Commport Internet EDI | EDI with Cardinal Health

Purchase Order (850)
Advance Ship Notice (856)
Invoice (810)

November, 2017

General Information

For general instructions on how to access Internet EDI, how to navigate the system or generate an invoice please visit the Help Section within Internet EDI or reference your Internet EDI User Guide.

Within this Hub Guide are details regarding key pieces of information or steps that are required for the hub Cardinal Health.

- **Bold** is used to list fields that will always need to be manually entered.
- Italics is used to list fields that have a special note.
- Fields that are typically pulled from the Shipment or Sales Order are listed with no emphasis. These will need to be manually entered if you are creating a manual Invoice

Hub Profile

Hub ID: 3855

Transactions: Purchase Order (850), Advance Ship Notice (856), Invoice (810)

Business Process Overview

1. Post PO
2. Create Shipment
   a. ASN Structure
   b. Pack Shipment
   c. Review Packing
   d. Print Labels
   e. Complete Shipment
   f. Review and update Ship Date
   g. Send ASN right away
3. Invoice from Shipment or Order
   a. To Invoice from Shipment
      i. Invoice will be available in the invoice tab once the shipment is completed
      ii. Review and Confirm all Invoice details
      iii. Complete Invoice

Advance Ship Notice (ASN, 856)

Header Information

1. **ASN Structure** – indicate how you are packing this shipment
   a. **Only Items**
2. Verify or Enter the Ship From, and Ship To information
3. Enter Shipment Summary Details
   a. My Order No
   b. **ASN Purpose**
   c. **Requested Delivery Date**
   d. PRO / BILL
4. Enter Carrier Details
   a. **SCAC Code**
   b. **Trans Method**
   c. Routing
5. Enter Load Details
   a. **Lading QTY**
   b. **Total Weight and Unit of Measure**
   c. Total Volume and Unit of Measure
   d. Packaging Type
   e. Ship Status
   f. Special Handling

Items to be shipped

Verify or edited items that will be shipped and quantities.

Pack Shipment

Pack all items on either Pallets or Cartons

Finishing you Shipment

Save the Shipment and Review Packing
Print Labels

Complete Shipment!

Invoice (810)

Invoicing from either a Shipment or Order will pre-populate the Invoice with all data that is available in the system.

Header Information

1. Verify or enter the Bill To, Ship To, and Ship From
   a. **Name**
   b. **Location Number**
   c. **Address Line1**
   d. **City**
   e. **Province/State**
   f. **Postal/Zip Code**
   g. **Country**
2. Verify or enter the Invoice Details.
   a. **Invoice Date**
   b. **PO No**
   c. Internal Order No
   d. **Invoice No**
   e. **PO Date**
   f. **Invoice Type**

Line Item Detail Information

If you are invoicing from a Shipment the Line Item details will be pulled from the original document

Complete Invoice!

Need Help?

Check out our online Help available on any screen within Internet EDI. Look for the Help Button with the blue questions mark found on the top right hand corner of your screen.

There you will find our training videos, and specific details about each document and the business process embedded into Internet EDI.

Please visit our website Internet EDI Q&A , email support@commport.com, or call us any time at (905)727-6782.