EDI Business Partner Onboarding
Step-by-Step Guide for Suppliers

Version history

Version	Date	Comments
1.0	15 June 2022	Initial publication of document for GB/IE.

Table of Contents

### 1.   ALDI/HOFER EDI Onboarding Step-by-Step Guide

This step-by-step user guide is designed to assist ALDI/HOFER Business Partners when using the OpenText Onboarding website, Compliance Link/Active Intelligence. In addition to message validation, this specialised portal is used to exchange information and download important documentation.

2.   Login

2.1   First-time login

Important: In order to log in to the OpenText | Active Intelligence portal for the first time, OpenText will send you an E-Mail with a link to the portal and your user credentials. To ensure that you can find E-Mails from OpenText in your E-Mail inbox and that they are not sent to your junk folder, add no-reply@inovis.com, no-reply@gxs.com, compliancelink@inovis.com and compliancelink@gxs.com to the list of safe senders of your E-Mail program.

Step 1: When you receive an E-Mail notification from OpenText with your user credentials, please follow the link in the E-Mail in order to setup the new account.
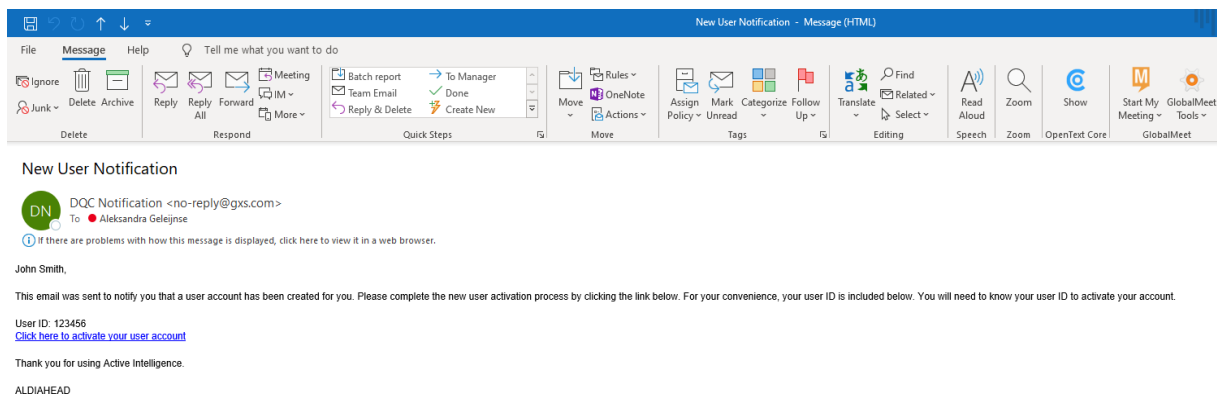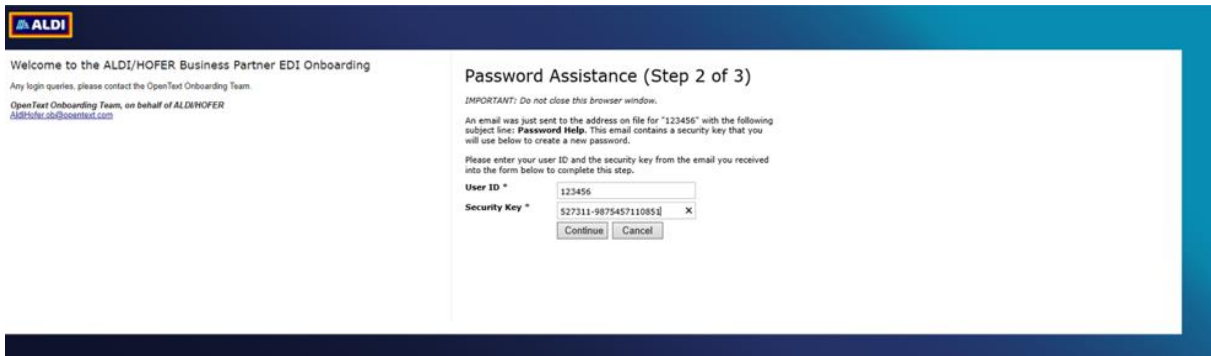

Step 2: The login screen of the OpenText | Active Intelligence portal opens. Enter your User ID and select 'forgot your password'. Afterwards, an E-Mail with the security key will be sent to your mailbox, which you need to enter in the next step.
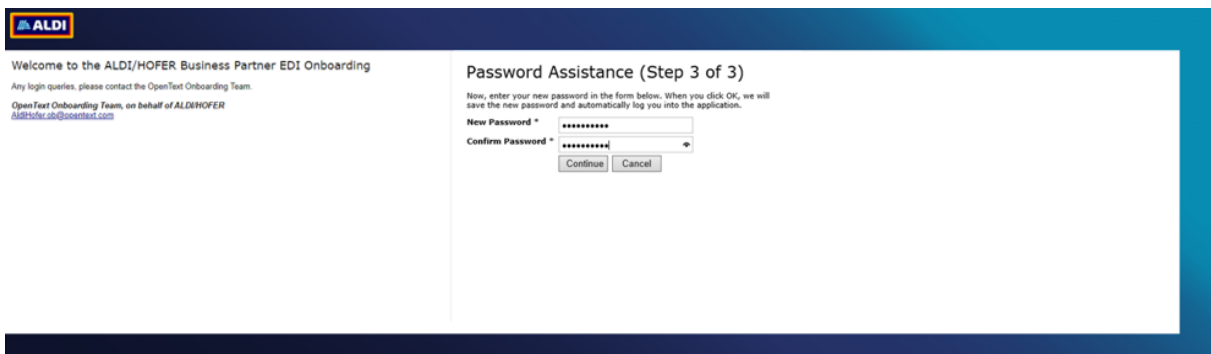

Step 3: Enter your User ID and E-Mail address and click the 'Continue' button on the 'Password Assistance (Step 1 or 3)' screen. Afterwards, an E-Mail with a security key will be sent to your mailbox. Copy the security key and return to your internet browser.
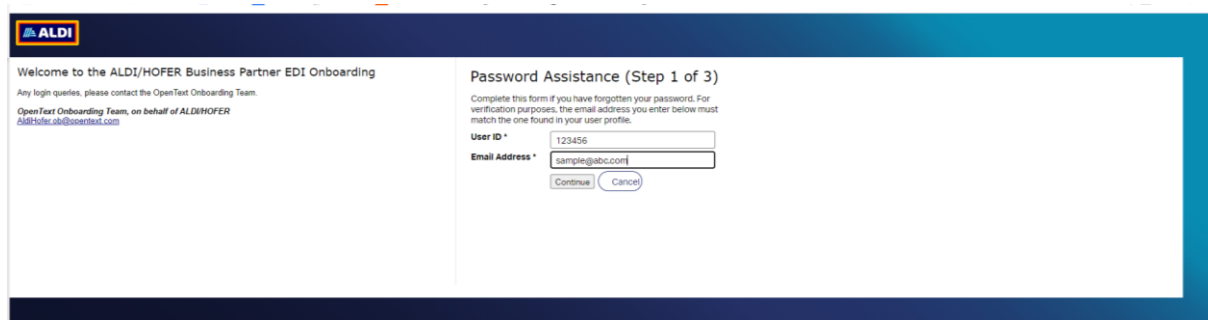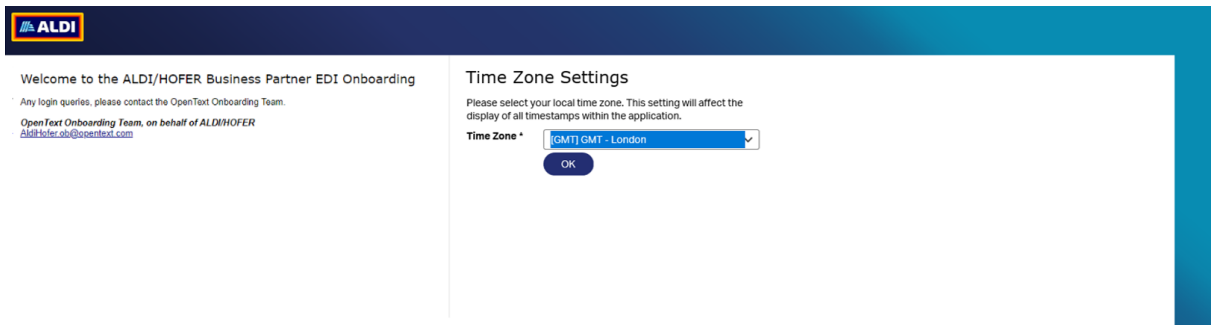
Step 4: Enter your User ID and paste the security key in the respective boxes on the 'Password Assistance (Step 2 of 3)' screen. Afterwards, click the 'Continue' button.

Step 5: Select a password by entering it first into the 'New Password' and afterwards into the 'Confirm Password' box on the 'Password Assistance (Step 3 of 3)' screen. Afterwards, click the 'Continue' button.

Step 6: Select your time zone on the 'Time Zone Settings' screen and click the 'OK' button.

2.2 Subsequent login

Step 1: Load the URL https://visibility.inovis.com/dataquality/xclient/aldibp in order to access the OpenText | Active Intelligence portal.

Step 2: Type in your User ID and password and click 'Login'.

Please note that the system is case-sensitive.

If your portal has two or more projects, select a project (top right of screen) and click OK.

Note: If you forget your password, click the 'Forgot your password?' link in order to receive an E-Mail with instructions on how to create a new password.

2.3   Welcome Screen

After the successful log in to the OpenText│Active Intelligence portal, the welcome page with the 'Project Workspace: AHEAD Onboarding' opens. This page includes a section with 'Announcements', 'Quick Links', 'My Tasks', 'Recent Searches' and the 'Project Library'. Any tasks assigned to your company throughout the EDI onboarding process of ALDI/HOFER will be displayed in the 'My Tasks' section. Double-click on a task in order to open it.
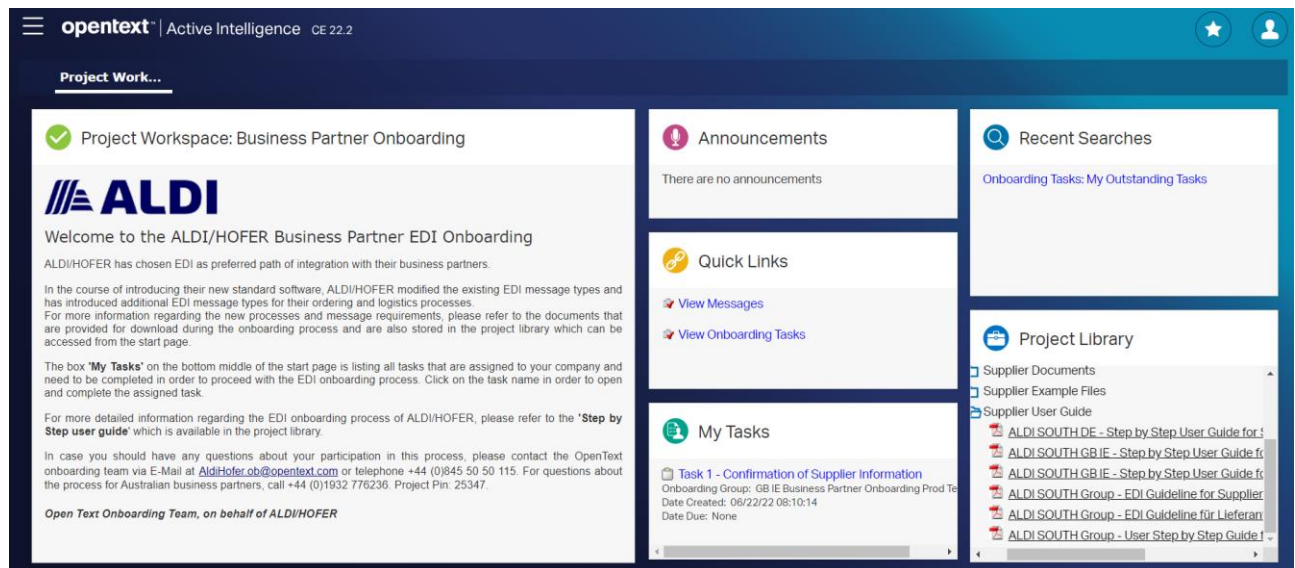
2.4   Helpful tips for using the OpenText│Active Intelligence portal

The following tips may help when using the OpenText│Active Intelligence portal:

- Do not click the 'Back' button in the internet browser as this will close the application.

- Open only one application window at a time.

- Set your screen resolution to 1280 x 1024.

- If screen resolution changes have not been applied or data is not displayed, click 'Refresh' in the OpenText│Active Intelligence portal. If this does not resolve the problem, log out and back in again.

- The spinning wheel icon indicates that the page is loading. Some pages may take a while to load, depending on the task and your internet connection speed. OpenText recommends a broadband Internet connection for optimum performance.

- To finish a task, it is recommended to click "save & close task" or "save & open next task". When you click "save" you can close the current task with "cancel"

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3.   Overview EDI Onboarding Process

The EDI onboarding process of ALDI/HOFER consists of nine tasks, which need to be completed by each business partner.

Task No	Description
Task 1	Confirmation of Supplier Information
Task 2	Download Supplier Documents
Task 3	Approval of EDI Agreement by Supplier
Task 4	Confirmation of EANCOM Message Type Selection for Supplier
Task 4A	Update of EANCOM Message Type Selection for Supplier
Task 4B	Task 4B - Re-confirmation of EANCOM Message Type Selection for Supplier
Task 5	Confirm Connection Type
Task 6A	Confirm Connection Details for Productive/Live EDI Messages
Task 6B	Confirm [Connection Type] Connection Details
Task 6C	Confirm Connection Details for TEST EDI Messages
Task 6D	Connection Details Declaration
Task 7A	Confirm Readiness for Document Testing with ALDI/HOFER
Task 7B	Confirm Estimated Ready Period for Document Testing with ALDI/HOFER'
Task 7	Document Check
Task 8	Confirm Readiness for End to End Testing with ALDI/HOFER
Task 8A	Confirm Estimated Ready Period for EDI End to End Testing with ALDI/HOFER
Task 9	Confirm Readiness for EDI Go-Live with ALDI/HOFER
Task 9A	Confirm Estimated Ready Period for EDI Go-Live with ALDI/HOFER

Task 1 – Confirmation of Supplier Information

Overview 'Task 1 - Confirmation of Supplier Information'

In the first task, you need to review the information, which the ALDI/HOFER team provided to OpenText for the EDI communication with your company. Please check whether the provided information equal your internal records and confirm their correctness by selecting the answer 'Yes the provided information is correct' (1) in the section below of the business partner information or 'No, the provided information is incorrect' (2) in case they are incorrect. If you select that the information is incorrect, then you need to fill in the correct information together with a reason (if applicable) into the feedback box (3).

In addition, please provide the contact details of the person who is the technical contact for the EDI connectivity and EDI message testing within your company. OpenText and ALDI/HOFER might contact the person during the EDI onboarding process. Thus, the contact name (4), E-Mail (5), telephone (6) and provider name (7) (if applicable) need to be entered.

If the technical contact requires an additional user login for the OpenText │ Active Intelligence portal, select the answer 'Yes please add an additional user' (9) in the last section of this task. Otherwise, select 'No new user required' (8).

After all mandatory fields were filled, click 'Save and Open Next Task' (10).

Note: If you have selected that the business partner information is incorrect, an E-Mail notification will be sent to ALDI/HOFER and they will check your feedback before you can continue with the next onboarding task. Once ALDI/HOFER has confirmed the correct business partner information, you will receive an E-Mail notification and be prompted to continue with the EDI onboarding process.

Screen layout 'Task 1 - Confirmation of Supplier Information'

GB/IE - Task 1 - Confirmation of Supplier Information

If you have any questions or concerns about your participation in this process, please contact the OpenText Onboarding Team by E-Mail at AldiHofer.ob@opentext.com or telephone +44 (0)845 50 50 115. For Australian business partners, please call +44 (0)1932 776236 Project Pin: 25347.

ACTION: Confirmation of Supplier Information

Business Partner Name: *

Ahead Supplier Partner

Business Partner Type: *

Supplier

Business Partner Number (ALDI SAP BP ID): *

1234567891-UK10

Business Partner EDI Message Standard: *

EANCOM

Business Partner EDI Solution: *

◉ Classic EDI
◯ Web EDI

Please review the above information and confirm that the details are correct.

NOTE: *If the details are incorrect, please select the answer "No the provided information is incorrect", enter the correct details, and add a comment to explain the deviations.*
ALDI/HOFER and OpenText will receive this information and review your comments. *

(1) ◉ Yes the provided information is correct
(2) ◯ No the provided information is incorrect

Please explain why this information is incorrect, as ALDI/HOFER and OpenText will review your feedback: *
(3)

Please provide the technical EDI contact details of the person who is responsible for the EDI connectivity and EDI message testing
within the business partner. OpenText and ALDI/HOFER will contact this person directly to support the EDI onboarding process.

NOTE: *If you are the EDI contact, please provide your contact details again in the below data fields but do not request a new user logon.*
You can also provide the details of your EDI service provider if they are responsible for your connectivity and message testing.

EDI Contact Name: *
(4)

EDI Contact E-Mail: *
(5)

EDI Contact Telephone: *
(6)

EDI Provider (if applicable):
(7)

Please indicate if the technical EDI contact you have entered requires an additional user log on to the ALDI/HOFER business
partner onboarding portal:

NOTE: *All users will receive all task and action E-Mails.* *

(8) ◉ No new user required
(9) ◯ Yes please add an additional user

(Refresh) **(10)** Save & Open Next Task   Save & Close Task   Save

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Task 2 – Download Supplier Documents

Overview 'Task 2 - Download Supplier Documents'

In 'Task 2 - Download Supplier Documents' you need to download the EDI agreement of ALDI/HOFER, the message implementation guidelines (MIG's) and a number of other documents from the 'Project Documents' list (1). These documents are required for the EDI communication between ALDI/HOFER and your company and are also available via the 'Project Library' in the 'Project Workspace' tab. After you have downloaded all documents, click the 'Save & Close Task' (2) button.

Screen layout 'Task 2 - Download Supplier Documents'
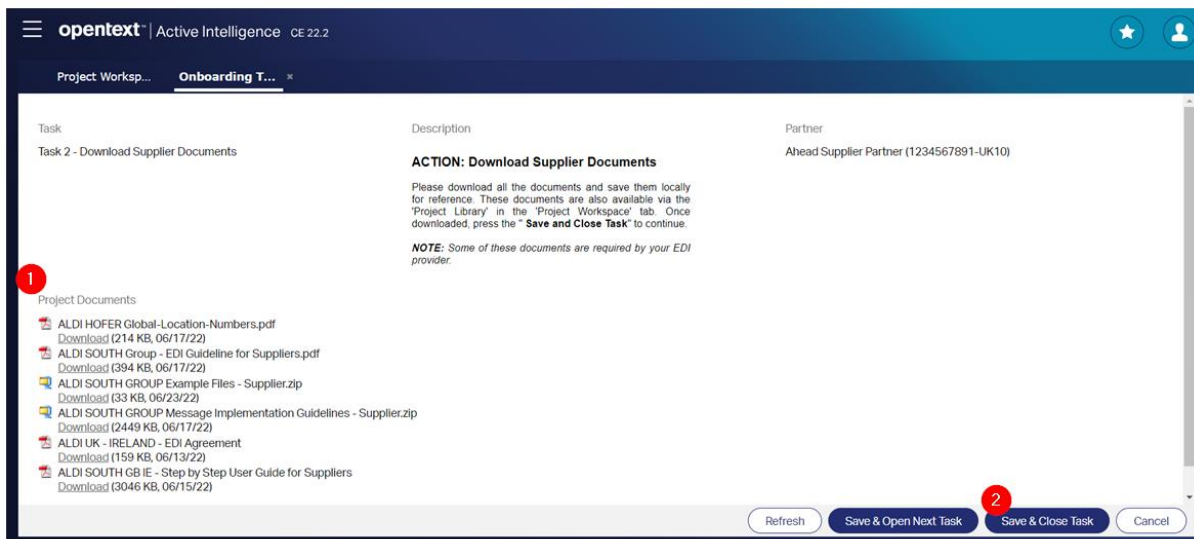
Task 3 – Approval of EDI Agreement by Supplier

Overview 'Task 3 - Approval of EDI Agreement by Supplier'

In this task your company needs to approve the EDI agreement of ALDI/HOFER. Thus, please select 'I agree to the terms and conditions of the EDI agreement' (1) and enter the name of the person who has approved the agreement (2) together with the approval date (3). Afterwards, click the 'Save & Close Task' button (4).

After you have completed the task, an E-Mail notification will be sent to your company confirming that the EDI agreement was signed and summarizing the provided information.

Screen Layout 'Task 3 - Approval of EDI Agreement by Supplier'

Task 4 – Confirmation of EANCOM Message Type Selection for Supplier

Overview 'Task 4 - Confirmation of EANCOM Message Type Selection for Supplier'

Task 4 provides an overview of all EDI message types, which ALDI/HOFER pre-selected for the exchange with your company. Please review the ALDI/HOFER selection and confirm at the end of the task whether your company is capable to exchange the pre-selected message types or wishes to update the selection (1). Afterwards, click the 'Save & Open Next Task' button.

Important: By agreeing to the EDI message type pre-selection for the EDI communication with ALDI/HOFER, your company confirms that they are able to exchange the selected EDI message types with ALDI/HOFER with the structure and content as specified in the Message Implementation Guidelines (MIG's), which were provided to you in 'Task 2 - Download Supplier Documents'. These documents are also available via the 'Project Library' in the 'Project Workspace' tab.

If you do not agree to the message type pre-selection, you will be asked to update the selection in the next task 'Task 4A - Update of EANCOM Message Type Selection for Supplier' and provide feedback to ALDI/HOFER.

Screen Layout 'Task 4 - Confirmation of EANCOM Message Type Selection for Supplier'

Task 4A – Update of EANCOM Message Type Selection for Supplier

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Overview 'Task 4A – Update of EANCOM Message Type Selection for Supplier'

In this task, the EDI message type selection of ALDI/HOFER can be updated. Please indicate for each message type whether your company can exchange it with ALDI/HOFER or not.

Please use the comment box (1) at the end of the task to provide a reason for each update.

Important: By selecting EDI message types for the EDI communication with ALDI/HOFER, your company confirms that they are able to exchange the selected EDI message types with the structure and content as specified in the Message Implementation Guidelines (MIG's) of ALDI/HOFER, which were provided to you in 'Task 2 - Download Supplier Documents'. These documents are also available via the 'Project Library' in the 'Project Workspace' tab.

At the end of the task, please confirm the completion of your updates by selecting 'Yes my company is ready for approval by ALDI/HOFER' (2) and click the 'Save & Close Task' button.

After you have completed 'Task 4A - Update of EANCOM Message Type Selection for Supplier', ALDI/HOFER will be requested to approve your updated EDI message type selection. The ALDI/HOFER team will review your selection and contact you in case of questions. During the review of ALDI/HOFER, there will be no remaining task for you in the onboarding portal but you will receive an E-Mail notification as soon as you can continue with the EDI onboarding process.

Screen Layout 'Task 4A – Update of EANCOM Message Type Selection for Supplier'

Warehouse Despatch Advice - EANCOM DESADV D.01B:

A message specifying details for handling units and goods despatched or ready for despatch under agreed conditions, from supplier to ALDI/HOFER hub.

◉ Yes my company will be exchanging this message type with ALDI/HOFER
○ No my company will not be exchanging this message type with ALDI/HOFER

Commercial Invoice - EANCOM INVOIC D.01B:

A message claiming payment for goods supplied under conditions agreed between the supplier and the buyer. This message can be used as commercial invoice and as credit note specified in the BGM segment. *

◉ Yes my company will be exchanging this message type with ALDI/HOFER
○ No my company will not be exchanging this message type with ALDI/HOFER

Please provide the reason for the message selection change. This updated selection and comment will be sent to ALDI/HOFER for approval: *

(1)

Confirmation of EDI message type selection:

Please note that once the message type selection is confirmed, it cannot be updated further anymore.

Please confirm you have updated the EDI message selection as per your EDI capability, and provided the reason for the change.
The updated selection is ready for ALDI/HOFER approval: *

(2) ○ Yes my company is ready for approval by ALDI/HOFER

Task 4B - Re-confirmation of EANCOM Message Type Selection for Supplier'

Overview 'Task 4B - Re-confirmation of EANCOM Message Type Selection for Supplier'

After you have completed 'Task 4A - Update of EANCOM Message Type Selection for Supplier', Task 4B is triggered in order to approve again the message type selection. Furthermore, there is the possibility to move backwards in the onboarding workflow. You can either continue with the onboarding (1) or move back to the introduction (Task 1) (3) or to update the message Type selection (Task 4A) (2).

Screen Layout 'Task 4B - Re-confirmation of EANCOM Message Type Selection for Supplier'

GB/IE - Task 4B - Re-confirmation of EANCOM Message Type Selection for Supplier

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If you have any questions or concerns about your participation in this process, please contact the OpenText Onboarding Team
by E-Mail at AldiHofer.ob@opentext.com or telephone +44 (0)845 50 50 115. For Australian business partners, please call
+44 (0)1932 776236 Project PIN: 25347.

ACTION: Confirmation of EANCOM Message Type Selection for Supplier

Purchase Order (Create) - EANCOM ORDERS D.01B:

A message specifying details for goods ordered under conditions agreed between the supplier and the buyer (ALDI/HOFER
purchasing department).

◉ Yes my company will be exchanging this message type with ALDI/HOFER

◯ No my company will not be exchanging this message type with ALDI/HOFER

Purchase Order (Change and Cancellation) - EANCOM ORDERS D.01B:

A message from the buyer to the supplier, specifying details of the buyer's request to change, add or delete one or multiple purchase
order line item(s). ALDI/HOFER uses the message type ORDERS specified by the code "Purchase Order Change Request" in the
BGM segment (BGM.1001 = 230). Both Delta and Full PO Change are available. Should you require Delta only please contact ALDI to
inform them of this else the default will remain as today as Full PO Change.

◉ Yes my company will be exchanging this message type with ALDI/HOFER

◯ No my company will not be exchanging this message type with ALDI/HOFER

Dropship Despatch Advice - EANCOM DESADV D.01.B:

A message specifying details for tracking ID, carrier reference and goods despatched or ready for despatch under agreed conditions,
from supplier warehouse/hub to the final customer (eCommerce).

◯ Yes my company will be exchanging this message type with ALDI/HOFER

◉ No my company will not be exchanging this message type with ALDI/HOFER

Warehouse Despatch Advice - EANCOM DESADV D.01B:

A message specifying details for handling units and goods despatched or ready for despatch under agreed conditions, from supplier
to ALDI/HOFER hub. *

◉ Yes my company will be exchanging this message type with ALDI/HOFER

◯ No my company will not be exchanging this message type with ALDI/HOFER

Commercial Invoice - EANCOM INVOIC D.01B:

A message claiming payment for goods supplied under conditions agreed between the supplier and the buyer. This message can
be used as commercial invoice and as credit note specified in the BGM segment.

◉ Yes my company will be exchanging this message type with ALDI/HOFER

◯ No my company will not be exchanging this message type with ALDI/HOFER

Re-confirmation of EDI message type selection:

A wrong message type selection will affect the electronic communication with ALDI and can lead to additional re-onboarding effort.

This task is to re-confirm the message selection you have chosen, if a message has been chosen by mistake you will now have the
opportunity to go back through the process and make a change.

Therefore, please only confirm the above message type selection if your company is able to directly exchange these messages with ALDI/HOFER.
If your company cannot support all selected message types, then please select " No my company does not agree with the pre-selected
EDI message types" and update the selection on the next screen. In case you would like to move backwards to the onboarding start, please select
"Move back to stage Onboarding Introduction".

Please confirm if you agree to the EDI message type selection of ALDI/HOFER: *

1 ◯ Yes my company agrees to the selected EDI message types

2 ◯ No my company does not agree to the selected EDI message types

3 ◯ Move back to stage Onboarding Introduction

Task 5 – Confirm Connection Type

Overview 'Task 5 – Confirm Connection Type'

In this task, you need to confirm which connection type your company wants to use for the connection with ALDI/HOFER (1). Your company can choose between AS2, VAN, X400 and SFTP (which is business partner initiated).

In addition, you need to enter an E-Mail address to confirm where error notifications for TEST EDI messages (2) and for productive / LIVE EDI (3) messages should be sent to.

Important: For error notifications for productive / LIVE EDI messages, it is recommended to use a group E-Mail address instead of the E-Mail address of an individual person.

Screen Layout 'Task 5 – Confirm Connection Type'

Task 6A – Confirm Connection Details for Productive/Live EDI Messages

Overview 'Task 6A – Confirm Connection Details for Productive/Live EDI Messages'

In 'Task 6A – Confirm Connection Details for Productive/Live EDI Messages' you need to provide the receiver identification code (GLN/DUNS/ZZ) and identification code qualifier for the UNB segment (1,2) and the NAD segment (3,4) in productive / LIVE EDI messages. If the sender identification for the UNB segment is not the same as the receiver identification code, please state this in your answer (5) and provide the identification code (6) with its qualifier (7).

In addition, please state if your company will use a dedicated test environment for exchanging test EDI messages with ALDI/HOFER (8) and if your company is able to identify test messages as such (9).

If you select 'Yes' you will be able to enter your TEST EDI information in Task 6C. Otherwise you will be forwarded directly to Task 6D after completing Task 6B.

At the end of the task, please confirm the correctness of the provided data and enter your name (10) and the actual date (11). Afterwards, click the 'Save & Close Task' button (12).

Screen Layout 'Task 6A – Confirm Connection Details for Productive/Live EDI Messages'

Task 6B – Confirm [Connection Type] Connection Details

Overview 'Task 6B – Confirm [Connection Type] Connection Details'

Depending on your connection type selection in Task 6A, you will be requested to provide the details of either your VAN, AS2, X.400 or SFTP connection in Task 6B. Based on the provided information, OpenText will setup the connection to your company. Thus, please ensure that the provided information is correct in order to avoid any delays or complications during the EDI onboarding due to incorrect connection setups.

Screen Layout 'Task 6B – Confirm [Connection Type] Connection Details'

GB/IE - Task 6B - Confirm X.400 Connection Details

⫽⪤ ALDI

If you have any questions or concerns about your participation in this process, please contact the OpenText Onboarding Team by E-Mail at AldiHofer.ob@opentext.com or telephone +44 (0)845 50 50 115. For Australian business partners, please call +44 (0)1932 776236 Project Pin: 25347.

ACTION: Confirm X.400 Connection Details

The contact details below will be used for queries relating to the X.400 connection details with the OpenText enablement team.

Contact details for connection testing

Please provide the name and E-Mail address of the person who is responsible for the connection within the business partner.

Contact Name: *

Contact E-Mail: *

X.400 Originator / Recipient (OR) Address

Please state your X.400 Originator/Recipient (OR) address with the assigned elements.
• C (Country name)
• A (Administration Management Domain)
• P (Private Management Domain)
• O (Organization name)
• OU1 (Organizational Unit Names)
• S (Surname)
• G (Given name)

C=GB, A=MARK400, O=TRADANET, S=X400SERVICE

NOTE: Please use the X.400 formatting above in order to ease the element recognition. *

1234567

Does your company use a Pre Production X.400 connection? *
◉ Yes
○ No

Please provide your Pre Production X.400 Originator / Recipient (OR) Address

Please state your X.400 Originator/Recipient (OR) address with the assigned elements.
• C (Country name)
• A (Administration Management Domain)
• P (Private Management Domain)
• O (Organization name)
• OU1 (Organizational Unit Names)
• S (Surname)
• G (Given name)

C=GB, A=MARK400, O=TRADANET, S=X400SERVICE

NOTE: Please use the X.400 formatting above in order to ease the element recognition. *

123456789

Task 6C – Confirm Connection Details for TEST EDI Messages

Overview 'Task 6C – Confirm Connection Details for TEST EDI Messages'

In 'Task 6C – Confirm Connection Details for TEST EDI Messages', you need to provide the receiver identification code (GLN/DUNS/ZZ) and identification code qualifier for the UNB segment (1,2) and the NAD segment (3,4) in productive / LIVE EDI messages. If the sender identification for the UNB segment is not the same as the receiver identification code, please state this in your answer (5) and provide the sender identification code (6) with its qualifier (7).

At the end of the task, please confirm the correctness of the provided data (8) and enter your name (9) and the actual date (10). Afterwards, click the 'Save & Close Task' button (11).

After completion of Task 6, OpenText will start with the connection setup. Once you can continue with the EDI onboarding process, OpenText will assign you the next task and send you an E-Mail notification.

Screen Layout 'Task 6C – Confirm Connection Details for TEST EDI Messages'

Task 6D – Connection Details Declaration

Overview 'Task 6D – Connection Details Declaration'

In 'Task 6D – Connection Details Declaration' you are required to confirm the connection details submitted in Task 6A, 6B and/or 6C. The task will show the information submitted in task 6A, 6B and/or 6C. Confirming the Partner, Contact, Production and Testing details.

If the information is correct select 'The message details and connection details are correct for the Business Partner' (1) and click the 'Save & Close Task' button.

If the information is wrong, select the appropriate option: 'Connectivity details are incorrect for the Business Partner and requires updating' - Note: The Portal will return you to Task 6A - or 'Message Type selection and/or connectivity details are incorrect for the Business Partner and requires updating' (2). Note: The Portal will return you to Task 4.

Note: Task 6D will only be completed upon confirmation that 'The message details and connection details are correct for the Business Partner'

Screen Layout 'Task 6D – Connection Details Declaration'

GB/IE - Task 6D - Connection Details Declaration

ALDI

If you have any questions or concerns about your participation in this process, please contact the OpenText Onboarding Team by E-Mail at AldiHofer.ob@opentext.com or telephone +44 (0)845 50 50 115. For Australian business partners, please call +44 (0)1932 776236 Project Pin: 25347.

ACTION: Connection Details Declaration

Business Partner

Business Partner Name: *

Ahead Supplier Partner

Business Partner Number: *

1234567891-UK10

Business Partner EDI Message Standard: *

EANCOM

Business Partner Connection Type: *

X400

Contact

EDI contact Name: *

EDI contact E-Mail: *

EDI contact Telephone: *

Connection Type

Connection Type *

X400

Production GLN

LIVE Receiver UNB:

1234567890

LIVE Receiver UNB Qual:

14

LIVE Sender UNB:

LIVE Sender UNB Qual:

LIVE Receiver NAD:

9876543210

LIVE Receiver NAD Qual:

9

LIVE Encoding:

Latin-1 (ISO 8859-2 - ANSI) is used as file encoding

Testing GLN

TEST Receiver UNB:

1234567

TEST Receiver UNB Qual:

1

TEST Sender UNB:

TEST Sender UNB Qual:

TEST Receiver NAD:

987654321

TEST Receiver NAD Qual:

16

TEST Encoding:

Latin-1 (ISO 8859-2 - ANSI) is used as file encoding

This is a declaration that the connection details are correct for the Business Partner: *

(1) ● The message details and connection details are correct for the Business Partner

(2) ○ Connectivity details are incorrect for the Business Partner and requires updating (move backwards to Task 6A)

○ Message Type selection and/or connectivity details are incorrect for the Business partners and requires updating (move backwards to Task 4)

Declaration Name: *

Declaration Date: *

Task 7A - Confirm Readiness for Document Testing with ALDI/HOFER

Overview 'Task 7A - Confirm Readiness for Document Testing with ALDI/HOFER'

In this task, you need to confirm if your company is ready for a document upload and to check your test files against some business checks defined by ALDI/HOFER. If you are ready to upload test data, please confirm your readiness by selecting 'Ready for document upload testing' (1). If you are not ready for the document upload, please select 'Not ready for document upload testing' (2). Afterwards, click the 'Save & Close Task' button (3).

If you select that you are ready for document upload, you will be moved to 'Task 7 – Document Check' and need to upload test files. Once a valid test file has been uploaded, the task will be closed.

Screen Layout 'Task 7A – Confirm Readiness for Document Testing with ALDI/HOFER'

Task 7B - Confirm Estimated Ready Period for Document Testing with ALDI/HOFER

Overview 'Task 7B - Confirm Estimated Ready Period for Document Testing with ALDI/HOFER'

If you are not ready for the document check, please indicate by when you will be ready to upload a valid test filed based on the MIG provide by ALDI/HOFER. Select a period of one, two, four, eight or twelve weeks (1) and confirm your selection by clicking on the 'Save & Close Task' button (2).

After the selected time has expired, OpenText will send you an E-Mail notification with the request to return to the onboarding portal and confirm your readiness for the document upload (Task 7A again).

Important: In case you are ready for document testing before the selected time has expired, please request OpenText via E-Mail at AldiHofer.ob@opentext.com to assign you to the next task.

**Screen Layout 'Task 7B - Confirm Estimated Ready Period for Document Testing with ALDI/HOFER'**

Task 7 – Document Check

Overview 'Task 7 – Document Check'

If your EDI message type selection includes the Dropship Despatch Advice, Warehouse Despatch Advice and / or the Commercial Invoice for the EDI communication with ALDI/HOFER, you are required to test your EDI messages in 'Task 7 – Document Check' to ensure they comply with the ALDI/HOFER message implementation guidelines (MIG's).

For executing the document checks, open the task and upload an EDI test message via the 'Select Files' button (1). Select a file from your computer and click the 'Open' button. Afterwards, click on the 'Run Report' button (2).

If the test failed, a window will open with the information that the test failed and that the task will remain open until you reviewed your error(s) and repeated the test. Click the 'OK' (3) button in order to return to the task and review the errors in the column on the right side of the task.
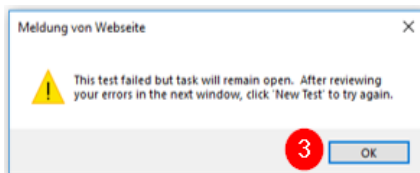

Click on the plus sign (4) in order to open a detailed description for each error.
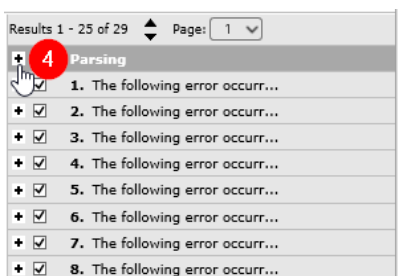
After you have reviewed and corrected the errors in your EDI test message, click on 'New Test' (5) in order to open a new window and execute another document check. If you have any questions regarding the errors in your EDI test message, please refer to the MIG's and sample files in the project library. For further assistance, you can also contact the OpenText Onboarding Team.


If the test was successful, a window will open with the information that the task was successfully completed. Click the 'OK' (6) button in order to return to the task. Afterwards, close the task (7) in order to return to the 'Project Workspace'.
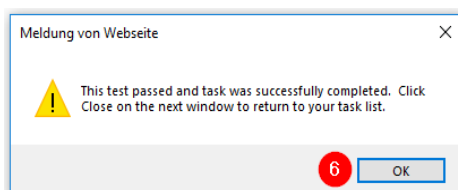
After the successful completion of 'Task 7 – Document Check', there will be no remaining task assigned for your company until OpenText completed the connection setup. OpenText will send you an E-Mail notification as soon as the next task was assigned to your company and you can continue with the EDI onboarding process.

Screen Layout 'Task 7 – Document Check'
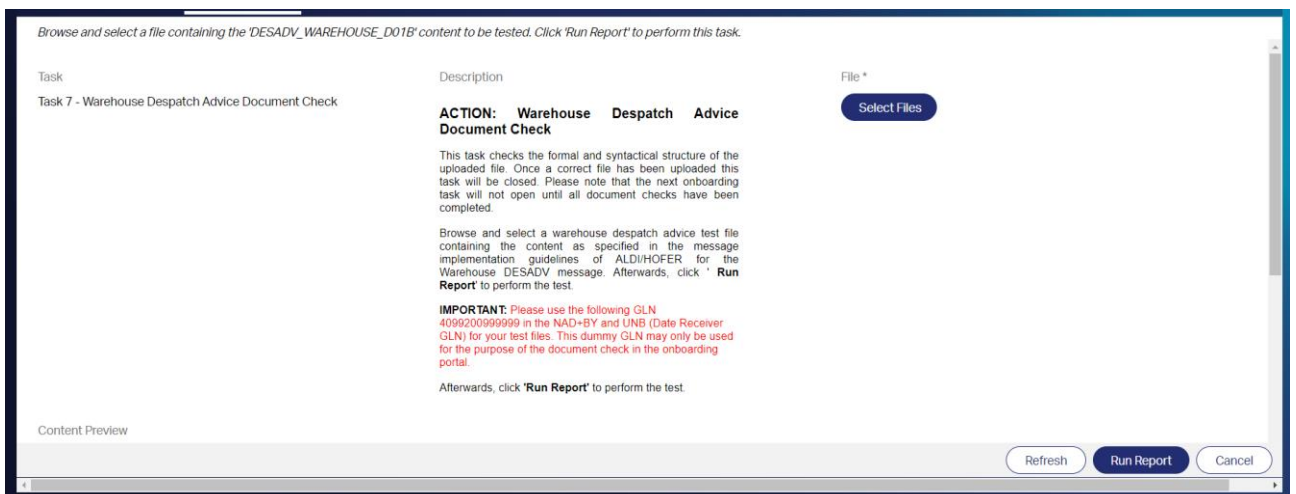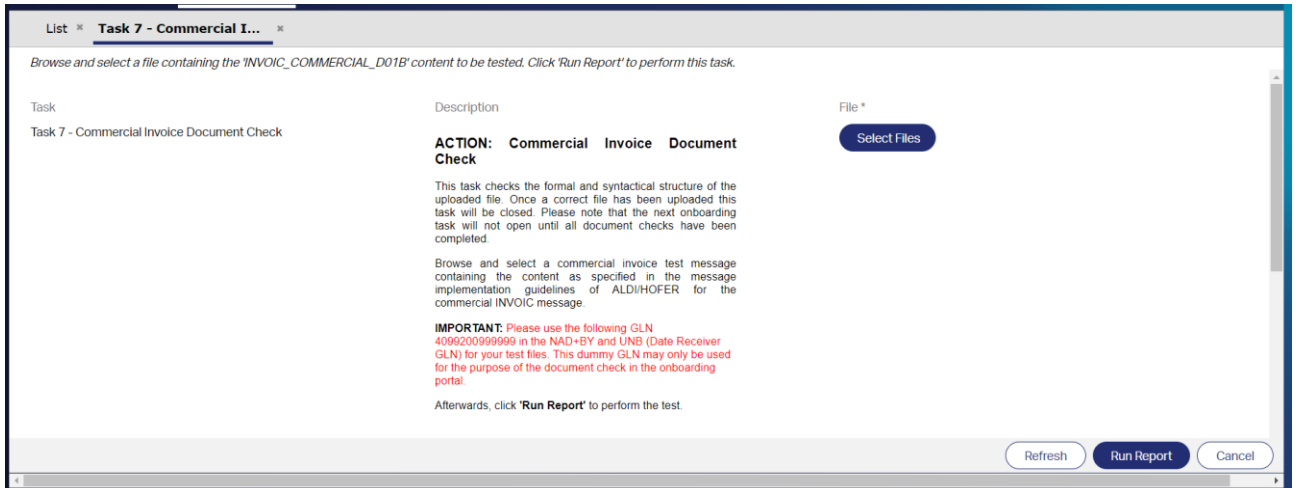
Task 8 − Confirm Readiness for End to End Testing with ALDI/HOFER

Overview 'Task 8 − Confirm Readiness for End to End Testing with ALDI/HOFER'

In this task, you need to confirm if your company is ready for End to End testing with ALDI/HOFER. If you are ready to start testing with ALDI/HOFER, please confirm your readiness by selecting 'Ready for ALDI testing' (1) and entering your name (2) and the actual date (3). If you are not ready for End to End testing with ALDI/HOFER, then select 'Not ready for ALDI testing' (4). Afterwards, click the 'Save & Close Task' button (5).

If you confirm your readiness for End to End testing, an E-Mail notification will be sent to ALDI/HOFER and they will contact you in order to align the test execution. During the test execution, there will be no remaining task for your company until ALDI/HOFER has confirmed the successful completion of the End to End testing. Afterwards, you will receive an E-Mail notification with the request to return to the onboarding portal and continue with the next task.

If you select that you are not ready for End to End testing with ALDI/HOFER, then you will be moved to 'Task 8A − Confirm Estimated Ready Period for EDI End to End Testing with ALDI/HOFER' and need to specify the estimated ready date for End to End testing with ALDI/HOFER.

Screen Layout 'Task 8 − Confirm Readiness for End-to-End Testing with ALDI/HOFER'

Task 8A – Confirm Estimated Ready Period for EDI End to End Testing with ALDI/HOFER

Overview 'Task 8A – Confirm Estimated Ready Period for EDI End to End Testing with ALDI/HOFER'

If you are not ready for End to End testing with ALDI/HOFER, please indicate by when you will be ready to exchange EDI test messages with ALDI/HOFER. Select a period of one, two, four, eight or twelve weeks (1) and confirm your selection by clicking on the 'Save & Close Task' button.

After the selected time has expired, OpenText will send you an E-Mail notification with the request to return to the onboarding portal and confirm your readiness for End to End testing (Task 8 again).

Important: In case you are ready for End to End testing before the selected time has expired, please request OpenText via E-Mail at AldiHofer.ob@opentext.com to assign you to the next task.

Screen Layout 'Task 8A – Confirm Estimated Ready Period for EDI End to End Testing with ALDI/HOFER'

Task 9 - Confirm Readiness for EDI Go-Live with ALDI/HOFER

Overview 'Task 9 - Confirm Readiness for EDI Go-Live with ALDI/HOFER'

In this task, you need to confirm if your company is ready for the EDI Go-Live with ALDI/HOFER. If you are ready to start exchanging productive / LIVE EDI messages with ALDI/HOFER, please confirm your readiness by selecting 'Ready for ALDI go live' (1) and entering your name (2) and the actual date (3). If you are not ready for the EDI Go-Live with ALDI/HOFER, then select 'Not ready for ALDI go live' (4). Afterwards, click the 'Save & Close Task' button (5).

If you confirmed your readiness for the EDI Go-Live, an E-Mail notification will be sent to ALDI/HOFER and they will contact you in order to align the first transmission(s).

If you select that you are not ready for the EDI Go-Live with ALDI/HOFER, then you will be moved to 'Task 9A – Confirm Readiness for EDI Go-Live with ALDI/HOFER' in order to confirm the estimated readiness date for the EDI Go-Live.

Screen Layout 'Task 9 - Confirm Readiness for EDI Go-Live with ALDI/HOFER'

Task 9A - Confirm Estimated Ready Period for EDI Go-Live with ALDI/HOFER

Overview 'Task 9A - Confirm Estimated Ready Period for EDI Go-Live with ALDI/HOFER'

If you are not ready for the EDI Go-Live with ALDI/HOFER, please indicate by when you will be ready for the Go-Live with ALDI/HOFER. Select a period of one, two, four, eight or twelve weeks (1) and confirm your selection by clicking on the 'Save & Close Task' button.

After the selected time has expired, OpenText will send you an E-Mail notification with the request to return to the onboarding portal and confirm your readiness for the EDI Go-Live (Task 9 again).

Important: In case you are ready for the EDI Go-Live before the selected time has expired, please request OpenText via E-Mail to assign you to the next task.

Screen Layout 'Task 9A - Confirm Estimated Ready Period for EDI Go-Live with ALDI/HOFER'

There will be no further Tasks after Task 9 and you will be able to start transmitting messages via new setup.