

CUSTOMER ELECTRONIC TRANSACTIONS

CHEP Standard EDI Docket File Format

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1 INTRODUCTION

CHEP New Zealand accepts CHEP equipment movement information from customers. This information can come from a CHEP supplied system, the customers own system or a third party agency nominated by you.

All movements informed to CHEP must adhere to the CHEP Standard EDI Docket File Format as a CSV File. (Comma Separated Values) This document describes the layout of the file and the combination of what fields are to be used to send the information to CHEP.

2 SCOPE

This document will describe the format of the file you send to CHEP, and the required information it must contain. It does not describe how to create the file or how the file is used.

3 FILE RECORD

In the layout there are two distinct components:

1. Header Record, containing technical details of the file.
2. Movement Record Field is made up of one row containing field names and subsequent rows containing transaction records.

4 DOCKET NUMBERS

When using this file to notify CHEP of your movements, you will note that for each transfer advice you are required to generate a docket number. This is to be unique for each transfer and to be in sequential order. To prevent the duplication of docket numbers, CHEP will allocate you a customer specific docket prefix and suffix. The allocated prefix and suffix combination will be for your account only.

An example of the docket format AAZZ00000001A, (The first 4 characters – alpha &/or numeric, next 8 – numeric only, last character – alpha). You will receive a Docket Suffix/Prefix to coincide with the CHEP Docket length and format of 13 characters.

Before creating any movements using this file format you must get your docket number prefix and suffix from the CHEP Systems Helpdesk. If you do not have a CHEP assigned docket prefix and suffix, you run the risk of your dockets not being processed or creating duplicate dockets. The docket suffix and prefix are provided to you by the CHEP Systems Helpdesk, and can be contacted on 0800 652 437.

5 TESTING OF FILES

Before we can accept your files for loading, we need to test them to make sure that your file contains the required fields, that they are accurate and they will load into our system. After creating a sample file using the layout provided in this document, contact your CHEP representative to let them know that you have a file that needs testing. We will load the file and report back to you any problems that we have encountered. This step is compulsory!

Once we are satisfied that your report meets all the requirements and loads correctly, we will direct you to the live email address.

6 HEADER RECORD

Num	Field	Length	Example	Comment	Mandatory
1	HeaderIndicator	CHAR(1)	H	Header Indicator	Y
2	RecordNum	NUM(10)	1	A running total of the record/row	Y
3	RecordCount	NUM(10)	38	Total records in file including header record	Y
4	SendDate	NUM(8)	01012013	DDMMYYYY	Y
5	ProgramName	CHAR(10)	"CDKTF"	CHEP STANDARD EDI DOCKET FORMAT	Y
6	ProgramVersion	CHAR(10)	"1.0"	CHEP STANDARD EDI DOCKET FORMAT Release version	Y
7	InformerGLID	CHAR(10)	6400123456	CHEP Assigned Customer GLID of Informing customer Location	Y
8	CountryCode	NUM(4)	64	Country Code of CHEP Country	Y
9	CustomerFileRef	CHAR(10)	"AAZZ000001"	First 4 characters of the customer allocated docket prefix with a sequential counter for which is unique for each file sent.	Y

Key for "length" column:
 CHAR = Character (Alpha Numeric)
 NUM = Numeric
 (n) = number of characters or digits

Note: all CHAR (alphanumeric) fields are within inverted commas (" ")

7 MOVEMENT RECORD

Field#	Field	Length	Example	Comment	Mandatory
1	LineType	CHAR(1)	F or D or C	This field is used to define whether the line in the file is a continuation of the docket in the line above it (Where the value would be - C), or a new docket (Where the value would be -D). " F" to indicate Field Name Line	Y
2	RecordNum	NUM(5)	2	Sequentially incremented Line Numbers per file	Y
3	DOCKETNUMBER	CHAR(13)	"AAZZ00000001A"	Docket number – sequentially incremented	Y
4	SENDER	NUM(10)	6400123456	Sending Party on the movement (Sender GLID)	Y
5	RECEIVER	NUM(10)	6400123457	Receiving Party on the movement (Receiver GLID)	Y
6	DOD	NUM(8)	20022013	Date of Dispatch (DDMMYY)	Y
7	DOR	NUM(8)	20022013	Date of Receipt (DDMMYY)	Y
8	EFD	NUM(8)	20022013	Effective Date (DDMMYY)	Y
9	REF1	CHAR(16)	"123456789"	Sender Reference (this can be a combination of alpha/numeric)	N
10	REF2	CHAR(16)	"987654321"	Receiver Reference (this can be a combination of alpha/numeric)	N
11	MATERIAL	NUM(5)	16001	Material code	Y
12	QUANTITY	NUM(6)	25	Docket Qty	Y

Key for "length" column:
 CHAR = Character (Alpha Numeric)
 NUM = Numeric
 (n) = number of characters or digits

Note: all CHAR (alphanumeric) fields are within inverted commas (" ")

8 SENDING THE FILE

Electronic movements should be sent to CHEP daily if possible. If you cannot send your file daily, then at LEAST weekly is strongly recommended. Once you have sent the email file you will receive an email from CHEP advising that we have received the file, if you do not receive this email you will need to confirm if your email was sent. If there are any errors within your batch we will contact you by return email advising you what those errors are.

9 CORRECTIONS

Corrections cannot be raised via an EDI file, nor can a request for a correction be emailed to the same address as the EDI files. If you need to correct or amend a docket you will need to do this by using our Automated corrections process or via Portfolio at www.portfolio.com or by contacting Customer Service via phone 0800 652437 or email <mailto:nz.customerservice@chep.com>

10 CONTACT US

If you have any questions about creating, testing or receiving a CSV file for export to CHEP, please contact Customer Services on 0800 652437.