



PORSCHE



## Guide for invoices via data telecommunication

Freight invoices

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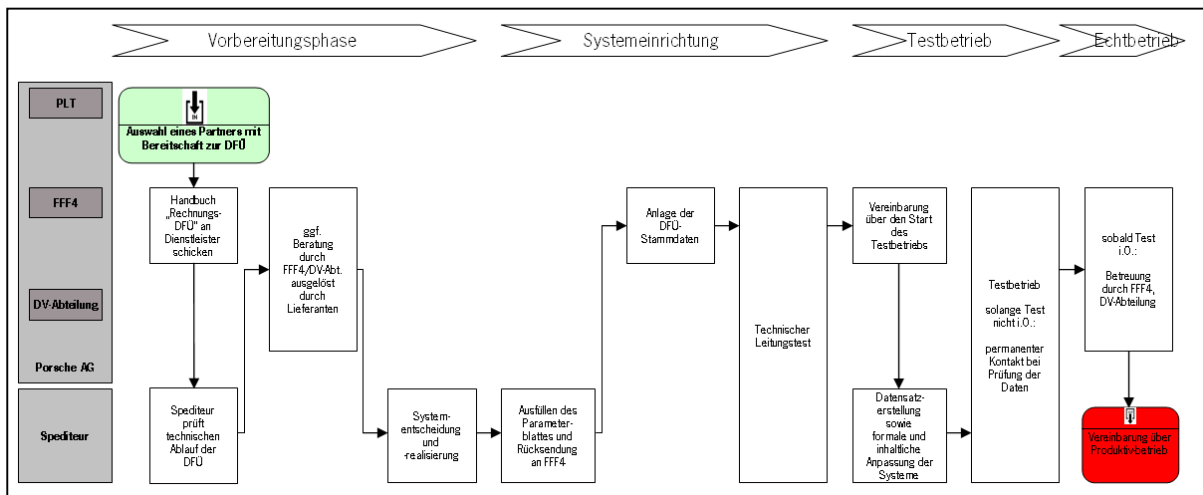
# 1. Introduction: invoices via data telecommunication

The requirements on the works logistics department have increased as a result of the enlarged product-range of the Porsche AG. The multitude of invoices received from different forwarding agents under different conditions cannot be checked manually anymore on a day-to-day basis. Therefore, an electronic transfer of billing data considerably facilitates the execution of freight invoices.

With today's available IT every transport can be evaluated with the corresponding conditions of the forwarding agent and balanced with the data of the incoming and outgoing goods. As a result, release for payment can be issued much faster if it conforms with the billing data.

## Installation of data telecommunication access

The process is divided into four stages: During the preparation stage, the forwarder lays the foundations for a data telecommunication access with support of the Porsche AG. The following system establishment stage contains all activities that are related to the line installation. Afterwards, the quality of the dataset is investigated before the access can be fully used.



In a nutshell, the following steps need to be taken:

The Installation period of the invoice data telecommunication will take approximately three months. Both parties will define tasks with respective deadlines that must be considered in order to ensure a quick implementation.

Until the connection is completed, Porsche AG will not accept any invoices sent by paper. The service provider is in charge of arranging a timely installation.

No.:	Tasks:	Responsibility	With whom?	Time period
1.	Sending guide to service provider	Mrs. Darocha		
2.	Checking technical process of telecommunication	forwarder		2 weeks
3.	Decision concerning the system	forwarder		2 weeks
4.	Request station ID and odette ID; fill in parameter sheet; sending sheet to Mrs. Darocha	forwarder		1 week
5.	Generate master data into system: - conditions - suppliers / forwarders	PZL FFR2	FI	1 week
6.	Technical performance test	data center	forwarder	1 week
7.	Generate data set	forwarder		2 weeks
8.	Start of testing period with data set	Mrs. Darocha	forwarder	3 weeks
9.	Agreement relating productive functioning	Mrs. Darocha	forwarder	

## 2. Process of data transmission

### 2.1. Requirements for forwarding agents

Porsche works exclusively with OFTP2 protocols. For any further information, please visit <https://www.odette.org>. You can also find certified software and order the certificate necessary for transferring to OFTP2 at <https://www.odette.org/services/oftp2/software>.

### 2.2. Preparation

#### ➤ Parameter sheet

In order to install an EDI connection to Porsche AG, the IBD will make up the digital line link and undertake performance tests ( installation of connection, handling of protocols, confirmation of transmission). Therefore, please fill out the parameter sheet on page 13 of this guide and send it via e-mail to [oftp2-operating@porsche.de](mailto:oftp2-operating@porsche.de).

#### ➤ Odette ID

To find Odette ID, please visit <https://oscar.odette.org/>

## 3. Data set

For installing the data set, we recommend the following service providers:

#### ➤ Provider: Active logistics

Address: Ludwig-Erhard-Str. 5, 56073 Koblenz, Germany

Contact: Mr. Ralf Berger

Telephone: +49 (0)261-8099-177

E-Mail: [rberger@active-logistics.de](mailto:rberger@active-logistics.de)

- Provider: applilog GmbH  
Address: Dr.-Ernst-Derra-Straße 6, 94036 Passau, Germany  
Contact: Mr. Joachim Müller  
Telephone: +49 (0)851-955 8211  
E-Mail: [jmueller@applilog.com](mailto:jmueller@applilog.com)

Since freight invoice files contain multiple freight invoice transmissions, they can be assigned to different transmissions. Should the entry in the fields be correct, a transmission can be clearly identified through its transmission date, transmission time and forwarder number. In order for freight invoice data sets to be imported faultlessly, please write the sets of a transmission consecutively in the file so that the contents of the aforementioned file arrange for the sets within the file.

Data set files correlate with two blocks:

- Invoice header  
Contains data which is valid for the entire invoice
- Invoice position  
comprises all fields coming after "position number". An invoice position always refers to exactly one forerun, one main run, one off-carriage, one direct payoff or palette substitution. An invoice position can contain data of multiple bills of lading.

### 3.1. Definition of the format of future imported freight invoice data sets

Field description	Information	Type	Can/ Must	Position from	Length	Dec.
o Transmission date	Date of data transmission, written in format TTMMJJJJ	N	M	1	8	
o Transmission date	Time of data transmission, written in format HHMMSS	N	M	9	6	
o Forwarder						
• name	Name of forwarder	A	M	15	30	
• number	Definite forwarder number	N	M	45	9	
o Invoice number	Number of freight invoice	N	M	54	8	
o Invoice date	Written in format DDMMYYYY	N	M	62	8	
o Order number	Porsche order number, only for information purposes	N	C	70	8	
o Purchase order number	Porsche purchase order number, only for information purposes	N	C	78	6	
o Total / Net	Net amount of invoice	N	M	84	13	11,2
o Total / VAT	Value Added Tax	N	M	97	13	11,2
o Total / Gross	Gross amount of invoice	N	M	110	13	11,2
o Nominal account	Nominal account of freight invoice	N	C	123	6	
o Cost Center	Cost center of freight invoice	A	M	129	6	

Field description	Information	Type	Can/ Must	Position from	Length	Dec.
o Currency	Currency of all invoice amounts Allowed values: <input type="checkbox"/> Empty (matches EUR) <input type="checkbox"/> EUR: EURO	A	M	135	3	
o Version	Version of interface: <input type="checkbox"/> Empty – matches version 2	N	C	138	2	
o VAT free amount	<input type="checkbox"/> VAT free amount	A	M	140	13	11,2
o VAT rate	<input type="checkbox"/> Vat rate in procent	A	C	153	13	11,2
o Filler	Reserve	A	C	166	13	
o Position number	Invoice position	N	M	179	3	
o Data type	Data set type of following position data in remaining fields: <ul style="list-style-type: none"> <li>• 'D' = Direct payoff (sender = supplier, recipient = shipment recipient)</li> <li>• 'V' = Forerun (sender = supplier, recipient = unproductive)</li> <li>• 'H' = Main run (sender = unproductive, recipient = shipment recipient / unproductive)</li> <li>• 'N' = Off-carriage (sender = shipment recipient / unproductive, recipient = shipment recipient / unproductive)</li> <li>• 'T' = palette substitution fee</li> <li>• 'F' = Resulting set: A main set with identical forwarder number, freight invoice number and position number already exists</li> </ul>	A	M	182	1	
o Invoice type	Type of invoiced service: <ul style="list-style-type: none"> <li>• "E" = incoming goods</li> <li>• "V" = outgoing goods</li> <li>• "L" = outgoing empties</li> <li>• "M" = Milk run</li> </ul>	A	M	183	1	
o Sender address						
• country	Motor vehicle country code, empty = Germany	A	M	184	3	
• postal code	Postal code	A	M	187	7	
• location	Location denomination	A	M	194	30	
• district		A	C	224	30	
• Loading plant	Only for supplier = Porsche AG: Loading plant at outgoing goods	N	M	254	2	
• Loading place	Only for supplier = Porsche AG: Loading plant at outgoing goods	N	M	256	2	
o Recipient address						

Field description	Information	Type	Can/ Must	Position from	Length	Dec.
• country	Motor vehicle country code, empty = Germany	A	M	258	3	
• postal code	Postal code	A	M	261	7	
• location	Location denomination	A	M	268	30	
• Delivery plant	Identification of delivery plant (only incoming goods at Porsche)	N	C	298	2	
• Delivery place	Identification of delivery place (only incoming goods at Porsche)	N	C	300	2	
o Distance [km]	Distance between sender address and recipient address	N	M	302	4	
o Date of shipment	Written in format DDMMYYYY	N	M	306	8	
o Extra tour	Signal, whether transport is an extra tour or not, if so: "S" = Extra tour; "Y"= dangerous goods	A	C	314	1	
o Weight of shipment [kg]		N	M	315	7	
o Chargeable weight		N	M	322	7	
o Loading meter [m]		N	C	329	4	3,1
o Volume [m³]		N	M	333	6	3,3
o Rate	E.g. "fixed rate for 5 tons"	A	C	339	10	
o Dangerous goods class		A	C	349	15	
o Net freight	Net freight of invoice position; palette exchange set (set type = "T") stands for palette substitution fee	N	M	364	13	11,2
o Margin in percent	Fields for margin in % and margin (EUR) are both empty or filled	N	C	377	5	3,2
o Margin	Fields for margin in % and margin (EUR) are both empty or filled	N	C	382	13	11,2
o House freight		N	C	395	13	11,2
o Freight term	Codification according to freight terms of VDA 01 = freight forward (goods) 02 = free destination 03 = carriage paid (empties) 04 = free German border 05 = free recipient / forwarder 99 = Special freight terms (individual agreement)	N	M	408	2	
o Remarks	3 lines with remarks concerning the invoice position (reverse charge)					
• line 1	E.g. amount of trading units and text	A	C	410	40	
• line 2		A	C	450	40	
• line 3		A	C	490	40	
o Filler		A	C	530	50	

Field description	Information	Type	Can/ Must	Position from	Length	Dec.
o B/L number	Up to 10 B/L numbers together with supplier number and name; Supplier number + B/L number refer to B/L					
• supplier name 1	Supplier name of first B/L	A	M	580	20	
• supplier number 1	Supplier number of first B/L	N	M	600	8	
• B/L number 1	Number of first B/L	N	M	608	8	
• Supplier name 2	Supplier name of second B/L	A	C	616	20	
• supplier number 2	Supplier number of second B/L	N	C	636	8	
• B/L number 2	Number of second B/L	N	C	644	8	
• supplier name 3	Supplier name of third B/L	A	C	652	20	
• supplier number 3	Supplier number of third B/L	N	C	672	8	
• B/L number 3	Number of third B/L	N	C	680	8	
• supplier name 4	Supplier name of fourth B/L	A	C	688	20	
• supplier number 4	Supplier number of fourth B/L	N	C	708	8	
• B/L number 4	Number of fourth B/L	N	C	716	8	
• supplier name 5	Supplier name of fifth B/L	A	C	724	20	
• supplier number 5	Supplier number of fifth B/L	N	C	744	8	
• B/L number 5	Number of fifth B/L	N	C	752	8	
• supplier name 6	Supplier name of sixth B/L	A	C	760	20	
• supplier number 6	Supplier number of sixth B/L	N	C	780	8	
• B/L number 6	Number of sixth B/L	N	C	788	8	
• supplier name 7	Supplier name of seventh B/L	A	C	796	20	
• supplier number 7	Supplier number of seventh B/L	N	C	816	8	
• B/L number 7	Number of seventh B/L	N	C	824	8	
• supplier name 8	Supplier name of eighth B/L	A	C	832	20	
• supplier number 8	Supplier number of eighth B/L	N	C	852	8	
• B/L number 8	Number of eighth B/L	N	C	860	8	
• supplier name 9	Supplier name of ninth B/L	A	C	868	20	
• supplier number 9	Supplier number of ninth B/L	N	C	888	8	
• B/L number 9	Number of ninth B/L	N	C	896	8	
• supplier name 10	Supplier name of tenth B/L	A	C	904	20	
• supplier number 10	Supplier number of tenth B/L	N	C	924	8	
• B/L number 10	Number of tenth B/L	N	C	932	8	
o Set ending	Always stated with "*" (ASCII 042)	A	M	940	1	

### 3.2. Remarks

- Unless a data set of set type "F" (following set) is extending an already existing invoice position, forwarder number, invoice number and invoice position number must be clearly identify an invoice position.
- Please fill in all fields marked with an "M" before transmitting all invoices, otherwise they won't be transmitted. Mrs. Darocha will invite you to a meeting beforehand to identify which fields marked as "C" must also be filled in.



- If an invoice position contains more than ten bills of loading, the system generates a following set (set type "F"). These following sets save the additional bill of loading numbers. The main fields of a following set have to contain the same content of the main invoice. All 10 waybill numbers will be listed with the content of the main invoice.
- The Supplier numbers on invoices must correspond with the supplier number stated on all bills of loading. As a result, the supplier number and the bill of loading number must clearly refer to one bill of loading.
- In the case of incoming goods (Porsche AG as recipient), **data belonging to the sender** can be found in fields "supplier name" and "supplier number".  
In the case of outgoing goods (Porsche AG as sender), **data belonging to the recipient** can be found in fields "supplier name" and "supplier number".
- Transmission time stamps (fields "transmission date" and "transmission time") must NOT be identical in all sets of a freight invoice transmission. The transmission time per invoice must be different (for example, one invoice per second)
- Different transmissions with identical transmission time stamps (fields "transmission date" and "transmission time") cannot exist. Should this case occur, program CARGO will reject the most recent transmission.
- Field "account number" refers to a total account. As a result, all positions of an invoice must be assigned to the stated account number. A separate agreement determines which service positions (empties, returned goods, fulls/incoming goods etc.) are assigned to which corresponding account number.
- One set length of a freight invoice data set contains 940 symbols or rather bytes.

Extensions in version 3:

- The version number determines which fields to import additionally to the fields to the version before (e.g., the field "VAT free amount": This field does not exist in current version two.
- New field for "VAT free amount": The value will only be accepted if the field "version" is filled in with the value = 3

#### 4. Testing period

During a testing period, the following steps by accounts payable cargo team leader at Porsche (Mrs. Darocha), the IT department at Porsche and the forwarding agent undertake the following actions to coordinate the process in form and content:

- Transmission of test data via e-mail (txt.file)
- Format is **EBCDIC**
- Formal examination of invoice
- Examination of invoice as regards content
- In case of necessary adjustments: Feedback to forwarding agent

#### 4.1. EDI test

The OFTP2 team at Porsche tests transfer data between forwarder and Porsche.

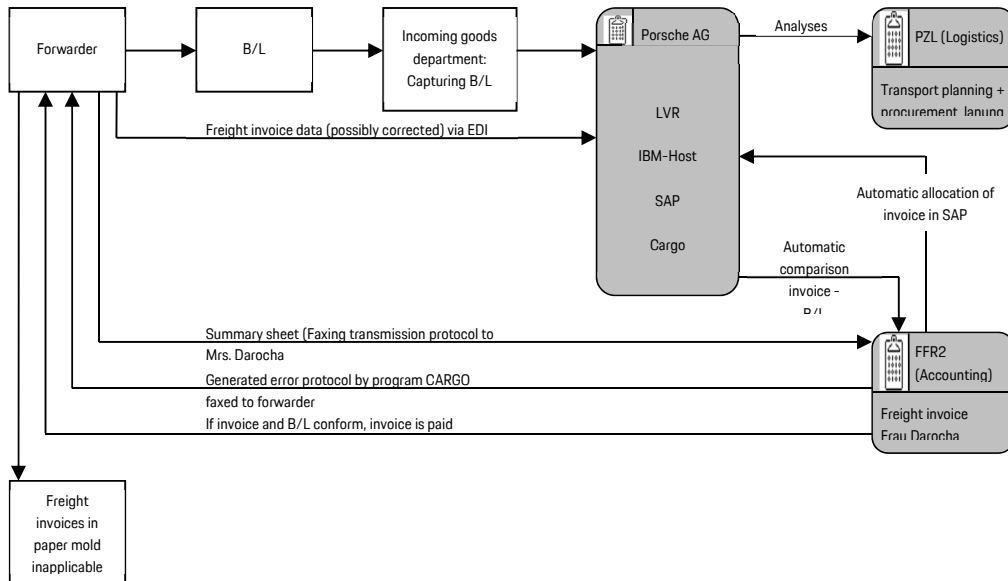
#### 4.2. Test of data sets and activated systems

All data sets are checked for potential errors. In case of an already existing EDI connection, this data can be sent via telecommunication. Otherwise, it is also possible to send data via e-mail to Mrs. Darocha during the testing period.

## 5. Productive use

Should the testing period work flawlessly, the EDI process is going to work productively, meaning that from this point on it is not necessary to send data transmissions or original invoices via e-mail. Please stay in contact with Mrs. Darocha.

Process of productive use:



## 6. Definition transmission report

Example:

The transmission report contains a short collective invoice with the following fields:

Freight invoice transmission report dated 07012019/130115 (date/time)

Invoice no.	Date	Gross	Net	Vat	Vat rate
12345678	19.07.19	119,00 €	100,00 €	19,00 €	19%
12345679	19.07.19	238,00 €	200,00 €	38,00 €	19%
12345680	19.07.19	357,00 €	300,00 €	57,00 €	19%
Summe		714,00 €	600,00 €	114,00 €	

Please add information in case of tax exemption, for example "reverse charge"

Furthermore, please state the service provider's invoice address, VAT identification number / tax number, the account number and the receivers address. Please also note the sender on the summary sheet and send it via e-mail to [DFUE\\_FFR2@porsche.de](mailto:DFUE_FFR2@porsche.de).

## **7. Data security**

Porsche AG saves each one of the last five transmissions. In case of faulty transmissions, the forwarder will receive a report stating all flawed invoices. In this case, please correct those data files and send it again. Each data file needs to be available for 30 days in the forwarders' system.

## Annex: Parameter sheet for the connection with remote transmission of Porsche

		Porsche	Partner
Firmenanschrift (Firmenname, Adresse)	Company address (Company name, address)	Dr. Ing.h.c.F. Porsche AG Porscheplatz 1 D - 70435 Stuttgart	
Ansprechpartner Datenaustausch (Name, Tel.-Nr., Email)	Contact for data exchange (name, phone, e-mail)	IBM Servicedesk +49 711 911 25600 Offtp2.operating@porsche.de	
Kundennummer / Lieferantennummer	Customer ID / Supplier ID		
SSID	SSID	00013000018PORSCHE-R3I	
SFID	SFID	00013000018PORSCHE-PAG	
Passwort	Password	PORSOFTP	
SID	SID	R3I	
TLS SSL Zertifikat CA	TLS SSL certificate CA	Odette	
Datenverschlüsselung	File encryption	Nein/No	
Datensignierung	File signature	Nein/No	
EERP Signierung	EERP signature	Nein/No	
EERP eingehend	EERP incoming	Ja/Yes	
EERP ausgehend	EERP outgoing	Ja/Yes	
Übertragungsmodus	Transfer mode	Unstrukturiert/Unstructured	
Satzformat	Format		
Satzlänge	Length		
Ein- und ausgehende IP-Adressen (Internet)	Incoming and outgoing IP addresses (Internet)	oftp2-1.fw.porsche.de 84.21.32.221	
Ein- und ausgehende IP-Adressen (ENX)	Incoming and outgoing IP addresses (ENX)	141.36.103.9	
ENX Solution Nummer	ENX Solution number	L000031734	
IPSEC Peer Adresse	IPSEC peer address	212.185.34.174	
ENX Registrierungsno.	ENX registration no.	0000230001	
Port	Port	6619 (OFTP2/TLS)	
Empfangsbereitschaft	Stand by	00:00 – 24:00	
Verantwortlicher – Verbindungseinrichtung (Name, Tel.-Nr., Email)	Responsibility – transfer connection (Name, phone, e-mail)	OFTP2 Operating +49 711 911 25605 Offtp2-operating@porsche.de	

### ACHTUNG!

Sende- und Empfangsstation auf Porsche  
Seite ist die Station **R36**

Die Station R36 ist über die Station R3I zu erreichen.

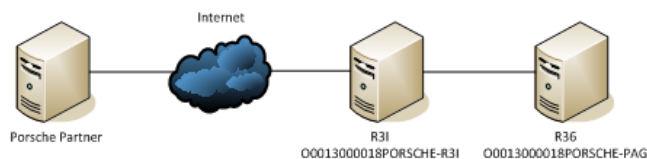
Odette ID: 00013000018PORSCHE-PAG

SID: R36

### ATTENTION!

Station for Sending and Receiving at  
Porsche is station **R36**

Station R36 is accessible via station R3I



Regard: This guide is only an extraction of "Outline for remote transmission of Porsche AG with its suppliers"  
This extraction is continuously and completely valid.

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Frachtenprüfung (FFR2)/ Werklogistik (PZL)

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