

Kingfisher Web EDI Portal User Guide

**Distribution/Fulfilment Centre PO with
Handling Unit ASN & Invoice**

May 2020

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1. Introduction to the Web EDI Portal

The Web EDI Portal enables vendors without existing EDI capability to trade electronically with Kingfisher.

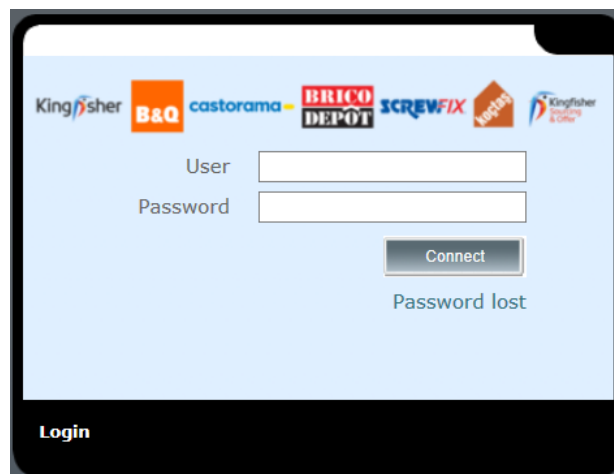
This guide provides instructions on using the portal to process a B&Q Purchase Order for delivery to a Distribution or Fulfilment Centre.

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

2. Accessing the Portal

The B&Q EDI team will provide you with login details. The portal is accessed online at <https://kingfisher.edt.fr/BCP-Web/>

When you login for the first time, you will be prompted to change your password.



When you have logged on you will see the following tabs

Received messages – Orders received

Messages sent – ASN'S and invoices sent

Configuration – email address for order notifications

Received Messages | Messages Sent | Configuration

>> Search Click on bar to open or close search panel

No document found

Reference Parent reference Processing date Message date Sender Receiver Message type Message subtype Order reference Message Status Workflow

No document found

Export CSV Archive messages

When you expand the search bar, this defaults to the last 7 days of PO'S

Received Messages | Messages Sent | Configuration

>> Search Click on bar to open or close search panel

Processed date from: 30/01/2020 00:00:00 to: 03/02/2020 23:59:59

Order reference: to: Parent reference: to: Desired delivery date: to: ORDERS date from: to: Receiver: to: Reference: to: Vendor code: to: Sender: to: Message Status: Unread Read In progress Complete Quarantine Sent Cancelled Modified Acked Draft Invoiced Ack updated Failure Corrected

Message type: Dc Manual PO

Show archived messages:

State: Initial Printed Exported

Search Clear

1 document found

<input type="checkbox"/>	Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
<input type="checkbox"/>	118751604		30/01/2020 06:25:26	30/01/2020 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		In progress	

1 document found

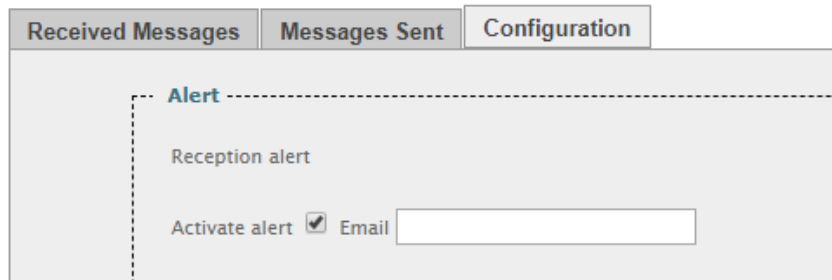
Export CSV Archive messages

You can set up email alerts to be notified whenever there is a new Purchase Order:

Open the configuration tab

Tick the activate email box, enter your email address and click on save

Save

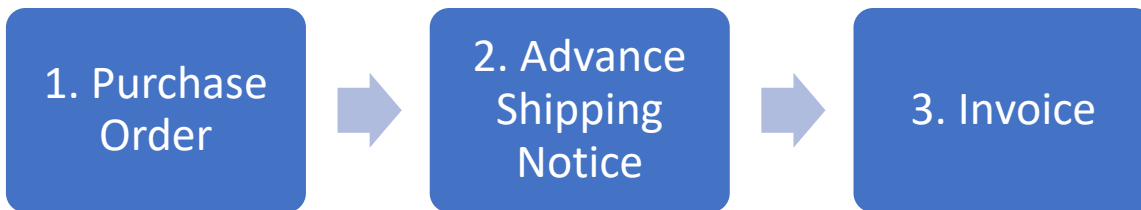


The screenshot shows a software interface with three tabs: "Received Messages", "Messages Sent", and "Configuration". The "Configuration" tab is active. Inside the configuration area, there is a section titled "Alert" enclosed in a dashed border. Below the title, the text "Reception alert" is displayed. Underneath, there is a label "Activate alert" followed by a checked checkbox. To the right of the checkbox is the label "Email" and an empty text input field.

If there are any problems with the contents of your Purchase Order, please speak to your B&Q Supply Chain Analyst.

You must alert your B&Q Supply Chain Analyst if you will have any problems fulfilling the order on time and in full.

DC Purchase Order Workflow



3. Purchase Order

Purchase Orders are visible in the Received Messages section.

Click on the Search bar to open the search criteria (1). By default, the last 7 days of orders are displayed. You can amend the dates if you need to see orders older than 7 days.

Amend criteria as required and click 'Search' (2)

Received Messages Messages Sent Configuration

>> Search (1)

Click on bar to open or close search panel

Processed date from: 04/07/2019 00:00:00

Order reference: []

Parent reference: []

ORDERS date from: []

Reference: []

Sender: []

Message type: Dc Manual PO

Show archived messages: []

State: [] Initial [] Printed [] Exported

to: 15/07/2019 23:59:59

Desired delivery date: []

Receiver: []

SAP code: []

Message Status: Unread Read In progress Complete Quarantine Sent Cancelled Modified Acked Draft Invoiced Ack updated Failure Corrected

(2) Search Clear

Search results are displayed at the bottom of the page. New orders will have a status of 'unread'.

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
107319628		27/11/2019 10:31:45	27/11/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		Unread	
107321510		26/11/2019 07:55:09	26/11/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		Unread	
107320423		14/11/2019 10:19:48	14/11/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		Unread	

To view a Purchase Order in PDF format, click on the Purchase Order number from the search results. A new browser tab will open with the order details.

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
107312027		04/08/2019 23:34:11	05/08/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Replen PO		Unread	

PURCHASE ORDER

DC MANUAL PO D002



Order Information

PO number	118751604
PO date	30/01/2020
Delivery date	03/02/2020
Currency	GBP
PO type	DC MANUAL PO
PO status	NEW

Vendor

Name	DUMMY VENDOR
Vendor Code	200570
Address 1	DUMMY ADDRESS
Address 2	Address_Line_2
Address 3	Address_Line_3
Post code	Address_Line_4
VAT Number	GB662898089

Buyer

Name	B&Q Limited
Address 1	B&Q House
Address 2	Chestnut Avenue
Address 3	Chandlers Ford
	Hants
Post code	SO53 3LE
VAT number	232555575

Delivery to

Name	Swindon RDC (JDA)
Address 1	9297 Orange Ave.
Address 2	GREENVILLE
Address 3	GB
Post code	SN3 6WY

PO Line number	EAN	Vendor Article Code	Description	Order Qty	Pack size	UOM	Unit Price	Total Price	Status
00001	3663602991342		GALVANISED 4 MTL SLF H1400XW700XD300MM	5	1	EA	5.00	25.00	NEW

You can also extract details of multiple Purchase Orders into CSV format.

To extract all visible orders, check the select all box **(1)** and select the 'Export CSV' option **(2)**.

To extract only specific orders, check the relevant boxes **(3)** and select the 'Export CSV' option **(2)**.

The screenshot shows a table of purchase orders with columns: Reference, Parent reference, Processing date, Message date, Sender, Receiver, Message type, Message subtype, Order reference, Message Status, and Workflow. Four rows are visible, each with a checkbox in the Reference column. A red box labeled (3) highlights the checkboxes for the first two rows. A red arrow labeled (1) points to the top-left checkbox. Below the table, a red arrow labeled (2) points to the 'Export CSV' button.

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
<input checked="" type="checkbox"/> 07320423		14/11/2019 10:19:48	14/11/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		Unread	
<input checked="" type="checkbox"/> 07310115		15/07/2019 14:41:53	15/07/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		Unread	
<input type="checkbox"/> 17310010		05/07/2019 10:25:01	04/07/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		Unread	
<input type="checkbox"/> 07310010		04/07/2019 20:43:10	04/07/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		Unread	

4 documents found 10

(2) →

4. Advance Shipping Notice

All deliveries to B&Q Distribution Centres must have a valid ASN with handling unit information (HUs). Without this document, your delivery cannot be accepted.

From the Received Messages section, in the workflow click the 'add a HU ASN' icon



next to the Purchase Order you want to process.

The screenshot shows the 'Received Messages' section with search filters. The 'Message type' is set to 'Dc Manual PO'. Below the filters, a table displays 4 documents found:

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
107320423		14/11/2019 10:19:48	14/11/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		Unread	
107310115		15/07/2019 14:41:53	15/07/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		Unread	
117310010		05/07/2019 10:25:01	04/07/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		Unread	
107310010		04/07/2019 20:43:10	04/07/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Dc Manual PO		Unread	

Enter the delivery date and booking reference ID obtained from the B&Q Distribution Centre.

The screenshot shows the 'ASN Information' form with two input fields:

- Confirmed delivery date**: A text input field with a red asterisk indicating it is required.
- Booking Reference id**: A text input field.

Click on 'Create Outer HU'. A pop-up box will appear.

PO Line number	EAN	Product description	Total / Unpacked Qty	Pack size	Dist. method	Store
00001	5010845124958	WORKSTATION STEPLADDER 5 TREAD	2055 / 2055	1	0001	D002

Buttons: **Create Outer HU**, **Duplicate Outer HU**, **Import from CSV**

Buttons: **Save**, **Send**, **Cancel**

Enter your outer HU reference if required, this is for your own reference and will appear on the pallet labels, but is not required by B&Q.

The screenshot shows the 'Create Outer HU' pop-up box with the following text and input field:

Your Outer HU Ref :

Dist. Method - Select outer HU only and click on 'Add'

1 x

Your Outer HU Ref :

Dist. method : 0001 - Put Away - Outer HU Only
 0001 - Put Away - With Inner HU


↓ Add ⊕ Pack all ✕ Cancel

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

1 x

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

PO Line number	Description	Quantity
----------------	-------------	----------

To add products to the handling unit:
 Double-click on the item you want to add by hovering over the line and when you see the hand icon  double click

PO Line number	EAN	Product description	Total / Unpacked Qty	Pack size	Dist. method	Store
00001	5010845124958)(WORKSTATION STEPLADDER 5 TREAD	50 / 50	1	0001	D002


Create Outer HU Duplicate Outer HU

The item then moves to the handling unit at the bottom of the screen,
 amend the quantity on the pallet where necessary.

Quantities must be in the correct pack multiples as agreed during product setup.

1 x

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

PO Line number	Description	Quantity
00001)(WORKSTATION STEPLADDER 5 TREAD	25 

Repeat the process if you want to create more handling units; you can use the option to 'Duplicate Outer HU' if you are creating multiple pallets for the same product.

Create one HU per pallet of your delivery.

In this example 3 handling units have been created.

Duplicate Outer HU

Create Outer HU ✕

Your Outer HU Ref :

1 ✕ 2 ✕ 3 ✕

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

PO Line number	Description	Quantity	
00001	(WORKSTATION STEPLADDER 5 TREAD	5	✕

Once all HUs for the delivery have been created, press the send button.

The ASN will remain in **quarantine status for 20 minutes**. You can make amendments during this time only. Select the 'Messages Sent' tab to view/edit the ASN.

Received Messages | Messages Sent | Configuration

>> Search Click on bar to open or close search panel

Processed date from: 27/12/2019 00:00:00 to: 03/01/2020 23:59:59

Order reference: to:

Parent reference: Despatch date:

Message date from: Receiver:

Reference: Vendor code:

Sender: Message Status: Unread Read In progress Complete

Message type: Quarantine Sent Cancelled Modified Acked

Show archived messages: Draft Invoiced Ack updated Failure Corrected

State: Initial Printed Exported

Search Clear

1 document found

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
<input type="checkbox"/> 2005702001039001	107315308	03/01/2020 12:56:16	03/01/2020 12:56:16	DUMMY	B&Q	ASN	HU ASN	107315308	Quarantine	

After 20 minutes the ASN will be released from quarantine and status changes to 'sent'.

No further changes can be made to the ASN at this point.

Received Messages | Messages Sent | Configuration

>> Search Click on bar to open or close search panel

Processed date from: 27/12/2019 00:00:00 to: 03/01/2020 23:59:59

Order reference: to:

Parent reference: Despatch date:

Message date from: Receiver:

Reference: Vendor code:

Sender: Message Status: Unread Read In progress Complete

Message type: Quarantine Sent Cancelled Modified Acked

Show archived messages: Draft Invoiced Ack updated Failure Corrected

State: Initial Printed Exported

Search Clear

1 document found

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
<input type="checkbox"/> 2005702001039001	107315308	03/01/2020 12:56:16	03/01/2020 12:56:16	DUMMY	B&Q	ASN	HU ASN	107315308	Sent	

1 document found

When the ASN has been sent you can print the manifest and pallet labels.

From the Message Sent tab, click on the manifest icon



in the workflow of your ASN.

The PDF manifest will be displayed and can be printed.

Each ASN represents 1 vehicle. If you're sending more than 1 vehicle to the DC, you can repeat the above steps by creating further ASNs

Received Messages Messages Sent Configuration

>> Search Click on bar to open or close search panel

Processed date from: 26/11/2019 00:00:00 to: 03/12/2019 23:59:59

Order reference: [input] to: [input]

Parent reference: [input] to: [input]

Message date from: [input] Despatch date: [input]

Reference: [input] Receiver: [input]

Sender: [input] Vendor code: [input]

Message type: [input] Message Status: Unread Read In progress Complete

Show archived messages: Quarantine Sent Cancelled Modified Acked

State: Initial Printed Exported Draft Invoiced Ack updated Failure Corrected


Search Clear

4 documents found

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
2005701912039002	107312027	03/12/2019 14:47:23	03/12/2019 14:47:22	DUMMY	B&Q	ASN	HU ASN	107312027	Sent	

Please see example of the manifest that has been created

Two copies will need to be printed to give to your driver



2005701912109001

B&Q Delivery Manifest


Delivery From	Deliver To	ASN Information
Name: DUMMY VENDOR 200570	Name: Swindon RDC (JDA) D002	ASN Ref: 2005701912109001
Address: DUMMY ADDRESS	Vendor Site Code:	PO number: 107319438
	Address: 4622 Notting Hill MANCHESTER GB SN3 4ZP	Delivery Date: 10/12/2019
Carrier		Despatch Date: 10/12/2019
		Booking reference:
		Store Code: 1002
		Site Code: D002

Summary of Delivery

Count of Handling Units: 1

Handling Unit Type	Handling Unit ID	EAN	Quantity	UOM	Handling Method
Outer HU	9879900000000010270	5994100126140	5		0002

Please see example of the pallet label

To display and print pallet labels: from the Message Sent tab, click on the Label icon  in the workflow of your ASN.

You will need to print two copies as each pallet requires 2 labels on adjacent sides.

Outer Handling Unit Label

Handling Unit ID : Outer HU for order 107319438



9879900000000010270

Vendor : 200570 DUMMY VENDOR
Ref :
ASN Ref : 2005701912109001
Store Code : 1002
Site Code : D002

When the ASN is sent, it will be validated, and a response will be sent by e-mail. To avoid rejections and problems at the DC/FC, please consider these points:

- Product quantities on pallets must be in the correct multiples expected in the B&Q system. These should be agreed during product setup.
- The ASN must reflect the physical delivery i.e. each pallet requires a separate HU with the exact quantity packed on it.
- ASNs sent via the Portal cannot be amended once the quarantine period is expired. In the case of errors, a new PO may need to be issued.
- You are only allowed to have 1 product on each pallet, you cannot have mixed products on the same pallet

5. Invoice

Before creating your invoice, please ensure you have received the ASN acceptance e-mail notification and the site has accepted your delivery.

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



invoice icon next to the ASN that was created against the order

Received Messages Messages Sent Configuration

>> Search Click on bar to open or close search panel

Processed date from: [] to: 23/12/2019 23:59:59

Order reference: [] to: []

Parent reference: [] Despatch date: []

Message date from: [] Receiver: []

Reference: 2005701912109001 Vendor code: []

Sender: [] Message Status: Unread Read In progress Complete

Message type: [] Quarantine Sent Cancelled Modified Acked

Show archived messages: Draft Invoiced Ack updated Failure Corrected

State: Initial Printed Exported

Search Clear

1 document found

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
2005701912109001	107319438	10/12/2019 14:22:50	10/12/2019 14:22:50	DUMMY	B&Q	ASN	HU ASN	107319438	Sent	

Enter your Invoice Number, the Invoice Date, and the Tax Point Date.

If the same VAT rate applies to all the lines on the invoice, select the appropriate tax rate from the main dropdown box.

If different rates apply to different items, select the rate from the dropdown box next to each line.

If necessary, you can also amend the invoice quantities and unit prices.

Invoice Information

Invoice Number: 1234

Invoice Date: 23/12/2019

Tax point date: 23/12/2019

Currency: GBP

Purchase Order Information

PO Number: 107319438

PO Date: 10/12/2019

ASN Information

ASN Number: 2005701912109001

Despatch Date: 10/12/2019

Order Line Number	EAN	Vendor Article Code	Description	Invoice Qty	Unit Price	Net Amount	VAT Rate (%)
00001	5994100126140		GE B&Q HALOGEN VARIOUS SKU HEADER	5	30.00	150.00	20% = S (UK VAT - S)

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 20 minutes**, this allows time for amendments.

After this time the invoice will be released, and no further amendments will be possible.

Received Messages Messages Sent Configuration

>> Search Click on bar to open or close search panel

Processed date from 16/12/2019 00:00:00 to 23/12/2019 23:59:59

Order reference to

Parent reference to

Message date from to

Reference to

Sender to

Message type to

Show archived messages

State Initial Printed Exported

to 23/12/2019 23:59:59

Despatch date

Receiver

Vendor code

Message Status

Unread Read In progress Complete

Quarantine Sent Cancelled Modified Acked

Draft Invoiced Ack updated Failure Corrected

Search Clear

1 document found

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
1234	2005701912109001	23/12/2019 15:22:24	23/12/2019 00:00:00	DUMMY	B&Q	INVOIC	INVOIC	107319438	Sent	