

EDT Web portal user guide: RCC – HU ASN (cross dock with inner HU or break bulk)

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.

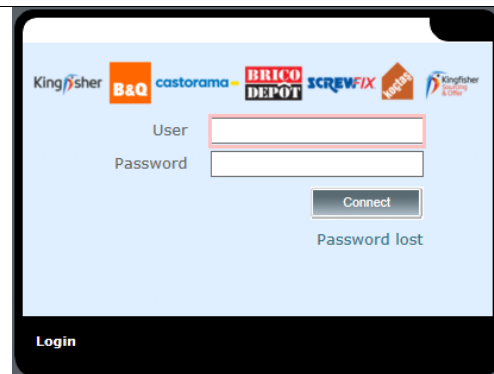
This guide provides instructions on how to use the portal to process a purchase order and print delivery manifest and handling unit labels.

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**'.

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

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.

<input type="checkbox"/>	100053151	31/10/2016	31/10/2016	B&Q	METSA WOOD UK	ORDERS	Dc Manual PO
		08:29:44	00:00:00		LTD		
<input type="checkbox"/>	100039771	31/10/2016	31/10/2016	B&Q	METSA WOOD UK	ORDERS	Dc Manual PO
		08:24:44	00:00:00		LTD		
<input checked="" type="checkbox"/>	100051636	28/10/2016	28/10/2016	B&Q	METSA WOOD UK	ORDERS	Dc Manual PO
		11:22:51	00:00:00		LTD		

9 documents found 25

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

B&Q

COLLECTIVE GENERAL PO D003

Order Information

PO number 100056797
PO date 04/11/2016
Delivery date 08/11/2016
Delivery date
Currency GBP
Currency
PO type COLLECTIVE GENERAL PO
PO status NEW

Vendor

Buyer

Delivery to

Processing a purchase order

From the home page, click the add a HU ASN icon



next to the purchase order you want to process.

Enter the delivery date.
The booking reference ID is optional.

Click on create outer HU. A pop up box will appear.

Search 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 cross dock – with inner HU or break bulk distribution method as appropriate, select store, then click add.

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 :

4 ✕

- Your Outer HU Ref :
- Dist. method : 0002 - Cross Dock - With inner HUs
- Store : 1331

Create Inner HU

The outer handling unit is created and displayed at the bottom of the screen.

Click create inner HU.

**WITH INNER HUs
(break bulk and cross dock
with inner HUs)**

To add products to the
handling unit:

- Double-click on the
article (the item 'moves'
to the inner handling
unit)
- Amend the quantity as
necessary
- Create additional inner
handling units as
required by clicking on
create inner HU and
repeating the steps

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


PO Line number	EAN	Description	Total / Unpacked Qty	Pack size	Dist. method	Store
00001	5010921318578	CASTLE TRAVERTINE TILE PK5 CRM 450X450MM	124/123	1	0002	
00001/00002	5010921318578	CASTLE TRAVERTINE TILE PK5 CRM 450X450MM	124/123	1	0002	1331


PO Line number	Description	Quantity
00001/00002	CASTLE TRAVERTINE TILE PK5 CRM 450X450MM	1

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.

<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					

B&Q Delivery Manifest

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

Handling Unit Label

Handling Unit ID : Outer HU for order 100055301



987990000000000003829

© B&Q plc 2016. All rights reserved.

No part of these materials may be copied, displayed, distributed or transmitted in any media except with the written permission of B&Q plc