84 Lumber EDI Invoice Demo

- Welcome to 84 Lumber's EDI Webpage. We have created this demo to help our vendors learn about turning our Purchase Orders into their Invoices.

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- On the right you will notice the welcome page for 84 Lumber's EDI Information Page.
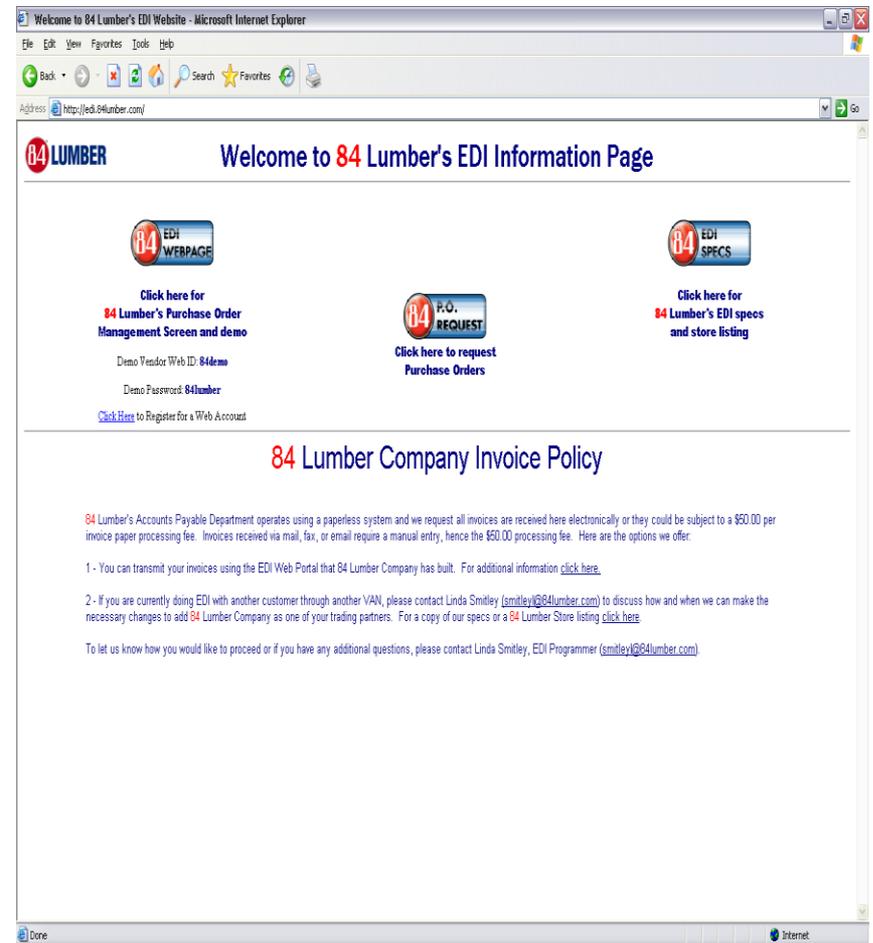
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- Click on the EDI Webpage button and that will take you to the login screen.

- The Username for the demo is "84demo"

- The Password for the demo is "84lumber"

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- This is what the login screen will look like.
- The Username is "84demo"
- The Password is "84lumber"

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- From the main menu page, select "Unread Purchase Orders Available". Once you view a Purchase Order it is moved to "Purchase Orders Read but not yet Invoiced" and is still available to invoice from here.

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- Select the P.O. # you want to invoice (a copy of all of your Purchase Orders will be sent there – buyer P.O.'s show up a few hours after they are placed and store P.O.'s arrive the next business day after 9:00 am EST). If you find you are missing a P.O. to be invoiced, please request it to be sent out to you. You just need to submit the Store # and the P.O. # of the one you need sent. This can be done from the Welcome Page.

84 LUMBER — **Purchase Order Management**

Your uninvoiced purchase orders are listed below.

[Reposition] to PO Number beginning with: [   ]

or select from POs listed below:

PO Number	Ship To Location	Status	Received	Line Items		
10694	0925	Read	7/24/2007	2	Details	Create Invoice
2B21821	1715	Read	7/24/2007	3	Details	Create Invoice
3P89245	0284	Read	7/24/2007	4	Details	Create Invoice
43953	1204	Read	7/24/2007	5	Details	Create Invoice

[Return]

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- Select "Create Invoice"

- Next you will need to enter your invoice #, invoice date, "Terms Discount Amount ($)" (if that applies to you or "0" – this is a dollar amount, not the number of days) discount date (if this applies to you) and the invoice due date.

Create Invoice

Enter invoice information; Press "Submit" when ready to generate an invoice.

Return   Submit

Invoice Header Information

Invoice #		Invoice Date 09/27/2007 (mm/dd/yyyy)
Purchase Order # 10694		PO Date 7/18/2007
Credit Invoice	☐ Check here if this is a credit invoice	

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- You can also add items ("MORE") if needed. This button is located directly under the "Detail Information". To take off ("REMOVE") items you will not be shipping or are canceling use the button located on the right hand side of the individual detail lines. For backordered items or items you are not billing now, just change the quantity to "0" (zero) then change it back to the correct # when you are ready to invoice these items and change the previously invoiced items to "0". These previously invoiced purchase orders can be found under "Invoiced Purchased Orders".

Detail Information

| More |

84 Lumber POS#	Quantity	Unit of Measure	Unit Price	Price Unit of Measure	
00884-59	1	Each	130.50	Each	Remove

Vendor Part # [____] (optional)
Description 9RISE 7-15/16X9 71-3/8F .F
Include if applicable:
Board Measure qty [____] **Units** Select

| 00884-59 | 1 | Each | 87.00 | Each | Remove |

Vendor Part # [____] (optional)
Description 6RISE 7-15/16X9 47-5/8F .F
Include if applicable:
Board Measure qty [____] **Units** Select

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- A credit is very similar to an invoice. When you create a credit memo, there is a "Credit Invoice" box to check under "Invoice Header Information". This check tells the system it is a credit memo and it will know to do the proper calculations. You will need to enter a negative quantity for the item(s) you are crediting, as the system will not allow you to enter a negative dollar ($) amount. If you have already billed for the other items on this P.O., you can make their quantity "0" or "Remove" them. You will not be able to use the same invoice #, as the system will not accept a duplicate invoice #, but if you add an "A" to the end, it will go through. If this is a recently submitted invoice, the P.O. should still be in your "Invoiced Purchase Orders" and can be used again through there ("create invoice"), if it is not there, please request it by going to https://84connect.com/edi and select "P.O. Request".

Invoice Header Information

Invoice #	#####A	
Invoice Date	09/27/2007	(mm/dd/yyyy)
Purchase Order #	10694	
PO Date	7/18/2007	
Credit Invoice	☑ Check here if this is a credit invoice	

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Detail Information

More

84 Lumber POS#	Quantity	Unit of Measure	Unit Price	Price Unit of Measure	
00884-59	-1	Each	130.50	Each	Remove

Vendor Part # _(optional)_

Description 9RISE 7-15/16X9 71-3/8F.F

Include if applicable:

Board Measure qty   **Units** Select

84 Lumber POS#	Quantity	Unit of Measure	Unit Price	Price Unit of Measure	
00884-59	-1	Each	87.00	Each	Remove

Vendor Part # _(optional)_

Description 6RISE 7-15/16X9 47-5/8F.F

Include if applicable:

Board Measure qty   **Units** Select

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- EDI Web Address: https://84connect.com/edi

- If you have any questions please contact EDI Support at edi@84lumber.com