KEWILL

Release Notes

EasyTrade Web Edition Release 16 - Supplier-based Users

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This document describes the changes and new functionality introduced with Release 16 of EasyTrade Web Edition.

1 Product Planning

EasyTrade Web Edition can now receive and display product planning messages from your trading partner, if available.

A product planning message would typically provide a forecast (of goods required) for the coming week. This would be broken down per product, day, and delivery location. A simple example of product planning for two products would be as follows:

Product	Delivery Location	Day	Quantity	Product	Delivery Location	Day	Quantity
Product A	Store 1	Monday	12	Product B	Store 1	Monday	13
		Tuesday	10			Tuesday	11
		Wednesday	7			Wednesday	8
		Thursday	12			Thursday	13
		Friday	11			Friday	8
		Saturday	4			Saturday	9
		Sunday	5			Sunday	12
	Store 2	Monday	11		Store 2	Monday	10
		Tuesday	9			Tuesday	7
		Wednesday	8			Wednesday	6
		Thursday	13			Thursday	9
		Friday	12			Friday	13
		Saturday	6			Saturday	5
		Sunday	2			Sunday	4

If your trading partner sends product planning messages, they normally would be sent once a week, and the figures would overwrite (i.e. next week's forecast would overwrite this week's forecast). The exact day product planning messages are sent would be specified by your trading partner.

Follow these instructions to view any available product planning:

- Click on the *Products* tab to view the *Product List* screen.
- The *Planning* button will be enabled for any products with planning records. Click the *Planning* button to view.
- The *Product Planning List* screen shows all the commonly used fields of product planning. If however your trading partner sends advanced planning data (i.e. figures beyond week 2), these can be accessed by pressing the *View* button against the appropriate planning line.

2 Product Price Catalogues

Price catalogues can now be created and sent to your trading partner. A price catalogue specifies prices for all of your active products, but also a date when the prices take effect. Multiple catalogues can be created, each with different effective dates, to define price windows in advance.

If your trading partner requires you to create and send price catalogues, you should ask your trading partner when the catalogues should be sent. For example, if you supply perishable goods then you might be asked to submit weekly or bi-weekly catalogues, whereas white goods suppliers might only have to submit a price catalogue once a month or ad-hoc as prices change.

A price catalogue can be created via the following:

- Click on the *Products* tab to view the *Product List* screen.
- Click the *Price Catalogues* button to view the *Draft Price Catalogues* screen.
- Click the *Create New Price Catalogue* button.
- Select the appropriate customer / supplier trading relationship, and click the *Create New Price Catalogue* button.
- The price catalogue will be created, and you will be taken to the *Edit Price Catalogue Details* screen. The price fields are pre-populated, and the previous catalogue's prices displayed for reference.
- From here, changes can be made as necessary, before clicking Save. You will then be returned to the *Draft Price Catalogues* screen.
- To send the price catalogue, check the appropriate *Select?* check box for the catalogue and click *Send*.

Until a price catalogue is sent to your trading partner, it will appear in the *Draft Price Catalogues* screen. Once sent, they move into the *Sent Price Catalogues* screen.

***Please note** at present price catalogues do not update the main product prices. This is because the product price will update when an order is received using the new price. The business process is as follows:*

- *You create a price catalogue, and send it to your trading partner.*
- *Your trading partner updates their list of prices on the effective date for the catalogue.*
- *The first new orders after that date should include the new prices.*
- *The main product prices will update once these orders are received and appear in the system.*

3 Manual Order Creation

Orders can now be raised manually on the system, and additional lines added to orders received from your trading partner.

***Please note** this functionality is provided for trading partners who require their suppliers to occasionally amend an order, or manually create a new order. If you never receive manual amendments to orders from your buyer (via phone, fax, email etc.) then you should not use this functionality.*

A manual order can be created via the following:

- Click on the *Orders* tab to view the *New Orders* screen.
- Click the *Create Manual Order* button.
- Select the appropriate customer / supplier trading relationship, enter a purchase order number, and click the *Create Order* button.
- The order will be created, and you will be taken to the *Add Products to Order* screen. Here the delivery address should be selected, and the relevant products to add to the order selected, before clicking *Add Products*.
- You will be taken to the *Amend Purchase Order* screen. From here quantities and measures can be specified for all order lines. Clicking *Save* will return you to the New Orders screen, where the order can be acknowledged as usual.
- The *Amend Purchase Order* screen can also be accessed by clicking *Edit* against the desired order. This can be used to add manual order lines to orders received into the system (e.g. via EDI).

Manually created orders can be deleted, and manually added order lines removed. Orders received into the system cannot be deleted, and order lines originally received (rather than manually created) cannot be deleted.

Once acknowledged, manually created orders can be added to an ASN, invoiced, and manually archived in the usual manner.

***Please note** buyers might manually contact you with amendments for orders right up to the point of despatch. In EasyTrade Web Edition you can only manually amend orders which have not been acknowledged (i.e. in the New Orders screen, not Current Orders). Therefore the Reset to New button in Current Orders can be used to move previously acknowledged orders back into the New Orders screen, where they can be amended. Orders which have been despatched or invoiced cannot be moved back into New Orders.*

4 Original Order Quantity and Measure

The *Original Order Quantity* and *Measure* fields are now present on the *Amend Purchase Order* and *Purchase Order Detail* screens, in addition to the main quantity and measure fields. The fields will contain the following:

- For received order lines (e.g. via EDI), the original values will reflect the values as originally received. If the quantities have been changed via the order amendment process, they can be identified visually by discrepancy between the values.
- For manually created order lines, the original values will always be zero.

5 Back Order Quantity and Measure

A back order quantity (and measure) can now be entered against each received order line. If your trading partner allows/requires you to enter back order quantities and measures, then this can be achieved via the following:

- From the *New Orders* screen, click the *Edit* button against the relevant order. You will be taken to the *Amend Purchase Order* screen.
- Enter the *Back Order Qty* against each order line, and the *Back Order Measure* if applicable.
- Click the *Save* button to save changes to the order. You will be returned to the *New Orders* screen.
- When you acknowledge the order, the message back to your trading partner will contain the back order quantity and measure.

6 Order Line Drops

Orders with line drops are now accepted by the system. Order line drops are used when an order line needs breaking down further, normally for delivery reasons. Common examples of order line drops would be:

- Different delivery locations. The order line quantity is split across several deliveries, to different addresses. Each order line drop will specify a delivery address, a delivery date, and the quantity to be delivered.
- Different delivery dates. Very similar to the above, but this time the order line should all be delivered to the same location, but split across several deliveries on different dates. Each order line drop would specify a delivery date and quantity.
- Product style differences. This scenario is rare, and typically is used only for clothing. The order line specifies a product code and description, but needs order line drops to specify details such as size and colour. For example, an order line might be for a plain white shirt, then each order line drop would specify a quantity per collar size. As product codes nowadays tend to be specific enough to identify style and colour information, this scenario is rare.

***Please note** order line drops should not be confused with drop ship orders, which is an alternate term used to describe direct despatch orders (i.e. delivered straight to someone's home address, bypassing your trading partner).*

Orders with line drops cannot be viewed on the same detail screen as standard orders, due to complexity. The *New Orders* screen now displays a *Drops* column alongside the usual *Details* column. Only one of the *View* buttons in these columns will be enabled per order, as follows:

- A standard order will have the *View* button enabled in the *Details* column, as in previous releases. The *View* button in the *Drops* column will be disabled.
- An order with order line drops will have the *View* button enabled in the *Drops* column. The *View* button in the *Details* column will be disabled.

Similarly the multi-print functionality for orders should not be used to mix standard and line drop orders. Therefore there are two *Print* buttons on the *New Orders* and *Current Orders* screens, one for standard orders, the other for order line drops.

***Please note** at present order line drops should only be printed and acknowledged. The system will support creating ASNs and invoices from orders containing line drops, but they will be "flattened" into the standard header and lines structure. Therefore if you need to create ASNs or invoices from orders with line drops, please check all quantities and monetary totals carefully before sending to your trading partner. Orders containing order line drops cannot be taken through Direct Despatch process, as the complexity of an order line drop would conflict with the Direct Despatch process.*

7 Easier Despatch Process for Direct Despatch Orders

The ASN creation process in the system is optimised for suppliers who receive store orders, i.e. large orders consisting of dozens of order lines, all going to one delivery location (which is often a DC managed by the supplier's trading partner). In contrast direct despatch (drop ship) orders normally would only contain one or two order lines, but the supplier would receive a much higher volume of those orders. The current ASN creation process of selecting each order individually is therefore long-winded and time consuming for direct despatch suppliers.

Release 16 of EasyTrade Web Edition introduces a quicker method of marking goods as despatched for direct despatch suppliers. The system now contains a *DD* tab (i.e. Direct Despatch) which can be found before the *ASNs* tab. This will allow DD suppliers to mark orders as despatched more efficiently, via the following:

- Click on the *DD* tab, the *Direct Despatch – Pending* screen will be displayed. This shows all acknowledged order lines which have not yet been marked as despatched, along with their product and delivery details.
- Select the relevant order lines using the *Select?* checkbox.
- Click *Despatch Selected Items*, and OK the confirmation dialogue that appears.
- The system will create a draft ASN for every order line selected (see below). Details of the ASN such as delivery address, quantity etc. will be taken straight from the order line. The ASN number will comprise of the original order and line numbers, e.g. 123456-1 being line 1 of order 123456. Click on the *ASNs* tab to view the created ASNs in the *Draft ASNs* screen.
- The created ASNs are not automatically sent, so that they can be checked/amended as necessary before sending. After such checks, the ASNs can be sent in the standard way via the *Select?* checkbox and clicking *Send*.

By default one ASN is created per order line despatched, so lines 1 and 2 for order 123456 would create ASNs 123456-1 and 123456-2. However if desired you can choose to group order lines by order, i.e. lines 1 and 2 for order 123456 would be on the same ASN. This setting can be found/changed in the *Edit Trading Relationship* screen from the *My Account* tab.

***Please note** as order measures normally imply a more complex business process, measure values are not available in the direct despatch screens. For example the business and delivery process for 4.25 tonnes of sand is usually more complicated than the delivery of a CD. If you require the use of* *measure values for your orders, please use the standard ASN functionality. Similarly orders containing order line drops normally indicate a more complex business process, so they should be taken through the standard ASN process as well.*

A typical DD process will also allow for cancellation of the order (or order line) up until the point of despatch. Therefore order lines can be cancelled from the *Direct Despatch – Pending* screen via the following:

- From the *Direct Despatch – Pending* screen, select the relevant order lines.
- Click *Cancel Selected Items*, and OK the confirmation dialogue that appears.
- The ordered quantity for that order line will be dropped to zero, meaning the line cannot be despatched or invoiced.

Despatched and cancelled lines can be viewed in the *Direct Despatch – Processed* screen, which can be accessed from the *Direct Despatch – Pending* screen. Order lines will show along with whether the line was cancelled or despatched, when that action took place, and the ASN status if applicable.

***Please note** a Reset Selected Items button is available within the Direct Despatch – Processed screen. It is used to reset order lines which have been cancelled in error. The order line is moved back to the Direct Despatch – Pending screen, and the quantity of the line restored. Please be aware that a cancellation message for that order line may have already been sent to your trading partner, so use this feature with caution.*

8 Manual ASN Creation

Manual ASNs can now be created on the system, bypassing the need for an order to base the ASN on. Instead lines can be added directly from your product catalogue. A manual ASN can be created via the following:

- From the *ASNs* tab, click *Create Manual ASN*. This will take you to the *Create New ASN from Product Catalogue* screen.
- Select your appropriate trading relationship (*Customer – Supplier*), specify an ASN number and whether the ASN should be live or test, then click *Create Manual ASN*. You will be taken to the *Select Products to Add to ASN* screen.
- Specify a delivery location for the ASN, and tick the *Select?* checkbox for all products you wish to add to the ASN.
- Click the *Add Products* button. After confirmation you will be taken to the *Edit ASN Details* screen.
- From here the ASN can be edited as usual. At the very least the quantities for each line should be specified, along with the delivery date for the ASN.

9 Invoice Addresses

In previous releases, the delivery and billing address for an invoice either had to be specified on the original order (for invoices created from an order), or picked from a pre-configured list (for manual orders). While this is still the case, the delivery and billing address for an invoice can now be entered manually. This is especially useful if your trading partner requires you to raise ad-hoc manual invoices, where the relevant address might not be on the system.

The addresses for an invoice can be entered manually via the following:

- Edit the relevant invoice, which takes you to the *Edit Invoice Details* screen.
- Click the *Addresses* button, which takes you to the *Invoice Specific Addresses* screen.
- Enter/change the delivery and billing address as applicable.
- Click the *Save* button. The updated addresses will be displayed in the *Edit Invoice Details* screen.

***Please note** the addresses entered will only apply to that one invoice, and will have to be re-entered for subsequent invoices. If you find yourself entering the same address over and over, please ask your trading partner to arrange for the address to be entered permanently on the system.*

10 Copy Invoice Enhancements

In previous releases you were limited to copying one invoice at a time. From release 16 the *Copy Selected Invoices* button in the *Invoices Sent to the Buyer* screen works off of the main *Select?* checkbox, allowing multiple invoices to be copied at once.

***N.B.** As more than one invoice can now be copied at once, the system no longer takes you to the Edit Invoice Details screen after copying. Instead you are returned to the Unsent Draft Invoices screen.*

11 Duplicate ASN Number Fix

In previous releases, it was possible for ASN numbers to be incorrectly rejected as duplicate (at the point the number is entered). This could only affect multi-suppliers, who used the same naming convention for two or more suppliers. This bug has been fixed.

12 Delivery Dates fully spun from Order to Invoice

From this release, the delivery date of an invoice will be set to the most applicable date from the order when spun. This can be one of:

- The arrival date (if confirmed as arrived via a POD message).
- The order’s latest delivery date.
- The order’s requested delivery date.
- The order’s earliest delivery date.

The delivery date of the invoice can still be set/changed as necessary in the Edit Invoice Details screen.

13 Duplicate Invoice Number Fix

In previous releases, it was possible for invoice numbers to be incorrectly rejected as duplicate (at the point the number is entered). This could only affect multi-suppliers, who used the same naming convention for two or more suppliers. This bug has been fixed.

14 Manual Invoice Quantity Fix

An issue where manually added invoice lines were showing blank quantity fields instead of zero has been resolved.

15 New/Edit Product Validation Enhancements

The validation on the New and Edit Product Details screens has been made more consistent with the usage of product data throughout the system.

16 Debit Note Minor Screen Enhancements

The debit note screens now contain dedicated *View Current Debit Notes* and *View New Debit Notes* buttons to allow faster navigation between the two screens.

A few minor fields (such as the rate of exchange) have been added to the Debit Note Detail Report screen.

17 Label Printing Dialogue Enhancements

The pallet label printing dialogue has been enhanced. Previously only the recommended action was displayed (e.g. print labels, or install the KPC Lite (Kewill Print Client) application. From this release, the number of options available to the end user has increased. Each option is now accompanied by a description explaining what the option does, and how/when it should be used.

18 Data Messages Screen

The existing *Document Summary* screen (accessible from the *My Account* screen) provides a summary of the number of orders, ASNs, invoices etc. processed by the system per supplier. It does not however provide any specifics, such as when a particular order was received, or a particular invoice sent. The *View Data Messages* screen has been added to the system to provide such a level of detail.

The *View Data Messages* screen is accessible from the *My Account* screen. It lists the important messages logged by the system when either processing in or creating files to your trading partner(s). For example when an order is processed, there will be two messages logged, as follows:

- *Inserting orders for generation: 1*. This refers to the sequential (EDI) generation count of the message, as specified by your trading partner.
- *Inserted order*: 123456. This refers to the insertion of the order.

Each message is listing along with details of the supplier which it is for, when the message was logged, and the direction/type of the message.

***Please note** messages will be automatically deleted from this screen 30 days after the message was logged.*

19 Text Area Field Length Validation Fix

An issue where the maximum allowed length of text area entry fields varied slightly depending on what browser you were using has been resolved. This problem would only affect large volumes of text entered into fields such as *Additional Information* in the *Amend Purchase Order* screen.