

# **Kingfisher Web EDI Portal User Guide**

Regional Consolidation Centre PO with  
Cross Dock 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.

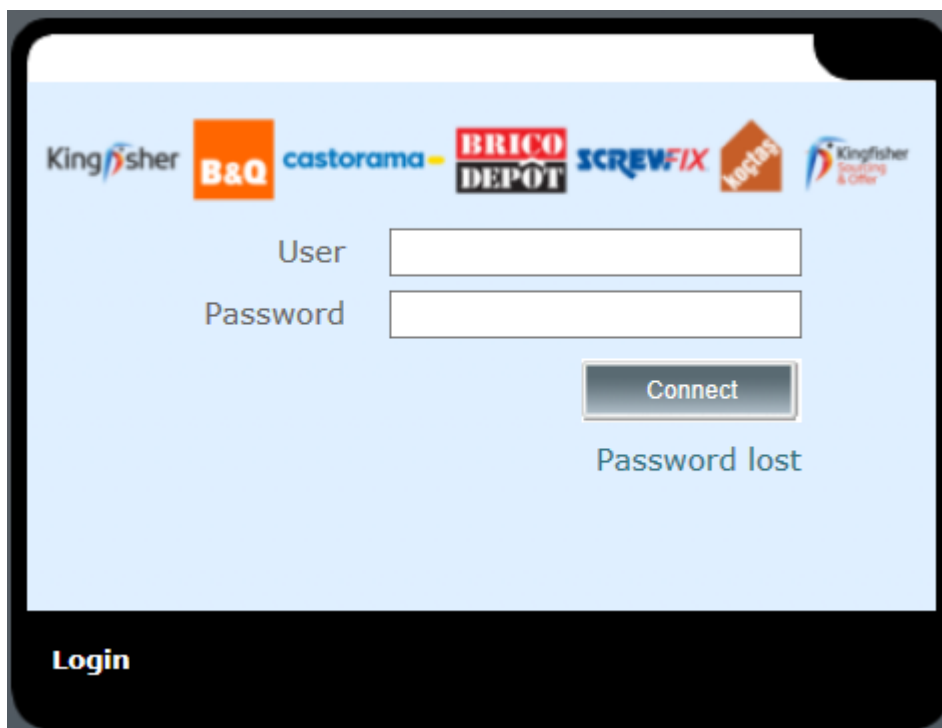
This guide provides instructions on how to use the portal to process a B&Q Purchase Order for delivery to a Regional Consolidation Centre

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.



The screenshot shows a login interface with the following elements:

- Logos for Kingfisher, B&Q, castorama, BRICO DEPOT, SCREWFIX, and Kingfisher Building & Office.
- Input fields for 'User' and 'Password'.
- A 'Connect' button.
- A 'Password lost' link.
- The word 'Login' in the bottom left corner.

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

Order reference: 
 to:

Parent reference: 
 Desired delivery date:

ORDERS date from: 
 Receiver:

Reference: 
 Vendor code:

Sender: 
 Message Status:
  Unread
  Read
  In progress
  Complete

Message type:
  Quarantine
  Sent
  Cancelled
  Modified

Show archived messages: 
 Aked
  Draft
  Invoiced
  Ack updated
  Failure

State:
  Corrected
  Initial
  Printed
  Exported

Search | Clear

1,185 documents found, displayed by 10 from 1 to 10. << < [1-2-3-4-5-6-7-8] >>

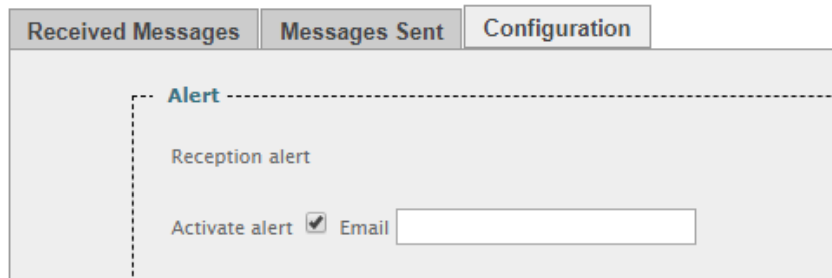
| Reference                          | Parent reference | Processing date        | Message date           | Sender | Receiver     | Message type | Message subtype          | Order reference | Message Status | Workflow |
|------------------------------------|------------------|------------------------|------------------------|--------|--------------|--------------|--------------------------|-----------------|----------------|----------|
| <input type="checkbox"/> 100065270 |                  | 01/12/2016<br>02:18:15 | 01/12/2016<br>00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective<br>General PO |                 | Unread         |          |
| <input type="checkbox"/> 100069656 |                  | 19/12/2016<br>16:14:29 | 19/12/2016<br>00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective<br>General PO |                 | Unread         |          |
| <input type="checkbox"/> 100071490 |                  | 09/02/2017<br>11:29:08 | 09/02/2017<br>00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective<br>General PO |                 | 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

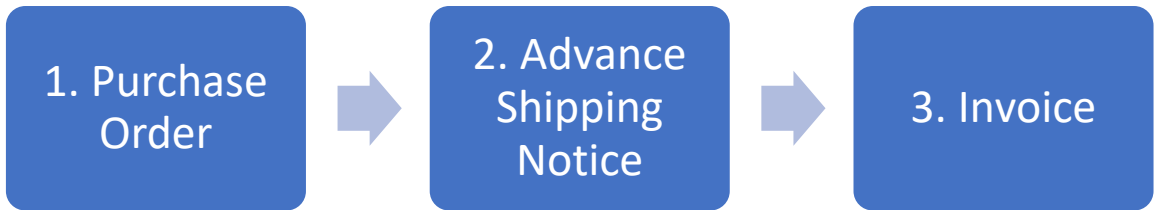


The screenshot shows a software interface with three tabs: "Received Messages", "Messages Sent", and "Configuration". The "Configuration" tab is active. Inside the configuration area, there is a section titled "Alert" enclosed in a dashed border. Below the title, the text "Reception alert" is displayed. 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.

# RCC 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: 11/12/2019 00:00:00  
to: 24/12/2019 23:59:59

Order reference:   
Parent reference:   
ORDERS date from:   
Reference:   
Sender:   
Message type: Collective General PO  
Show archived messages:   
State:  Initial  Printed  Exported

Receiver:   
Desired delivery date:   
Receiver:   
Vendor 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 |
|------------------------------------|------------------|---------------------|---------------------|--------|--------------|--------------|-----------------------|-----------------|----------------|----------|
| <input type="checkbox"/> 107318687 |                  | 11/12/2019 06:34:27 | 11/12/2019 00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective General PO |                 | Unread         |          |
| <input type="checkbox"/> 107320865 |                  | 11/12/2019 06:29:10 | 11/12/2019 00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective General PO |                 | Unread         |          |
| <input type="checkbox"/> 107322663 |                  | 11/12/2019 00:27:33 | 11/12/2019 00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective General 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 | Workflow |
|-----------|------------------|-----------------|--------------|--------|--------------|--------------|-----------------|-----------------|---------|----------|
| 107318687 |                  | 11/12/2019      | 11/12/2019   | B&Q    | DUMMY VENDOR | ORDERS       | Collective      |                 | Unread  |          |
|           |                  | 06:34:27        | 00:00:00     |        |              |              | General PO      |                 |         |          |

# PURCHASE ORDER



COLLECTIVE GENERAL PO D002

## Order Information

**PO number** 107318687  
**PO date** 11/12/2019  
**Delivery date** 27/12/2019  
**Currency** GBP  
**PO type** COLLECTIVE  
 GENERAL PO  
**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** Swindon RDC  
 (JDA)  
**Address 1** 4622 Notting  
 Hill  
**Address 2** MANCHESTER  
**Address 3** GB  
**Post code** SN3 4ZP

| PO Line number | EAN                 | Vendor Article Code | Description                              | Order Qty | Pack size | UOM | Unit Price | Total Price | Status |
|----------------|---------------------|---------------------|--|-----------|-----------|-----|------------|-------------|--------|
| 00001          | 5994100126140       |                     | GE B&Q HALOGEN<br>VARIOUS SKU HEADER     | 10        | 1         | EA  | 30.00      | 300.00      | NEW    |
| 00002          | FAREHAM MW ( 1002 ) |                     | 1392 Undercliff Terrace ASHLAND PO14 6UG |           |           |     |            | 10          | 0002   |

**Total Net :** 300.00

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 columns for Reference, Parent reference, Processing date, Message date, Sender, Receiver, Message type, Message subtype, Order reference, Message Status, and Workflow. Three rows are visible, each with a checkbox in the Reference column. A red arrow labeled (1) points to the top-left checkbox. A red box labeled (3) surrounds the checkboxes for the first two rows. A red arrow labeled (2) points to the 'Export CSV' button at the bottom of the interface.

| <input type="checkbox"/>            | Reference | Parent reference | Processing date        | Message date           | Sender | Receiver     | Message type | Message subtype          | Order reference | Message Status | Workflow |
|-------------------------------------|-----------|------------------|------------------------|------------------------|--------|--------------|--------------|--------------------------|-----------------|----------------|----------|
| <input checked="" type="checkbox"/> | 107318687 |                  | 11/12/2019<br>06:34:27 | 11/12/2019<br>00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective<br>General PO |                 | Read           |          |
| <input checked="" type="checkbox"/> | 107320865 |                  | 11/12/2019<br>06:29:10 | 11/12/2019<br>00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective<br>General PO |                 | Unread         |          |
| <input type="checkbox"/>            | 107322663 |                  | 11/12/2019<br>00:27:33 | 11/12/2019<br>00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective<br>General PO |                 | Unread         |          |

3 documents found 10

3 documents found 10

**(2)**



# 4. Advance Shipping Notice

For B&Q, all deliveries to Regional Consolidation 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 'Collective General PO'. Below the filters, a table lists 183 documents found, displaying 10 from 1 to 10. The table columns include Reference, Parent reference, Processing date, Message date, Sender, Receiver, Message type, Message subtype, Order reference, Message Status, and Workflow.

| Reference | Parent reference | Processing date     | Message date        | Sender | Receiver     | Message type | Message subtype       | Order reference | Message Status | Workflow |
|-----------|------------------|---------------------|---------------------|--------|--------------|--------------|-----------------------|-----------------|----------------|----------|
| 100072141 |                  | 10/02/2017 10:44:33 | 10/02/2017 00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective General PO |                 | Unread         |          |
| 100071143 |                  | 10/02/2017 08:13:56 | 10/02/2017 00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective General PO |                 | Unread         |          |
| 100071141 |                  | 10/02/2017 08:08:57 | 10/02/2017 00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective General PO |                 | Unread         |          |
| 100071642 |                  | 10/02/2017 08:03:49 | 10/02/2017 00:00:00 | B&Q    | DUMMY VENDOR | ORDERS       | Collective General PO |                 | Unread         |          |

Enter the delivery date

The booking reference ID for RCC is optional

The screenshot shows the 'ASN Information' form. It has two main sections: 'Confirmed delivery date' with an input field and a red asterisk, and 'Booking Reference id' with an 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          | 5994100126140 | GE B&Q HALOGEN VARIOUS SKU HEADER | 10 / 10              | 1         | 0002         | 1002  |
| 00001 / 00002  | 5994100126140 | GE B&Q HALOGEN VARIOUS SKU HEADER | 10 / 10              | 1         | 0002         | 1002  |

Buttons:

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

The screenshot shows the 'Create Outer HU' pop-up box. It has a title bar with a close button and an input field labeled 'Your Outer HU Ref:'.

**Dist Method** – Select cross dock outer HU only and click on 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 :

---

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

1 ✕

- Your Outer HU Ref :
- Dist. method : 0002 - Cross Dock - One outer HU
- Store : 1002

| 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          | 5994100126140 | GE B&Q HALOGEN VARIOUS SKU HEADER | 10 / 10              | 1         | 0002         | 1002  |
| 00001 / 00002  | 5994100126140 | GE B&Q HALOGEN VARIOUS SKU HEADER | 10 / 10              | 1         | 0002         | 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**

1 ✕

- Your Outer HU Ref :
- Dist. method : 0002 - Cross Dock - One outer HU
- Store : 1002

| PO Line number | Description                            | Quantity  |   |
|----------------|--|---|---|
| 00004/00005    | CASTLE TRAVERTINE PK5 COFFEE 450X450MM | <input style="width: 50px;" type="text" value="8"/> | ✕ |

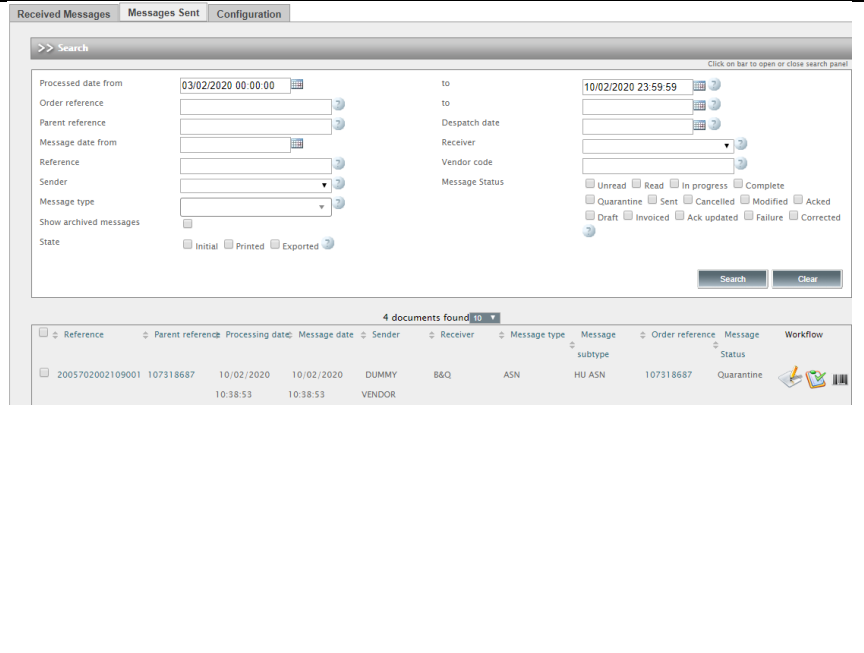
Repeat the process if you want to create more handling units, and you can use the option to choose the duplicate outer HU if you are using the same product

Create the outer HU again and double click on the item and this will then be added

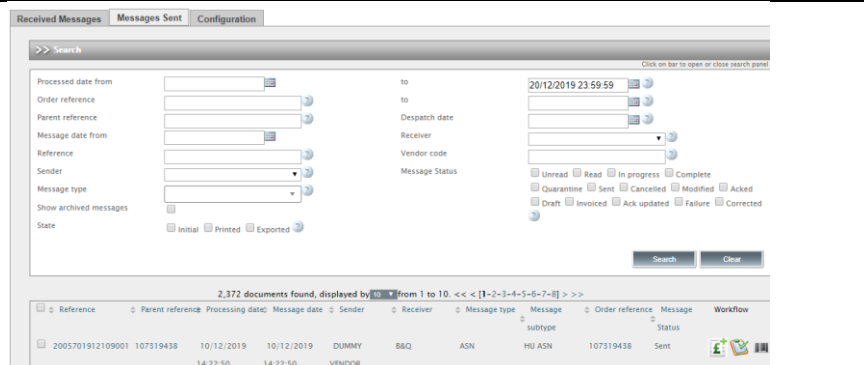


Once all HUs for the delivery have been created, press the send button.

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.



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.**



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 your sending more than 1 vehicle to the RCC, 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: [ ] to: [ ]

Parent reference: [ ] Despatch date: [ ]

Message date from: [ ] Receiver: [ ]

Reference: [ ] Vendor code: [ ]

Sender: [ ] Message Status: [ ]

Message type: [ ]

Show archived messages: [ ]

State:  Initial  Printed  Exported

Unread  Read  In progress  Complete  
 Quarantine  Sent  Cancelled  Modified  Acked  
 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      | 03/12/2019   | DUMMY  | B&Q      | ASN          | HU ASN          | 107312027       | Sent           |          |
|                  |                  | 14:47:23        | 14:47:22     | VENDOR |          |              |                 |                 |                |          |

Please see example of the manifest that has been created

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



2005702002109001

### B&Q Delivery Manifest


|                                     |  |   |
|-------------------------------------|--|---|
| <b>Delivery From</b>                | <b>Deliver To</b>  | <b>ASN Information</b>  |
| <b>Name:</b> DUMMY VENDOR<br>200570 | <b>Name:</b> Swindon RDC (JDA)<br><b>Vendor Site:</b> D002                     | <b>ASN Ref:</b> 2005702002109001<br><b>PO number :</b> 107318687                  |
| <b>Address:</b> DUMMY ADDRESS       | <b>Code :</b> 4622 Notting Hill<br>MANCHESTER<br>GB<br><b>Address:</b> SN3 4ZP | <b>Delivery Date:</b> 11/02/2020<br><b>Despatch Date:</b> 10/02/2020              |
| <b>Carrier</b>                      |  | <b>Booking reference :</b><br><b>Store Code :</b> 1002<br><b>Site Code :</b> D002 |

#### Summary of Delivery

Count of Handling Units: 1

| Handling Unit Type | Handling Unit ID    | EAN           | Quantity | UOM | Handling Method |
|--------------------|---------------------|---------------|----------|-----|-----------------|
| Outer HU           | 9879900000000010497 | 5994100126140 | 10       |     | 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 107318687



98799000000000010497


Vendor : 200570 DUMMY VENDOR  
Ref :  
ASN Ref : 2005702002109001  
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 RCC. 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.

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

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

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 VENDOR | B&Q      | INVOIC       | INVOIC          | 107319438       | Sent           |          |