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

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.
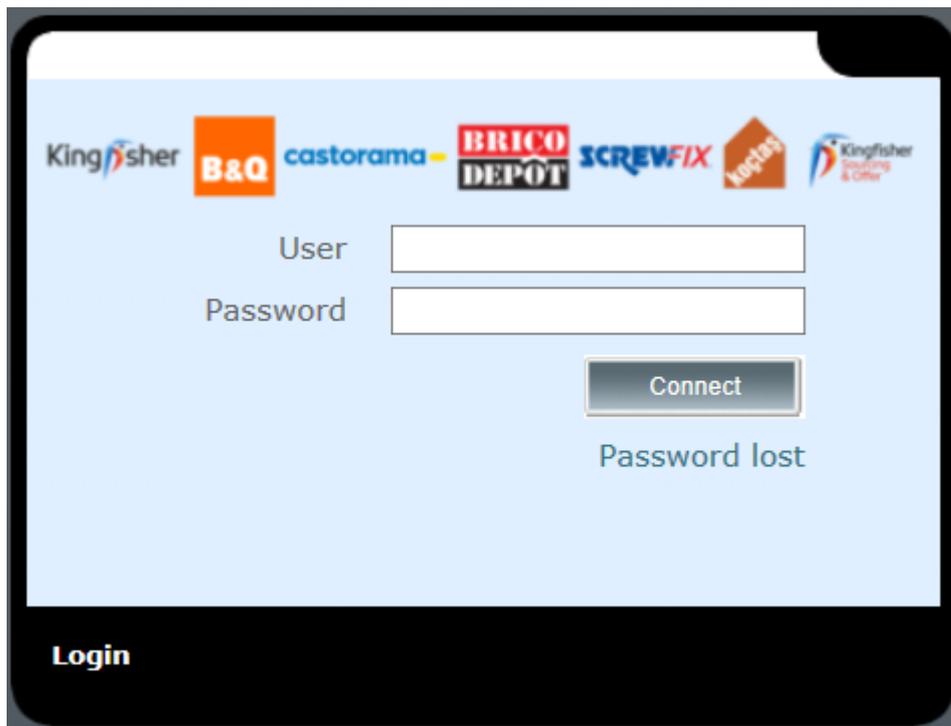
When you have logged on you will see the following tabs

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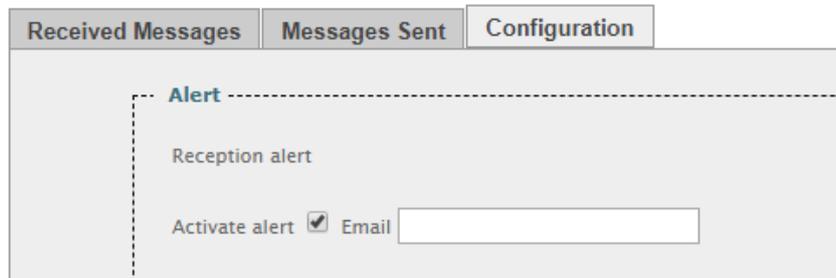
If there are any problems with the contents of your Purchase Order, please speak to your B&Q Supply Chain Analyst.

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

1. Purchase Order	→	2. Advance Shipping Notice	→	3. Invoice

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)**

Search results are displayed at the bottom of the page. New orders will have a status of '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
☐	107318687		11/12/2019 06:34:27	11/12/2019 00:00:00	B&Q	DUMMY VENDOR	ORDERS	Collective General PO		Unread	

PURCHASE ORDER

B&Q

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)**.

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.	
Enter the delivery date The booking reference ID for RCC is optional	
Click on 'Create Outer HU'. A pop-up box will appear.	
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	

Dist Method – Select Break Bulk 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 ↓ Add ± Pack all ✕ Cancel
Create your 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	**1** ✖ • **Your Outer HU Ref :** Create Inner HU • **Dist. method : 0004 - Break bulk** Create Inner HU ✕ Store : [1002 ▼] Your Inner HU Ref : [＿＿＿＿＿＿＿＿＿] ↓ Add ✕ Cancel

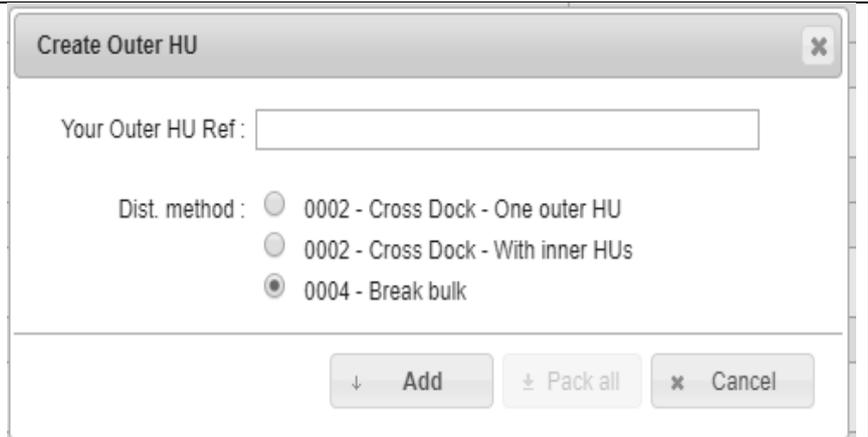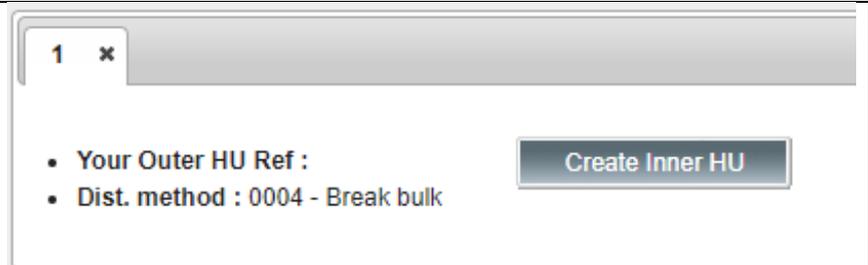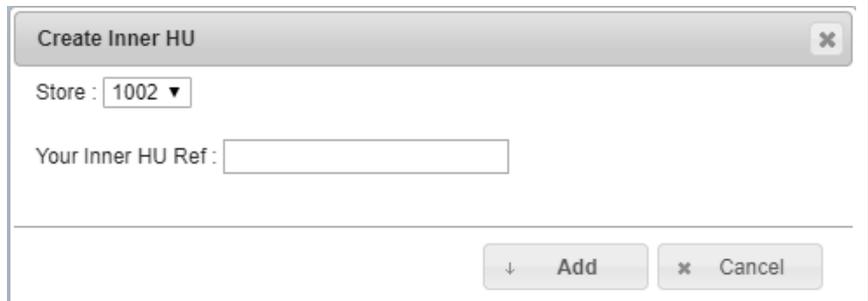|	
To add products to the handling unit: Double click on the item you want to add by hovering over the line and when you see the hand icon 👆 double click	<table><tr><th>PO Line number</th><th>EAN</th><th>Product description</th><th>Total / Unpacked Qty</th><th>Pack size</th><th>Dist. method</th><th>Store</th></tr><tr><td>00001</td><td>5994100126140</td><td>GE B&Q HALOGEN VARIOUS SKU HEADER</td><td>10/ 10</td><td>1</td><td>0002</td><td>1002</td></tr><tr><td>00001/00002</td><td>5994100126140</td><td>GE B&Q HALOGEN VARIOUS SKU HEADER</td><td>10/ 10</td><td>1</td><td>0002</td><td>1002</td></tr></table> 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** ✖ • Your Outer HU Ref : • Dist. method : 0002 - Cross Dock - One outer HU • Store : 1002 <table><tr><th>PO Line number</th><th>Description</th><th>Quantity</th><th></th></tr><tr><td>00004/00005</td><td>CASTLE TRAVERTINE PK5 COFFEE 450X450MM</td><td>8 ▲▼</td><td>✖</td></tr></table>
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 : | ⊡ Duplicate ✖ Cancel

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

B&Q Delivery Manifest

5027152002049001

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

Summary of Delivery

Count of Handling Units: 3

Handling Unit Type	Handling Unit ID	EAN	Quantity	UOM	Handling Method
Outer HU	98799000000000010481				
Inner HU	98799000000000010482	8022452042065	7		0004
Inner HU	98799000000000010483	8022452042065	15		0004

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

Inner Handling Unit Label

Handling Unit ID : Inner HU for order 118752602
Outer HU : 98799000000000010481

98799000000000010482

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

98799000000000010481

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 invoice icon 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.	
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.**	