EDI Process

Setup Guide

Eagle360 Consulting

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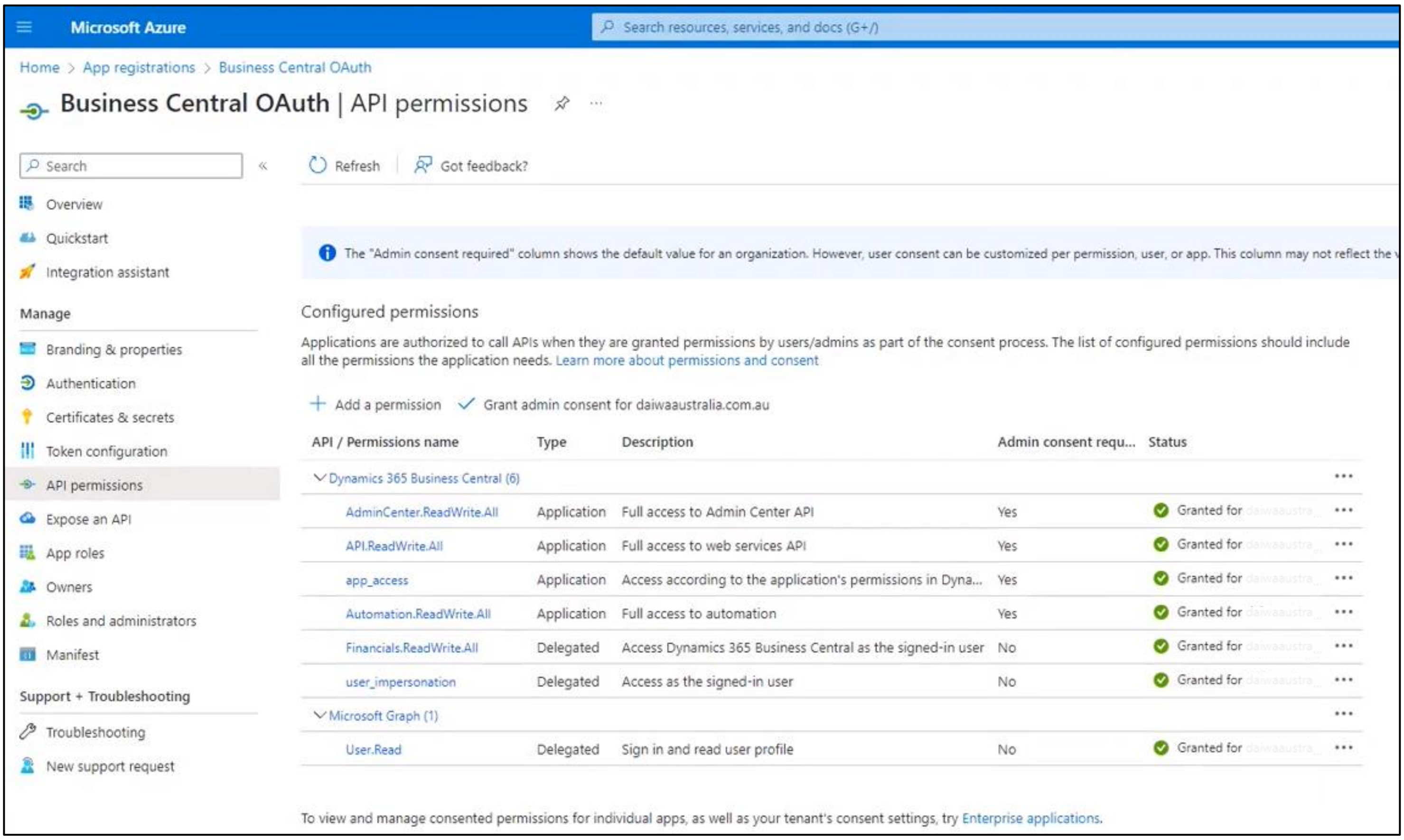
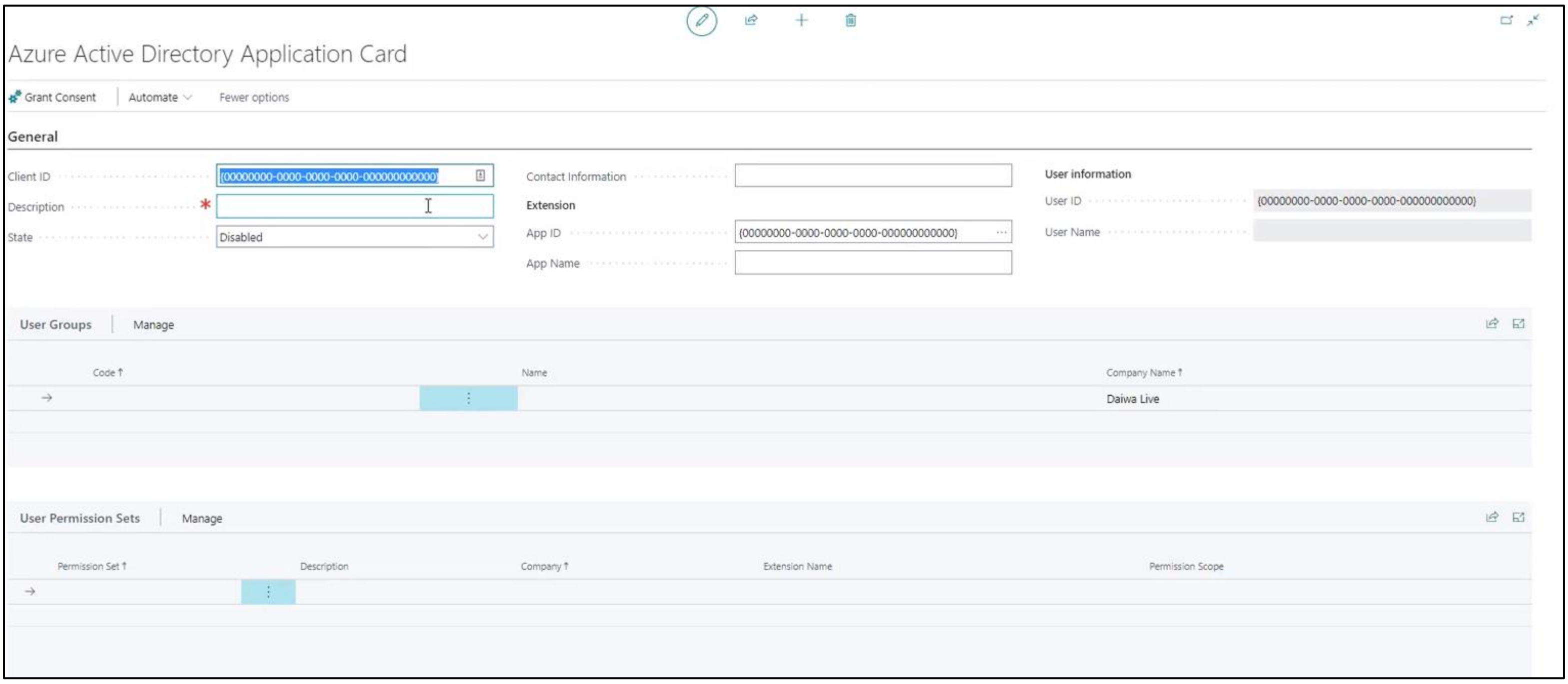
Contents

API Access Permissions and Business Central Application

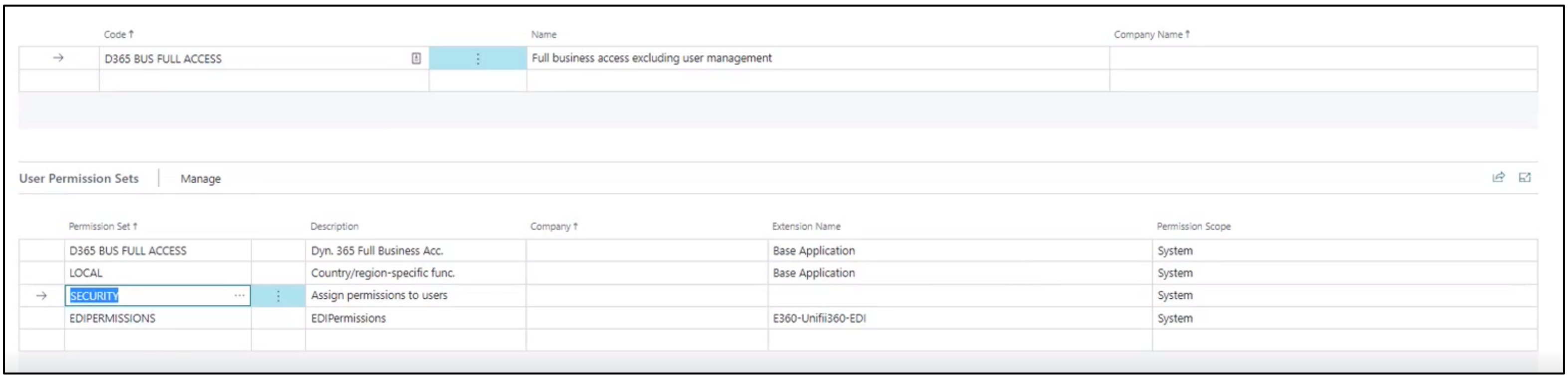
In order to begin using the EDI functionality, the third-party provider application needs access to the Microsoft Dynamics Business Central environment. For this you will need to navigate to the API permissions tab in the Azure Active Directory for the client and then enable all Application and Delegated permissions to Business Central.



Once the access has been granted, you will need to create the Application in Business Central. To do this, navigate to the Business Central environment and search for Azure Active Directory Applications. Click on the link and then choose to create new.



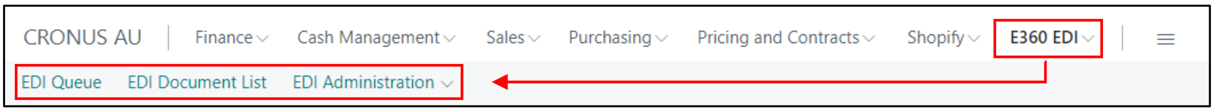
On the blank Application Card, enter the Client Id which can also be retrieved from AAD. Populate the Description field with ”Company” EDI Access and set the state to Enabled. You are then required to add all required permissions sets and user groups for the application to access the required pages and tables. Note that ‘Super’ permissions can not be granted, so each specific permission set will be required. Include the company name in the relevant field as standard practise.



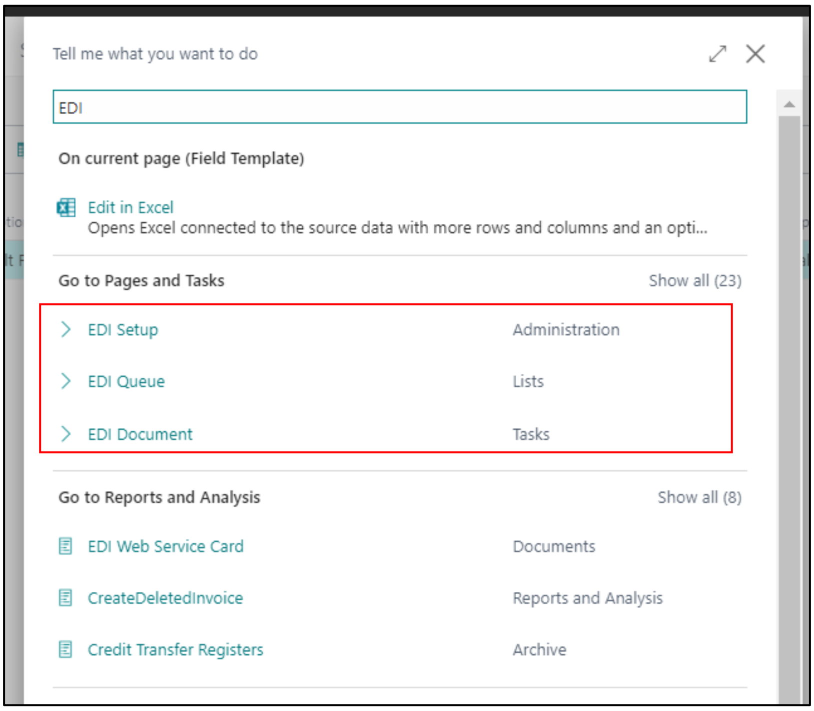
EDI Functionality

Once installed, the E360 EDI app will add a Menu and Submenu to the relevant Roles and Profiles in Business Central. The Sub headers available are EDI Queue, EDI Document List and EDI Administration.

- EDI Administration refers to the general setup of the EDI functionality.
- EDI Queue refers to the incoming queue of EDI documents, these could be potential Sales Orders or Purchase Orders, depending on the Administration Setup and requiring confirmation approval.
- EDI Document List is where the approved documents are sent. Users can use this to view all approved, imported EDI documents.



EDI functionality can also be searched for in BC.

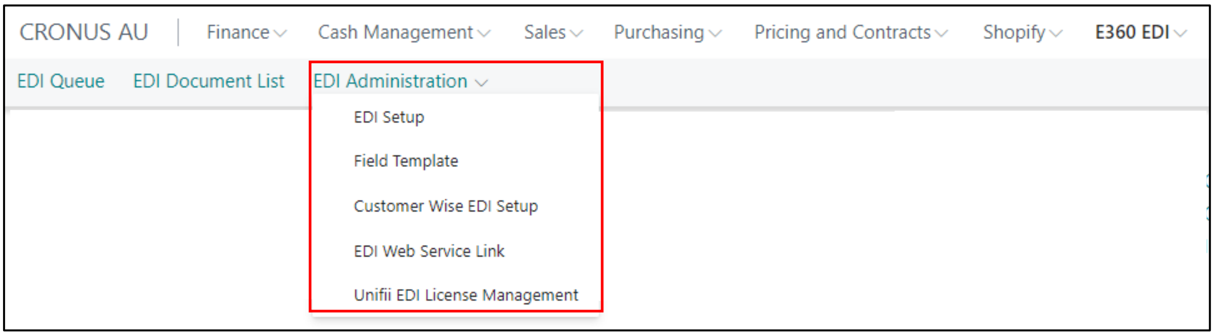


Note that before any EDI functionality can be accessed, the License Key must be enabled. *See sub-heading 5*.

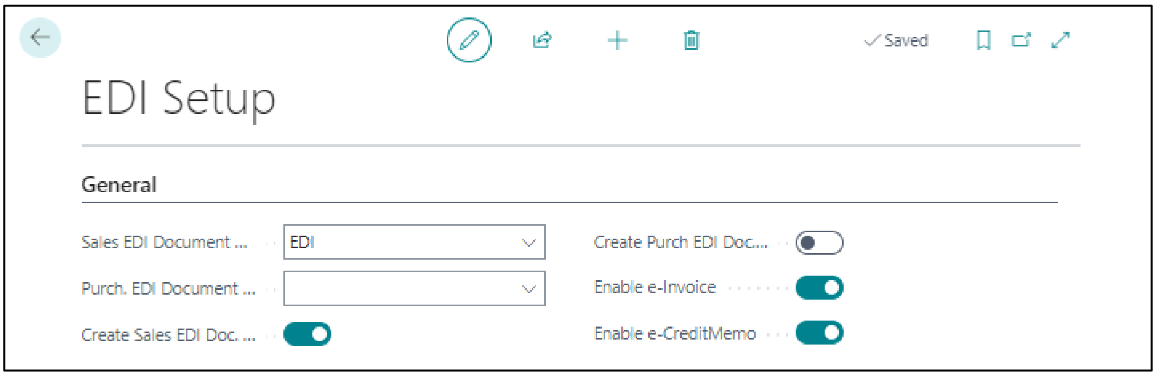
EDI Administration

The Menu shown below outlines the 5 key setup areas required for EDI implementation,

- EDI Setup
- Field Template
- Customer Wise EDI Setup
- EDI Web Service Link
- Unifii EDI License Management

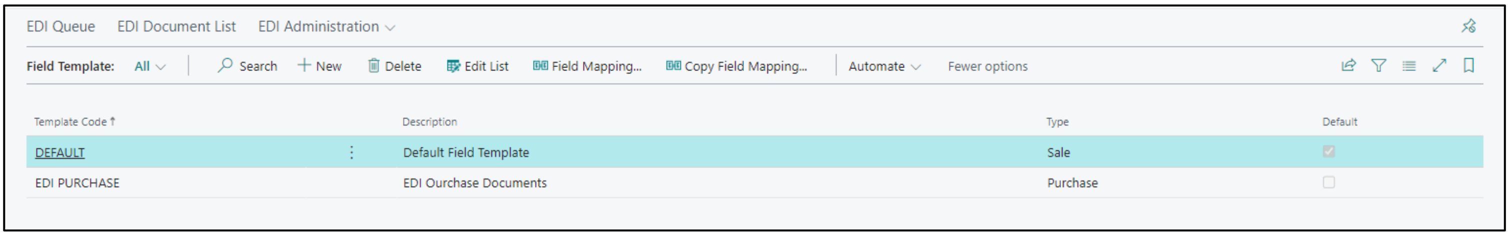


1. EDI Setup



For the initial EDI Setup you are prompted to select a valid No. Series for all Sales and Purchase EDI documents (if required). You will also need to specify the type of EDI documents that are to be used in the company; Sales Documents, Purchase Documents and Credit Memo documents, by activating the relevant Booleans. You can then choose to enable E-invoicing.

2. Field template



EDI Queue | EDI Document List | EDI Administration

Field Template: All | Search | New | Delete | Edit List | Field Mapping... | Copy Field Mapping... | Automate | Fewer options

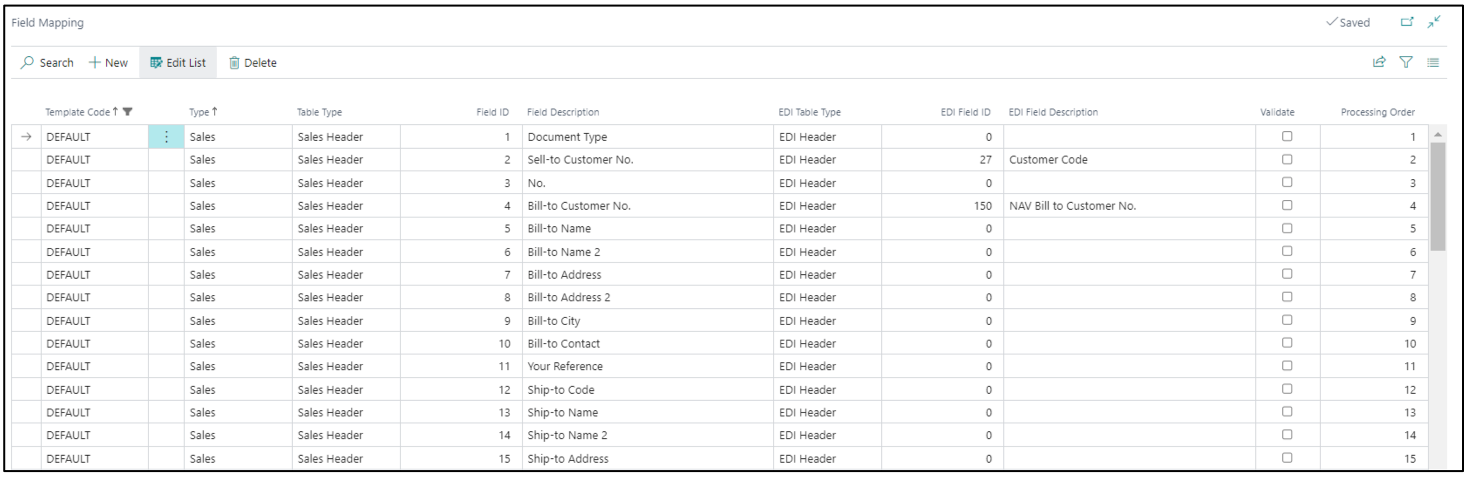
Template Code ↑	Description	Type	Default
DEFAULT	Default Field Template	Sale	☑
EDI PURCHASE	EDI Ourchase Documents	Purchase	☐

The field template refers to the mapping/link between available BC fields and EDI document fields. During the setup you can decide which fields are required for each EDI document and then set up the mapping between these fields and the BC document fields. You can set up multiple field templates and assign them to different EDI customers depending on the EDI requirements outlined.

To create a new template, click on 'New' at the top of the page and then fill out the required fields;

i) Template Code
ii) Description
iii) Type (Sale or Purchase)
iv) Default Boolean (only one can be selected as the default)

To edit the field mapping of the template, click on one of the template names to select, and then click 'Field Mapping' at the top of the page. This will open a list of all available BC fields – Standard and Customised – according to the Document Type listed for that template.



Field Mapping | Saved

Search | New | Edit List | Delete

Template Code ↑	Type ↑	Table Type	Field ID	Field Description	EDI Table Type	EDI Field ID	EDI Field Description	Validate	Processing Order
DEFAULT	Sales	Sales Header	1	Document Type	EDI Header	0		☐	1
DEFAULT	Sales	Sales Header	2	Sell-to Customer No.	EDI Header	27	Customer Code	☐	2
DEFAULT	Sales	Sales Header	3	No.	EDI Header	0		☐	3
DEFAULT	Sales	Sales Header	4	Bill-to Customer No.	EDI Header	150	NAV Bill to Customer No.	☐	4
DEFAULT	Sales	Sales Header	5	Bill-to Name	EDI Header	0		☐	5
DEFAULT	Sales	Sales Header	6	Bill-to Name 2	EDI Header	0		☐	6
DEFAULT	Sales	Sales Header	7	Bill-to Address	EDI Header	0		☐	7
DEFAULT	Sales	Sales Header	8	Bill-to Address 2	EDI Header	0		☐	8
DEFAULT	Sales	Sales Header	9	Bill-to City	EDI Header	0		☐	9
DEFAULT	Sales	Sales Header	10	Bill-to Contact	EDI Header	0		☐	10
DEFAULT	Sales	Sales Header	11	Your Reference	EDI Header	0		☐	11
DEFAULT	Sales	Sales Header	12	Ship-to Code	EDI Header	0		☐	12
DEFAULT	Sales	Sales Header	13	Ship-to Name	EDI Header	0		☐	13
DEFAULT	Sales	Sales Header	14	Ship-to Name 2	EDI Header	0		☐	14
DEFAULT	Sales	Sales Header	15	Ship-to Address	EDI Header	0		☐	15

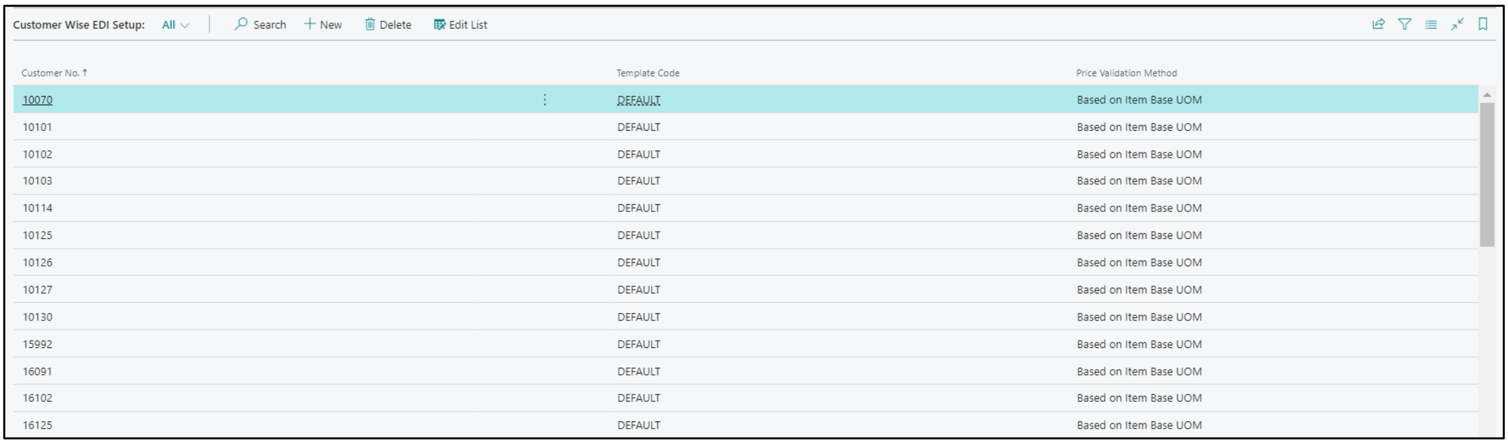
i) Template Code
ii) Type
iii) Table Type (Header or Line field)
iv) Field id (Business Central field id)
v) Field Description
vi) EDI Table Type (EDI Header or Line field)
vii) EDI Field id (Corresponding field id from the EDI list)
viii) EDI Field Description
ix) Validate (Validate field upon import)
x) Processing Order (Order of which to process the fields)

Once the field mapping has been completed, there is an option to copy the mapping across to other templates if only small changes are required across the multiple templates.

The Field mapping requirements should come from the Customer depending on their internal requirements, however an Eagle 360 recommended standard mapping template should be available for implementations as a guide.

3. Customer wise EDI setup

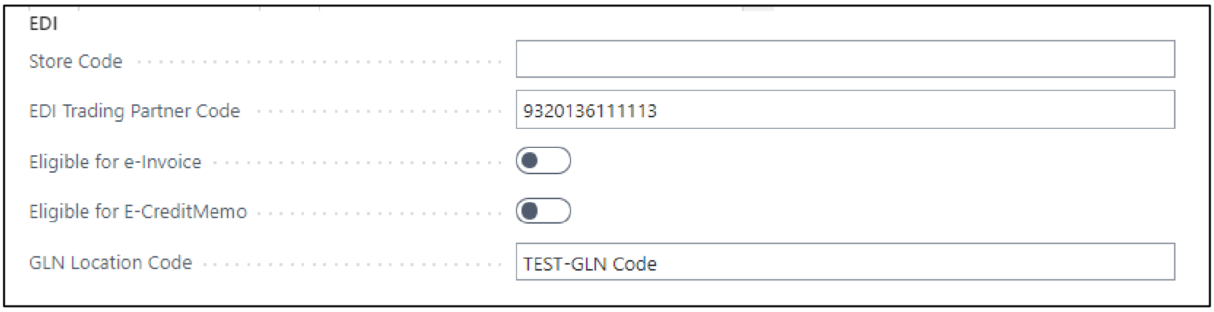
The customer wise EDI setup specifies the BC customers attached to the EDI functionality. Generally, clients may not use EDI for all customers and so the Customer Wise Setup allows us to identify which BC customers this will apply to and define the required setups for each.


Customer Wise EDI Setup: All Search New Delete Edit List

Customer No. ↑	Template Code	Price Validation Method
10070	DEFAULT	Based on Item Base UOM
10101	DEFAULT	Based on Item Base UOM
10102	DEFAULT	Based on Item Base UOM
10103	DEFAULT	Based on Item Base UOM
10114	DEFAULT	Based on Item Base UOM
10125	DEFAULT	Based on Item Base UOM
10126	DEFAULT	Based on Item Base UOM
10127	DEFAULT	Based on Item Base UOM
10130	DEFAULT	Based on Item Base UOM
15992	DEFAULT	Based on Item Base UOM
16091	DEFAULT	Based on Item Base UOM
16102	DEFAULT	Based on Item Base UOM
16125	DEFAULT	Based on Item Base UOM

The Customer No.'s are added to the list where they are connected to one of the available Field Templates and assigned a Price Validation method.

Additionally, there are certain fields on the BC customer cards that are required to be populated.

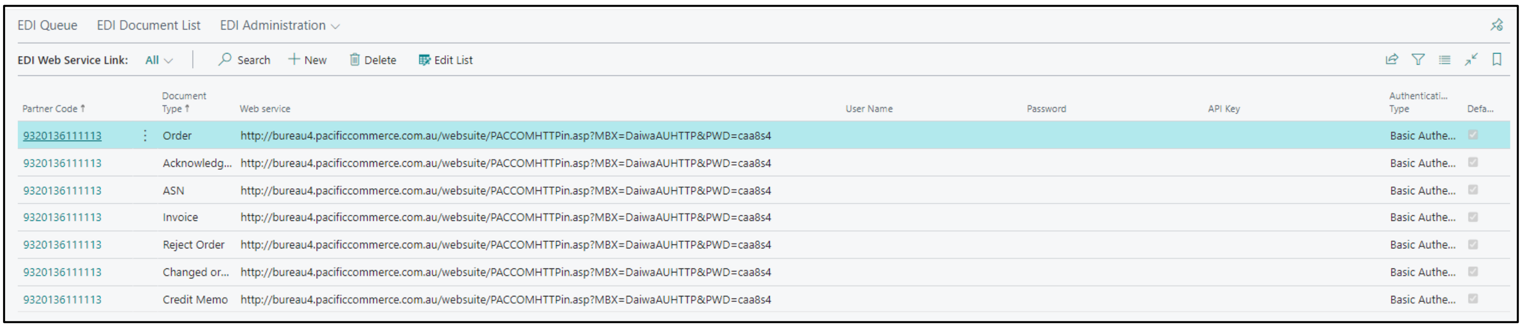


This data is provided by the customer and EDI service provider. Each BC customer setup for EDI should have their own GLN Location Code, whilst customers of the same Customer Group may share the same EDI Trading Partner Code.

4. EDI Web Service Link

The EDI Web Service Link setup involves attaching Web Service URLs for the relevant EDI Partner/Document Type combination. The partner code is supplied by the third-party provider and the document types are selected as required by the client. The Web Service URLs are also provided by the service provider and the setup is quite simple. For each Partner Code you will need to assign the Web Service to the required Document Types from the following:

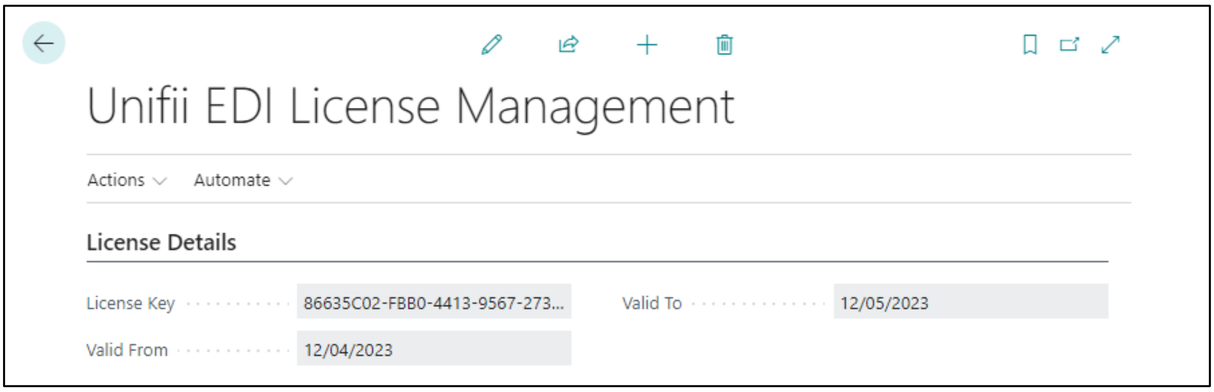
i) Order
ii) Acknowledgment
iii) ASN
iv) Invoice
v) Reject Order
vi) Changed Order
vii) Credit Memo



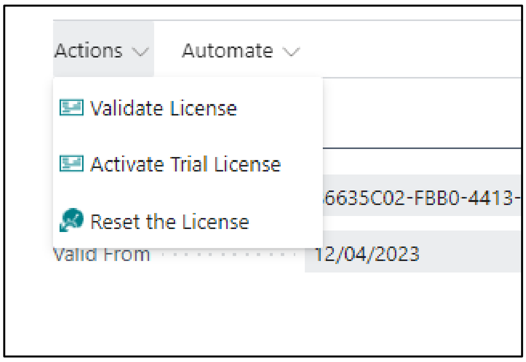
You can then assign the Authentication Type – Basic Authorisation requires no Username, Password or API Key.

5. Unifii EDI License Management

The required License Key is again provided by the Service Provider. A temporary license can be assigned that is valid for up to 1 month through the actions fast tab.



Once assigned, the license key will also need to be validated before any EDI interactions can occur. A temporary license can then be reset as the permanent license is received.



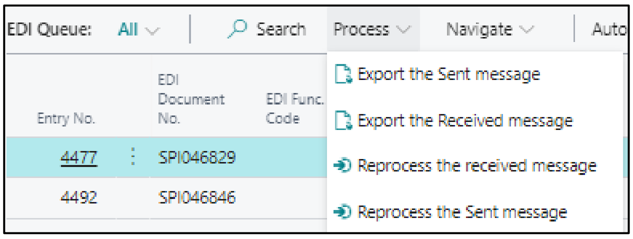
EDI Queue

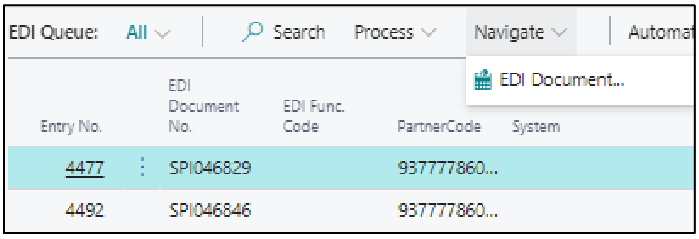
6. Functions and Navigation

The EDI Queue is a list page of all incoming EDI documents. It contains standard header information regarding the received orders such as EDI Document Number, Partner Code, reference Numbers, document type, order and due dates and a document status. Unless an error is encountered, the EDI document will be processed directly from this page and the 'Status' field will be populated as such.

Entry No.	EDI Document No.	EDI Func. Code	PartnerCode	System	Order No.	Reference No.	Customer Reference	Status	Date	Time	Order Date	Type	Document Type	Document Subtype	Response Number	Responce Date	Responce Func. Code	Due Date	Currency	CustomerC...
4477	SPI046829		937777860...		SO045218	SO045218	SO045218	Processed	13/04/2023	3:29:09 AM	13/04/2023		Invoice	Accepted				30/05/2023		2971
4492	SPI046846		937777860...		SO045215	SO045215	SO045215	Processed	13/04/2023	4:20:52 AM	13/04/2023		Invoice	Accepted				30/05/2023		2969
4471	SPI046823		937777860...		SO045213	SO045213	SO045213	Processed	13/04/2023	3:09:06 AM	13/04/2023		Invoice	Accepted				30/05/2023		2968
4486	SPI046838		937777860...		SO045208	SO045208	SO045208	Processed	13/04/2023	4:04:18 AM	13/04/2023		Invoice	Accepted				30/05/2023		2961
4488	SPI046841		937777860...		SO045207	SO045207	SO045207	Processed	13/04/2023	4:11:02 AM	13/04/2023		Invoice	Accepted				30/05/2023		2971
4487	SPI046839		937777860...		SO045206	SO045206	SO045206	Processed	13/04/2023	4:07:05 AM	13/04/2023		Invoice	Accepted				30/05/2023		2964
4479	SPI046831		937777860...		SO045205	SO045205	SO045205	Processed	13/04/2023	3:36:56 AM	13/04/2023		Invoice	Accepted				30/05/2023		2963
4485	SPI046837		937777860...		SO045203	SO045203	SO045203	Processed	13/04/2023	4:03:03 AM	13/04/2023		Invoice	Accepted				30/05/2023		2967

From the navigate Fast Tab at the top of the page, the user can view the respective EDI document created. From the Actions Fast Tab the user can export the sent or received document XML as well as reprocess if errors have been resolved.





7. Process to Follow

Clicking on the EDI Document List will open up a similar page to that of the EDI Queue. From here users can view all of the created documents and click on them to open the individual cards. The cards are laid out in a similar fashion to any standard Sales and Purchase document, with a general Header as well as Lines.

EDI Document List: All ⌵ | Search | + New | Delete | Edit List | Import EDI Document... | Automate ⌵ | Fewer options

EDI Document Type	EDI Document No. ↓	PartnerCode	System	Order No.	Reference No.	Customer Reference	Invoice No.	Order Date	Status	Total	Store Code
Sales Order	EDI-001362	9339626002978		2209415_0_163	2209415_0_163	2209415_0_163		21/04/2023	Open	0.00	9339626015107
Sales Order	EDI-001361	9339626002978		2209415_0_163	2209415_0_163	2209415_0_163		21/04/2023	Open	0.00	9339626015107
Sales Order	EDI-001360	9339626002978		2209415_0_163	2209415_0_163	2209415_0_163		21/04/2023	Rejected	0.00	9339626015107
Sales Order	EDI-001359	TST1CWM		PO0319111	PO0319111	PO0319111		8/05/2023	Open	0.00	SOM
Sales Order	EDI-001358	TST1CWM		PO0319111	PO0319111	PO0319111		25/04/2023	Open	0.00	SOM
Sales Order	EDI-001357	9339626002978		2209415_0_163	2209415_0_163	2209415_0_163		21/04/2023	Open	0.00	9339626015107
Sales Order	EDI-001356	9339626009991		404264_0_640	404264_0_640	404264_0_640		21/04/2023	Accepted	0.00	9339626001582

The Header contains the basic document information such as Document Number, Order Date, Due Date, Totals as well as Customer Information and Business Central Sales or Document Number (once created).

EDI Document ✓Saved

Sales Order · EDI-001356

Process | Navigate | Automate ⌵ | Fewer options

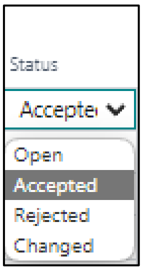
General

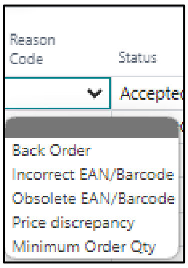
EDI Document Type	Sales Order	Response Date		ETA	24/04/2023 8:43 AM
EDI Document No.	EDI-001356	Response Func Code		Payment Due Date	
PartnerCode	9339626009991	Due Date	23/04/2023	Shipment Due Date	
System		Sub Total	106.54	Customer Code	4260
Order No.	404264_0_640	Tax Total	0.00	NAV Bill to Customer No.	2010
Reference No.	404264_0_640	Total	0.00	Warehouse Code	
Customer Reference	404264_0_640	Currency		Retailer Supplier No.	
Invoice No.		Tax Rate	0.10	Department No.	
Order Date	21/04/2023	Tax Code	GST	Comments	
Status	Accepted	DropShip		NAV Document No.	SO045965
Changed		Shipping Method		DCCode	
Response No.		ETD			

The EDI Document Lines have several functions. Whilst displaying the data that will in turn be populated in the lines of the Sales/Purchase orders, it also has several fields that detail the conversions required to convert the EDI Document to said orders. These conversions are all handled by the field mapping set out in the template linked with each EDI customer.

Unit of Measure	BC Item No.	BC Variant Code	BC Price	BC Unit of Measure Code	BC UOM Price	BC Item Base UOM	BC Item Base UOM Price	BC Item Base UOM Qty per UOM	Quantity Ordered-Base UOM	Response Quantity-Base UOM	BC Line Discount	BC Discounted Price
BX	ISB301		31.04	BX	31.04	BX	31.04	1.00	1.00	1.00	0.00	31.04
PK	OSW001		7.55	BX	7.55	BX	7.55	1.00	10.00	10.00	0.00	7.55

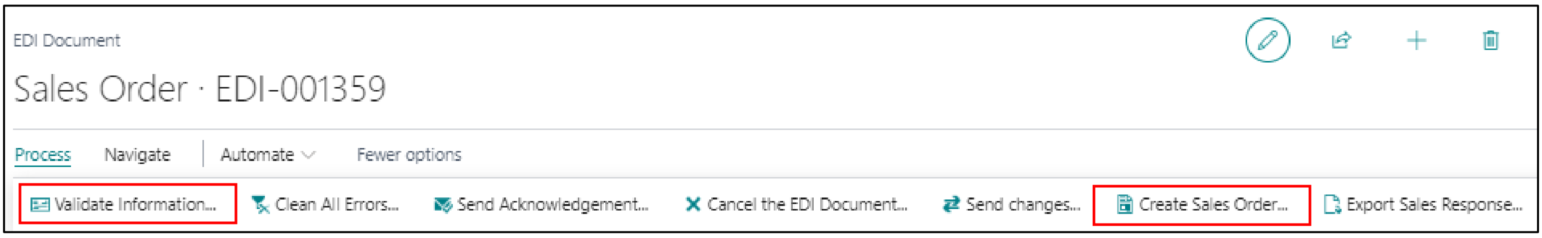
From the Lines the user can choose to accept the order, reject the order or change the data on the order one line at a time. If the lines have been changed, or rejected, the user can then enter a Reason code for this decision, possible reasons shown on the right. If an item is placed on Backorder, there is a date field to enter the likely Backorder shipment date.

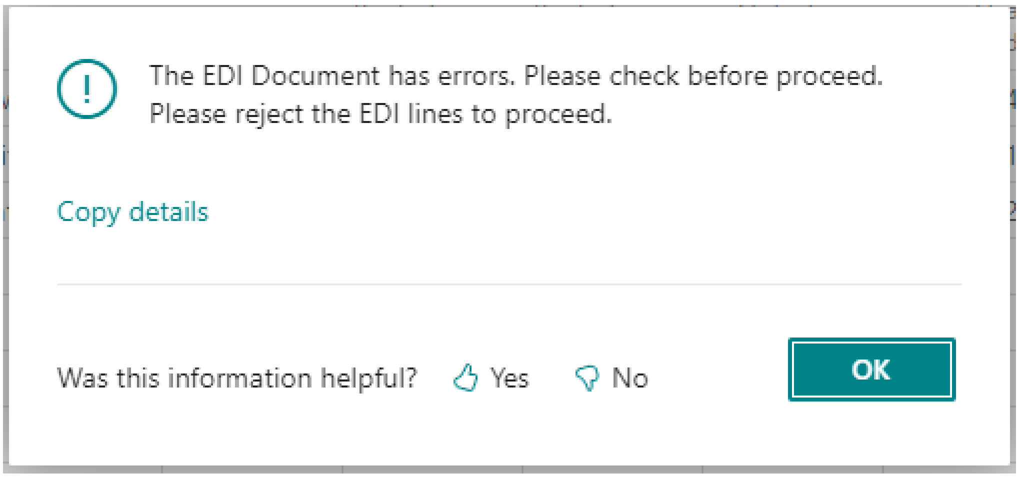


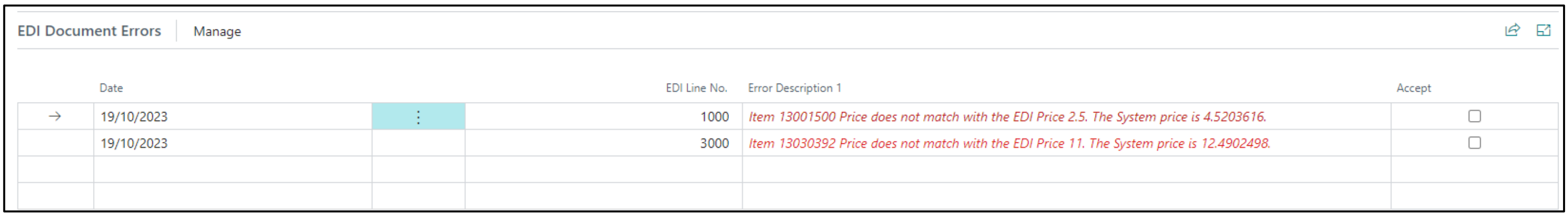


If the data has been approved the user will select to accept. If there are any discrepancies between quantity ordered against quantity available, the user can opt to change. When changes are made, a confirmation can be sent back to the customer to confirm the changes, or they can be processed directly without confirmation from the customer, depending on the clients requirements. If rejected, a notification will be sent back to the customer to confirm this.

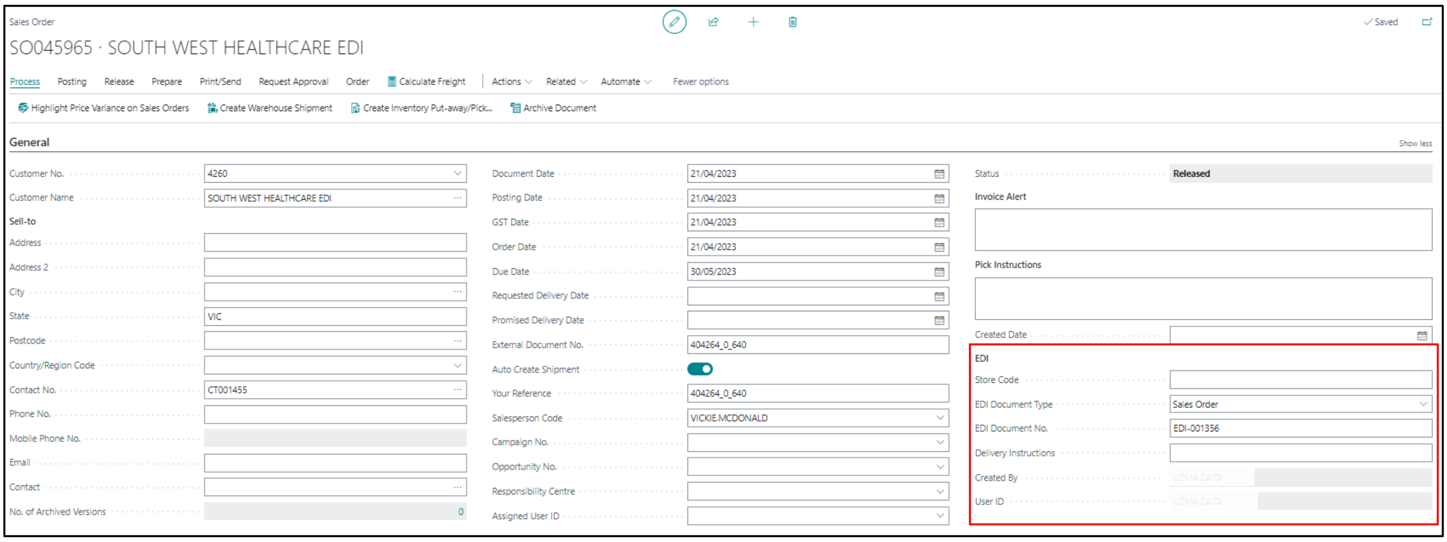
Once the document has been created from the queue and the lines have been actioned, the received data needs to be validated in order to be converted to a Purchase or Sales document. Once the user has selected to Validate the information, the system will prompt the user is there are any errors to be addressed. Towards the bottom of the page is a table displaying any potential errors with the data. Errors can occur due to discrepancies in the pricing between the EDI document and the data available in Business Central Price lists as well as conversions between UOM's and any other data mismatch. If errors are present, they can be fixed up and the user can then re-validate the order. If the user wished to proceed in creating the document with the errors still present, they can choose to 'Accept' the errors and then revalidate the information. Once validated, the Document can then be created from the 'Process' fast tab.

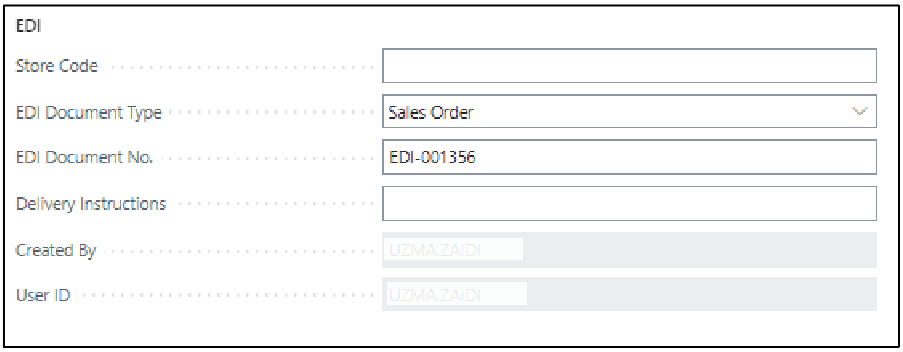






Once created, the Sales or Purchase order will behave similar to any standard order. The EDI app will add extra fields to the order headers to indicate EDI identifiers.



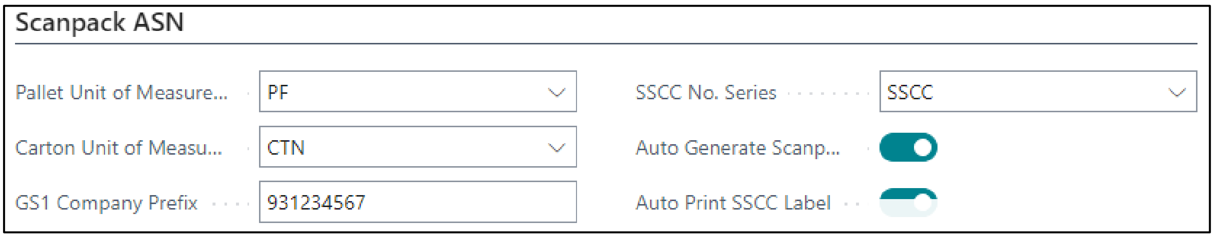


The orders can now be processed as standard process, while the system will automatically send the Invoice and ASN to the customers.

Scanpack

8. Scanpack Setup

The Scanpack Setup page drives the Scanpack, Container and SSCC processes within Business Central. The Setups should be pre-configured to suit the company but can be checked and adjusted when needed by searching for 'Scanpack Setup' within Business Central. There is a General Tab in the Setup page which can be ignored when configuring Scanpack ASNs. Users should only focus on the Scanpack ASN tab of the page.



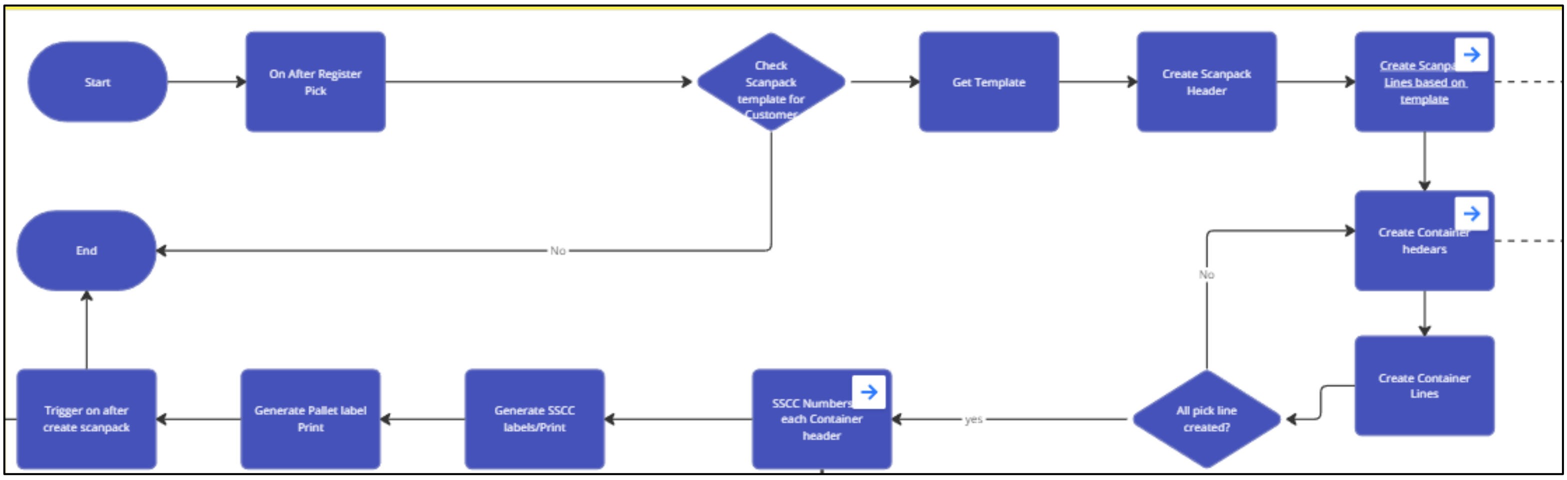
-The Pallet and Carton Unit of Measures refer to the codes used when referring to these UOMs in the Scanpack and Container lines.

-The GS1 Company Prefix refers to the companies specific GS1 which is a unique identifier used on Barcodes and labels to identify the company.

-The SSCC No. series acts as a standard Business Central No. series and dictates the SSCC label No's in sequential order.

-Users have the ability to turn off the automatic generation of Scanpack Documents and instead leave it to the users to manually process. They can then also decide to turn off the Auto Print of SSCC labels at the respective partners, again if preferring to manually decide when to print.

9. Automated Process



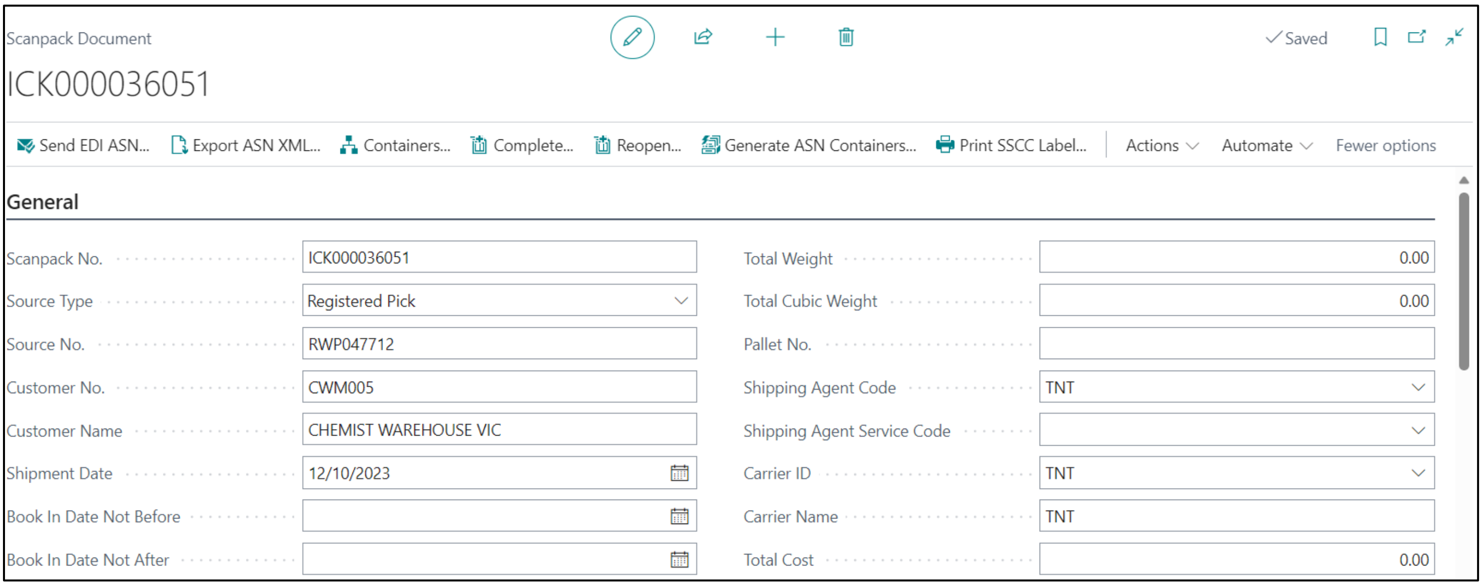
The Scanpack generation is an automated process built into the system that occurs once a Warehouse Pick has been registered by a user. Looking through the process flow above we can see that the system will check for a Scanpack Template listed against the customer in the Business Central. The Scanpack Template describes how the system will allocate the stock to containers on a basis of splitting by Item No, Lot No, Pick No, Pallet or Carton or any combination of these.

Scanpack Template

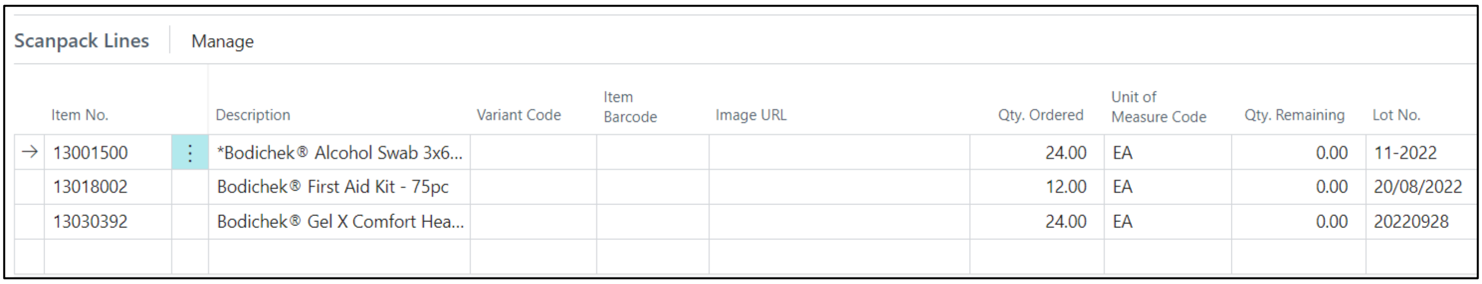
Search + New Edit List Delete

Code ↑	Description	By Pallet	By Carton	By Item	By Lot	Per Pick
CMW	Chemist Warehouse	☑	☐	☑	☑	☐
PERPICK	Per pick SSCC label	☐	☐	☐	☐	☑
ST001	Scanpack Template 001 - Testing	☑	☐	☑	☑	☐

Upon registering the pick, the system will check for a Scanpack Template on the customer card of the Ship-to Customer. If none is present then the process will stop, if a template is found then the Scanpack header will be created with the lines determined by the found template. The Scanpack documents can be found by searching for the Scanpack List in the system or navigated to through the Registered Pick card. The header will contain standard customer related shipping information such as reference no's, Shipping codes and carriers and Shipment dates. There is a 'Source Type' field in the header which when marked with 'Registered Pick', identifies that the Scanpack document was created by a Sales Order Shipment pick and intended for the shipment of items. When the 'Source Type' = Warehouse Shipment, we can determine that the Scanpack is related to a freight line.



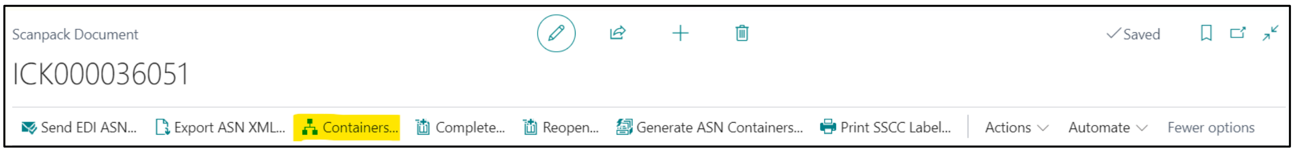
The Scanpack lines are created on an Item vs. UOM vs. Lot No. basis as shown below.



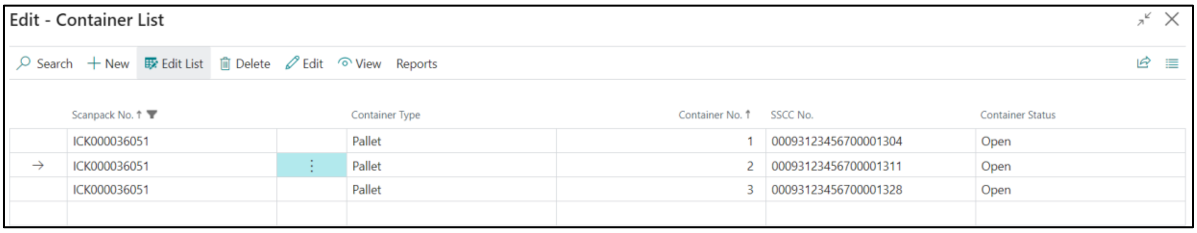
Scanpack Lines | Manage

Item No.	Description	Variant Code	Item Barcode	Image URL	Qty. Ordered	Unit of Measure Code	Qty. Remaining	Lot No.
13001500	*Bodichek® Alcohol Swab 3x6...				24.00	EA	0.00	11-2022
13018002	Bodichek® First Aid Kit - 75pc				12.00	EA	0.00	20/08/2022
13030392	Bodichek® Gel X Comfort Hea...				24.00	EA	0.00	20220928

From the Scanpack document, the system will then automatically generate the Container Header(s) if multiple and matching Lines. These can be navigated to by the top ribbon menu.



In the example below, the Scanpack Template used intends the stock to be split into separate containers based on Item No, therefore there have been three separate Containers created by the system, each with one line each. When clicking on the Containers from the above Menu option, users are prompted with a Container List, filtered by the Scanpack Document No. and each separate container can then be opened by the 'View' Option.

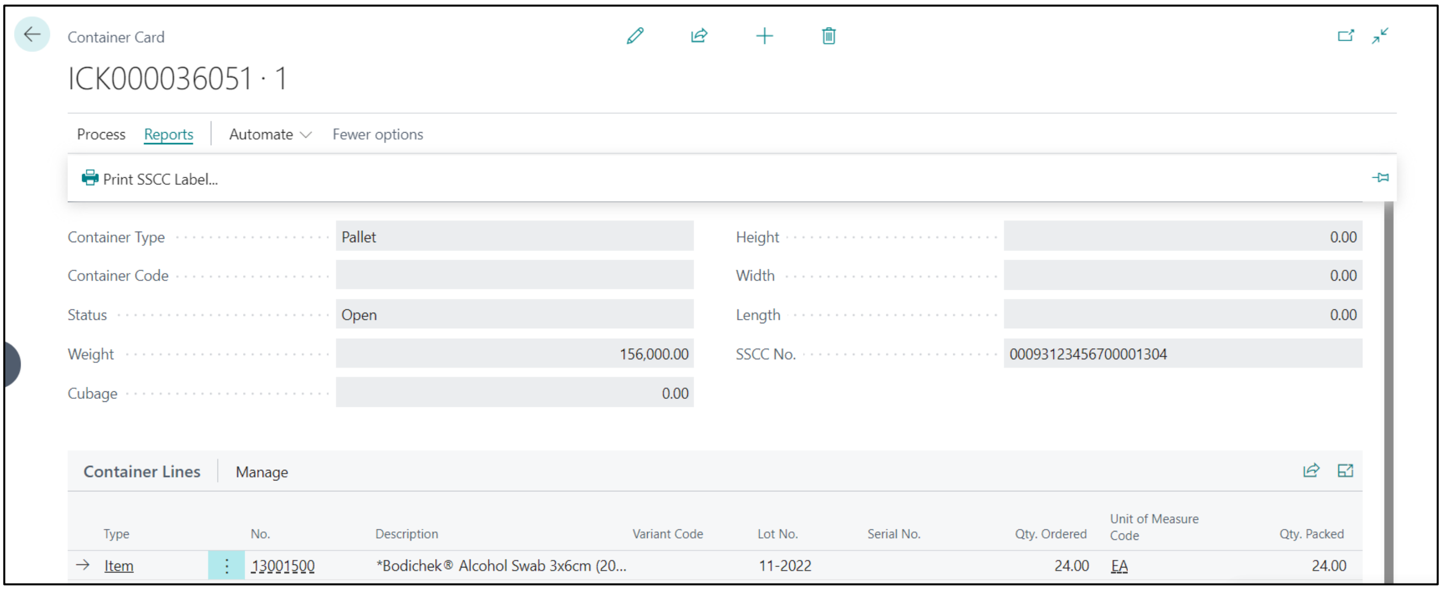


Edit - Container List

Search | New | Edit List | Delete | Edit | View | Reports

Scanpack No.	Container Type	Container No.	SSCC No.	Container Status
ICK000036051	Pallet	1	00093123456700001304	Open
ICK000036051	Pallet	2	00093123456700001311	Open
ICK000036051	Pallet	3	00093123456700001328	Open

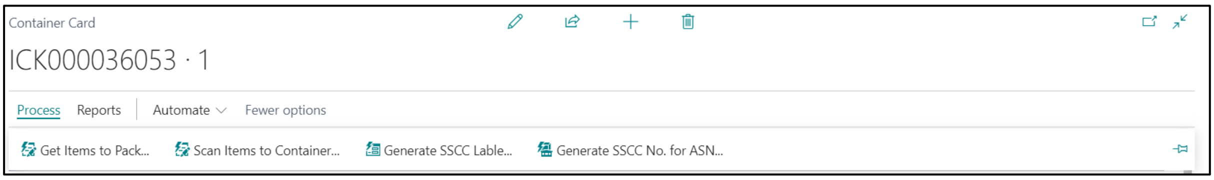
From the individual Container Card, users can opt to print the unique SSCC label for the specific Container, these labels will however be automatically sent to the partner based on the configurations of the Scanpack setup.



SSCC Labels

10. Label Creation

The SSCC labels are set to auto create and send to the partner if the Scanpack setup has been configured to do so. Users can monitor this and recreate and or resend if required from the Container Card.

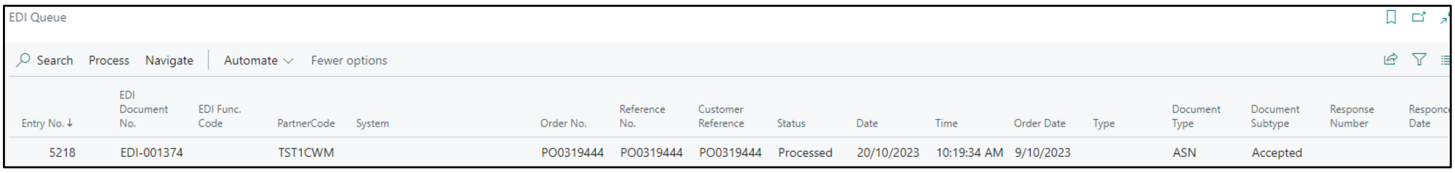


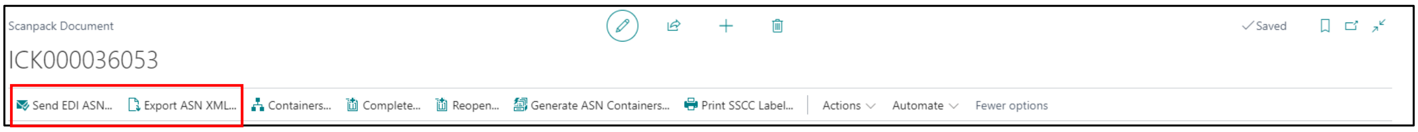
The SSCC label number is auto generated by the system for each Container. This number is a combination of the GS1 Company Prefix, a unique Scanpack ID assigned to each customer displayed on the customer card and a sequential number to suffix.

ASN

11. Sending the ASN

The EDI ASN document is again, auto generated and sent to the partner by the system. Users can use the EDI Queue page to check the status of ASN documents to view if they have been auto sent or not, similar to the way they can check on the status of the EDI invoice. As with other EDI related documents there is a backup for users to manually generate and send the ASN documents as well as exporting the XML file to view the data being sent. This can be achieved through the Scanpack documents themselves in the top ribbon menu.

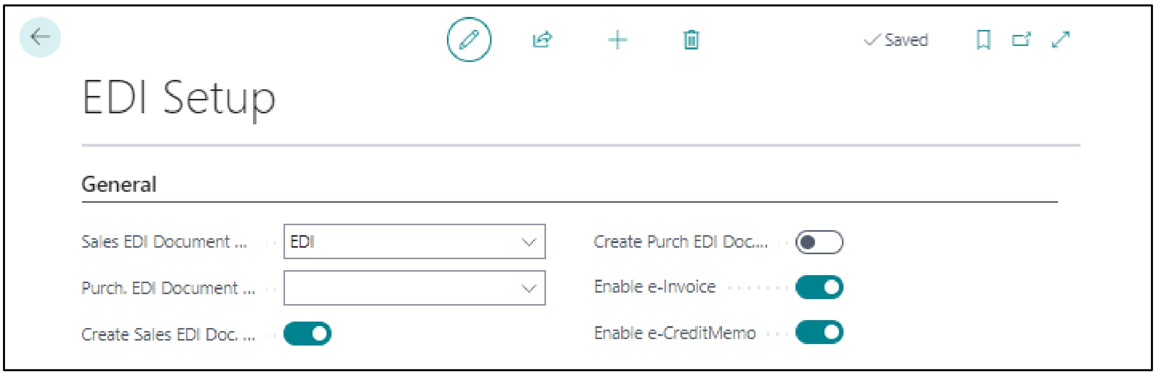




E-Invoicing

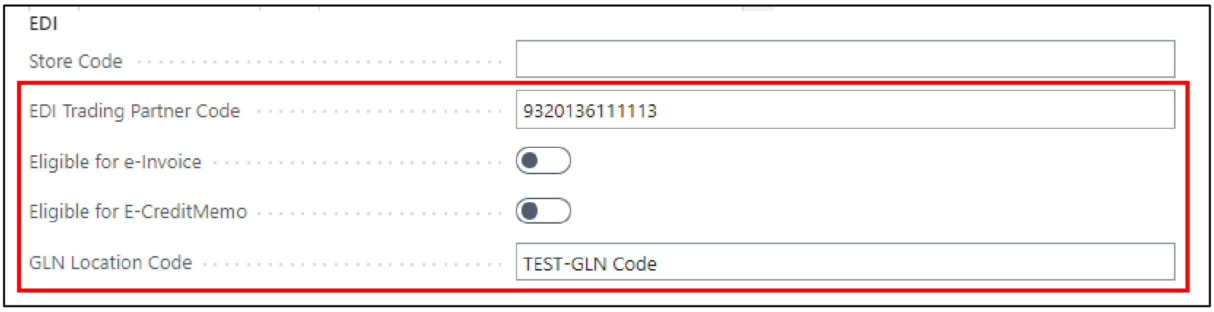
12. E-invoice Setup

Setup for E-invoicing follows much the same path as the EDI process.



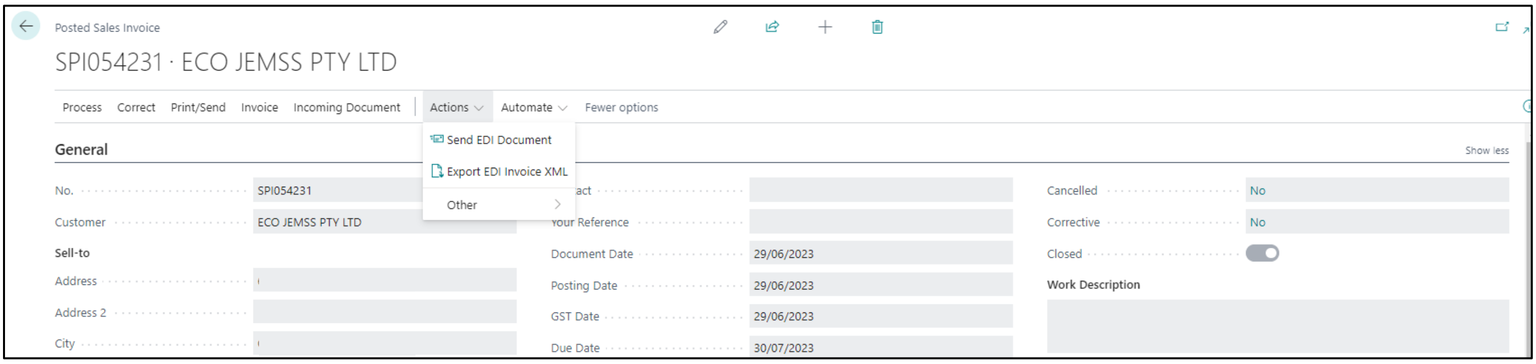
In the EDI setup tab mentioned in Section 1 there are two Booleans to tick that will enable the use of E-invoicing functionality in Business Central.

Once the functionality is enabled, the user must navigate to the relevant customer cards in Business Central and fill in the required details below.

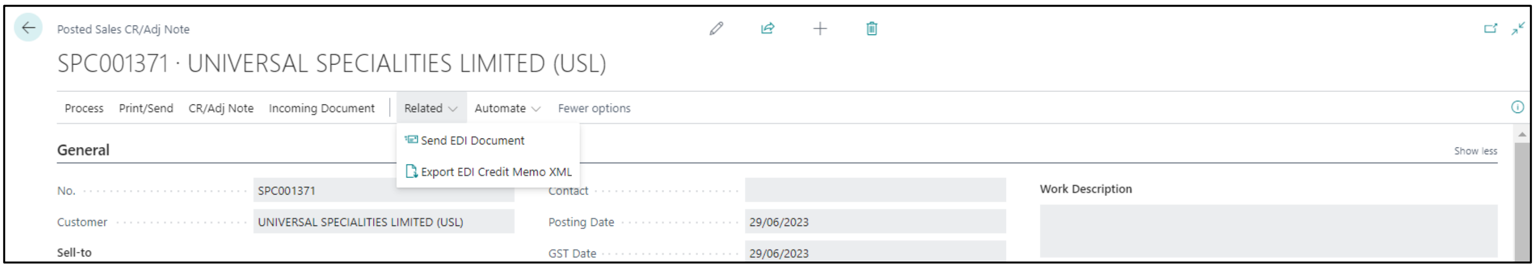


13. E-Invoicing Processes

To send the E-invoices from Business Central, the user will navigate to the ‘Posted Sales Invoices’ page and click on the invoice you would like to send. Once viewing the Card, the user will click on the Actions tab at the top of the page and select ‘Send EDI Document’. They also have the option to Export the XML document if they wish to view this before sending or keep a copy for themselves.



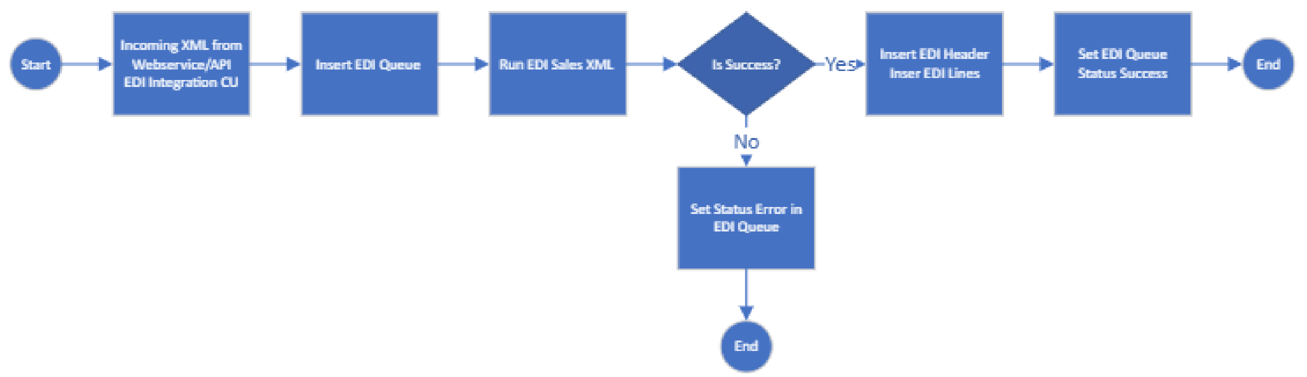
For Posted Credit Notes, the user will Navigate to a Posted Credit Note Card and follow the same steps as above, (other than the fact the Send and Export functions are now displayed under the ‘Related’ tab.



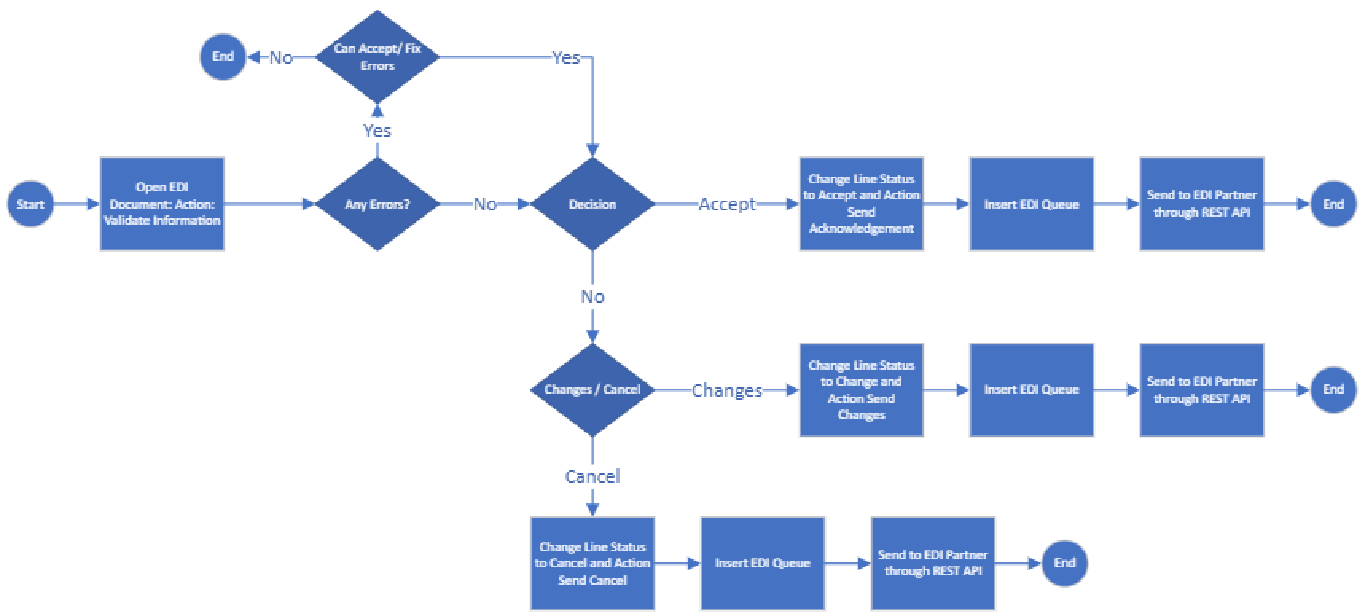
Once sent, the status of the document can be viewed and monitored in the EDI document Queue page described in Section 6.

EDI Process Mapping

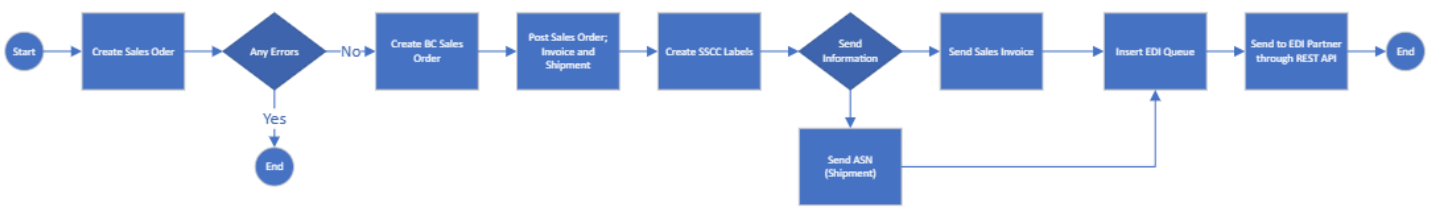
1. Incoming EDI document Process and flow



2. EDI document Validation Process and flow (User Manual Process)



3. Sales order creation and posting process and flow (User Manual Process)



4. SSCC Labels and the Setup

5.Assisted Setup

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