# EDT Web portal user guide:
DC – toted 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/BCP-Web/jsp/index.jsp	
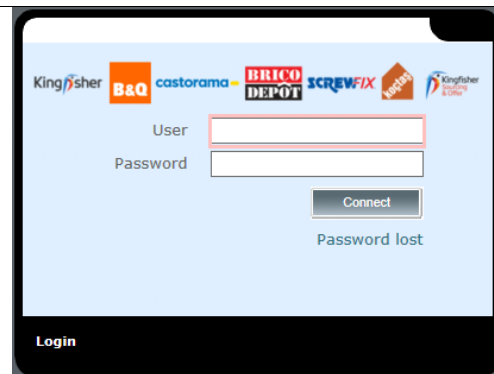
Portal home page Once logged on, the home page automatically displays **received messages**. New messages have the message status '**unread**'.	

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.*	

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

The purchase order will show all order information including products. Close the window to exit the purchase order detail.	

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

Enter the delivery date. The booking reference ID is MANDITORY. Without this, you may receive a deviation notice	**Create HU ASN** ASN Information Confirmed delivery date 10/11/2016 * Nov ▾ 2016 ▾ Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 ASN Information Booking Reference id Delivery address

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 WITH INNER HU** Select with inner HU, then click add. The outer handling unit is created and displayed at the bottom of the screen. Click create inner HU.	**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 8 ✕ • **Your Outer HU Ref :** • **Dist. method :** 0001 - Put Away - With Inner HU Create Inner HU

To add products to the handling unit:
- o Select the article and click add
- o Double-click on the article (the item 'moves' to the inner handling unit)
- o Amend the quantity as necessary
- o Create additional inner handling units as required by clicking on create inner HU and repeating the steps

Additional outer handling units can be created if needed by clicking create outer HU and repeating the steps.

NOTE – you can only create 1 SKU per pallet

Create Inner HU

Article : 5010212429471 (DULUX RICH MATT BLOSSOM ▾)

↓ Add   ✕ Cancel

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

Create Outer HU

8 ✕

- Your Outer HU Ref :
- Dist. method : 0001 - Put Away - With Inner HU   Create Inner HU

○ Article : 5010212429471   ✕   ● Article : 5010212429471   ✕

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

PO Line number	Description	Quantity
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 [icon] next to your chosen purchase order.

Print the delivery manifest then similarly, click on the

print label icon [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.

☐ 2005701611039004	03/11/2016 16:37:22	03/11/2016 15:36:17	METSA WOOD UK LTD	B&Q	ASN	HU ASN	100055301	Sent	£⁺	✅	▥
☐ 2005701611039003	03/11/2016 09:52:13	03/11/2016 08:49:36	METSA WOOD UK LTD	B&Q	ASN	HU ASN	100055262	Sent	£⁺	✅	▥

2005701611039004

B&Q Delivery Manifest

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

Handling Unit Label

Handling Unit ID : Outer HU for order 100055301

9879900000000003829

Vendor :   200570 METSA WOOD UK LTD