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/Merchandiser):	
Supplier Account Type (Please Select):	
Company Contact Name:	
Contact Email Address (This will be used for rejection notifications):	
Contact Telephone Number:	
Direct to Customer?	

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 – 3rd 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): Reset Messages	-Invoices -Taxcon -Orders -Order Cancellations -Order Acknowledgements -Advanced Shipping Notification -Weekly Stock -Weekly Sales -JL Connect Sales Data	EANCOM	Tradacom
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