EDT Web portal user guide: RCC – HU ASN (cross dock outer HU)

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.
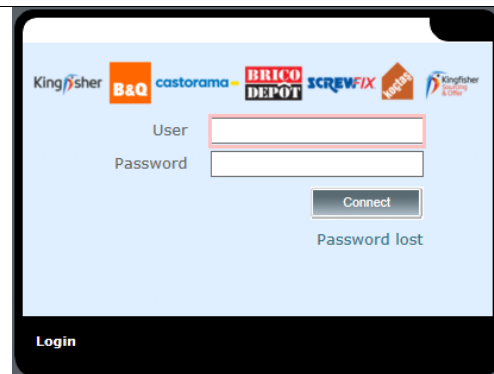
This guide provides instructions on how to use the portal to process a purchase order and print delivery manifest and handling unit labels.

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

Accessing the portal Log on to the portal via https://kitsuk.edt.fr/BCP-Web/disconnect.do	

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

Viewing the purchase order For an overview of the purchase order (collective general PO) check the box next to the reference number and select export CSV. *The overview opens in Excel, close when finished.*	

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

The purchase order will show all order information including products. Close the window to exit the purchase order detail.	

Processing a purchase order From the home page, click the add an HU ASN icon next to the purchase order you want to process.

Enter the delivery date. The booking reference ID is optional.	**Create HU ASN** ASN Information Confirmed delivery date 10/11/2016 * Nov ⌄ 2016 ⌄ Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 ASN Information Booking Reference id Delivery address

Click on create outer HU. A pop up box will appear.	🔍 EAN [_____] ⌄ Store [__] ⌄

PO Line number	EAN	Description	Total / Unpacked Qty	Pack size	Dist. method	Store
00001	5010921318578	CASTLE TRAVERTINE TILE PK5 CRM 450X450MM	124/124	1	0002	
00001/00002	5010921318578	CASTLE TRAVERTINE TILE PK5 CRM 450X450MM	124/124	1	0002	1331

Create Outer HU

Save   Send   Cancel

Enter the outer HU reference.
 	
Select the cross dock – one outer HU distribution method and store, 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 : ⦿ 0002 - Cross Dock - One outer HU
	              ○ 0002 - Cross Dock - With inner HUs
	              ○ 0004 - Break bulk
	
	Store : 1331 ⌄
	
	↓ Add ↧ Pack all ✖ Cancel
	
	1 (1) ✖
	
	• **Your Outer HU Ref :** 1
	• **Dist. method :** 0002 - Cross Dock - One outer HU
	• **Store :** 1331
	
	| PO Line number | Description | Quantity |

To add products to the handling unit:
- o Double-click on the item you want to add (the item 'moves' to the handling unit)
- o Repeat this process for all items to be added
- o Amend quantities as necessary

Additional outer handling units can be created by clicking on create outer HU and repeating the steps.

Once all items have been added the option to create an outer HU is greyed-out.

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

Create Outer HU

6-(1) ✕

- Your Outer HU Ref : 1
- Dist. method : 0001 - Put Away - Outer HU Only

PO Line number	Description	Quantity	
00001	DULUX RICH MATT BLOSSOM WHITE 5L	120	✕
00002	DULUX RICH MATT BLOSSOM WHITE 5L	120	✕

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 two hours, 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 [icon] next to your chosen purchase order.

Print the delivery manifest then similarly, click on the

print label icon [icon] to print the handling unit label/s.

☐ 2005701611039004	03/11/2016 16:37:22	03/11/2016 15:36:17	METSA WOOD UK LTD	B&Q	ASN	HU ASN	100055301	Sent	£⁺ ☑ ▥
☐ 2005701611039003	03/11/2016 09:52:13	03/11/2016 08:49:36	METSA WOOD UK LTD	B&Q	ASN	HU ASN	100055262	Sent	£⁺ ☑ ▥

2005701611039004

B&Q Delivery Manifest

Delivery From
Name: METSA WOOD UK LTD 200570
Address: MAYNE HOUSE FENTON WAY SOUTHFIELDS

Deliver To
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

Vendor : 200570 METSA WOOD UK LTD