

Kingfisher Web EDI Portal User Guide

Direct to Store PO with Handling Unit ASN
& Invoice

May 2020

Contents Page

Use the links below to go directly to the page you require

- 1. Introduction to the Portal**
- 2. Accessing the Portal**
- 3. Purchase Order**
- 4. Advance Shipping Notification**
- 5. Invoice**

1. Introduction to the Web EDI Portal

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

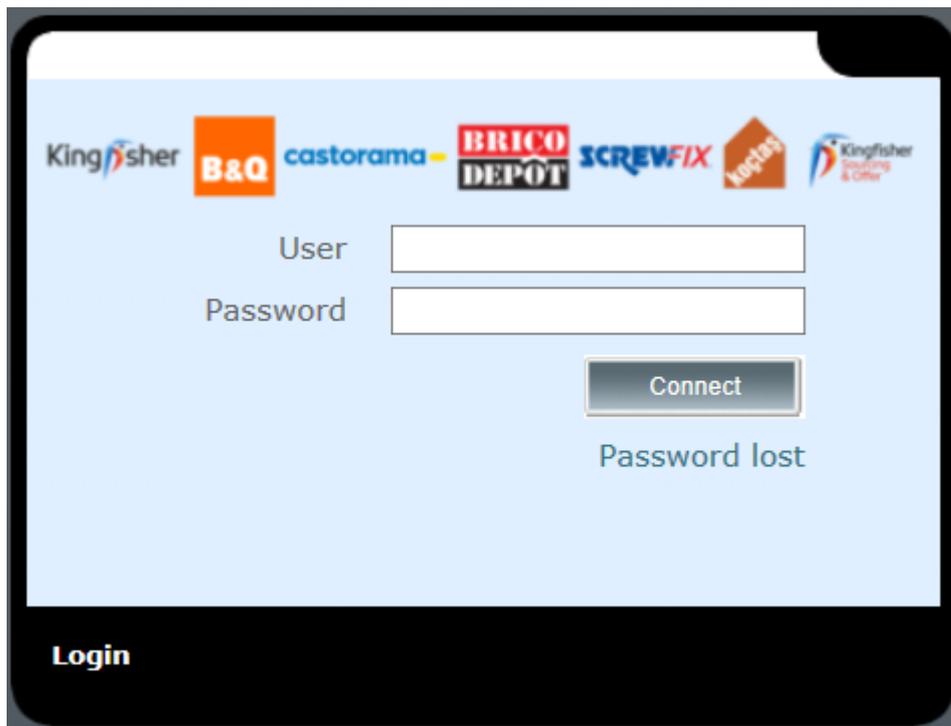
This guide provides instructions on how to use the portal to process a B&Q Purchase Order for delivery to a Direct to Store

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 via the Web at <https://kingfisher.edt.fr/BCP-Web/>

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



Kingfisher B&Q castorama BRICO DEPOT SCREWFIX Kingfisher Building & Office

User

Password

Connect

[Password lost](#)

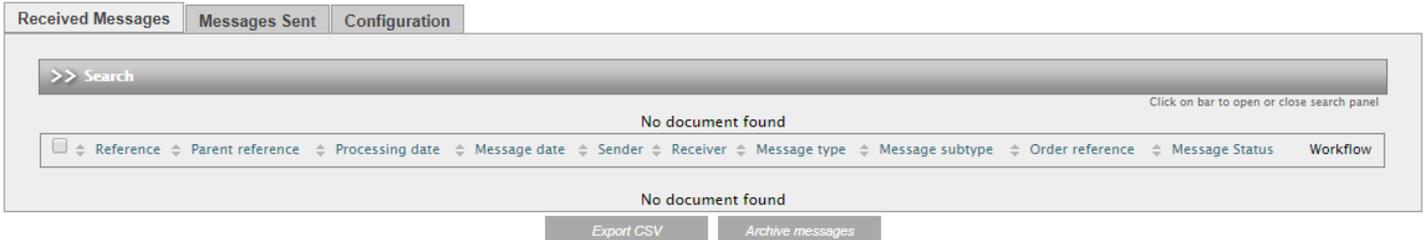
Login

When you have logged on you will see the following tabs

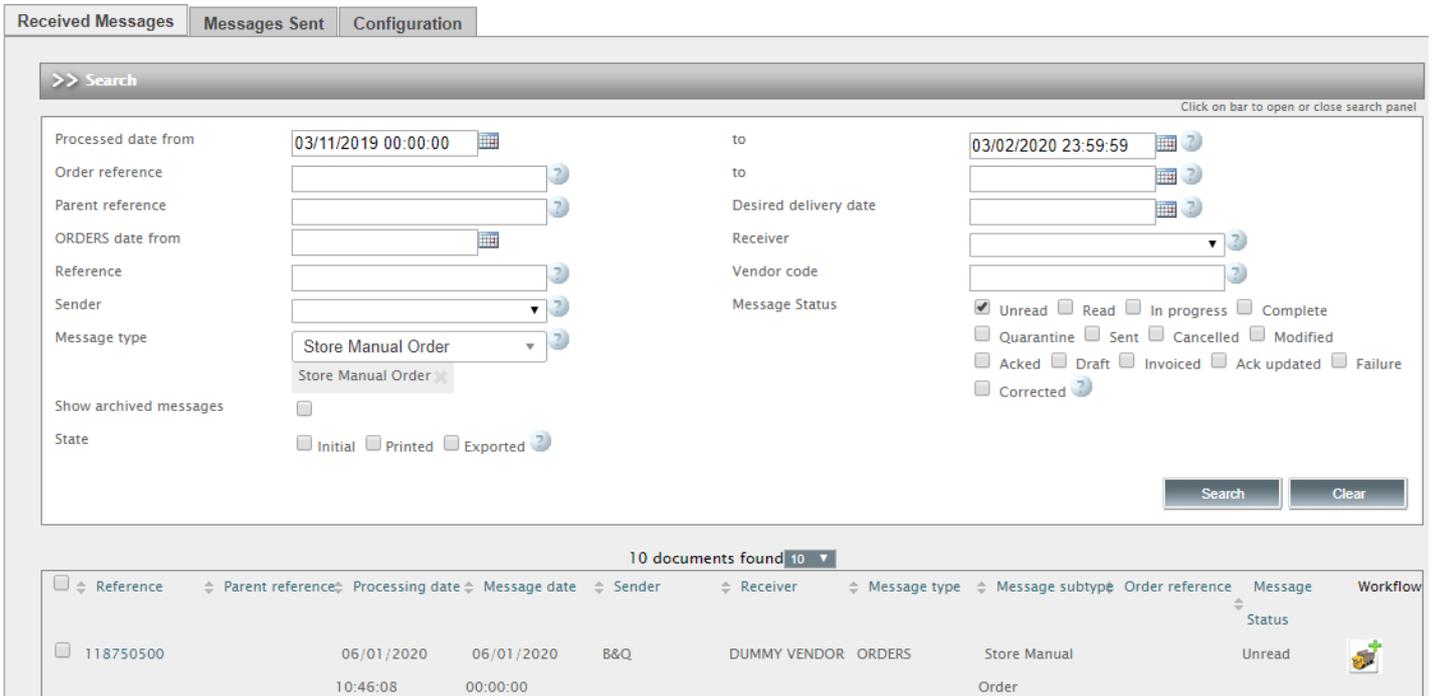
Received messages – Orders received

Messages sent – ASN'S and invoices sent

Configuration – email address for order notifications



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

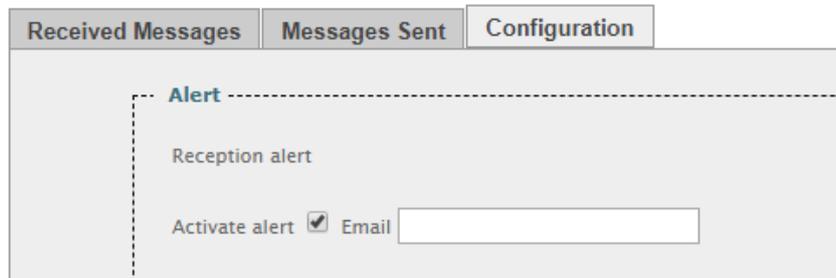


You can set up email alerts to be notified whenever there is a new Purchase Order:

Open the configuration tab

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

Save



Received Messages Messages Sent Configuration

Alert

Reception alert

Activate alert Email

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.

Direct to Store 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, if you require orders over 7 days then remove the dates.

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

The screenshot shows a software interface with a search panel. At the top, there are tabs for 'Received Messages', 'Messages Sent', and 'Configuration'. The search panel is titled '>> Search' and has a red arrow labeled '(1)' pointing to it. Below the title, there are various search criteria fields: 'Processed date from' (17/12/2019 00:00:00), 'Order reference', 'Parent reference', 'ORDERS date from', 'Reference', 'Sender', 'Message type' (Store Manual Order), 'Show archived messages', and 'State' (Initial, Printed, Exported). On the right side, there are fields for 'to' (24/12/2019 23:59:59), 'Desired delivery date', 'Receiver', and 'Vendor code'. Below these fields are checkboxes for 'Message Status' including Unread, Read, In progress, Complete, Quarantine, Sent, Cancelled, Modified, Acked, Draft, Invoiced, Ack updated, Failure, and Corrected. At the bottom right, there are 'Search' and 'Clear' buttons, with a red arrow labeled '(2)' pointing to the 'Search' button.

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
<input type="checkbox"/> 107323206		12/12/2019	12/12/2019	B&Q	DUMMY VENDOR	ORDERS	Store Manual		Unread	
		10:39:11	00:00:00				Order			
<input type="checkbox"/> 107321041		12/12/2019	12/12/2019	B&Q	DUMMY VENDOR	ORDERS	Store Manual		Unread	
		10:15:46	00:00:00				Order			
<input type="checkbox"/> 107321259		12/12/2019	12/12/2019	B&Q	DUMMY VENDOR	ORDERS	Store Manual		Unread	
		09:50:51	00:00:00				Order			

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
<input type="checkbox"/> 107323206		12/12/2019	12/12/2019	B&Q	DUMMY VENDOR	ORDERS	Store Manual		Unread	
		10:39:11	00:00:00				Order			

PURCHASE ORDER



STORE MANUAL ORDER 1002

Order Information

PO number 107323206
PO date 12/12/2019
Delivery date 20/10/2019
Currency USD
PO type STORE MANUAL ORDER
PO status NEW

Vendor

Name DUMMY VENDOR
Vendor Code 200570
Address 1 DUMMY ADDRESS
Address 2
Address 3
Post code
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 FAREHAM MW
Address 1 1392 Undercliff
Terrace
Address 2 ASHLAND
Address 3 GB
Post code PO14 6UG
Phone number 01484306569

PO Line number	EAN	Vendor Article Code	Description	Order Qty	Pack size	UOM	Unit Price	Total Price	Status
00001	3663602068273		DULUX MTT PNT BUTTERMILK 2.5L	15	1	EA	50.00	750.00	NEW

Total Net : 750.00

Alternatively, you can 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).

3 documents found 10

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
<input checked="" type="checkbox"/>	107321041	12/12/2019	12/12/2019	B&Q	DUMMY VENDOR	ORDERS	Store Manual		Unread	
<input checked="" type="checkbox"/>	107321259	12/12/2019	12/12/2019	B&Q	DUMMY VENDOR	ORDERS	Store Manual		Unread	
<input type="checkbox"/>	107322466	12/12/2019	12/12/2019	B&Q	DUMMY VENDOR	ORDERS	Store Manual		Unread	

3 documents found 10

(2)

4. Advance Shipping Notice

For B&Q, all deliveries to Direct to Store 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.

Received Messages | Messages Sent | Configuration

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

Processed date from: 27/01/2020 00:00:00

Order reference:

Parent reference:

ORDERS date from:

Reference:

Sender:

Message type: Store Manual Order

Show archived messages:

State: Initial Printed Exported

to: 03/02/2020 23:59:59

Desired delivery date:

Receiver:

Vendor code:

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

Search Clear

3 documents found

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
118752756		03/02/2020 10:20:55	03/02/2020 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Store Manual Order		Unread	

Enter the confirmed delivery date and booking reference ID
Obtained from the inbound scheduling office (ISO)

ASN Information

Confirmed delivery date: *

ASN Information

Booking Reference id:

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	227 / 227	1	0001	1002

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

Create Outer HU ✕

Your Outer HU Ref:

Dist Method - Select outer HU only and click on add

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

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	3663602068273)DULUX MTT PNT BUTTERMILK 2.5L	15/ 15	1	0001	1002

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

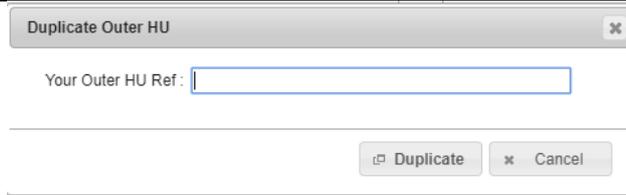
Quantities must be in the correct pack multiples as agreed during product setup.

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 2 handling units have been created.



Duplicate Outer HU

Your Outer HU Ref:



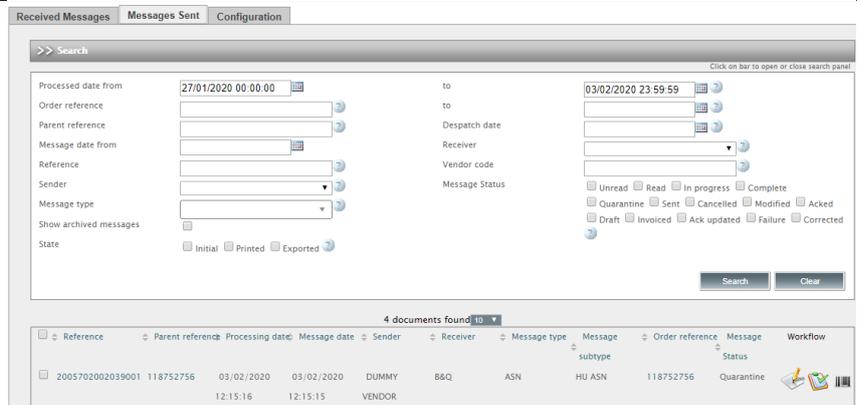
1 x 2 x

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

PO Line number	Description	Quantity	
00001)\DULUX MTT PNT BUTTERMILK 2.5L	7	x

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

Processed date from: 27/01/2020 00:00:00 to: 03/02/2020 23:59:59

Order reference: to: Despatch date: Receiver: Vendor code: Message Status: Unread Read In progress Complete Quarantine Sent Cancelled Modified Aced Draft Invoiced Ack updated Failure Corrected

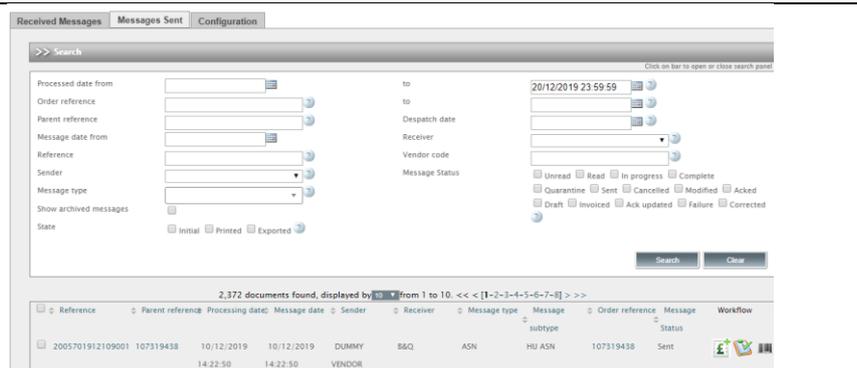
Show archived messages: State: Initial Printed Exported

4 documents found

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
2005702002039001	118752756	03/02/2020	03/02/2020	DUMMY	B&Q	ASN	HU ASN	118752756	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

Processed date from: to: 20/12/2019 23:59:59

Order reference: to: Despatch date: Receiver: Vendor code: Message Status: Unread Read In progress Complete Quarantine Sent Cancelled Modified Aced Draft Invoiced Ack updated Failure Corrected

Show archived messages: State: Initial Printed Exported

2,372 documents found, displayed by from 1 to 10. << [1-2-3-4-5-6-7-8] >>

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

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 Store, you can repeat the above steps by creating further ASNs

Please see example of the manifest that has been created

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

Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
2005701912059002	107312027	03/12/2019	03/12/2019	DUMMY	B&Q	ASN	HJ ASN	107312027	Sent	



B&Q Delivery Manifest

<u>Delivery From</u>		<u>Deliver To</u>		<u>ASN Information</u>	
Name:	DUMMY VENDOR 200570	Name:	FAREHAM MW 1002	ASN Ref:	2005701912059002
Address:	DUMMY ADDRESS	Vendor Site Code:		PO number:	107320371
		Address:	1392 Undercliff Terrace ASHLAND GB PO14 6UG	Delivery Date:	12/12/2019
Carrier				Despatch Date:	05/12/2019
				Booking reference:	
				Store Code:	1002

Summary of Delivery

Count of Handling Units: 1

Handling Unit Type	Handling Unit ID	EAN	Quantity	UOM	Handling Method
Outer HU	987990000000010267	5010845124958	1	EA	0001

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 107320371



9879900000000010267

Vendor : 200570 DUMMY VENDOR
Ref :
ASN Ref : 2005701912059002
Store Code : 1002

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 Store, 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

5. Invoice

Before raising your invoice, please ensure you have received a successful ASN transmission and the site has accepted your delivery

From the message sent tab on the home page, click the  next to the ASN that was created against the order

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.

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:

Parent reference:

Message date from:

Reference:

Sender:

Message type:

Show archived messages:

State: Initial Printed Exported

to:

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 VENDOR	B&Q	INVOIC	INVOIC	107319438	Sent	