DEUTSCHE BUNDESBANK
EUROSYSTEM

cash EDI

WebEDI variant
Guidance

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List of abbreviations

CashEDI	Cash Electronic Data Interchange
EZ	Lodgement (*Einzahlung*)
EZA	Automated inpayment machine (*Einzahlungsautomat*)
CO	Cash order
GLN	Global Location Number
CC	Coin container
SSCC	Serial Shipping Container Code
PB	P-box
PC	P-container
CIC	Cash-in-transit company
WebEDI	Web Electronic Data Interchange

Introduction

WebEDI – the simple path to electronic data exchange

WebEDI is an internet-based online application which you can use to make lodgement notifications and cash orders at all branches of the Deutsche Bundesbank quickly, easily and securely.

It is a variant of the Bundesbank's _CashEDI_ specialised procedure, which is used to electronically exchange cash-relevant data.
The application is accessed via the Bundesbank's _ExtraNet_ (i.e. its electronic portal).

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.

Registration and login

In order to participate in _WebEDI_, you first need to obtain authorisation to use the specialised _CashEDI_ procedure.
On our website (www.bundesbank.de), you can find the relevant application form (customer data reporting form) under _"Tasks" → "Cash management" → "Cash services" → "For business clients" → "Forms, terms and explanations"_. As soon as we receive your application form, we will register your company as an _ExtraNet_ participant.

Once your corporate data have been entered into the _ExtraNet_ you will be sent an email asking you to register for the first time on the _ExtraNet_ or to make a secondary registration. For further instructions, please refer to the annex _"User and master data management"_.

Register in _CashEDI_ at the following link: https://extranet.bundesbank.de/cash or alternatively on the Bundesbank homepage under _"Tasks" → "Cash management" → "CashEDI"_.
You can find the _"Access to CashEDI"_ button on the right below the _CashEDI_ logo.

Then enter your access data.

1 Homepage

Below is a sample start screen for a *WebEDI* user with full authorisation rights. Depending on the personal user profile of the *WebEDI* user, individual functions may be hidden (e.g. the *WebEDI* cash order function if the user is only entitled to make lodgements).

Furthermore, the homepage provides an overview of all open lodgement notifications and/or cash orders from the previous ten days. To return to the *WebEDI* homepage, click on *CashEDI* or the Deutsche Bundesbank logo, which is displayed at all times in the top left of the screen.

2 Lodgement notifications

2.1 Entering lodgements

Click "New lodgement notification" to open the screen for entering lodgement notifications.

WebEDI only allows you to create notifications for single lodgements. There is no provision for collective lodgements. Data are entered in two stages. In a third step (*Summary*), you can review the entered data before they are submitted. Please note that all fields marked with a red asterisk below must be completed.

First, enter the GLN of the depositor and the GLN of the carrier underneath as the header data. The depositor and the carrier are identified by a Global Location Number (GLN). Then state the Bundesbank branch at which you are making the lodgement.

A distinction is made between the following lodgement types: multi-denomination lodgements (banknotes only) or standard lodgements (banknotes or coins).

With banknote lodgements, you can also have subunits matched individually, i.e. if you are making a notification of more than one subunit, you decide whether you would like to have each subunit counted individually or all of them counted together. 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 matched individually. Credit institutions who want to pay in EZA-K3 banknotes,[1] must mark the lodgement type as *"Multi-denomination lodgement – Banknotes"* and tick *"Match subunits individually"*.

As a time control for the transport route, enter the pick-up date (i.e. when the cash is to be handed over to the carrier) along with the scheduled lodgement date and time. Furthermore, you may use the *"Reference"* field to enter additional information to aid your own internal processing. This will subsequently be shown on your statement of account. The next time the entry screen is called up, the fields will be pre-filled with the most recently saved data.

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[1] Banknotes from customer-operated systems where the relevant system was not able to clearly establish their authenticity and which are to be paid in to the Bundesbank for authentication. Processing of these banknotes is free of charge.

Once they have been filled in, you can switch between the steps *General*, *Subunits* and *Summary* at any time. Please note that changes to fields which have an effect on the order process and the entry screens (e.g. lodgement type) will cause all subsequent data that have already been entered to be deleted. In this case, you will be notified by a pop-up warning which you have to confirm:

Reset subunits

The change you made requires to reset the already created subunits. Do you really want to proceed?

Cancel   Confirm
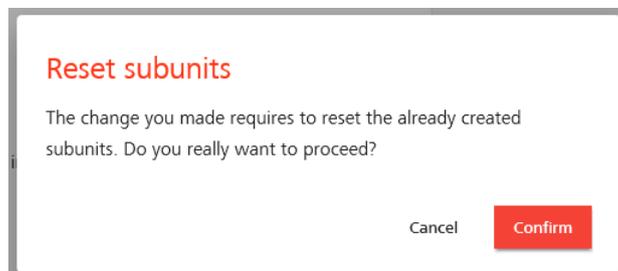
Erroneous entries are marked in red and displayed with the relevant message text.
Send your lodgement notification to the Bundesbank by clicking the *"Submit lodgement notification"* button. You will receive the following response when the notification has been submitted successfully: "The lodgement notification has been successfully submitted."

Once you have sent it, the data contained in the lodgement notification will be displayed on screen. An SSCC will be displayed immediately beneath the heading. This master SSCC is issued by *WebEDI* and subsequently serves as the unique identifier of your lodgement.
Depending on which internet browser you use, the delivery note generated by the system will either be opened directly in PDF format or be ready for download in a pop-up window. Alternatively, you can print it by clicking on *"Delivery note"*. Then physically hand over the delivery note together with the packaged money to the carrier.

2.1.1   Multi-denomination lodgement – banknotes

In the case of multi-denomination lodgements, the mixture of denominations and the number of banknotes in the packaging unit may vary.

Enter the subunit SSCC/seal, the packaging type (see Annex 2) and the amount (EUR) of the subunit into the screen. If your entry station is equipped with a scanner, you can scan the SSCC into the screen, thereby avoiding erroneous entries.

Tick the *"Mark subunit as EZA-K3"* box if your lodgement contains EZA-K3 banknotes.

Once all of the data have been entered, click on *"Add subunit"*.
This button has to be clicked for each subunit, even if only a single box is brought. Once all of the subunits have been added, click on *"Next"* and check the accuracy of the data you have entered in the *Summary*.

2.1.2 Standard lodgement – banknotes

Lodgements of banknotes consisting exclusively of standard packaging units[2] are called standard lodgements. Please follow the "Guidelines for preparing banknotes for lodgement" (form 3130a).

Enter the subunit SSCC/seal, the packaging type (see Annex 2) and the amount (EUR) of the subunit into the entry screen. If your entry station is equipped with a scanner, you can scan the SSCC into the screen, thereby avoiding erroneous entries. Click on *"Add subunit"*.

This button has to be clicked for each subunit, even if only a single box is brought.

Once all of the subunits have been added, click on *"Next"* and check the accuracy of the data you have entered in the *Summary*.

2.1.3 Standard lodgement – coins

Enter the subunit SSCC/seal, the packaging type (see Annex 2) and the amount (EUR) of the subunit into the screen. If your entry station is equipped with a scanner, you can scan the SSCC into the screen, thereby avoiding erroneous entries.

Click on *"Add subunit"*.

This button has to be clicked for each subunit, even if only a single box is brought.

Once all of the subunits have been added, click on *"Next"* and check the accuracy of the data you have entered in the *Summary*.

2.2 Change/delete drafts

Lodgement notifications can be saved as drafts and thus processed again at another time and then submitted to the Bundesbank. Drafts are shown in the overview with a grey dot and the label "(draft)".

If you click on a draft, you will see an overview with details on the lodgement; you can delete the draft or continue processing it and submit it to the Bundesbank.

2.3 Revoke lodgement notification

To revoke lodgement notifications that have already been sent, open the overview and select a notification that has already been submitted.

You will then see a summary of the lodgement notification. Click on the *"Revoke"* button at the top of the screen.

Before you are able to revoke the lodgement notification, you have to confirm the following security query:

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[2] The following standard packaging unit sizes apply for banknote lodgements and withdrawals:
Denominations from €5 to €100: bundle of ten packets each containing 100 banknotes;
Denominations of €200 and €500: packet of 100 banknotes
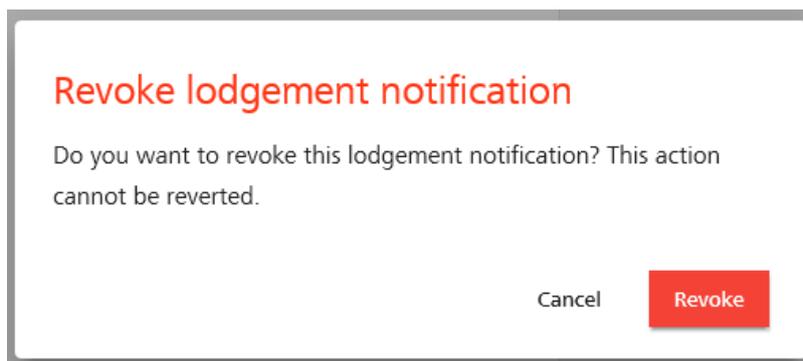
It is only possible to revoke a lodgement notification with the status *"Notification submitted"*. The status then changes first to *"Revocation requested"* and then to *"Revoked by customer"*. If you are unable to revoke the lodgement notification yourself, please contact technical support. If the lodgement notification is revoked by technical support, the status changes to *"Revoked by BBk"*.

3   Cash orders

3.1   Entering cash orders

You can enter new cash orders in the overview of open cash orders. To do this, click on *"New cash order"*.
Please note that all fields marked with a red asterisk below must be completed.

Using the following screen, you can order cash for collection at a Bundesbank branch on a collection date of your choice (also at a specific time / maximum of 14 days in advance). You are able to enter cash orders for collection at all Bundesbank branches. You are also asked to specify a cash transport company. The recipient and the carrier are identified by a Global Location Number (GLN). You specify exactly which Bundesbank branch is to be used for collection of the withdrawal. Furthermore, in the *"Reference"* field (max. 120 characters) you can enter additional information to aid your own internal processing. This information will then appear on the recipients statement of account once the payment has been booked. In the first step, you select whether you would like to create a cash order for banknotes, coins for circulation or collector coins.

Once they have been filled in, you can switch between the steps *General*, *Portions* and *Summary* at any time. Please note that changes to fields which have an effect on the order process and the entry screens (e.g. cash type) will cause all subsequent data that have already been entered to be deleted. In this case, you will be notified by a pop-up warning which you have to confirm:

Reset portions

The change you made requires to reset the already created portions. Do you really want to proceed?

Cancel | **Confirm**
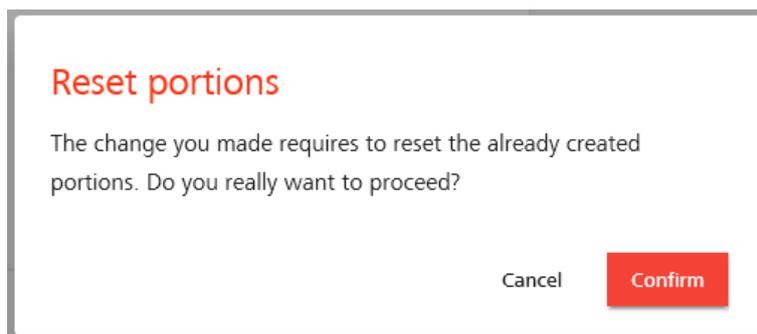
Erroneous entries are marked in red and displayed with the relevant message text.

You have the option of saving the order as a draft (see 3.2) or sending it to the Bundesbank directly.

Submit your cash order to the Bundesbank by clicking the *"Submit cash order"* button. You will receive the following response when the order has been submitted successfully: "The cash order has been successfully submitted."

Once you have sent it, the data contained in the cash order will be displayed on screen. An SSCC will be displayed immediately beneath the heading. This master SSCC is issued by *WebEDI* and subsequently serves as the unique identifier of your cash order. If required, the accompanying slip for the pay-out can be printed by clicking on "Accompanying slip". However, presentation of the cheque is still required for the physical collection of the cash at the Bundesbank branch.

3.1.1　　Cash order – banknotes

When entering the data, you can divide your cash order into different portions. Specify which denomination and which batch (fit or new) you require. Then click on *"Add portion"*.

In the *"Tour"* field, you can optionally specify whether your cash order is delivered in multiple tours, name these and assign portions to a tour. In this case, ensure that the cash portions that are to be collected together have the same tour number or the same tour name.

Furthermore, portions can be created for different customers such as branches, offices or cash machines, provided you have supplied us with the GLN of that portion recipient using the customer data reporting form.

To do this, state the GLN of the portion recipient of the cash order. You can use each recipient GLN multiple times per cash order.

In addition, you have to select the packaging type (see Annex 2).

You can create additional portions as required and remove portions that have already been created.

Double check the recorded data in the *Summary*.

3.1.2 Cash order – coins in circulation (one portion)

Coins in circulation are euro coins fit for circulation in the dominations from €0.01 to €2. Coins in circulation can only be ordered as a coin container. Enter the recipient's GLN and select the required denomination and the number of coin containers. You can assign the cash order to a tour using the *"Tour"* field.
Double check the recorded data in the *Summary*.

3.1.3 Cash order – collector coins (one design)

Enter the recipient's GLN. You can assign the cash order to a tour using the *"Tour"* field.
Next, select the relevant collector coins and enter the amount.
Please note that collector coins are only issued in whole rolls (one roll contains 25 coins).
Double check the recorded data in the *Summary*.

3.2 Change/delete drafts

Cash orders can be saved as drafts and thus processed again at another time and then submitted to the Bundesbank. Drafts are shown in the overview with a grey dot and the label *"(draft)"*.
If you click on the draft, you will see an overview with details on the cash order; you can delete the draft or continue processing it and send it to the Bundesbank.

3.3 Revoke cash orders already placed

To revoke cash orders that have already been submitted, open the overview and select an order that has already been placed.
You will then see a summary of the cash order. Click on the *"Revoke"* button at the top of the screen.

Before you are able to revoke the lodgement notification, you have to confirm the following security query:
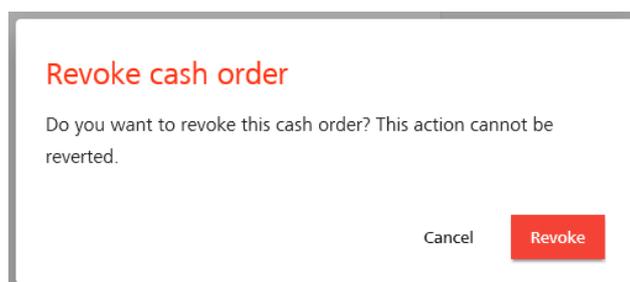
It is only possible to revoke cash orders with the status *"CO submitted"* and *"available"*. The status then changes first to *"Revocation requested"* and then to *"Revoked by customer"*. If you

are unable to revoke the lodgement notification yourself, please contact technical support. If the lodgement notification is revoked by technical support, the status changes to *"Revoked by BBk"*.

4   Overviews

4.1   Display overview

WebEDI features a display function allowing you to see a list of the lodgement notifications and/or cash orders you have made, with a clear overview of all the data relating to your notifications. You can call up these by clicking on "Lodgement notification overview" or "Cash order overview" buttons.

You can export your overview to an Excel file by selecting *"Export overview"*.

Moreover, you can launch a full text search via the search bar and filter the results by entering a time frame (preset to *"Last ten days"*). You are able to display data from the last two years.

4.2   Overviews with the "Reports" special access right

The special access right to "Reports" in the overview function (separate for lodgement notifications and cash orders) has been designed for use by those in higher positions. Users with the *"Reports"* authorisation are able to call up all lodgement notifications or cash orders and their status for a specific base GLN "GS1 Complete" (formerly GLN type 2) or display their "sub-GLN". For this to be possible, the company must appear in the notification as the depositor or the recipient. The data can also be exported to Excel or as an .xlsx file by clicking the "Export overview" button. This function cannot be carried out using a GLN type 1 (and is also not necessary as a GLN type 1 cannot be split. This overview function is therefore sufficient here).

If you call up the functions *"Lodgement notification overview"* or *"Cash order overview"* using the "Reports" special access right, your company's base number (GLN) will be displayed there.

5   Retention of transaction data

The transaction data (cash orders and lodgement notifications) are retained in *WebEDI* for 730 days (two years). Older data are deleted by the system automatically.

6   Displaying user data

To display your own user data, click on "User profile" at the top right of the screen.

Besides your company details, this will show you the permissions that you have as a *WebEDI* participant, your GLN, your contact data and your user ID.

Should you have any questions regarding your profile, or if permissions have not been allocated according to your wishes, please contact the support hotline (see Section 9 Support).

7 User manager

For each GLN, at least one user must be authorised for the function *"Administration: User Manager"* (USRMGR) (see annex on *"User and master data management"*). The user manager is responsible for issuing the user permissions for each GLN.

Note: The USRMGR's access is not via the route described in the section on registration. Please enter the URL https://extranet.bundesbank.de/bsvpriv/ and use the registration window to access this function.

The USRMGR can select the menu item *"List users"* to display all users registered for a location along with their permissions divided by the specialised procedure available. Where required, this information can also be printed out as a PDF document, e.g. for auditing purposes.

Caution: It is not possible to change or remove users or permissions with this function. This must be effected using the "User and master data management" application (see annex).

8 WebEDI operating hours

ExtraNet is available for use between the hours of 06:00 and 20:00 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 09:00 to 13:00. No telephone support is available on Saturdays, however.

9 Support

In the event of technical problems (e.g. incorrect seal numbers) you can contact the support team on +49 (0)69 9566 36767. Should you experience technical problems with the *ExtraNet* (e.g. forgotten password), please call our service number for assistance (+49 (0)69 9566 33101).

10 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 the form "Bareinzahlung zur Gutschrift/Überweisung" (form 3182) or "Bareinzahlung zur Gutschrift/Überweisung (WDL)" (form 3183).

In cases where it is not possible to process cash orders using *CashEDI*, they are also processed by conventional means. Depending on the type of money, the forms are "Geldbestellung Banknoten" (form 3185), "Geldbestellung Banknoten (portioniert)" (form 3188),

"Geldbestellung Umlaufmünzen" (form 3187) or "Geldbestellung Sammlermünzen" (form 3186) to be completed. If you have any further questions, please contact the respective Bundesbank branch bilaterally at which you will collect your withdrawal