EDT Web Portal User Guide

The EDT web portal has been created to enable non EDI vendors the ability to process Purchase Orders (POs) and raise invoices. Vendors receive an automated email when an order has been raised to alert them to log onto the portal.

This document provides an end to end guide on how to process a PO and raise an invoice using the portal.

In addition to this guide, once you receive notification an order has been raised you will need the following information to process the order effectively;

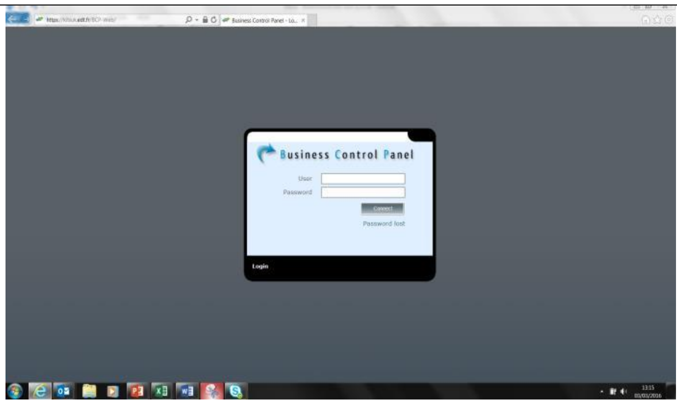
- Current stock position
- Agreed delivery date(s) – agreed via National Planning

For any questions about this User Guide, contact: EDI@b-and-q.co.uk

1) Logging on

Access the portal via:
https://kingfisher.edt.fr/BCP-Web/jsp/index.jsp

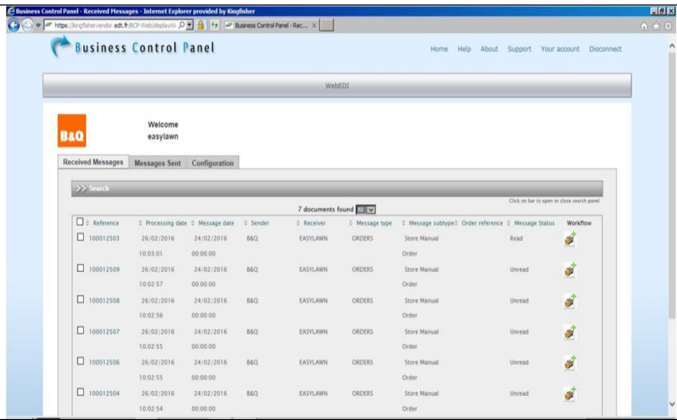
- Enter your User ID and Password



2) Portal Home page

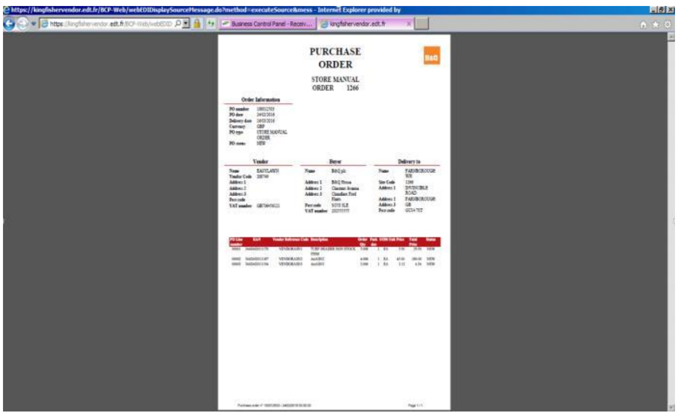
Once logged on, the home page automatically displays **Received Messages**. New messages have the message status '**Unread**'

- Click the box next to the reference number for an overview of the PO



3) Viewing POs

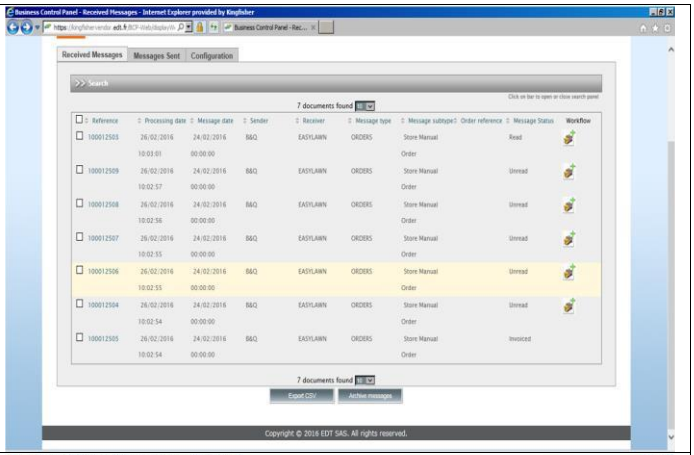
- User the overview to check stock availability for the requested lines.
- Once you've confirmed stock availability contact National Planning to agree delivery dates
- Close the overview by clicking on the X in the top right hand corner of the screen



4) Processing a PO

From the homepage;

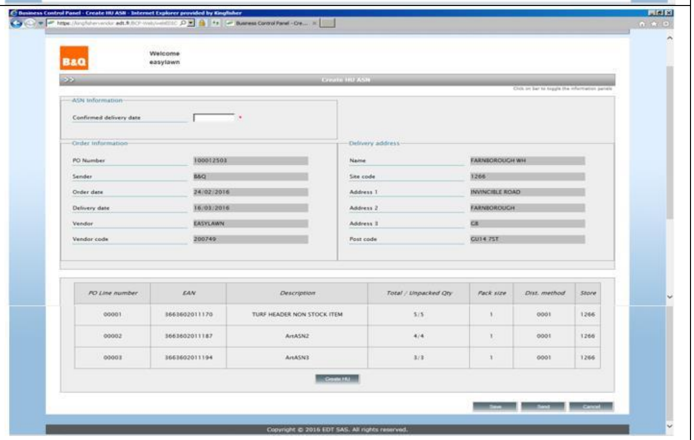
- Under the Workflow column click the  icon next to the PO you want to process



5) Entering Delivery Date

- Enter the pre-confirmed delivery date in the ***Confirmed delivery date*** field

- After entering the delivery date click Create HU – this will generate a unique HU (handling unit) reference number – make a note of this number for your reference – you will also need to enter the HU reference in the next screen



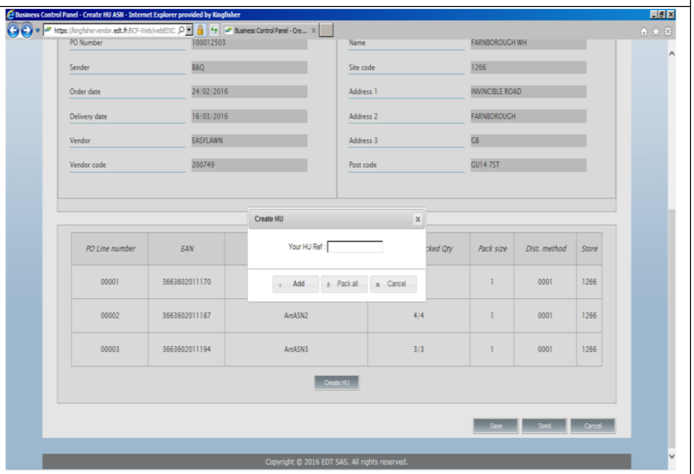
6) HU Reference

After entering your unique HU reference, you are presented with three options;

- **Add** – select this option to build the delivery pallet by pallet

- **Pack All** – select this option to build the delivery as one unit

- **Cancel** – this cancels the HU reference number enabling you to start again

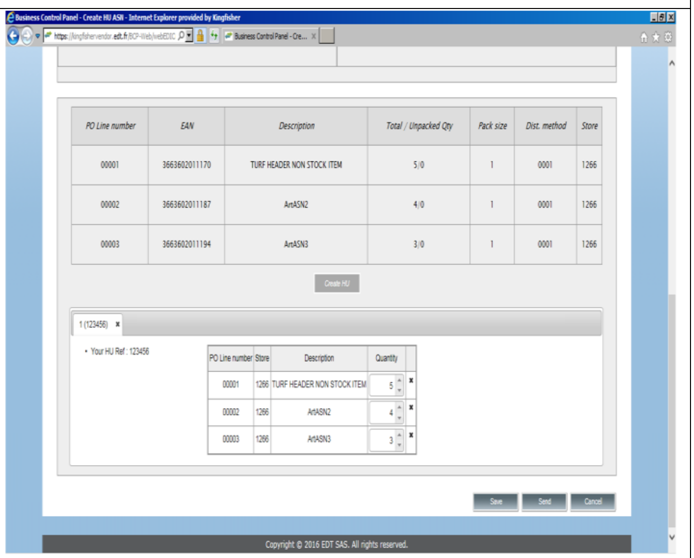


7) Confirming stock quantities and completing the PO

- Amend the quantities if required by using the arrows next to the requested quantity

- **If you have no stock of a line click the X next to the quantity button to remove it from the PO – do not enter 0**

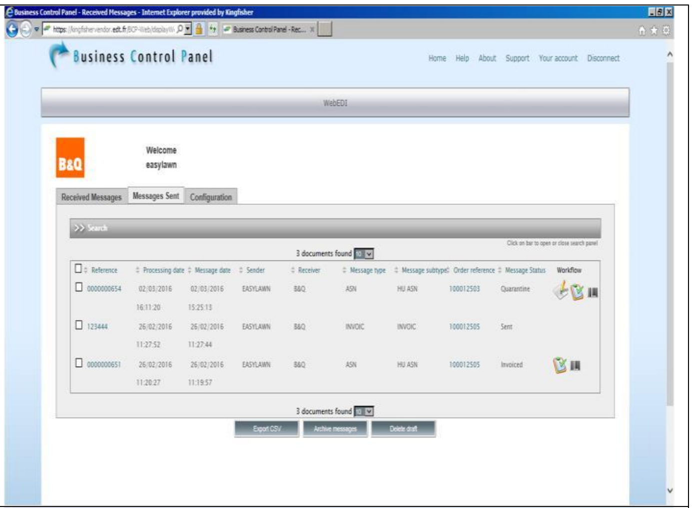
- Once completed click **Save** if you wish to revisit the PO to make amendments or **Send** to complete the PO and generate the ASN – note the ASN must be generated **a minimum of 2 hours** before the stock is due to be delivered



8) Order Status

The **Messages Sent** tab of the homepage shows the status of the completed PO

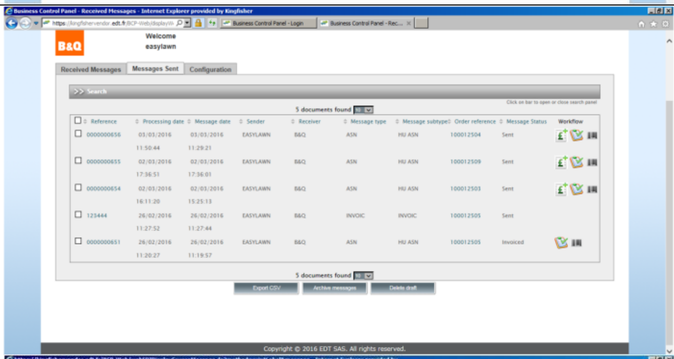
- **Quarantine** – the order is being sent back to B&Q – this process takes a minimum of **<u>20 minutes</u>** – our Store network will not be able to book in any stock whilst the PO is in quarantine
- **Sent** – B&Q have received the completed PO



9) Handling Unit Pallet Label

From the **Message Sent** tab of the homepage;

- Under the Workflow column click the barcode icon  next to the PO the pallet labels are required for - the Pallet Label will generate automatically
- Print 2 copies of each pallet label, attaching them to adjacent corners of each pallet
- Close the pallet label by clicking on the X in the top right hand corner of the screen

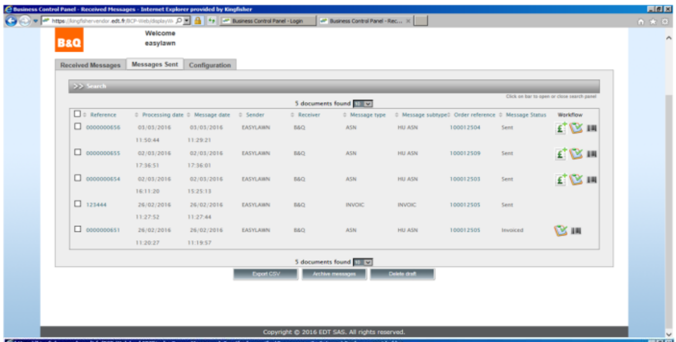


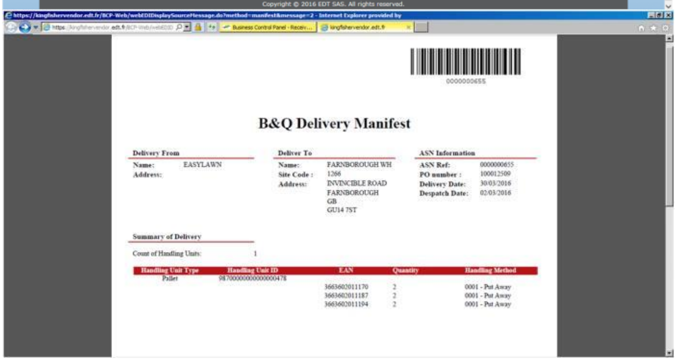
10) Delivery Manifest

From the **Message Sent** tab of the homepage;

- Under the Workflow column click the  icon next to the PO the Delivery Manifest is required for - the Delivery Manifest will generate automatically
- Print 2 copies of the Delivery Manifest
- Close the manifest by clicking on the X in the top right hand corner of the screen

  The driver will require **<u>BOTH</u>** copies, one for the receiving location to sign and return to the driver, the other for the receiving locations records – no other information is required



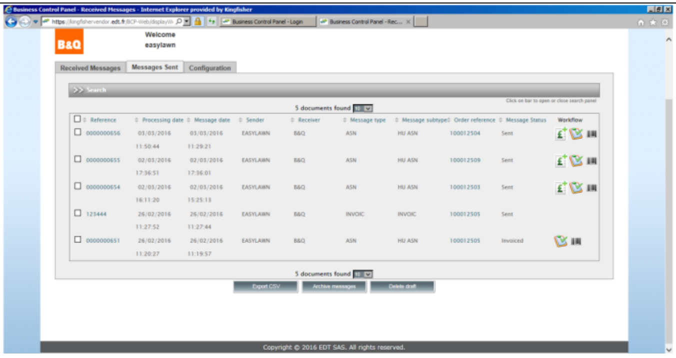


11) Raising an invoice

From the **Message Sent** tab of the homepage;

- Under the Workflow column click the  icon next to the PO you wish to raise an invoice for

NOTE – Your ASN must be ‘successfully’ received, before you start invoicing.



12) Processing an invoice

- Enter your invoice number in the Invoice Number section
- Enter the VAT rate
- If the same VAT rate applies to all lines on the invoice, select the applicable rate from the main top line drop down box (inbetween the Net Amount and Total VAT descriptions)
- If the VAT rates are different for each of the lines, select the applicable rate from the drop down box next to each line
- Once completed click **Send** – the invoice will then be sent to B&Q