Sell out and Stock reporting

Manual

Index

1. File format, frequency, submission method and quality

File format

 - Comma Separated Values: European .CSV (; semicolon delimiter)
 or
 - TAB delimited .TXT files

Frequency

The frequency is weekly, the due date to submit the reports is in two working days since the period, to be reported, has finished.

Submission method

The two submission possibilities are as follows:

FTP: OKI will provide you an access to an FTP folder,

Partnernet

Quality

OKI will report back about the quality of the provided data. Those reports which contain any lines which any of the fields are incorrect or incoherent will not be taken under consideration for subsequent accruals.

File naming conventions

<u>Sell out</u>

AAAAAA_SODN_yyyyww_Sales.csv

- ✓ AAAAAA: Name of the Distributor.
- ✓ SODN: Customer ID given by OKI
- ✓ yyyy: Calendar year
- ✓ ww: Calendar week, 2 digit number.

<u>Stock</u>

AAAAAA_SODN_yyyymmdd_Stock.csv

- ✓ AAAAAA: Name of the Distributor.
- ✓ SODN: Customer ID given by OKI
- ✓ yyyymmdd: yyyy: year   mm: month   dd: day

2. Sell Out file content

No	Field Header	Description	Field Help	Size	Type	Level
1	SORR	Record Reference	Unique record number	10	Value	Y
2	FRPT	Report Period Type	"W" Weekly , "M" Monthly, "D" Daily	1	Code	Y
3	SODN	Distributor ID	Your ID number given by OKI	10	Code	Y
4	SOMN	Material Number	OKI Material Number	18	Code	Y
5	SOMT	Material Text	Your material description	40	Txt	Y
6	SOSN	Material Serial Number		20	Code	N
7	FMTY	Material Type	"OKI" if SOMN=OKI Material	3	Code	N
8	SOSV	Sale Quantity	Quantity sold (in number of pieces)	17	Value	Y
9	SVAL	Sales Value	Total sales value of items	17	Value	Y
10	SCUR	Currency	ISO 4217 Currency Codes	3	Code	Y
11	FPVA	Purchase Value	Total purchased value of items	17	Value	N
12	FTYP	Transaction Type	PROMO/PROJE/STAND	5	Code	Y
13	FTRF	Transaction Reference	Reference Number for Transaction Type	20	Code	Y
14	SOSD	Date of Sale	Date of invoice in YYYYMMDD format	10	Code	Y
15	IVNR	Invoice Number	Your Invoice Number	20	Code	N
16	SLOC	Postal Code	national postal code	10	Code	Y
17	SSCO	Country of Sale	Customers country code	2	Code	Y
18	SOCC	Customer ID	Your Customers No	20	Code	Y
19	SOUC	Invoice Customer Name	Self-explanatory	100	Txt	Y
20	SOUE	Invoice Customer's City	Self-explanatory	42	Txt	Y
21	SOUF	Invoice Customer's Street	Self-explanatory	100	Txt	Y
22	SOUG	Invoice Customer's Email	Self-explanatory	62	Txt	N
23	SOUH	Invoice Customer's TelNo	Self-explanatory	22	Txt	N
24	VATN	Invoice Customers VAT No		25	Code	Y
25	FCSA	Country Specific ID for Customer		25	Code	N
26	FCSB	Country Specific ID for Customer (if needed)		25	Code	N

27	SYXX	Report Period	Report in YYYYWW format if Weekly report	8	Code	Y
28	SOSO	OKI Sales Organisation		4	Code	Y
29	LVAT	Delivery Customers VAT No		25	Code	N
30	LCSA	Delivery Country Specific ID for Customer		25	Code	N
31	LCSB	Delivery Country Specific ID for Customer (if needed)		25	Code	N
32	LOUC	Delivery Customer Name		100	Txt	N
33	LOUF	Delivery Customer's Street		100	Txt	N
34	LLOC	Delivery Customer's Postal Code		10	Code	N
35	LOUE	Delivery Customer's City		42	Txt	N

USEFUL FIELD NOTES

- ✓ Field: To be used as reporting title.
- ✓ Size: Maximum number of characters allowed to use within the field.
- ✓ Type:
  - o Code: Alpha numeric data of which the size is fixed in certain logic. Eg. Postal Code (FR)
  - o Value : Numerical data with/without decimal
  - o Txt : Free Alpha numeric text
- ✓ Level:
  - o Y: Mandatory data
  - o N: Optional

1. **SORR**. Record Reference.

Size: 10   Type: Value   Level: Y   Detail: 1-9999999999

There are several ways to handle this. Choose from the following options:

- a. System's unique record number if Numeric & max of 10 digits.
- b. Invoice No & Line Number. If Numeric and can be expressed within 10 digits.
- c. Any other unique record number within 10 digit numerical value.
- d. If no unique number exists, generate the line number at the time of reporting.

2. **FRPT**. Report Period Type.

Size: 1   Type: Code   Level: Y

- ✓ Weekly: Enter the field with the value W. Weekly report contains information. To standardize week starts on Monday and ends on Sunday.

3. **SODN**. Distributor ID.

Size: 10   Type: Code   Level: Y

Your identification name given by OKI.

4. **SOMN**. Material Number.

Size: 18   Type: Code   Level: Y

OKI Material Number is needed. It is an alphanumeric value provided by OKI. When this code starts with 0 with it is mandatory to keep the 0 values while reporting.

However, if for any business reasons (such a bundle promotion launched for OKI), you cannot have one to one Material structure, (One Material refers to many OKI product and such material - Parent- is not known to OKI) you will be able to report the material number, by providing some additional information.

5. **SOMT**. Material Text.

Size: 40   Type: Txt   Level: Y   Detail: AAAAAA…..

Your product description.

E.g. Fields SODM and SOMT:

SOMN - Material Number	FMTY Type	SOMT Material Text	
01152902	OKI	MFP C5510 OKI	<= Use Oki number, attention Leading Zero!
OKIBC5510	SPE	Bundle Oki C5510MFP	<= Use Your number indicating "SPE" in Type field

6. **SOSN**. Material Serial Number

Size: 20   Type: Code   Level: Y   Detail: AK04050696

The serial number is mandatory when the product has it. That is to say, the serial number of the sold equipment must be reported.

7. **FMTY**. Material Type.

Size: 3   Type: Code   Level: N   Detail: OKI or SPE

It is not mandatory if the sales are always reported using the OKI material number. See field number 5 (SOMN)

When in a file, any sale has no OKI material number, this field must be filled as follows:

- ✓ OKI: When the field SOMN contains the OKI material number, FMTY field must contain OKI.

✓ SPE: When the field SOMN contains your material number created for an exceptional bundle promotion launched by OKI, this field must be filed with SPE.

On how to report the special material number, see appendix 1.

8. **SOSV**. Sale Quantity

Size: 17   Type: Value   Level: Y   Detail: Integer without thousand separator

Unit of measure is always in pieces. If other than piece is used, please convert them to Number of Pieces. eg. 3 box of 10 toners => 30 pieces

In case of credit is issued, the only credit with return need to be reported (eg Qty - 1 means returned to stock by mean of credit note)

9. **SVAL**. Sales Value.

Size: 17   Type: Value   Level: Y   Detail: 2 decimals without thousand separator

✓ Your total sales value of items in the specified currency in the field SCUR.

Eg:

5 units X 45,36 € per unit = 226,80 --→ SVAL must contain 226,80

5 units X 453 CZK per unit = 2265 --→ SVAL must contain 2265

✓ 2 decimals without thousand separators:

Eg: -1234,56 / 7890,01 / 234,00

Use as Decimal point: ","

✓ When the currency does not need decimal, it is allowed to report without them.

10. **SCUR**. Currency.

Size: 3   Type: Code   Level: Y

Use the alphabetic code according ISO 4217 Currency Codes. See appendix 2.

11. **FPVA**. Purchase Value.

Size: 17   Type: Value   Level: Y   Detail: 2 decimals without thousand separator

✓ Your total purchase value from OKI of items in the specified currency in the field SCUR.

Eg:

5 units X 45,36 € per unit = 226,80 --→ FPVA must contain 226,80

5 units X 453 CZK per unit = 2265 --→ FPVA must contain 2265

- ✓ 2 decimals without thousand separators:

Eg: -1234,56 / 7890,01 / 234,00

Use as Decimal point: ","

- ✓ When the currency does not need decimal, it is allowed to report without them.

12. **FTYP**. Transaction Type.

Size: 5   Type: Code   Level: Y

For any no standard transaction made for the customers, specify here the appropriate type of transactions. The possible transaction types are as follows:

- ✓ STAND   Standard, no special price agreed for this sale.
- ✓ PROMO   Promotion, sold under a special price launched by OKI.
- ✓ PROJE   Project, sold under a special price given by OKI for a specific deal.

13. **FTRF**. Transaction Reference.

Size: 20   Type: Code   Level: N

For any non-standard transaction, specify here the code provided by OKI.

14. **SOSD**. Date of Sale.

Size: 10   Type: Code   Level: Y   Detail: For 20 June 2005 => 20050620

Date of invoice in YYYYMMDD format.

15. **IVNR**. Invoice Number.

Size: 20   Type: Code   Level: Y

Your unique identification number of invoice.

16. **SLOC**. Postal Code.

Size: 10   Type: Code   Level: Y

Postal Code of the customer's address.

17. **SSCO**. Country of customer.

Size: 2   Type: Code   Level: Y   Detail: See Country Table extract of ISO3166 A2

Enter ISO Country code of your customers. See appendix 3.

18. **SOCC**. Customer ID of your system.

Size: 20   Type: Code   Level: Y

Your unique identification number of customer.

19. **SOUC**. Invoice Customer's Name.

Size: 100   Type: Txt   Level: Y   Detail: Self-explanatory

20. **SOUE**. Invoice Customer's City.

Size: 42   Type: Txt   Level: Y   Detail: Self-explanatory

21. **SOUF**. Invoice Customer's Street.

Size: 100   Type: Txt   Level: Y   Detail: Self-explanatory

22. **SOUG**. Invoice Customer's Email.

Size: 62   Type: Txt   Level: N   Detail: Self-explanatory

23. **SOUH**. Invoice Customer's Telephone Number.

Size: 22   Type: Txt   Level: N   Detail: Self-explanatory

24. **VATN**. Invoice Customer's VAT number.

Size: 25   Type: Code   Level: Y

The VAT number is mandatory in those countries where it is used.

25. **FCSA**. Country specific identification number A for customers.

Size: 25   Type: Code   Level: N

This field is to be used in those countries where the VAT number is not mandatory or when another code is available to identify a customer as unique.

Eg:

Norway: EBR   Czech Republic: ARES   France: SIREN

26. : **FCSB**. Country specific identification number B for customers.

Size: 25   Type: Code   Level: N

This field is to be used in those countries where the VAT number is not mandatory or when another code is available to identify a customer as unique.

Eg:

France: SIRET

27. **SYXX**. Report Period.

Size: 8   Type: Code   Level: Y

    ✓ For Weekly report: Type "W" in FRPT & Year and Week number in SYXX. (eg 201021 for Year 2010 week 21)

28. **SOSO**. OKI Sales Organization.

Size: 4   Type: Code   Level: Y

This code will be given to you by OKI.

29. **LVAT**. Delivery Customer's VAT number.

Size: 25   Type: Code   Level: N

The VAT number is mandatory in those countries where it is used.

30. **LCSA**. Country specific identification number A for delivery customers.

Size: 25   Type: Code   Level: N

This field is to be used in those countries where the VAT number is not mandatory or when another code is available to identify a customer as unique.

Eg:

Norway: EBR   Czech Republic: ARES   France: SIREN

31. : **LCSB**. Country specific identification number B for delivery customers.

Size: 25   Type: Code   Level: N

This field is to be used in those countries where the VAT number is not mandatory or when another code is available to identify a customer as unique.

Eg:

France: SIRET

32. **LOUC**. Delivery Customer's Name.

Size: 100   Type: Txt   Level: N   Detail: Self-explanatory

33. **LOUF**. Delivery Customer's Street.

Size: 100   Type: Txt   Level: N   Detail: Self-explanatory

34. **LLOC**. Delivery Customer's Postal Code.

Size: 10   Type: Code   Level: N

35. **LOUE**. Delivery Customer's City.

Size: 42   Type: Txt   Level: N   Detail: Self-explanatory

3. Stock file content

No	Field Header	Description	Size	Type	Field Help	Level
1	SORR	Record Reference	10	Value	Unique record number	Y
2	FRPT	Report Period Type	1	Code	"M" if Monthly report "W" if Weekly report	N
3	SODN	Distributor ID	10	Code	Your ID number given by OKI	Y
4	SOMN	Material Number	18	Code	Oki Material Numbers Min 8 digit :00123456	Y
5	SOMT	Material Text	40	Txt	Your material description	N
6	FMTY	Material Type	3	Code	"OKI" if SOMN=Oki Material "SPE" if SOMN=Your Special material*	Y
7	STSQ	Stock Quantity	17	Value	Quantity of stock held (in number of pieces)	Y
8	FTSV	Stock Value	17	Value	Total stock value of items in Euro (HT) 2pcs x 124,50€ => 249,00	Y
9	SCUR	Currency	3	Code	ISO 4217 Currency Codes	Y
10	FSBK	Sales Open order	17	Value	Sales open order in quantity	Y
11	FPBK	Purchase Open Order	17	Value	Purchase open order in quantity	Y
12	SOSD	Date of Inventory	8	Code	Date of inventory in YYYYMMDD format	Y
13	SYXX	Report Period	6	Code	Report in YYYYMM format if Monthly report Report in YYYYWW format if Weekly report	N
14	SOSO	OKI Sales Organisation	4	Code		Y

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Size: 1   Type: Code   Level: Y

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3. **SODN**. Distributor ID.

Size: 10   Type: Code   Level: Y

Your identification name given by OKI.

4. **SOMN**. Material Number.

Size: 18   Type: Code   Level: Y

OKI Material Number is mandatory. It is an alphanumeric value provided by OKI. When this code starts with 0 with it is mandatory to keep the 0 values while reporting.

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5. **SOMT**. Material Text.

Size: 40   Type: Txt   Level: Y   Detail: AAAAAA…..

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E.g. Fields SODM and SOMT:

SOMN - Material Number	FMTY Type	SOMT Material Text	
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6. **FMTY**. Material Type.

Size: 3   Type: Code   Level: N   Detail: OKI or SPE

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When in a file, any sale has no OKI material number, this field must be filled as follows:

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- ✓ SPE: When the field SOMN contains your material number created for an exceptional bundle promotion launched by OKI, this field must be filed with SPE.

On how to report the special material number, see appendix 1.

7. **STSQ**. Stock Quantity.

Size: 17   Type: Code   Level: Y   Detail: Integer without thousand separator

Quantity of stock held (in number of pieces).

8. **FTSV.** Stock value.

Size: 17   Type: Value   Level: Y   Detail: 2 decimals without thousand separator

- ✓ Your total stock value of items in the specified currency in the field SCUR.

Eg:

5 units X 45,36 € per unit = 226,80 --→ FTSV must contain 226,80

5 units X 453 CZK per unit = 2265 --→ FTSV must contain 2265

- ✓ 2 decimals without thousand separators:

Eg: -1234,56 / 7890,01 / 234,00

Use as Decimal point: ","

- ✓ When the currency does not need decimal, it is allowed to report without them.

9. **SCUR**. Currency.

Size: 3   Type: Code   Level: Y

Use the alphabetic code according ISO 4217 Currency Codes. See appendix 2.

10. **FSBK**. Sales Open Order

Size: 17   Type: Code   Level: Y

The non-processed quantity of sales order to be delivered.

11. **FPBK**. Purchase Open Order

Size: 17   Type: Code   Level: Y

The non-processed quantity of purchase order to be received.

12. **SOSD**. Date of Inventory

Size: 10   Type: Code   Level: Y   Detail: For 20 June 2005 => 20050620

Date of inventory in YYYYMMDD format.

13. **SYXX**. Report Period

Size: 8   Type: Code   Level: Y

- ✓ For Weekly report: Type "W" in FRPT & Year and Week number in SYXX. (eg 201021 for Year 2010 week 21)

14. **SOSO**. OKI Sales Organization.

Size: 4   Type: Code   Level: Y

This code will be given to you by OKI.