

## Jargon buster

**ANA Code:** This 13-digit number represents your company on EDI networks.

**Generation:** Invoices are sent in batches called 'Generations'. Each is given a sequential number, so any missing files can be easily detected.

**Interconnect:** An Interconnect is used to connect mailboxes between different networks (VANs).

**Invoice Matching:** This is the process of matching information sent through EDI against its paper counterpart. It is used during EDI testing to verify the information before 'Going Live'.

## How to get started

We'll set you up with an account for you to begin using EDI right away.

- Simply choose the right product for you
- Register online at [www.webedi.co.uk](http://www.webedi.co.uk), or
- Call us free on **0800 092 0856**

\*Terms and conditions apply. Please visit [www.webedi.co.uk/terms](http://www.webedi.co.uk/terms)

\*\*Service requires an internet-enabled computer

**Mailbox:** Similar to an email account, this is the place where all your EDI files are stored. EDI files are sent from one mailbox to another.

**Rejection:** This means that the file has not processed due to an error such as missing information.

**Tradacoms:** This is the file format used by most retailers in the UK.

**Trading Partners:** Companies you are trading with via EDI can be referred to as Trading Partners.

**VAN:** A Value Added Network is a computer network where EDI data is securely transmitted.

# your guide to EDI



web EDI

*“the easy way to get connected”*

## What is EDI?

**Electronic Data Interchange** means exchanging documents such as orders and invoices electronically. EDI has revolutionised the way in which companies do business with each other by providing a **fast, accurate and dependable** way to save money and improve efficiency throughout the supply-chain.

Faster transactions help maintain efficient stock levels, contribute to better use of warehouse space and results in less out-of-stock problems.

## Why do I need it?

Quite simply, EDI is a fantastic way to improve the way customers and suppliers do business. Here's why;

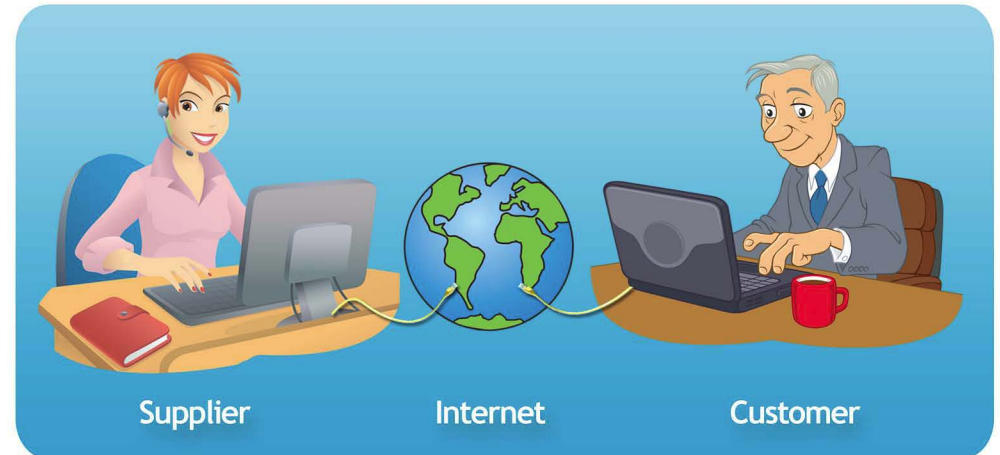
- Eliminates paper - saving time filing thousands of documents
- Integrity checking - validates invoices to help speed up payments
- Creates a seamless link - reducing lead times and stockholding
- Environmentally friendly - shows commitment to reducing CO2
- Strong competitive edge - builds concrete trading relationships

Web EDI enables people to develop closer relationships with their customers by reducing the administrative burden and increasing efficiency across the supply-chain to everyone's mutual benefit.

For these reasons, many retailers favour suppliers who engage in using EDI in order to create **strong, long-term business relationships**.

## How does it work?

Your computer simply uses its **existing internet connection** to securely send and receive documents such as **orders & invoices**.



Once you're up and running, you can also connect to other EDI-enabled customers. In fact, you'll belong to a community of thousands of 'trading partners'.

## What are the costs?

You can start using **Web EDI from as little as £80 per month\***. There's no setup costs, no hidden charges and nothing to pay upfront. From a simple website subscription to a fully managed service, you can choose from a suite of products to fit your needs and your pocket.

You can also customise your system with add-ons, such as; email notification when a new order has arrived, import/export with Microsoft Excel to save typing, and ftp access for fully automatic operation.

## Which product is right for me?

### web EDI

Web EDI enables you to receive orders and send invoices straight from your web browser. Ideal for sending up to 80 invoices per month.

### integrated EDI

Integrated EDI allows you to submit invoices in bulk straight from Microsoft Excel. An excellent way to process large volumes of invoices, quickly and easily.

### enterprise EDI

Enterprise EDI seamlessly links with back-office systems for fully-automatic operation with multiple trading partners via CSV/XML over FTP, SMTP & HTTPS.

All products connect to the majority of UK retailers. Everything entered on the system is scanned for errors to help prevent files being rejected. There's no installation or configuration to worry about and we handle all the technical stuff for you. If you do ever get stuck, you can rely on our award-winning customer service team to get you back on track. All website data is carried over secure connections and you are protected by a 99.7% uptime guarantee.

What's more, you have access from any computer, anywhere in the world.\*\*

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