

EDT Web portal user guide: DC – HU ASN

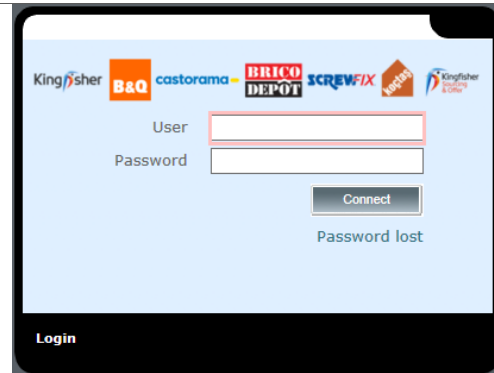
The EDT web portal has been created to enable non-EDI vendors the ability to process purchase orders (POs), advance shipping notices (ASNs) and raise invoices. Vendors receive an automated email when an order has been raised to alert them to log on to the portal.

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 SO53 3LE
VAT number 232555575

Delivery to

Name B&Q Worksp DC
Site Code D001
Address 1 Old Manton Wood Colliery Site
Address 2 Worksp
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
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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

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	126

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

B&Q Delivery Manifest

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

Handling Unit Label

Handling Unit ID : Outer HU for order 100055301

9879900000000003829