

# **Kingfisher Web EDI Portal User Guide**

**Horticulture Load Level 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.

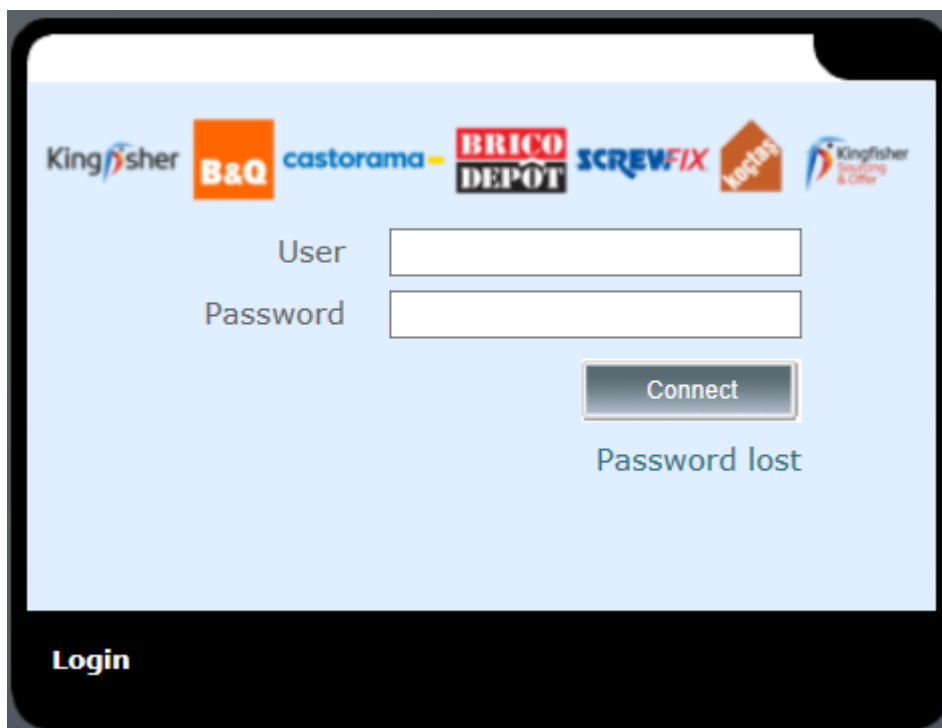
This guide provides instructions on how to use the portal to process a B&Q Purchase Order for delivery to a Direct to Store

Any questions? Please contact [EDI@b-and-q.co.uk](mailto: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

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: 03/11/2019 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

10 documents found

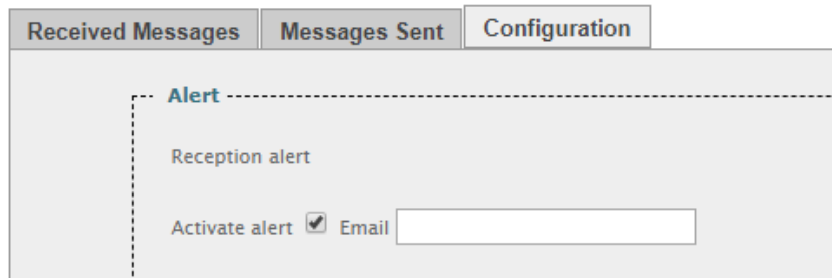
Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
<input type="checkbox"/> 118750500		06/01/2020 10:46:08	06/01/2020 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Store Manual Order		Unread	

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

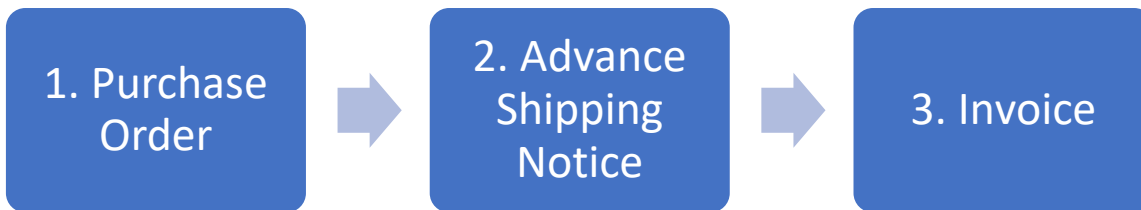


The screenshot shows a software interface with three tabs: "Received Messages", "Messages Sent", and "Configuration". The "Configuration" tab is active. Below the tabs, there is a section titled "Alert" enclosed in a dashed border. Under "Alert", there is a "Reception alert" label. Below that, there is a row with "Activate alert" followed by a checked checkbox and the word "Email" followed by 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.

# 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)**

Received Messages | Messages Sent | Configuration

>> Search **(1)** Click on bar to open or close search panel

Processed date from: 17/12/2019 00:00:00  
to: 24/12/2019 23:59:59

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

Message type: Store Manual Order  
State:  Initial  Printed  Exported

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

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)**.

The screenshot shows a table of purchase orders with the following columns: Reference, Parent reference, Processing date, Message date, Sender, Receiver, Message type, Message subtype, Order reference, Message Status, and Workflow. Three rows are visible, all with a status of 'Unread'. A red arrow labeled (1) points to the 'Select all' checkbox at the top left. A red box labeled (3) highlights the checkboxes for the first two rows. A red arrow labeled (2) points to the 'Export CSV' button at the bottom of the interface.

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 10:15:46	12/12/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Store Manual Order		Unread	
<input checked="" type="checkbox"/> 107321259		12/12/2019 09:50:51	12/12/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Store Manual Order		Unread	
<input type="checkbox"/> 107322466		12/12/2019 09:40:53	12/12/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Store Manual Order		Unread	

3 documents found 10

Export CSV    Archive messages



# 4. Advance Shipping Notice

For B&Q, all deliveries to Direct to Store must have a valid ASN. Without this document, your delivery cannot be accepted.

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



next to the Purchase Order you want to process.

Reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
118761133	24/06/2020 08:39:12	24/06/2020 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Store Replen	Order	Unread	

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

Select the items you will deliver.

Confirm the planned delivery quantity and enter the tracking ID should it be applicable/ available,

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

PO Line number	EAN	Product description	Delivery Qty	UOM	Tracking ID
00001	3663602049043	PINE ROUNDED SKIRTING 15MMX69MMX2.4M	144	PK1	<input type="text"/>

Buttons: Save, Send, Cancel

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.

The screenshot shows the 'Messages Sent' tab with search filters. The 'Message Status' section has 'Quarantine' selected. The table below shows 6 documents found.

Reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
2005702008069002	06/08/2020	06/08/2020	DUMMY VENDOR	B&Q	ASN	NON HU ASN	118768703	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.**

The screenshot shows the 'Messages Sent' tab with search filters. The 'Message Status' section has 'Sent' selected. The table below shows 5 documents found.

Reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
2005702008069001	06/08/2020	06/08/2020	DUMMY VENDOR	B&Q	ASN	NON HU ASN	118761133	Sent	

When the ASN has been sent you can print the manifest

From the Message Sent tab, click on the manifest icon



in the workflow of your ASN.


The screenshot shows the 'Messages Sent' tab with search filters. The 'Message Status' section has 'Sent' selected. The table below shows 5 documents found, with a manifest icon in the workflow column.

Reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
2005702008069001	06/08/2020	06/08/2020	DUMMY VENDOR	B&Q	ASN	NON HU ASN	118761133	Sent	

The PDF manifest will be displayed and can be printed.

Please see example of the manifest that has been created

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

  
2005702008069001

### B&Q Delivery Manifest

<u>Delivery From</u> <b>Name:</b> METSA WOOD LTD 200570 <b>Address:</b> DUMMY ADDRESS Address_Line_2 Address_Line_3 Address_Line_4 <b>Carrier</b>	<u>Deliver To</u> <b>Name:</b> FAREHAM MW <b>Vendor Site</b> 1002 <b>Code :</b> <b>Address:</b> 4985 Orange Ave. MADISON GB PO14 5CQ	<u>ASN Information</u> <b>ASN Ref:</b> 2005702008069001 <b>PO number :</b> 118761133 <b>Delivery Date:</b> 06/08/2020 <b>Despatch Date:</b> 06/08/2020 <b>Booking reference :</b> TEST <b>Store Code :</b> 1002
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EAN	Quantity	UOM
5022652838102	3	EA

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:

- 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

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	