



Release Notes

Kewill EasyTrade Web Edition Release 13

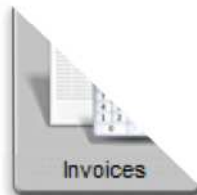
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Orders



ASNs



Invoices



Products



My Account

Customer - Supplier

New Orders

Draft ASNs

Draft Invoices

This document describes the changes and new functionality introduced with Release 13 of EasyTrade Web Edition.

1 Measure Handling in Orders, ASNs and Invoicing

The previous release of EasyTrade Web Edition limited measure use to specifying a weight for ASN and invoice lines (in kilograms). While this is the most typical scenario, there are many other possible measures you might want to ASN or invoice in (e.g. by the litre, by the case, metric tonne etc.).

From Release 13, these other measures are supported in the ASN and invoice creation process. You will see the old weight fields have now been split into two fields, Total Measure and Unit of Measure.

Where previously you might have set for 10kg:

- Weight = 10

...now you will set:

- Total Measure = 10, Unit Of Measure = kilograms

Important: This does not mean you now have to set two fields per line rather than one. The Unit of Measure field should default to the correct value (kilograms in our example). If it is blank, this means the Unit of Measure is not set correctly against your product. You can update your product via the following steps:

- Click on the Products tab.
- Click Edit against the appropriate product.
- Set the desired Unit of Measure (e.g. kilograms).
- Click Save Changes.
- Repeat for your other products.
- The next new invoice you create should have the Unit of Measure already defaulted correctly.

You will also notice an Ordered Measure field in the Purchase Order Details screen. Measure values can now be received and displayed for orders. However, as this functionality is new, receiving measure values is unlikely to be currently configured for any of your trading partners.

Important: If your trading partner has been sending you measure values in the quantity field (e.g. you know that an Ordered Quantity of 10 meant 10kg), then you will continue to see quantities in this way for the foreseeable future (i.e. no change).

2 ASNs Visible in the Home Screen

The number of draft ASNs is now shown in the dashboard grid in the Home screen. The column appears between new orders and draft invoices. Clicking on the number will take you to the draft ASNs screen for the relevant supplier/trading partner.

3 Order Acknowledgement Messages

EasyTrade Web Edition can now produce order acknowledgement messages for your trading partners. This option will be requested by your trading partners if desired.

Important: There is no change to how you acknowledge or reject new orders. If your trading partner is configured to receive order acknowledgement messages, this will happen automatically after you acknowledge or reject orders.

4 Debit Notes

Debit notes can now be received from your trading partners and displayed.

Newly received debit notes will show in the New Debit Notes screen (Debit Notes tab). Once acknowledged, they will move to the Current Debit Notes screen.

5 Invoice Line Number Recalculation

If you remove lines from an invoice, the remaining invoice lines may be out of sequence (i.e. you'll be missing a line number). Certain trading partners allow this (and indeed require invoice line numbers to

match the relevant order line number), but certain trading partners will reject your invoice if there are gaps. Therefore you might need to re-sequence invoice lines before sending the invoice.

To avoid having to set each invoice line manually, there is now a Re-Sequence button in the Edit Invoice Details screen. Clicking on the button will re-sequence your invoice line numbers, starting from 1.

6 A5/A4 ASN Pallet Label Preference

Two sizes of ASN pallet label are now available within the system. The original A5 / two per page format is still the default, but now A4 / one per page labels can be produced.

Your preferred pallet label size can be set against each trading relationship on the system (i.e. you can print different size labels for different trading partners).

Important: To view/change your label size preference, follow these instructions:

- Click My Account
- Click Trading Relationships against the correct company.
- Click Edit against the correct customer/trading partner.
- The current label size is specified in the Pallet Label Size field. Change if desired.
- Click Save Changes. The label size change will take effect from the next pallet label printed (for the relevant trading partner).

7 Additional Information on Pallet Labels

To comply with the requirements of several trading partners, further information has been added to ASN pallet labels. The changes are as follows:

- The GTIN / Product Code and Description of the first product on the pallet have been added.
- A barcode of the GTIN / Product Code for the first product on the pallet has been added.
- A barcode of the first best before date for the first product on the pallet has been added.

Important: Certain trading partners will not accept pallets containing more than one product (i.e. ASN line). If this is the case, please ensure you assign each ASN line to its own pallet when editing the ASN. If you are unsure of your trading partner's requirements, please contact your trading partner for clarification.

8 Document Usage Summary Screen

Your tariff for using EasyTrade Web Edition may include a cost per document (received and sent). A screen has been added to show your recent document usage.

To view the document usage summary screen, follow these instructions:

- Click on the My Account tab.
- Click the View Document Summary button.

The usage is broken down by trading partner, month, type (e.g. order/invoice) and action (e.g. send/receive).