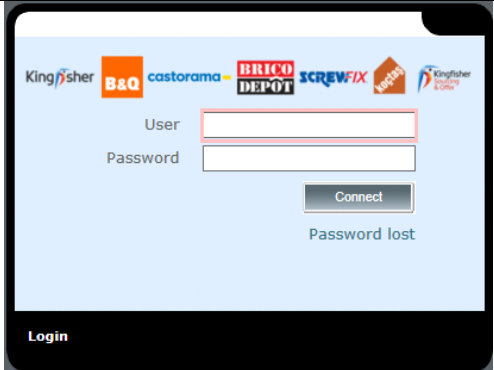


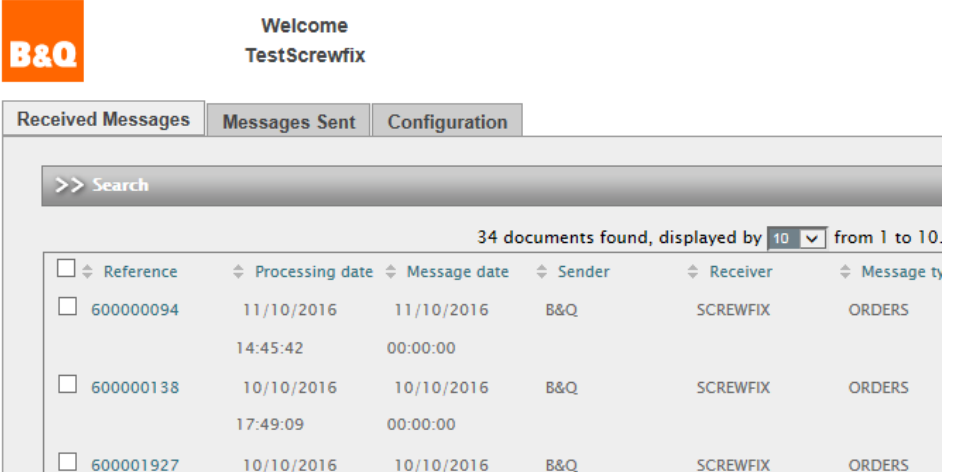
EDT Web portal user guide: DC - RCC – Invoicing

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 raise an invoice.

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

<p>Accessing the portal</p> <p>Log on to the portal via https://kingfisher.edt.fr/BCP-Web/jsp/index.jsp</p>	
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<p>Portal home page</p> <p>Once logged on, the home page automatically displays received messages. New messages have the message status 'unread'.</p>	 <table border="1"> <thead> <tr> <th>Reference</th> <th>Processing date</th> <th>Message date</th> <th>Sender</th> <th>Receiver</th> <th>Message type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 600000094</td> <td>11/10/2016 14:45:42</td> <td>11/10/2016 00:00:00</td> <td>B&Q</td> <td>SCREWFIX</td> <td>ORDERS</td> </tr> <tr> <td><input type="checkbox"/> 600000138</td> <td>10/10/2016 17:49:09</td> <td>10/10/2016 00:00:00</td> <td>B&Q</td> <td>SCREWFIX</td> <td>ORDERS</td> </tr> <tr> <td><input type="checkbox"/> 600001927</td> <td>10/10/2016</td> <td>10/10/2016</td> <td>B&Q</td> <td>SCREWFIX</td> <td>ORDERS</td> </tr> </tbody> </table>	Reference	Processing date	Message date	Sender	Receiver	Message type	<input type="checkbox"/> 600000094	11/10/2016 14:45:42	11/10/2016 00:00:00	B&Q	SCREWFIX	ORDERS	<input type="checkbox"/> 600000138	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
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NOTE – before raising an invoice, please ensure you have ‘successfully’ transmitted your ASN and the receiving site has sight of this and accepted your delivery.

Raise an invoice



From the **message sent tab** on the home page, click the invoice icon next to your chosen purchase order

Enter the following information:

- Invoice number
- Tax point date
- VAT rate

If the VAT rate applies to all lines on the invoice, select the appropriate tax rate from the main dropdown box. If different rates apply to different lines, select the appropriate rate from the dropdown box next to each line.

If necessary, you can also amend invoice quantities and unit prices.

Create Invoice

Invoice Information

Invoice Number: 98765
Date of Invoice: 12/10/2016
Tax point date:
Currency: GBP

Purchase Order Information

PO Number: 600000094
PO Date: 12/10/2016

From Vendor

Name: SCREWFIX
B&Q Ref: 502136
Address 1: SCREWFIX DIRECT
Address 2: TRADE HOUSE
Address 3: MEAD AVENUE
Post code: YEOVIL
VAT Number: 232555575

Invoice To

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: DARNLEY WH
Address 1: 21 LEGGATSTON ROAD
Address 2: GLASGOW
Address 3: GB
Post code: G53 7RJ

EAN	Vendor Article Code	Description	Invoice Qty	Unit Price	Net Amount	VAT Rate (%)	Total VAT	Total Amount
5010121541834	17369	CROWN EMULSION MATT SLT HIGH LINE	72	16.33	1175.76	<input type="text"/>	0.00	1175.76

Totals

Total Net	1175.76
Total VAT	0.00
Invoice Total	1175.76

Save Send Cancel

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

The messages sent tab on the home page displays the status of completed invoices. The invoice will remain in quarantine for two hours, this allows time for amendments, after this time the invoice will be automatically updated and sent to B&Q (no amendments will be possible).