

# OpenEDI

## Quick User Guide

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## 1.1 Version Control

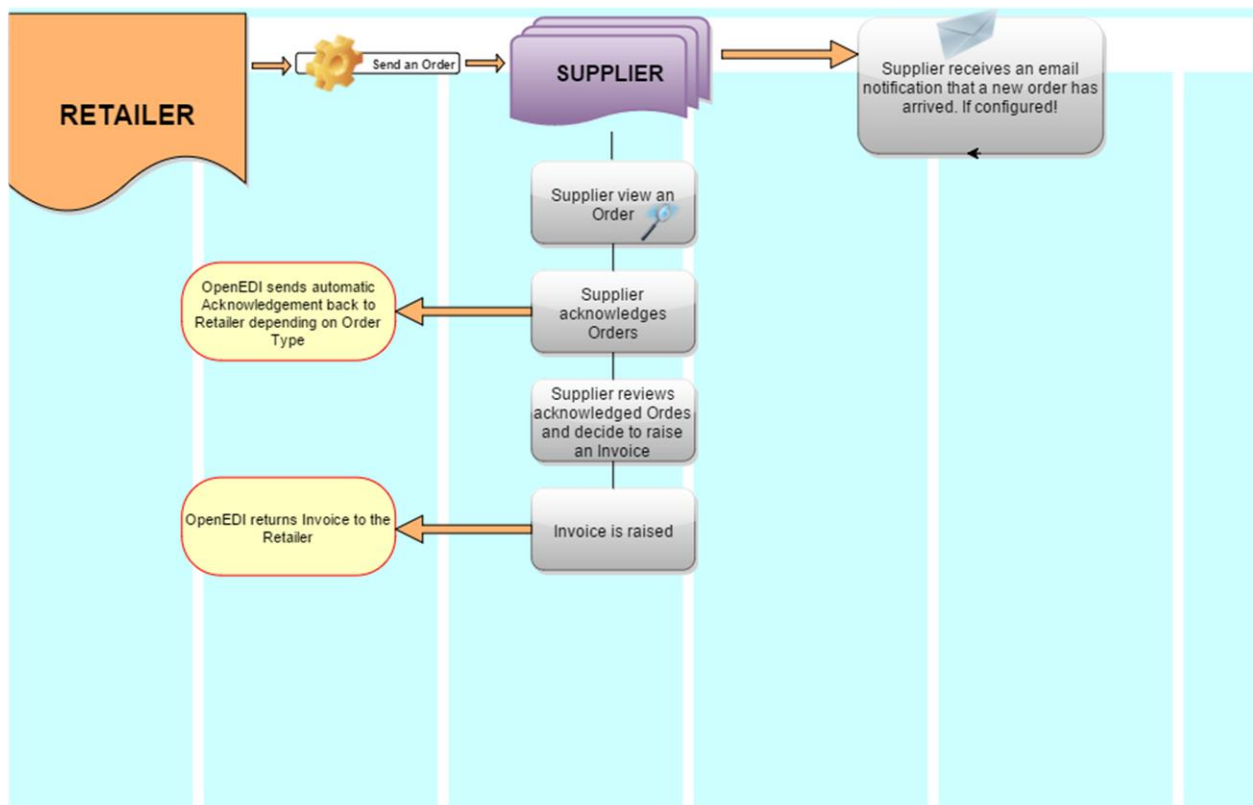
Version	Issue Date	Notes
1.1	January, 2012	Initial Revision
1.2	January, 2013	Pricing data entry revised
1.3	June, 2013	Product Catalogue added Show/Hide New Item Row
1.4	July, 2013	Added Credit Notes
2.0	September, 2015	Added PDF Documents
2.1	September, 2018	Single guide to be used across AS Watson EU brands
2.2	June, 2020	Added Section 9: Incoming Invoices and Section 13: Invoice Notifications

## 2. Overview

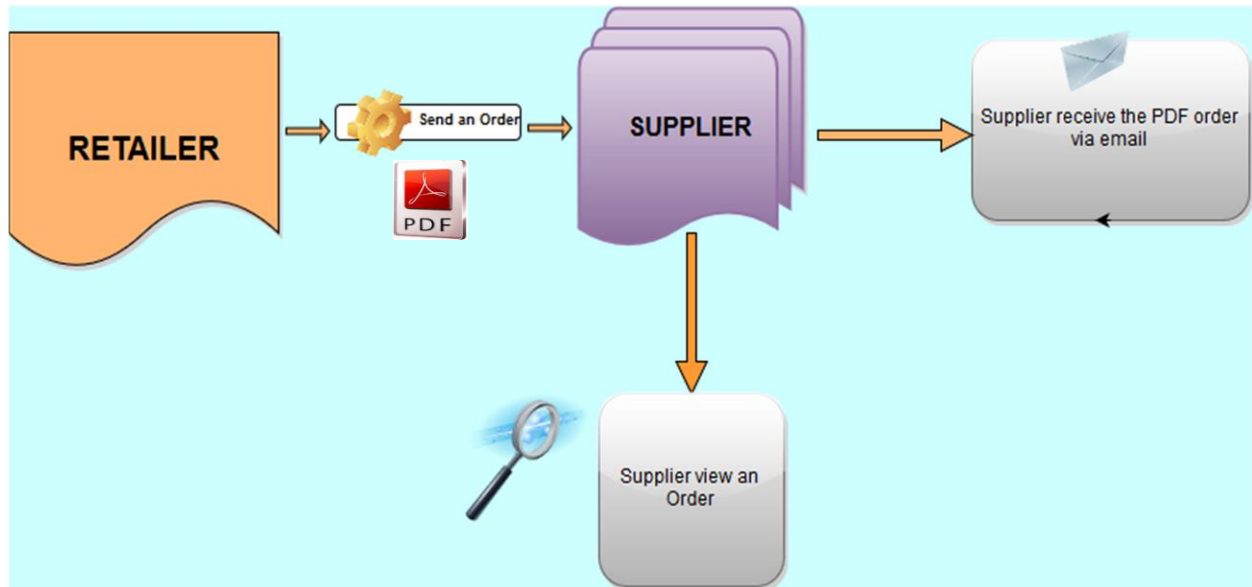
### 2.1 EDI: New Orders, Acknowledged Orders, Invoices and Credits

The purpose of OpenEDI is to connect the retailer with suppliers. Orders are transmitted by the retailer and suppliers may return Order Acknowledgements, and Invoices. In addition, the suppliers may create Credit Notes.

A typical workflow may be as follows:



## 2.1 Documents: PDF Pre-Orders, Orders, Direct Orders






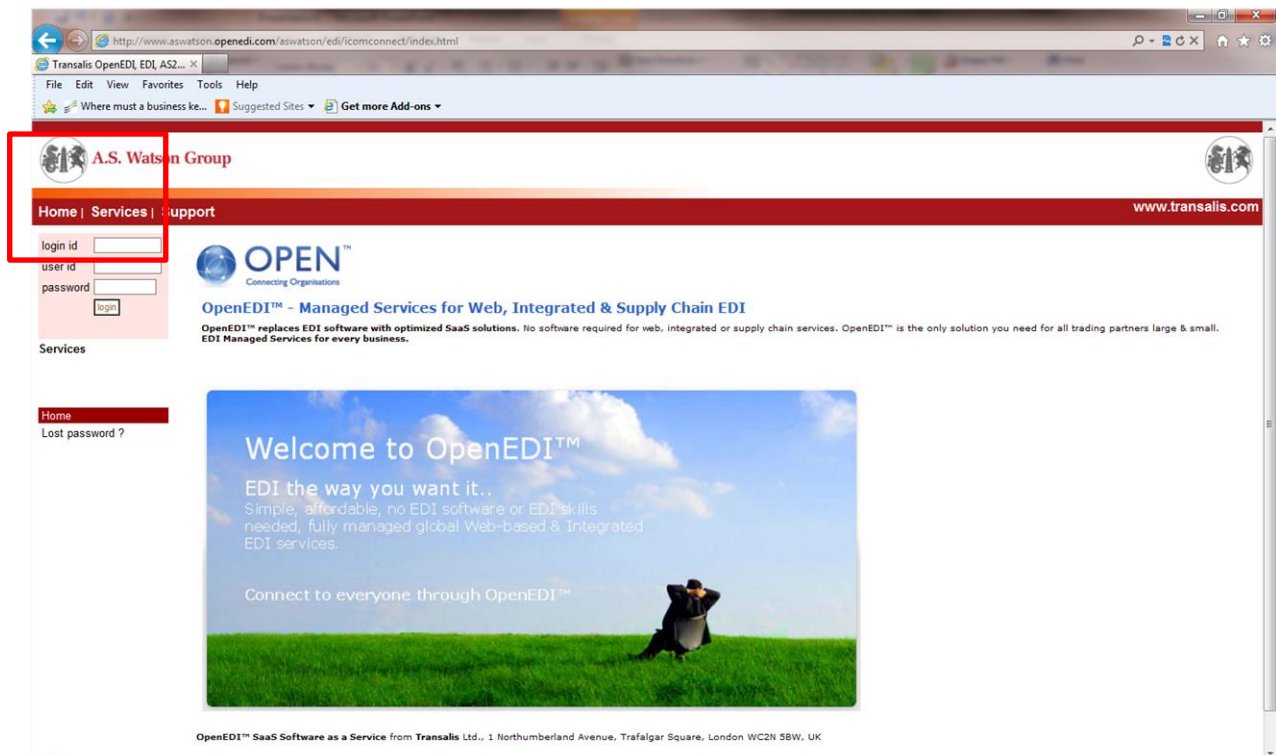
## 3. Log In

### 3.1 Web Portal and Login Screen

To log in please open your web browser and go to [www.aswatson.openedi.com](http://www.aswatson.openedi.com) that will take you to the OpenEDI homepage.



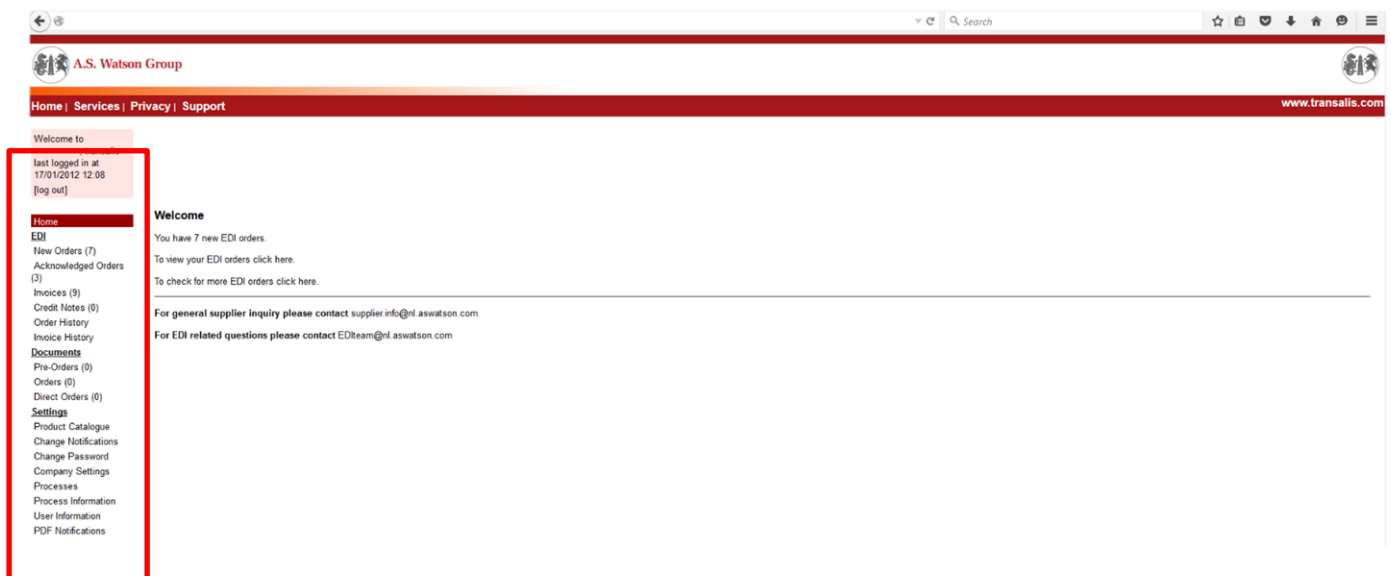
In the top left corner enter your secure company login id , and your secure personal user id  and password  which will have been provided to you by the EDI support team or your internal system administrator:



## 3.2 Navigation

When login is complete you will be taken to your Company's own home page. An example homepage is shown below. The components of this screen are:

- Top left are the details of the user and last login
- Left hand side is the menu (options filtered by security level of the user) the content of which are detailed below
- Main window which will contain the content of the current menu. On the homepage this will list any new messages. To refresh click the section 'To check for more orders click here' but only click ONCE to allow the system time to download, otherwise you could duplicate orders downloaded.
- Users that belong to different roles (Users and Managers) will see a different menu depending on the role chosen by profile Manager.



## 4. New Orders

### 4.1 New Orders Search

To view, click on New Orders from the menu on the left hand side. This will bring up a Search screen.

To see all the New Orders in at present, just click on the Search Orders button

On the screen above, you have 2 options:

- A. Search Orders - You have the option to search on a specific order number by typing the Order Number in the box provided or searching on all orders by clicking on the Search Orders button.
- B. Clear Fields – If you make any errors in typing, you can click the Clear Fields button. This clears all the amendments (back to the original data) and will enable you to start again.



## 4.2 New Orders List

Next, a list of orders is displayed. Please note that depending on functionality/authorization, additional buttons may/may not be shown.

The select tick box on the right hand-side may be used to select documents for a particular process on the buttons below the list.

The list may be sorted by clicking on the column headings.

Transalis A.S. Watson Group

Home | Services | Privacy | Support

Welcome to Transalis  
last logged in at 20/08/2015 18:35  
[log out]

Home  
EDI  
New Orders (7)  
Acknowledged Orders (0)  
Invoices (0)  
Credit Notes (0)  
Order History  
Invoice History  
Documents  
Pre-Orders (0)  
Orders (0)  
Direct Orders (0)  
Settings  
Product Catalogue  
Change Notifications  
Change Password  
Company Settings  
Processes  
Process Information  
User Information  
PDF Notifications

**New Orders**  
To view a New Order, click on view in the Action column. To Print or Acknowledge an Order, select the Order(s) and click 'Print Selected' or 'Acknowledge Selected' Orders button.

Row	Received Date	Order No	Order Date	Customer Name	Supplier Name	Delivery Location	Require ACK	Action	Select
1	17/01/2012	1808129	11/01/2012			NA		View	<input type="checkbox"/>
2	17/01/2012	1808129	11/01/2012			NA		View	<input type="checkbox"/>
3	17/01/2012	1808129	11/01/2012			NA		View	<input type="checkbox"/>
4	27/10/2011	1707307	23/09/2011					View	<input type="checkbox"/>
5	27/10/2011	1707311	23/09/2011					View	<input type="checkbox"/>
6	25/10/2011	1707307	23/09/2011					View	<input type="checkbox"/>
7	21/10/2011	1707306	23/09/2011					View	<input type="checkbox"/>

Page 1 of 1 page(s)

[Previous] [Next]

Cancel Download Selected Orders As CSV Print Selected Orders Select All Select None Delete Selected Orders

Orders may also be archived, acknowledged, or deleted from here.

### 4.2.1. Downloading Orders as CSV

OpenEDI allows you to download your orders in a standard CSV format for use in Excel or in other applications capable of importing or working with CSV files.

Please note that the format of the CSV file is standardized. When using Excel to work with/use the CSV file, it is strongly recommended to use the Excel import facility to import the CSV (comma separated value) file.

The following screenshot shows how to select and download your orders as a CSV file and an example output (please note the content in this example may be different to what you are seeing in your Web Portal).

Welcome to transalis  
last logged in at 20/08/2015 18:35  
[log out]

Home | Services | Privacy | Support

www.transalis.com

New Orders

To view a New Order, click on View in the Action column. To Print or Acknowledge an Order, select the Order(s) and click 'Print Selected' or 'Acknowledge Selected' buttons.

Row	Received Date	Order No	Order Date	Customer Name	Supplier Name	Delivery Location	Require ACK	Action
1	17/01/2012	1808129	11/01/2012			NA		View <input checked="" type="checkbox"/>
2	17/01/2012	1808129	11/01/2012			NA		View <input checked="" type="checkbox"/>
3	17/01/2012	1808129	11/01/2012			NA		View <input checked="" type="checkbox"/>
4	27/10/2011	1707307	23/09/2011					View <input type="checkbox"/>
5	27/10/2011	1707311	23/09/2011					View <input type="checkbox"/>
6	25/10/2011	1707307	23/09/2011					View <input type="checkbox"/>
7	21/10/2011	1707306	23/09/2011					View <input type="checkbox"/>

Page 1 of 1 page(s)

[Previous] [Cancel] [Download Selected Orders As CSV] [Print Selected Orders] [Select All] [Select None] [Delete Selected Orders] [Next]

Documents

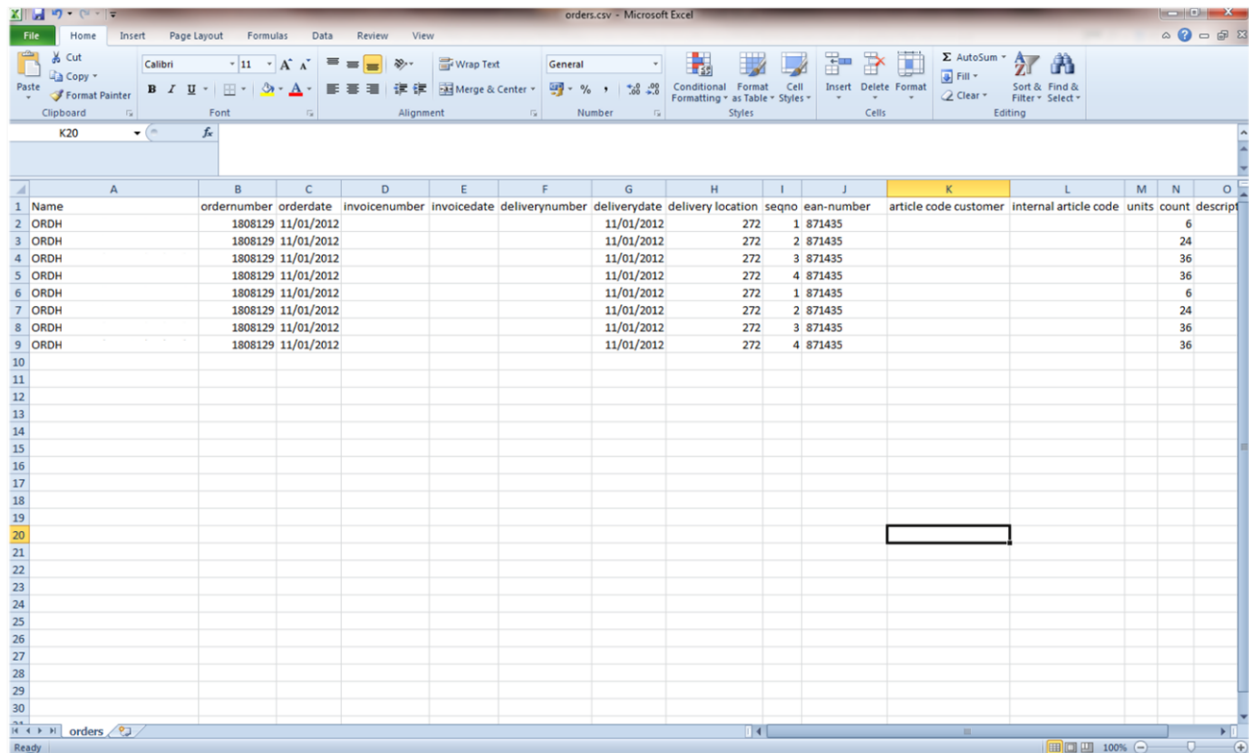
- Pre-Orders (0)
- Orders (0)
- Direct Orders (0)

Settings

- Product Catalogue
- Change Notifications
- Change Password
- Company Settings
- Processes
- Process Information
- User Information
- PDF Notifications

When downloading a CSV file, you may either save the file or open it using Excel. The preferred way to work with CSV files is to save the file as a .txt file and then importing the file into Excel specifying the comma (,) as the delimiter.

If you are having problems downloading orders as CSV, you may have pop-up blocking enabled in your browser – please ensure pop-ups are not blocked. Please see instruction 13 to enable the pop-up blocker.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Name	ordernumber	orderdate	invoicenum	invoice date	deliverynumber	deliverydate	delivery location	seqno	ean-number	article code customer	internal article code	units	count	descript
1	ORDH	1808129	11/01/2012				11/01/2012	272	1	871435					6
2	ORDH	1808129	11/01/2012				11/01/2012	272	2	871435					24
3	ORDH	1808129	11/01/2012				11/01/2012	272	3	871435					36
4	ORDH	1808129	11/01/2012				11/01/2012	272	4	871435					36
5	ORDH	1808129	11/01/2012				11/01/2012	272	1	871435					6
6	ORDH	1808129	11/01/2012				11/01/2012	272	2	871435					24
7	ORDH	1808129	11/01/2012				11/01/2012	272	3	871435					36
8	ORDH	1808129	11/01/2012				11/01/2012	272	4	871435					36
9	ORDH	1808129	11/01/2012				11/01/2012	272	1	871435					6
10															
11															
12															
13															
14															
15															
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24															
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27															
28															
29															
30															

## 4.2.2. Archiving, Acknowledgement, Deletion

To acknowledge an order, simply select the order(s) from the list and click on 'Acknowledge Selected Orders'. Orders may also be deleted by selecting the order(s) and clicking on 'Delete Selected Orders'. Archived orders will be moved to the Order History Folder (see Navigation Bar).

## 4.3 Viewing an Order

To view an order, click 'View' from the Orders List.

Welcome to Transalis  
last logged in at 20/09/2015 18:49  
[log out]

Home  
EDI  
New Orders (7)  
Acknowledged Orders (3)  
Invoices (9)  
Credit Notes (0)  
Order History  
Invoice History  
**Documents**  
Pre-Orders (0)  
Orders (0)  
Direct Orders (0)  
Settings  
Product Catalogue  
Change Notifications  
Change Password  
Company Settings  
Processes  
Process Information  
User Information  
PDF Notifications

**Create Acknowledged Order**

Please review and acknowledge this order

**Order**

Sender ID:  
Sender Name:  
Recipient ID:  
Recipient Name:  
Created Date:  
Acknowledgement Required

**Supplier**

Name:  
Street:  
Postal Code:  
City:  
Country:  
Tel:  
Fax:  
Email: [EDI@as.watson.com](mailto:EDI@as.watson.com)

**Customer**

Name:  
Street:  
Postal Code:  
City:  
Country:  
Tel:  
Fax:

**Order Information**

Order No.: 1808129  
Order Date: 11/01/2012  
Supplier No.: 000099999  
Currency: EUR

**Delivery Instructions**

Delivery No.:  
Delivery Date: 11/01/2012  
Delivery Time: 0000  
Delivery Date Earliest: 11/01/2012  
Delivery Time Earliest: 0000  
Delivery Date Latest: 11/01/2012  
Delivery Time Latest: 0000

**Delivery Location**

Location Code:  
Store Number AS Watson:  
Location Ref:  
Street:  
Postal Code:  
City:  
Country:

**Order Items**

Line No.	EAN No.	Internal Article Code	Article Code Customer	Qty	Description	Promotion	VAT % (as decimal)	Price	Total	VAT	Inc VAT
1				6							
2				24							
3				36							
4				36							
									0.00	0.00	0.00

**Acknowledge Order** **Clear Fields** **Back** **Delete Order**

Again, from within this screen, you may directly acknowledge or delete an order.

Acknowledge the order from here. Please note that an order is not acknowledged until you click on 'Confirm Acknowledged Order'. You may cancel this step at this point if you wish. Once acknowledged, this order will be moved to the 'Acknowledged Orders' folder in your Navigation Bar on the left. From there you will be able to further process it and create an invoice, where appropriate. Some order from the retailer may require that the retailer receives a confirmation in return. Please note that OpenEDI will detect this and return an automated order acknowledgement back to the retailer, if necessary.

You may note that the retailer only sends the EAN number (without pricing, description, etc.). You may therefore choose to amend your product catalogue with supplementary information, which is automatically merged into your order when you receive it.

If you add the supplementary information to the Product Catalogue *after* receiving the order, then the supplementary information will be added for subsequent steps. – please note that once an order has been received without the supplementary information, then it will not change in this view until you further process the acknowledged order into an invoice.

## 5. Acknowledged Orders

Welcome to transalis  
last logged in at: 20/08/2015 18:49  
[log out]

Home  
EDI

New Orders (7)

**Acknowledged Orders**

Invoices (9)  
Credit Notes (0)  
Order History  
Invoice History

**Documents**

Pie-Orders (0)  
Orders (0)  
Direct Orders (0)

**Settings**

Product Catalogue  
Change Notifications  
Change Password  
Company Settings  
Processes  
Process Information  
User Information  
PDF Notifications

**Acknowledged Orders**

To view an Acknowledged Order, click on View in the Action column. To Print, Archive or Delete an Acknowledged Order, select the Order(s) and click 'Print Selected', 'Archive Selected' or 'Delete Selected' Orders button.

Row	Received Date	Order No	Order Date	Customer Name	Supplier Name	Delivery Location	Action	Select
1	17/01/2012	1803129	11/01/2012				View	<input type="checkbox"/>
2	21/10/2011	1707306	23/09/2011				View	<input type="checkbox"/>
3	21/10/2011	1707309	23/09/2011				View	<input type="checkbox"/>

Page 1 of 1 page(s)

Previous Next

Back Download Selected Orders As CSV Print Selected Orders Select All Select Name Archive Selected Orders Delete Selected Orders

Please review your Acknowledged Orders list as above. Again, you may download them as a CSV file for processing in spreadsheets, for example, or print or archive them. To create an invoice, please view the Acknowledged order.

The following illustration shows the Acknowledged Order view. Please note that at this stage you can still cancel the current action, and add products to your product list, if required.

Sender ID: 871  
Sender Name: KRU  
Recipient ID: 000  
Recipient Name: KR  
Created Date: 11/1  
Acknowledgement Required: NA

**Supplier**

Name: KR  
Street:  
Postal Code:  
City:  
Country:  
Tel:  
Fax:  
email: EDI@asiawatson.com

**Customer**

Name:  
Street:  
Postal Code:  
City:  
Country:  
Tel:  
Fax:  
email: EDI@asiawatson.com

**Order Information**

Order No: 1803129  
Order Date: 11/01/2012  
Supplier No.: 000099999  
Currency: EUR

**Delivery Instructions**

Delivery No.:  
Delivery Date: 11/01/2012  
Delivery Time: 0000  
Delivery Date Earliest: 11/01/2012  
Delivery Time Earliest: 0000  
Delivery Date Latest: 11/01/2012  
Delivery Time Latest: 0000

**Delivery Location**

Location Code:  
Store Number AS Watson:  
Location Ref:  
Street:  
Postal Code:  
City:  
Country:

**Order Items**

Line No.	EAN No.	Internal Article Code	Article Code Customer	Qty.	Description	Promotion	VAT % (as decimal)	Price	Total	VAT	Inc VAT
1	871	S8038	C8038	6	Product 8038			1.12	6.72		6.72
2	871			24							
3	871			36							
4	871			36							
									6.72	0.00	6.72

**Audit Information**

Editor: transalis  
Date/Time: 2012-01-17 12:39:38  
Operation:

## 6. Invoices

Having elected to raise an invoice the following screen is displayed. Please note that the invoice information is based on the underlying order. If you have elected to add a product to the Product Catalogue, then the full information is displayed.

**PLEASE COMPLETE THE INVOICE INFORMATION FOR THIS ORDER. CHECK THE PRICE QUANTITY AND OTHER DETAILS AND CLICK THE "RECALCULATE" AND THEN "CONFIRM INVOICE" BUTTON IF CORRECT.**

Supplier		Customer	
Name:		Name:	
Street:		Street:	
Postal Code:		Postal Code:	
City:		City:	
Country:		Country:	
No.:		No.:	
Fax:		Fax:	
email:		email:	
Invoice No.:		Order No.:	1000129
Invoice Date:		Order Date:	11/01/2012
Our Contact:		Supplier No.:	00009999
Supplier No.:	00009999	Contact:	Account Rep
		Currency:	EUR

Delivery Instructions	
Delivery No.:	
Delivery Code:	11/01/2012
Delivery Time:	
Delivery Date Earliest:	11/01/2012
Delivery Time Earliest:	0000
Delivery Date Latest:	11/01/2012
Delivery Time Latest:	0000

Delivery Location	
Location Code:	
Store Number & Warehouse:	
Location Ref:	
Street:	
Postal Code:	
City:	
Country:	

Invoice Items												
Line No.	EAN No.	Internal Article Code	Article Code Customer	Qty	Description	Promotion	VAT Code	VAT Rate	Price	Total	VAT	No VAT
1		88038	88038	1	Product 88038		1	19			6.72	6.72
2				1			1	19				
3				1			1	19				
4				1			1	19				

Click the "Recalculate" button to recalculate the invoice total when selecting or changing the VAT rate and/or count.

The next sections will explain how to complete the invoice information and submit the final invoice.

## 6.1 Basic Invoice Information

name: Street :  Postal Code : City : Country : Tel: Fax: email:		name: Street :  Postal Code : City : Country : Tel: Fax: email:	
Invoice No.: <input type="text"/> Invoice Date: <input type="text"/> Our Contact: Supplier No.: 000099999		Order No.: 1808129 Order Date: 11/01/2012 Supplier No.: 000099999 Contact: Account Rep Currency: EUR	
Delivery Instructions			
Delivery No.: <input type="text"/> Delivery Date: 11/01/2012 Delivery Time: 0000 <input type="text"/> Delivery Date Earliest: 11/01/2012 Delivery Time Earliest: 0000 Delivery Date Latest: 11/01/2012 Delivery Time Latest: 0000			
Delivery Location			
Location Code: Store Number AS Watson: Location Ref: Street :  Postal Code : City : Country :			

Basic invoice information includes:

- Invoice number
  - Your invoice number
- Invoice date
  - Must be later than delivery date (dd/mm/yyyy)
- Delivery number
  - Your delivery number
- Delivery date
  - Must be earlier than invoice date and later than order date (dd/mm/yyyy)
- Delivery time
  - 24hr time (e.g. 1345)

## 6.2 Line-level Invoice Information

Delivery Instructions									
Delivery No.:	4								
Delivery Date:	11/01/2012								
Delivery Time:	0000								
Delivery Date Earliest:	11/01/2012								
Delivery Time Earliest:	0000								
Delivery Date Latest:	11/01/2012								
Delivery Time Latest:	0000								

Delivery Location									
Location Code:	871								
Store Number AS Watson:	272								
Location Ref:	KFR								
Street:	V.H								
Postal Code:	398								
City:	BUI								
Country:	Net								

Invoice Items												
Line No.	EAN No.	Internal Article Code	Article Code Customer	Qty.	Description	Promotion	VAT Code	VAT Rate	Price	Total	VAT	Inc VAT
1	8714		C8038	6	Product 8038		S	0.19	1.12	6.72	1.277	7.997
2	8714			24			S	0.19				
3	8714			36			S	0.19				
4	8714			36			S	0.19				
Select												

Click the "Recalculate" button to recalculate the invoice total when selecting or changing the VAT rate and/or count.

Line-level invoice information includes:

- EAN Number
  - This is automatically derived from the order - mandatory
- Internal Article Code
  - Displayed if the item exists in your Product Catalogue – not mandatory
- Article Code Customer
  - Displayed if the item exists in your Product Catalogue – not mandatory
- Quantity
  - As per order - mandatory
- Description
  - Displayed if the item exists in your Product Catalogue – not mandatory
- Promotion Code
  - Automatically derived from order
- VAT Code
  - Displayed if the item exists in your Product Catalogue – mandatory
- VAT Rate
  - Displayed if the item exists in your Product Catalogue –mandatory
- Price
  - Displayed if the item exists in your Product Catalogue –mandatory
  - NOTE: DO USE A DECIMAL POINT AND **NOT** A COMMA WHERE APPLICABLE
  - FOR EACH LINE DO COMPLETE THE PRICE – EVEN IF IT IS 0 (ZERO) QTY
- Totals information
  - Automatically calculated after your click 'Recalculate'



The following screen shows a completed invoice with all the required information.

Please note you must click on 'Recalculate' for the invoice totals to be correct (always before proceeding)

Invoice No.: 000123 Invoice Date: 17/01/2012 Our Contact: Supplier No.: 000099999		Order No.: 1908129 Order Date: 11/01/2012 Supplier No.: 000099999 Contact: Account Rep Currency: EUR																																																																															
<b>Delivery Instructions</b> Delivery No.: 4 Delivery Date: 11/01/2012 Delivery Time: 0000 Delivery Date Earliest: 11/01/2012 Delivery Time Earliest: 0000 Delivery Date Latest: 11/01/2012 Delivery Time Latest: 0000																																																																																	
<b>Delivery Location</b> Location Code: 87 Store Number AS Watson: 27 Location Ref: KR Street: V.1 Postal Code: 39 City: BL Country: Ne																																																																																	
<b>Invoice Items</b> <table border="1"> <thead> <tr> <th>Line No.</th> <th>EAN No.</th> <th>Internal Article Code</th> <th>Article Code Customer</th> <th>Qty.</th> <th>Description</th> <th>Promotion</th> <th>VAT Code</th> <th>VAT Rate</th> <th>Price</th> <th>Total</th> <th>VAT</th> <th>Inc VAT</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>87</td> <td>S8038</td> <td>C8038</td> <td>5</td> <td>Product 8038</td> <td></td> <td>S</td> <td>0.19</td> <td>1.12</td> <td>6.72</td> <td>1.277</td> <td>7.997</td> </tr> <tr> <td>2</td> <td>87</td> <td></td> <td></td> <td>24</td> <td></td> <td></td> <td>S</td> <td>0.19</td> <td>1.00</td> <td>24.00</td> <td>4.56</td> <td>28.56</td> </tr> <tr> <td>3</td> <td>87</td> <td></td> <td></td> <td>36</td> <td></td> <td></td> <td>S</td> <td>0.19</td> <td>2.00</td> <td>72.00</td> <td>13.68</td> <td>85.68</td> </tr> <tr> <td>4</td> <td>87</td> <td></td> <td></td> <td>36</td> <td></td> <td></td> <td>S</td> <td>0.19</td> <td>1.12</td> <td>40.32</td> <td>7.661</td> <td>47.981</td> </tr> <tr> <td colspan="13">Select...</td> </tr> </tbody> </table>				Line No.	EAN No.	Internal Article Code	Article Code Customer	Qty.	Description	Promotion	VAT Code	VAT Rate	Price	Total	VAT	Inc VAT	1	87	S8038	C8038	5	Product 8038		S	0.19	1.12	6.72	1.277	7.997	2	87			24			S	0.19	1.00	24.00	4.56	28.56	3	87			36			S	0.19	2.00	72.00	13.68	85.68	4	87			36			S	0.19	1.12	40.32	7.661	47.981	Select...												
Line No.	EAN No.	Internal Article Code	Article Code Customer	Qty.	Description	Promotion	VAT Code	VAT Rate	Price	Total	VAT	Inc VAT																																																																					
1	87	S8038	C8038	5	Product 8038		S	0.19	1.12	6.72	1.277	7.997																																																																					
2	87			24			S	0.19	1.00	24.00	4.56	28.56																																																																					
3	87			36			S	0.19	2.00	72.00	13.68	85.68																																																																					
4	87			36			S	0.19	1.12	40.32	7.661	47.981																																																																					
Select...																																																																																	
Click the "Recalculate" button to recalculate the invoice total when selecting or changing the VAT rate and/or count.																																																																																	

You may also wish to add additional line items if they exist in the product catalogue – click Select (under EAN No.)

This will produce a pop-up from where you can select additional products to be added to your invoice. Ensure you have pop-up blockers switched off (see additional information on Pop-up Blockers later in this guide)

When you are ready to send the invoice click on 'Confirm Invoice'. OpenEDI presents you with a complete view of the invoice, which you may still cancel at this point. To proceed and transmit the invoice, please click 'Send Invoice'.

## 7. Credit Notes

Having elected to raise a 'New Credit Note' the following screen is displayed. To create a credit note, you have to select the product details from the Product Catalogue, please make sure the product details are registered in the Product Catalogue.

Credit Note

Please complete the Credit Note information. To add an item click "Select..." and select the EAN number from the popup window. Check the prices and quantities on this Credit Note and click the "Confirm Credit Note" button if correct. The Credit Note will be displayed for you to confirm before being sent to the customer.

<b>EAN No.:</b> 8711 <b>Name:</b> test <b>Address1:</b> a1 <b>Address2:</b> <b>Address3:</b> <b>Address4:</b> <b>Postcode:</b> p5 <b>Tel:</b> <b>Fax:</b> <b>email:</b> <b>Reg.No.:</b>	<b>EAN No.:</b> 871 <b>Name:</b> A.S. <b>Address1:</b> Con <b>Address2:</b> Nijp <b>Address3:</b> <b>Address4:</b> Ren <b>Postcode:</b> 392 <b>Tel:</b> <b>Fax:</b> <b>email:</b>
---	--

<b>Credit No.:</b> <input type="text"/> <b>Credit Date:</b> <input type="text" value=""/> <b>VAT Reg.No.:</b> NL814444751B01 <b>Our Contact:</b> <b>Supplier No.:</b>	<b>Invoice No.:</b> <input type="text"/> <b>Invoice Date:</b> <input type="text" value=""/> <b>Currency:</b> EUR
---	--

Delivery location

<b>Location Code:</b> 0711555909000 <b>Depot Code:</b> 90 <b>Location Ref:</b> DC <b>Location Addr1:</b> PR <b>Location Addr2:</b> HE <b>Location Addr3:</b> <b>Location Addr4:</b> 66 <b>Location Addr5:</b> Na	
---	--

Credit Note Items

EAN No.	Internal Article Code	Article Code Customer	Qty.	Description	VAT Code	VAT % (as decimal)	Price	Total	VAT	Inc VAT
0.00 0.00 0.00										

The next sections will explain how to complete the credit note information and submit the final credit note.

## 7.1 Basic Credit Note Information

Credit Note											
Please complete the Credit Note information. To add an item click "Select..." and select the EAN number from the popup window. Check the prices and quantities on this Credit Note and click the "Confirm Credit Note" button if correct. The Credit Note will be displayed for you to confirm before being sent to the customer.											
EAN No.: Name: Address1: Address2: Address3: Address4: Postcode: Tel: Fax: email: Reg.No.:						EAN No.: Name: Address1: Address2: Address3: Address4: Postcode: Tel: Fax: email:					
Credit No.: TESTCRE123 Credit Date: 15/07/2013 VAT Reg.No.: NL81 Our Contact: Supplier No.:						Invoice No.: 123 Invoice Date: 08/07/2013 Currency: EUR					
Delivery location											
Location Code: 07 Depot Code: Location Ref: Location Addr1: Location Addr2: Location Addr3: Location Addr4: Location Addr5:											
Credit Note Items											
EAN No.	Internal Article Code	Article Code Customer	Qty.	Description	VAT Code	VAT % (as decimal)	Price	Total	VAT	Inc VAT	
											0.00 0.00 0.00

Basic invoice information includes:

- Credit No.
  - Your credit note number
- Credit date
  - Must be later than delivery date (dd/mm/yyyy)
- Invoice number
  - Your invoice number
- Invoice date
  - Must be earlier than invoice date and later than order date (dd/mm/yyyy)

Please make sure to click 'Recalculate' when the credit note information is complete before you select the item from the Product Catalogue.

## 7.2 Line-level Credit Note Information

Please make sure the product catalogue contains the product information– click Select (under EAN No.)

This will produce a pop-up from where you can select products to be added to your credit note. Ensure you have pop-up blockers switched off (see additional information on Pop-up Blockers later in this guide)

Please note you must click on 'Recalculate' for the credit note to display the totals (always before proceeding)

Line-level credit note information includes:

- EAN Number
  - This is automatically derived from the product catalogue - mandatory
- Internal Article Code
  - Displayed if the item exists in your Product Catalogue – not mandatory
- Article Code Customer
  - Displayed if the item exists in your Product Catalogue – not mandatory
- Quantity
  - As per order - mandatory
- Description
  - Displayed if the item exists in your Product Catalogue – not mandatory
- VAT Code
  - Displayed if the item exists in your Product Catalogue – mandatory
- VAT Rate
  - Displayed if the item exists in your Product Catalogue –mandatory
- Price
  - Displayed if the item exists in your Product Catalogue –mandatory
  - PRICE MUST BE IN NEGATIVE VALUE
  - NOTE: DO USE A DECIMAL POINT AND **NOT** A COMMA WHERE APPLICABLE
  - FOR EACH LINE DO COMPLETE THE PRICE – EVEN IF IT IS 0 (ZERO) QTY
- Totals information
  - Automatically calculated after your click 'Recalculate'

The following screen shows a completed credit note with all the required information.

**Credit Note**

Please complete the Credit Note information. To add an item click 'Select...' and select the EAN number from the popup window. Check the prices and quantities on this Credit Note and click the 'Confirm Credit Note' button if correct. The Credit Note will be displayed for you to confirm before being sent to the customer.

<b>EAN No.:</b> <b>Name:</b> <b>Address1:</b> <b>Address2:</b> <b>Address3:</b> <b>Address4:</b> <b>Postcode:</b> <b>Tel:</b> <b>Fax:</b> <b>email:</b> <b>Reg.No.:</b>	<b>EAN No.:</b> <b>Name:</b> <b>Address1:</b> <b>Address2:</b> <b>Address3:</b> <b>Address4:</b> <b>Postcode:</b> <b>Tel:</b> <b>Fax:</b> <b>email:</b>
---	--

<b>Credit No.:</b> TESTONE123 <b>Credit Date:</b> 15/07/2013 <b>VAT Reg.No.:</b> <b>Our Contact:</b> <b>Supplier No.:</b>	<b>Invoice No.:</b> 123 <b>Invoice Date:</b> 09/07/2013 <b>Currency:</b> EUR
---	--

**Delivery location**

**Location Code:** 8711555909000

**Depot Code:**  
**Location Ref:**  
**Location Addr1:**  
**Location Addr2:**  
**Location Addr3:**  
**Location Addr4:**  
**Location Addr5:**

**Credit Note Items**

EAN No.	Internal Article Code	Article Code Customer	Qty.	Description	VAT Code	VAT % (as decimal)	Price	Total	VAT	Inc VAT
8712300000123	Test123		250	This is an example test article	5	0.21	€2.75	687.50	-144.375	831.875 Remove
								687.50	-144.375	831.875

Confirm Credit Note Reset Cancel Recalculate

When you are ready to send the credit note, click on 'Confirm Credit Note' OpenEDI presents you with a complete view of the credit note, which you may still cancel at this point. To proceed and transmit the credit note, please click 'Send Credit Note'.

## 8. Documents

### 8.1 Pre-Orders

The screenshot displays the OpenEDI Pre-Orders search interface. The sidebar on the left contains navigation links: Home, EDI, New Orders (7), Acknowledged Orders (3), Invoices (9), Credit Notes (0), Order History, Invoice History, Documents, Pre-Orders (2), Orders (4), Direct Orders (3), Settings, Product Catalogue, Change Notifications, Change Password, Company Settings, Processes, Process Information, User Information, and PDF Notifications. The main content area is titled 'Selecting Pre-Orders Using Search Criteria'. It includes a 'Reference No.' search field, an 'Order No.' search field, and 'Order Date From' and 'Order Date To' date pickers. Below these fields is a table with columns: Row, Received Date, Order No, Type, Order Date, Reference No., Customer Name, Supplier Name, Action, and Select. The table shows one row with the value 'Previous' in the 'Received Date' column. At the bottom of the table are 'Search Orders' and 'Clear Fields' buttons. The footer of the page includes the text 'Order Entry Invoicing - 1 on 10' and 'OpenEDI™ © 2016 Transalis Ltd. 1 Page of 10'.

To see all the Pre-Orders in at present, just click on the Search Orders button

On the screen above, you have 2 options:

- A. Search Orders - You have the option to search on a specific order number by typing the Order Number in the box provided or searching on all orders by clicking on the Search Orders button.
- B. Clear Fields – If you make any errors in typing, you can click the Clear Fields button. This clears all the amendments (back to the original data) and will enable you to start again.

Pre-order has three message types: New, Changed and Cancelled.

The screenshot shows the OpenEDI web application interface for A.S. Watson Group. The top navigation bar includes links for Home, Services, Privacy, and Support. The main content area displays a table of pre-orders with columns for Row, Received Date, Order No., Order Date, Type, Reference No., Customer Name, Supplier Name, and Action. The table shows two rows of pre-orders, both dated 04/08/2015. The first row is a 'Pre-Order Changed' and the second is a 'Pre-Order New'. The interface also includes a sidebar with various menu items like Home, EDI, New Orders, Acknowledged Orders, Invoices, Credit Notes, Order History, Invoice History, Documents, and Settings.

User can view a copy of the PDF order

The screenshot shows a PDF order document. The header section includes fields for Supplier name, Address, Contactperson(attn), Mail Address, Promotion, TPINLD, STATUS: CHANGED, and KRANT TP. The main body of the document contains a table with columns for Indicator, Article No., Our TU, EAN TU, Our CU, Your No., Brand, Description, Type/Size, Quantity ordered, No. CU per TU, and Our CU per TU. The table shows one row of data for a 'Changed' indicator. The footer section includes a disclaimer about the purchase order and subsequent repurchase agreement, and a note about general terms and conditions.

## 8.2 Orders

Order has three message types: New, Changed and Cancelled.




The screenshot shows the 'Orders' page in the OpenEDI application. The header includes the A.S. Watson Group logo and navigation links. The left sidebar contains a menu with options like Home, EDI, New Orders (7), Acknowledged Orders (3), Invoices (9), Credit Notes (8), Order History, Invoice History, Documents, Pre-Orders (2), Orders (4), Direct Orders (3), Settings, Product Catalogue, Change Notifications, Change Password, Company Settings, Processes, Process Information, User Information, and PDF Notifications. The main content area displays a table of orders with columns: Row, Received Date, Order No., Order Date, Type, Reference No., Customer Name, Supplier Name, and Action. The table shows four rows of 'Order New' entries. A 'Back' button is located below the table. The footer includes a copyright notice for Transalis Ltd.

Row	Received Date	Order No.	Order Date	Type	Reference No.	Customer Name	Supplier Name	Action
1	04/08/2015	3316229	04/08/2015	Order New				View
2	04/08/2015	3249799	04/08/2015	Order New				View
3	04/08/2015	3245740	04/08/2015	Order New				View
4	04/08/2015	3316222	04/08/2015	Order New				View

## 8.3 Direct Orders

Direct Order does not have message types and order number as it contains multiple orders in a document.



The screenshot shows the 'Direct Orders' page in the OpenEDI application. The layout is similar to the 'Orders' page, with the same sidebar and header. The main content area displays a table of direct orders with columns: Row, Received Date, Order No., Order Date, Reference No., Customer Name, Supplier Name, and Action. The table shows three rows of direct orders. A 'Back' button is located below the table. The footer includes a copyright notice for Transalis Ltd.

Row	Received Date	Order No.	Order Date	Reference No.	Customer Name	Supplier Name	Action
1	30/07/2015		30/07/2015				View
2	30/07/2015		30/07/2015				View
3	30/07/2015		30/07/2015				View



User can view a copy of the direct order

part of A.S. Watson(Health & Beauty Continental Europe)

**PURCHASE ORDER(S) FOR DIRECT STORE DELIVERY**

Supplier name  
Supplier number  
Address  
Mail Address

Buyer :  
 :  
 :

**ORDER NUMBER: 3223096      STORE NUMBER : 8001      ORDER DATE : 09-03-2015**  
Delivery address :      Phone number : 037762962

Article No.	Our TU	EAN TU	Our CU	Your No.	Brand	Description	Type/Size	Quantity ordered	No. CU per TU	No. CU per TU
5861139							DIA	1	1	1

**ORDER NUMBER: 3223097      STORE NUMBER : 8028      ORDER DATE : 09-03-2015**  
Delivery address :      Phone number : 033533151

Article No.	Our TU	EAN TU	Our CU	Your No.	Brand	Description	Type/Size	Quantity ordered	No. CU per TU	No. CU per TU
5861139							DIA	1	1	1

**ORDER NUMBER: 3223098      STORE NUMBER : 8036      ORDER DATE : 09-03-2015**  
Delivery address :      Phone number : 032323322

Article No.	Our TU	EAN TU	Our CU	Your No.	Brand	Description	Type/Size	Quantity ordered	No. CU per TU	No. CU per TU
5861139							DIA	1	1	1

**ORDER NUMBER: 3223099      STORE NUMBER : 8044      ORDER DATE : 09-03-2015**  
Delivery address :      Phone number : 014435236

Article No.	Our TU	EAN TU	Our CU	Your No.	Brand	Description	Type/Size	Quantity ordered	No. CU per TU	No. CU per TU
5861139							DIA	1	1	1

## 9. Incoming Invoices

To view incoming invoices from AS Watson, click on Incoming Invoices from the menu on the left-hand side. This will bring up a Search screen. The user can search the invoice by invoice no, date range, country code, invoice type, etc.

**Selecting Invoices Using Search Criteria**

There are 1 documents in this folder. To search within these invoices please enter your selection criteria.  
 Leave the selection field blank if you do not want to search on that field.  
 If you leave all the selection fields blank all the Invoices in this folder (1) will be listed.  
 Please note that the invoice number fields are case sensitive.  
 To select a single day's invoices just enter a "From" date.  
 To return to this search menu from the order list click "Cancel".

**Search Criteria**

Invoice No:

Invoice Date From:

Invoice Date To:

Customer Name:

ASW country code:

Invoice Type:

**Invoices**

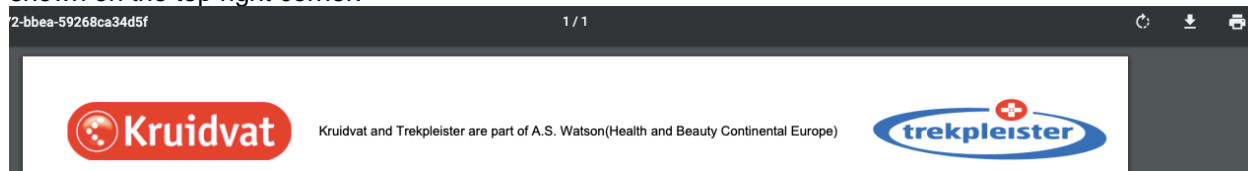
Row	Date	Customer Name	Country code	Invoice Type code	Action	Select
Previous						Next

Page 1 of 1 page(s)

[Search Invoices](#) [Clear Fields](#)

Next, a list of incoming invoices is displayed.

Click on Action View to view the PDF invoice. There is option to print or download from the browser as shown on the top right corner.



The select tick box on the right hand-side may be used to select document(s) for a particular process on the buttons below the list.

The list may be sorted by clicking on the column headings.

**Here are your Invoices**

To view an Invoice click on the ACTION alongside the invoice detail.

Row	Invoice No	Invoice Date	Customer Name	Country	Invoice Type code	Action	Select
1	12345	27/01/2020	A.S. Watson (Health & Beauty Continental Europe) B.V.	NL	Supplier agreements + supplement	View	<input checked="" type="checkbox"/>

Page 1 of 1 page(s)

Previous [Back](#) [Download Selected Invoices As XML](#) [Select All](#) [Select None](#) [Archive Selected Invoices](#) Next

Incoming invoices may also be archived from here.

## 10. Product Catalogue Management

You can add additional supplementary information for your products to the Product Catalogue. This information can automatically be merged with the order lines from your retailer to facilitate adding description, prices, internal product codes, etc.

Product Catalogue

Please select a customer

Company Name : 87

Address :

Post Code :

Company Reg No :

Telephone No :

Fax No. :

Email :

Mailbox : FILE:/home/ediupload/

Vat Rate : 20%

Contact Name : Account Rep

Payment Terms : 30 Days

Supplier Code :

Inv. EAN No : 8711

Settlement Disc(%): 0.0

EAN No	Cat No	Supplier Product Ref	Product Description	Value	Units	REMOVE
8711	C-8038	88038	Product 8038	1.120	1	<input type="checkbox"/>

Update Item Fields Reset Fields

Last updated by at

EAN No	Internal Article Code	Article Code Customer	Product Description	Value	Vat Code (Exempt=E, Otherwise=S)	Vat Percent	Units	REMOVE
8712300000123	test123		This is an example test article	2.75	S	0.21	1	<input type="checkbox"/>
1234567890123	test123		test	3.50	S	0.21	1	<input type="checkbox"/>
1231231313133			test3	15.50	S	0.21		<input type="checkbox"/>

Show/Hide New Item Row

Update Item Fields Reset Fields

Please note you can add, update or remove items. To add an item, please click on Show/Hide New Item Row button and add all the required information and click on 'Add'.

When done, click on 'Update Item Fields'.

## 10. User Management

If authorized, you may add or delete further users from the system:

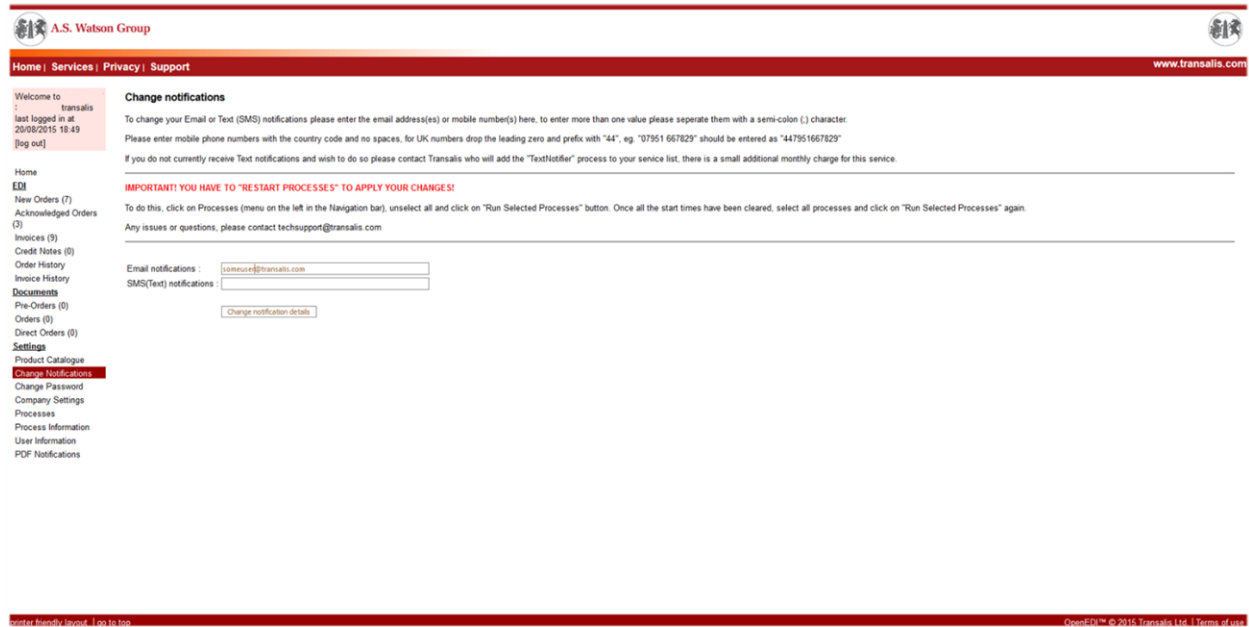


User Name	Email Address	Password	User Type	Lines
user		test123	manager	<a href="#">Remove User</a>
		123	manager	<a href="#">Remove User</a>
				<a href="#">Add New User</a>

OpenEDI allows you to set up users with a 'user' user type. These users will not have access to certain elements of the navigation bar, on the left.

## 11. Email Notifications

The Email notification is to notify recipient when the new data has arrived to OpenEDI.



Welcome to  
transalis  
last logged in at  
20/08/2015 18:49  
[\[log out\]](#)

Home

EDI  
New Orders (7)  
Acknowledged Orders  
(0)  
Invoices (9)  
Credit Notes (0)  
Order History  
Invoice History  
Documents  
Pre-Orders (0)  
Orders (0)  
Direct Orders (0)  
Settings  
Product Catalogue  
**Change Notifications**  
Change Password  
Company Settings  
Processes  
Process Information  
User Information  
PDF Notifications

Home | Services | Privacy | Support [www.transalis.com](#)

### Change notifications

To change your Email or Text (SMS) notifications please enter the email address(es) or mobile number(s) here, to enter more than one value please separate them with a semi-colon (;) character.  
Please enter mobile phone numbers with the country code and no spaces, for UK numbers drop the leading zero and prefix with "44", eg. "07951 667829" should be entered as "447951667829"  
If you do not currently receive Text notifications and wish to do so please contact Transalis who will add the "TextNotifier" process to your service list, there is a small additional monthly charge for this service.

**IMPORTANT! YOU HAVE TO "RESTART PROCESSES" TO APPLY YOUR CHANGES!**  
To do this, click on Processes (menu on the left in the Navigation bar), unselect all and click on "Run Selected Processes" button. Once all the start times have been cleared, select all processes and click on "Run Selected Processes" again.  
Any issues or questions, please contact [techsupport@transalis.com](mailto:techsupport@transalis.com)

Email notifications :   
SMS(Text) notifications :   
[Change notification details](#)

Footer: Standard layout | [Log to top](#) OpenEDI™ © 2015 Transalis Ltd. | [Terms of use](#)

It is recommended that at least one user receives an email when new orders arrive. This is particularly useful so that the website does not need to be checked regularly. The email sent will contain a link to your login screen. Multiple email addresses may be provided – please note they must be separated by a ';'.

However, best practice has shown to specify an email distribution list instead – this allows you to manage your own recipients independently then.

## 12. PDF Notifications



The user to login and complete the PDF Notifications to receive PDF order.

Please note that only one main recipient is allowed in the email type “to” field. Please **do not** enter **distribution lists** into this field. The recipient set up under email type “to” will receive an automated email for the user to verify if the email is valid.

The user allowed to enter multiple email addresses/distribution list in the email type “cc” field ONLY.

PDF Notifications

Name: \_\_\_\_\_  
Supplier No.: 000099999

Doc.Type	Email Type	Email	Validated
preorder	to		<input type="checkbox"/>
preorder	cc		<input type="checkbox"/>
order	to		<input type="checkbox"/>
order	cc		<input type="checkbox"/>
directorder	to		<input type="checkbox"/>
directorder	cc		<input type="checkbox"/>

[Register](#)

Last updated by at

### 12.1 Register PDF Notifications

The user enters the recipients email and clicks “Register”.

PDF Notifications

Name: \_\_\_\_\_  
Supplier No.: 000099999

Doc.Type	Email Type	Email	Validated
preorder	to	user@transalis.com	<input checked="" type="checkbox"/>
preorder	cc		<input type="checkbox"/>
order	to		<input type="checkbox"/>
order	cc		<input type="checkbox"/>
directorder	to		<input type="checkbox"/>
directorder	cc		<input type="checkbox"/>

[Register](#)

As you can see the first email, require verification. If the email has been verified, it will auto set the validated to true (checked). The system will change the “Register” button to “Update” button.

## 12.2 Update PDF Notifications

This allows the user to change the email address only.

**PDF Notifications**

Name:  
Supplier No.: 00009999

Doc.Type	Email Type	Email	Validated
preorder	to	<input type="text" value="user@transalis.com"/>	<input type="checkbox"/>
preorder	cc	<input type="text" value=""/>	<input type="checkbox"/>
order	to	<input type="text" value="user@transalis.com"/>	<input checked="" type="checkbox"/>
order	cc	<input type="text" value=""/>	<input checked="" type="checkbox"/>
directorder	to	<input type="text" value="user@transalis.com"/>	<input checked="" type="checkbox"/>
directorder	cc	<input type="text" value=""/>	<input checked="" type="checkbox"/>

Last updated by transalis at 15-08-21 11:43:18 651 BST

## 12.3 Email verification

The system will send an email the main recipient (set in Email Type “to”). The recipient must click on the link to verify the email. Failure to verify the email will result order not deliver to the recipient.

From: registrations@aswatson.openedi.email [mailto:registrations@aswatson.openedi.email]  
 Sent: 20 August 2015 12:02  
 To: user@transalis.com  
 Subject: ASWatson OpenEDI Email Verification for new PDF2Email supplier: email user@transalis.com

**Note:** please ensure you allow email from this [registrations@aswatson.openedi.email](mailto:registrations@aswatson.openedi.email) and [notifications@aswatson.openedi.email](mailto:notifications@aswatson.openedi.email) AND are not treated as spam.

## 13. Invoice Notifications

The user to login and completes the Invoice Notifications to receive PDF invoice issued by AS Watson. Please note that only one main recipient is allowed in the email type “to” field. Please **do not** enter **distribution lists** into this field. There is no email verification required for invoice notifications.

The user allowed to enter multiple email addresses/distribution list in the email type “cc” field ONLY.

The user has option to receive PDF invoice or XML invoice by tick on one of the check boxes accordingly. XML invoices means UBL 2.1 invoices with embedded PDF images.

Welcome to TEST USER, last logged in at 23/10/2020 14:38  
[log out]

Home

**EDI**

New Orders (0)

Acknowledged Orders (0)

Invoices (0)

Dispatch Advices (0)

Credit Notes (0)

Order History

Invoice History

**Documents**

Pre-Orders (0)

Orders (0)

Direct Orders (0)

**Incoming Invoices**

Incoming Invoices (8)

Incoming Invoice History

**Settings**

Product Catalogue

Change Notifications

Change Password

Company Settings

Processes

User Information

PDF Notifications

**Invoice Notifications**

### Invoice Notifications

Name: TEST USER  
Supplier No.: 000012345

Doc.Type	Email Type	Email	PDF	XML
Dunning letter	to		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dunning letter	cc		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Returned goods	to		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Returned goods	cc		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Credit note	to		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Credit note	cc		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier agreements	to		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplier agreements	cc		<input type="checkbox"/>	<input type="checkbox"/>
Supplier agreements 2	to		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplier agreements 2	cc		<input type="checkbox"/>	<input type="checkbox"/>

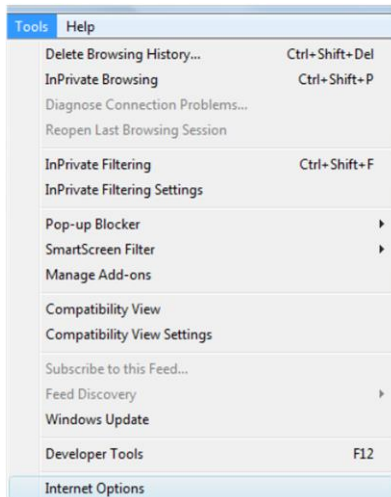
[Register](#)

Last updated by transalis at 20-10-26 10:02:02:190 GMT

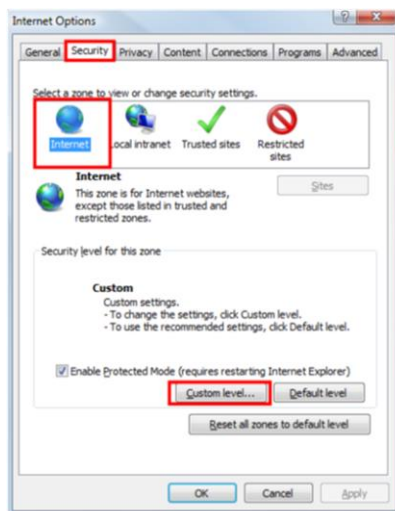


## 14. Enable Pop-ups

To be able to start a CSV file download, you may need to enable pop-ups in Internet Explorer. If you are using IE8, you may have altered your Internet Options. Click on **Tools | Internet Options** at the top of an Internet Page.

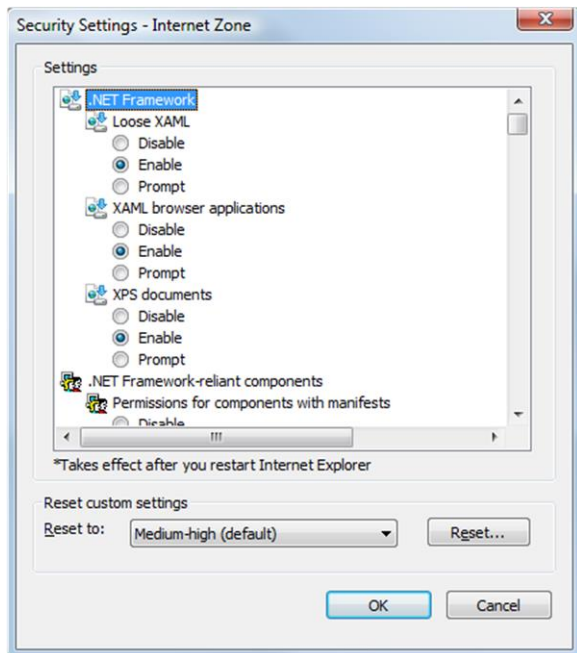


Select the **Security Tab**

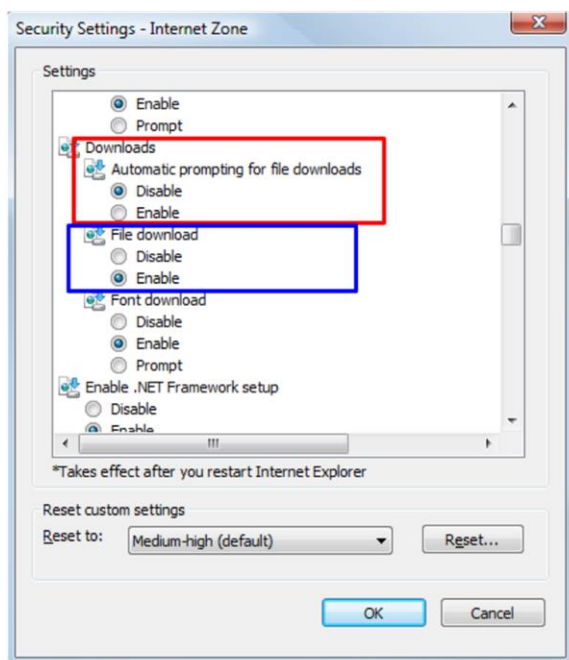


Select **Custom Level**

New Screen appears:

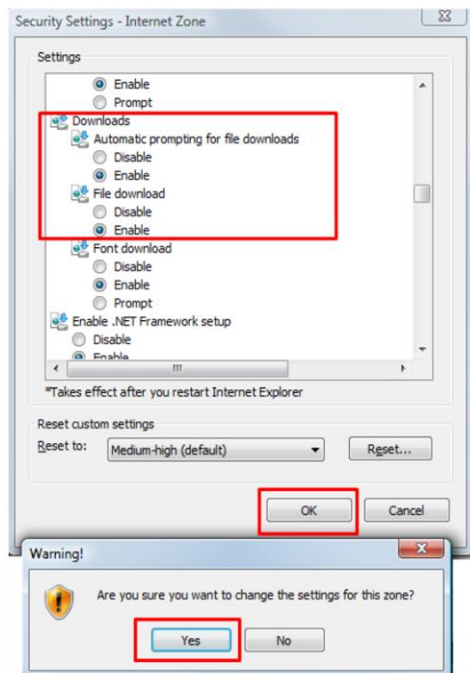


Scroll down the list until you see the following (about 1/3<sup>rd</sup> of the way down):

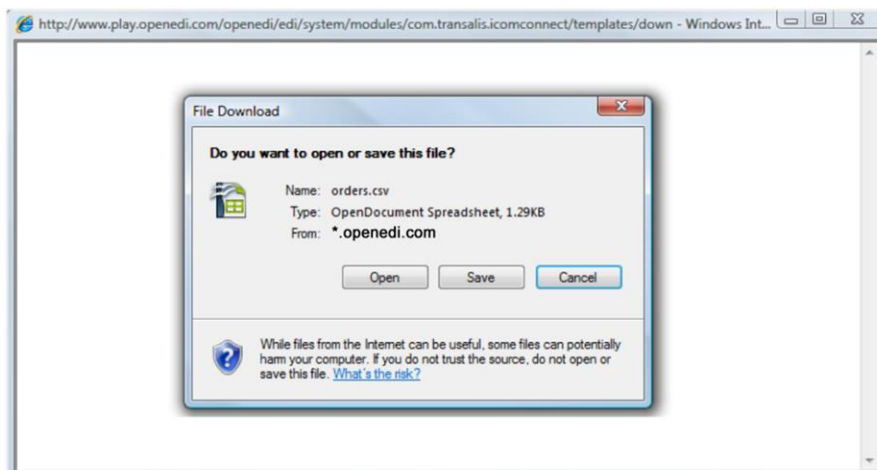


Notice the Automatic Prompting for downloads is set to **Disable** – Change this to **Enable**. Ensure also File Download is also set to **Enable**.

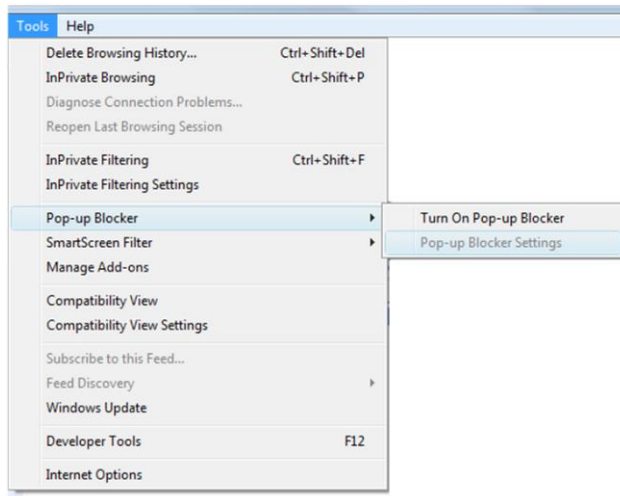
This should now show as follows:



Click on the **OK** button – Warning screen comes up = click on **Yes** to accept the changes. Once this is completed, follow the procedure at the back of the manual to Download a CSV.

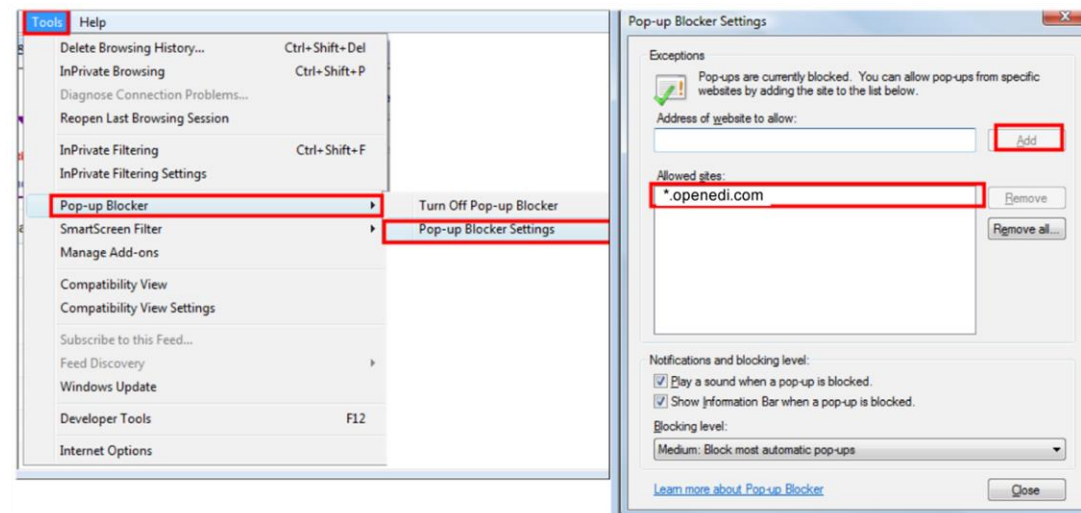


In IE8, click on **Tools | Pop up Blocker** - it should be turned off as shown:



**NOTE:** If this fails to load the Save Dialog Box as shown, then please check the Pop-up Blocker settings as this may still block the dialog box coming through.

In IE8, click on **Tools | Pop up Blocker**. It should read as follows to work:



### Pop up Blocker Settings:

Add **www.aswatson.openedi.com** – should appear as above. Then click **Close**