

WAITROSE
PARTNERS

Waitrose EDI Ordering Guide

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Introduction

Waitrose prefer to send orders to our suppliers using EDI due to the traceability and security that EDI offers. It also enables those suppliers that have a suitable system to return the orders to us as invoices.

If you are not currently trading with us by EDI for Ordering or Invoicing and would like to, please contact the appropriate department. Waitrose manage their EDI Ordering and Invoicing set up in partnership with OpenText (formerly GXS), all new mailboxes or amendments to existing mailboxes have to be registered through OpenText's Managed System, this can take up to 7 days to complete.

Network Services & Charges

There maybe a charge associated with the set up of a new or change to an existing mailbox. A standard set up charge is £125.00 plus VAT, if a non standard set up is required (ie X400 or AS2) £312.00 or a quote will be provided which must be approved before the interconnect is processed. Waitrose will invoice you for this charge once the interconnect is in place.

Waitrose Network Information

For OpenText Tradanet

Details are as follows:-

Mailbox	Mailbox/GLN	Tradanet User Number	Application Reference	Notes
Live	5000169000001	3665	ORDHDR	Live Tradacoms Message

Order Transmission Schedules

Purchase orders are sent throughout the day, orders for short life products are either sent in the morning or overnight.

For short life products Waitrose will send provisional orders for the coming week (transaction type 0350). Due to system constraints, there will be instances where a zero quantity is transmitted at the firm order stage because there is a quantity reduction from the provisional order.

The Firm orders (transaction type 0430) are for production purposes.

Orders Format

Waitrose purchase orders are based on the OpenText Tradacoms Version 9, the mapping details are available as a separate document. Please note that we do not use the EANCOM standard or Integrity Checking.

Some items are ordered and delivered to the Waitrose RDCs in outer cases containing many smaller cases within, these are referred to as "break packs". Orders placed for these items will be for full outer case

quantities and the pack size communicated will be for the total number of units within the outer case - no information is sent regarding the inner case quantity.

Implementation (Orders)

Within the ordering guide you will find pages titled Interconnect Details, please ensure you or your Service provider complete the relevant form for the type of interconnect you require. These forms are to then be returned to help@waitroseengage.com which indicates acceptance of the charges detailed on page 2.

Waitrose then in conjunction with OpenText, set up a interconnect ready for the first live order.

Please note, Waitrose do not have testing capability for ordering, once the interconnect is in place a date for “going live” will be agreed between both parties.

Implementation (Invoices)

Details for Invoicing are available on WaitroseEngage, or via contact details on page 4 of this document.

Transmission Problems

In the event of a problem with your order transmission the first point of contact should be with your Service Provider, if the issue cannot be resolved then email help@waitroseengage.com.

Contacts

For matters relating to Ordering , please contact:

help@waitroseengage.com

For matters relating to Invoicing, including branch ANA numbers, please contact:

Financial Processing - 0345 6100333 option 1-1-1

Email - financialprocessing@johnlewis.co.uk (Please quote EDI in the email title)

Email - jlpsupplieronboarding@johnlewis.co.uk (For the lportal)

Interconnect Details - VAN Details

There maybe a charge associated with this service, a standard set up charge is £125.00 plus VAT, if a non standard set up is required a quote will be provided which must be approved before the interconnect is processed.

Please be aware Waitrose does not have the capability for sending test data prior to going “live”

Company Details

Company Name	
Supplier Number	
VAT Number	

Mailbox Details

Service Provider	
Mailbox Number (STX)	
Edi Reference Number (SDT)	
Mailbox ID ie ABJ08607	

Supplier Contact Details

Contact Name	
Email Address	
Phone Number	

For Internal Use		
LI Number		
Quotation Quote		
Requisition Number		
Purchase Number		
Bonus & Overiders		

For set up of Orders

help@waitroseengage.com

For set up of Invoices

financialprocessing@johnlewis.co.uk (Please quote EDI in the email title)

Interconnect Details - X400

There will be a charge associated with this service, a standard set up charge is £312.00 plus VAT, if a non standard set up is required a quote will be provided which must be approved before the interconnect is processed.

Please be aware Waitrose does not have the capability for sending test data prior to going “live”

Company Details

Company Name	
Supplier Number	
VAT Number	

Mailbox Details

Service Provider	
Mailbox Number (STX)	
Edi Reference Number (SDT)	
C - Country Name	

ADMD - Admin Management Domain	
PRMD - Private Management Domain	
O - Organisation Name	
G - Given Name	
I - Initials	
S - Surname	
Supplier Contact Details	
Contact Name	
Email Address	
Phone Number	

For Internal Use		
LI Number		
Quotation Quote		
Requisition Number		
Purchase Number		
Bonus & Overiders		

For set up of Orders

help@waitroseengage.com

For set up of Invoices

financialprocessing@johnlewis.co.uk (Please quote EDI in the email title)

Interconnect Details - AS2 Details

There will be a charge associated with this service, a standard set up charge is £312.00 plus VAT, if a non standard set up is required a quote will be provided which must be approved before the interconnect is processed.

To enable an AS2 connection Opentext our Service Provider require a copy of the AS2 certificate and forms on pages 8 -11 to be completed.

Please be aware Waitrose does not have the capability for sending test data prior to going “live”		
Company Details		
Company Name		
Supplier Number		
VAT Number		
Mailbox Details		
Service Provider		
Mailbox Number (STX)		
Edi Reference Number (SDT)		
Supplier Contact Details		
Contact Name		
Email Address		
Phone Number		
For Internal Use		
LI Number		
Quotation Quote		
Requisition Number		
Purchase Number		
Bonus & Overiders		

For set up of Orders

help@waitroseengage.com

For set up of Invoices

financialprocessing@johnlewis.co.uk (Please quote EDI in the email title)

OPENTEXT™ | GXS™

for OpenTextOpenText

all the requested information on pages 8 -11 of this form emeaas2implementation@opentext.com

Opentext

HTTP

HTTP

AS2 HTTPS URL: <https://as2.eu.gxsics.com/enterprise/as2ssl>

HTTPS Port: 443

OpenText

EMEA (this will change if you send non-edi data)

for the IP addresses listed below:

and **204.90.182.2**

SM:

Inbound Proxy: **204.90.181.11**

Prerequisites

software **must** at the latest security version and be TLS V1.2 and SHA2 compliant. It should also be

-
- Signed Data
-
-
- SHA-2 Signing Certificate (expiring every 3 years)

If your software cannot be upgraded to accommodate this Industry Standard Security information, please move to a different connection solution.

Your AS2 Details

Opentext

Our system is compliant with SHA-2 and TLS V1.2 Security Standards; its imperative that your software also complies with these security settings.

You must upgrade to the latest version of your software before you agree to start trading with your partners. Failure to do so could result in instant data failures.

[Please provide]

Software Version: [Please provide]

Your Contact Details

This information is critical in allowing us to contact you if we find any prolonged connection failures or for renewing our certificates. If these details change in the future, please keep us informed.

AS2 Alerts

Contact Name[Please provide]

Contact Phone[Please provide]

Contact Email[Please provide]

AS2 Certificate Updates

Contact Name[Please provide]

Contact Phone[Please provide]

Contact Email:[Please provide] (group address preferred)

Your Trading Partner Details:

Company name 1: [Please provide]

EDI ID and qualifier 1: [Please provide]

Company name 2: [Please provide]

EDI and qualifier 2: [Please provide]

Company name 3: [Please provide]

EDI ID and qualifier 3: [Please provide]

Company name 4: [Please provide]

EDI ID and qualifier 4: [Please provide]

EDI ID and Qualifier[Please provide]

[Please provide]

MDNs: ☐ Asynchronous ☐ Synchronous

MDN Algorithm: SHA1☐ SHA256☐ SHA384☐ SHA512☐

[Please provide]

If you require HTTPS connectivity, you must ensure that your software is able to establish a TLS V1.2 handshake.

[Please provide]

Do you use client authentication? ☐ Yes

☐ No

If yes, please provide preferred authentication information and attach all relevant certificates:

[Please provide]

What types of data will you be exchanging with your partners?

- ☐ EDI (with a UNB/STX/ISA header)
- ☐ Non-EDI (without a recognized EDI header)
- ☐ XML

Do you require send/receive of wrapped data?

☐ Yes

☐ No

TGMS AS2 does not support send of wrapped data.

EDI ID and Qualifier[Please provide]

[Please provide]

MDNs:

☐ Asynchronous

☐ Synchronous

[Please provide]

If you require HTTPS connectivity, you must ensure that your software is able to establish a TLS V1.2 handshake.

[Please provide]

Do you use client authentication? ☐ Yes

☐ No

If yes, please provide preferred authentication information and attach all relevant certificates:

[Please provide]

What types of data will you be exchanging with your partners?

- ☐ EDI (with a UNB/STX/ISA header)
- ☐ Non-EDI (without a recognized EDI header)
- ☐ XML

Do you require a receive of wrapped data?

☐ Yes

☐ No

TGMS AS2 does not support send of wrapped data.

Additional Information

Please use this section if you need to advise us of any other information.

Thank you for completing this form, someone from our team will get back to you as soon as possible with any questions or to confirm that we are ready to begin testing.

