OpenEDI

Quick User Guide

Table of Content

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
2.3	March, 2024	Updated URL

![OpenEDI™ A TRANSALIS Solution]

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:
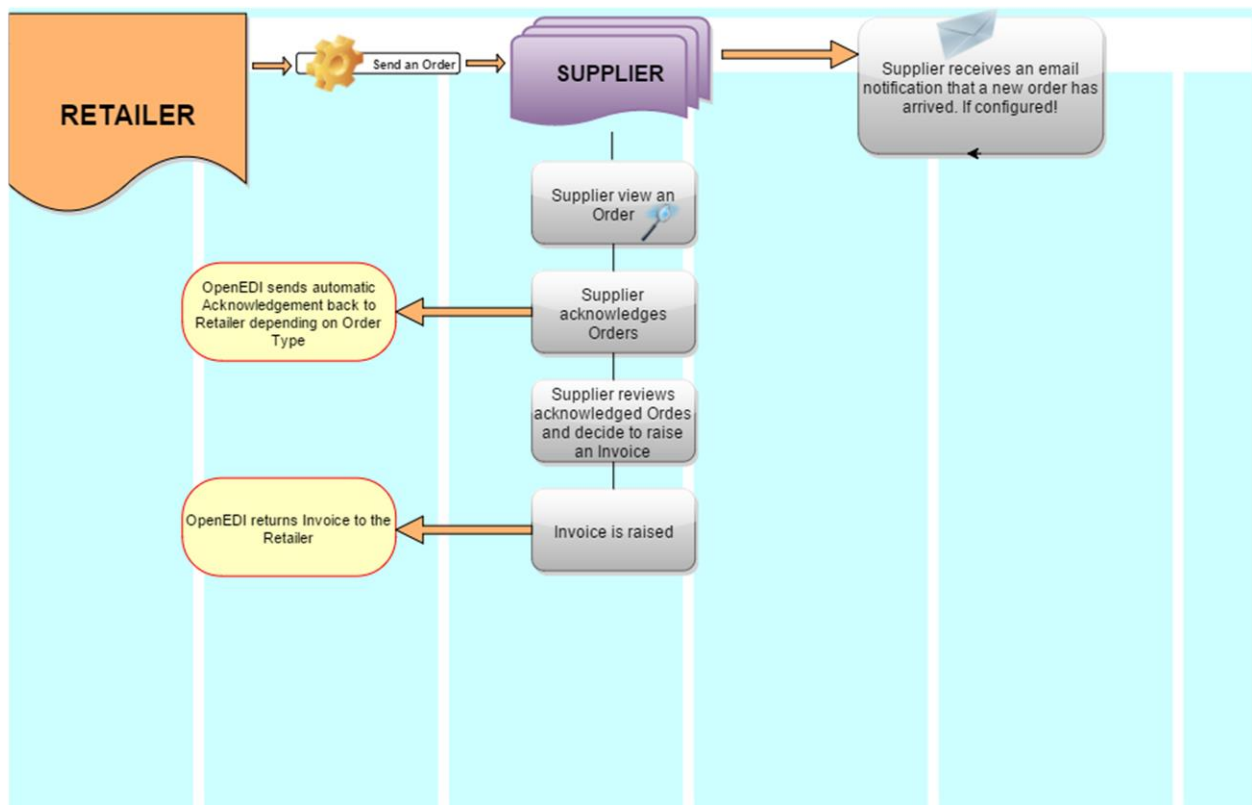
2.1 Documents: PDF Pre-Orders, Orders, Direct Orders
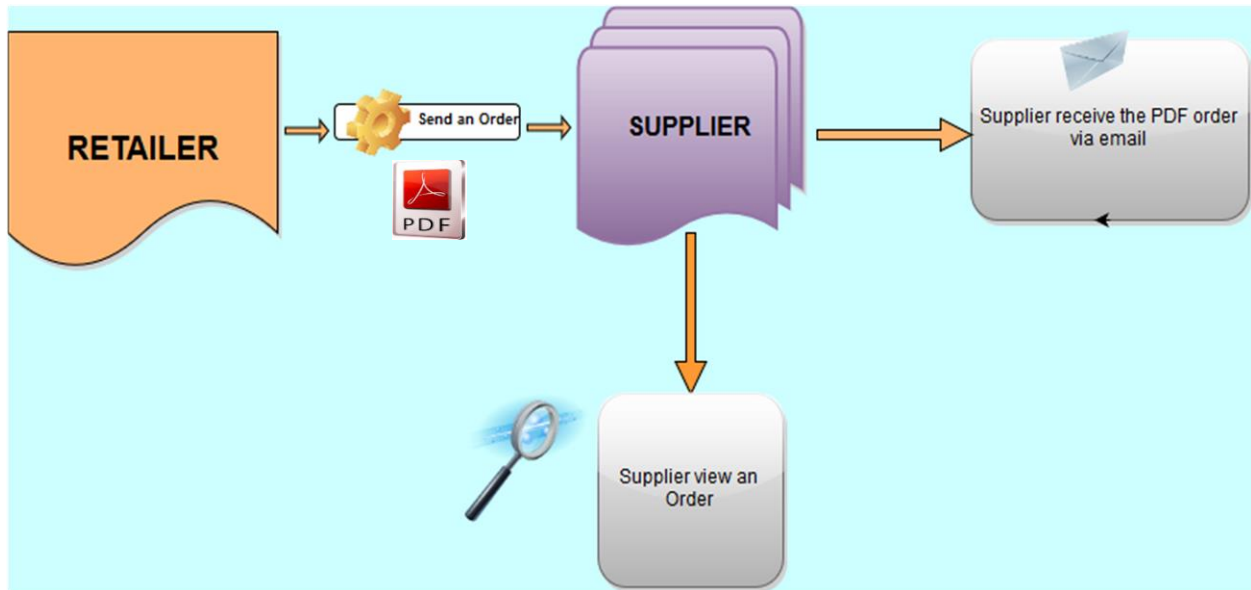
3. Log In

3.1   Web Portal and Login Screen

To log in please open your web browser and go to <u>aswatson.openedi.com</u> 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:
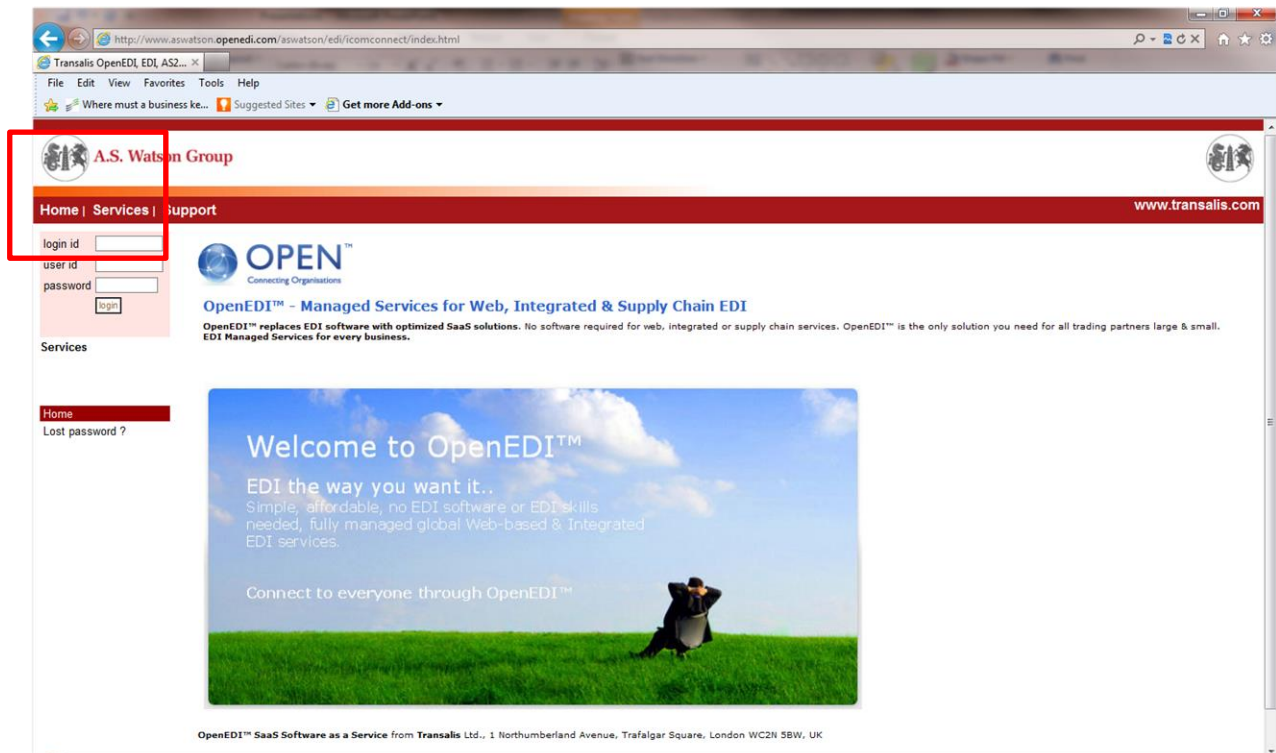
3.2 Navigation

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.
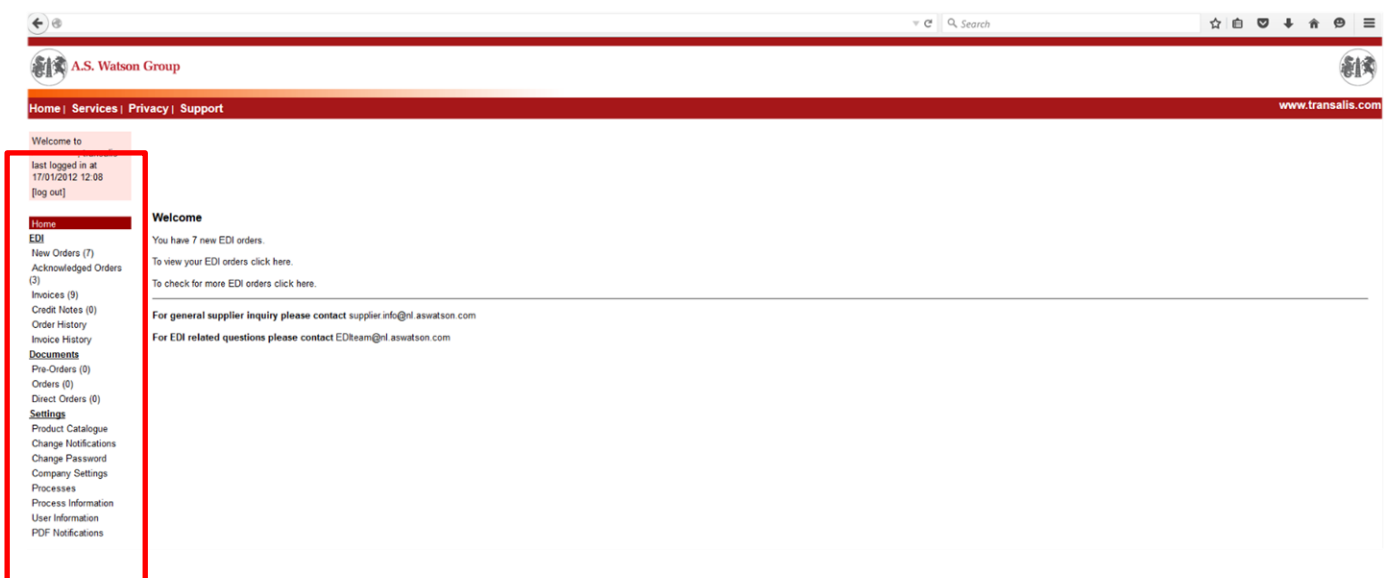
4. New Orders
4.1 New Orders Search

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.

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).

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.

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.

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

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.

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.

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:	Tel:
Fax:	Fax:
email:	email:

Invoice No.:		Order No.:	1808129
Invoice Date:		Order Date:	11/01/2012
Our Contact:		Supplier No.:	000099999
Supplier No.:	000099999	Contact:	Account Rep
		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 :	

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

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)

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.

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

7.1 Basic Credit Note Information

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.

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

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.

User can view a copy of the PDF order

8.2 Orders

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

8.3 Direct Orders

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

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.

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 umber 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
			Page 1 of 1 page(s)			
Previous						Next

Dunning letter
Returned goods
Credit note
Supplier agreements
Supplier agreements + supplement

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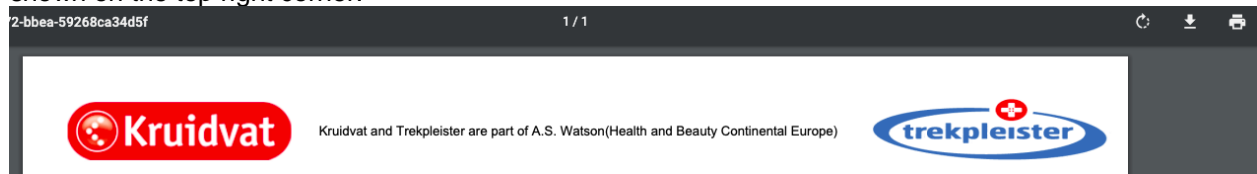
The select tick box on the right hand-side may be used to select document(s) for a particular process on the buttons below the list.

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.

Invoices							
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	☑
			Page 1 of 1 page(s)				
Previous							Next

[Back] [Download Selected Invoices As XML] [Select All] [Select None] [Archive 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.

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'.

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10. User Management

If authorized, you may add or delete further users from the system:
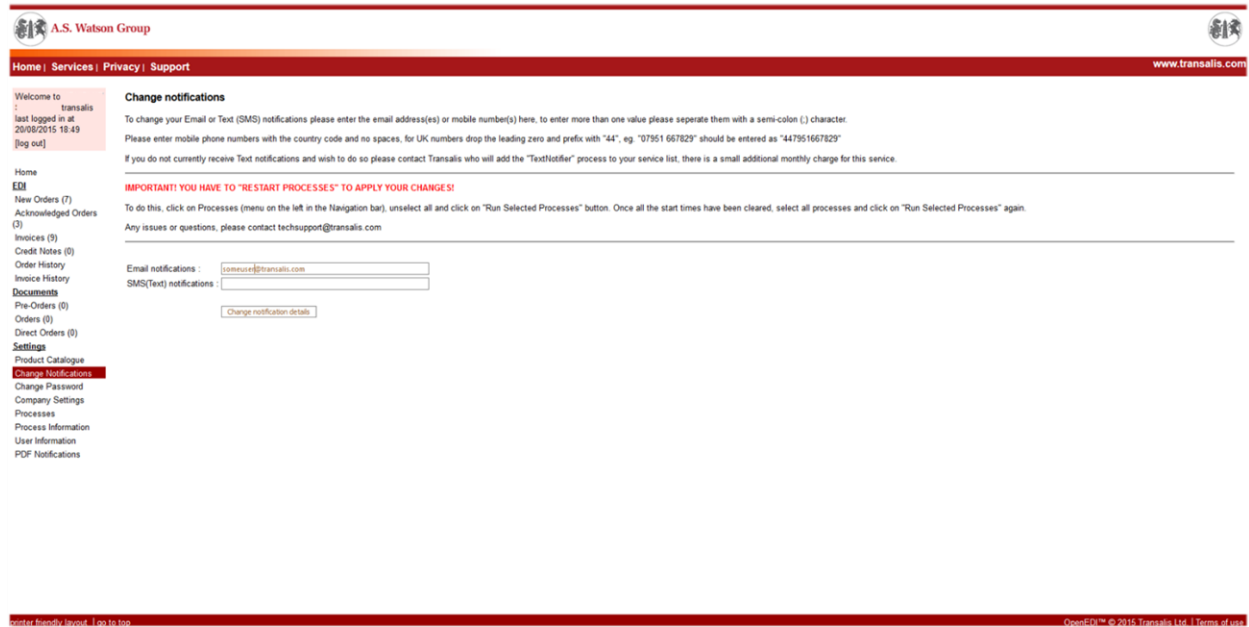
OpenEDI allows you to set up users with a 'user' user type. These users will not have access to certain elements of the navigation bar, on the left.

11. Email Notifications

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

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.

12.1 Register PDF Notifications

The user enters the recipients email and clicks "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.

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 and 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.

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.
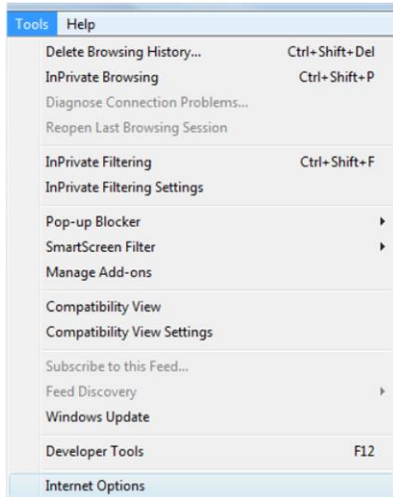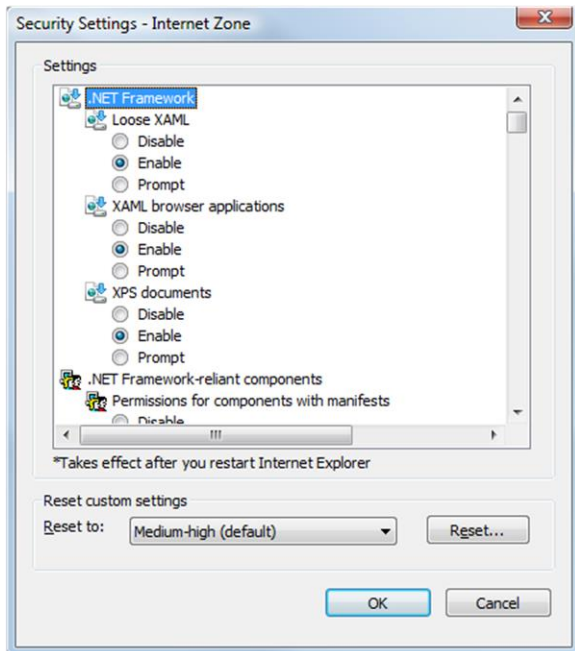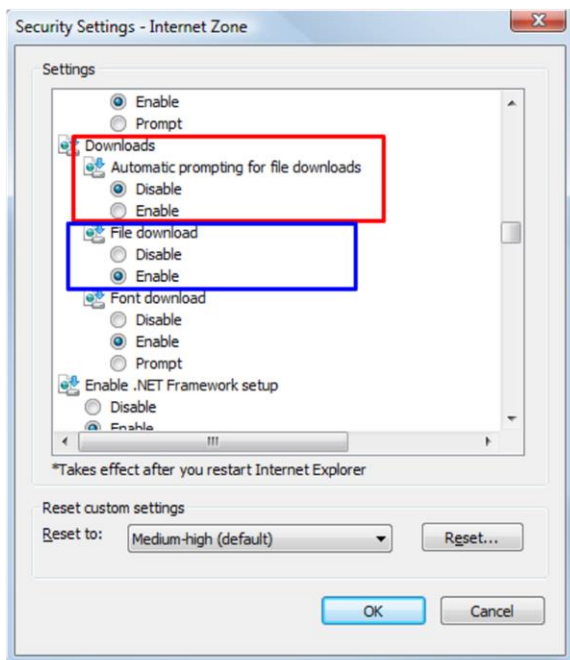

Select the **Security Tab**
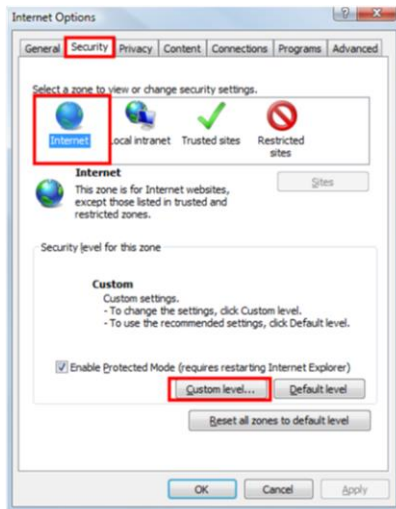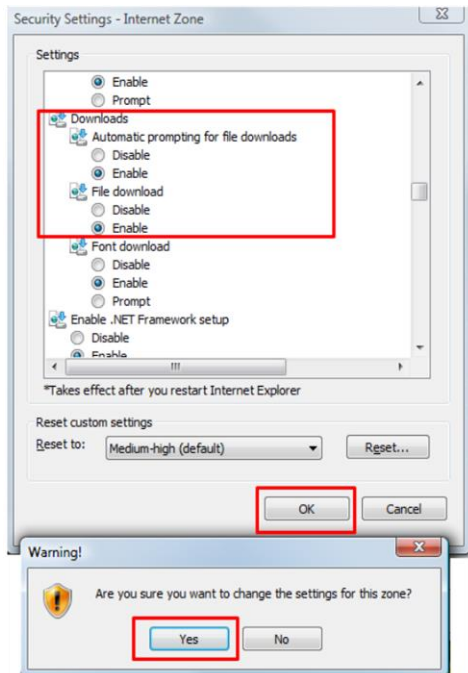

Select **Custom Level**

New Screen appears:

Scroll down the list until you see the following (about 1/3rd 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**.
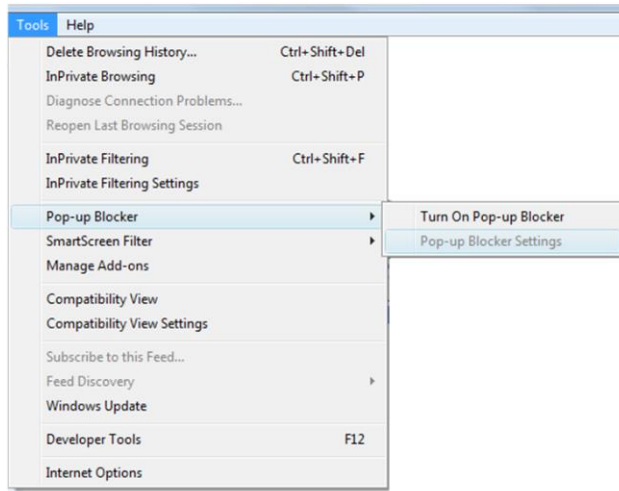
This should now show as follows:

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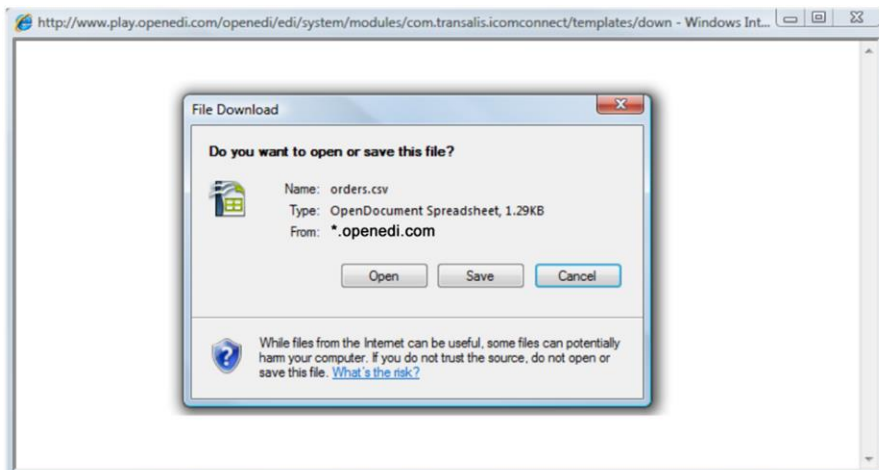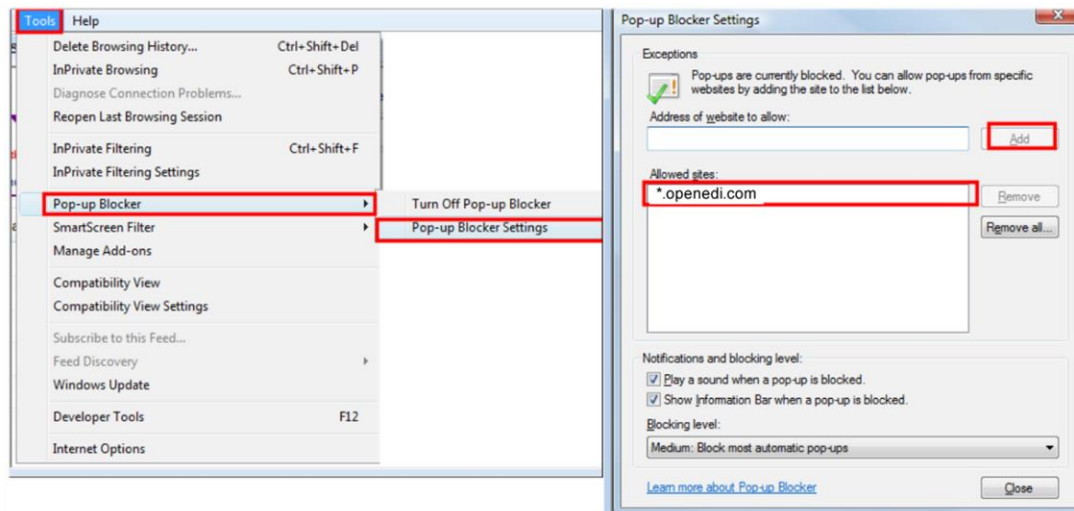
In IE8, click on **Tools | Pop up Blocker** - it should be turned off as shown:

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**