

# **Kingfisher Web EDI Portal User Guide**

Regional Consolidation Centre PO with  
Break Bulk 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.

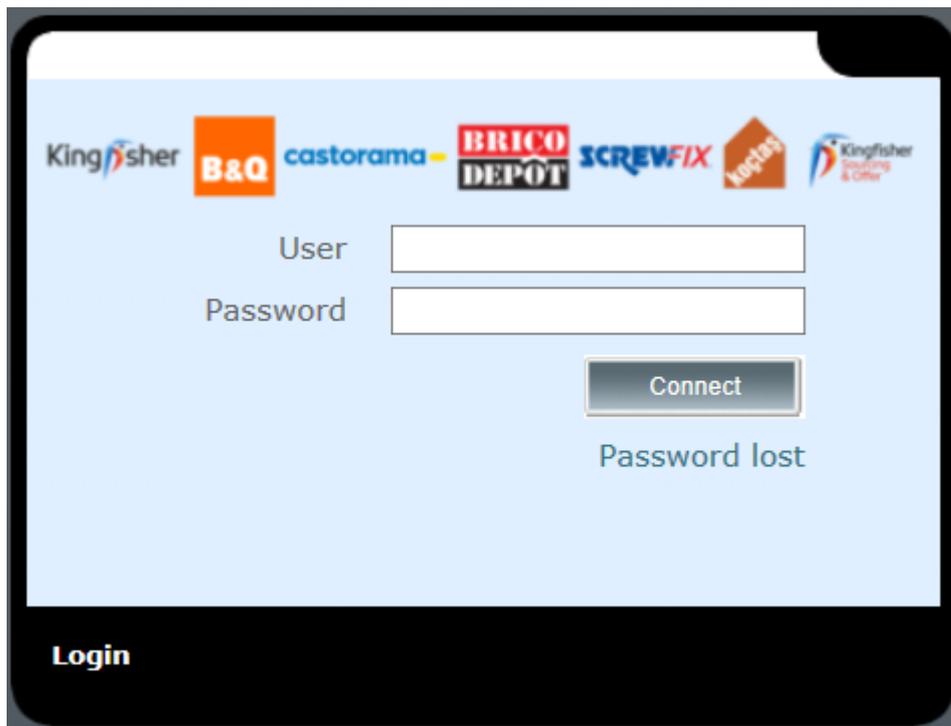
This guide provides instructions on how to use the portal to process a B&Q Purchase Order for delivery to a Regional Consolidation Centre

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.



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  to

Order reference  to

Parent reference

ORDERS date from

Reference

Sender

Message type

Show archived messages

State  Initial  Printed  Exported

Desired delivery date

Receiver

Vendor code

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

Search | Clear

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

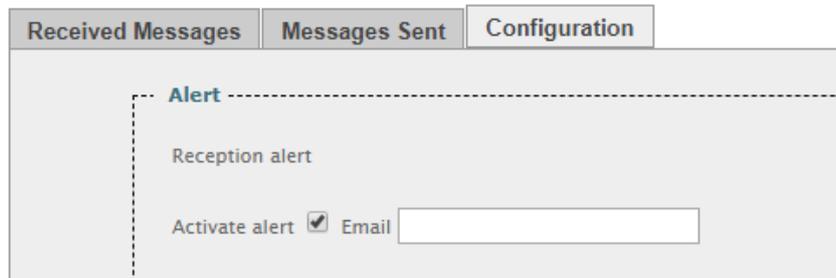
Reference	Parent reference	Processing date	Message date	Sender	Receiver	Message type	Message subtype	Order reference	Message Status	Workflow
<input type="checkbox"/> 100065270		01/12/2016 02:18:15	01/12/2016 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Collective General PO		Unread	
<input type="checkbox"/> 100069656		19/12/2016 16:14:29	19/12/2016 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Collective General PO		Unread	
<input type="checkbox"/> 100071490		09/02/2017 11:29:08	09/02/2017 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Collective 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. 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 label "Activate alert" followed by a checked checkbox and the word "Email" next to 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: to: Desired delivery date: Receiver: Vendor code: Message Status:  Unread  Read  In progress  Complete  Quarantine  Sent  Cancelled  Modified  Acked  Draft  Invoiced  Ack updated  Failure  Corrected

Message type: Collective General PO

Show archived messages:

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"/> 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 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

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)**.

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. A red arrow labeled (1) points to the top-left checkbox. A red box labeled (3) highlights the checkboxes for the first two rows. At the bottom, a red arrow labeled (2) points to the 'Export CSV' button.

<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 06:34:27	11/12/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Collective General PO		Read	
<input checked="" 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	

**(2)**



Export CSV

Archive messages

# 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 and a list of messages. The filters include 'Processed date from', 'Order reference', 'Parent reference', 'ORDERS date from', 'Reference', 'Sender', 'Message type', 'Show archived messages', and 'State'. The message list shows columns for Reference, Parent reference, Processing date, Message date, Sender, Receiver, Message type, Message subtype, Order reference, Message Status, and Workflow. The status for all messages is 'Unread'.

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 with two input fields: 'Confirmed delivery date' and 'Booking Reference id'. The 'Confirmed delivery date' field has a red asterisk indicating it is required.

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

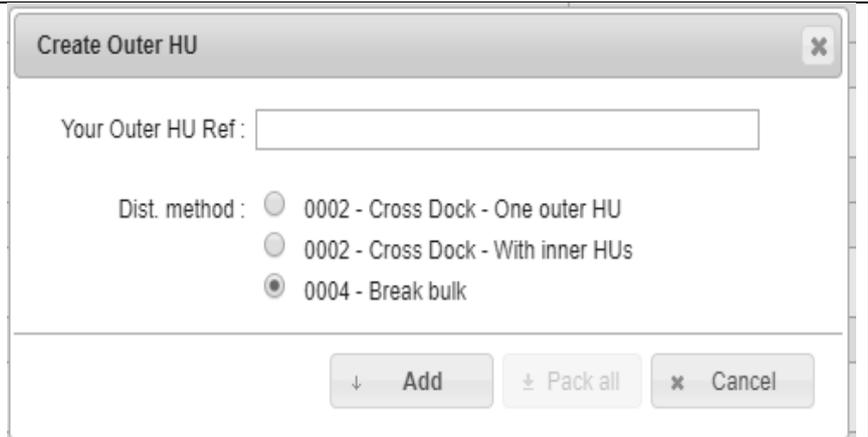
PO Line number	EAN	Product description	Total / Unpacked Qty	Pack size	Dist. method	Store
00001	5994100126140	GE B&Q HALOGEN VARIOUS SKU HEADER	10 / 10	1	0002	1002
00001 / 00002	5994100126140	GE B&Q HALOGEN VARIOUS SKU HEADER	10 / 10	1	0002	1002

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

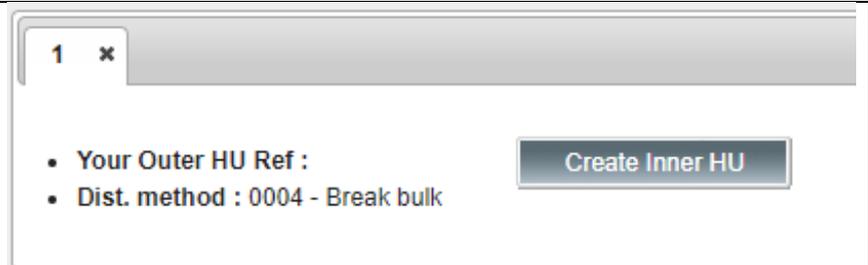
The screenshot shows the 'Create Outer HU' pop-up box with a text input field labeled 'Your Outer HU Ref:'.

**Dist Method** – Select Break Bulk and click on add



The screenshot shows a dialog box titled "Create Outer HU" with a close button (X) in the top right corner. It contains a text input field labeled "Your Outer HU Ref:". Below this is a "Dist. method:" section with three radio button options: "0002 - Cross Dock - One outer HU", "0002 - Cross Dock - With inner HUs", and "0004 - Break bulk", which is selected. At the bottom, there are three buttons: "Add" (with a downward arrow), "Pack all" (with a plus/minus symbol), and "Cancel" (with an X).

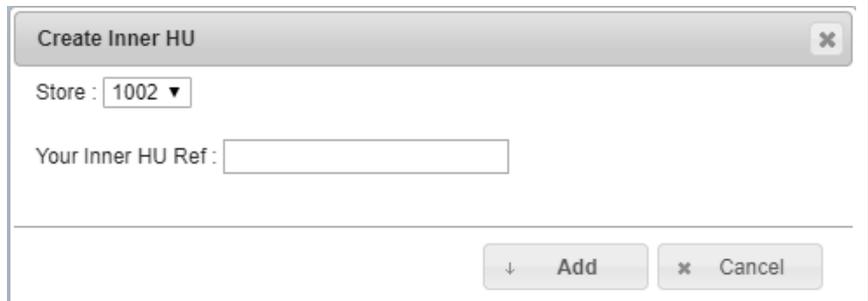
Create your inner HU



The screenshot shows a dialog box titled "1 X" (likely a tab indicator). It contains a list of items: "Your Outer HU Ref:" and "Dist. method : 0004 - Break bulk". To the right of the list is a button labeled "Create Inner HU".

Choose the store using the drop down

Enter your inner 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 a dialog box titled "Create Inner HU" with a close button (X) in the top right corner. It contains a "Store:" dropdown menu with "1002" selected. Below this is a text input field labeled "Your Inner HU Ref:". At the bottom, there are two buttons: "Add" (with a downward arrow) and "Cancel" (with an X).

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 x

- 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

**Duplicate Outer HU**

---

Duplicate Outer HU ✕

Your Outer HU Ref :

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.

Please see example of the manifest that has been created

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

Please see example of the inner and outer pallet label's

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



5027152002049001

### B&Q Delivery Manifest

Delivery From	Deliver To	ASN Information
<b>Name:</b> MAPEI (UK) LTD 502715	<b>Name:</b> Swindon RDC (JDA)	<b>ASN Ref:</b> 5027152002049001
<b>Address:</b> MAPEI HOUSE STEEL PARK ROAD HALESOWEN WEST MIDLANDS	<b>Vendor Site</b> D002	<b>PO number :</b> 118752602
	<b>Code :</b>	<b>Delivery Date:</b> 04/02/2020
	<b>Address:</b> 9297 Orange Ave. GREENVILLE GB	<b>Despatch Date:</b> 04/02/2020
<b>Carrier</b>	<b>SN3 6WY</b>	<b>Booking reference :</b>
		<b>Site Code :</b> D002

#### Summary of Delivery

Count of Handling Units: 3

Handling Unit Type	Handling Unit ID	EAN	Quantity	UOM	Handling Method
Outer HU	9879900000000010481				
Inner HU	9879900000000010482	8022452042065	7		0004
Inner HU	9879900000000010483	8022452042065	15		0004

### Inner Handling Unit Label

Handling Unit ID : Inner HU for order 118752602  
Outer HU : 9879900000000010481



9879900000000010482

Vendor : 502715 MAPEI (UK) LTD  
Ref :  
ASN Ref : 5027152002049001  
Store Code : 1002  
Site Code : D002

### Outer Handling Unit Label

Handling Unit ID : Outer HU for order 118752602



9879900000000010481

Vendor : 502715 MAPEI (UK) LTD  
Ref :  
ASN Ref : 5027152002049001  
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 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.**

The screenshot shows a search interface for 'Messages Sent'. The search criteria are as follows:

Field	Value
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	<input type="checkbox"/>
State	<input type="checkbox"/> Initial <input type="checkbox"/> Printed <input type="checkbox"/> Exported
Despatch date	
Receiver	
Vendor code	
Message Status	<input type="checkbox"/> Unread <input type="checkbox"/> Read <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> Quarantine <input type="checkbox"/> Sent <input type="checkbox"/> Cancelled <input type="checkbox"/> Modified <input type="checkbox"/> Acked <input type="checkbox"/> Draft <input type="checkbox"/> Invoiced <input type="checkbox"/> Ack updated <input type="checkbox"/> Failure <input type="checkbox"/> Corrected

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	