

OpenEDI

Quick User Guide

Transalis Ltd Quick User Guide June 2020, V2.2



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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
2.3	March, 2024	Updated URL

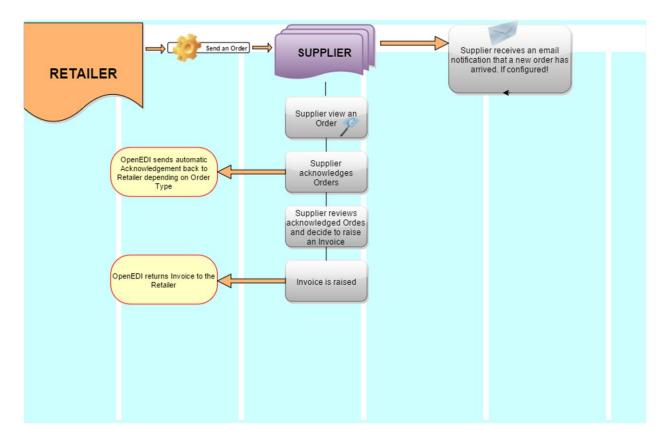


2. Overview

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

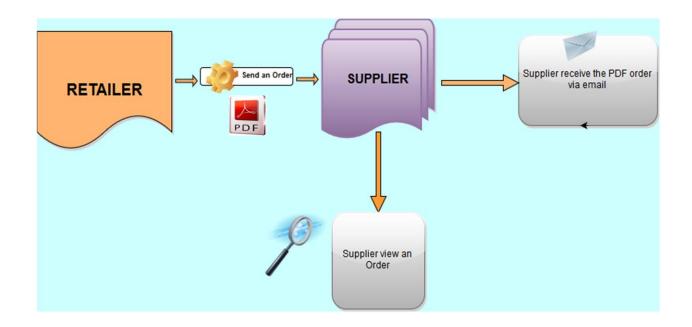
The purpose of OpenEDI is to connect the retailer with suppliers. Orders are transmitted by the retailer and suppliers may return Order Acknowledgements, and Invoices. In addition, the suppliers may create Credit Notes.

A typical workflow may be as follows:





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



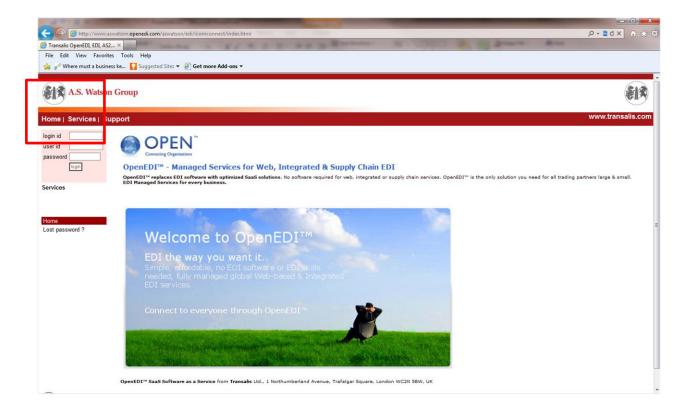


3. Log In

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 \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.

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A.S. Watson Group		813
Home Services Privacy Support		www.transalis.com
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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. Watso	n Group						
Home Services F	Privacy Support						www.transalis.co
Welcome to transalis last logged in at 21/08/2015 09:59 [log out]	Leave the selection fiel If you leave all the sele Please note that the or To select a single days	s in this folder. To search within these id blank if you do not want to search on clon fields blank all the Orders in this der number field is case sensitive. orders just entra a "From" date. menu from the order list click "Cancel	older (7) will be listed.	Selecting New Orders Using Search Orteria Search Orteria			
Home EDI New Orders (7) Acknowledged Orders	Order No: Order Date From: Order Date To:						
(3) Invoices (9) Credit Notes (0) Order History	Row Previous	Order No	Order Date	New Orders Receiver Name Page 1 of 1 page(s)	Delivery Location	Action	Select
Inoice History December Pre-Orders (2) Orders (4) Direct Orders (3) Settinga Product Catalogue Product Catalogue Company Settinga Process Information Process Information PDF Notifications				Search Ordern Cour Pretis			

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.

Delivery Location	Require ACK	Action	v.transalis.
Delivery Location		Action	
Delivery Location		Action	
Delivery Location		Action	
,			Select
		View	
	NA	View	
	NA	View	
			[Nex
Delete Selected Orders			
	ne Deleta Selected Orders	ne Delete Selected Orders	View

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).

ervices Priva	ICV SL	pport							www	v.transalis.
c 1						New Orders				
transalis T in at	To view a l	New Order, click on View in the Actio	on column. To Print or Ack	nowledge an Order, select the O	rder(s) and click 'Print Selected' or 'Ack	nowledge Selected Orders button. New Orders				
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)	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	
(0)						Page 1 of 1 page(s)				
у	[Previou:	5]								[Ne
ory				Cancel	Download Selected Orders As CSV	Print Selected Orders Select AI Sele	ct None Delete Selected Orders			
(0)										
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ation										

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.



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а	ame	ordernumber	orderdate	invoicenumber	invoicedate	deliverynumber	deliverydate	delivery location	seqno	ean-number	article code customer	internal article code	units	count	descr
R	RDH		11/01/2012				11/01/2012	272	1	871435				6	
	RDH		11/01/2012				11/01/2012			871435				24	
	RDH		11/01/2012				11/01/2012			871435				36	
	RDH		11/01/2012				11/01/2012			871435				36	
	RDH		11/01/2012				11/01/2012			871435				6	
	RDH		11/01/2012				11/01/2012			871435				24	
	RDH		11/01/2012				11/01/2012			871435				36	
R	RDH	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				Create J	Acknowledged (Drder						
last logged in at	Please review and acknowled	age this order.			Order							
20/08/2015 18:49 [log out]	Sender ID: Sender Name:											
[ing out]	Recipient ID: Recipient Name:											
Home	Created Date:											
EDI	Acknowledgement Required		Supplier					Customer				
New Orders (7) Acknowledged Orders	Name: Street :				Name: Street :							
3)	street:				street :							
Invoices (9)	Postal Code :				Postal Co	de :						
Credit Notes (0) Order History	City : Country :				City: Country:							
Invoice History	Tel:				Tel:							
Documents	Fax: email:				Fax: email:	- EDI@eu.aswatson.c	om					
Pre-Orders (0)	Order No: 1808129)		Of .	ser information							
Orders (0) Direct Orders (0)	Order Date: 11/01/20 Supplier No.: 0000999											
Settings	Currency: EUR											
Product Catalogue	Delivery No.:			Deli	very Instructions							
Change Notifications Change Password	Delivery Date: Delivery Time:	11/01/2012 0000										
Company Settings	Delivery Date Earliest: Delivery Time Earliest:	11/01/2012										
Processes	Delivery Date Latest:	11/01/2012										
Process Information User Information	Delivery Time Latest:	0000		De	livery Location							
PDF Notifications	Location Code:											
	Store Number AS Watson: Location Ref:											
	Street :											
	Postal Code : City :											
	Country :											
	Line No.	EAN No.	Internal Article Code	Article Code Customer	Order Items Oty.	Description	Promotion	VAT %(as decimal)	Price	Total	VAT	Inc VAT
	1	EAN NO.	Internal Article Code	Arucie Code Customer	6	Description	Promotion	val %(as decimal)	Price	Iotal	VAI	INC WAT
	2				24							
	3				36							
	4				36							
										0.00	0.00	0.00
				Advowledge Order	Clear Fields	Back Delet	te 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

ne Services P	rivacy Suppo	rt						www	v.transalis
come to transalis	To view an Ackn	wledged Order, dick on View in	the Action column. To Print, Arc	hive or Delete an Acknowledged Order.	Acknowledged Orders select the Order(s) and click 'Print Selected', 'Archive	Selected or Delete Selected Orders button.			
logged in at 8/2015 18:49	Row	Received Date	Order No	Order Date	Acknowledged Orders Customer Name		D. House I. and the	Action	Select
ut]		01/2012	1808129	11/01/2012	Customer Name	Supplier Name	Delivery Location	View	Select
		/10/2012	1707306	23/09/2011				View	
		10/2011	1707309	23/09/2011				View	
	3 21	10/2011	1101309	23/03/2011	Page 1 of 1 page(s)			view	
Irders (7)	Previous				i age i ei i page(a)				N.
wledged Orders			Г	Back Download Selected Orders As C	SV Print Selected Orders Select All 1	elect None Archive Selected Orders Delete Sele	ected Orders		
ıs (9)			-						
Notes (0)									
History									
e History									
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ders (0)									
nents rders (0) s (0) Orders (0)									
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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:		87*												
Sender Name:		Kru												
Recipient ID:		000												
Recipient Name Created Date:	r:	KR 11/												
Acknowledgem	ant Required	NA												
Acknowledgen	rent required	104		Supplier						Customer				
Name:	KR			Coppeter			Nan	ne:						
Street :							Stre							
Postal Code : City :							Pos	tal Code :						
Country :							Con	intry :						
Tel:							Tet							
Fax:							Fax	-						
emait						0	rder Inform	EDI@eu aswatson (m				_	
Order No:	1808129						der maorris	auon					-	
Order Date:	11/01/201	2												
Supplier No.:	00009999													
Currency:	EUR													
Sec.						De	livery Instru	ictions						
Delivery No.:														
Delivery Date: Delivery Time:		11/01/2012 0000												
Delivery Date Ea	arliant	11/01/2012												
Delivery Time E		0000												
Delivery Date La		11/01/2012												
Delivery Time L	atest	0000												
						D	elivery Loca	ation						
Location Code:														
Store Number A	AS Watson:													
Location Ref: Street :														
sucer.														
Postal Code :														
City:														
Country :														
		11000000					Order item	The second se						
Line No.		EAN No.		Internal Article Code	Articl	e 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
						A	udit Informa	ation						<u>ار با المحمد المحمد</u>
Editor:	transalis													
Date/Time:	2012-01-1	17 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 information t	r this Grider. Check the price quantity and other details and click the	e 'Recalculate' and then 'Confirm Involce' button if correct		s more							
	Sucoller						Customer				_
Name:	Stopier			Name:			Uuscomer				
Street :				Street :							
				1							
Postal Code :				Postal Code :							
City : Country :				City: Country:							
Tel:				Tel:							
Fax:				Fax:							
email:				email:							
				1							
				1							
				÷							
				+							
Invoice No.:				Order No.:	1000129						
Invoice Date:				Order Date: Supplier No.:	11/01/2012 000099999						
Our Contact:				Control:	Account Rep						
Supplier No.: 000099999				Currency:	EUR						
				1							
				1							
				1							
				1							
				<u>;</u>							
			Delivery	instructions							
Delivery No.:											
Delivery Date:											
Delivery Time:											
Delivery Date Earliest: 11/0 Delivery Time Earliest: 0000	2012										
Delivery Date Latest: 110	2012										
Delivery Time Latest: 0000											
			Delve	ry Location							
Looation Code:											
Store Number A 8 Watson:											
Location Ref:											
Street :											
Postal Code :											
City :											
Country :											
											_
			Inol	ice items							
Line No. EAN	io. Internal Article Code	Article Code Customer		esoription	Promotion	VAT Code	VAT Rate	Price	Total V	47 Ino \	
1	84038		Product 80			3 7	2.19	1.12	6.72	6.72	1
			24			1.7	0.19				
						1.7					
3			38				E 19				
4			38			5	E. 19				-
Olick the "Recalculate" button to recalcula	a the involce 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.	, name:
Street:	Street:
Postal Code :	Postal Code :
City:	: City :
Country :	Country:
Tel:	Tel:
Fax:	Fax:
email:	email:
Invoice No.:	Order No.: 1808129
	Order Date: 11/01/2012
Invoice Date:	Supplier No.: 000099999
Our Contact:	Contact: Account Rep
Supplier No.: 000099999	Currency: EUR
	currency. Eon
	nstructions
Delivery No.:	
Delivery Date: 11/01/2012	
Delivery Date Earliest: 11/01/2012	
Delivery Time Earliest: 0000	
Delivery Date Latest: 11/01/2012 Delivery Time Latest: 0000	
Delivery Time Latest. 0000	
	Location
Location Code:	Locason
Store Number AS Watson:	
Location Ref:	
Street:	
Succe.	
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
 - \circ 24hr time (e.g. 1345)



6.2 Line-level Invoice Information

					Delivery Instruction	IS						
Delivery N	o.:	4										
Delivery D	ate:	11/01/2012										
Delivery Ti	me:	0000	1									
Delivery D	ate Earliest:	11/01/2012	-									
	me Earliest:	0000										
Delivery D		11/01/2012										
Delivery Ti	me Latest:	0000										
					Delivery Location							
Location C	ode:	871			Controly Coccason							
	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		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				
	8714			36			S •	0.19				
4				30			0 •	0.18				
1	Selei											
Click the "F			I when selecting or changing t									
Check and T	to carcanate obtion i	o recurcinate are involce tota	interiorecary of changing i		e una er count.							
			Confirm		Reset Can		iculate					

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
 - o Automatically derived from order
- VAT Code
 - \circ Displayed if the item exists in your Product Catalogue mandatory
- VAT Rate
 - Displayed if the item exists in your Product Catalogue –mandatory
- Price
 - o 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)

avoice Da Our Conta Supplier I	ct:				Order	r Date: lier No.: lict:	1808129 11/01/2012 000099999 Account Rep EUR					
					Delivery Instructio	ns						
elivery T elivery D		11/01/2012 0000 11/01/2012 0000 11/01/2012 0000]									
					Delivery Location	0						
ocation itore Nur ocation	nber AS Watson:	87 27. KF V.F			Dentely Locald							
ostal Co ity : ountry :	de :	39 BL Ne										
					Invoice Items							
			Article Code Customer	Qty.		Promotion	VAT Code	VAT Rate	Price	Total	VAT	
		Internal Article Code										
		Internal Article Code S8038	C8038	6	Product 8038		S 🔻	0.19	1.12	6.72	1.277	7.997
Line No.	EAN No.			6 24	Product 8038			0.19	1.12	6.72 24.00		7.997 28.56
Line No.	EAN No. 87 ⁻				Product 8038		s 🔻			24.00		28.56
Line No.	EAN No. 87 ⁻ 87 ⁻			24	Product 8038		S • S •	0.19	1.00	24.00 72.00	4.56 13.68	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	lote									
Please complete the	e Credit Note information. To ad	d an item click "Select" and select the EA	N number from the popup window. C	heck the prices and	quantities on this C	redit Note and clici	k the "Confirm Credit Note"	button if correct	ct. The Cred	t Note will be	e displayed for	you to confirm	n before b	eing
sent to the customer	E.								20,000,000,000					
	871:				AN NO.:	871								
Name:	testc				lame:	A.S. Con Nijb								
Address1:	a1			1.1		Con								
Address2:						sello.								
Address3:					Address2:									
Address4:					Address3:	2000								
	p5					Ren								
Tel:					Postcode:	392								
Fax					fel:									
emait					ax:									
Reg.No.:					mait									
Reg.no.:														
				-										
				1										
Credit No.:					nvoice No.:									
					nvoice no.:									
Credit Date:				1	nvoice Date:		9							
VAT Reg.No.:	NL814444751B01						Sec. 1							
Our Contact:	HE0 1444410 (DU I				100000000	A								
Supplier No.:					Currency:	EUR 💌								
Supplier No.:														
				1										
				Delivery I	cation									
Location Code:				Centery	-called the									_
	8711555909008 .													
	90													
	DC													
Location Addr1:	PR													
Location Addr2:	HE													
Location Addr3:														
Location Addr4:	66													
Location Addr5:	Ne													
				Credit No	alleme									
EAN	I No. II	ternal Article Code A	rticle Code Customer (Qty. Descript	on VAT	Code	VAT %(as decimal)	Price	Total	VAT	Inc VAT			
												0.00	0.00	0.00
												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									
	nation. To add an item click "Select" and	select the EAN number from the popup wind	ow. Check the pri	ices and quantities on thi	s Credit Note and	I click the "Confirm Credit Note" b	utton if correct. Th	he Credit N	lote will be	displayed for	you to confirm	n before be	eing
EAN No.:				EAN No.:									
Name:				Name:									
Address1:													
Address2:				Address1:									
Address3:				Address2:									
Address4:				Address3: Address4:									
Postcode:				Postcode:									
Tel:				Tel:									
Fax:				Fax:									
email:				email:									
Reg.No.:													
Credit No.: TESTCRE123				Invoice No.:	123								
Credit Date: 15/07/2013	1			Invoice Date:	08/07/2013	1 💼							
VAT Reg.No.: NL81					open into rel								
Our Contact:				Currency:	EUR 🔳								
Supplier No.:					EUR 💌								
			(Delivery location									
Location Code: 87. 3	-												
Depot Code:	5												
Location Ref:													
Location Addr1:													
Location Addr2:													
Location Addr3:													
Location Addr4:													
Location Addr5:													
			C	credit Note Items									
EAN No.	Internal Article Code	Article Code Customer			AT Code	VAT %(as decimal)				IC 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
 - \circ 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)

					Credit N										
Please complete th sent to the custome		mation. To add an item click "Select	" and select the EAN number from the p	opup window. Che	eck the prices and q	quantities on this C	Credit Note and click the "Confirm	Credit Note" button	if correct. Th	ne Credit	Note will be	displayed for yo	u to confirm	before be	ng
EAN No.:					16	AN No.:									_
Name:						lame:									
Address1:						Address1:									
Address2:						Address2:									
Address3:						Address3:									
Address4:						Address4:									
Postcode:						Postcode:									
Tel:						fel:									
Fax:						ax:									
email:						ax: email:									
					e	emaic									
Reg.No.:															
Credit No.:						nvoice No.:									_
	TESTCRE123						123								
Credit Date:	15/07/2013					nvoice Date:	15/07/2013								
VAT Reg.No.:	NLO	-													
Our Contact:	Transalis					Currency:									
Supplier No.:	Transans				1	urrency.	EUR 💌								
Supplier No.:															
					Delivery lo	cation									
Location Code:	8711555915009														
	8711555915009	-													
Depot Code:															
Location Ref:															
Location Addr1:															
Location Addr2:															
Location Addr3:															
Location Addr4:															
Location Addr5:															
					Credit Note	e Items									
EAN	No.	Internal Article Code	Article Code Customer	Qty.	Description	VAT Code	VAT %(as decimal)	Price	Total	VAT	Inc VAT				
[4004/	_			250								0			
	-			100		S 💌	0.21 💌	-90.90				Remove			
	-														
													0.00	0.00	0.00

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
 - o 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
 - PRÍCÉ 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.

				Credi									
Please complete the	e Credit Note information. To add an i	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	tit Note" buttor	if correct. The	e Credit Note will	be displayed for you	to confirm befo	ire being
EAN No.:	<u>. </u>				EAN No.:								
Name:					Name:								
Address1:													
Address2:					Address1: Address2:								
Address3:					Address2:								
Address4:					Address4:								
Postcode: Tel:					Postcode:								
Fax:					Tel:								
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.:						CON [10]							
				Delivery	lacolian								
Location Code:	8711555909008			Delivery	Tocasion								
Depot Code:	8711555909008												
Location Ref:													
Location Addr1:													
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 💌	Test123		250	This is an example test article	S 💌	0.21	-2.75	-687.50	-144.375	-831.875 Rem	nove		
	1												
											-687.50	-144.375	-831.875
				Confirm Credit Note	Reset	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	1 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 th To select a single of	tents in this folder. To search within the field blank if you do not want to search selection fields blank all the Orders in th order number field is case sensitive. fay's orders just enter a "From" date. rach menu from the order list cick: "Can	on that field. his folder (2) will be listed.	selection criteria.		Selecting Pre-Orders Using Search Criteria				
Home <u>EDI</u> New Orders (7) Acknowledged Orders (3) Invoices (9)	Reference No.: Order No.: Order Date From Order Date To:					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
Inoce stary Deciments Pre-Oxfers (2) Oxfers (4) Direct Oxfers (3) Settings Product Callague Change Notifications Change Passwort Change Passwort Change Passwort Change Passwort Change Passwort Process Information Use Information POP Notifications						Search-Orders Order Arrived				

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				EI \$
Home Services Privacy Support				www.transalis.com
Welcome to transalis To view a Pre-Order, click on View in the Acti	on column.	Pre-Orders		
[log out] 1 04/08/2015 331	Order No. Order Date Type 14590 04/08/2015 Pre-Order Changed 1345 04/08/2015 Pre-Order New	Pre-Orders Reference No.	Customer Name	Supplier Name Action View View
Home EDI Previous		Page 1 of 1 page(s)		Next
New Onders (7) Acknowledged Orders (7) Innice (8) Cradt Nietes (8) Order History Innice History December Product Califogue Orders (8) Direct Orders (8) Settings Product Califogue Orders (8) Change Hotels.com Change Password Change Hotels.com Process Memadion User Momadion Direct Moma		Εn	٥	sonED™ © 2015 Tapasala Lidi Trema di usa

User can view a copy of the PDF order

ac558c48-2efd-4036-81fb-f7aa_ × +															-	0	×
e a								7 C	Q. Search			5	0 1	œ +	÷	ø	=
🗋 🕂 ት Page 🔢 1 of 1					- +	Automatic Zoo	m 1							x e) D	R.	»
Suppler name Suppler numb PRE-ORD Promotio Type Pre-order adde Order date	DER ADV	ICE(delivery 201530	y at our r	Address equest) Products should be Order placed by	available from :		fódorp verson in our purchasing dep	Contactperson(aftin Mail Address STATUS: CH Delivery address partment		NT TP							
Indicator A	Article No.				Article				Your TU		Our TU						
	Our TU	EAN TU	Our CU	Your No.	Brand		Description	Type/Size	Quantity ordered								
Any general ter	erms and condi I terms are ava	the subsequent rep Bions used are here allable on request fr	eby expressly	disclaimed by you.	the A.S. Watson C	iroup General Pi	r	0/A	100		11						



8.2 Orders

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

A.S. Watsor	Group									S 1
me Services P	rivacy Si	apport								www.transalis.
come to							Orders			
transalis	To view a	Order, click on View in the Ar	tion column.							
logged in at 08/2015 09:54	Row	Received Date	Order No.	Order Date	Туре	Reference No.	Orders	Customer Name	Supplier Name	Action
ut]		04/08/2015	3316229	04/08/2015	Order New	Reference no.		Costonier Hame	Supplier Halle	View
		04/08/2015	3249799	04/08/2015	Order New					View
		04/08/2015	3245740	04/08/2015	Order New					View
		04/08/2015	3316222	04/08/2015	Order New					View
Orders (7)							Page 1 of 1 page(s)			
owledged Orders	Previous	1					Back			N
e History ments vides: (2) s (4) Corders (3) gs ext Catalogue ge Notifications ge Password any Settings sses sis Information Information Notifications										

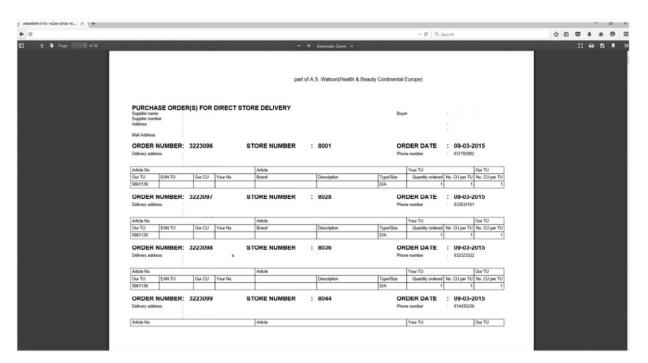
8.3 Direct Orders

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

Services P	rivacy S	upport						w	ww.transalis.
me to i						Direct Orders			
, transalis gged in at	To view a	Direct Order, click on View in the A	ction column.			Direct Orders			
2015 09:54	Row	Received Date	Order No.	Order Date	Reference No.	Direct Orders	Customer Name	Supplier Name	Action
t]	1	30/07/2015		30/07/2015				Soffrier ranne	View
	2	30/07/2015		30/07/2015					View
	3	30/07/2015		30/07/2015					View
						Page 1 of 1 page(s)			
rders (7)	Previou	S							1
wledged Orders						Back			
s (9)									
Notes (0)									
History									
History									
ients									
ders (2)									
(4)									
Orders (3)									
# t Catalogue									
e Notifications									
Password									
any Settings									
ses									
s Information									
nformation									



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	Kruldvat 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	le 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	
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.

A.S. Watson	a Group						(1)
ome Services P	Privacy Support						www.transalis.com
/elcome to zansalis st logged in at 2/08/2015 18:49 og out]	Product Catalogue Please select a customer						
ome Mer Orders (7) Ecknowledged Orders Jorices (9) evices (9) evice history succe history succe history succe history succe history titingge accode distribution mange Pasaword ompany Settings rocessies processies processies	EAN No. : Company Name : Address : : : Post Code : Company Reg No : Telephone No : Fax No. : Email : Mallbox : Vat Rate : Payment Terms : Supplier Code : Inv. EAN No : Settlement Disc. No :	87- FLE/home/sduptead/ 20% Account Rep 30 Days 8711 0 0					
OF Notifications	EAN No (371) (370)	Cet No 2008	Supplier Product Re	Product 8038	Product Disc/liption	Value 1.33	Units REMOVE
	Internal Article	le Code Article Code Cust	omer	Product Description	Value	Vat Code (Exempt=E, Otherwise	=S) Vat Percent Units
EAN No		_	This is an example test	article	2.75	sv	0.21 🗸 1
	ITest123						
EAN No 712300000123 234567890123	ITest123 test123		test		3.50	SV	0.21 🗸 1

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'.

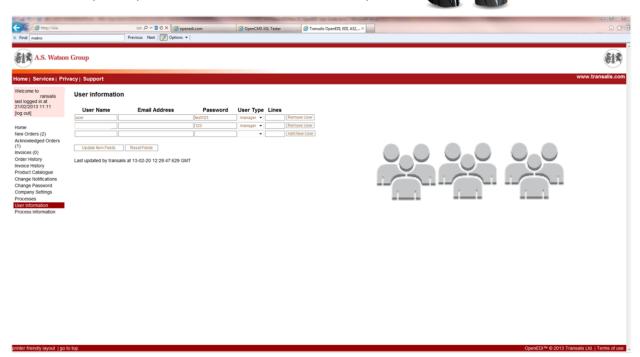
When done, click on 'Update Item Fields'.



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	Group	S1 3
Home Services Pi	Ivacy Support	www.transalis.com
Welcone to to stantaged in a 2008/2075 11-39 [log out] Home EDI Here Ofers (1) Activate/spdf Orders (1) Indice (1) Codef Helso (1) C	Change optifications Is of always your Email or foot (SMS) notifications please steer the email address(eg) or mobile number(s) hem, to enter more than one value please separate them with a semi-colon () character. Passe enter mobile plone numbers with the country code and so spaces, for UK numbers drop the leading zero and prefix with "4", eg, "19751 for7122" should be entered as "417551for7123". Type do not courrently inclueive Text indifications and with to do to please cortact. Transais who will add the "TextIteRITer" process to your senice list, then is a small additional monthly charge for this senice. MICAUNI INCO LINE TO ACCESSANT PROCESSES," TO APPLY YOUR CLAIMERSE To do not courrently inclueive Text indifications and with to do to please cortact. TextIstant PROCESSEs, "To APPLY YOUR CLAIMERSE To do not courrently inclueive TextIstant PROCESSES," TO APPLY YOUR CLAIMERSE To do not courrently inclueive TextIstant PROCESSES, "To APPLY YOUR CLAIMERSE To do not courrently inclueive TextIstant PROCESSES," TO APPLY YOUR CLAIMERSE To do not courrently inclueive TextIstant PROCESSES, "To APPLY YOUR CLAIMERSE To do not courrently inclueive TextIstant PROCESSES," To APPLY YOUR CLAIMERSE To do not courrently inclueive TextIstant PROCESSEs, "To APPLY YOUR CLAIMERSE To do not courrently inclueive TextIstant PROCESSEs," To APPLY YOUR CLAIMERSE To apply the textIstant PROCESSES (To APPLY YOUR CLAIMERSE To apply the textIstant PROCESSES, "To APPLY YOUR CLAIMERSE To apply the textIstant PROCESSES, To APPLY YOUR CLAIMERSE To apply the textIstant PROCESSEs, and the text International additional interthy to apply the textIstant PROCESSEs and to the textIstant PROCESSEs, and the text International additional interthy to apply the textIstant PROCESSEs of textIstant TextIstant Processes of questions. Description of textIstant Processes additional interthy textIstant Processes additional interthy textIstant Claimers additional interthy textIstant Processes of questions. Description of textIstant Processes additional interth	

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 ti F , transalis last logged in at 21/08/2015 09:59	PDF Notifications			
[log out]	Name: Supplier No.: 000099999			
Home EDI Hew Orders (7) Actionalogid Orders (7) Innices (8) Codet Notes (8) Codet Notes (9) Codet Notes (9) Decuments Pre-Orders (2) Coders (1) Decuments Pre-Orders (2) Settings Product Catalogue Change Notifications Process Information Process Information Process Information Process Information Process Information Process Information	Supplier No.: 00099999 Doc:Type Doc:Type Oreorder order order directorder directorder Regener Last updated by at	Email Type 10 10 10 10 10 10 10 10 10 10 10 10 10	Enal	Vaddated

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	
reorder	cc		
order	to	user@transalis.com	
rder	cc		
directorder directorder	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.

PDF Notifications				
lame: Supplier No.: 000099999				
loc.Type	Email Type	Email	Va	lidated
reorder	to	user@transalis.com		
reorder	cc			
der	to	user@transalis.com		
der	cc			
rectorder	to	user@transalis.com		
rectorder	cc			

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 <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 OMEGA PHARMA NEDERLAND, transalis last logged in at	Invoice Notifications	6			
25/06/2020 11:11 [log out]	Name: OMEGA PHARMA Supplier No.: 000012320		ILAND		
Home	Doc.Type	Email Type	Email	PDF	XML
EDI New Orders (0)	Dunning letter	to			
Acknowledged Orders	Dunning letter	сс			
(0)	Returned goods	to			
Invoices (0)	Returned goods	сс			
Dispatch Advices (0) Credit Notes (0)	Credit note	to			
Order History	Credit note	сс		i - 1	
Invoice History	Supplier agreements	to		- 🖸	
Documents Documents	Supplier agreements	сс		i - 1	
Pre-Orders (16) Orders (6) Direct Orders (1)	Supplier agreements+supplement	to] 🖸	
Incoming Invoices Incoming Invoices (1)	Supplier agreements+supplement	сс		J	
Incoming Invoice History <u>Settings</u>	Update				
Product Catalogue	Last updated by transalis a	at 20-02	-20 19:56:27:627 GMT		

Change Notifications Change Password Company Settings er Inform DF Notifications



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	,
S	martScreen Filter	,
N	lanage Add-ons	
С	ompatibility View	
C	ompatibility View Settings	
S	ubscribe to this Feed	
F	eed Discovery)
W	/indows Update	
D	eveloper Tools	F12
In	nternet Options	

Select the Security Tab



Select Custom Level



New Screen appears:

ettings		
Reg .NET	Framework	
08 L	oose XAML	
(Disable	
(Enable	
(Prompt	
🛃 🛃	(AML browser applications	
0	Disable	
(Enable	
	Prompt	
es >	IPS documents	
(Disable	
(Enable	
	Prompt	
	Framework-reliant components	
F P	ermissions for components with manifests	-
4	nicahla III b	
*Takes eff	fect after you restart Internet Explorer	
eset custo	om settings	
eset to:		-
eset to.	Medium-high (default)	•

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

ettings			
	Enable		~
_	Prompt	_	
	wnloads		
2	Automatic prompting for file downloads	1	
	Oisable	1	
	Enable		_
- 62	File download		
	O Disable		
	Enable		
02			
	O Disable		
	Enable		
	Prompt		
🛃 En	able .NET Framework setup		
0	Disable		-
1	Fnahla		
Takes	effect after you restart Internet Explorer		
neat au	stom settings		
eset to:	Medium-high (default)	▼ Re:	set
		ок	Cancel

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:

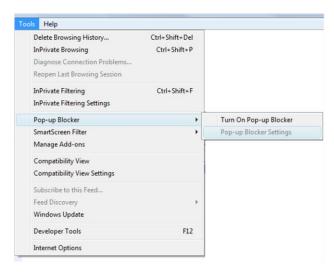
ettings			
0	inable		
01	Prompt		
Downloa			
	matic prompting for file downle	oads	
	Disable		
0.	nable		_
	lownload		
-	Disable		
	inable		
	download Disable		
<u> </u>	inable		
0	Prompt		
	NET Framework setup		
Disa			
A Fnak	ام 🖌		*
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eset custom s	after you restart Internet Exp ettings Iedium-high (default)		R <u>e</u> set
		ок	Cancel
irning!		the cettings for t	his zone?
Are Are	you sure you want to change	ule securigs for u	

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.

t to open or save this file? Name: orders.csv		
Type: OpenDocument Spreadsheet From: *.openedi.com	С 1.29КВ	
Open Save	Cancel	
e files from the Internet can be useful, so your computer. If you do not trust the so this file. What's the risk?	ome files can potentially ource, do not open or	
π	ile files from the Internet can be useful, so m your computer. If you do not trust the s	ile files from the Internet can be useful, some files can potentially your computer. If you do not trust the source, do not open or



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:

ols Help			Pop-up Blocker Settings
Delete Browsing History InPrivate Browsing Diagnose Connection Problems Reopen Last Browsing Session	Ctrl+Shift+Del Ctrl+Shift+P		Exceptions Exceptions Image: 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 InPrivate Filtering Settings	Ctrl+Shift+F		Add 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	•		Notifications and blocking level:
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