Save" again.
Send	Sends messages that are shown. After a message has been sent, it can no longer be edited or sent again. It checks automatically that the message contains necessary information. The sending process is interrupted, and a red error message text is shown if the message is not sufficiently filled out.
Preview	Shows a printer-friendly version of the message in a separate window. If the message is not sent, it will first be saved.
Manual	Downloads the user manual (this document).
Help	Shows help for the page that is shown directly in the web browser. Help opens in a separate window. Help-pages for other displays may also be opened using links at the top of the help-page.
Log out	Closes Dagfinn by logging out to the Home page.
Change password	Changes the password for logging on. If you change the password and forget it, user support may not restore it. In that case, the password must be reset.

4 ORDER LIST (INBOX AND ARCHIVE)

The order list (previously called inbox and archive) is the main display in Dagfinn. Here, all orders are listed so you may see how far any given order has come in order processing. You may also move orders that have completed the processing stage over to the archive, so they do not take up space in the inbox. Orders will also be moved automatically to the archive according to preset rules, e.g. an order that is processed may be moved to the archive 2 days after the invoice has been sent.

All features are identical in the inbox and the archive, so if you prefer, you may process the order from the archive as though they were in the inbox. The order list is a new designation in connection with Dagfinn, and in this context it means the inbox or archive, i.e. the screen display where all orders are listed.

Switch between the inbox and archive by clicking on the menu buttons "Inbox" and "Archive".

Here is a display from the inbox. Areas that belong together are marked here with the same color. See the explanation for each area below the picture.

4.1 HOW TO USE THE ORDER LIST
The different messages (Order, Response, Despatch adv. and Invoice) are opened from links in the order list in the columns with the same names. The messages must be filled out and sent in the mentioned sequence because each message is based on the previous one.
It will therefore not be possible to open an invoice for an order before the despatch advice has been sent. After a message has been sent, it may no longer be edited. When you send a message (such as a response), the next message will be available via the link "[New]".

The order list is sorted with the last changes message at the top. If you open a message and save it, it will appear at the top of the order list. A message will also appear at the top if it is moved between the inbox and archive.

ORDER
Click on an order number in the column "Order" to show the order in a printer-friendly format. See the chapter on orders for more information.

DESPATCH ADVICE
There are three kinds of despatch advice – basic (level 1), advanced (level 3) and expansion of advanced despatch advice (level 4). Dagfinn will open the correct type of despatch advice when you click "New" in the column "Despatch adv".
See the chapters on basic and advanced despatch advice for more information.

INVOICE
There are two kinds of invoices – regular invoices that are generated in response to an order, and a so-called "free invoices". A free invoice may be a credit note or an invoice. It will have its own line in the order list, where only an invoice may be opened. You may now copy a sent invoice to make it easier to generate a free invoice. This is done via the display for invoices, where a button "Copy invoice" is shown if the invoice is sent. A copied invoice will automatically be shown at the top of the inbox with an invoice number corresponding to the day's date+time. See the chapter on invoices for more information.

4.2 FETCHING A NEW ORDER FROM THE DATABASE
See the blue area on the display of the order list, above.

To check if any new orders have arrived, click "Refresh" in the upper right-hand corner.

Then the order list will be filled out again from the database, and any searches will be reset. The orders are listed with the most recently changed orders at the top. To limit the number of orders that are brought up, you may select how old orders you wish to see. Dagfinn will remember the settings here and use the most recently selected period the next time you log on. It is the time at which something was done with the order or one of the appurtenant messages that determines how new it is, such as when a message was last saved or the last time the order was moved between the inbox and the archive. Orders that are automatically saved to the remote archive cannot be shown here, but they may be brought up again when needed, by User Support.

4.3 SEARCHING AND SORTING

See the green area on the display of the order list, above.
Only a selection of the orders may be shown in the order list. This is done by using the search feature.

The search will always be among the words that are already in the order list (all pages if there are more orders than there is room for on one page). That makes it possible to do new searches in the result from a previous search, so that you may narrow in on only the orders that are relevant. To reset the search and show all accessible messages, you can click on "Refresh" furthest to the right (blue area). Then all orders from the database are shown again.

You may sort the messages in the order list by clicking the title in the column you wish to sort by.

Click again to switch between ascending and descending order. If there are more orders in the order list than there is room for on a screen display, you may browse the pages at the bottom of the order list.

4.4 MOVING ORDERS BETWEEN INBOX OG ARCHIVE

See the red area on the display of the order list, above.
Highlight the orders you wish to move from the inbox to the archive, or vice versa, by checking the box furthest to the left in the order list. To highlight all orders on the display, click in the box in the title row. You may not select orders from more than one page in the order list at the same time.
Click "Move" in the menu to move the highlighted orders to the archive if you are in the inbox, and to the inbox if you are in the archive.

4.5 EXPORTING MORE MESSAGES

See the red area on the display of the order list, above.
Highlight the orders you wish to export by checking the box furthest to the left in the order list. To highlight all orders on the display, click in the box in the title row. You may not select orders from more than one page in the order list at the same time. Click one of the buttons under "Export marked" to export the relevant message type.
 (**Ord**=order, **Rsp**=order response(confirmation), **Des**=despatch advise(packaging list), **Inv**=invoice).

Then you will be able to download a text file with the highlighted messages. You will always only have one file, so if more than one order is selected, all of them will be in sequential order in the same file. The

format is as described at the back of the manual under the relevant message type. Feel free to contact User Support for more information.

Important: User Support would also like you to inform them if you use exported messages from Dagfinn, so that we may contact you well in advance if there are any changes to the file format due to changes in the standard or requirements.
In some cases, it will not be possible to export all of the messages you have asked for. The following rules apply for this:

- An invoice may only be exported when the highlighted invoice is a free invoice.
- Only messages that have been sent may be exported, i.e. with status 4, 6 or 8 for respectively confirmation, despatch advice and invoice message. (Unsent despatch advice level 3 may also be exported directly from the despatch advice display)
- Orders may not be exported if the order line is a free invoice.

The file name you get, will give some information as to how many messages could be exported, and how many could not be exported. Here is an example of the file name if you try to export invoices from the display above: Faktura_2_ok,2_feil_20070831_110400.txt

In this case, only 2 invoices may be exported (the middle two, whereas 2 cannot because they have not yet been generated). The file name also contains information about the date and time of the export.

If no messages may be exported, an error message will be shown at the top of the display. NOTE! The error message will not disappear before the order list page is loaded again. This will not happen in the case of an export where at least one message is successfully exported. In this case, the error message may persist even though the last export went well. If you get the option of opening or saving a file after having clicked on one of the export buttons, at least 1 message may be exported.

4.6 AUTOMATIC ARCHIVING

If you do not move an order between the inbox and archive yourself, the orders will be moved automatically after a certain time, according to the following rules. By "changed", is meant that the message is saved, or moved manually between the inbox and archive. If you move an order manually to the archive and back, you will in other words delay the automatic archiving process.

Orders
- New orders are archived when they are older than 7 days and the preferred delivery date was more than 7 days ago.
- Orders which are read are archived 21 days after the last time they were opened, and the delivery date has passed.

Order response
- Order response messages that have been started, are archived 14 days after the last time they were changed and the delivery date has passed.
- Order response messages that have been sent, are archived 14 days after they were sent and the confirmed delivery date has passed.

Despatch advice
- Despatch advice messages that have been started are archived 14 days after the last time they were changed and the confirmed delivery date has passed.
- Despatch advice messages that have been sent are archived 7 days after they were sent and the confirmed delivery date has passed.

Invoices
- Invoices that have been started are archived 14 days after the last time they were changed.
- Invoices that have been sent are archived 2 days after they were sent.

Messages that are automatically archived will be saved to the external archive after an additional 24 months after archiving. Contact User Support if you need to bring up an order that has been saved to the external archive. These will not show up in a search.

5 ORDERS

An order is a document specifying products/services that are ordered according to the terms that are agreed on by the seller and buyer.
- The document is a requisition specifying the parties involved, what, how much, and when. Other relevant information should be agreed on in the applicable trade agreements between the parties.
- Dagfinn has been made to satisfy the need for a standardized content of ordering from the wholesaler to supplier.
- When the order has been received, the supplier should reserve the quantity that has been ordered/may be delivered, so that the volume in the confirmation matches that which is later provided in the despatch advice.

5.1 E-MAIL ABOUT A NEW ORDER

Dagfinn may send an e-mail each time a new order has arrived in the supplier's inbox if the supplier so wishes. The e-mail will provide the supplier with information about the time of the order and the name of the party placing the order. The supplier then logs on to the system to read the new order that has come in.

Contact Dagfinn User Support if you wish to, or if you have a new e-mail address. If you answer the notification e-mail, it will go to Dagfinn User Support. If you have questions regarding the relevant order, these must be posed to the orderer, not to Dagfinn User Support.

5.2 OPENING AN ORDER

Every order that is sent to your company is saved to the inbox, where it will remain until it has been transferred to the archive. New orders will remain at the top of the inbox, with status 1. To open an order in Dagfinn, you must click the order number for the relevant order. The order will open in a separate window.

When an order is read for the first time, a message will automatically be sent back to the sender of the order, informing that the order has been received and read. If you do not need to print the order, you may click "New" under Response to make a new order response right away. The order response display will show the same data as the order with regard to what has been ordered.

Example of an order:

Print   Export

ORDERS

Order number: RS_test
Order date: 22.01.2024 09:05:00
Delivery date: 22.02.2024 00:00:00
Buyer's ref.:   FORETAKSREGISTERET NO913117883 MVA

Buyer:	7080000367178	Dagfinn demokjøper BY
Supplier:	7080000366671	Dagfinn demo 1
Delivery Part:	7080000367178	Dagfinn demokjøper BY
		Olav Helseths vei 5, 0606 Oslo, NO
Invoicee:	7080000367178	Dagfinn demokjøper BY
Shipped from:	7080000366671	Dagfinn demo 1

Order lines

#	Item no	GTIN item no	Description	Quantity
1	101	7030000000017	Epler	60
2	102	7030000000024	Pærer	40
3	103	7030000000031	Bananer	20

5.3 THE CONTENT OF THE ORDER MESSAGE

When a new order is opened, the supplier may quickly see which items the grocery chains have ordered, the quantity and the terms of delivery for the items. You may only look at an order and print it.

There is an export feature where order data may be exported to a flat file. Click the button "Export". The dialog box "Save to file" will open, where you may save the order file locally on your own machine. The user may use the dialog box to save the file with the following name: Ordre_<ordrenr>.txt. You may also export more than one order from the order list at the same time.

The heading of the order contains the following information:

Order number	The number used by the chain to identify the order.
Order date	Shows the date and time the order was placed.
Delivery date	Delivery date and time.
Trading partners	Information about the trading partners involved in the transaction, name and location number.

The lines of the order contain the following information:

#	Consecutive line numbers for each item line
Item no	The supplier's item number
GTIN item no	Global Trade Item Number (GTIN) can be used by a company to uniquely identify all of its trade items. GS1 defines trade items as products or services that are priced, ordered or invoiced at any point in the supply chain.
Description	A brief description of the item. Max. 35 letters.
Quantity	Number of item units covered by the order. Quantities are usually in D-packs.

6 ORDER RESPONSE

The order response (confirmation) is a document from the supplier/seller to the buyer, and is an answer to the previously sent order.

- An order response shall only include one order. The orderer does not need to send an order amendment or a new order to reply to an order response.
- A supplier/seller who has received an order confirms the receipt of this order with an order response, which shall contain information as to whether the seller accepts to deliver the entire order, parts of the order or reject the order entirely.

An order response is a message to the orderer, informing of one of the following states:

a) The order is confirmed received, but not processed. The order is registered, but it is not checked against the warehouse as to whether the items are ready for delivery. The Dagfinn system automatically generates such an order confirmation back to the chain when the order has been read. The user may not send a confirmation using this code.

b) The entire order has been accepted, without amendments. The items in stock and ready for delivery, and may be delivered in line with the conditions provided in the order.

c) The order has been accepted, with an amendment. Parts of the order may not be delivered in accordance with the indicated requirements.

d) The entire order is rejected. The items may not be delivered. In this case, no despatch advice and invoice will be generated.

6.1 CHECKING NEW ORDERS AGAINST STOCK

When the order has been received, the supplier will check the order against their warehouse. The supplier will:

a) Check to see if the item is available in stock.
b) Check to see if the item may be delivered in the quantity ordered.
c) Check to see if the item may be delivered on time.
d) Reserve the quantity that has been ordered, so that the quantity in the confirmation is in line with that which will later be shown in the despatch advice.
e) Fill out and send an order response.
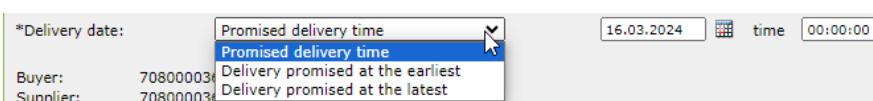
6.2 NEW ORDER RESPONSE

The supplier may start to fill out a new order response by clicking in the column called "Response" for the relevant order. The order response form is divided into two parts; the heading and lines. Here is the order response heading:

All fields marked with a *must be filled out or selected from a list box.

Show the order list after send		Check here if you wish to go directly back to the inbox (or archive, if that is where you opened the message from) after it was successfully sent. An error message will

|		
		appear if the order was not correctly sent, and that message will remain. Dagfinn remembers whether you wish to go directly to the order list after sending, or not.
Order response number	*	An optional number selected by the supplier. It may be practical to select a number which corresponds with the supplier's internal logistics system. Dagfinn automatically suggests an order number. The confirmation number cannot have been used previously.
Order is	*	The supplier's response on to which extent he can fulfil the order. Selected in the list box. **Accepted without change**. All items can be delivered in accordance with the indicated requirements. **Accepted with change**. The order can be partly delivered, with corrections in accordance with the delivery time and/or quantity. If any changes are made to the order response, such as changing the delivery date or deviation in subject lines, "Accepted with change" must be selected. **Not accepted**. Responds to the chain that the order will not be processed. **Not processed**. A selection which the supplier does not need to use, since this is done automatically by Dagfinn. When the order is opened, a message is automatically sent to the chain that the order has been received, but not processed.
Delivery date	*	The supplier's response pertaining to the delivery time. To be selected in the list box. -**Promised delivery time**. The supplier's set time for delivery of the items. -**Delivery promised at the latest**. The latest time for delivery of the items. -**Delivery promised at the earliest**. The earliest time for delivery of the items. You alter the date for delivery status by entering it or clicking on to open a calendar to select date. The format must be dd.mm.yyyy. If you change the time, it must be given in the same format as in the screen display above, hh:mm:ss.

Info on trading partner		Select a trading partner and click the link. A box is shown with information about the organisation, location number, description, address. You can close it by selecting "Close".	

Order response lines:

The order lines provide a detailed overview of each of the items ordered by the chain. The form contains five different kinds of information which the supplier must check. If the order cannot be delivered as placed, the supplier must make changes in the fields "Delivered" and "Reason for deviation".

#		Indicates the number of the item line.
Item no		The item supplier's delivery number.
GTIN item no		A GS1 standard that gives a product a unique identification number.
Description		Item text.
Ordered		Quantity ordered from the chain.
Delivered		Quantity sent from the supplier to the chain. If the supplier cannot deliver the indicated quantity, he must alter the value in this field. The field value may be altered by clicking in the field, and then writing a new value.
Reason for deviation		If the item cannot be delivered as requested, you may choose reason for deviation. The supplier may select from four different reasons. NOTE! Remember to insert 0 in "Delivered" if no items may be delivered. **Temporary out of stock:** The item is sold out, but may be delivered at a later time. If the supplier indicates "Temporary out of stock" as reason for deviation, another time must be given as to when the items will be available again. The date format is dd.mm.yyyy. **Error! Objects cannot be created from editing field codes.** **Invalid item number:** The given item code does not exist among the items sold by the supplier. **Quantity price break:** The quantity of the item is adjusted according to applicable agreements for quantity discount. **Item is no longer part of stock:** The item is no longer available from the supplier. The reason for deviation is provided by selecting from a list box.
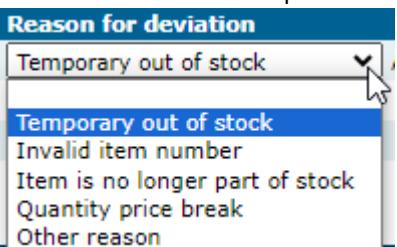
7 BASIC DESPATCH ADVICE (LEVEL 1)

Despatch advice is a document from the supplier/seller to the buyer, and is the notification of an imminent delivery. Despatch advice is in reference to an order that was placed earlier.

- Despatch advice only comprises one order.
- When using cross-docking (EXW), an order shall only comprise a delivery from one pickup-location to one delivery location and one preferred delivery date. This information is given in the heading of the document. For other types of delivery, these principles mainly still apply, but may be deviated from to some degree. E.g., a supplier who is not responsible for the transport himself does not need to limit himself to one pickup-location for the items on the same order. This is also without interest for the buyer.
- Dagfinn ensures that a unique despatch advice number is used.
- The quantity should match the delivery, normally the same as on the order response. Further, there is a request that the despatch advice contains correct quantum information so the invoice inspection may be simplified. If the despatch advice is sent before loading, it must be ensured that the quantum information is correct. Due to the short time slots from ordering until actual delivery, this is as opposed to the the buyer's preference of receiving an electronic despatch advice well in advance of the delivery taking place.

There are three types of despatch advice, levels 1, 3 and 4. Level 1 indicates only the amount of each item that is delivered. Level 3 is more detailed and describes in detail every single package that is included in the delivery, specifying which items and the quantity contained in these packages. A unique identification is also given of each package. You do not need to think of selecting a level. Advanced despatch advice level 4 is an expansion of level 3, used to provide exposure/sales pallets with their own SSCC number and link it to the overlying pallet. In practical terms, this means that Dagfinn now includes the option of placing one or more pallets with an SSCC number, on top of another pallet with SSCC number. By opening a despatch advice, the type of despatch advice that the chain may receive is selected automatically.

As soon as the order response is sent to the chain, the despatch advice for the order is processed by the supplier. The supplier fills out a despatch advice to confirm the packaging and delivery terms to the chain.

7.1 DESPATCH ADVICE HEADING, BASIC DESPATCH ADVICE

The heading of the despatch advice contains mainly information from the order response. On the heading of the despatch advice, there is only one field that may be edited, which must be filled in.

Show the order list after send		Check here if you wish to go directly back to the inbox (or archive, if that is where you opened the message from) after it was successfully sent. An error message will appear if the order was not correctly sent, and that message will remain. Dagfinn remembers whether you wish to go directly to the order list after sending, or not.
Despatch advice no	*	Despatch advice number allocated by sender. Dagfinn suggests an order response number. Despatch advice number cannot have been used previously.

The other fields in the heading show information on agreed delivery and the trading partners involved in the transaction. The supplier may select one trading partner and click the link. Information is provided about the organisation, location number, description, address. You can remove it by selecting "Close".

7.2 DESPATCH ADVICE LINES, BASIC DESPATCH ADVICE

The headings are identical on basic and advanced despatch advice. See the chapter "Despatch Advice Heading".

#	Item no	GTIN item no	Description	Delivered	C/T	Variable quantity	
1	101	7030000000017	Epler	60	9		⌄
2	102	7030000000024	Pærer	40	9		⌄
3	103	7030000000031	Bananer	20	5		⌄

Total quantity delivered: 120 [Update]

The lines on the despatch advice show details on how the items will be delivered to the chain.

All fields marked with a * must be filled out or selected from a list box.

#		Indicates the number of the item line.
Item no		The supplier's item number.
GTIN item no		A GS1 standard that gives a product a unique identification number.
Description		Item text.
Delivered (PCE)	*	Confirmed quantity to be delivered of the item. This quantity may vary from the quantity indicated on the order response if the confirmed quantity cannot be delivered after all. The quantity which was confirmed on the order response will be indicated if you hold the marker still for a couple of seconds over the field to be written in.
C/T	*	Number of consumer units per traded unit. The first time you have an occurrence toward a customer, the number of C-units in T-units must be indicated on each single item line. This is stored and the number of C-units in T-units is "remembered" until the next time you process a despatch advice that contains this item number. Remember to overrule this quantity if any changes are made!
Variable quantity		Provides the measuring unit for the item if it is priced based on a fixed measuring standard. If the supplier wishes to invoice in another unit than PCE (price per piece), the variable quantity item must be used. For example: 1 turkey is ordered, priced per kilo. Upon delivery, the variable quantity must be set at the weight of the turkey and the unit set to kilos. Similarly, there are items that are sold per litre or per cubic meter.
Total quantity delivered		Under the lines, there is information on how many T-units that are delivered overall on this order, all item lines added up. Click the button Update to calculate this again. Changes in the quantities will thus not be reflected here before the display is loaded again from the web server, either by clicking the Update button or the Save button. This feature is added based on a user's request and is only for informational purposes. The information is not included in the message to the receiver, neither does it affect the despatch advice message in any way.

8 ADVANCED DESPATCH ADVICE (LEVEL 3)

An advanced despatch advise is different from a basic despatch advice in as much as there is far more to fill out.

The advanced despatch advise should describe exactly how the items are packaged physically on pallets. This is done by setting up pallets, which are then filled with a number of T-packages where the batch number and expiry date are registered. If there are different batch number and/or expiry dates in the quantity that has been ordered on an item line, this line must be distributed among more than one item line on the pallet so that all batch numbers/expiry dates will be clearly indicated.

A slightly different principle is involved in filling out an advanced despatch advise than for filling out the other messages. You must distribute the items that are ordered on pallets by entering the correct data on item lines, then distributing the correct amount. Then you change the necessary data and distribute again until everything to be delivered, is distributed. This means you may have to use the same field in the line section several times with different values before you are done. See the section Distributing to pallets for an explanation of this.

Each pallet will have a unique ID-number for tracking, a so-called SSCC-number. Dagfinn can generate an SSCC no., or this may be entered in Dagfinn if you already have a system for generating SSCC's and labelling of pallets. It is important that the SSCC number on the label on the pallet matches with the SSCC number on the same pallet in the electronic message. The electronic message must have been received by the recipient before the actual pallet.

The message has three sections – heading, item lines and pallets. Dagfinn automatically fills in most of the data in the heading and the item line part, based on the content in the order message and the response. The pallets are set up by the user by distributing the various item lines on pallets.

8.1 DESPATCH ADVICE HEADING, ADVANCED DESPATCH ADVICE

The heading section is identical on basic and advanced despatch advice. It is described in the chapter "Despatch Advice Heading" under "Basic Despatch Advice (level 1)". The advanced despatch advise also has an export option via the button "Export to file" at the top of the display. From here, you may export despatch advise that is not sent.

8.2 DESPATCH ADVICE LINES, ADVANCED DESPATCH ADVICE

The item line section shows which items are to be distributed on pallets. Here you enter e.g. batch number and expiry date before the item is distributed to a pallet. You may have to distribute the same item line several times, e.g. if there are different batch numbers for the items that are ordered on one subject line. Therefore it is not important what is written in the item line section when the message is sent. The important thing is what is on each pallet.

Item lines
All line items not allocated to pallets will be counted as 'can not be delivered' when the message is sent. See 'help' for more info.

# Description	Allocate		C/T	Variable quantity		Date			Batch no	Allocation		
1 Epler	20	*	16			Best until		28.03.2024	12345	20		Auto
2 Pærer	40	*	10	75	Kilos	Best until				40		Auto
3 Bananer	20	*	5			Best until				20		Auto

Change delivery quantity ☐   Show product ids ☐   Show details for pallets ☑   Dagfinn allocates SSCC ☑   Get 'Allocation' from 'Allocate' ☐

It is OK to send (unallocated line items will not be delivered) ☐   [Date to 'Manufactured today']   [Calculate variable quantity]

Pallets

There is no pallets. Allocate the lines items to pallets the same way they are packed.
If it will be delivered more than what was confirmed the quantity to deliver must be changed before allocation.
See 'help' for more information on allocation to pallets.

If another quantity is to be delivered than that which was confirmed on the order response, the quantity may be altered by checking off "Change delivery quantity" below the item lines. This must be done before distributing anything from the item lines on which the quantity is to be changed.

The distribution itself is done by inserting data for batch number, expiry date and any quantity variable on the item line before a given quantity is distributed on a new or existing pallet. Then a new item line will be set up on the pallet. The same item line on the order may be distributed to more item lines on one or more pallets. 1 item line is to be made for one pallet for each unique combination of batch number and expiry date.
All fields marked with a *must be filled out or selected from a list box.

#		Indicates the number of the item line.
Item no		The supplier's item number.
GTIN item no		A GS1 standard that gives a product a unique identification number.

The fields "Item no" and "GTIN item no" may be shown by checking off "Show product ids in the check box under the item lines. The fields are hidden as standard.

Description		Item text.
Allocate		Confirmed quantity to be delivered of the item. This quantity may be changed by checking "Change delivery quantity" in the check box under the item lines. The quantity must be altered before it is distributed from the line. See below for more information on this.
C/T	*	Number of consumer units per traded unit. The first time you have an occurrence toward a customer, the number of C-units in T-units must be indicated on each single item line. This is stored and the number of C-units in T-units is "remembered" until the next time you process a despatch advice that contains this item number. Remember to overrule this quantity if any changes are made!
Variable quantity		Provides the measuring unit for the item if it is priced based on a fixed measuring standard. If the supplier wishes to invoice in another unit than PCE (price per piece), the variable quantity item must be used. For example: 1 turkey is ordered, priced per kilo. Upon delivery, the variable quantity must be set at the weight of the turkey and the unit set to kilos. Similarly, there are items that are sold per litre or per cubic meter.
Date	*	Fill out date and indicate type by selecting from a list box. Manufactured, obsolescence, last sales date or best until date. Date format is dd.mm.yyyy. Error! Objects cannot be created from editing field codes.
Batch no		A batch number is generated by the manufacturer and used to achieve full traceability in the distribution chain. If more than one batch number are provided for one item, the entire item line must be distributed for each batch number. Should be labelled.
Allocation	*	The quantity in Allocate (PCE) is to be distributed on pallets. Insert the quantity you wish to distribute in the field under Allocation. Then select New pallet to distribute to, from the list box. Repeat this if the pallet does not have room for the quantity. The quantity that remains in the field Allocate (PCE) when the despatch advice is sent, will be deemed "non-deliverable". Error! Objects cannot be created from editing field codes. Dagfinn can also automatically fill out as many whole pallets as needed, based on the ordered quantity. Insert the quantity of T-packs on a pallet in

| | the field Allocation and click on the button "Auto". The quantity you insert will be remembered until next time the same item is ordered.

If the distribution has been wrong, you may select "Recall" in the same list box where you select a new pallet. All item lines will then be returned to the order lines, where it must be distributed again. |
|---|---|

8.3 THE SELECTIONS UNDER THE ITEM LINE

Under the item lines, there is a section with check boxes. Here is an explanation of these:

Change delivery quantity ☐   Show product ids ☐   Show details for pallets ☑   Dagfinn allocates SSCC ☑   Get 'Allocation' from 'Allocate' ☐

It is OK to send (unallocated line items will not be delivered) ☐   [Date to 'Manufactured today']   [Calculate variable quantity]

It is OK to send (unallocated line items will not be delivered)	If you are not going to distribute all of the items, you must confirm that it is correct not to send the message after all. Dagfinn allows sending even though not all items are distributed. The best way of filling this out, is to change to correct quantity before distributing, instead of leaving something out of the distribution. Before all items are distributed, a summary in red text will appear, showing which lines that are still not distributed. When everything is distributed, a green info text is shown instead.
Change delivery quantity	Put a check mark here to be able to alter the quantity to be distributed. The quantities in the column Allocate may be edited on the item lines where nothing has been distributed yet. This feature must be used if you are going to deliver a higher quantity than confirmed. If fewer will be delivered, you won't have to change the quantity, and then only distribute that which in fact will be delivered. You must then confirm that it is correct that not all of this is distributed before sending (check off for It is OK to send).
Show product ids	Check off here to also show the item number in the table with item lines. Item numbers are normally hidden to save space in the width of the display.
Show details for pallets	Place a check mark here to show all information about all pallets. If you remove the check mark, whole pallets will only be shown as a summary line (to save space on the display). Whole pallets may be set up automatically with automatic distribution (see below), so it will not always be necessary to see the whole one.
Dagfinn allocates SSCC	Remove the check mark if you have your own system for generating SSCC numbers and labelling. You may then enter an SSCC no. manually on each pallet. There is also a check box on each pallet where you can do this, but this feature will prepare for entering values on all pallets at once.
Get 'Allocation' from 'Allocate'	Check this box to automatically fill out the Allocation quantity with the value in the Allocation field. This is to make it easier to allocate items to pallets where many item lines will be packed on the same pallet.
Date to 'Manufactured today'	The date field on all item lines will be set to "Manufactured" with todays date.
Calculate variable quantity	Use this button to summarize all quantity variables on the pallets and show the result in the column Variable quantity. E.g. if 50+25+25 kg are distributed on 3 pallets from an item line, this will be summarized so that 100 is shown in Variable quantity. This is only for informational purposes, so that you may check that the quantity that is distributed on the pallets matches the total quantity that is delivered. Dagfinn calculated this automatically when the message is sent.

8.3 PALLETS

A pallet also has two sections, pallet heading and pallet lines. See figure 3 for illustration of a pick pallet and a whole pallet. The following buttons and fields are found on the heading level of the pallet:

Delete	Deletes the pallet, and returns all products to the item line section so they may be allocated again. If Dagfinn had allocated an SSCC number to this pallet, it would be lost, so that the next pallet would be given a new one. Then you will not be able to use any labels printed before the pallet was deleted, as they have an SSCC number that is not included in the electronic message.
Pallet	Select which type of pallet this pallet is delivered on.
Type of pallet	Choose type of pallet, Standard (previously called whole pallet) or Mixed. When using auto allocation, Standard will be selected automatically. This indicates that the pallet contains only one product and that it is full.
Temperature	Here you may enter temperature requirements for this pallet. This will be shown on the label. Example: -18C. Dagfinn remembers the temperature requirements of a full standard pallet per product.
Gross weight	Here you may enter the gross weight of the pallet (in whole kilos). Dagfinn remembers the weight of a full whole pallet per product.
Net weight	Here you may enter the net weight of the pallet (in grams). Net weight is mandatory for variable weight products. Dagfinn remembers the net weight of a full whole pallet per product.
Stable weight	Here you may enter the gross weight of the pallet (in whole kilos). This is the weight that can be put on top of this pallet. Dagfinn remembers the stable weight of a full whole pallet per product.
PDF and PDF labels	"PDF labels" button is used to get labels in one PDF file. A check box is used to mark that this pallet should be included in the PDF file when the PDF is created for all pallets. PDF button on each pallet is used to get labels for one pallet.
SSCC-no to get SSCC and «Edit»	Here you will see the SSCC number which dagfinn has allocated. If you have a separate system for labelling pallets and generating an SSCC number, you may select "Enter SSCC number". Then you may edit the SSCC number. You may also remove the checkmark in "Dagfinn allocates SSCC" directly under the product lines. Then all existing and new pallets will be given an SSCC number which may be edited.
Date	Enter the earliest date for "Best until" for the products on the pallet.

On the line level, furthest to the right on the pallet, there is a red check mark for deleting the product line from the pallet. The item will then return to the item line section and may be distributed a new from there. If you delete the last item line on the pallet, you will also delete the pallet.

Here is a picture of the pallets on a despatch advice where the distribution is completed. In this case there is one more pallet (pallet 3), but it is entirely identical with the last pallet, so it is removed from the illustration.

#	Item no	GTIN item no	Description	Allocate	C/T	Variable quantity			Date				Batch no	Allocation		
1	101	7030000000017	Epler	0	16			▾	Best until	▾	31.03.2024	🔢	12345	10	▾	Auto
2	102	7030000000024	Pærer	0	10	75		Kilos ▾	Best until	▾	31.03.2024	🔢	batch02	40	▾	Auto
3	103	7030000000031	Bananer	0	5			▾	Best until	▾	31.03.2024	🔢	abc123	20	▾	Auto

Change delivery quantity ☐   Show product ids ☑   Show details for pallets ☑   Dagfinn allocates SSCC ☑   Get 'Allocation' from 'Allocate' ☐

[Date to 'Manufactured today']   [Calculate variable quantity]

Pallets

[102x192mm ▾] [1 ▾] [PDF labels] PDF on all ☑

Pallet 1	[1/3 pallet 40 x 80 ▾] [Mixed ▾]	Gross weight		kg	Labels	[PDF] ☑
[Delete]	Temperature	Net weight		g	SSCC-no Save to get SSCC. Edit ☐	
		Stable weight		kg [No]	Date 31.03.2024 🔢	

#	Item no	GTIN item no	Description	Delivered	Batch no	Date	
1	101	7030000000017	Epler	40	12345	31.03.2024 Best until	✗
2	102	7030000000024	Pærer	40 (75kg)	batch02	31.03.2024 Best until	✗
3	103	7030000000031	Bananer	20	abc123	31.03.2024 Best until	✗

Pallet 2	[1/3 pallet 40 x 80 ▾] [Standard ▾]	Gross weight	50,00	kg	Labels	[PDF] ☑
[Delete]	Temperature 4	Net weight		g	SSCC-no Save to get SSCC. Edit ☐	
		Stable weight	0	kg [No]	Date 31.03.2024 🔢	

#	Item no	GTIN item no	Description	Delivered	Batch no	Date	
1	101	7030000000017	Epler	10	12345	31.03.2024 Best until	✗

8.4 ALLOCATION TO PALLETS

There are two ways to allocate - auto allocation and regular allocation. The allocation itself is made by entering data for batch number, best until-date and any variable quantity into the item line before a given number is allocated on a new or existing pallet. Then a new product line will be generated on the pallet. The same product line on the order may be allocated to several product lines on one or more pallets. 1 item line should be generated for a pallet for each unique combination of batch number and date.

Allocation uses the column Allocation furthest to the right on the item lines. If you have distributed a product line across several pallets, you may take them back (= delete all item lines on a pallet which originated in a given item line) by selecting "Recall" from the dropdown list in the column Allocation. Then the product line must be allocated again.

AUTO ALLOCATION – AUTOMATICALLY SETS UP WHOLE PALLETS
First enter the correct batch number and expiry date. Then enter the number of traded units there is room for on a whole pallet, in the field Allocation. Then click the button Auto furthest to the right. Then as many whole pallets will be set up as needed to deliver the ordered quantity. Dagfinn will remember the quantity per product and propose the same the next time a product is entered.

Example: There are 90 for allocation (Column Allocate) and there is room for 20 on a full whole pallet. Enter 20 in the column Allocation and click the button Auto. Then 2 whole pallets will be set up (total of 80 traded units), and 10 will remain under Allocate, as these will not fill an entire pallet. These must be allocated manually to a mixed pallet.

Auto allocation is initially not suited for allocating products with different batch number/expiry date, since as many pallets will be set up as necessary in one round. It is still possible - picturing the example of 3 pallets with one batch number and 1 pallet with another batch number. Enter the batch number which is to be added to most pallets and auto allocate. You will get 4 pallets, and may then delete the last one. Then you will have 30 left for allocation, so you may change to the other batch number and click Auto once more to set up the last pallet again with the correct batch number.

REGULAR ALLOCATION – TO ADD SEVERAL PRODUCTS OR DIFFERENT BATCHS OF THE SAME PRODUCT TO THE SAME PALLET

Add the number of traded units you wish to allocate to an existing or new pallet in the column "Allocation".

Then choose where you wish to allocate these from the dropdown list in the same column. New pallet will always be an option. If you already have pallets that are not labelled as whole pallets, these may also be selected from here. This method of allocation is used when you wish to allocate several different products to the same pallet, or a product is delivered with several batch numbers/expiry dates.

9 INVOICE

Invoice is a document from the supplier / seller to the buyer. It should be numbered chronologically, indicate delivery location, invoice date, as well as the supplier's and buyer's name and address. The invoice should provide information on the item name, quantity and price. The invoice should also indicate allowance / charges that apply for the entire invoice. In the summation section, the invoice should provide sums for the purpose of payment as well as accounting. The supplier should retain a copy of the invoice in their facilities and the buyer a copy of the invoice in theirs'.

In Dagfinn there are two kinds of invoices, ordinary invoice and free invoice. An ordinary invoice is created in response to an order in the same way as an order response and despatch advice. Thus much of the invoice is filled out in advance. Dagfinn also remembers prices of different items corresponding to different buyers. The free invoice may either be set up and filled out from scratch by clicking on "Free invoice" in the order list, or by selecting an invoice that has already been sent, opening it and clicking on "Copy" invoice.

As soon as the despatch advice is sent to the chain, the invoice for the relevant order is processed by the supplier. The supplier fills out an invoice which sums up what the chain owes them.

The invoice page is divided into sections (heading, product lines, sum), with the option of two more sections if needed (Allowances/charges and deposit). Many of the fields on the invoice is already filled out with information from the order/order response/despatch advice or from the database (e.g. prices remembered from earlier invoices).

9.1 INVOICE HEADING

Here is a display image of an invoice heading. See the image below for more information.

If the invoice is sent, you will also see one button for exporting the invoice and one for copying it.

Click "Export to file" to download the invoice to a local computer in flat file format, as

described in the user manual. You may also export several invoices at the same time. This may be done from the order list by selecting the invoices you wish to export.

Click "Copy invoice" to make a copy of the invoice that is shown. The copy will be placed at
the top of the inbox and be given invoice no. date+time when the copy was generated. This is to ensure a unique invoice number. When the copy is opened, it will show a reminder at the top that it is a copy, and that you must remember to change necessary fields before it is sent. If the invoice was successfully copied, the following message will be displayed:

Invoice copied OK. It can be opened from the inbox. New invoice number is 20071024213500

Here is an overview of the different fields in the heading section.
The field with * is mandatory, the invoice may not be sent if these are not filled in.

Show the order list after send		Check here if you wish to go directly back to the inbox (or archive, if that is where you opened the message from) after it was successfully sent. An error message will appear if the order was not correctly sent, and that message will remain. Dagfinn remembers whether you wish to go directly to the order list after sending, or not.
Show invoice head		If you are done with the invoice heading and wish to hide this while you work with the item lines, you may click in, "Show invoice head", removing the check mark. This saves space on the screen, especially in free invoice, where the heading is very large.
Invoice number	*	The invoice number is not allocated by the supplier. Dagfinn recommends that you do not use the order number (as in the other messages), since an invoice number generated in the supplier's accounting system is most commonly used.
Invoice date	*	Normally this is the data that the invoice was filled in and sent to the buyer. Dagfinn suggests the day's date. Change this in the editing field or click the date selector ▦ to change the invoice date.
Due type	*	The supplier may choose between two different categories of maturity date. If the supplier selects "Relative to invoice date" in the list box, the field to the right will be changed to "Maturity period". The supplier may select the time with regard to days or months. This is saved and the number of days/months is "remembered" until next time you process an invoice with the same buyer. The invoice date is set in accordance with the maturity period. If you select "Due date", a specific date is given for when the invoice must be paid.
Maturity period	*	Insert the number of days/months or a determined date depending on the selection in the field for type of maturity.
Order number		Reference to the order number. Shown as information.
Delivery date		The date on which the items are to be delivered to the chain. The delivery date is set based on the order or order response if the delivery date is changed there.
KID-number		The KID number may be entered here. There is no validation of the KID number (for the purpose of check digits). So make sure the KID number here is valid, so the invoice will not be stopped when being read at the receiver end.
Account number		You may enter the account number here. Dagfinn remembers the account number that was used most recently, and suggests this. If you do not wish to enter the account number, the field may be deleted before the invoice is sent. Then the field will be empty in the next invoices that are generated.

	There is no validation of the account number (for the purpose of check digits). So be sure that the account number entered here is valid, so the invoice will not be stopped when being read at the receiver end.
Currency	Choose NOK, EUR or USD
Invoice information	Here, the supplier may enter messages associated with the invoice. There is room for 350 characters. Line break and the post sign (|) are not permitted.
Location number	The fields "Seller's ref.", "Buyer", "Supplier", "Delivery Part", "Ultimate Customer", "Invoicee", "Ordered by", "Carrier", "Shipped from" are pre-populated. The supplier may select one trading partner and click the link. Information is provided about the organisation, location number, description, address. You remove it by selecting "Close".

9.2 ITEM LINES, ALLOWANCE/CHARGE, DEPOSIT AND SUM SECTION

The information on the item lines is generated from the order and from the database, based on previous invoices. Some of the fields may be changed, while others are only for informational purposes.

Two other sections may also be shown on the invoice line level – allowance/charge and deposit. Deposit is active only for those suppliers who need this feature. Contact User Support if this applies to you. The section Allowance/charge is displayed only when you click the link in the field "All/Cha". See the invoice line section screenshot below for more information on this.

#	Item no	GTIN item no	Description	Unit	VAT	Bonus	Price	All/Cha	Net price	Delivered	Line sum
1	101	7030000000017	Epler	PCE ˅	15 ˅	☐	420	-53,84 -12,82%	366,156	60	21969,36
2	102	7030000000024	Pærer	PCE ˅	15 ˅	☐	420	New	420	40	16800,00
3	103	7030000000031	Bananer	PCE ˅	15 ˅	☐	420	New	420	20	8400,00

Allowance/Charges: 'New', 'Show' or amount and percent per piece are shown in 'All/Cha'. Negative value is deduction.

Allowance/charge for line 1

Allowance/charge	%	Sum	
Allowance: Buyers deduction when invoicing a third party ˅	12,82	3230,64	X

[Cancel and close] [New line] [Register on all lines (see *)] [Register]
*) register allowance/charge on all lines (all existing will be removed first.)

Lines items for deposits

#	(Deposit ID / EPD item no) Description	Value	Quantity	Sum	
1	(7070456000131/257105) Ledige kasser ˅	16,00	20	320,00	X

[New deposit line] [Delete all deposit]

Sum section

VAT base amount (0%):	320,00 + VAT (0%):	0,00 =	320,00
VAT base amount (15%):	47169,36 + VAT (15%):	7075,40 =	54244,76
		Total sum	**54564,76**

[Calculate totals]

ITEM LINES

#		Indicates the number of the item line.
Item no	*	Indicates the supplier's item number.
GTIN item no	*	A GS1 standard that gives a product a unique identification number.
Description	*	Description of the item
Unit	*	Provides the measuring unit for the item if it is priced based on a fixed measuring standard.
VAT	*	List box to add the VAT to the base amount after allowance/charge.
Bonus		Check box for adding the invoice line as part of the grounds for annual bonus for the customer.

Price	*	Base price for the item without allowance/charge. Enter the base price for an item toward a chain for the first time. This is saved and the base price "remembered" the next time you process an invoice that contains this item number.
All/Cha		Allowance and charge are shown directly in the field as a sum and percentage per invoiced unit, if possible. Negative amounts/percentages are deductions. "New" is displayed on a line not containing any allowance/charge. See the description below.
Net price		The price of the item after allowance/charge. Will be filled in automatically.
Delivered	*	Number of packages to be invoiced.
Line sum		Net amount with all expenses added. Will be filled in automatically.

ALLOWANCE/CHARGE FOR ITEM LINE

This section is displayed when you click the link in the column, "All/Cha" or percentage/sum on an item line, and gives the option of entering different allowances and charges on one or more item lines.

Allowance / Charge	*	Select from the list of valid allowances and charges.
%		Enter a percentage which is deducted from/added to the base amount here. If this field is filled in, the field "sum" will be filled in automatically. When you open allowance/charge from an item line where a percentage is given, the amount will be calculated and displayed in the field "Sum". Enter values either in the field % or the field "Sum", not both.
Sum		If the allowance/charge to the base amount is a fixed amount, enter it here. You must enter (0) in the percentage field in order for the amount to be registered. Enter values either in the field % or the field "Sum", not both.
X		Deletes the actual allowance/charge line
Cancel and close		Cancels and rejects all changes you have made to allowance/charge on this item line after you have opened allowance/charge.
New line		Adds a line for allowance/charge. NOTE! If you have changed existing allowance/charge lines, you must first click "Register" because "New line" will add a line without saving the changes.
Register on all lines		Inserts the entered allowance/charge on all item lines. This button is used if you have one or more allowances/charges that should be included on all item lines. NOTE! All allowances and charges that are already on the item lines will be deleted before these are entered. So use "Register on all lines" first, and enter individual allowances/charges afterwards.
Register		Inserts the entered allowance/charge on the item line you opened the allowance/charge table from. The relevant line is displayed directly above the table (e.g. allowance/charge for item line 1)

DEPOSIT

Deposit is activated only for those who need this. Contact Dagfinn User Support if you need to enter deposit items.

New deposit line	If no deposit lines are on this invoice, the table is substituted with the button "New deposit line". Click this to add deposit lines.	**Lines items for deposits** *No deposits registered.* New deposit line

Description		Choose from the list of valid deposit items.
Value		This field shows the value of the selected deposit item.
Quantity		Enter the quantity of this deposit item that is to be invoiced.
Sum		This field shows the total sum for this deposit item. There is no VAT on deposit items, and this will be indicated in the sum section under the line for 0% VAT.
X		Delete the selected deposit line.
Delete all deposit		Deletes all deposit lines, resulting in the deposit section being replaced with the button "New deposit line".

SUM SECTION
The sum section shows a sum line for every VAT rate, as well as the total amount for the invoice.

The button "Calculate totals" will load the invoice page again, at the same time
updating the total sums if changes have been made in the field that affects the sum. The invoice amount will be calculated every time the invoice loads again from the web server (e.g. by saving the invoice).

10 FREE INVOICE

The free invoice is based on exactly the same principles as the ordinary invoice. We therefore recommend reading first the chapter on invoices.
A free-standing invoice may be sent to the chain if:
- The order **has not** been transferred through Dagfinn. E.g.: The supplier receives an order via fax from the chain, due to an error in the chain's despatch unit. The supplier fills out a free-standing invoice and sends it to the chain in reply to the chain's order.
- The supplier is to send a credit note. E.g.: If, upon arrival, the items should prove to be obsolete, the supplier may fill out a credit note to confirm the return of the items, or the invoice is incorrect.

A free invoice is generated when you click the button, "Invoice" on the menu when you are in the order list (inbox or archive), or when you copy an existing invoice that has been sent.

Free invoice consists of the same sections as an ordinary invoice, but the heading section and the line section have more fields that need to be filled out. Nothing is filled out automatically on the free invoice.

10.1 COPYING AND DELETING INVOICES
You may generate a new free invoice by clicking the button, "Copy invoice" at the top of the invoice heading on invoices that are sent. This simplifies the crediting and invoicing processes if an invoice has been sent where there is an error. When you copy an invoice, the copy will end up at the top of the order list and be given an invoice number that corresponds to date+time from the time the copy was made. The invoice you copy will be shown on the display, so that you may make two copies if you are going to credit as well as make a new invoice. Remember to go in and change the copies before you send them!

A free invoice which has been started, may be deleted if it has not been sent. Click the button, "Delete invoice" at the top of the invoice heading.

10.2 HEADING AND LINES
Here is an explanation of the heading section and line section on the free invoice. Look under "Invoice" for information on allowance/charge and deposit, as well as supplementary information on fields that are common.

The field with * is mandatory, the invoice may not be sent if these are not filled in.

Invoice type	*	Select here whether it is an invoice or a credit note. The field "Invoice ref" is only shown for credit notes.
Invoice no	*	Enter the invoice or credit note number. This must be unique.
Invoice date **Due type** **Due date**	*	See invoice.
Delivery date	*	See invoice.
Order number	*	Reference to the order number. Is not a requirement for a credit note, but is to be included if it is an invoice for an order.
Response date		Date of order response.
Response no		Reference to order response.
Despatch adv.no		Reference to despatch advice.
KID-number **Account number** **Currency** **Invoice information**		See invoice.
Buyer **Supplier** **Delivery Part** **Ultimate Customer** **Invoicee** **Ordered by** **Carrier** **Shipped from**		Location number and name of the different parties that are involved in the invoice. Select from the relevant list box where valid selections are shown. It is not necessary to fill out all of these, it is enough with those that are relevant.

ITEM LINES ON FREE INVOICE

See information for item lines on the regular invoice. All fields are included on the free invoice as well, but the following fields are additional. On the free invoice, all fields must also be filled out manually.

Item no type	*	List box for selecting whether the item number is the supplier's or the wholesaler's item number.
Product unit	*	Type of item, choose between: Consumer, a consumer product, e.g. a bottle of soda. Despatch, a retailer product, e.g. a case of soda. Traded, a transport product, e.g. a pallet of soda.
C/T		Number of consumer units per traded unit.

11 EXPORTING MESSAGES TO FILE

It is possible to export all message types from the order list. The file formats is a Dagfinn-specific flat file separated with "|" (Pipe).

The file formats is not described in the english version of the user manual at this time.

Please contact Dagfinn Support if you need descriptions.