

EDI Standards and Implementation Group (ESIG)

Thursday 9th March 2017

Physical meeting at the GS1 UK

Attendees: Jane Benjamin, Neil Brennan, Dan Ganderton, John Papadopoulos, Steve Rees, Paul Reid, David Robinson, Rachel Schofield, James Shelley, John Stokes, Shan Welch

Apologies: Claire Gibbons, Jo Puri,

Minutes and Actions

- 1. Introductions and Housekeeping.** Since our last meeting we sadly have to say goodbye to one of our Co-chairs, Paul Oppenheimer who has moved on and away from the EDI arena. Thank you to Paul for all his work in the group.
GS1 UK is moving offices to newer premises near Liverpool Street and this is where the next ESIG meeting will be held. (See new address below. The phone number remains the same.)
- 2. GS1 UK competition policy** was stated and it was explained that the group and all related activities must always operate under this policy (see <http://www.gs1uk.org/Pages/competitionpolicy.aspx>)
- 3. Review of Minutes and Actions:** updates on each item are detailed below as part of the general meeting
- 4. Co-Chair nominations:** Both the current co-chairs had kindly volunteered to continue, unfortunately Paul Oppenheimer has now moved on, but we welcome John Stokes back to the role and thank him for being willing to continue.
And following our last meeting we now have another nominee as Neil Brennan of Nestle has volunteered to become a co-chair with John. Thanks very much to Neil for this.
Action: if anyone has any comments on the proposal of Neil as co-chair, please let me know by Friday 31st March. If there are no objections, Neil will then formally become a co-chair of the ESIG group - any comments to be received by Friday 31st March
- 5. Workplan:** In our last meeting it was felt that we should wait to hear the latest requirements coming out of the Perfect Order project since this could impact our workplan. Unfortunately, there has been no information from the Perfect Order team so ESIG members have determined that we should prioritise ESIG suggested topics. A member of the Perfect Order team will be asked to give an update at the next meeting.
Looking at the previous plan that included creating best practice guidelines for CNTRL, APERAK, ORDRSP and the Invoice message, it was agreed that the group should concentrate on the most immediately useful messages i.e. the Invoice message, even though it will be a bigger project than the other messages. An invoice guide will complete the basic EDI message guidelines that most companies start using when implementing EDI - ORDER, INVOIC and DESADV (ASNs). It is also particularly relevant since TRADACOMS will no longer be supported by GS1 UK and, while there is conversion guidance for the ORDER message, we do not yet have one for the INVOIC message. It was also agreed that there should be a regular slot on the agenda to review other suggested activities in case requirements for other workplan items arise during the year particularly depending on the outcome of the CNTRL/APERAK survey (see below).
There was an additional comment regarding XML and the widespread use of non-standard XML – should the group look at a way to communicate with members to encourage those using XML to look at GS1 XML.

The group also stated that it is still difficult to find our EDI documents on the GS1 UK website. Shan will take this up with our Marketing team.

Action: Shan to ask the Perfect order group to give an update at the next meeting - **to be done before the next meeting**

Action: All to advise if they prefer to work on something other than an Invoice best practice guideline - **to be done by Friday 31st March**

Action: Shan to add an item to the agenda to review future workplan requirement **to be done for the next meeting**

Action: Shan to present options for ways to encourage use of GS1 XML to the group at the next meeting - **to be done by the next meeting**

Action: Shan to raise problem of finding documents on our website – any further comments from the team are welcome - **to be done before the next meeting**

- 6. CONTRL/APERAK survey result:** Further updates were suggested. It was also suggested that it should be issued using Survey Monkey

Action: Shan to update CONTRL/APERAK survey and re-issue for final review. It will then be sent out to the ESIG group as a survey. – **Comments to be received by Friday 31st March**

- 7. Meeting attendance Questionnaire:** Further updates were suggested. The questionnaire will be updated and issued to the group for review, after which it will be sent out by Survey Monkey to an agreed distribution list.

Action: Shan to update the questionnaire for internal review - **Comments to be received by Friday 31st March**

- 8. TRADACOMS Position Statement:** HMRC has now been notified and no comments received. The position paper will now be converted to an announcement and issued in early April.

Action: Shan to send out the announcement to the group - **to be done by 7th April**

- 9. Trends and activities:** There was a round table review of Trends and Activities

- 10.AOB: Shan announced that she will shortly be taking early retirement:**

I have very much enjoyed working with you all over the years since ESIG was formed and thank you for all your input to the group activities. I wish you well for the future.

I leave you in the capable hands of my colleague John Papadopoulos who will be your new ESIG facilitator and go-to person for all things EDI!

The next ESIG Quarterly meeting will take place on Thursday 8th June 2017 at the new GS1 UK office at:

Hasilwood House
60, Bishopsgate
London
EC2N 4AW