

User Guide

Products & Locations

2021

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1.

Location Administration

Overview

NeTIX allows for the maintenance of location code cross reference. This is where the buyer and seller may refer to the delivery location as a different code in each of their back office systems.

An example would be where a seller knows the location as 'X' and the buyer knows the locations as 'Y'. When the seller passes 'X' in an invoice for example the buyer would need to know they were referring to the location as 'Y'.

The location lookup would translate the location and output this in the EDI output.

Note: *Location maintenance is dependent upon the ERP capabilities and therefore may not always be required.*

<input type="checkbox"/>	Name	Address Line 1	Address Line 2	Address Line 3	Postal Area	Province	Postal Code	Country Code	Display Name	GLN	Buyer Code
<input checked="" type="checkbox"/>	Stockton RDC	MALLEABLE WAY	PORTRACK LANE		STOCKTON-ON-...		GBT518 2SZ		Stockton RDC	5010251009948	994
<input type="checkbox"/>	Stockton Fresh	STOCKTON ON ...	PORTRACK LANE		CLEVELAND		TS18 2PB		STOCKTON ON ...	5010251009931	993

Buyer Code

994

Seller Code

Loc1234

2.

In the example above 'Morrisons' would know the displayed location as 994 however 'Acme STARTER Ltd' know the location as 'Loc1234'. Where Loc1234 is exported and passed to NeTIX the lookup would occur and send 994 to the buyer (the code they recognise).

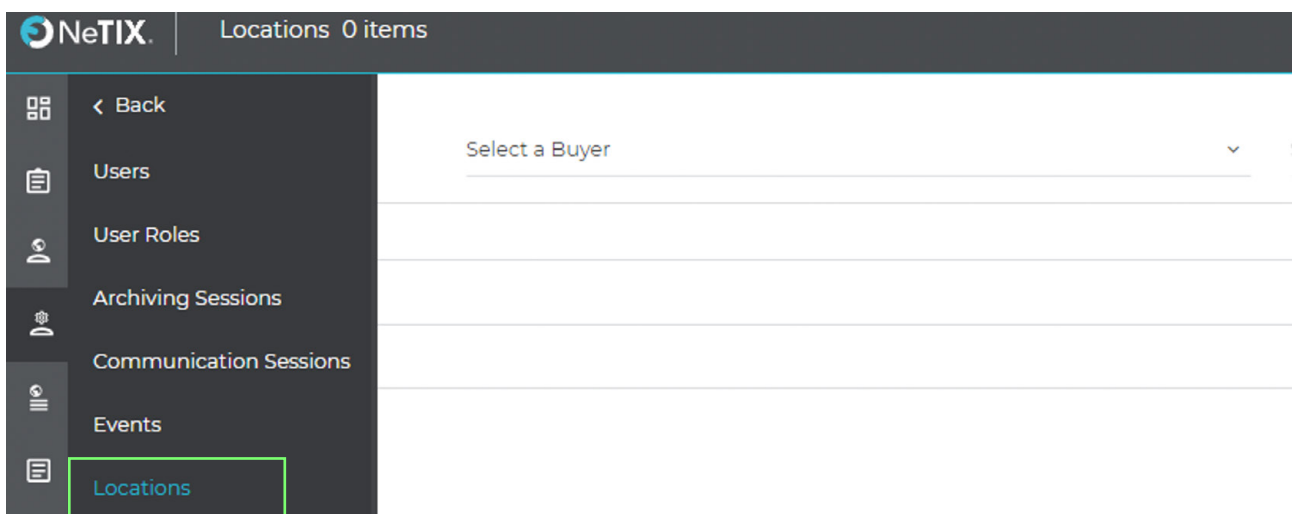
Adding a New Location

If you find a location is missing or need to have updated, please contact our Support team @ support@netedi.co.uk

If you can provide details of what is required, and confirmation form your specific partner for this change.

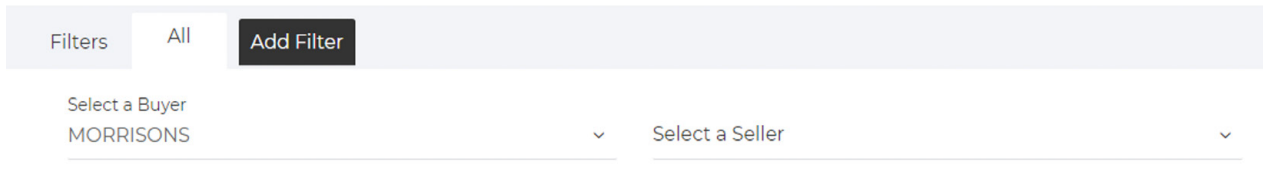
Accessing Locations

Select from the Menu Instance Admin > Locations



3.

As a pre-requisite the user must select the buyer the location pertains to and also optionally a seller. Do this by selecting the relevant buyer as per the below:

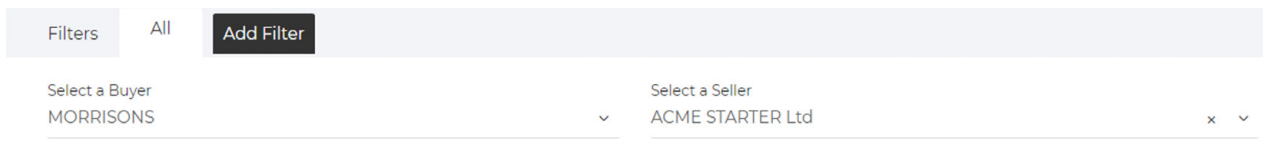


The screenshot shows a filter bar with a 'Filters' tab, an 'All' button, and an 'Add Filter' button. Below this, there are two dropdown menus: 'Select a Buyer' with 'MORRISONS' selected, and 'Select a Seller' which is currently empty.

The list of sellers will be dependent upon the trading relationship and if the trading relationship has been configured.

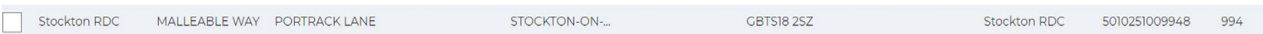
The only action required is for you to update your internal Seller code against the product you will be trading with.

To do this firstly ensure you have selected **Buyer & Seller:**



The screenshot shows the same filter bar as above, but now the 'Select a Seller' dropdown menu is populated with 'ACME STARTER Ltd'.

Then if you Filter/search to find you required Location/depot. Below I have identified location 994 for Morrisons.

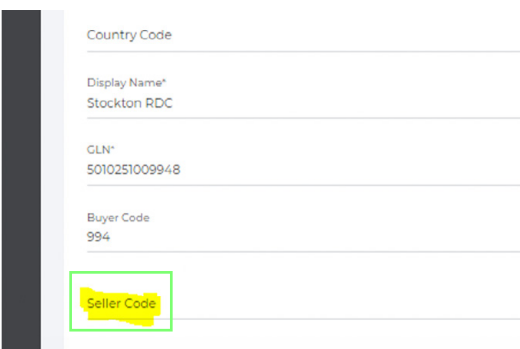


<input type="checkbox"/>	Stockton RDC	MALLEABLE WAY	PORTRACK LANE	STOCKTON-ON-...	GBTS18 2SZ	Stockton RDC	5010251009948	994
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If you single click on the location it will bring up the menu, click on Edit Option.



Here this will allow you to set your internal Location code:



The screenshot shows a form with the following fields:

- Country Code
- Display Name*
Stockton RDC
- CLN*
5010251009948
- Buyer Code
994
- Seller Code (highlighted with a yellow box)


4.

After any changes ensure you click Save in top right corner:


Cancel


Save

The following buttons are available to the user on the location administration screen:

 Refresh

 Add New Location

 Edit

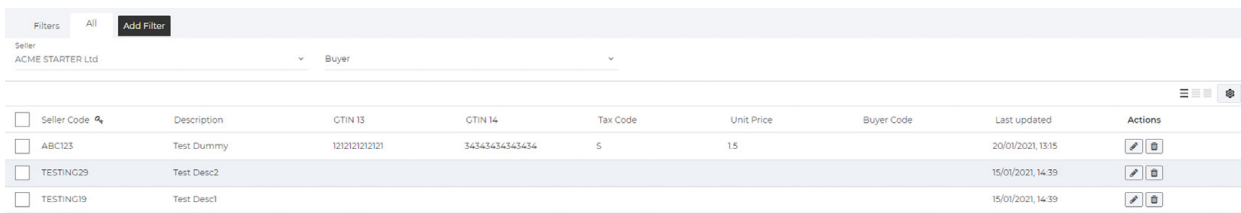
 Export to Excel







Product Administration

Overview

In a similar manner to the locations, product lookups can also take place in the NeTIX software. This allows the product codes as the buyer and seller both know them to be maintained per trading relationship. As well as the cross-reference attributes for the buyer and seller product codes additional product attributes such as description, Traded Unit EAN, DUN (outer pack), Tax Code, Unit Price and Pack Size.

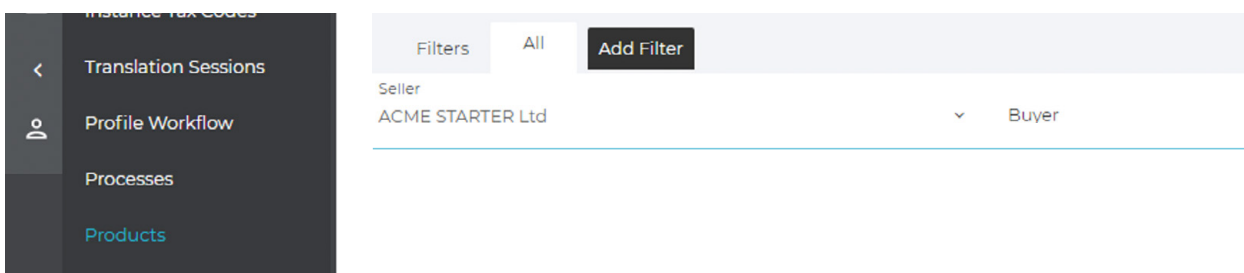
Note: *Product maintenance is dependent upon the ERP capabilities and therefore may not always be required.*



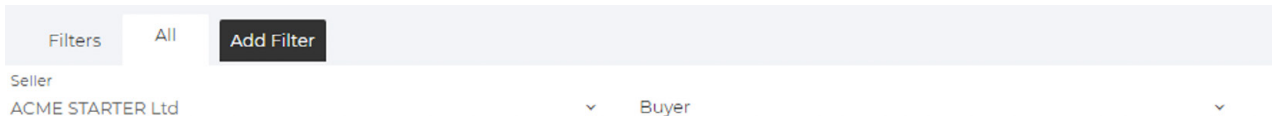
<input type="checkbox"/>	Seller Code	Description	CTIN 13	CTIN 14	Tax Code	Unit Price	Buyer Code	Last updated	Actions
<input type="checkbox"/>	ABC123	Test Dummy	12121212121	343434343434	5	1.5		20/01/2021, 13:15	 
<input type="checkbox"/>	TESTING29	Test Desc2						15/01/2021, 14:39	 
<input type="checkbox"/>	TESTING19	Test Desc1						15/01/2021, 14:39	 

Select from the Menu Instance Admin -> Products

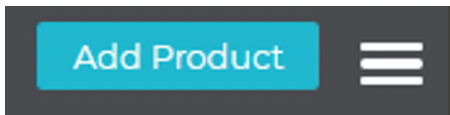
Select a seller to which the product you are adding pertains to. Do this by selecting the relevant seller from the drop-down menu.



6.



Use the Add button to add a new product:



This will bring up the below menu in the NeTIX UI in which to enter the specific product details.

Add a new product ✕

Product Details

Description*

Seller Code* 🔍

GTIN 14

GTIN 13

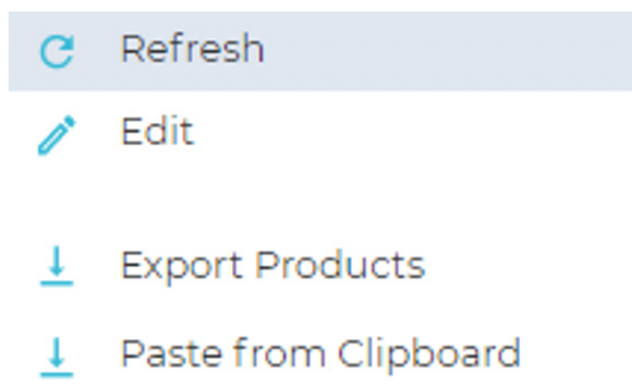
Country of origin ▼

Pricing

Unit Price

Tax Code ▼

Note: the * indicates mandatory field and must be populated to allow this Location to be Saved.



The buttons to the left are available to the user on the product administration screen.

7.

Excel Import Products

Before any import ensure you select a Seller first.

For a bulk import of products the user can create an excel import for the products. In Excel specify column names on row A and then the values associated with each column under that (example below):-

A	B	C	D	E	F	G	H	I
Seller Code	Desc	EAN	DUN	Tax Code	Price	Pack Size	Buyer Code	
ABC123	Test Dummy	1212121212121	34343434343434	S	1.5	1	TBC999	

Select and copy the cells to your clipboard.

Click on the Menu in the top right corner  and select 'Paste from Clipboard'.

 [Paste from Clipboard](#)

The user will be presented with the a mapping screen – this allows the user to decide which of the Excel columns is pasted into the NeTIX UI and for which buyer the buyer product code relates to.

(Please see example on the next page):-

8.

Clipboard Mapping Pop Up✕

Column Index	Sample Value	Mapping Field Name	Buyer
3	DUN	GTIN 14	▼
4	Tax Code	Tax Code	▼
5	Price	Unit Price	▼
6	Pack Size		▼
7	Buyer Code	Buyer Code	▼

First row contains column headers

Seller Code	Description	GTIN 13	GTIN 14	Tax Code	Unit Price	Buyer Code
ABC123	Test Dummy	1212121212121	3434343434...	S	1.5	TBC999

Note the option:

First row contains column headers

This is to be ticked when copying your column header from Excel.

When the user has reviewed the data and mapped correctly, the data can then be committed by using the "Save" button to complete the import into NeTIX. At this point there will be a notification at the bottom of the screen which details the status of the import.

✓

Success

Save successful

✕

Error

GTIN 13 must be 13 characters long. Error on row number 1

- An example of no EAN/GTIN 13 populated which is mandatory for this partner.

✕

Error

A product with the same Seller Code already exists, Seller Code must be unique. Error on row number 1

- An example of a duplicate product



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