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.



 On the right you will notice the welcome page for 84 Lumber's EDI Information Page.

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lttp://edi.84lumber.com/				× >
LUMBER	Welcome to <mark>84</mark> Lu	mber's EDI Informa	tion Page	
84	ŧ EBPAGE		EDI SPECS	
Click h 84 Lumber's P Management Sc	ere for Irchase Order reen and demo	REQUEST	Click here for 84 Lumber's EDI specs and store listing	
Demo Vendor V	'eb ID: 84demo	Purchase Orders		
Demo Passwo	rd: 84lumber			
Click Here to Registe	for a Web Account			
	84 Lumber C	Company Invoice Po	blicy	
84 Lumber's Accounts invoice paper processi	Payable Department operates using a paperless system Ig fee. Invoices received via mail, fax, or email require a I	n and we request all invoices are received here manual entry, hence the \$50.00 processing fe	electronically or they could be subject to a \$50.00 per e. Here are the options we offer:	
1 - You can transmit y	uur invoices using the EDI Web Portal that 84 Lumber Co	ompany has built. For additional information <u>c</u>	lick here.	
2 - If you are currently necessary changes to	Joing EDI with another customer through another VAN, pl add 84 Lumber Company as one of your trading partners	vlease contact Linda Smitley <u>(smitleyl@84lum</u> . For a copy of our specs or a <mark>84</mark> Lumber Sto	<u>ber.com</u>) to discuss how and when we can make the re listing <u>click here</u> .	
To let us know how yo	ı would like to proceed or if you have any additional quest	tions, please contact Linda Smitley, EDI Prog	grammer (<u>smitleyl@64lumber.com</u>).	

- 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"



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



Purchase Order Management

Please Enter Logon Information below.

Vendor Web ID:	
Password:	
	Logion

 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.



Purchase Order Management

Please select an option from the list below.

Purchase Orders

- No Unread Purchase Orders Available
- Purchase Orders Read but not yet Invoiced
- No Invoiced Purchase Orders available

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.



Return

- 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.



 You can also add items ("MORE") if needed. This button is located directly under the "<u>Detail Information</u>". 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".

More	84 Lumber POS#	Quantity	Unit of Measure	ļ	Unit Price	Price Un Measure	<u>lit of</u> e	
	00884-59	1	Each		130.50	Each	Remove	
	٩	/endor Part #	(op	tional)				
		Description	9RISE 7-15/16X9	71-3/8F.F				
	Include if applicable:							
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	Duaru	measure quy	Uni	rts Selec	CT.	~		
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	00884-59	1	Each		я 87.00	Each	Remove	
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	00884-59	1 /endor Part # Description	Each (op 6RISE 7-15/16X9	tional)	87.00	Each	Remove	
	00884-59	1 /endor Part # Description	Each (op 5RISE 7-15/16X9	tional) 47-5/8F.F	87.00	Each	Remove	

A credit is very similar to an invoice. When you create a credit memo, there is a "Credit Invoice" box to check under <u>"Invoice Header Information"</u>. 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 <u>https://84connect.com/edi</u> and select "P.O. Request".

Invoice Header Information



More	84 Lumber POS#	<u>Quantity</u>	<u>Unit of</u> <u>Measure</u>	Unit Price	Price Unit Measure	<u>t of</u>
	00884-59	-1	Each 🔽	130.50	Each	Remove
	Ve	ndor Part #	(optiona	I)		
		Description		9RISE 7-15/16X9 71-3/8F.F		
	include i Board N	f applicable: leasure qty	Units	Select	~	
				1 2222		
	00884-59	-1	Each	87.00	Each	Remove
	Ve	Vendor Part # Description		(optional)		
				6RISE 7-15/16X9 47-5/8F.F		
		Description	6RISE 7-15/16X9 47-5	/8F.F		
	Include I	Description fapplicable:	6RISE 7-15/16X9 47-5	i/8F.F		

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

 If you have any questions please contact EDI Support at <u>edi@84lumber.com</u>