



WebEDI Support Guide

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What is Walmart WebEDI?

WebEDI is a Retail Link™ web-based B2B/EDI portal for companies without traditional EDI means to do business with Walmart free of charge.

What documents are available for my Country?

All countries will be able to receive POs; US/CA/GB will be able to submit invoices; and only the US can submit DC ASNs.

Can WebEDI support multiple vendor/countries?

Yes.

How do I get set up with Walmart WebEDI?

Go to: Retail Link Home Page-> APPS-> EDI-B2B-> WebEDI. New suppliers will be prompted to complete a brief survey. Once completed, the mailbox and EDI documents will automatically be created and moved to production.

Can I receive an email when I have pending unread WebEDI documents?

Yes, select 'Account' then 'Mailbox Maintenance' to add a Mailbox Email to receive alerts. If setup, alerts are sent up to twice daily (morning/mid-day) when there are unread 'From Walmart' document(s). Only one email address is allowed. If multiple people need to be alerted, a distribution email address is encouraged.

How do I tell the status of my document?

For documents from Walmart, a circle status indicator is used, which progressively becomes shaded as portions or the whole of a document is read/view/exported. For documents to Walmart, there is a status column with different status indicator icons. This includes a caution icon for rejections, which can be clicked to view the details, and a processing indicator for documents submitted but pending acknowledgment. If in doubt, hover over a status icon to look at the tool tip.

Can I print/export my documents?

Yes, there are options to export a list of all documents in the inbox/output (Excel, CSV, or PDF) using the 'Export Grid' link. You also can select multiple documents and export/print via PDF format using the 'Export PDF' link. For a multilocation PO from the location list screen, you can export/print a PDF for each store using the 'Export All Stores' link.

How to Access Purchase Orders

When using WebEDI, you will have access to the mailbox, click the Inbound to see purchase orders and also Drafted or sent documents such as ASNs and invoices will be in your outbound folder.

How do I generate an Invoice? (US/CA/GB only)

You can either select a PO and click the 'Invoice' option at the top to generate an Invoice based on that PO [preferred method] or select 'Outbound' then 'Compose Document' then select invoice and follow along the steps.

How do I manually generate (Compose) a DC and PTI ASN? (US only)

From the Inbound/Inbox screen, select one or more POs included in a shipment. Then, select the 'Export ASN Template' link. Then, select 'Outbound' then 'Compose Document'. Select either DC ASN for non-grocery ASNs or PTI for Produce Trackability ASNs and follow along the steps to adjust quantities as needed.

How Do I Create A Turnaround DC ASN in WebEDI?

After clicking into and viewing a Purchase Order from the Inbound/Inbox screen, select 'Create ASN' at the top. At this time, WebEDI does not support ASN for DSDC.

- This function will reflect the data from the PO detail
- Fill out all required fields at the header level
- Selecting "Pack" or "Pallet" in the 'Detail' field will enable the SSCC 18-digit number field
 - Managed GS1 SSCC18:
 - If you have enabled the [SSCC18 auto generate process](#), the SSCC 18-digit number will automatically be insert
 - Not Managed GS1 SSCC18:
 - Manually enter the SSCC18 number in the SSCC 18-digit number field
- Fill out all required fields at the Item Detail level
- Once all required fields are filled, you'll see the SSCC 18-digit number(s) displayed at the bottom of the screen
 - Users have the option to print the barcode label from this screen (post ASN validation) or print after sending the ASN document by opening the sent ASN document from the Sent inbox screen
- For Managed GS SSCC18 flagged as "Yes" ([SSCC18 auto generate process](#)):
 - Before you can click on "Send ASN", you must first click on "Validate ASN" located at the top of the screen
 - The validation process will check to ensure the SSCC 18-digit number(s) entered has not been used and/or tied to another ASN document
 - If duplicate SSCC 18-digit number(s) is found, to generate a new SSCC 18-digit number(s) simply click on the refresh button next to SSCC 18-digit number field
 - Once a new SSCC 18-digit number is generated, you'll click on "Validate ASN" again to validate
- For Managed GS SSCC18 flagged as "No" (Manual Process):
 - Vendors are required to check their own SSCC 18-digit number(s) prior to submitting the ASN document

How Do I Create A Turnaround PTI ASN in WebEDI?

This only applies to Grocery/Perishable orders. If the PO is written for a Grocery DC or Department 94, by default WebEDI will select the “Perishable” ASN Type when you click on ‘*Create ASN*’. At this time, WebEDI does not support ASN for DSDC.

- Item Palletized
 - In the ‘Pallet Details’ field select the option “Yes” and fill out the required pallet details in the item level
- Items that are NOT Palletized
 - In the ‘Pallet Details’ field select the option “No”
 - This will bypass the pallet details such as the GS1-128, Pallet Type, and pallet quantity

DC ASN Shipping Criteria

- Shipping ID: Supplier’s internal Purchase Order or Invoice number.
- Carrier/SCAC: This is a free form field. If the SCAC is unknown, the carrier name can be entered.
- Bill of Lading (BOL): 17-digit number obtained from the freight carrier and the shipper.
- Walmart Load Number: This information is provided within the Request for Routing application.

PTI Shipping Criteria

- Shipping ID: Supplier’s internal Purchase Order or Invoice number.
- Carrier/SCAC: This is a free form field. If the SCAC is unknown, the carrier name can be entered.
- Bill of Lading (BOL): 17-digit number obtained from the freight carrier and the shipper.
- Walmart Load Number: This information is provided within the Request for Routing application.
- Transportation Type
 - Backhaul
 - Motor (Common Carrier)
 - Private Parcel Service
 - Less Than Trailer (LTL)
- Weight (LG)
- Weight Type
 - Gross Weight
 - Net Weigh
- Date Type
 - Package Date - If a process alters the life of the product post-production.
 - Lot Number Expiration (Product Blends) - for product blends, intended for use in other processes or end consumer consumption.
 - Production (Processed Animal Goods) - for minimally processed animal produced goods, even if repackage.
- Lot number – This is the code/number associated with the lot.
- Date – Date related to the date types discussed associated with the lot.
- Country – This is the country of origin of the goods being shipped.

SSCC18 Auto Generation

In case SSCC18 numbers are unable to be provided, WebEDI has an option to allow users to automatically generate them. This allows users to not only generate their own SSCC18 numbers, but also generate SSCC18 shipping labels as well once sent. This can be configured in the **Mailbox Maintenance screen**.

Note: A GS1 company prefix is required to enable SSCC18 auto generation.

- Click on the pencil icon on the ASN row to perform an edit
- In the 'Managed GS1 SSCC18' field, select "Yes" to enable the automation process
- Click "Update Setup" to save your changes

DC/Perishable SSCC18 Auto Generation

- **Pack Detail:** SSCC18s will be auto generated for each pack to ensure a 1:1 item to pack ratio and ensure SSCC18s are unique.
- **Pallet Detail:** SSCC18s are generated, but their relationships to items must be managed manually as pallets can potentially hold multiple different item numbers. This is done through the UI where SSCC18s can be copied, pasted, and generated if needed.

SSCC18 Shipping Labels

Like a normal ASN, shipping labels with SSCC18 barcodes will be generated downloadable as a PNG to use. This will allow suppliers who don't have the ability to generate their own GS1 SSCC18 numbers and labels to still have the ability to send them to Walmart through WebEDI. SSCC18s will also be tracked to ensure duplicated values are not used to reduce rejections.

SSCC18 Auto generation for CSV upload

There is also a way to partially automate the ASN process by using a CSV file to upload the ASN information. This is helpful if ASNs are sent frequently and/or ASNs being sent do not have a purchase order on WebEDI (AS2 without ASN capabilities).

To start, in the inbound folder, purchase orders can be selected using the check box on the left. Then click "Export ASN". This will prompt additional options and formats to export the item details of that PO into an CSV to help with creating an ASN.

Note: If a purchase order is not on file and/or unable to be exported, the compose page provides empty templates to use and download. However, the department sequence of the purchase order must be provided in the CSV file. This is useful for suppliers that do not receive purchase orders through WebEDI but would like to send ASNs.

DC and **perishable** ASN formats differ as perishable items require additional information such as lot and batch numbers as well as expiration date. We prefer that SSCC18s at the pallet level be sent as well. If you do not have an SSCC18 number or a means to generate a shipping label, we will go over on how you can generate labels and SSCC18s later.

DC ASN:

By selecting “Proceed with DC ASN”. This will also auto populate Item information related to the PO as well. However, you will need to fill out the shipping information and make adjustments if necessary to reflect the actual shipment. You also can change your shipment details. Pack or pallet will enable additional information with SSCC18 and you will have to input the pack/pallet to items relationships and their quantities.

If you have additional pallets or packs related to an item, it can easily be added by clicking “Add New Package” or “Add New Pallet”. It is recommended SSCC18s be sent on each ASN.

Be sure to fill out the correct item and SSCC18 details as well as the units shipped. Once sent, an ASN **cannot be edited**, so it is important to ensure that all information is correct, or it may cause rejections. All SSCC18s should be unique and should not repeat across multiple ASNs.

Once all item information is filled out, you will then be able to send the ASN.

Perishable ASN

For each item, its lot number along with appropriate dates and country code must be filled out. If you have pack or pallet level SSCC18 information, it's recommended by Walmart to provide them. Pallet type along with the amount quantity associated with the batch on that pallet must also be provided.

What other tools are on Retail Link to help me research my document status?

US/CA – Search for ‘*Accounting Scorecard*’ or ‘*Accounts Payable Inquiry System*’ on Retail Link™

GB – Search for ‘*Where’s my Invoice*’ on Retail Link™

(Note: None of these applications are supported by EDI support but are good resources worth mentioning.)

General WebEDI FAQ's

Q: Who can access my WebEDI mailbox?

- Any Retail Link™ user with access to the vendor number associated with a given WebEDI mailbox can access it.

Q: How do I see my Purchase Orders?

- Users can access their Purchase Orders by clicking *'Inbound'* from the top navigation bar. Each document will have a document number with a clickable link to view the details of that PO.

Q: What are the different statuses of a Purchase Order and what do they mean?

- *'Unread'* is the initial status given to all documents when they are created within WebEDI. This is indicated by an unshaded circle under the *'Status'* column of the inbox.
- The *'Read'* status is set when all locations on a PO have been viewed. This can either occur by viewing all locations associated with a PO or by viewing a PO in a summary view. This is indicated by a fully shaded circle under the *'Status'* column of the inbox.
 - Note: *'Partially Read'* only occurs with multi-ship Purchase Orders that have multiple location-based PO views. A document will move to this status when 1 or more specific locations have been viewed, but not all. This is indicated by a by a half-shaded circle under the *'Status'* column of the inbox.

Q: If my PO is a multi-ship PO, how do I see the individual stores?

- For a multi-ship PO, a *'Store Select'* pop-up will appear when a Purchase Order is selected on the *'Inbox'* page. Click into the appropriate store number under the *'Store'* heading to view the Purchase Order data for that store. Once viewing in the store view, you may navigate to other stores by clicking either the forward or backward arrows (or associated store numbers) at the top of the PO detail page. This will allow for more fluid navigation.

Q: How do I see Invoices I have sent?

- Click on *'Outbound'* -> *'Sent Documents'* from the top navigation bar. From here, you can filter search results for an invoice in order to view, print, or check the status of it.

Q: What do I do after my PO has been invoiced?

- It is encouraged that Purchase Orders are archived once they have been invoiced to ensure orders are not invoiced on twice. You can archive PO's by clicking into the check box on the left-hand side of the desired Purchase Orders and then clicking on *'Archive'*.
- You can check your *'Sent Documents'* after 48 hours for the status of your invoices to ensure they have been processed and accepted through Wal-Mart's Accounts Payable department.

Q: How do I know if my invoice was accepted? What are the different statuses of an invoice?

- WebEDI can report the following statuses for submitted invoices from the 'Sent Documents' page:
 - 🔄 'Processing' - The invoice has not been translated and transmitted to Accounts Payable yet.
 - 📁 'Acknowledged' - The invoice was translated and transmitted to Accounts Payable for processing.
 - ⚠️ 'Rejected' - The invoice was rejected by Accounts Payable.
 - It can take up to 48 hours for an invoice to move from "Acknowledged" to a "Rejected" status.
 - To see the rejection details, click the "Rejected" icon to display the details.

Q: Where can I find information about the shipping criteria?

- For questions or concerns regarding the shipping label detail, please reach out to WMBarcodeLabeling@walmart.com.

Q: Where can I find information about the ASN business requirements?

- For questions or concerns regarding the business requirements, please reach out to asncompliance@walmart.com.

Q: What is a GS1 Company Prefix and how can I find my company's GS1 Company Prefix number?

- A GS1 Company Prefix is a unique number that identifies a company and is used to create other identification numbers. It's a key part of GS1 Standards and is used in many countries
- Supplier can search the GS1 Company Database using their company name or a known GTIN associated with their product
 - Visit: <https://www.gs1us.org/>

Contacting EDI Support

For the most up-to-date contact details for EDI support please see the Retail Link™ EDI B2B homepage and look for the header '*EDI Support - Supplier*'.