

## **BIC Checklist for Suppliers and Retailers when changing Invoicing Systems and/or EDI Software**

If a supplier (distributor) is changing invoicing systems and/or EDI software, there are a number of points to consider before proceeding with any changes:

- A named technical contact to be available at the supplier and the retailer.
- If the supplier sends EDI data via [Batch.co.uk](http://Batch.co.uk) then Batch will need to be involved in the testing – the supplier should obtain a named contact at Batch and liaise with them.
- Testing will need to be done for each document type currently sent to retailers, e.g. Invoices, Credits, etc.).
- Retailers need to test with “live” data to allow comparison with EDI files and documents from the supplier’s current system (test systems usually contain dummy data which does not fully replicate the issues encountered in live running).
- VAT: Testing will need to include examples of each type of document, with each document containing the following:
  - Zero rated VAT items
  - Mixed rated VAT items
  - Standard rated VAT itemsThis testing should be undertaken even if the supplier does not usually supply Vatable or mixed-rate VAT items.
- Retailers need PDF copies of all documents for comparison purposes.
- After “go live” retailers should quarantine the first few EDI files for checking before passing to live systems.

Common problems encountered in the past:

- Leading zeroes on invoice numbers – either on paper documents or EDI documents, or vice versa – but not on both, and they must match.
- VAT issues especially with mixed-rate VAT items.
- Lack of supply of EDI documents after “go live”.

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