

# EDT Web portal user guide

## Horti - Load Level ASN Vendor

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 raise an invoice.

Accessing the portal

Log on to the portal via <https://kingfisher.edt.fr>



Portal home page

Once logged on, the home page automatically displays **received messages**. New messages have the message status '**unread**'.

**B&Q** Welcome TestScrewfix

Received Messages Messages Sent Configuration

>> Search

34 documents found, displayed by 10 from 1 to 10.

<input type="checkbox"/>	Reference	Processing date	Message date	Sender	Receiver	Message ty
<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

Viewing the purchase order

For an overview of the purchase order, check the box next to the reference number and select export CSV.

*The overview opens in Excel, close when finished.*

<input checked="" type="checkbox"/>	600002324	06/10/2016	06/10/2016	B&Q	SCREWFIX	ORDERS	Third Pa
		11:53:33	00:00:00				Custom
<input type="checkbox"/>	600001970	06/10/2016	06/10/2016	B&Q	SCREWFIX	ORDERS	Uplift O
		08:38:32	00:00:00				
<input type="checkbox"/>	600000377	06/10/2016	06/10/2016	B&Q	SCREWFIX	ORDERS	Third Pa
		08:28:29	00:00:00				Custom
<input type="checkbox"/>	600001373	06/10/2016	06/10/2016	B&Q	SCREWFIX	ORDERS	Store Cl
		08:03:29	00:00:00				Order

34 documents found, displayed by 10 from 1 to 10. << < [1-2-3

Export CSV Archive messages

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

<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

STORE CUSTOMER ORDER 1246

Order Information		Other References	
PO number	600000094	Sales Order Number	200003552
PO date	11/10/2016	Delivery Route	Store
Delivery date	11/10/2016		
Currency	GBP		
PO type	STORE CUSTOMER ORDER		
PO status	NEW		

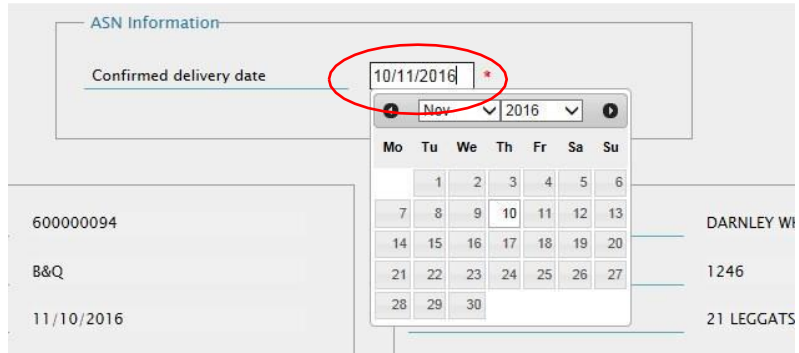
Vendor	Buyer	Delivery to			
Name	SCREWFIX	Name	B&Q plc	Name	DARNLEY WH
Vendor Code	503136	Site Code	1246	Site Code	1246
Address 1	SCREWFIX DIRECT	Address 1	B&Q House	Address 1	21 LEGGATSTON ROAD
Address 2	TRADE HOUSE	Address 2	Chestnut Avenue	Address 2	GLASGOW
Address 3	MEAD AVENUE	Address 3	Chandlers Ford	Address 3	GB
Post code	YEOVIL	Post code	Hants	Post code	G53 7RJ
VAT number	232555575	VAT number	S053 3LE	Daytime	(0141)6212244
			232555575	Telephone	

PO Line number	EAN	Vendor Reference Code	Description	Order Qty	Pack size	UOM	Unit Price	Total Price	Status
00001	5010131541834	17369	CROWN EMULSION MATT 5LT HIGH LINE	72	1	EA	18.33	1175.76	NEW

From the received messages tab on the home page, click 'add a Load Level ASN'

(Lorry icon)  next to the purchase order you want to process.

Enter the planned delivery date.



ASN Information

Confirmed delivery date: 10/11/2016 \*

600000094

B&Q

11/10/2016

DARNLEY WI

1246

21 LEGGATS

Select the items you will deliver.

Check the checkbox and confirm the planned delivery quantity and enter the tracking ID (if available). This can be entered per order or per line if using different tracking numbers.

Click on checkbox(es) to select line(s)

<input type="checkbox"/>	PO Line number	EAN	Description	Delivery Qty	UOM	Tracking ID
<input checked="" type="checkbox"/>	00001	5010131491979	CROWN BREATHEASY MAT SHOC PINK 40ML	2	EA	

Save Send Cancel

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


From the message sent tab on the home page, click on the manifest icon



next to your chosen purchase order.

Print the delivery manifest

<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					



2005701611039004

### B&Q Delivery Manifest

<u>Delivery From</u>	<u>Deliver To</u>	<u>ASN Information</u>
<b>Name:</b> METSA WOOD UK LTD 200570 MAYNE HOUSE	<b>Name:</b> Doncaster RDC (JDA) <b>Site Code :</b> D004 <b>Code</b>	<b>ASN Ref:</b> 2005701611039004 <b>PO number :</b> 100055301
<b>Address:</b> FENTON WAY SOUTHFIELDS	<b>Magasin :</b> <b>Address:</b> Rockingham Way Doncaster	<b>Delivery Date:</b> 05/11/2016 <b>Despatch Date:</b> 03/11/2016 <b>Booking Ref :</b>

## 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		Purchase Order Information	
Invoice Number	98785	PO Number	60000094
Date of Invoice	12/10/2016	PO Date	12/10/2016
Tax point date			
Currency	GBP		

From Vendor		Invoice To		Delivery To	
Name	SCREWFIX	Name	B&Q plc	Name	DARNLEY WH
B&Q Ref	503136	Address 1	B&Q House	Address 1	21 LEGGATSTON ROAD
Address 1	SCREWFIX DIRECT	Address 2	Chestnut Avenue	Address 2	GLASGOW
Address 2	TRADE HOUSE	Address 3	Chandlers Ford Hants	Address 3	G8
Address 3	MEAD AVENUE	Post code	S052 3LE	Post code	G53 7RJ
Post code	YEOVIL	VAT Number	282555575		
VAT Number	282555575				

EAN	Vendor Article Code	Description	Invoice Qty	Unit Price	Net Amount	VAT Rate (%)	Total VAT	Total Amount
5010131541834	17369	CROWN EMULSION MATT SLT HIGH LINE	72	16.33	1175.76		0.00	1175.76

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).