



European (EU) EDI Credit Note Business Requirements

Last Updated: 29th February 2016

Table of Contents

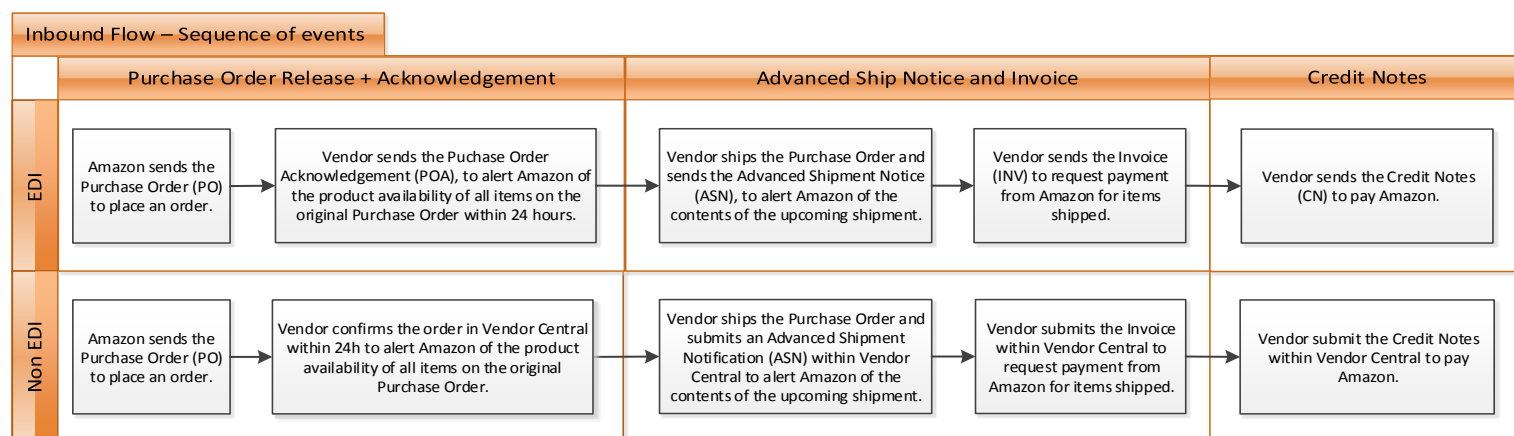
THE CREDIT NOTE TYPES YOU CAN SEND	1
SEQUENCE OF EVENTS	2
REQUIRED FIELDS	2
ADDITIONAL NOTES.....	7

The Credit Note Types you can send

A Credit Note lists the products, quantities and agreed prices for products or services the vendor provided to Amazon where Amazon returned or did not receive it. It may be issued in the case of damaged goods or errors in price and where allowances or rebates are agreed beforehand between Amazon and the Vendor.

Accounts Payable (AP) CREDIT NOTES	Accounts Receivable (AR) CREDIT NOTES
<u>PQV credit:</u> Credit for items billed but not received, or credit for duplicate payments.	<u>Returns:</u> Credit for the items returned to vendor due to damaged goods, wrongly shipped, overstock etc.
<u>PPV credit:</u> Credit for items billed at a higher/lower cost.	<u>COOP (Price Protection, Damage Allowance etc.):</u> COOP Credits paid by the vendor to Amazon to sell his product or for price protection agreement.
<u>Credits for freight</u> A charge paid for carriage or transportation of goods by air, land, or sea.	
<u>Discount</u> Discounts are a specific type of marketing promotion on specific products or product groups.	

Sequence of Events



Required Fields

The EDI Technical Specifications (in EU 'EANCOM D96A INVOIC) provides the EDI technical documentation for the universal standards. To simplify the process for vendors, below is the list of additional fields that Amazon requires in the EDI INVOIC transmission for Credit Notes. Vendors would need to refer both business and technical specifications for complete guidelines, but this summary will allow vendors to focus exactly on what is needed for a successful EDI Credit Note.

- For all Credit Notes, Amazon requires that the Credit Total, Taxable Total and Tax Total is sent in the INVOIC summary.
- For AP Credit Notes, Amazon requires a Reference Invoice Number and related Purchase Order Reference Number at a line item level. Only 1 Invoice Number can be referenced on a Credit Note. Reference Invoice Number is to be sent on the segment RFF+IV and should be sent at header level and per line item. Item Purchase Order Number is also required to be referenced per line item and must correspond exactly to the Purchase Order Number on the original Invoice.
- For an AR Returns Credit Note Amazon requires that the Debit Note Number generate by Amazon is referenced on the Credit Note in segment RFF+DL.
- For an AR Returns Credit Note, Returned Merchandise Authorisation number must be sent in the header on the segment RFF+IRN and the VRET Number must be sent in the Header on the segment RFF+CU
- For an AR Returns Credit Note, Amazon also requires the Amazon Returns Notice Number on header level. Returns Notice Number is to be sent on the segment RFF+ALQ. Return date should then be referenced on the corresponding DTM+557 segment.
- For an AR Returns Credit Note, Amazon also requires the Amazon Returns Notice Number on line level. Returns Notice Number is to be sent on the segment RFF+ALQ. Return date is not required on line level.
- For a COOP Credit Note Amazon requires the COOP Number to be referenced. No line item detail is required and the COOP Number is to be sent on the segment RFF+CZ. INVOIC summary detail is mandatory.
- For a COOP Credit Note Amazon requires that the Debit Note Number generate by Amazon is referenced on the Credit Note in segment RFF+DL.

Data Element	Business Definition	Maps to Technical Specifications	Message Level	Requirement	Business Need
Credit Note Number	Credit Note Number is used when referring to individual Credits. Required for all Credit Note types	BGM020 (BGM010-010, Code '381')	Header	Mandatory for Credit Note.	The Credit Note number is used to identify a transaction. It is also a tax requirement in all countries. Failure to provide this reference will result in a rejection. Only unique Credit Note Numbers should be used.
Credit Note Document Date	Date that Credit Note is issued by Vendor	DTM010-030DTM02, (DTM010-010, Code '137')	Header	Mandatory for Credit Note.	The Credit Note date identifies the transaction date. It is a tax requirement in all countries. Failure to provide a Credit date will result in a rejection.
Debit Note Number	Debit Note Number as generated by Amazon.	RFF010-020 (RFF010-010, Code 'DL')	Header	Recommended for Returns and COOP Credit Notes.	This reference can be used to identify a Return, VRET or COOP transaction. A transaction can have multiple Debit Notes. This reference may be used to identify why a Credit Note was received; it will be marked as recommended in the documentation and it will not cause a rejection if it is not present.
Reference Invoice Number	Original Invoice Number. One Invoice only to be processed per Credit Note	RFF010-020 (RFF010-010, Code 'IV')	Header	Mandatory for AP Credit Notes.	This reference can be used to identify the original invoice number. For AP Credit Notes failure to provide this number will cause processing delays due to manual processing of the Credit Note.
Returns Reference Number	Returns Notice Number	RFF010-020 (RFF010-010, Code 'ALQ')	Header	Mandatory for all Returns Credit Notes. ID type should match line item reference	This field identifies the Returns Notice Number. Failure to provide this number may lead to a rejection of the Credit Note.

Credit Note Goods Return Date	Date that Return is received by Vendor	DTM010-030DTM02, (DTM010-010, Code '557')	Header	Mandatory for Returns Credit Note.	This field identifies the return date. Failure to provide this reference may lead to a rejection of the Credit Note.
Returned Merchandise Authorisation ID (RMA)	Returns Reference ID: Returned Merchandise Authorisation ID	RFF010-020 (RFF010-010, Code 'IRN')	Header	Optional for Returns Credit Note.	This field identifies the Returned Merchandise Authorization ID if generated.
VRET Number	VRET Number	RFF010-020 (RFF010-010, Code 'CU')	Header	Optional for Returns Credit Note.	This field identifies the VRET Number if generated by Amazon.
COOP Reference Number	Reference Number used for COOP Agreement	RFF010-020 (RFF010-010, Code 'CZ')	Header	Mandatory for COOP Credit Note.	This field identifies the COOP reference. Failure to provide the COOP reference number or the Debit note number may lead to a rejection of the Credit Note.
Supplier Identification	Supplier identification (GLN) of the supplier who ships the goods to Amazon.	NAD020-010 (NAD010, Code 'SU')	Header	Mandatory for Credit Note.	The NAD+SU segment will be validated against our database data. Incorrect data or a failure to provide this segment will lead to a rejection of the Credit Note.
VAT Registration Number	Supplier VAT number	RFF010-020 (RFF010-010, Code 'VA')	Header	Mandatory for Credit Note.	The Tax ID field will be validated against our database data. Incorrect data or a failure to provide this reference will lead to a rejection of the Credit Note.
Bill-to Entity (Buyer)	Identification (GLN) of the party receiving the credit	NAD020-010 (NAD010, Code 'IV')	Header	Mandatory for Credit Note.	The NAD+IV segment will be validated against our database data. Incorrect data or a failure to provide this segment will lead to a rejection of the Credit Note.
VAT Registration Number	Receiving party VAT number	RFF010-020 (RFF010-010, Code 'VA')	Header	Mandatory for Credit Note.	The Tax ID field will be validated against our database data. Incorrect data or failure to provide this reference will lead to a rejection of the Credit Note.

Currency	Currency for Credit	CUX010-020	Header	Mandatory for Credit Note.	The currency will be validated against the original invoice or debit note. Failure to provide this reference will lead to a rejection of the Credit Note.
Line item	Individual items referenced on each Credit Note	LIN030-010 and LIN030-020 or PIA020-010 and PIA020-020 (PIA010, Code '5')	Line Item	Mandatory for all Credit Notes except COOP.	Line item references are mandatory for all Credit Notes except COOP. Failure to provide the line items may lead to a rejection of the Credit Note.
Quantity	Number of Units referenced for Credit	QTY010-020 (QTY010-010, Code '47')	Line Item	Mandatory for all Credit Notes except COOP.	This reference will be used to identify the quantity of goods or services in the original invoice or debit note.
Price	Individual NET unit price	PRI010-020 (PRI010-010, Code 'AAA')	Line Item	Mandatory for all Credit Notes except COOP.	This reference will be used to calculate the difference between line items and summary amount.
Purchase Order Reference	Original Purchase Order Reference Number relating to the line item	RFF010-020 (RFF010-010, Code 'ON')	Line Item	Mandatory for AP Credit Notes.	This reference will be used to identify the original Order. Failure to provide this reference may lead to a rejection of the Credit Note.
Reference Invoice Number	Original Invoice number relating to the line item	RFF010-020 (RFF010-010, Code 'IV')	Line Item	Mandatory for AP Credit Notes.	This reference will be used to identify the original invoice. Failure to provide this reference may lead to a rejection of the Credit Note.
Returns Reference Number	Returns Reference ID: Returns Notice Number	RFF010-020 (RFF010-010, Code 'ALQ')	Line Item	Mandatory for all Returns Credit Notes.	This field identifies the Returns Notice Number. Failure to provide this number may lead to a rejection of the Credit Note.
Tax/Duty details	Individual Tax rate per line item	TAX010-010 Code '4' TAX020-010 Code 'VAT'	Line Item	Mandatory for all Credit Notes except COOP.	This reference will be used to calculate the difference between line items and summary tax amount.
Tax Amount	Single Unit Tax Amount	MOA010-020 (MOA010-010, Code '124') (MOA010-030, Currency ISO Code)	Line Item	Mandatory for all Credit Notes except COOP.	The tax amount in MOA+124 on line item level should be sent for

					one single unit only, not for the whole line amount
Credit Note Total	Full value of Credit note to be paid including all relevant taxes	MOA010-020 (MOA010-010, Code '77') (MOA010-030, Currency ISO Code)	Summary	Mandatory for all Credit Notes.	This reference will be used to calculate the difference between line items and summary amount.
Tax Rate	Percentage tax applied to items on the Credit	TAX010-010 Code '4' TAX020-010 Code 'VAT' TAX050-040 'Tax Rate'	Summary	Mandatory for all Credit Notes.	This reference will be used to calculate the difference between line items and summary tax rate.
Total Tax Amount	Total Tax amount for all line items	MOA010-020 (MOA010-010, Code '124')	Summary	Mandatory for all Credit Notes.	Total tax amount for all line items transmitted and which corresponds to the previous TAX segment
Total Taxable Amount	Total taxable value for all line items	MOA010-020 (MOA010-010, Code '125')	Summary	Mandatory for all Credit Notes.	This reference will be used to calculate the difference between line items and summary amount.

Additional notes

Below mentioned are the additional notes for EDI Credit Note processing at Amazon.

- 1) Credit Notes should not be sent to Amazon via EDI without Amazon Finance approval. Vendor should keep on sending paper invoices and credit notes until their invoices and/or credit notes live status is confirmed. Credit Notes sent via EDI will be discarded if the Vendor is not confirmed as 'Live' for EDI Credit Notes by Amazon Finance.
- 2) No data fields/segments other than those quoted in the Amazon specification shall be used. Credit Notes sent using other segment groups may fail to process or the data contained on those other segment groups shall be disregarded by Amazon.