

# Supplier Information Pack

A Guide to EDI with the Partnership

## Contents

What is EDI?	3
How does EDI work?	3
What are the benefits of EDI?	3
How do I get EDI?	3
How long does EDI take to set up?	4
What kind of messages does EDI support?	4
What happens when something goes wrong?	4
EDI Messages	5
Transmission Standards	7
Software Providers	8
EDI Setups FAQs	10
EDI Setup Form	11

## What is EDI?

EDI, or Electronic Data Interchange, is the exchange of business documents, such as purchase orders and invoices, between business partners in a common format from one computer to another.

## How does EDI work?

Our orders are generated by the system when requested by a buyer. This gets sent out as a string of data to an EDI provider, who then translates the data and sends it to the supplier's software.

## What are the benefits of EDI?

EDI provides several benefits over paper based business:

- ❖ Remove document re-keying
- ❖ Elimination of keying errors
- ❖ Faster document processing
- ❖ Instant document retrieval
- ❖ Remove reliance on the postal service
- ❖ Eliminate paper - remove risk, cost and impact on the environment
- ❖ Stationery and printer consumable costs
- ❖ Document storage costs
- ❖ Lost Documents
- ❖ Reduce lead times
- ❖ Improves the quality of their information
- ❖ Capability for auxiliary messages such as stock and sales data, order acknowledgements and advanced shipping notifications
- ❖ Electronic documents can be delivered far more quickly than their paper counterparts, thus the turnaround time from order to delivery can be reduced.
- ❖ Integrating electronic documents means they can be processed much faster, again reducing lead times and speeding up payment.

## How do I get EDI?

All you need is a computer, an internet connection and software that can send and receive EDI messages by connecting to any Network Service Provider. You will need to pay a software provider to set up and administer EDI for you. Any software provider can provide training and on-going support from their Client Service Helpdesk. (See Provider List)

## How long does EDI take to set up?

Depending on the type of setup, the process usually takes ~40 days from start to finish so be sure to send the setup form promptly so that we can have you fully set up in time for trading. While we work on your EDI connection, you can use our free e-invoicing portal until your EDI link is live. Please contact [financialprocessing@johnlewis.co.uk](mailto:financialprocessing@johnlewis.co.uk) in order to be set up as a user.

## What kind of messages does EDI support?

There are 8 main document types that we can send and receive electronically (See Messages for more information).

We send suppliers the following messages -

- ❖ Orders
- ❖ Orders Changes
- ❖ Daily sales (SOR suppliers only)
- ❖ Weekly Sales Reports
- ❖ Weekly Stock Reports

We received back from suppliers:

- ❖ Order Acknowledgements.
- ❖ Invoices
- ❖ ASN - Advance Shipping Notification (only for Premium Beauty and Cross Dock suppliers).

## What happens when something goes wrong?

Once the initial set up is completed and fully tested things rarely go wrong, however the EDI team receive daily reports for failed invoices, order acknowledgements and ad-hoc reports when orders fail. They indicate the cause of the failure and contact the supplier to correct and resend the document correctly.

If you are experiencing issues with invoicing us via EDI then you can invoice us via our free online portal: iSupplier

[www.jlpsupplier.johnlewispartnership.co.uk/](http://www.jlpsupplier.johnlewispartnership.co.uk/)

## EDI Messages

### ❖ Purchase Orders

We send purchase orders to you seven times a day (09:30, 10:30, 12:30, 14:30, 16:30, 21:30 and midnight). These electronic purchase orders will be passed immediately to your electronic mailbox on the network

You may then connect to the network in order to pick up the orders and either feed them into your sales processing system or print them out.

### ❖ Order Cancellations

If your EDI software can accept them, we would also like to send you Order Cancellations. Orders cancellations are sent seven times a day (as above)

### ❖ Daily Sales

If you supply us with Sale or Return (SOR) stock, or by special arrangement, we can send you daily sales data. Sales will be accumulated by product (consumer code) / location, and sent every evening

The sales information is normally sent every day at around 22:30 and is summarised for all branches at product level. By arrangement, the information can be shown at branch level. Data will only be sent for products that have had activity that day.

### ❖ Weekly Sales

By special agreement with our Buying Office, we can send you weekly sales information. Sales figures will be accumulated by product (consumer code), and sent at the end of each week on a Sunday (the John Lewis week is Sunday to Saturday).

Products must be fully stock numbered on our assortment with consumer codes.

The sales information is normally sent summarised for all branches at product level. By arrangement, the information can be shown at branch level. All transactions are included and a cumulative figure transmitted. If returns are greater than sales, a negative figure will be transmitted. We will only transmit data for stock numbers that have had any activity since the last weekly sales report.

### ❖ Weekly Stock

By special agreement with our Buying Office, we can send you weekly inventory information. This will be sent at the end of each week on a Sunday, and will show stock levels on the Saturday night, by product (consumer code).

Products must be fully stock numbered on our assortment with consumer codes.

The information is normally sent summarised for all branches at product level. By arrangement, the information can be shown at branch level. We will only transmit data for stock numbers that have had any activity since the last weekly stock report.

We receive back from suppliers:

❖ Order Acknowledgements

Where applicable, we require you to send back EDI acknowledgements for the orders within two working days. Subsequent acknowledgement messages may be sent at a later date.

The Order Acknowledgement may contain:

- ❖ An acknowledgement of receipt, understanding of data content of the Purchase Order and acceptance to comply.
- ❖ A proposal of amendment to the Purchase Order at either order level or line level. Proposed changes can affect quantity, delivery date, cost price and line discounts.
- ❖ A request for additional information before the order can be fulfilled.

❖ Invoices

We expect to receive an electronic invoice from you once the goods are delivered. You need to send the delivery location. You must put our order number (which we will have sent to you on the order) on the electronic invoice. Invoices are picked up once a day at 04:00.

Please be aware that any Early Settlement Discount suppliers must include their ESD in the raw data of invoices under HMRC guidance. This can be included in the DNA segment for Tradacom messages and in the FTX segment for EANCOM messages.

❖ Advanced Shipping Notifications (ASN) aka Despatch Advices

We expect to receive a Despatch Advice from you once the goods are despatched. This is to prepare goods receivable to process the delivery. ASNs are only for Premium Beauty and Cross Docked suppliers.

## Transmission Standards

We currently use 2 standards or formats of the EDI messages.

### TRADACOMS: UK version

The standards or formats we currently use are:

- Orders Version 8 or 9
- Invoices Version 8 or 9
- Order Acknowledgement Version 4.

### EANCOM: UK and Worldwide

The standards we currently use for all EANCOM are:

D96A

## Software Providers

EDI software providers who we know supply software to send/receive all EDI message types.

### (1) OpenText/GXS

Website: <https://www.gxs.co.uk/>

Tel: +44 (0)1772 646010

Email: <https://www.gxs.co.uk/contact>

**opentext™**

### (2) TrueCommerce

Website: <https://www.truecommerce.com/uk-en/>

Tel: +44(0)845 643 6600

Email: <https://www.truecommerce.com/uk-en/contact/contact-us>

**TrueCommerce™**

### (3) Commerce Connections Limited

Website: <http://www.commerce-connections.com/>

Tel: +44(0)845 127 9955

Email: [info@cc-ltd.com](mailto:info@cc-ltd.com)



(4) BluJay (formerly Kewill)

Website: <https://www.blujaysolutions.com/>

Tel: +4401619054600

Email: <https://www.blujaysolutions.com/contact/>



(5) Edicom

Website: [https://www.edicomgroup.com/en\\_ES/home.html](https://www.edicomgroup.com/en_ES/home.html)

Tel: +44 (0)871 277 0028

Email: <https://www.edicomgroup.com/auxiliar/contact.html>



(6) B2BGateway.Net

Website: <https://www.b2bgateway.net/>

Tel: +353 61 708533

Email: [Sales@B2BGateway.net](mailto:Sales@B2BGateway.net)



## EDI Setups FAQs

**Q: What do I need to get started?**

**A:** You'll need an EDI provider and a live EDI Mailbox in order to begin the setup process.

**Q: My ANA number isn't 13 digits, what do I do?**

**A:** You can add zeroes to either the front or back of your ANA number. Please check this with your EDI provider before filling it in on the form.

**Q: What is my Mailbox ID?**

**A:** A mailbox ID, otherwise known as a mailbag reference, is a way for our EDI provider to locate your mailbox during the setup. The Mailbox can be identified by its format: ABC12345

**Q: My setup cannot be processed as my address is incorrect in your records, what do I do?**

**A:** You can have our records changed by contacting our Database Team. Do this by emailing Financial Processing and quoting "Database" in the subject line.

**Q: What is EANCOM and Tradacoms?**

**A:** EANCOM and Tradacom are two different types of EDI format. Tradacoms is predominately used in the UK, whereas EANCOM is used internationally. The key difference on the supplier side is that Tradacoms tax information is transmitted within the invoice file. With EANCOM, tax information is transmitted in a separate Taxcon file.

**Q: Which EDI version do I use?**

**A:** We support Tradacoms versions 8 and 9, as well as EANCOM version 96A

**Q: What is my Qualifier ID?**

**A:** Your qualifier ID can be 12, 14 or ZZ. Qualifier ID's are only necessary for the EANCOM format.

**Q: What is the difference between the EAN Code types?**

**A:** The difference is solely on the length of the number. EAN13 are 13 digits, UPC12 are 12 digits and SUPP are whichever length you wish.

## John Lewis EDI Setup Form

Please fill in ALL red mandatory fields before returning this form. Incomplete forms will be rejected.  
Hover your mouse over a box to find out more.

**IMPORTANT**

Please continue to submit your invoices via iSupplier until the EDI connection is set up.

**Failure to complete this form ACCURATELY will result in the delay in the set up; all fields marked as 'Mandatory' must be completed in order to submit.**

Section 1 – Request Type	
Please select from the drop down box:	
Section 2 – Supplier Information	
Company Name:	
John Lewis Supplier Number (6 digit):	
John Lewis Contact (Buyer/Merchandise):	
Supplier Account Type (Please Select):	
Company Address:	
Company Contact Name:	
Contact Email Address (This will be used for rejection notifications):	
Contact Telephone Number:	
Direct to Customer?	

\* If you are an Sale or Return (SOR) Account, please send your product list to [financialprocessing@johnlewis.co.uk](mailto:financialprocessing@johnlewis.co.uk) quoting "EDI" in the subject line

**If you are changing your mailbox or EDI provider we require the following information.**

Section 3 – Original EDI Connection Information	
Original EDI Provider:	
Original Mailbox and Destination Mailbox:	
Qualifier and ID that needs to be moved:	
Preferred Migration Schedule, Date: Time:	

**IMPORTANT**

Please ensure the settings you provide on this form are **LIVE** on the Trading Partner side before you submit. By ticking the below box you confirm that the settings are Live on the Trading Partner side.

I confirm the below settings are Live:

Section 4 – 3 <sup>rd</sup> Party EDI Provider			
EDI Provider:			
Contact name:			
Contact Email Address:			
Contact Telephone Number:			
Section 5 – EDI Settings			
Mailbox – ANA/GLN (SDT/NAD SU):			
Mailbox – ANA/GLN (STX/UNB):			
Mailbox ID:			
Connectivity:			
EDI Messages Required (Select ALL required):	-Invoices -Taxcon -Orders -Order Cancellations -Order Acknowledgements -Advanced Shipping Notification -Weekly Stock -Weekly Sales -JL Connect Sales Data	EANCOM	Tradacom
WHOLESALE ONLY			
EDI Version:			
Qualifier ID (EANCOMS Only):			
EDI Code Type:	EAN13	UPC12	SUPP
If you require more than one code type please let us know when sending the completed form			

Please be aware that in accordance with HMRC guidelines, suppliers with Early Settlement Discount must include the wording in their invoices.

During the setup process please input all invoices on our free online iSupplier portal  
[www.jlpsuppliers.com/isupplier](http://www.jlpsuppliers.com/isupplier)

If you need any assistance in filling in the form please call us on 0345 610 0333 then select option 1 and then option 2.

Alternatively email us at [financialprocessing@johnlewis.co.uk](mailto:financialprocessing@johnlewis.co.uk) and quote "EDI" in the subject line.