

# EDT Web portal user guide: DC – HU ASN

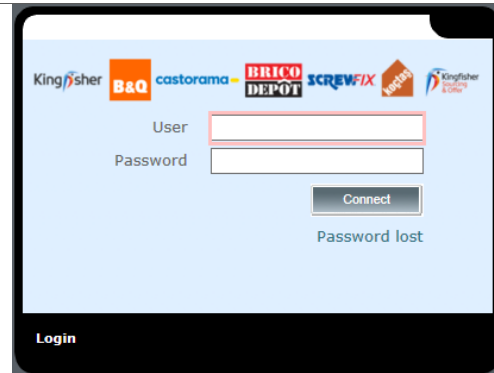
The EDT web portal has been created to enable non-EDI vendors the ability to process purchase orders (POs), advance shipping notices (ASNs) and raise invoices. Vendors receive an automated email when an order has been raised to alert them to log on to the portal.

This guide provides instructions on how to use the portal to process a purchase order and print delivery manifest and handling unit labels.

Any questions? Please contact EDI@b-and-q.co.uk.

## Accessing the portal

Log on to the portal via  
<https://kingfisher.edt.fr/BQP-Web/jsp/index.jsp>



## Portal home page

Once logged on, the home page automatically displays **received messages**.

New messages have the message status '**unread**'.

Reference	Processing date	Message date	Sender	Receiver	Message type
<input type="checkbox"/> 60000094	11/10/2016 14:45:42	11/10/2016 00:00:00	B&Q	SCREWFIX	ORDERS
<input type="checkbox"/> 60000138	10/10/2016 17:49:09	10/10/2016 00:00:00	B&Q	SCREWFIX	ORDERS
<input type="checkbox"/> 600001927	10/10/2016	10/10/2016	B&Q	SCREWFIX	ORDERS

Viewing the purchase order

For an overview of the purchase order (DC manual PO, DC replen PO), check the box next to the reference number and select export CSV.

*The overview opens in Excel, close when finished.*

<input type="checkbox"/>	100053151	31/10/2016	31/10/2016	B&Q	METSA WOOD UK LTD	ORDERS	Dc Manual PO
<input type="checkbox"/>	100039771	31/10/2016	31/10/2016	B&Q	METSA WOOD UK LTD	ORDERS	Dc Manual PO
<input checked="" type="checkbox"/>	100051636	28/10/2016	28/10/2016	B&Q	METSA WOOD UK LTD	ORDERS	Dc Manual PO

9 documents found 25

Export CSV

Archive messages

Double-click on the reference number to view the order details (new window opens as a PDF file).

<input type="checkbox"/>	600000094	11/10/2016	11/10/2016	B&Q
		14:45:42	00:00:00	

The purchase order will show all order information including products.

Close the window to exit the purchase order detail.

## PURCHASE ORDER



DC MANUAL PO D001

### Order Information

PO number 100051636  
 PO date 28/10/2016  
 Delivery date 31/10/2016  
 Delivery date  
 Currency GBP  
 Currency  
 PO type DC MANUAL PO  
 PO status NEW

### Vendor

Name METSA WOOD UK LTD  
 Vendor Code 200570  
 Address 1 MAYNE HOUSE  
 Address 2 FENTON WAY  
 Address 3 SOUTHFIELDS BUSINESS PARK  
 Post code BASILDON  
 VAT number GB662898089

### Buyer

Name B&Q plc  
 Address 1 B&Q House  
 Address 2 Chestnut Avenue  
 Address 3 Chandlers Ford Hants  
 Post code SQ53 3LE  
 VAT number 232555575

### Delivery to

Name B&Q Workspoc DC  
 Site Code D001  
 Address 1 Old Manton Wood Colliery Site  
 Address 2 Workspoc  
 Address 3 GB  
 Post code S80 2RZ  
 Daytime 01900 543400  
 Telephone

PO Line number	EAN	Vendor Reference Code	Description	Order Qty	Pack size	UOM	Unit Price	Total Price	Status
00001	5010212429471		DULUX RICH MATT BLOSSOM WHITE 5L	20	1	EA	10.00	200.00	NEW

Processing a purchase order



From the home page, click the add a HU ASN icon next to the purchase order you want to process.

Create HU ASN

ASN Information

Confirmed delivery date

10/11/2016

ASN Information

Booking Reference id

Delivery address

Enter the delivery date.  
The booking reference ID  
is MANDATORY.

Without this, you may  
receive a deviation notice

Click on create  
outer HU. A pop up box  
will appear.

PO Line number	EAN	Description	Total / Unpacked Qty	Pack size	Dist. method	Store
00001	5010212429471	DULUX RICH MATT BLOSSOM WHITE 5L	240/240	1	0001	D001
00002	5010212429471	DULUX RICH MATT BLOSSOM WHITE 5L	240/240	1	0001	D001

Create Outer HU Import from CSV

Save Send Cancel

Enter the outer HU reference.

**FOR OUTER HU ONLY**

Select outer HU only, then click  
add.

The outer handling unit is  
created and displayed at the  
bottom of the screen.

Create Outer HU

Your Outer HU Ref :

Dist. method :  0001 - Put Away - Outer HU Only

~~0001 - Put Away - With Inner HU~~

Add

Pack all

Cancel

6 (1)

- Your Outer HU Ref : 1
- Dist. method : 0001 - Put Away - Outer HU Only

PO Line number	Description	Quantity
----------------	-------------	----------

To add products to the handling unit:

- Double-click on the item you want to add (the item 'moves' to the handling unit)
- Repeat this process for all items to be added
- Amend quantities as necessary

Additional handling units can be created by clicking on create outer HU and repeating the steps

NOTE – you can only create 1 SKU per pallet

PO Line number	EAN	Description	Total / Unpacked Qty	Pack size	Dist. method	Store
00001	5010212429471	DULUX RICH MATT BLOSSOM WHITE 5L	240/120	1	0001	D001
00002	5010212429471	DULUX RICH MATT BLOSSOM WHITE 5L	240/120	1	0001	D001

Create Outer HU

6 (1) x

Your Outer HU Ref : 1  
Dist. method : 0001 - Put Away - Outer HU Only


PO Line number	Description	Quantity
00001	DULUX RICH MATT BLOSSOM WHITE	120
00002	DULUX RICH MATT BLOSSOM WHITE 5L	120

If all details are correct, **press send**


The messages sent tab on the home page displays the status of completed acknowledgements. The acknowledgment will remain in quarantine for **20 minutes**, this allows time for amendments, after this time the acknowledgement will be automatically updated and sent to B&Q (no amendments will be possible).

Print the manifest and handling unit labels





From the message sent tab on the home page, click on

the manifest icon  next to your chosen purchase order.

Print the delivery manifest then similarly, click on the

print label icon  to print the handling unit label/s.

You will need to print TWO of each (labels & manifests). Both manifests are handed to the driver.

<input type="checkbox"/>	2005701611039004	03/11/2016	03/11/2016	METSA WOOD UK B&Q LTD	B&Q	ASN	HU ASN	100055301	Sent	 
<input type="checkbox"/>	2005701611039003	03/11/2016	03/11/2016	METSA WOOD UK B&Q LTD	B&Q	ASN	HU ASN	100055262	Sent	 



2005701611039004

### B&Q Delivery Manifest

Delivery From	Deliver To
<b>Name:</b> METSA WOOD UK LTD 200570 MAYNE HOUSE FENTON WAY SOUTHFIELDS	<b>Name:</b> Doncaster RDC (JDA) <b>Site Code:</b> D004 <b>Code:</b> <b>Magasin:</b> <b>Address:</b> Rockingham Way Doncaster

### Handling Unit Label

Handling Unit ID : Outer HU for order 100055301



9879900000000003829

200570-METSA WOOD UK LTD