CashEDI

WebEDI variant

Brief instructions for WebEDI

Central Office

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# List of versions

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Status</th>
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<td>October 2008</td>
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<td>Technical and editorial revision</td>
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<td>Published</td>
<td>New functions (user manager)</td>
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<tr>
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<td>Published</td>
<td>Splitting of report function</td>
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<td>Kerstin Hammer</td>
<td>Published</td>
<td>Changes to section “Creating a cash order”</td>
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<td>Anne Jakob</td>
<td>Published</td>
<td>New screenshots, alignment with the new website</td>
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<td>1.6</td>
<td>August 2013</td>
<td>Johanna Holst; Marcel Stumpf</td>
<td>Published</td>
<td>New screenshots, editorial revision</td>
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<td>August 2015</td>
<td>Johanna Holst, Torsten Erlebach</td>
<td>Published</td>
<td>New screenshots, editorial revision</td>
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<td>Johanna Holst</td>
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<td>Bervenur Palta; Sven Löding</td>
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<td>Editorial revision</td>
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</tbody>
</table>
**Contents**

Introduction ................................................................................................................................. 5

1 Cash order ................................................................................................................................. 6
  1.1 Cash order – Enter .................................................................................................................. 6
  1.2 Cash order – Change / delete.............................................................................................. 11
  1.3 Cash order – Display overview ............................................................................................ 11

2 Lodgement ................................................................................................................................. 12
  2.1 Lodgement – Enter ............................................................................................................... 12
  2.2 Lodgement – Change / delete ............................................................................................. 17
  2.3 Lodgement – Display overview ......................................................................................... 17

3 Supply of transaction data ....................................................................................................... 18

4 Displaying user data ............................................................................................................... 18

5 Reports ..................................................................................................................................... 18

6 User manager ........................................................................................................................... 19

7 WebEDI operating hours ......................................................................................................... 20

8 Support ..................................................................................................................................... 20

9 System failures ........................................................................................................................ 20

Annex 1: User and master data management ........................................................................... 21

1 General information .................................................................................................................. 21

2 ExtraNet user administration .................................................................................................. 22
  2.1 Menu item for registering a user ......................................................................................... 22
  2.2 Menu item for changing a user .......................................................................................... 24
  2.3 Menu item for deleting a user ........................................................................................... 25

3 Administration of personal registration data/secondary registrations ................................. 26
  3.1 General information ............................................................................................................. 26
  3.2 Changing a registration (secondary registration) ............................................................... 27
Introduction

WebEDI – the simple key to electronic data exchange

WebEDI is an internet-based online application which you can use to place cash orders and notify lodgements at all branches of the Deutsche Bundesbank quickly, easily and securely. It is a variant of the Deutsche Bundesbank’s CashEDI specialised procedure, which the Bank uses to exchange cash-relevant data electronically. The application is accessed via the Deutsche Bundesbank’s ExtraNet (its electronic portal).

The ExtraNet is a high-performance infrastructure based on internet technology. In its design, it is straightforward and easy to use. Use of the ExtraNet is free of charge.

Registering for WebEDI

In order to participate in WebEDI you first need to obtain authorisation to use the specialised CashEDI procedure. To do so, please fill out the Customer data reporting form (“Kundendaten-Meldebogen” in German only), which can be found on our website (www.bundesbank.de). You will find the form over the menu items “Tasks” - “Cash management” - “Cash services” - “For business clients” below “Forms, terms and explanations”. As soon as we receive your CashEDI application form, we will register your company as an ExtraNet participant.

Once your corporate data have been incorporated into the ExtraNet you will be sent an e-mail asking you to register for the first time on the ExtraNet. For more detailed instructions, please refer to the annex (User and master data management).

Entry screen

Via the web link https://extranet.bundesbank.de/csh you get access to CashEDI. Below you will find a sample entry screen for a CashEDI user with full authorisation rights. Depending on the personal user profile of the CashEDI user, the system hides no authorised functions (e.g. the WebEDI cash order function if the user is only authorised to make lodgements).
1 Cash order

1.1 Cash order – Enter

You can access the relevant screen by clicking “Place a cash order” in the menu. You are essentially able to create cash orders for all of the Bundesbank’s branches.

Using the screen, you can order cash for collection at a Bundesbank branch on a collection date of your choice (incl. time / max. 14 days ahead). You are also asked to specify a cash transport company. The ordering party and the transporter are identified by a GLN (global location number). In this context, the ordering party is the withdrawal recipient to whose account the countervalue of the withdrawal is debited. You specify exactly which Bundesbank branch is to be used for collection of the withdrawal. Furthermore, in the field “Reference for account statement” you can enter additional information to aid your own internal processing. This information will then appear on the ordering party’s statement of account, subsequent to the payment having been booked. In the first step, you decide whether you would like to create a cash order for banknotes, coins for circulation or collector coins.

When you press the “continue” button, you will be taken to a screen where you can specify the details of the cash order.
Banknotes

As a first step, the total amount of the cash order has to be specified. After you have entered this information, you can divide the cash order up into several portions (for each portion it is necessary to click the “place portion” button beforehand). Even if the withdrawal is to remain whole, it is still necessary to place a portion, namely for the entire amount of the cash order.

With regard to the portioning of amounts, you can use entry fields to allocate a specific portion to a route reference and to identify the recipient of each portion (by entering the GLN). Furthermore a drop down-menu can be used to select a specified type of packaging.

Portions can be created for different customers such as branches, offices and also cash machines, provided you have supplied us with the GLN of that portion recipient. To do so, please use the “Kundendaten-Meldebogen”.

To assist you in defining the portions, a matrix is available which allows you to select the desired denomination and type of banknotes (fit banknotes / new banknotes). You can view
the corresponding number of packaging units by pressing the “check” button. Once you have created a portion, be sure to save it by using the “save portion” button.

You have the option of saving the order as a draft or sending it to the Bundesbank directly. When you have sent your cash order to the Bundesbank, an accompanying document is generated. This document can be printed. Nevertheless remains, that the cheque is still significant for the withdrawal process.

Note: In case of erroneous entries or information not saved in the Bundesbank system, such data will be marked in red for your inspection and displayed as an error message!
Coins for circulation

As a first step, the total amount of the cash order has to be specified. Continuing your order, you can use entry fields to allocate the order to a route reference and to identify the recipient of each withdrawal (by entering the GLN).

Once you have pressed the “place order” button, you can specify the quantity of normal containers of each denomination you want to order. After pressing the “check” button, the system will display the corresponding amount of each denomination.
You have the option of saving the order as a draft or sending it to the Bundesbank directly.

When you have sent your cash order to the Bundesbank, an accompanying document is generated. This document can be printed. Nevertheless remains, that the cheque is still significant for the withdrawal process.

Note: In case of erroneous entries or information not saved in the Bundesbank system, such data will be marked in red for your inspection and displayed as an error message!

**Collector coins**

As a first step, the total amount of the cash order has to be specified. Continuing your order, you can use entry fields, to allocate the order to a route reference and to identify the recipient of each withdrawal (by entering the GLN). Furthermore a drop down-menu can be used to select a specified type of packaging.

You can select the required denomination by using the drop-down menu. Enter the amount that you would like to order and save the entry by pressing the “add denomination” button.

It is not possible to place a cash order with different denominations of collector coins.
You can have your order automatically checked (for errors), save it as a draft for future use or send it to the Bundesbank directly.

When you have sent your cash order to the Bundesbank, an accompanying document is generated. This document can be printed. Nevertheless remains, that the cheque is still significant for the withdrawal process.

Note: In case of erroneous entries or information not saved in the Bundesbank system, such data will be marked in red for your inspection and displayed as an error message!

1.2 **Cash order – Change / delete**

The menu item “change/delete” gives you the opportunity to change/finish your drafts and send them to the Bundesbank or to delete them.

Notice: You cannot delete cash orders which are already sent to the Bundesbank.

1.3 **Cash order – Display overview**

In this rubric your cash orders of the past two years and their current status are listed.

WebEDI features a display function with a clear overview of all data relating to your orders.
As soon as your selected withdrawal branch has accepted the cash order, the status of your order switches into “cash order transferred”. You can then rest assured that your cash order was properly transmitted and will, from that point on, be processed considering your required instructions.

As soon as the withdrawal branch has prepared the cash order, the status of the cash order switches into “prepared”.

Following withdrawal of the cash you ordered by the designated Bundesbank branch, the status of your cash order switches into “withdrawn”. This serves to notify you that the cash in question has left the branch and is on its way to the portion recipient that you specified.

To find out how to display these notification reports, see section 5.

2 Lodgement

2.1 Lodgement – Enter

Under “Enter lodgement” you will find the relevant screen for creating lodgement notifications. However, it should be noted that WebEDI only offers you the opportunity to create notifications for single lodgements. There is no provision for collective lodgements.
The data is entered in two stages. First, the GLNs of the lodging party and of the transporter should be entered as the header data.

On the same screen you are asked to enter the type of lodgement (standard or multi-denomination lodgements). In the case of multiple lodgement containers (subunits), you must specify whether you want these containers to be reconciled individually or collectively. However, when creating a lodgement, you are not permitted to combine individual containers to form a single reconciliation unit and at the same time have other containers reconciled on a stand-alone basis. As a time control for the transport route, enter the pick-up time (i.e. the time at which the cash is handed over to the transporter) along with the estimated lodgement time. Furthermore, you may use the “Reference for account statement” field, which is programmed to accept freely entered text, to enter additional information to aid your own internal processing. This will subsequently be printed on your statement of account. Next time the entry screen is called up, most recently entered data will reappear automatically in the relevant boxes.

After confirming your data input with “continue”, you are taken to a user screen where you can enter information relating to the lodgement and to the individual container/s. You start by entering the total amount, after which you are required to give detailed information relating to your finished containers, i.e. the unique identification number (by which the serial shipping container code (SSCC) is meant, known in German as NVE), the type of packaging (banknote container, safbag, coin container etc.) and the amount per container. Inasmuch as your entry station is equipped with a scanner, you can scan the SSCC into the screen, thereby avoiding erroneous entries. For each container it is necessary to click the button marked “add subunit”, even if just one container is involved.
If you want, you can save the lodgement notification as a draft document in order, for example, to add containers to it at a later date. Prior to dispatching the notification you have the option of checking it for accuracy. If you notice any erroneous entries in the entry screen you can jump back to these by clicking the “back” button. Press the “send” button to send your lodgement notification to the Bundesbank. Please note that you will be asked to confirm that you wish to send the notification in this form before being able to effect remittance. Once you have sent it, the data contained therein will be displayed on screen. An SSCC will be displayed immediately beneath the heading. This master SSCC is issued by CashEDI and subsequently serves as the unique identifier of your lodgement.
A delivery note signed by the depositor is to be attached to each lodgement entered. This delivery note is automatically generated by CashEDI and contains the most important data relating to the lodgement. At this point you can call up the delivery note on screen by pressing the relevant button, in which case you will be asked to confirm the following security query.

Upon clicking on “Öffnen” (open) or “Speichern” (save) and then “open”, you can print out the automatically generated delivery note for your lodgement notification.

It is not possible for the Bundesbank branch to process the lodgement without a signed delivery note.
You can also use the overview to call up the notification and only print out the delivery note at this juncture.
2.2 Lodgement – Change / delete

The menu item “change/delete” gives you the opportunity to change/finish your drafts and send them to the Bundesbank or to delete them.

Notice: You cannot change or delete lodgements which are already sent to the Bundesbank.

2.3 Lodgement – Display overview

As in the case of cash orders, the Bundesbank makes available an overview showing lodgement notifications of the past two years you have created.

By looking at the status display function you can establish the exact time at which the cash was paid into the Bundesbank branch.

Once you have sent the notification to the Bundesbank, its status automatically switches to “notification transferred”. From this point on you are no longer able to make any changes to the notification. If you nonetheless need to make modifications after this event, you will have to create a new lodgement notification. In this case, the erroneous notification will continue to be displayed with the status “lodgement transferred” but will not be processed. Using the support hotline (see section on Support), you must notify the Bundesbank’s central support team and they will delete the erroneous notification. The status will then read “deleted by BBk”.

Following the acceptance of the cash containers by the designated Bundesbank branch, the status of your notification switches into “accepted”. You can then rest assured that the lodgement transfer you initiated has reached its destination at the Bundesbank. Moreover, in the column marked “date difference” you can see the estimated time gap between the lodgement being made and it actually reaching and being paid in at the Bundesbank branch.
After processing of the lodgement the status turns into “completed”.

To find out how to display these notification reports, see section 5.

3 Supply of transaction data

Transaction data (cash orders and lodgements) are available for two years. Anterior data are deleted automatically.

4 Displaying user data

By means of the menu item „Display user data“ you can display your personal user profile. Notice that the function “administration: user manager” is not listed in the rubric “authorisation” even you are authorized to use that function. The reason is that this function cannot be used in this screen.

You can also ascertain whether the allocated authorisation rights correspond to your actual wishes. If there is a discrepancy, please contact the support hotline (see section on “Support”).

5 Reports

Using the report function, authorised users are able to call up all initiated cash orders or lodgement notifications of a specific basic-GLN “GS1-Complete” (formerly: GLN Type 2¹) respectively their “Under-GLN”. Moreover, the data can be exported to another application,

¹ Originally GLN have been offered by GS1 including the variants Type 1 and Type 2. Since 2011 only GLN GS1 Complete (formerly Type 2) is marketed officially. Among other things GS1 Complete includes the right splitting a Basic-GLN into different locations and generates so called SSCC’s (serial shipping container code, known in German as NVE). GLN Type 1 exclusively identifies one specific location and is not offered anymore. But at the express wish a GLN Type 1 is available until further notice.
such as Excel, by clicking “export list (csv)”. This function cannot be carried out using a basic GLN Type 1 as this variant cannot be split. For this reason, the overview function is sufficient for the purposes of such basic GLN holders.

6 User manager

For each location it is necessary to supplement the normal user with at least one user manager (USRMGR) (see annex on “user and master data management”). The user manager is responsible for issuing the user allocated rights for each location.

Note: The USRMGR is not accessible via the route described in section 1. Please enter the URL path https://extranet.bundesbank.de/bsypriv/ and use the registration window to access this function.

From the menu, the USRMGR can select the item “list users” in order to display a list of all registered users for a specific location along with their allocated rights. Where required, this information can also be printed out as a PDF document, e.g. for controlling purposes.
Attention: This function cannot be used to make changes to or delete users or their allocated rights (the menu items listed above apply to the USRMGR alone). Any changes, deletions or secondary registrations must be effected using the user and master data management application (see annex).

7 WebEDI operating hours

ExtraNet is available for use between the 6 a.m. and 8 p.m. on all bank business days, with the exception of Saturdays and Sundays and those days specified in the ECB calendar of public holidays.
In addition, it is open for access by WebEDI participants on Saturdays from 9 a.m. to 1 p.m. No telephone support is available on Saturdays, however.

8 Support

In the event of functional problems (e.g. incorrect seal numbers), you can contact the support team on +49 69 9566 6767. Should you experience technical problems with the ExtraNet, please call for assistance on our service number (+49 69 9566 3101).

9 System failures

In cases where it is not possible to process a lodgement using CashEDI, there is the alternative of processing it by conventional means, i.e. by filling out a payment form or presentation voucher, as in the past. In this case please use the form “Bareinzahlung zur Gutschrift/Überweisung” (form 3182) or “Bareinzahlung zur Gutschrift/Überweisung (WDL)” (form 3183).
Annex 1: User and master data management

1 General information

You can gain access to the user and master data management function in the ExtraNet via the Bundesbank’s website at “www.bundesbank.de”, by choosing the menu item “Services” and “ExtraNet”.

By clicking “Initial Registration / extinction former employees” you get access to the general user and master data management including:

- register new user (refer to section 2.1)
- lock and unlock user (refer to section 2.2)
- apply for a new password (refer to section 2.2)
- apply for deletion of a registered user (refer to section 2.3).

By clicking “User administration / secondary registration” you get access to the personal user and master data management. There it is possible for already registered users to administrate their personal registration data or to undertake a secondary registration (change / extension of procedures).
2 ExtraNet user administration

2.1 Menu item for registering a user

Once you have selected the specialised procedure CashEDI it is necessary for you to insert the GLN (previously ILN = International Location Number) under which the registration is to be made in the next screen that appears.
You can make use of the following functions

<table>
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<th>Function</th>
<th>Description</th>
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<tr>
<td><strong>1a Filetransfer: Submission of cash orders and lodgement notifications (upload)</strong></td>
<td>This function is needed for submitting lodgement notifications and electronic cash orders under the Filetransfer procedure.</td>
</tr>
<tr>
<td><strong>1b Filetransfer: Bundesbank response regarding cash orders and lodgement notifications (download)</strong></td>
<td>This function is needed when dealing with lodgement notifications and electronic cash orders submitted under the Filetransfer procedure in order to facilitate the receipt of CashEDI reports (ie confirmations of acceptance, finality reports, provision notifications, delivery confirmations and any additional CashEDI reports).</td>
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<tr>
<td><strong>2a WebEDI: Notify lodgements</strong></td>
<td>This function is needed for creating lodgement notifications directly in the ExtraNet under the WebEDI procedure.</td>
</tr>
<tr>
<td><strong>2b WebEDI: Cash orders</strong></td>
<td>This function is needed for creating electronic cash orders directly in the ExtraNet under the WebEDI procedure. Note: Cash orders may only be executed for customers who have their own Bundesbank giro account.</td>
</tr>
<tr>
<td><strong>3a-c WebEDI: Reports</strong></td>
<td>This function is made available to main offices (group headquarters) and is only possible in conjunction with a GS1 Complete-GLN (formerly: GLN Type 2). Depending on the entity’s respective basic GLN (consisting of 7, 8 or 9 digits), it is necessary to select the appropriate report function. Where several locations participate in the WebEDI procedure, it is possible to call up the respective lodgement notifications or cash orders of individual or all locations using your own (location’s) basic GLN.</td>
</tr>
<tr>
<td><strong>Administration: User manager</strong></td>
<td>For each location, at least one user has to be equipped with the user manager tool. The user manager serves merely to provide an overview, enabling the user to call up a list of the names of all authorised employees at a given location and hence allowing the user to check whether the data are up to date.</td>
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You must enter your personal user data on the follow-up page.
When completing the form, please follow the instructions stated in the header. Furthermore, it is not permitted to enter more than 30 characters in neither the “First name” nor “Surname” fields (to do otherwise could result in technical problems).

By clicking “register user” you get the possibility to either register further users (“Enter another users”) or to end the user registration (“Complete registration”).

Upon successful registration, an “initial registration application” will appear as a downloadable PDF file. This form is to be signed and verified using a company stamp and the original document forwarded to the address stated on said form.

The User ID needed for registration purposes is specified in the initial registration form. The corresponding password will be sent to you by post after your application has been received and fully processed.

2.2 Menu item for changing a user

After selecting the specialised procedure CashEDI, enter the GLN of the user in question in the Global Location Number (GLN) field of the next screen that appears and select the action you desire (block user, unblock user, reset password).
After that, enter the user ID of the user for whom the selected action is to be carried out. If the selected course of action is to be applied for other users under the same GLN, this can be accomplished by clicking on “enter another user ID”. Once you have entered all of your modifications, complete the procedure by clicking on “complete changes”.

Upon successful modification, a “modification application” will appear as a downloadable PDF file. This form is to be signed and verified using a company stamp and the original document forwarded to the address stated on said form.

### 2.3 Menu item for deleting a user

After selecting the specialised procedure CashEDI, enter the GLN and user ID of the user to be deleted in the Global Location Number (GLN) field that appears on the next screen. In the case of deleting further users, you can use the button “another user”.

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**List of specialised procedure actions**

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<th>Global Location Number (GLN)</th>
<th>Possible actions</th>
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<tr>
<td></td>
<td>Block user</td>
</tr>
</tbody>
</table>

**2.3 Menu item for deleting a user**

After selecting the specialised procedure CashEDI, enter the GLN and user ID of the user to be deleted in the Global Location Number (GLN) field that appears on the next screen. In the case of deleting further users, you can use the button “another user”.

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**List of specialised procedure actions**

<table>
<thead>
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<th>Action</th>
<th>Blocking users</th>
</tr>
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<tbody>
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</tr>
<tr>
<td>User ID</td>
<td></td>
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</tbody>
</table>

**2.3 Menu item for deleting a user**

After selecting the specialised procedure CashEDI, enter the GLN and user ID of the user to be deleted in the Global Location Number (GLN) field that appears on the next screen. In the case of deleting further users, you can use the button “another user”.

---
Upon successful deletion, an "application for deletion" will appear as a downloadable PDF file. This form is to be signed and verified using a company stamp and the original document forwarded to the address stated on said form.

3 Administration of personal registration data/secondary registrations

3.1 General information

Via the website of Deutsche Bundesbank (www.bundesbank.de) under the rubric “Services” and “ExtraNet” you get access to the “User administration”.

In order to manage your personal registration data you have to login first using your personal user ID. You can make use of the following functions

- **Change registration (secondary registration)**: See section 3.2
- **Display profile data**: This calls up your currently saved user data and allocated function rights.
- **Change profile data**: This is used to change your personal user data.
- **Change question/answer**: Serves to change your question/answer if the simplified password resetting procedure is used.
- **Initiate deletion**: Serves to delete your personal user ID.
- **Change password:** Used to change your password (you cannot change your user ID).
- **Display users and their authorisations:** Displays all users currently registered under the same GLN. You need the “User manager” function to be able to do this.
- **Display queries:** This function is not used by CashEDI.

### 3.2 Changing a registration (secondary registration)

Secondary registration refers to any changes in functions for a specialised procedure for which you as the user are already registered in the ExtraNet. It also refers to a further registration for another specialised procedure using the same user ID.

If you want to modify functions (for a procedure to which you already have access), you have to select the corresponding specialised procedure first. On the next screen enter the GLN which has been used for the user registration. After that, you can carry out your desired changes to the functions. The present functions are preset to be changeable.

One user can be authorised for different specialised procedures in the ExtraNet. If the user intends to use another procedure in addition to the “CashEDI - Electronic access for cash payments”, he/she has to select the appropriate one from the specialised procedure list and initiate a secondary registration in accordance with the relevant instructions.

Upon submitting this secondary registration, a "secondary registration form" will appear as a downloadable PDF file. This form is to be signed and verified using a company stamp and the original document forwarded to the address stated on said form.