

OpenEDI

Quick User Guide

Transalis Ltd Quick User Guide June 2020, V2.2



Table of Content

Table of Content	.2
1.1 Version Control	.3
2. Overview	
2.1 EDI: New Orders, Acknowledged Orders, Invoices and Credits	.4
2.1 Documents: PDF Pre-Orders, Orders, Direct Orders	.5
3. Log In	
3.1 Web Portal and Login Screen	.6
3.2 Navigation	.7
4. New Orders	. 8
4.1 New Orders Search	. 8
4.2 New Orders List	
4.2.1. Downloading Orders as CSV	.9
4.2.2. Archiving, Acknowledgement, Deletion	11
4.3 Viewing an Order	
5. Acknowledged Orders	13
6. Invoices	14
6.1 Basic Invoice Information	15
6.2 Line-level Invoice Information	16
7. Credit Notes	
7.1 Basic Credit Note Information	19
7.2 Line-level Credit Note Information	20
8. Documents	22
8.1 Pre-Orders	22
8.2 Orders	24
8.3 Direct Orders	24
9. Incoming Invoices	26
10. Product Catalogue Management	27
10. User Management2	28
11. Email Notifications	29
12. PDF Notifications	30
12.1 Register PDF Notifications	30
12.2 Update PDF Notifications	31
12.3 Email verification	31
13. Invoice Notifications	32
14. Enable Pop-ups	33



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

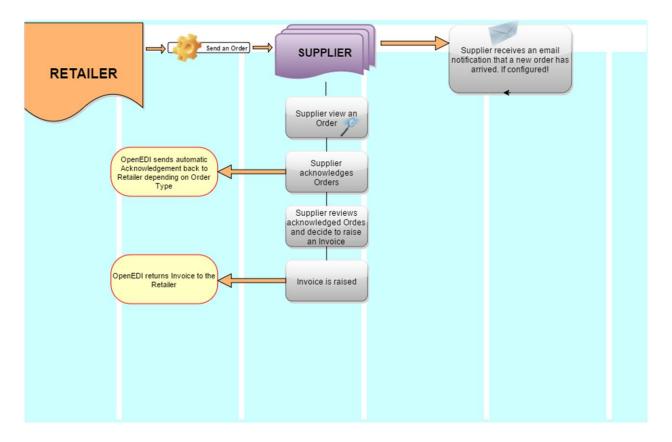


2. Overview

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

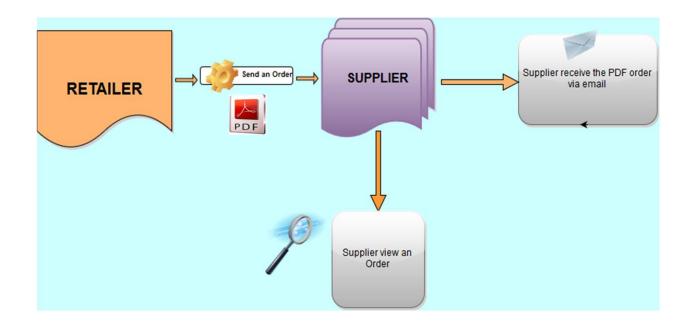
The purpose of OpenEDI is to connect the retailer with suppliers. Orders are transmitted by the retailer and suppliers may return Order Acknowledgements, and Invoices. In addition, the suppliers may create Credit Notes.

A typical workflow may be as follows:





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



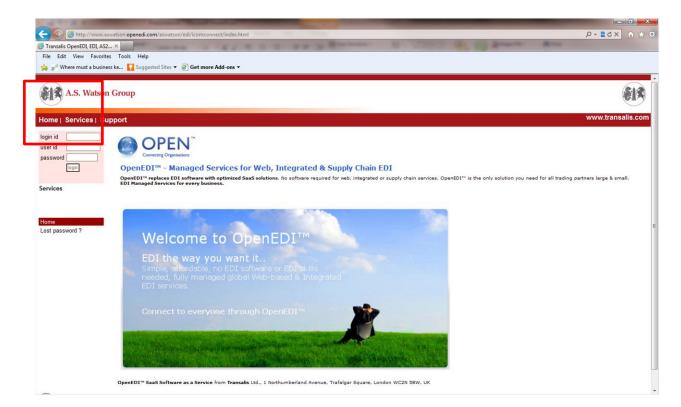


3. Log In

3.1 Web Portal and Login Screen

To log in please open your web browser and go to www.aswatson.openedi.com that will take you to the OpenEDI homepage.

In the top left corner enter your secure company login id \square , and your secure personal user id and password \bigcirc 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.

* ®		∀ C Search	☆ 白 ♥ ↓ ★ ♥ ☰
A.S. Watson	Group		E13
Home Services Pi	ivacy Support		www.transalis.com
Welcome to last logged in at 17/01/2012 12:08 [log out]			
Home Edi New Orders (7) Acknowledged Orders (3) Invoices (9) Credit Notes (0) Order History Documents Pra-Orders (0) Driect Orders (0) Direct Orders (0) Settings Product Catalogue Change Notifications Change Password Change Pastings Process Information User Information USER Information DDF Notifications	Wokcome You have 7 new EDI orders. To sheek for more EDI orders click here. To check for more EDI orders click here. For general supplier inquiry please contact supplier info@nl assutson com For EDI related questions please contact EDIteam@nl assutson com		



4. New Orders4.1 New Orders Search

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

A.S. Watson	1 Group						E 13
Home Services P	rivacy Support						www.transalis.com
Welcome to transalis last logged in at 21/08/2015 09:59 [log out]	Leave the selection field to If you leave all the selection Please note that the order To select a single day's or To return to this search m	this folder. To search within these order dank if you do not want to search on that in fields blank all the Orders in this folde number field is case sensitive. dres just entile a "From" date. enu trom the order list click "Cancel".	field.	Selecting New Orders Using Search Ortenia Search Ortenia			
Home EDI New Orders (7) Acknowledged Orders (3)	Order No: Order Date From: Order Date To:						
Invoices (9) Credit Notes (0)	Row	Order No	Order Date	New Orders Receiver Name Page 1 of 1 page(s)	Delivery Location	Action	Select
Order History Invice History Documents Pre-Orders (2) Orders (4) Direct Orders (2) Settings Product Catalogue Change Notifications Change Passion Change Notifications Change Passion Processes Information User Information PDF Notifications				Sanà Giàn I Chu Field			

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.

									Manan	transalis.c
Services Priv	vacy Si	upport								u arroarro.
ne tr					Ne	w Orders				
, transalis	To view a	New Order, click on View in the Acti	on column. To Print or Ack	nowledge an Order, select the	Order(s) and click 'Print Selected' or 'Acknowledge Se	ected Orders button.				
ped in at 015 18:35	Row	Received Date	Order No	Order Date	Ne Customer Name	w Orders Supplier Name	Delivery Location	Require ACK	Action	Select
	1	17/01/2012	1808129	11/01/2012	Container Hanne	sopprier runne	benneny cocanon	NA	View	
	2	17/01/2012	1808129	11/01/2012				NA	View	
	3	17/01/2012	1808129	11/01/2012				NA	View	
	4	27/10/2011	1707307	23/09/2011					View	
rs (7)	5	27/10/2011	1707311	23/09/2011					View	
sged Orders	6	25/10/2011	1707307	23/09/2011					View	
0	7	21/10/2011	1707306	23/09/2011					View	
(0)					Page	1 of 1 page(s)				
	[Previou	s]								[Next
				Cancel	Download Selected Orders As CSV Print Select	ed Orders Select All Select None	Delete Selected Orders			
story										
istory Its										
istory hts rs (0)										
fistory nts irs (0) 0)										
istory <u>hts</u> rs (0))) rders (0)										
istory ts (0)) ders (0)										
istory ts (0)) ders (0) Catalogue										
listory nts rrs (0))) rders (0) Catalogue Notifications										
listory nts (0))) Catalogue Notifications Password										
story fistory nts res (0) 0) rders (0) Catalogue Notifications Password y Settings es										

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).

Services Priv	vacy Si	upport							www	v.transalis.
										_
e to transalis						New Orders				
d in at	To view a	New Order, click on view in the Acti	on column. To Print or Ack	nowledge an Order, select the O	rder(s) and click 'Print Selected' or 'Ackn	New Orders				
5 18:35	Row	Received Date	Order No	Order Date	Customer Name	Supplier Name	Delivery Location	Require ACK	Action	Colors
	1	17/01/2012	1808129	11/01/2012				NA	View	
	2	17/01/2012	1808129	11/01/2012				NA	View	
	3	17/01/2012	1808129	11/01/2012				NA	View	
	4	27/10/2011	1707307	23/09/2011					View	
(7) ged Orders	5	27/10/2011	1707311	23/09/2011					View	
ged Orders	6	25/10/2011	1707307	23/09/2011					View	
	7	21/10/2011	1707306	23/09/2011					View	
s (0)						Page 1 of 1 page(s)				
iry	[Previou	5]								[Ne
tory				Cancel	Download Selected Orders As CSV	Print Selected Orders Select AI Select None	Delete Selected Orders			
(0)										
ers (0)										
italogue										
ifications ssword										
Settings										
formation										
tormation										

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.



ile	Home Insert Page	Layout Formul	las Data	Review View	N									۵ 🕜 ه	- 6
۰.	CODY Y			= 😑 🗞 -			*			1 🖅 🖥		🖅 🕅			
<	Format Painter B I			憲憲 诺德	Merge &	Center 🛛 🕎 🔹 🤅		Conditional Forma Formatting * as Tabl	at Cel le ≠ Style		* Clear *	Sort & Find & Filter * Select *			
		Font	6	Alignm	ient	G N	umber 🕞	Styles		Cel	ls E	liting			
	K20 • (*	f.													
	A							н			K	L			
am	e			invoicenumber	invoicedate	deliverynumbe					article code custome	internal article code	units	count d	lesci
RD			11/01/2012				11/01/2012			871435				6	
RD			11/01/2012				11/01/2012			871435				24	
RD			11/01/2012				11/01/2012			871435				36	
RD			11/01/2012				11/01/2012			871435				36	
RD			11/01/2012				11/01/2012			871435				6	
RD			11/01/2012				11/01/2012			871435				24	
ORD			11/01/2012				11/01/2012			871435				36	
RD	н	1808129	11/01/2012				11/01/2012	272	4	871435				36	
												4			

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 be 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	Please review and acknowl			Create A	cknowledged C	Order						
last logged in at 20/08/2015 18:49 [log out]	Sender ID: Sender Name: Recipient ID:	edge this order.			Order							
Home EDI	Recipient Name: Created Date: Acknowledgement Require	bd	Supplier					Customer				
New Orders (7) Acknowledged Orders 3)	Name: Street :		Coppile		Name: Street :			Continue				
Invoices (9) Credit Notes (0) Order History Invoice History Documents	Postal Code : City : Country : Tel: Fax:											
Pre-Orders (0) Orders (0) Direct Orders (0) Settings	order No: 180812 Order Date: 11/01/2 Supplier No.: 000099 Currency: EUR	012			er Information	EDIMen aswatson co	m					
Product Catalogue Change Notifications Change Password Company Settings Processes Process Information	Delivery No.: Delivery Date: Delivery Time: Delivery Tate Earliest: Delivery Time Earliest: Delivery Date Latest: Delivery Time Latest:	11/01/2012 0000 11/01/2012 0000 11/01/2012 0000										
User Information PDF Notifications	Location Code: Store Number AS Watson: Location Ref: Street :			Del	ivery Location							
	Postal Code : City : Country :				order Rems							
	Line No.	EAN No.	Internal Article Code	Article Code Customer	Qty.	Description	Promotion	VAT %(as decimal)	Price	Total	VAT	Inc VAT
	2				6 24							
	3				36 36							
										0.00	0.00	0.00
				Acknowledge Order	Clear Fields	Back Delete	: Order			0.00	0.00	0.00

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

	ivacy Suppor	•						ww	w.transalis
Services Pil	wacy Suppor								
to					Acknowledged Order	rs			
transalis	To view an Ackno	wledged Order, dick on View in I	the Action column. To Print, Arch	hive or Delete an Acknowledged Order	select the Order(s) and click 'Print Selected', 'Arch	ive Selected' or 'Delete Selected' Orders button.			
id in at 15 18:49	Row	Received Date	Order No	Order Date	Acknowledged Order Customer Name	Supplier Name	Delivery Location	Action	Select
		01/2012	1808129	11/01/2012	Customer Name	Supplier Rame	Derivery Location	View	
		10/2012	1707306	23/09/2011				View	
		10/2011	1707309	23/09/2011				View	
	5 20	10/2011	110/303	23/03/2011	Page 1 of 1 page(s))		view	
ers (7)	Previous				· · · · · · · · · · · · · · · · · · ·	,			
tory									
istory I <u>ts</u> rs (0))									
istory its rs (0)									
istory <u> tts</u> (0)) ders (0)									
istory its (0)) ders (0) Catalogue									
istory Its rs (0)) ders (0) Catalogue Jotifications									
istory Its rs (0)) ders (0) Catalogue Jotifications Password									
istory Its rs (0)) ders (0) Catalogue Jotifications									
istory its rs (0)) ders (0) Catalogue lotifications Password · Settings									
istory Its rs (0)) ders (0) Catalogue Jotifications									

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.

Same II. In Support	_														
Respent Norm Off Respent Norm Option Respent Norm Option Respent Norm Option Respent Norm Option Norm Norm Norm Option	Sender ID:		87*												
			Kru												
	Recipient ID:		000												
Acknowlegenerate in a contrained on		50													
Outloome Bane: Street: Street: Street: Street: Street: Street: Street: Street:		and Description of													
Name: Name: State::: State:::: State:::: State::::: State:::::::::::::::::::::::::::::::::::	Acknowledgen	ent Required	NA		Suppliar					Customer			_	_	
Street: Street: Point Code: Street: Street: <	Name:	KR			Coppiler		Nar	ne:		Contoiner					
Parta Code::		N/X													
City: Colspan="4">City: Colspan="4" City: Colspan="4">City: Colspan= Colspan="4">City: Colspan="4">City: Colspan="4">City: Colspan="C															
City: Colspan="4">City: Colspan="4" City: Colspan="4">City: Colspan= Colspan="4">City: Colspan="4">City: Colspan="4">City: Colspan="C															
Constry:	Postal Code :														
Tel:	City:														
In the second or construction of the second or construction o	Country :						COL	intry :							
Content Con															
Order Date Suppler Mo: Defere Date: Suppler Mo: Defere Date: Suppler Mo: Defere Date: Defere Date: Date: Defere Date: Date: Defere Date: Date	email						em	EDI@eu aswatson o	m						
Order Date 11012012 Suppler No: EUR Celler/Instruction Delivery Instruction 0000							Order Inform	ation							
Subject in 00009990 Celleey Instructions Delivery Instructions Del															
EUR EVENUE Delivery Lot: 101/02/12		00009999	9												
Oelivery Instructions Delivery Instructions	Currency:														
beheer pine: 000 Beheer pine:							Delivery instru	ictions							
Debine Debine<	Delivery No.:														
Dehene to pate Latest: Dehene Tame Latest: Dehen															
Debinesy Tate Latest: 0000 Debinesy Tate Latest: Debinesy Tate Latest: Debinesy Tate Latest: Deb															
Latentic 101 (2012) Uberley Time Latentic 000 Lectano Tocki: Delivery Location Liceation Code: Stave Rimmer AS Variance: Store Rimmer AS Variance: Stave Rimmer AS Variance: Control Code: Stave Rimmer AS Variance: Line No. Internal Article Code Article Code Customer Of Product Biols 112 6.72 6.72 6.72 6.72 6.72 6.72 0<	Delivery Date E	aniesc													
Delivery Location Delivery Location <td>Delivery Date L</td> <td>anest.</td> <td></td>	Delivery Date L	anest.													
Delivery Location Delivery Location Store Rumper AS Vatason: Location Ref: Street: Street: Rumper AS Vatason: Location Ref: Country: Colspan="6">Delivery Location Line Mo. Internal Article Code Colspan="6">Promotion VAIT %[as decimal) Price VAIT %[as decimal) Price VAIT %[as decimal] Price Vait %[as decimal] <td>Delivery Time L</td> <td>atest</td> <td></td>	Delivery Time L	atest													
Store Rumber AS Valsion: Street: Store Rumber AS Valsion:							Delivery Loc	ation							
Location Ref: Street : Costry : Line No. Internal Article Code Customer OD; Description Promotion VAT %(as decimat) Price Total VAT inc VAT 1 871. S8038 C8038 C8038 6 Product 8038 11.2 6.72 6.72 2 871. S8038 C8038 C8038 6 Product 8038 11.2 6.72 6.72 6.72 3 871. S8038 C8038 C8038 6 Product 8038 11.2 6.72 6.72 6.72 4 871. S8038 C8038 C8038 6 Product 8038 11.2 6.72 6.72 0.0 6.72 4 871. S8038 C8038 C8038 6 Product 8038 11.2 6.72 6.72 0.0 6.72 5 0.0 6.72 0.0 6.72 5 0.0 6.72 0.0 6.72	Location Code:						E. 8E.0								
Street: Construction Outstruction Valid Mais decimation Price Valid Mais decimation Valid Mais decimation <th 4"="" <="" colspa="" td=""><td></td><td>AS Watson:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th>	<td></td> <td>AS Watson:</td> <td></td>		AS Watson:												
Contract Code : Contract Code Customer Order Event Total VAT IncVAT Line No. Internal Article Code Customer Org. Description VAT % inc VAT 1 871. S8038 C8038 6 Product 8038 1.12 6.72 6.72 6.72 6.72 6.72 6.72 6.72 0 6.72 6.72 0 6.72 <td></td>															
City :	Street :														
City :	Postal Code -														
Orifer Nems Line No. Internal Articlo Code Article Code Customer Oty. Description Promotion VAT %jas decimal) Price Total VAT Inc VAT 1 871- S8038 C8038 6 Product 8038 1.12 6.7															
Line No. Internal Article Code Article Code Customer Oty. Description Promotion VAT %jas decimal) Price Total VAT Inc VAT 1 871- \$8038 C8038 6 Product 8038 1.12 6.72 <	Country :														
1 871. \$8038 \$6038 6 Product 8038 1.12 6.72 6.72 2 871. 24 24 24 24 24 24 3 871. 36 36 4 24 24 4 871. 36 56 672 6.72 6.72 Audit Information							Order iten	ns							
2 87.4 24 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Line No.		EAN No.		Internal Article Code	Article Code Custo	mer Qty.	Description	Promotion	VAT %(as decimal)	Price	Total	VAT	Inc VAT	
3 871 36 4 871 36	1	871-		S8038		C8038	6	Product 8038			1.12	6.72		6.72	
4 871 36 6.72 0.00 6.72	2	871-					24								
4 871 36 6.72 0.00 6.72	3	871					36								
Editor: transalis Auditinformation 6.72 0.00 6.72	4	871													
Editor: transalis Audit Information															
Editor: transalis Audit Information												6.72	0.00	6.72	
Editor: transalis	_	_		_			Audit Inform	ation			_	0.72	0.00	6.72	
	Editor:	transalis					BOOKINGINS	2000							
	Date/Time:		7 12 39:38												



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 involce I	information for this Order. Or	eck the price quantity and other details and click th	e 'Recalculate' and then 'Confirm Invoice' button if co	vrect.	and more						
Name:		Supplier			Name:			Customer			
Street :					Street :						
Postal Code :					Postal Code :						
City : Country :					City: Country:						
Tel:					Tel:						
Fax:					Fax						
email:					email:						
Invoice No.:					Order No.:	1000129					
Involce Date:					Order Date: Supplier No.:	11/01/2012 000099999					
Our Contact:					Contact	Account Rep					
Supplier No.: 00009995	22				Currency:	EUR					
					1						
					Delivery instructions						
Delivery No.:											
Delivery Date:	11012012										
Delivery Time:	0000										
Delivery Date Earliest: Delivery Time Earliest:	11/01/2012										
Delivery Date Latest:	11/01/2012										
Delivery Time Latest:	0000										
					Delivery Location						
Location Code:											
Store Number A 8 Watson:											
Looation Ref:											
Street :											
Postal Code :											
City :											
Country :											
					Invoice items						
Line No.	EAN No.	Internal Article Code	Article Code Customer	Qb.	Description	Promotion	VAT Code	VATRate	Price	Total VA	T Ino VAT
1		88038	C8038		Product 8038		3.	E 19		6.72	6.72
				24			1.7	2.13			
							1.4				
3				8				E. 19			
4				38			5	E 19			
Olick the "Recalculate" button	to recalculate the involce to	tal when selecting or changing the VAT rate and/or	r count.								

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



6.1 Basic Invoice Information

name:	, name:
Street :	Street:
Postal Code :	Postal Code :
City :	City:
Country :	Country :
Tel:	Tet:
Fax:	Fax:
email:	email:
Critica.	Contraction
Invoice No.:	Order No.: 1808129
Invoice Date:	Order Date: 11/01/2012
	Supplier No.: 000099999
Our Contact:	Contact: Account Rep
Supplier No.: 000099999	Currency: EUR
	nstructions
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	
Denvery Date Latest. 1101/2012	
Delivery Time Latert 0000	
Delivery Time Latest: 0000	
Delivery Time Latest: 0000	Localico
Delivery Time Latest: 0000 Delivery	Location
Delivery Time Latest: 0000 Delivery Location Code: Delivery	Location
Delivery Time Latest: 0000 Control Code: Control Code: Control Code: Co	Location
Delivery Time Latest: 0000 Control Code: Coation Code: Location Code: Location Ref:	Location
Delivery Time Latest: 0000 Coation Code: Store Number AS Watson:	Location
Delivery Time Latest: 0000 Control Code: Location Code: Location AS Watson: Location Ref:	Location
Delivery Time Latest: 0000 Location Code: Store Number AS Watson: Location Ref: Street :	Location
Delivery Time Latest: 0000 Location Code: Store Number AS Watson: Location Ref: Street: Postal Code :	Location

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
 - \circ 24hr time (e.g. 1345)



6.2 Line-level Invoice Information

					Delivery Instruction	IS						
Delivery N	D.:	4										
Delivery D	ate:	11/01/2012										
Delivery Ti	me:	0000	1									
	ate Earliest:	11/01/2012										
	me Earliest:	0000										
Delivery D		11/01/2012										
Delivery Ti	me Latest:	0000										
					Delivery Location							
Location C	ode:	871			Locatori							
	ber AS Watson:	272										
Location R	lef:	KRI										
Street :		V.H										
Postal Cod	le :	398										
City :		BUI										
Country :		Nec										
					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				
	Selei											
Click the "F	Recalculate" button to re		when selecting or changing th									
			Confirm	invoice	Reset Can	cel Recal	culate					

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
 - o 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
 - o 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)

nvoice Da Dur Conta Supplier N	ct:				Order	Date: er No.: ct:	1808129 11/01/2012 000099999 Account Rep EUR					
					Delivery Instructio	ns						
elivery T elivery D	ate:	4 11/01/2012 0000 11/01/2012 0000 11/01/2012 0000]									
					Delivery Location							
ocation (Store Nun ocation I Street :	nber AS Watson:	87 27 KF V.F										
ostal Co ity :	de :	39 BL Ne										
Country :												
ountry :					Invoice Items							
			Article Code Customer									
		Internal Article Code S8038	Article Code Customer C8038	Qty.	Description Product 8038	Promotion	VAT Code	VAT Rate	Price	Total	VAT	Inc VA
Line No.	EAN No.	Internal Article Code	Article Code Customer	Qty.	Description		VAT Code	VAT Rate	Price	Total	VAT 1.277	Inc VA
Line No.	EAN No. 87 ⁻	Internal Article Code	Article Code Customer	Qty.	Description		VAT Code S S	0.19	Price	Total 6.72 24.00	VAT 1.277	Inc VA 7.997 28.56
	EAN No. 87 ⁻ 87 ⁻	Internal Article Code	Article Code Customer	Qty. 6 24	Description		VAT Code S S S S	VAT Rate 0.19 0.19	Price 1.12 1.00	Total 6.72 24.00 72.00	VAT 1.277 4.56 13.68	Inc VA 7.997 28.56

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 th	he Credit Note information. To add an item click "Select" and select the EAN number from the popup window. Check the pro-	es and quantities on this	is 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 custome	47.		
EAN No.:	8711	EAN No.:	871
Name:	test:	Name:	A.S. Con Nijo
Address1:	at	Address1:	Con
Address2:		Address2:	reto
Address3:			
Address4:		Address3:	
Postcode:	p5	Address4:	Ren
Tel:		Postcode:	392
Fax:		Tel:	
email:		Fax:	
Reg.No.:		email:	
Reg.No.:			
Credit No.:		Invoice No.:	
		Invoice No.:	
Credit Date:		Invoice Date:	
VAT Reg.No.:	NL814444751801	1	
Our Contact:	HL019999701001	100000	
		Currency:	EUR 🐷
Supplier No.:			
		1	
		elivery location	
Location Code:		envery rocastori	
	8711555909008 -		
Depot Code:	90		
Location Ref:	DC		
Location Addr1:	PR		
Location Addr2:	HE		
Location Addr3;			
Location Addr4:	60		
	1 e		
Product Productor		edit Note Items	
	c		
		escription VA1	/AT Code VAT %(as decimal) Price Total VAT Inc VAT
- I	S		
			0.00 0.00 0.0
			0.00 0.00 0.0
	Confirm Credit Not	ing processing processing	
	Contrait Crede Not	Cance	The variable of the variable o

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									
	tion. To add an item click "Select" and	select the EAN number from the popup wind	low. Check the	prices and quantities on t	his Credit Note and	I click the "Confirm Credit Note" b	utton if correct.	The Cred	it Note will	l be displayed fo	r you to confirm	m before be	ling
sent to the customer. EAN No.:				EAN No.:									
Name:				Name:									
Address1:													
Address2:				Address1:									
Address3:				Address2:									
Address4:				Address3:									
Postcode:				Address4:									
Tel:				Postcode:									
Fax:				Tel:									
email:				Fax:									
Reg.No.:				email:									
Credit No.: (TECTOPET21)				Invoice No.:									
IE310RE123					123								
Credit Date: 15/07/2013				Invoice Date:	08/07/2013								
VAT Reg.No.: NL81						-							
Our Contact:				Currency:	EUR 💌								
Supplier No.:					EVR (*)								
			(Delivery location									
Location Code: 87. 3													
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)		Total	VAT	Inc VAT			
						, is a many							

Basic invoice information includes:

- Credit No.
 - Your credit note number
 - Credit date
 - Must be later than delivery date (dd/mm/yyyy)
- Invoice number
 - $\circ \quad \text{Your invoice number} \quad$
- 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)

					Credit N								
Please complete the sent to the custome	e Credit Note info	rmation. To add an item click "Select	" and select the EAN number from the p	opup window. Check t	the prices and q	uantities on this (Credit Note and click the "Confirm	Credit Note" button	if correct. Th	e Credit Note	e will be displayed for y	ou to confirm	before being
EAN No.:					1E	AN No.:							
Name:						lame:							
Address1:						ddress1:							
Address2:						ddress2:							
Address3:						ddress3:							
Address4:						iddress4:							
Postcode:													
Tel:						ostcode:							
Fax:						el:							
						ax:							
email:					e	mail:							
Reg.No.:													
Credit No.:						voice No.:							
	TESTCRE123						123						
Credit Date:	15/07/2013	•			In	voice Date:	15/07/2013						
VAT Reg.No.:	NLO												
	Transalis					urrency:							
Supplier No.:	Tansails					urrency.	EUR 💌						
Supplier no													
					Delivery lo	cation							
Location Code:	8711555915009												
Depot Code:	0/11000010000												
Location Ref:													
Location Addr1: Location Addr2:													
Location Addr3:													
Location Addr4:													
Location Addr5:													
					Credit Note	Items							
EAN		Internal Article Code	Article Code Customer		Description	VAT Code	VAT %(as decimal)	Price			c VAT		
1231:	•			250		S 💌	0.21	-90.90			Remove		
				E-14			(*** (**)				Remove		
	-												
	_												
												0.00	0.00 0.

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
 - o 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
 - o Automatically calculated after your click 'Recalculate'



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

				Cred									
Please complete the sent to the customer.	Credit Note information. To add an ite	em click "Select" and select the	EAN number	from the popup window. Check the prices an	d quantities on t	his Credit Note and click th	e "Confirm Cred	iit Note" button	if correct. The	e Credit Note will be di	splayed for you t	to confirm befo	re being
EAN No.:					EAN No.:								
Name:					Name:								
Address1: Address2:					Address1:								
Address3:					Address2:								
Address4:					Address3:								
Postcode:					Address4: Postcode:								
Tel:					Tel:								
Fax: email:					Fax:								
Reg.No.:					email:								
Credit No.:	TESTORE123				Invoice No.:	123							
Credit Date:	15/07/2013				Invoice Date:	08/07/2013							
VAT Reg.No.:													
Our Contact:					Currency:	EUR 💌							
Supplier No.:													
				Delivery	location								
Location Code:	8711555909008 💌												
Depot Code:													
Location Ref:													
Location Addr1: Location Addr2:													
Location Addr2: Location Addr3:													
Location Addr4:													
Location Addr5:													
				Credit N									
EAN No.	Internal Article Code	Article Code Customer	Qty.	Description	VAT Code	VAT %(as decimal)	Price	Total	VAT	Inc VAT			
8712300000123 💌	ITest123		250	This is an example test article	S 💌	0.21	-2.75	-687.50	-144.375	-831.875 Remove			
											-687.50	-144.375	-831.875
				Confirm Credit Note	Reset C	ncel 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

A.S. Watson	n Group									(1)
Home Services P	rivacy Support								ww	w.transalis.com
Welcome to transalis last logged in at 21/08/2015 09:59 [log out]	Leave the selection If you leave all the s Please note that the To select a single d	ents in this folder. To search within the field blank if you do not want to searc election fields blank all the Orders in to order number field is case sensitive lay's orders just enter a "From" date.	h on that field. this folder (2) will be listed.	selection criteria.		Selecting Pre-Orders Using Search Criteria				
Home EDI New Orders (7) Acknowledged Orders (3) Invoices (9)	To return to this sea Reference No.: Order No.: Order Date From Order Date To:	arch menu from the order list click "Ca	ncer.			Search Criteria	Orders			
Credit Notes (0) Order History Invoice History	Row Previous	Received Date	Order No	Туре	Order Date	Reference No. Page 1 of 1 page(s)	Customer Name	Supplier Name	Action	Select Next
Index stady Decommits InterColors (2) Ordens (4) Direct Ordens (3) Settinga Product Cutalogue Change NorthCatalons Change Passeot Change NorthCatalons Change Passeot Change NorthCatalons Process Information Process Information Process Information POP NorthCatalons						Search Orders Oran Petids				TRA

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.

A.S. Watson Group			(13)
Home Services Privacy Support			www.transalis.com
Welcome to transalis To view a Pre-Order, click on View in the Act	tion column.	Pre-Orders	
	Order No. Order Date Type 314690 04/08/2015 Pre-Order Changed	Pre-Orders Reference No. Customer Name	Supplier Name Action View
2 04/08/2015 32 Home EDI Previous	251345 04/08/2015 Pre-Order New	Page 1 of 1 page(s)	View
Herr Orders (7) Achymologyd Orders (7) Inwices (8) Creft Notes (9) Creft Notes (9) Creft Notes (9) Creft Notes (9) Coder (14) Drect Orders (10) Coders (OperaEP™ © 2015 Transala 118 Terms of une

User can view a copy of the PDF order

ac358c48-2efd-4036-818b-67aa × +															- 0	×
é e								7 C	Q. Search			5	2 10	÷ ۵	ń 6	. ≡
🖬 🛧 ቅ Page 📰 🖬 of 1					- +	Automatic Zoo	m 1							* 0	B .	l »
Suppler name Suppler name PRE-ORC Promotio Type Pin-order adde Order date	er DER ADV n	ICE(delivery 201530	y at our r	Address equest) Products should by Order placed by	e available from :		ńśdorp erson in eur purchasing dep	Contactperson(attri) Mail Address STATUS: CH Delivery address partment		NT TP						
Indicator /	at the pallet m Article No. Our TU	ary not be higher th	an 1.80 mtr a		aced within the me Article Brand		ls pallet.	Type/Size	Your TU Quantity ordered	No. CU per TU	Our TU No. CU per TU					
Changed 6							1	DIA	180		1					
Any general ter	rms and cond terms are ava	the subsequent rep licities used are here liable on request to	eby expressly	disclaimed by you.	the A.S. Watson (Group General Ps	rchase conditions applicable									



8.2 Orders

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

Output Output Output Image:		Balance Annual A							w.transalis.
Tank Code: Code: <thc< th=""><th>ne Services P</th><th>Privacy Support</th><th></th><th></th><th></th><th></th><th></th><th></th><th>m.canoano.</th></thc<>	ne Services P	Privacy Support							m.canoano.
Tank Code: Code: <thc< th=""><th>ome to</th><th></th><th></th><th></th><th></th><th>Orders</th><th></th><th></th><th></th></thc<>	ome to					Orders			
1 1 04002015 3316229 0.0002015 Odder New 2 04002015 331622 0.0002015 Odder New 3 0.0002015 331622 0.0002015 Odder New 4 0.0002015 331622 0.0002015 Odder New 3 0.0002015 0.0002015 Odder New Page 1 d1 page(s) Filters N 5 5 5 5 10 5 5 5 5 5 10 5 5 5 5 5 5 10 5 5 5 5 5 5 10 5 5 5 5 5 5 10 5 5 5 5 5 5 5	transalis	To view a Order, click on View in the	Action column.						
1 9.400235 3316229 0.4002055 Odder New 2 9.4002055 3245749 0.4002015 Odder New 3 9.4002015 3245749 0.4002015 Odder New 4 0.4002015 3245749 0.4002015 Odder New 5 0.4002015 3245749 0.4002015 Odder New 64007 0.4002015 31522 0.4002015 Odder New 64007 Perior Perior Page 1 of 1 page(s) Filter New Story Notification Page 1 of 1 page(s) Filter New Story Story Story Notification Perior Story Story Notification Perior Story Story Notification Perior Story Story Notification Perior Story Story Notification Story Story Story Notification Story Story Story Notification Story Story Story Notification Story Story Story	ged in at 015 09:54	Service - Described 4 Descri	Queda a Ma	Out of Data	Defense He	Orders	Contractor Norma	formation Name	Action
2 0.0002015 0.0002015 0.0002015 0.0002015 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.00002000 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.0000200 0.00002000 0.0000200000 0.0000200000000 0.000020000000000000000000000000000000					Reference No.		Customer Name	Supplier Name	View
3 04002015 324540 04002015 Onder New ber (7) 04002015 331622 04002015 Onder New ber (8) 04002015 331622 04002015 Onder New Page 1 of 1 page (3) ces 0 04002015 04002015 Onder New Desc Desc ces 0 0 0 0 Desc Desc Desc ces 0 0 0 0 Desc									View
4 0.008/2015 3316222 0.408/2015 Order New Page 1 of 1 page(s) 0) 0									View
Preform Preform 00 Intro									View
ged Orders Peelous p) Ball sto Ball story Story story						Page 1 of 1 page(s)			
9 es (0) cory tory 8 (2) 9 atalogue extenses exten	dged Orders	Previous							Ne
ise (0) tory story story file file story sto	9)					Back			
story story story story story story story Story Story story Story story Story story St									
Hactory Hactory Hat									
Hactory Hactory Hat	istory								
atte se (2) () () () () () () () () () (
Internation Internation Internation Internation Internation Internation Internation									
Unders (1) Catalogue Notifications Passanod Vy Settings Lefomation									
Nets () Catalogue NetsCations Passood y Setting Set									
8 NetRetations Passeord my Detrogs server									
Catalogue Nofectations Passwood 9 Settings ete	Orders (3)								
Nedfactions Passoord y Settings sets Information									
Nedfactions Passoord y Settings sets Information	Catalogue								
Passend y Settings 48 Information									
vy Settings es s Information									
ses Information									
l Information brmation									
urnation									
fications									
	mation								

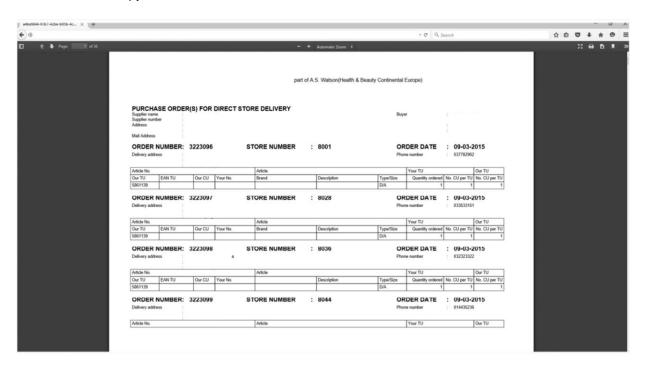
8.3 Direct Orders

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

e Services P	rivacy S	upport						w	ww.transalis
ome tc ·						Direct Orders			
, transalis	To view a	Direct Order, click on View in the Ac	tion column.						
ogged in at 3/2015 09:54	Row	Received Date	Order No.	Order Date	Reference No.	Direct Orders	Customer Name	Supplier Name	Action
out]	1	30/07/2015	Order No.	30/07/2015	Reference No.		Customer Name	Supplier Name	View
	2	30/07/2015		30/07/2015					View
	3	30/07/2015		30/07/2015					View
						Page 1 of 1 page(s)			
Orders (7)	Previous	S							N
owledged Orders						Back			
rs (9)									
Notes (0) History									
e History									
ments									
rders (2)									
s (4)									
Orders (3)									
25									
ct Catalogue									
e Notifications									
e Password									
any Settings									
sses									
ss Information									
Information									



User can view a copy of the direct order





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.



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.

'2-bbea-59268ca34d5f	1/1		¢	±	÷
Kruidvat	Kruidvat and Trekpleister are part of A.S. Watson(Health and Beauty Continental Europe)	trekpleister			

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 or	the ACTION alongsid	de the invoice detail.				
			Invoices			l i	
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	~
Previo	us		Page 1 of 1 page(s)				Next
			Back Download Selected Invoices As XML Select All	Select None Archiv	ve Selected Invoices		

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.

871230000123 Trissis an example test article 2.75 S 🗸 0.21 🗸 1	Restaurus Part of Restaurus Restaurus <th>A.S. Watson</th> <th>on Group</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>£1\$</th>	A.S. Watson	on Group						£1\$
Note of the control	Pockadage Pockadag	ome Services P	Privacy Support						www.transalis.com
Mate::::::::::::::::::::::::::::::::::::	Main Organization Materia Materia Materia Materia <t< td=""><td>Velcome to zansalis ast logged in at 10/08/2015 18:49</td><td>Product Catalogue</td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Velcome to zansalis ast logged in at 10/08/2015 18:49	Product Catalogue						
EAN No Internal Article Code Article Code Customer Product Description Value Vat Code (Exempt-E, Otherwise-S) Vat Percent Units 712300000123 [Test123 [This is an example test and/e 2.75 S v 0.21 v 1	EAN No Internal Article Code Article Code Customer Product Description Value Vat Code (Exempt-E, Otherwise=S) Vat Percent Units R 712200000123 Trest123 This is an example test antide 275 Sv 0.21 v 1<	tome 21 wicrobers (7) chronoledged Orders) moicre (3) vecth totes (0) drider History moicre History Bouchers (0) tettings wicrobers (0	Company Name : Address : : : : Company Reg No : Telephone No : Fan No : Email : Mailbox : Val Rate : Contact Name : Paymeir Carten : Paymeir Term : Suppler Code : Im. EAN No ; Stitement Term : Suppler Code : Im. EAN No ; Stitement Term : Suppler Code : Im. EAN No ; Stitement Term : Suppler Code : EAN No ; EAN No ; EAN No ; EAN No ; Stitement Chart (No ; Stitement Chart (N	- FLE.homeindupload/ 20% Account Rep 30 Days 8711 0.0 Cat No		Postert K18	Product Description		
31231313133 test3 15.50 S V 0.21 V		EAN No 1230000123 34567890123	Internal Articl	e Code Article Code Cust	This is an example test at test	ticle	2.75	Vət Code (Exempt=E, Otherwise ও আ ও আ	=S) Vat Percent Units 021 V 1 021 V 1
	ShowiHide New Item Row				tes	13		15.50	S V 0.21 V

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'.

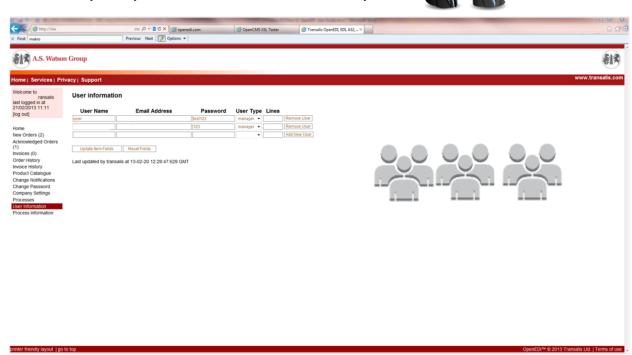
When done, click on 'Update Item Fields'.



R

10. User Management

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



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.

A.S. Watson	n Group	(1)
Home Services P	rivacy Support	www.transalis.com
Velicone to transfer sate togget in et 2010/2015 11.4.9 (ling out) Home EDB New Oriers (7) Acknowledget Orders (7) Invoice (7) Codet Netes (8) Codet Netes (8) Code	<form> Dependencies The open class of the local base set set the the and address(set) on the local base day of the local base is set to a local base set to local base local base set to a local base set to a</form>	= 0.2015 Tomasis Ltd. 1 Terms et uns

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.

A.S. Watson	Group			(13)
Home Services Pr	ivacy Support			www.transalis.com
Welcome tr , transalis last logged in at 21/08/2015 09:59 llog out]	PDF Notifications			
(ling out) Home EEG New Orders (7) Acknowledged Orders (7) Acknowledged Orders (7) Innices (8) Order Hotes (8) Order Hotes (8) Order Hotes (9) Order Hotes (9) Product Sciences Product Automation Product Manuation Product Sciences	Name: Supplier No.: 00009999 Doc.Type precider precider order order derectorder manner Last updated by at	Email Type 10 10 10 10 10 10 10 10 10 10 10 10 10	Enal	Valuated

12.1 Register PDF Notifications

The user enters the recipients email and clicks "Register".

Name: Supplier No.: 000099999			
Doc.Type	Email Type	Email	Validated
Doc.Type preorder preorder	to	user@transalis.com	
preorder	cc		
order	to	user@transalis.com	
rder	cc		
firectorder firectorder	to	user@transalis.com	
directorder	cc		

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.

ame: upplier No.: 000099999			
loc.Type	Email Type	Email	Validated
reorder	to	user@transalis.com	
eorder	cc		
der	to	user@transalis.com	
der	cc		
rectorder	to	user@transalis.com	
rectorder	cc		

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 <u>registrations@aswatson.openedi.email</u> and <u>notifications@aswatson.openedi.email</u> 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	Invoice Notificatio	ns			
[log out]					
Home	Name: TEST USER Supplier No.: 0000123	345			
<u>EDI</u>	Doc.Type	Email Type	Email	PDF	XML
New Orders (0) Acknowledged Orders	Dunning letter	to			
(0)	Dunning letter	сс		1	
Invoices (0)	Returned goods	to		Īn	
Dispatch Advices (0) Credit Notes (0)	Returned goods	сс]	-
Order History	Credit note	to			Z
Invoice History	Credit note	сс			
Documents	Supplier agreements	to			
Pre-Orders (0)	Supplier agreements	сс		1	
Orders (0)	Supplier agreements 2] 🔽	
Direct Orders (0) Incoming Invoices	Supplier agreements 2				
Incoming Invoices (8)					

Register

Incoming Invoice History

Settings Product Catalogue Change Notifications Change Password Company Settings Processes User Information PDF Notifications Invoice Notifications 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.

ools	Help	
D	elete Browsing History	Ctrl+Shift+Del
In	Private Browsing	Ctrl+Shift+P
D	iagnose Connection Problems	
R	eopen Last Browsing Session	
In	Private Filtering	Ctrl+Shift+F
In	Private Filtering Settings	
P	op-up Blocker	•
Si	martScreen Filter	•
N	1anage Add-ons	
C	ompatibility View	
C	ompatibility View Settings	
Si	ubscribe to this Feed	
Fe	eed Discovery	•
W	/indows Update	
D	eveloper Tools	F12
In	ternet Options	

Select the Security Tab



Select Custom Level



New Screen appears:

ettings		
Se .NET	Framework	
es L	pose XAML	
0	Disable	
(Enable	
0	Prompt	
2 X	AML browser applications	
0	Disable	
(Enable	
0) Prompt	
📑 X	PS documents	
0	Disable	
	Enable	
	Prompt	
	Framework-reliant components	
	ermissions for components with manifes	ŧts 👻
•	III	+
*Takes eff	ect after you restart Internet Explorer	
eset custo	m settings	
eset to:	Medium-high (default)	▼ Reset
		Cancel

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

ettings			
(Enable		*
(Prompt		
	nloads		
💽 A	Automatic prompting for file downloads		
(Disable		
0	Enable		
es F	ile download		
(Disable		
(Enable		
eg F	ont download		
0	Disable		
	Enable		
0	Prompt		
🛃 Enab	le .NET Framework setup		
	Disable		_
1	inshla III	•	
		,	_
Takes eff	fect after you restart Internet Explorer		
eset custo	om settings		
eset to:	Medium-high (default)	Reset	
	Medium-nign (derault)	Resetion	

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:

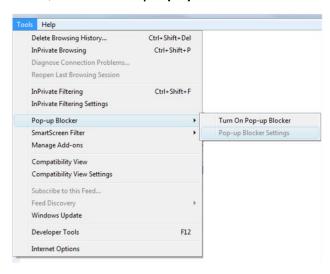
ettings	
Enable	
Prompt	
🔮 Downloads	
Automatic prompting for file downloads	
Disable	
Enable	
Ele download	
Disable	
Enable Font download	
Disable	
Enable	
Prompt	
Enable .NET Framework setup	
Disable	
@ Enable	+
<	+
eset custom settings eset to: Medium-high (default) 💌	Rgset
ОК	Cancel
rning! Are you sure you want to change the settings f	for this zone?

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.

File Download
Do you want to open or save this file?
Name: orders.csv
Type: OpenDocument Spreadsheet, 1.29KB From: *.openedi.com
Open Save Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What is the mark?



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:

Help		Pop-up Blocker Settings
Delete Browsing History Ctrl+Shift InPrivate Browsing Ctrl+Shift Diagnose Connection Problems Reopen Last Browsing Session		Exceptions Pop-ups are currently blocked. You can allow pop-ups from specific websites by adding the site to the list below. Address of website to allow:
InPrivate Filtering Ctrl+Shi InPrivate Filtering Settings	ít+F	Allowed gites:
Pop-up Blocker	Turn Off Pop-up Blocker	*.openedi.com
SmartScreen Filter Manage Add-ons	 Pop-up Blocker Settings 	Remove al.
Compatibility View Compatibility View Settings		
Subscribe to this Feed Feed Discovery Windows Update	b.	Notifications and blocking level: ☑ Elay a sound when a pop-up is blocked.
Developer Tools	F12	Show Information Bar when a pop-up is blocked. Blocking level:
Internet Options		Medium: Block most automatic pop-ups
		Learn more about Pop-up Blocker Qose

Pop up Blocker Settings:

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