

# EDT Web portal user guide: DC – toted ASN

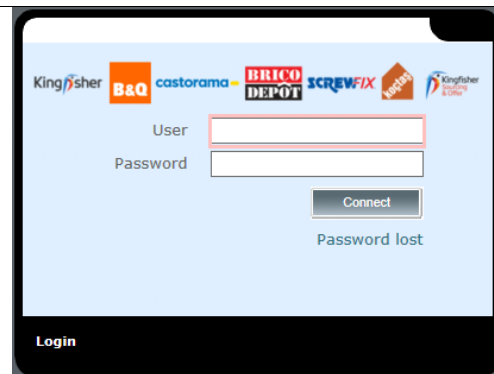
The EDT web portal has been created to enable non-EDI vendors the ability to process purchase orders (POs), advance shipping notices (ASNs) and raise invoices. Vendors receive an automated email when an order has been raised to alert them to log on to the portal.

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'**.

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.*

	Reference Number	Created	Due	Category	Supplier	Order Type	Status
<input type="checkbox"/>	100053151	31/10/2016 08:29:44	31/10/2016 00:00:00	B&Q	METSA WOOD UK LTD	ORDERS	Dc Manual PO
<input type="checkbox"/>	100039771	31/10/2016 08:24:44	31/10/2016 00:00:00	B&Q	METSA WOOD UK LTD	ORDERS	Dc Manual PO
<input checked="" type="checkbox"/>	100051636	28/10/2016 11:22:51	28/10/2016 00:00:00	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 in a PDF document).

<input type="checkbox"/>	600000094	11/10/2016 14:45:42	11/10/2016 00:00:00	B&Q
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The purchase order will show all order information including products.

Close the window to exit the purchase order detail.

## PURCHASE ORDER

B&Q

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** SO53 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.

Enter the delivery date.

The booking reference ID is MANDATORY.

Without this, you may receive a deviation notice

The screenshot shows the 'Create HU ASN' form. The 'Confirmed delivery date' field is highlighted with a red circle and contains the date '10/11/2016'. A date picker calendar is open, showing the month of November 2016. The 'Booking Reference id' field is also visible but empty.

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

Buttons: **Create Outer HU** (circled in red), 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.

The screenshot shows the 'Create Outer HU' dialog box. The 'Your Outer HU Ref' field is empty. Under 'Dist. method', the option '0001 - Put Away - With Inner HU' is selected with a radio button. The option '0001 - Put Away - Outer HU Only' is crossed out with a red line. At the bottom, there are 'Add', 'Pack all', and 'Cancel' buttons. A separate window at the bottom shows the created HU with a 'Create Inner HU' button circled in red.

- To add products to the handling unit:
- Select the article and click add
  - Double-click on the article (the item 'moves' to the inner handling unit)
  - Amend the quantity as necessary
  - 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

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

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	ASN	HU ASN	100055301	Sent	
		16:37:22	15:36:17	LTD					
<input type="checkbox"/>	2005701611039003	03/11/2016	03/11/2016	METSA WOOD UK B&Q	ASN	HU ASN	100055262	Sent	
		09:52:13	08:49:36	LTD					

**B&Q Delivery Manifest**

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

**Handling Unit Label**

Handling Unit ID : Outer HU for order 100055301



987990000000000003829