

Using Internet EDI for Home Hardware



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Commport

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Accessing Internet EDI

Go to <https://internetedi.commport.com>

You will be presented with a Username and Password prompt. Enter the username and password as provided by Commport.

The screenshot shows the "Commport Internet EDI" login interface. At the top is a dark blue header with the logo and a navigation bar containing buttons for "Tools", "Company Settings", "Trading Partners", "Items and Packing Rules", "Save", and "Help". A "sign in" link is on the right. In the center, a "Login" dialog box is open. It contains fields for "User name" and "Password", a "Keep me signed in" checkbox, and a "Language" dropdown menu set to "Default". At the bottom of the dialog are "OK" and "Cancel" buttons, and a link that says "Don't remember password?".

Internet EDI Introduction

After entering your Username and Password a new screen will appear that will enable you to view and post orders, create purchase order acknowledgements, shipments and invoices to be sent to Home Hardware. Upon login, the system will automatically present the Mailbox Tab.

The screenshot shows the "Mailbox" tab selected in the "Commport Internet EDI" interface. The top navigation bar is the same as in the previous screenshot. Below it, a sub-navigation bar shows "Mailbox", "Orders", "Shipments", "Invoices", and "DSD Statements". The "Mailbox" section on the left has a dropdown menu showing "Inbox (15)" and "Outbox". The main area displays a table of transactions.

	Sender	Document Type	Document Date	Doc Number	PO Number	Received	Status
1	Home Hardware Stores Limited	850 - Purchase Order	Dec-29-2016	M1234569JO	M1234569JO	Oct-31-2017 04:17P	New
2	Home Hardware Stores Limited	850 - Purchase Order	Dec-29-2016	M1234569JO	M1234569JO	Oct-06-2017 02:34P	New
3	Home Hardware Stores Limited	850 - Purchase Order	Dec-29-2016	M1234569JO	M1234569JO	Oct-06-2017 02:34P	New

The **Mailbox** tab shows the Inbox by default which displays all transactions that have been sent by Home Hardware.

The **Orders** tab shows the active sales orders that are available in the system along with their current statuses.

The **Shipments** tab shows the active shipments (Advanced Shipping Notifications or ASNs) that are in the system along with their current statuses.



The **Invoices** tab shows the active invoices that are in the system along with their current statuses.

Tools

The **Tools** button allows you to search for any document sent/received in Internet EDI either by trading partner, transaction type or transaction number

Company Settings

The Company Settings, are accessible from the **Company Settings** button at the top right, can be used to establish some default values for use on your transactions with Home Hardware.

Profile

The Profile tab in the Company Settings section allows you to set your company name, contact details and language preferences. This section also allows you to specify to whom to send Alerts and Notifications.

Enter your GS1 Company Prefix (also known as a UCC/EAN number or Company Prefix) in this section. This number is required to print GS1 128 MH10 shipping (licence plate\SSCC) labels..

The transaction control numbers allow you to establish the starting number to support the system's ability to automatically increment document numbers. Using the value in this section for Orders, Invoices, ASNs and PO Acknowledgements, the system will assign a unique document number each time you create a new document. This number will increment every time you begin a new document of the same type. You can always override the document number when creating a new document by keying the desired document number into the document during creation.

Canadian Provinces/USA Settings – Taxes

Under the Taxes You can also turn on or off taxes for Canada or the U.S.A. This is also the section where you can enter your GST or HST registration number.



Commport

Company Settings

Profile

Tax Jurisdictions

Company Addresses

3PL Users

Document Threshold

Name of Business Demo A

Language

Transaction Control Numbers

Sales/Customer Orders

No

75

Invoices

No

29

Shipments/ASNs

No

25

PO Acks

No

43

DSD Statement

No

2

Order Status Reports

No

0

Electronic ID Numbers

ISA ID Qualifier

ISA Interchange ID

GS App Code

GS1 (UCC, EAN) Company Prefix

Main EDI or IT Contact

Name

Phone

Email

Canadian Provinces

GST or HST Registration Number

Apply for All

Taxes for All Provinces turn

On

Off

USA settings

Taxes for All States turn

On

Off

Send Alerts and Notifications To

Add

Edit

Delete

Name

Email

Save

Close

Tax Jurisdictions

This section is automatically filled out for you by our system. However, just as a review, this is the area where you would establish tax percentages and handling based on the jurisdiction. Similar to the 'Profile' tab you can turn on/off taxes for Canada or the U.S.A. If you didn't enter your GST/HST Registration number in the profile, you can enter it on the Tax Jurisdiction tab. You can add a new tax to a jurisdiction and you can also edit the default taxes in this location.



Commport

Company Settings

Profile | Tax Jurisdictions | Company Addresses | 3PL Users | Document Threshold

Canadian Provinces

GST or HST Registration Number

Taxes for All Provinces turn

USA settings

Taxes for All States turn

Jurisdictions			<input type="button" value="Edit"/>
Jurisdiction ID	On/Off	Description	
1 AB-Alberta	<input checked="" type="checkbox"/>		
2 BC-British Colum	<input checked="" type="checkbox"/>		
3 MB-Manitoba	<input checked="" type="checkbox"/>		
4 NB-New Brunswi	<input checked="" type="checkbox"/>		
5 NL-Newfoundland	<input checked="" type="checkbox"/>		
6 NT-Northwest Te	<input checked="" type="checkbox"/>		
7 NS-Nova Scotia	<input checked="" type="checkbox"/>		
8 KY-Kentucky	<input checked="" type="checkbox"/>		
9 LA-Louisiana	<input checked="" type="checkbox"/>		
10 ME-Maine	<input checked="" type="checkbox"/>		
11 MD-Maryland	<input checked="" type="checkbox"/>		
12 MA-Massachusett	<input checked="" type="checkbox"/>		
13 MI-Michigan	<input checked="" type="checkbox"/>		
14 MN-Minnesota	<input checked="" type="checkbox"/>		
15 MS-Mississippi	<input checked="" type="checkbox"/>		
16 MO-Missouri	<input checked="" type="checkbox"/>		
17 MT-Montana	<input checked="" type="checkbox"/>		
18 NE-Nebraska	<input checked="" type="checkbox"/>		
19 NV-Nevada	<input checked="" type="checkbox"/>		
20 NH-New Hampsh	<input checked="" type="checkbox"/>		
21 NJ-New Jersey	<input checked="" type="checkbox"/>		
22 NM-New Mexico	<input checked="" type="checkbox"/>		
23 NY-New York	<input checked="" type="checkbox"/>		
24 NC-North Carolin	<input checked="" type="checkbox"/>		

If you select **Add** to add a new tax into an existing jurisdiction. The Tax field is a drop down list that allows you to select applicable taxes for Canada.

Company Settings

Profile | Tax Jurisdictions | Company Addresses | 3PL Users | Document Threshold

Canadian Provinces

GST or HST Registration Number

Taxes for All Provinces turn

USA settings

Taxes for All States turn

Jurisdictions			<input type="button" value="Edit"/>
Jurisdiction ID	On/Off	Description	
1 AB-Alberta	<input checked="" type="checkbox"/>		
2 BC-British Colum	<input checked="" type="checkbox"/>		
3 MB-Manitoba	<input checked="" type="checkbox"/>		
4 NB-New Brunswi	<input checked="" type="checkbox"/>		
5 NL-Newfoundland	<input checked="" type="checkbox"/>		
6 NT-Northwest Te	<input checked="" type="checkbox"/>		
7 NS-Nova Scotia	<input checked="" type="checkbox"/>		
8 KY-Kentucky	<input checked="" type="checkbox"/>		
9 LA-Louisiana	<input checked="" type="checkbox"/>		
10 ME-Maine	<input checked="" type="checkbox"/>		
11 MD-Maryland	<input checked="" type="checkbox"/>		
12 MA-Massachusett	<input checked="" type="checkbox"/>		
13 MI-Michigan	<input checked="" type="checkbox"/>		
14 MN-Minnesota	<input checked="" type="checkbox"/>		
15 MS-Mississippi	<input checked="" type="checkbox"/>		
16 MO-Missouri	<input checked="" type="checkbox"/>		
17 MT-Montana	<input checked="" type="checkbox"/>		
18 NE-Nebraska	<input checked="" type="checkbox"/>		
19 NV-Nevada	<input checked="" type="checkbox"/>		
20 NH-New Hampsh	<input checked="" type="checkbox"/>		
21 NJ-New Jersey	<input checked="" type="checkbox"/>		
22 NM-New Mexico	<input checked="" type="checkbox"/>		
23 NY-New York	<input checked="" type="checkbox"/>		
24 NC-North Carolin	<input checked="" type="checkbox"/>		

Jurisdiction settings

Jurisdiction ID AB-Alberta

Description

Is Active ☒

Tax	Description	%	Registration Number	On/Off
GST			789RT0001	<input checked="" type="checkbox"/>

Tax settings

Tax

%

Registration Number

Description

Is Active ☐



If you select **Edit** an existing tax you can adjust the percentage and add a description you can also make it active or deactivate it.

Company Settings

Profile | Tax Jurisdictions | Company Addresses | 3PL Users | Document Threshold

GST or HST Registration Number

Taxes for All Provinces turn ☐ On ☐ Off

Jurisdiction ID	On/Off	Description
1 AB-Alberta	<input checked="" type="checkbox"/>	
2 BC-British Colum	<input checked="" type="checkbox"/>	
3 MB-Manitoba	<input checked="" type="checkbox"/>	
4 NB-New Brunswi	<input checked="" type="checkbox"/>	
5 NL-Newfoundlan	<input checked="" type="checkbox"/>	
6 NT-Northwest Te	<input checked="" type="checkbox"/>	
7 NS-Nova Scotia	<input checked="" type="checkbox"/>	
8 KY-Kentucky	<input checked="" type="checkbox"/>	
9 LA-Louisiana	<input checked="" type="checkbox"/>	
10 ME-Maine	<input checked="" type="checkbox"/>	
11 MD-Maryland	<input checked="" type="checkbox"/>	
12 MA-Massachusett	<input checked="" type="checkbox"/>	
13 MI-Michigan	<input checked="" type="checkbox"/>	
14 MN-Minnesota	<input checked="" type="checkbox"/>	
15 MS-Mississippi	<input checked="" type="checkbox"/>	
16 MO-Missouri	<input checked="" type="checkbox"/>	
17 MT-Montana	<input checked="" type="checkbox"/>	
18 NE-Nebraska	<input checked="" type="checkbox"/>	
19 NV-Nevada	<input checked="" type="checkbox"/>	
20 NH-New Hampsh	<input checked="" type="checkbox"/>	
21 NJ-New Jersey	<input checked="" type="checkbox"/>	
22 NM-New Mexico	<input checked="" type="checkbox"/>	
23 NY-New York	<input checked="" type="checkbox"/>	
24 NC-North Carolina	<input checked="" type="checkbox"/>	

Jurisdiction settings

Jurisdiction ID AB-Alberta

Is Active ☒

Description

Jurisdiction Taxes

Tax	Description	%	Registration Number	On/Off
GST			789RT0001	<input checked="" type="checkbox"/>

Tax settings

Tax

% 5.00%

Registration Number 123456789RT0001

Description

Is Active ☒

Save OK Cancel

Save OK Cancel

Close

Company Addresses

The Company Addresses tab allows you to establish default addresses in the system. You can store addresses for your company's different locations.



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Company Settings

Profile | Tax Jurisdictions | Company Addresses | 3PL Users | Document Threshold

Add Edit Delete

Name	Loc Number	Address Line 1	City	Province	Postal Code
Commport Communications	1234567	5 Scanlon Court	Aurora	ON	L4G 7B2

Close

To add a new address to any list, select the **Add** button. If you want to edit an existing address select the **Edit** button. You can also delete an address/location from the list. All of these buttons are found at the top right of the screen.

Edit/View Address

Name: Commport Communications

Location Number: 1234567

Location Description:

Address Line1: 5 Scanlon Court

Address Line2:

City: Aurora

Province/State: ON-Ontario

Postal/Zip Code: L4G 7B2

Country: CA-Canada

Contact Name:

Contact Telephone #:

Contact Fax #:

Contact Email Address:

Default Remit-To: ☐

Default Ship-From: ☒

This Location is a 3PL

Save OK Cancel



Complete all of the address fields.

Name – describes this address so that it is meaningful and easily identifiable.

Number – This is the location identifier. This will be the vendor number assigned to your company by Home Hardware.

Line 1, Line 2, City, Province/State, Country – these fields are the physical address information

Location Description - You can enter a description such as Head Office to help make the address easier to identify.

Address Type – allows you to identify what type of address the new address is.

Contact Name, Contact Telephphone and contact Email Address – A place to store contact information for that location.

Default Remit-To and Default Ship-From - If you select the checkmark you have activated the addresses to populate on the various transactions for that Trading Partner. It will populate the Remit-To and/or Ship-From depending on your selections here.

Document Threshold

This tab allows you to set a transaction data retention threshold. It will automatically filter out transactions that have a status of **Complete, Closed, Cancelled** or **Viewed** and that are older than the threshold date that you set. Transactions that are **Complete, Closed, Cancelled** or **Viewed** will no longer be visible if they are older than the threshold you set. The threshold allows you to select either Months or Days. Maximum is 12 months or 365 days

Company Settings

Profile

Tax Jurisdictions

Company Addresses

3PL Users

Document Threshold

Set Transaction Data Threshold

This option will filter out transactions that are **Complete, Closed or Canceled** and that are older than the threshold that you set. Selecting a low threshold will result in improved overall performance by reducing the size of your working data; it will restrict you to transactions within the threshold. Transactions that are **Completed, Closed or Canceled** that are older than your selected threshold will not be visible. Open and Incomplete transactions will always be visible regardless of threshold.

Set Threshold In:

Months

Number:

1

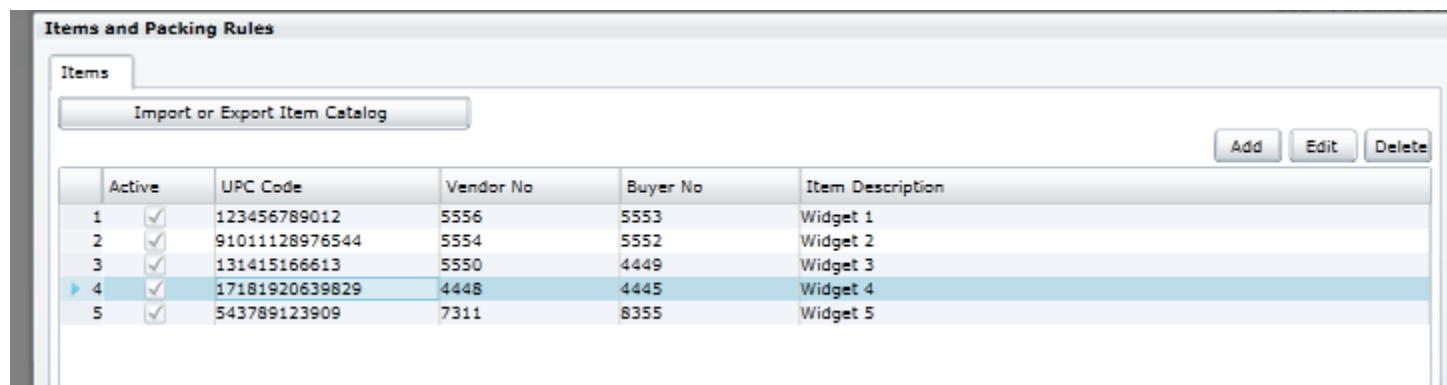
Save Threshold

Close

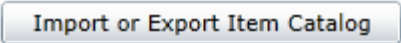


Items and Packing Rules

Clicking on the Items and Packing Rules button allows you to access your product catalogue. If you add your items here, they will be available for use on transactions you create using the system.

A screenshot of a software window titled "Items and Packing Rules". It has a tab labeled "Items". Below the tab is a button labeled "Import or Export Item Catalog". To the right of this button are three buttons: "Add", "Edit", and "Delete". Below these buttons is a table with five columns: "Active", "UPC Code", "Vendor No", "Buyer No", and "Item Description". The table contains five rows of data, with the fourth row highlighted in blue.

	Active	UPC Code	Vendor No	Buyer No	Item Description
1	<input checked="" type="checkbox"/>	123456789012	5556	5553	Widget 1
2	<input checked="" type="checkbox"/>	91011128976544	5554	5552	Widget 2
3	<input checked="" type="checkbox"/>	131415166613	5550	4449	Widget 3
4	<input checked="" type="checkbox"/>	17181920639829	4448	4445	Widget 4
5	<input checked="" type="checkbox"/>	543789123909	7311	8355	Widget 5

Add items to the catalogue manually using the Add button. Use the  to manage your catalogue in bulk using Microsoft Excel. Otherwise, items can be edited or deleted by using the appropriate buttons

Using Internet EDI

Upon logging in, you will be presented with the Mailbox tab, defaulted to the Inbox. Within the Inbox, the information about your transactions includes:

Sender – The name of the trading partner that has sent the transaction

Document Type – Indicates what type of transaction received from trading partner.

Document Date – the date the transaction was issued by the trading partner. This is most often the same date as the Received Date, but may be different if the document was resent.

Document Number – An original number sent on the transaction. If the transaction is a PO then this number would be the PO number

Received – Date the transaction was received into Internet EDI.

Status – New represents a new order. Posted indicates that the purchase order has been reviewed and posted to create a Sales Order -the first step to creating other transactions in response to this purchase order.

OUTBOX – Shows transactions that have been sent or are on hold

On Hold transactions are transactions that have been created and are ready to be sent but have been put on hold awaiting release.

You can expand the Outbox to have your transactions segregated by transaction type. When using the transaction type specific view, there are particular details available that are specific to the transaction type.



▷ Inbox **(16)**

▲ Outbox

Invoices

Shipment Notices

PO Acknowledgments

Managing Purchase Orders Using Internet EDI

Purchase orders are sent by Home Hardware requesting products for delivery to either a Home Hardware warehouse or directly to a Home Hardware store. In order to use and begin creating return documents in response to the purchase order, you must first create a Sales Order in Internet EDI. The Sales Order is a copy of the purchase order as sent by Home Hardware. As you create shipments and invoices against the Sales Order, Internet EDI will update the Sales Order with the products and quantities that have been fulfilled or remain available for fulfillment.

Viewing and Printing Your Home Hardware Purchase Order

The purchase order as sent by Home Hardware is available in your Inbox under the Mailbox tab. You can view a printable copy of this purchase order by double clicking on the order.

This will generate a report with all of the details as provided by Home Hardware.



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Commport Internet EDI



Tools

Company Settings

Trading Partner

Items and Packing Rules

Save

Help

Welcome DEMOA | sign out

Mailbox

Orders

Shipments

Invoices

DSD Statements

850 Report

Home Hardware Stores Limited

Purchase Order: M123456930 Page: 1 / 1

Buyer	ShipTo	PO Date: 12/11/2017 12:00:00 AM
Contact Information	HOME HARDWARE - ST. JACOBS	PO Number
BUYER NAME	2014817930001	M123456930
Contact Information		Requested Ship Date (DD) Dec-20-2017
Vendor	Ship From	Terms Type: 14
V2222	Contact Information	Terms Basis Date:
Contact Information		Terms Discount Percent:
Remit To	Bill To	Terms Discount Days Due:
Contact Information	ALLIANCE INTERNATIONAL LLC	Terms Net Days: 30
	2014817930001	Contact:
Currency	Contact Information	Dept Contact:
V2222	Vendor Number	Method of Payment: PO
Department	V2222	Shipping Instructions:
	Shipment Type	Transport Method: T
		Terms Description
		Routing
		PREPAID 0000000000

Ln #	UPC #	Buyer #	Seller's #	Product Description	QTY	UoM	Unit Price	Total	Pack
1	123456789101	3849251	KF10T		132	EA	\$4.50	594.00	6
2	999999999999	123456789	KF4T		36	EA	\$4.50	162.00	6
3	999999991111	123456958	FSP-18		32	EA	\$22.00	704.00	4
4	1111111111222	128345978	1540		4	EA	\$45.00	180.00	4
5	121212121212	125789345	8099		36	EA	\$6.00	216.00	36

Notes:
PLEASE SHIP ASAP
Additional references:

Sub Total: 1856.00
Total Allowances: 0
Total Charges: 0
Total: 1856.00

☐ Show Details

Page 1 of 1 One per page Copies: 1 as Bitmap Print CSV Zoom:

Print

You can use the **Print** at the bottom of the screen to print a copy of your purchase order.

Creating a Sales Order from a Purchase Order

In the Mailbox tab, click on a purchase order with the status "New", then click the

Post

button (at the bottom right hand side of the page). The status of the purchase order will change to Posted.



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Commport Internet EDI

Welcome DemoA | sign out

ToolsCompany SettingsTrading PartnerItems and Packing RulesSaveHelp

MailboxOrdersShipmentsInvoicesDSD Statements

▷ Inbox (2)

▷ Outbox

	Ser	Document Type	Document Date	Doc Number	PO Number	Received	Status
▶	1 Hom	850 - Purchase Order	Dec-29-2016	M1234569JO	M1234569JO	Oct-31-2017 04:17P	New
▶	2 Hom	850 - Purchase Order	Dec-29-2016	M1234569JO	M1234569JO	Oct-06-2017 02:34P	New

Check MailView EDIPrint POsPacking InstructionsPostSendCancelResend

You can access your Sales Orders by clicking on the Orders tab at the top of the page. Within the Orders tab you will see the new sales order which has been posted. The status on the Sales Order shows “New”

Commport Internet EDI

Welcome DemoA | sign out

ToolsCompany SettingsTrading PartnerItems and Packing RulesSaveH

MailboxOrdersShipmentsInvoicesDSD Statements

	Customer Name ▼	Ship To	Exp. Ship Date	PO No	PO Date	CO N	CO Date	Vendor N	Status
▶	55 Home Hardware Stores Limited	2014817930001	Jan-30-2017	M1234569JO	Dec-29-2016	95	Jan-09-2018	V2222	New
	56 Home Hardware Stores Limited	2014817930001	Dec-20-2017	M1234569JO	Dec-29-2016	80	Dec-11-2017	V2222	Order Confirmed
	57 Home Hardware Stores Limited	2014817930001	Dec-20-2017	M1234569JO	Dec-11-2017	79	Dec-11-2017	V2222	Pending Shipment
	58 Home Hardware Stores Limited	2014817930001	Jul-06-2017	M1234568JO	Dec-29-2016	33	Feb-22-2017	V2222	Acknowledgment Pending
	59 Home Hardware Stores Limited	2014817930001	Jun-01-2017	M1234568JO	Dec-29-2016	31	Feb-16-2017	V2222	Acknowledgment Pending

To open the order, click on the order and then click on the button. You can also double click the Sales Order to open it.

The Sales Order is displayed in a new Tab.



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Commport Internet EDI

Welcome DEMOA | sign out

ToolsCompany SettingsTrading PartnerItems and Packing RulesSaveHelp

MailboxOrdersShipmentsInvoicesDSD StatementsOrder: 79

Customer nameHome Hardware Stores Limited

Bill ToOrder From

Ship ToShip From

ALLIANCE INTERNATIONAL LLC
2014817930001

HOME HARDWARE - ST. JACOBS
2014817930001

Status

Terms of Sale

Ship and Delivery Dates

Charges & Allowances

Carrier

Misc

Order Confirmed

PO No: M1234569JOOrder Number: 79

PO Date: Dec-11-2017Order Date: Dec-11-2017

PO Type:Internal Order Number:

Vendor No: V2222Currency:

Department Contact:Dept Phone No:

Ln #	UPC Code	II	Qty Ordered	UoM	Shipped To Date	Shipped Last	Qty O/S	Qty Invoiced	Unit Price	Ext. Price
1	123456789101		132	EA			132		\$4.50	\$594.00
2	999999999999		36	EA			36		\$4.50	\$162.00
3	999999991111		32	EA			32		\$22.00	\$704.00
4	111111111222		4	EA			4		\$45.00	\$180.00
5	121212121212		36	EA			36		\$6.00	\$216.00

Messages

PLEASE SHIP ASAP

Additional references

Total Order Value: \$1856.00

Open AcknowledgmentPrintDirect InvoiceCreate ShipmentOpen Current ShipmentCancel OrderClose OrderOpen Order

From the Sales Order you can review the order using the tabs to verify the purchase order header information. You can also change how the items on the order are sorted and displayed by clicking on the drop down menu in the second column.

Ln #		Item
1	Any Item Code	
2	UPCA Item Code	
3	Buyer Item Code	
4	Vendor Item Code	
5	SKU Item Number	

To view the full details of a line item, highlight and then double click on the item.

771250906632

Item Details

Buyer Item No: 003648075

Pack: 120

Inner Pack: 0

To close the details of the line item double click on the line item again.

Note: You cannot make changes to the quantity or price on the Sales Order.



Creating a PO Acknowledgement

If you receive a purchase order from Home Hardware you must acknowledge your acceptance or rejection of the order (based on your ability to fulfill it) by creating a Purchase Order Acknowledgment (POA), also known in EDI as an 855. The Home Hardware POA gives you 2 options: to accept the entire order as is, or to reject it if you cannot fulfill the order as is.

Note: Home Hardware would like to ensure that you are always able to fulfill their purchase orders. If you cannot fulfill the order as is, you must contact your Home Hardware representative to discuss how you should proceed. In some cases Home Hardware will agree to an alternative ship date or product replacement to ensure a strong relationship with its vendors and its dealers.

If both parties cannot agree to an alternative fulfillment arrangement, then and only then will you be advised by Home Hardware to reject the order.

Home Hardware would like P.O. Acknowledgement within 2 business days of receiving the order. If you require more than 2 days please contact your HH representative.

To create a POA, open the Sales Order from the Orders tab and click on the [Create Ack](#) button at the bottom of the page, this will bring you to the purchase order acknowledgement screen in its own tab.

Commport Internet EDI

Welcome DemoA | sign out

ToolsCompany SettingsTrading PartnerItems and Packing RulesSaveHelp

MailboxOrdersShipmentsInvoicesDSD StatementsOrder: 95Acknowledgment: 46

Trading Partner Home Hardware Stores Limited

Ship To
HOME HARDWARE - ST. JACOBS
2014817930001

Bill To
ALLIANCE INTERNATIONAL LLC
2014817930001

Acknowledgment Reference No. 46

Date Jan-09-2018

Status New

POA DetailsCharges & Allowances

PO No: M1234569JO

PO Date: Dec-29-2016

Cancel After Date:

Request Ship Date Jan-31-2018

Ship Not Before date

Ship Not After date

Requested Delivery:

Ship Not After date

Do Not Del After

Ack Type Accepted (No Change)

Reference #

Ref Date <M/d/y

Ln	UPC Code	Item	Qty Orde	UoM	Price	Price Per	Status Code	QTY to Shi	B/O QTY	Date Type	068 - Current Sched	Date	1/31/2018	Unit Pric
1	123456789101		132	EA	\$4.50	Each	Item Accepted	132		068 - Current Schedule Ship		1/31/2018	15	\$4.50
2	999999999999		36	EA	\$4.50	Each	Item Accepted	36		068 - Current Schedule Ship		1/31/2018	15	\$4.50
3	999999991111		32	EA	\$22.00	Each	Item Accepted	32		068 - Current Schedule Ship		1/31/2018	15	\$22.00
4	111111112222		4	EA	\$45.00	Each	Item Accepted	4		068 - Current Schedule Ship		1/31/2018	15	\$45.00
5	121212121212		36	EA	\$6.00	Each	Item Accepted	36		068 - Current Schedule Ship		1/31/2018	15	\$6.00

Add/Edit Line Comments

Go To Order

Complete Acknowledgment

Preview EDI

Change Confirmation

Delete Acknowledgment

You have two options, accepting or rejecting the order

Accepted (No Change)

Rejected

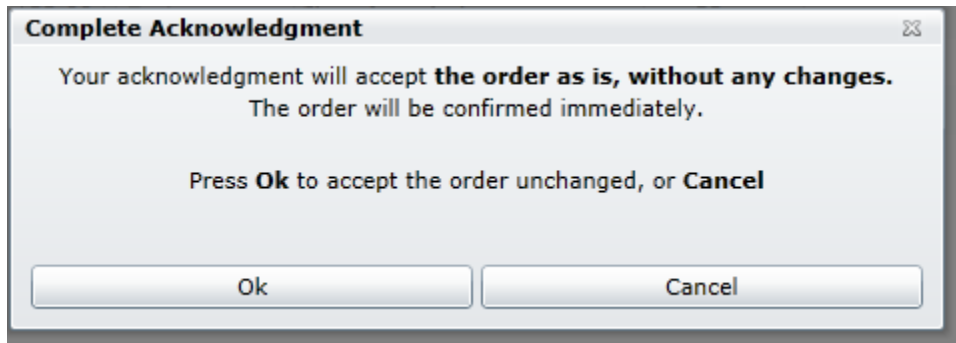
Rejected – The order cannot be fulfilled. ***Before selecting Rejected, please contact your Home Hardware representative**

Accepted (no Change) – The order can be fulfilled as requested, in its entirety.



If you are accepting the order click on the **Complete Acknowledgment** button at the bottom of the page.

The Complete PO Ack box will be displayed. Press OK to accept the order and send the Purchase Order Acknowledgement to Home Hardware right away.



Once you have sent the POA the Purchase Order Acknowledgement screen will be closed automatically and you will be presented with the Sales Order.

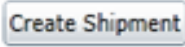
Similarly, if after contacting Home Hardware you do need to reject the purchase order, choose reject and then click the send button. This will display the option to place the POA on hold. If you leave the check box blank the POA indicating your rejection will be sent to Home Hardware right away.

Key Notes on sending ASNs to Home Hardware

- The ASN should be sent as soon as the truck is sealed or before the shipment leaves the Supplier's facility. The ASN must arrive at Home Hardware before your shipment arrives. This is critical as they need to be as prepared as possible when your product arrives at the DC's.
- Replacement or updated ASN's are accepted prior to the arrival of the shipment
- Each ASN must be represented by a unique ASN number for each shipment. It is acceptable to combine multiple purchase orders within a single ASN or shipment.
- All backorders should be issued a new and unique ASN Number
- The ASN number(s) should be clearly stated on the Bill of Lading or Packing Slips.
- All ASN's should be acknowledged within 2 hours of their receipt with a 997 Functional Acknowledgement.


Creating an Advanced Ship Notice (ASN)



Open the Sales Order from the Orders Tab and click .

You will be presented with the Shipment creation screen in a separate tab. Initially it mirrors the order but now you have the option to change information.

All of the fields that have a yellow box or where the entry field is yellow are mandatory and must be provided to Home Hardware. Internet EDI will not allow you to send the shipment notification until after you have completed all of these fields. If you miss one, when you click Save or Packing at the bottom of the screen, you will be prompted to complete the missing information. Upon receiving this prompt the fields needing completion will be outlined in red.

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Shipment: 28

Buyer: Home Hardware Stores Limited

ASN StructureOnly CartonsShipment ID 28Status Pending

Ship From1234567Commport Communications5 Scanlon CourtAurora, ON L4G 7B2, CA

Ship To2014817930001HOME HARDWARE - ST. JACOE

OrdersShipment SummaryCarrier DetailsLoad Details

PO #	Store #	PO Date	CO #	LadingQTY	CO #
M1234569JO		Dec-11-2017	79		

AddEditRemove

Ln #	UPC Code	Item Description	Qty Ordered	Qty To Ship	Qty Packed	Ship Item
1	123456789101		132	132		<input checked="" type="checkbox"/>
2	999999999999		36	36		<input checked="" type="checkbox"/>
3	999999991111		32	32		<input checked="" type="checkbox"/>
4	111111111222		4	4		<input checked="" type="checkbox"/>
5	121212121212		36	36		<input checked="" type="checkbox"/>

Go to OrderPick ListPacking SlipPack Shipment:Preview EDIReview PackingComplete ShipmentCancel ShipmentReactivate

Completing the Mandatory Fields for a Home Hardware ASN

ASN Structure refers to whether or not you are only shipping cartons versus only shipping pallets. If you are shipping pallets (SOTI Structure), you will be asked to indicate the items and cartons on each pallet. If you are shipping cartons only (SOPi Structure), you will only be asked to indicate what items have been packed into which cartons. To indicate how you are packing this shipment, go to the ASN Structure drop down and click on the arrow and then choose either Only Cartons (This will produce the Home Hardware SOPi ASN Structure), or Only Pallets (This will produce the Home Hardware SOTI ASN Structure). This selection will also tell the system if you need carton labels or pallet labels.




ASN Structure

Only Cartons ▾

Only Cartons

Only Pallets

Ship From Information – To indicate your Ship From location click the  button. This will display your address list for your company from your Company Settings section. You can add new addresses here or you can select the Ship From Address that you would like to use for this shipment.


Selecting Ship From Address

Add>Edit>Delete

Name	Loc Number	Type	Address Line 1	Address Line 2	City	Province	Postal Code
My Warehouse	1234	ShipFrom	555 My Street		Toronto	ON	M4T 8R8
My Other Warehouse	56789	ShipFrom	999 That Street		Vancouver	BC	V9R 7E4

OK

Ship To Information

The Ship To information is pulled from the purchase order and made available on the shipment – If changes are required click the  and choose the Ship To Address for this shipment. If the Ship To Address is not in the list you can add it using the Add button.

Shipment Summary Tab
Enter BOL No – This is your Bill of Lading Number for this shipment





In order to help track your shipment you may optionally also provide your Carrier PRO bill number or tracking number. These are not mandatory fields on the ASN to Home Hardware.

Carrier Details tab

Any special shipping instructions are sent as notes or remarks on the Home Hardware purchase order. To view the notes sent by Home Hardware, go to your inbox and double click the original purchase order. You will be presented with a report and the notes sent by Home Hardware appear in the bottom left hand corner.

Home Hardware Stores Limited				Purchase Order: M1234569JO		Page: 1 / 1			
Buyer		ShipTo		PO Date: 12/29/2016 12:00:00 AM					
Contact Information BUYER NAME		HOME HARDWARE - ST. JACOBS 2014817930001		PO Number M1234569JO					
		Contact Information		Requested Ship Date (D10) Jan-30-2017					
Vendor		Ship From		Terms Type: 14					
V2222		Contact Information		Terms Basis Date:					
Contact Information				Terms Discount Percent:					
				Terms Discount Days Due:					
				Terms Net Days: 30					
Remit To		Bill To		Contact:					
Contact Information		ALLIANCE INTERNATIONAL LLC 2014817930001		Dept Contact:					
		Contact Information		Method of Payment: PO					
Currency		Vendor Number V2222		Shipping Instructions:					
Department		Shipment Type		Transport Method: T					
				Terms Description					
				Routing PREPAID 0000000000					
Ln #	UPC #	Buyer #	Seller's #	Product Description	QTY	UoM	Unit Price	Total	Pack
1	123456789101	3849251	KF10T		132	EA	\$4.50	594.00	6
2	999999999999	123456789	KF4T		36	EA	\$4.50	162.00	6
3	999999991111	123459658	FSP-18		32	EA	\$22.00	704.00	4
4	111111111222	128345978	1540		4	EA	\$45.00	180.00	4
5	121212121212	125789345	8099		36	EA	\$6.00	216.00	36
Notes:								Sub Total: 1856.00	
PLEASE SHIP ASAP								Total Allowances: 0	
Additional references:								Total Charges: 0	
								Total: 1856.00	

Select the Payment Method by using the  button. The options are Collect and Prepaid. This refers to payment of the shipping costs related to this shipment.

Select the Equipment Type by using the  button. The options are Container, Trailer (not otherwise specified) and Truck/VAN.

Enter a description of the Routing information. The Routing is a free form field to designate the carrier of the shipment. If Home Hardware is picking up the shipment from your warehouse "Home Hardware Truck" may be entered. If you are responsible for your own shipment and delivery, "Vendor Truck" is acceptable. If you are using a carrier, courier or other service, please indicate that by name. For example, UPS, Purolator, DHL and other carrier codes are all acceptable. Please note this list is an example of how to enter information into Internet EDI for Home Hardware and is not intended to suggest that you may not use your carrier of choice. If your carrier is not in the list in this guide, please enter a short description of your carrier into the Routing field.



Load Details Tab

Enter the Lading Qty – This is the Number of Cartons or Pallets that are on the shipment.

Enter the Total Weight and its unit of measure. This is the Total Shipment Weight for this shipment.

Items to be Shipped

Internet EDI assumes that you will be shipping all of the items in the quantities ordered. If you will be shipping a different quantity, you can change the Qty to Ship as required or else simply only pack the quantity being shipped during the packing process. If you are not going to be shipping an item on this shipment you can clear the Ship Item check box beside that item and it will be omitted from the shipment.

Ln #	<input type="text"/>	Item Description	Qty Ordered	Qty To Ship	Qty Packed	<input type="checkbox"/> Ship Item
3	771250906663		36	48	48	<input type="checkbox"/>
4	771250309280		40	40	40	<input checked="" type="checkbox"/>

Packing and Labelling a Shipment

You are now ready to convey to Home Hardware exactly how your shipment has been packed. In order for your products to move quickly, efficiently and accurately through the Home Hardware warehouse, Home Hardware needs to know the details of the contents of each container that arrives at a Home Hardware facility.

As you know there are a number of ways that you can pack your items into containers for delivery to Home Hardware. Internet EDI will support however you have your shipment packed.

As a reminder of the Home Hardware requirements for packing and labelling:

Single Purchase Order, Single Destination - Shipments for a single PO being shipped to one of the Home Hardware Distribution Centre's should, if possible, be packed on a pallet and shrink wrapped. If there are no mixed cartons on that pallet, then one pallet label is sufficient for each pallet. This SSCC would be identified in the Tare level of the ASN with the MAN segment within the EDI document sent to Home Hardware.

If there are any mixed cartons on that pallet, then those cartons would require their own SSCC label which would then be identified in the Pack Level of the ASN with the MAN segment within the EDI document sent to Home Hardware.

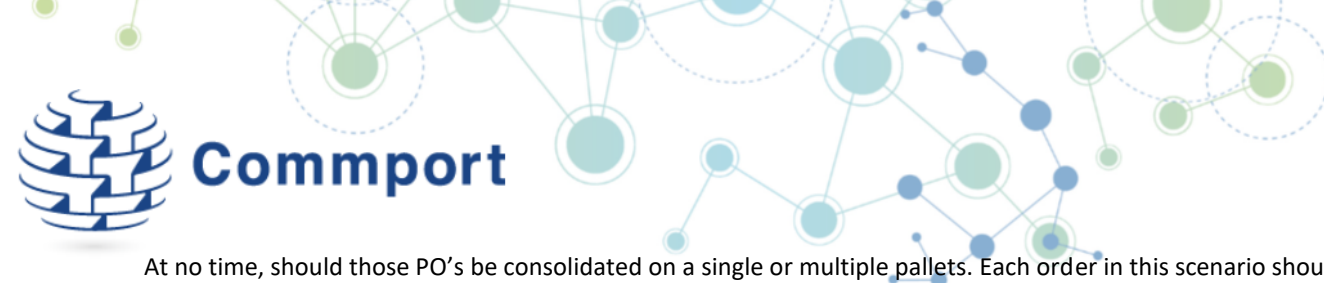
If this shipment is being sent by a parcel courier, like Purolator, then each carton would require their own SSCC label. In this case you need to ensure to use the SOPI or Cases Only ASN structure.

Multiple Purchase Orders, Single Destination - Shipments for multiple PO's being shipped to one of the Home Hardware Distribution Centre's should, if possible, follow the same guidelines as above with only one PO being packed on a single pallet. The second PO would be packed on a second pallet, and the third order on a third pallet, and so on. This would still allow you to follow the SOTI or Pallets Only structure in the ASN, as long as there are no mixed cartons on those pallets.

If you are unable to package a shipment for multiple PO's in the above manner, then you should follow the SOPI (Cartons Only) structure and apply an SSCC label to each carton of that shipment. In doing so, there would be no requirement to have a single PO for that pallet.

If this shipment is being sent by a parcel courier, like Purolator, then each carton would require their own SSCC label. In this case you need to ensure to use the SOPI or Cases Only ASN structure.

Multiple Purchase Orders, Multiple Destinations - There are instances where Home Hardware will issue PO's for St. Jacobs, Debert and Wetaskiwin at approximately the same time and request that you consolidate these orders into a single shipment being delivered to one of their DC's.



At no time, should those PO's be consolidated on a single or multiple pallets. Each order in this scenario should be packaged by itself. Ideally, each pallet will be identified with an SSCC label and the ASN will use the Pallets Only ASN Structure. Note that if you have multiple orders for either St. Jacobs, Debert or Wetaskiwin, those orders can be consolidated together, as long as each carton contains an SSCC label.

Special Orders or Cross Docked PO's - Many suppliers receive Special Orders from Home Hardware that are phoned, faxed or emailed into their Order Desk. These orders usually contain items that are not stocked in a Distribution Centre's for dealers to order. The shipment method is also defined on these orders as being a direct shipment to the dealer or a Tag For/Cross Dock shipment through one of the Home Hardware DC's.

If there is only a single carton for this order, then it would require its own SSCC label and the Cartons Only ASN structure should be used.

These cartons can then be consolidated with the Distribution Centre.

If this is a shipment being sent directly to one of the Home Hardware member stores and is not being Cross Docked through a DC, then Home Hardware does not require the ASN or labels, but it is acceptable to send these ASN's with the store location identified in the Ship To.

Within each of these scenarios, Internet EDI will help you prepare your shipment using the following tools:

Carton(s) – The carton(s) may be mixed or single product. All mixed or loose cartons must have their own SSCC Shipping Label.

Pallet(s) – the items ordered will be shipped on a pallet. The pallet may be mixed or single product and may be placed in cartons or directly on the pallet (depending on the type of product). For single product pallets, Pallet Labels are preferred. For mixed product pallets, each carton requires its own label.

To Pack the ASN for Home Hardware

Click on the **Pack Shipment** button at bottom of the shipment page. Note that you are still in the shipment record, no new tab was created.

The Item Organizer (section on the left) shows all items and quantities to be shipped as listed on the previous page. The items are also shown in the Item Staging Area listed by UPC code with the ordered quantity displayed below.



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Shipment: 28

Pack Shipment: 28

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Contact

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Item Code

Qty

123456789101/132

999999999999/36

999999991111/32

11111111222/4

1212121212/36

Sort Items By: ☒ Code ☐ Description

Back

Labels

Review Packing

Item Staging Area

M1234569JO 79 11111111222 4
M1234569JO 79 1212121212 36
M1234569JO 79 123456789101 132
M1234569JO 79 999999991111 32
M1234569JO 79 999999999999 36

Carto

Carton Type: Virtual

Version 3.6.11812.0

To view more details about an item, right click on the item and hover your mouse over the Details>, all of the details about the item that were provided on the purchase order will be displayed in the fly out menu.



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Contact

<< < > >>

Item Code

Qty

123456789101/132

999999999999/36

999999991111/32

11111111222/4

1212121212/36

Sort Items By: ☒ Code ☐ Description

Back

Labels

Review Packing

Item Staging Area

M1234569JO 79 11111111222 4
M1234569JO 79 1212121212 36
M1234569JO 79 123456789101 132
M1234569JO 79 999999991111 32
M1234569JO 79 999999999999 36

Details


UPCA No: 121212121212

Vendor Catalog No: 8099

Buyer Catalog No: 125789345


Carto 36

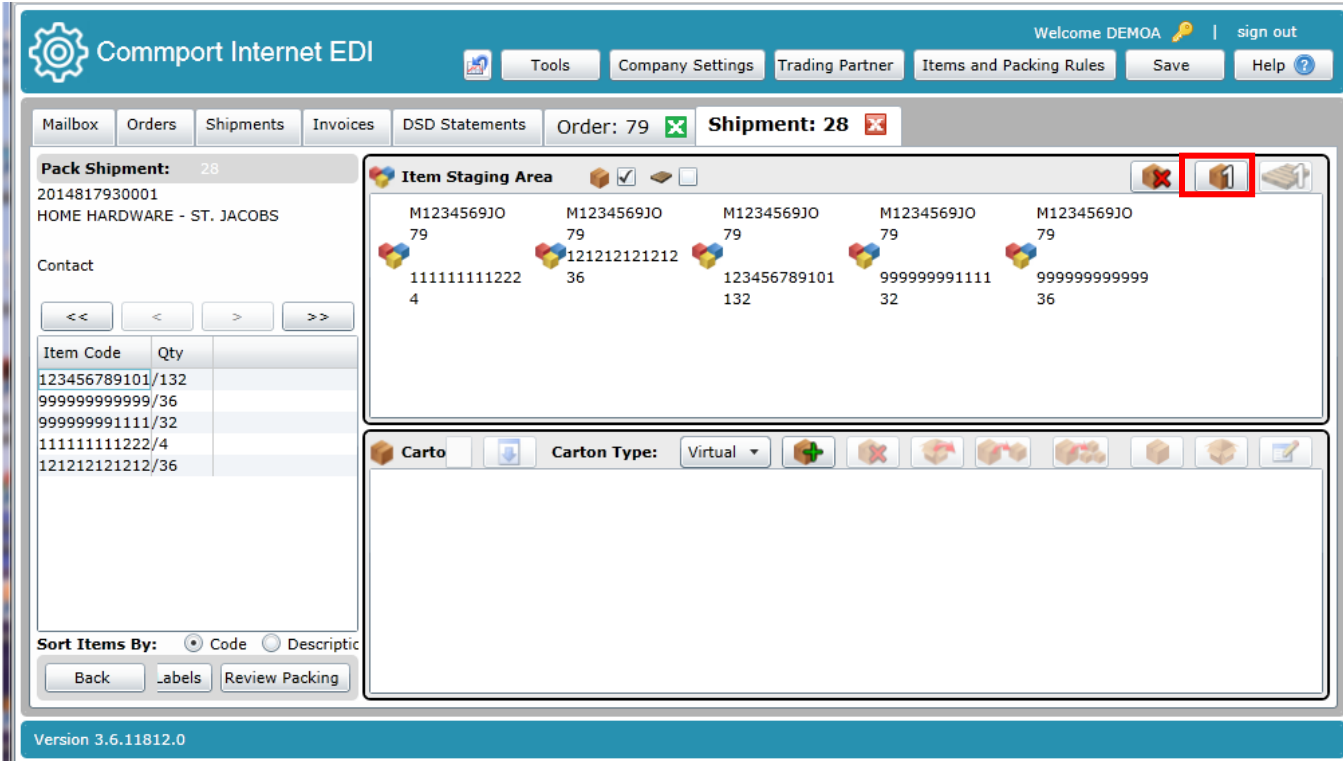
Carton Type: Virtual

You indicated the ASN Structure on the shipment screen. This choice is displayed graphically on the packing screen at the top of the item staging area.  If you need to change this, you will need to go [Back](#) and change the ASN structure on the previous screen.

Using Internet EDI to Pack a Carton ASN

The following instructions are intended to demonstrate the powerful packing tool that is built into Internet EDI. Please use these instructions as a guide to how the Internet EDI packing tool works to create cartons and pallets and then ensure that you follow the Home Hardware shipping and labelling guidelines as they pertain to your product, order and agreement with Home Hardware.

To Pack a single carton shipment - To pack all quantities of all items in one carton, click  in the staging area



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Pack Shipment: 28
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<< | < | > | >>

Item Code	Qty
123456789101/132	
999999999999/36	
999999991111/32	
11111111222/4	
121212121212/36	

Sort Items By: ☒ Code ☐ Descriptive

Back | Labels | Review Packing

Item Staging Area

Item Code	Qty	Item Code	Qty	Item Code	Qty	Item Code	Qty	Item Code	Qty
M1234569JO	79	M1234569JO	79	M1234569JO	79	M1234569JO	79	M1234569JO	79
11111111222	4	121212121212	36	123456789101	132	999999991111	32	999999999999	36

Carton | Carton Type: Virtual

This will create the one carton and automatically move all of the items and their quantities into the carton.



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<< < > >>

Item Code	Qty
123456789101/132	
999999999999/36	
999999991111/32	
111111111222/4	
121212121212/36	

Sort Items By: ☒ Code ☐ Descriptio

Back Labels Review Packing

Item Staging Area

Carto Carton Type: Virtual

1
79



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To Pack a multiple carton shipment

If all quantities of all items will not fit in one carton you will need to create multiple cartons. You can do this two different ways; automatically or manually.

If you are manually building your cartons, you can add a carton to your shipment by clicking the  button.

From here, you can begin adding products to your carton by clicking on the item to be packed in the Item Staging Area and

then entering the quantity to pack in the box to the left of the down arrow   and then clicking the down arrow. This will move the specified quantity of the selected item from the Item Staging Area into the carton. If the entire quantity of the selected item should be packed into the current carton, you can simply select the item in the Item Staging Area and then click the down arrow.

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Item Code	Qty
123456789101/132	
999999999999/36	
999999991111/32	
11111111222/4	
121212121212/36	




 Sort Items By: ☒ Code ☐ Description
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Item Staging Area

Item Code	Qty
M1234569JO 79	111111111222 4
M1234569JO 79	121212121212 36
M1234569JO 79	123456789101 132
M1234569JO 79	9999999991111 32
M1234569JO 79	9999999999999 36

Carton Level 132 **Carton Type:** Virtual
 1

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If you are splitting an item into multiple cartons, add a carton,  enter your quantity per carton, click on the arrow key, then use the clone buttons  to create one duplicate carton, or click  to create as many duplicates as required until all items in the staging area are depleted.

The cloning is especially useful if you are creating multiple mixed cartons. Simply create one carton that contains the items and then clone that carton to create your shipment.

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Item Code	Qty
123456789101/132	
999999999999/36	
999999991111/32	
11111111222/4	
121212121212/36	

 Sort Items By: ☒ Code ☐ Description
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Item Staging Area

Item Code	Qty
M1234569JO 79	111111111222 4
M1234569JO 79	121212121212 36
M1234569JO 79	123456789101 132
M1234569JO 79	9999999991111 32
M1234569JO 79	9999999999999 36

Carton Level 1 2 3 4 **Carton Type:** Virtual
 1 79 2 79 3 79 4 79

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If you are creating pallets rather than cartons, the functionality is the same only you will be creating a pallet (



) rather than a carton (

When you have packed your shipment Click [Save](#)

You can review your packing list by clicking [Review Packing](#)

The Review Packing box will summarize each carton and pallet as well as the items and quantities contained therein.

ShipmentPackingCompleteChildWindow

▲ Carton 1 00012345670010000012 (3)

771250906663 36 EA

771250906632 24 EA

771250906649 24 EA

▲ Carton 2 00012345670010000029 (3)

771250906502 16 EA

771250309280 40 PK

771250919182 276 EA

▲ Carton 3 00012345670010000036 (4)

771250919243 60 EA

771250919328 204 EA

771250901033 96 EA

771250919175 12 EA

Load summary

Total Pallets: 0Total Cartons: 3Weight: 100 LBVolume: 0.00 Labels Printed:

Warnings

Print Labels

OK

Cancel

Printing Shipping Labels

Home Hardware has created clear guidelines for their labelling requirements. If you need additional assistance, please reference the Home Hardware vendor documentation.



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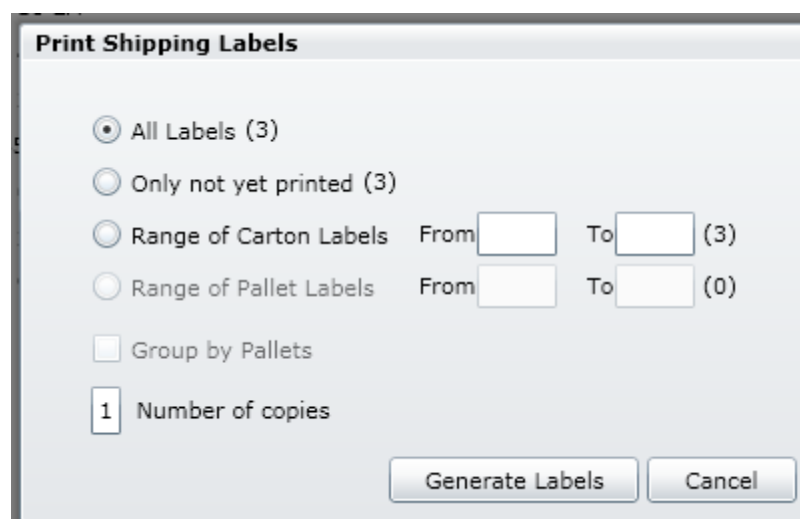
Shipping labels have a few different names; MH10 labels, SCC128 (SSCC) labels, GS1128 labels and Licence Plate Number (LPN) labels all refer to labels that bind a container to an ASN and shipment.

You can print your labels from the Review Packing screen.

To do this, click the  button.

You can also print your labels from the shipment screen by clicking the  button available there.

The Label Printing options will be displayed.



The dialog box titled "Print Shipping Labels" contains the following options:

- ☒ All Labels (3)
- ☐ Only not yet printed (3)
- ☐ Range of Carton Labels From To (3)
- ☐ Range of Pallet Labels From To (0)
- ☐ Group by Pallets
- Number of copies

At the bottom are two buttons: "Generate Labels" and "Cancel".

Choose all Labels to print all of the labels for this shipment.

The system tracks what labels have been printed allowing you the option to print at different stages of the packing process. The Only not yet printed option will produce all of the labels for cartons and pallets that have been packed but whose labels have not yet been printed.

Range of Carton/Pallet Labels allows you to specify which labels to print.

Number of copies allows you to specify how many of each label you would like printed.

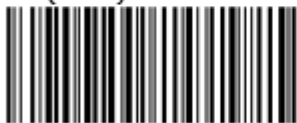
Once you have selected your label printing options, click .





Your labels will be displayed on screen.



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Group of labels

Ship From: COMMPORT COMMUNICATIONS AURORA L4G 4S8, CA	Ship To: HOME HARDWARE BAG SERVICE 8000 WETASKIWIN, AB T9A 3B6, CA
Ship To Postal Code: (420)T9A 3B6 	CARRIER: PRO: B/L: TEST001
PO NUMBER: V307W09504PR Carton 2 of 3	
HH Item: MIXED	

Page 3 of 4   Copies: 1 Print Zoom:   Close

To print the labels, click Print. The labels will be printed to the printer chosen.

Choose Close to exit the label box.

Click OK on the next window all windows

Sending Your ASN to Home Hardware

Go back to the shipment.

Click the [Complete Shipment](#) at the bottom of the page



Complete Shipment

✓ **Shipment data for ASN is valid**

✗ **2 labels from 2 have not been printed**

✓ **All items have been packed for this shipment**

Options

☐ Place ASN transmission on hold (wait in Outbox)

☐ Create Single Invoice for shipment

Confirm Ship Data

Ship Date:

Ship Time:

OK

Cancel

This is where you release and send the ASN to Home Hardware. Alternatively you can put the transaction on hold and send it at a later date

At this point you are confirming the ship date of your shipment. Enter the ship date and click OK.

If you have put the ASN on hold, it will wait in you Outbox until you go to your Outbox, highlight the shipment and click Send.

If you did not put the ASN on hold, it will be sent right away.

Creating a Home Hardware Invoice

Internet EDI helps you manage your transactions with Home Hardware. Home Hardware will only remit payment for products that they have received. As such, a part of the Internet EDI work flow allows you to create an invoice directly from a shipment. The details from the shipment are added to the invoice and from there you only need to complete the invoice specific fields.

Alternatively you may also create an invoice from the Sales Order by clicking the Direct Invoice button on the Sales Order screen or you can create a manual invoice by going to the Invoice tab and clicking on the Add button

To create an invoice from a shipment click the Complete Shipment **Complete Shipment** and then on the confirmation screen choose Create Single Invoice for shipment



Complete Shipment

✓ Shipment data for ASN is valid

✓ All labels have been printed for this shipment

✗ Packing process is not finished. There are items which have not be packed yet

Options

☐ Place ASN transmission on hold (wait in Outbox)

☒ Create Single Invoice for shipment

Confirm Ship Data

Ship Date:

Ship Time:

OK

Cancel

Click OK

A new invoice will be created with a status of Pending. You will be brought to the Invoices tab to open the invoice and complete the needed details.

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	Customer Name ▲	Invoice No	Invoice Date	PO No	PO Date	Status
▶ 4	Home Hardware Stores Limited	13	Feb-14-2017	M1234568JO	Dec-29-2016	Pending
5	Home Hardware Stores Limited	12	Feb-14-2017	M1234568JO	Dec-29-2016	Pending
6	Home Hardware Stores Limited	11	Feb-13-2017	M1234568CD	Jan-06-2017	Pending
7	Home Hardware Stores Limited	10	Feb-13-2017	M1234568JO	Dec-29-2016	Pending

Create Invoice

View/Edit

Print

Highlight the invoice and click View/Edit or else double click on the invoice to open it.

A new invoice tab will open displaying the invoice information.

Information from the shipment has now flipped to the invoice. All highlighted boxes are mandatory, if you forget to fill

them in, when you click **Complete Invoice** at the bottom of the screen, you will be prompted to complete the missing information and the boxes will be outlined in red.

Carrier:

BOL No:

Packing No:

Tracking No:

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Mailbox **Orders** **Shipments** **Invoices** **DSD Statements** **Invoice: 32**

Customer name Home Hardware Stores Limited **Tax Jurisdiction:** ON **Invoice Number** 32 **Date** 1/9/2018 **Status** Pending

Remit To **Ship To** **Buyer** **Store** **Invoice Details** **Terms of Sale** **Charges & Allowances** **Shipment Details** **Additional References**

HQ
14
1984 main st
markham, ON L3L 3L3, CA

PO No: M1234569JO **PO Date:** 12/29/2016 **Currency:** **Vendor No:** V1234 **Invoice Type:**

Sales Order No: **Sales Order Date:** <M/d/yyyy> **Transmission Date:** <M/d/yyyy>

Internal Order No: **Invoice No:** 1

Notes:

Ln #	UPC Code	Qty	UoM	Unit Price	Price Per	Ext. Price	Allow.	Charges	Net Price	HST
5	121212121212	36	EA	\$6.00	Each	\$216.00	\$0.00	\$0.00	\$216.00	\$28.08
4	111111111222	4	EA	\$45.00	Each	\$180.00	\$0.00	\$0.00	\$180.00	\$23.40
3	999999991111	32	EA	\$22.00	Each	\$704.00	\$0.00	\$0.00	\$704.00	\$91.52
2	999999999999	36	EA	\$4.50	Each	\$162.00	\$0.00	\$0.00	\$162.00	\$21.06
1	123456789101	132	EA	\$4.50	Each	\$594.00	\$0.00	\$0.00	\$594.00	\$77.22

Sub Total: \$1856.00
HST: \$241.28
Total: \$2097.28

Add Line **View/Edit Line** **Delete Line** **Preview EDI** **Complete Invoice** **Print** **Cancel Invoice**

Version 3.6.11812.0

Completing the Invoice Details

Invoice No – The invoice number will default to 1 the next invoice that you create will default to 2, unless you choose to change the default invoice number under Company Settings. Once the invoice number has been setup under Company Settings the number will increment by 1 each time a new invoice is created.

Invoice Date 1/9/2018 - The date will default to today, however you can click on the calendar 15 to the right of the date to select a different date.

Select Tax Jurisdiction – Click on drop down arrow ON select province tax (previously setup under Company Settings)

Remit To – Information is pulled from the ASN

Ship To – Information is pulled from the ASN

Store – Go to Store Tab click highlight the store address from your Addresses list. Click OK to enter the address onto the invoice.

Invoice Details Tab


PO No – Defaults from the shipping information

PO Date – Defaults from the shipping information


Currency – This field represents the currency type of the invoice. Click on the down arrow and select currency. Your options are CAD – Canadian Dollar and USD – United States Dollars.

Vendor No – Defaults from PO



Transaction Type – Click on the down  and select invoice type. This is denoting whether your invoice is a debit invoice or a credit invoice.

Terms of Sale Tab

Type – Select Terms Type from the drop down arrow  Choose previously agreed upon between customer and trading partner.

Select Net Due Date – Select date your net invoice payment is due using the drop down arrow 

Net Days – Number of Days invoice payment is due ie Net 30

Charges & Allowances Tab


This tab is not marked mandatory, you only need to complete details on this tab if you have applicable allowances or changes for this invoice.

Shipment Details Tab

Shipment Date – Shipment date is flipped from the shipping information (ASN)

Carrier – Select the carrier that you used to ship your goods by clicking on the down arrow 

PRF1 - Private Fleet # 1

Trans Method – Select the Trans Method by clicking on the down arrow  M - Motor (Common Carrier). This will usually be M - Motor

Packing Number – Enter your packing slip number that you used to ship your goods. The packing slip number cannot be the same as the invoice number.

Details and Line Items

Add Line

View/Edit Line

Delete Line

Preview EDI

Complete Invoice

If you started your invoice from a shipment Internet EDI will automatically add all of the items that you shipped to the invoice.

If you started your invoice from a purchase order, Internet EDI will automatically add all of the items from the purchase order to the invoice.

If changes are necessary at the item level click on the appropriate box and complete the information.

If you are creating your invoice manually, you will need to add items to your invoice using the Add Line button. Clicking the Add Line button will display the items in your product catalogue. Your product catalogue is set up in the Company Settings section of the system.



Commport

Adding New Line

Line: 11 Item:

Line details

Sub-line details

Taxes

Charges & Allowances

Case-Pack Physical Details

Select Item:



Search by Vendor No:



Search by UPC:



Model item details

Vendor Catalog Number:

UPCA Number:

Buyer Catalog Number:

Item Description:

Qty Invoiced:

EnumItemUnitOfMeasure

Unit Price:

Extended Price:

Total Allowances:

Total Charges:

Total Net Amount:

Total Taxes:

Total Line Amount:

OK

Cancel

View/Edit Line

Highlight the item and click on View/Edit Line



Commport

Line: 1 Item:

Line details

Sub-line details

Taxes

Charges & Allowances

Case-Pack Physical Details

Select Item:

...

i

Search by Vendor No:

i

Search by UPC:

i

Model item details

Vendor Catalog Number:

T4-8W-W41

UPCA Number:

771250906632

Buyer Catalog Number:

003648075

Item Description:

Qty Invoiced:

24

EnumItemUnitOfMeasure

Each

Unit Price:

\$3.91

Extended Price:

\$93.84

Total Allowances:

Total Charges:

Total Net Amount:

\$93.84

Total Taxes:

\$4.69

Total Line Amount:

\$98.53

OK

Cancel

Make changes if necessary, click OK

Delete Line – Click on Delete Line

Message

You are deleting Item. Delete it?

OK

Cancel

You will prompted to click OK or Cancel

Preview EDI



Commport

EDI text

ISA*00* *00* *ZZ*DEMOB *01*201481793 *010101*0000*U*00401*536717830*0*P*>
GS*IN*DEMOB*201481793*00010101*0000*153081*X*004010
ST*810*48052
BIG*20130926*1*20130723*V307W09504PR***DI
CUR*BY*CAD
REF*IA*V2174
REF*PK*555555
N1*SN**92*6410
N4***T9A 3B6
N1*RI**93*12121212
N1*ST**93*6410 - 36 STREET
N3*BAG SERVICE 8000
N4*WETASKIWIN*AB*T9A 3B6
ITD*14**2**90*20131027*30*0
DTM*011*20131025
IT1**24*EA*3.91**UP*771250906632*VN*T4-8W-W41*CB*003648075
IT1**24*EA*4.49**UP*771250906649*VN*T4-12-W41*CB*003648084
IT1**36*EA*5.83**UP*771250906663*VN*T4-20-W41*CB*003648119
IT1**40*PK*4.07**UP*771250309280*VN*KPR75/30/2CD*CB*003654557
IT1**16*EA*21.51**UP*771250906502*VN*ALFT4-8-4100*CB*003697431
IT1**276*EA*12.55**UP*771250919182*VN*RC40118ENB-WH*CB*003698467
IT1**12*EA*15.53**UP*771250919175*VN*RC40118ENB-BN*CB*003698476
IT1**60*EA*12.55**UP*771250919243*VN*RC40218ENB-WH*CB*003698494
IT1**96*EA*4.54**UP*771250901033*VN*LJX20-1223CD*CB*003698537
IT1**204*EA*17.26**UP*771250919328*VN*RC40518ENB-WH*CB*003698582
TDS*974240***0
TXI*GS*463.92*5*****45672822
CAD*M***PRF2*PREPAID 0000000000
CTT*10
SE*28*48052
GE*1*153081
IEA*1*536717830

Close

The window will show the EDI information transmitting to Home Hardware

Complete Invoice – Click complete

Complete Invoice

☐ Place Invoice transmission on hold (wait in Outbox)

You can either place the invoice on (hold to send at a later date) by clicking on the box OR click on

OK

 to send the invoice to Home Hardware right away.

Clicking OK will take you back to the invoice page.



Support

If you have any questions or problems with the Internet EDI system or sending EDI transactions to Home Hardware, please start your support inquiries by contacting support@commport.com or 905-727-6782 Option 2, Option 1.