SPS COMMERCE

INFINITE RETAIL POWER™

FULFILLMENT

Fishbowl Fulfillment

Shipping Label User Guide

TABLE OF CONTENTS

Choosing Appropriate Label UID **5**

Entering Label UID into Adapter **7**

Accessing & Printing Shipping Labels **9**

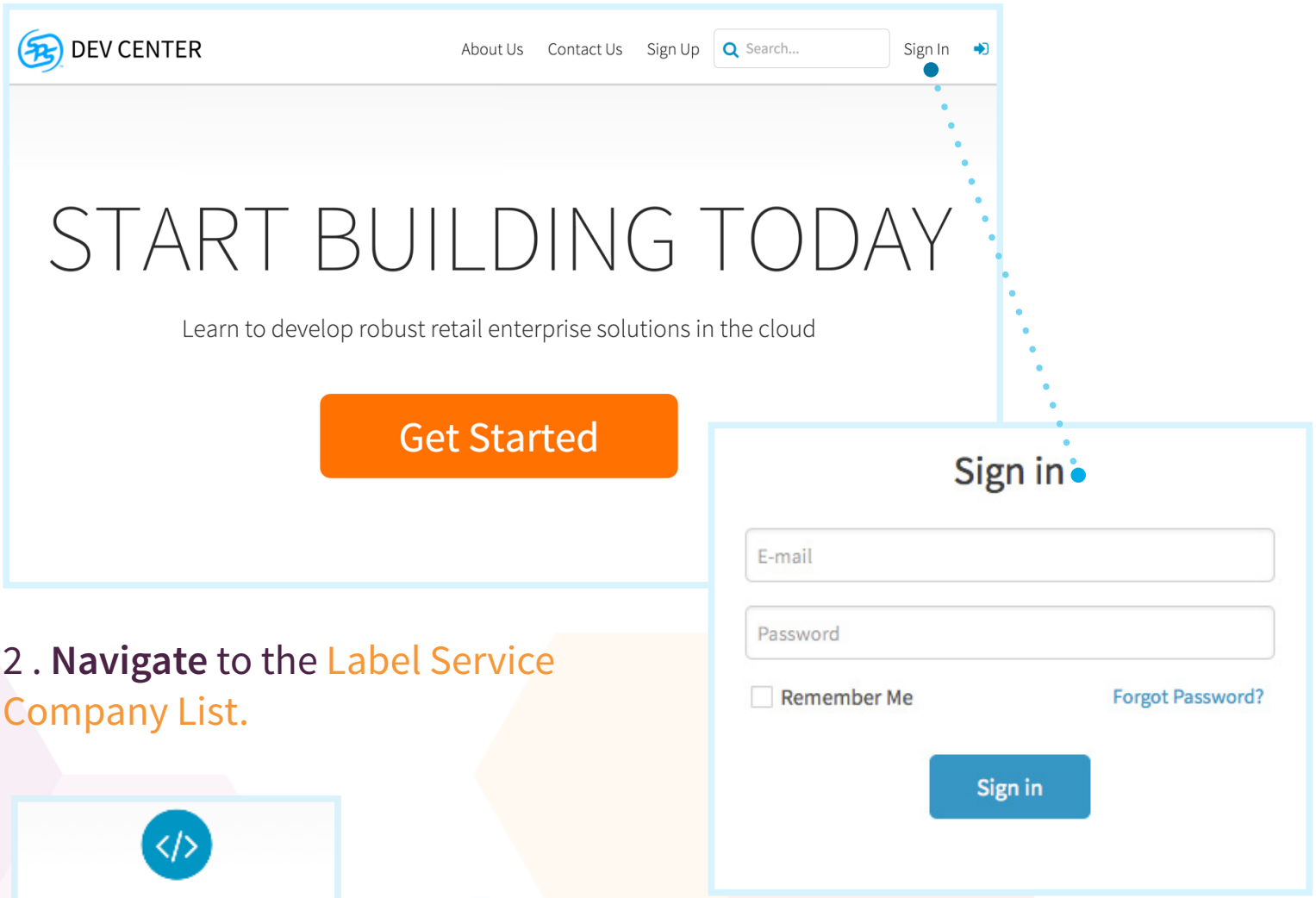
Custom Field Sourcing **12**

This guide may be used to ensure your Fishbowl Adapter is accessing the accurate Shipping Label requirements for your trading partner.

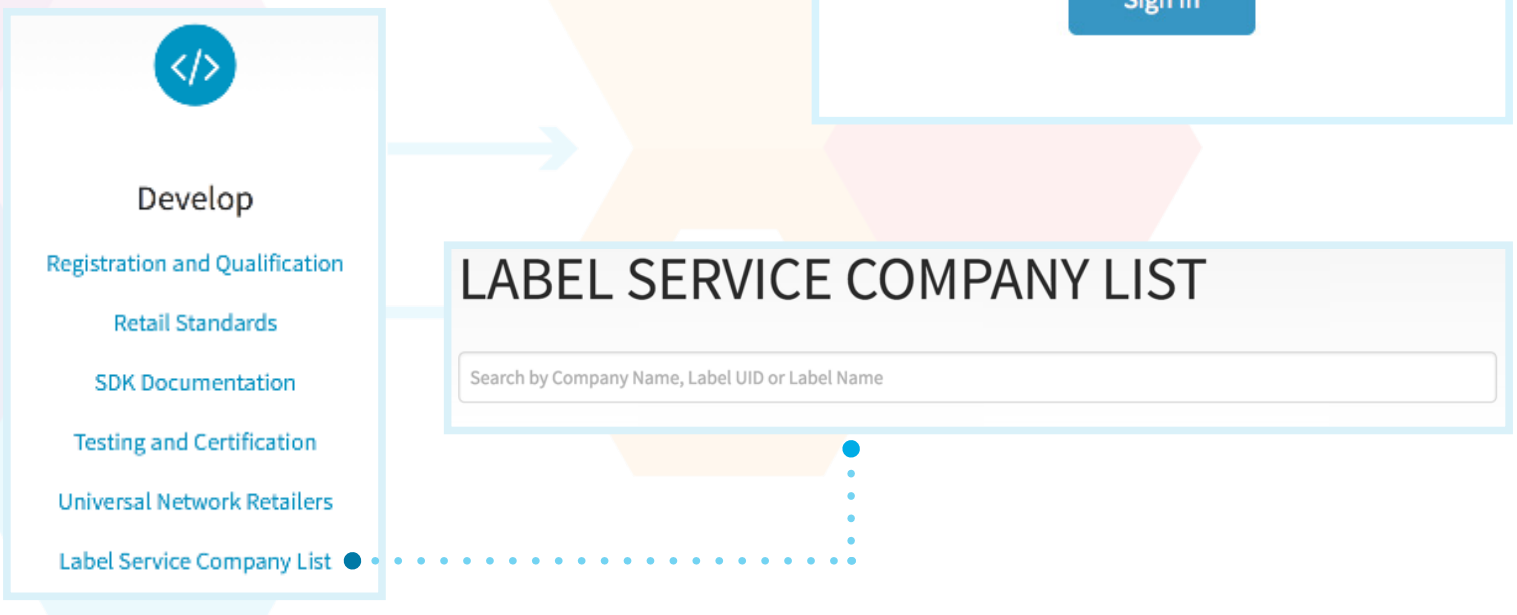
Fishbowl

Choose the appropriate Label UID from the SPS Commerce Dev Center

1. **Log in** to the SPS Commerce Dev Center: devcenter.spscommerce.com



2 . **Navigate** to the Label Service Company List.



3. **Obtain** the Label UID needed for your particular Trading Partner and for the particular Shipment (for example, Pick & Pack, Standard) if necessary.

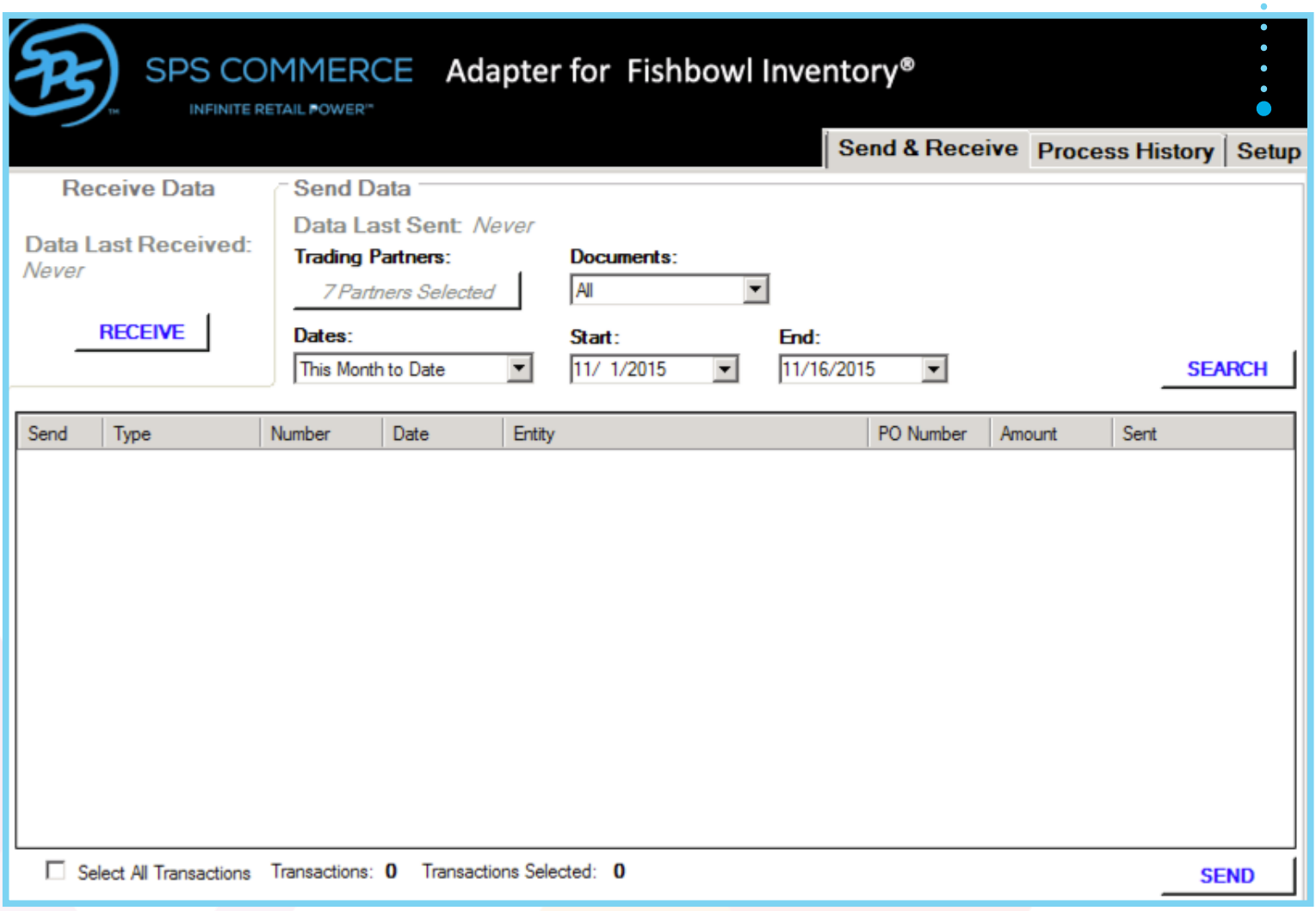
LABEL SERVICE COMPANY LIST

Search by Company Name, Label UID or Label Name

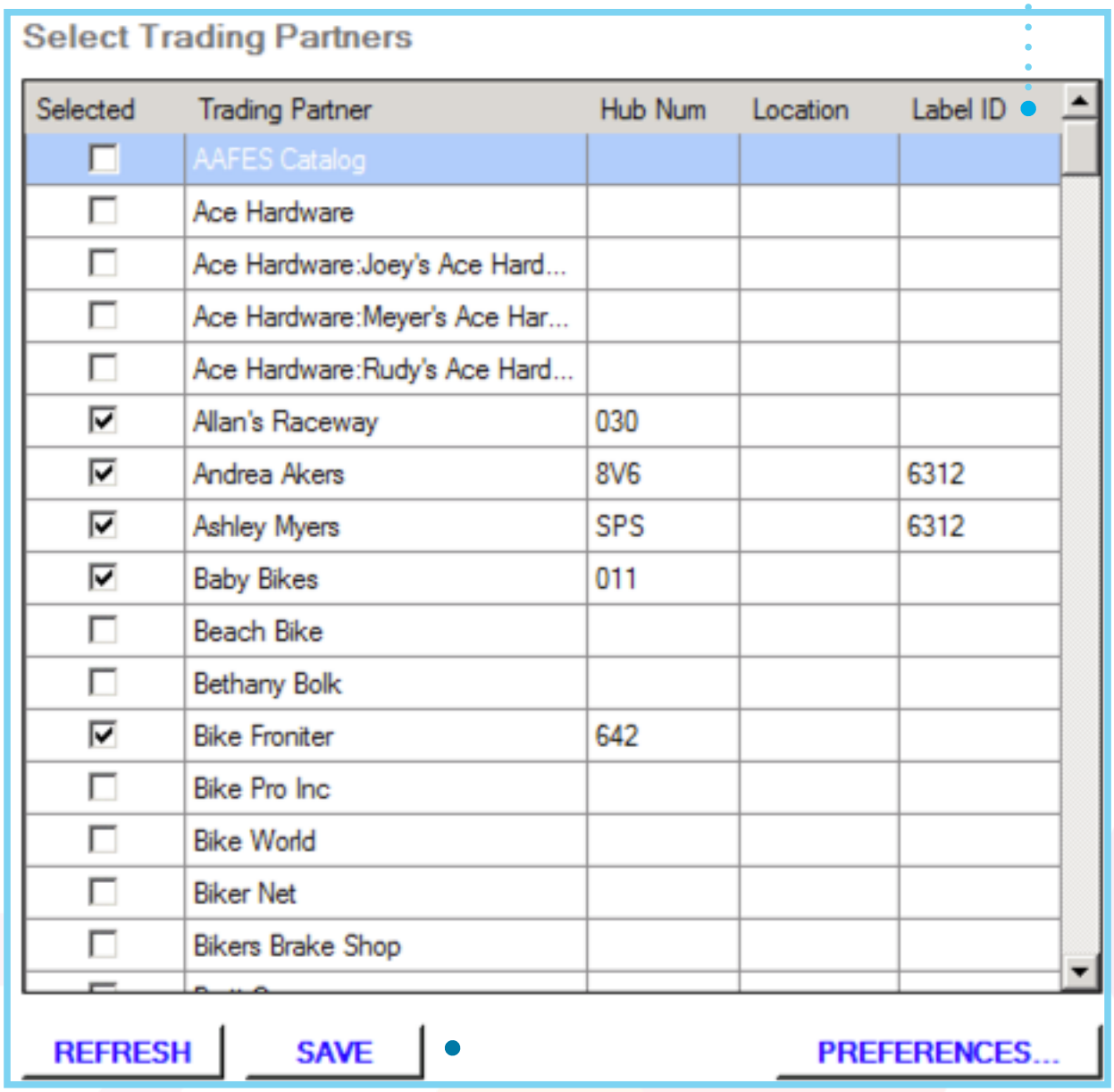
Company Name	Label Name	Label UID
Academy Sports	Shipping Label	1000
Dicks	Shipping Label Pick And Pack	1100
Dicks	Shipping Label Standard	1101
Dicks	Shipping Label Prepack	1102
REI	Shipping Label	1200
Bass Pro	Shipping Label	1201
Cabelas	Shipping Label	1202
Mills Fleet Farm	Shipping Label	1302
Transworld	Shipping Label	1402
Gander Mountain	Shipping Label	1502

1. **Log in** to your SPS Commerce Adapter for Fishbowl Inventory.

2. **Navigate** to Setup in the upper right-hand corner.

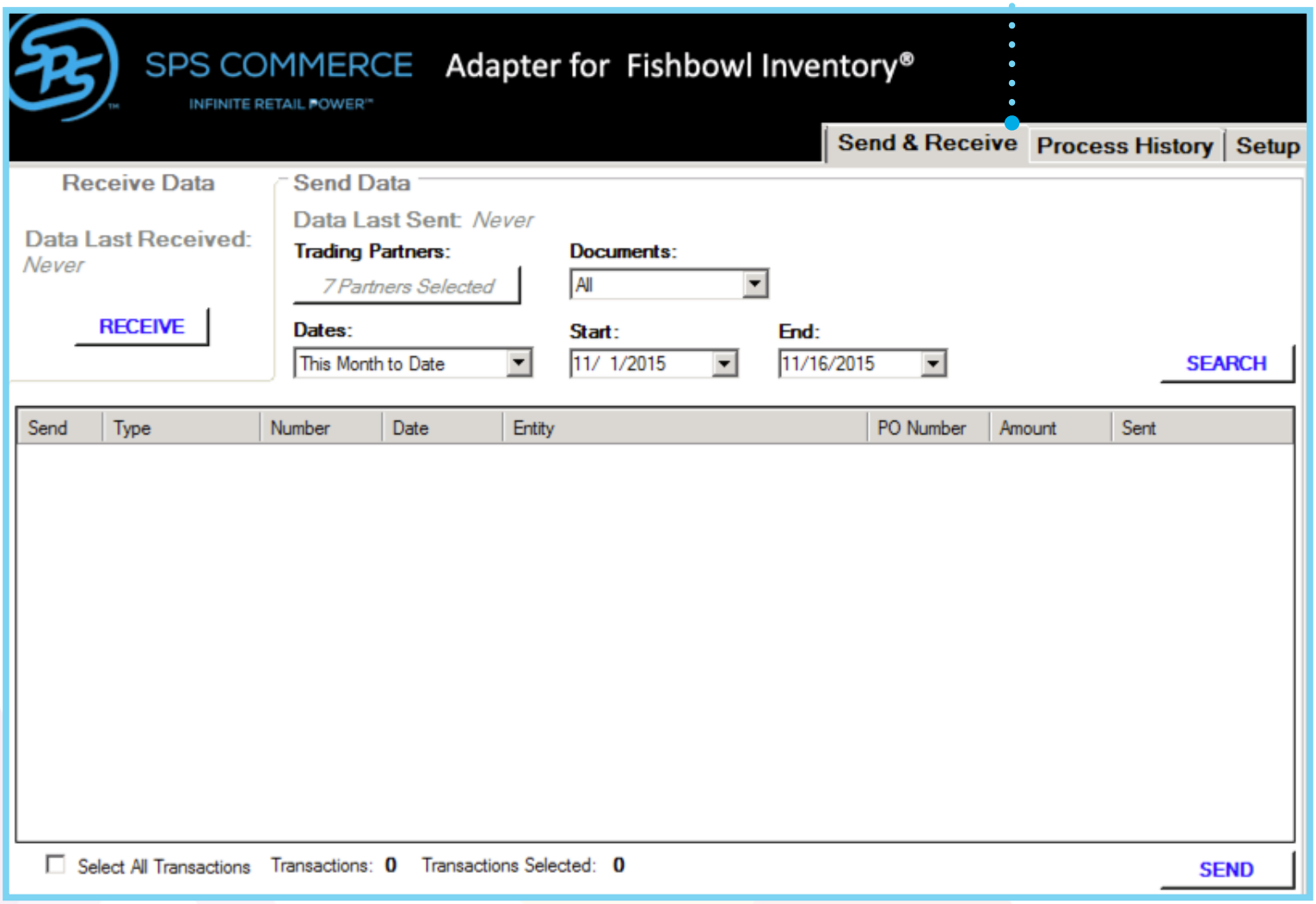


3. **Insert** the Label UID obtained from the SPS Commerce Dev Center into the Label ID column for the respective trading partner.

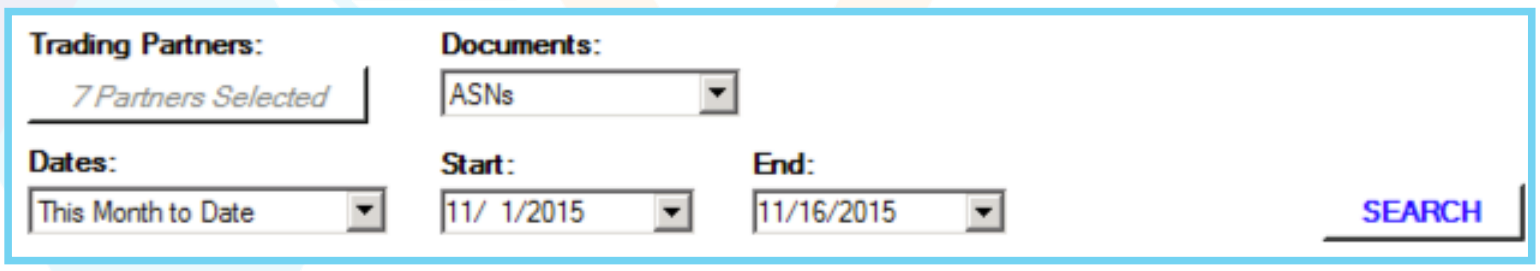


4. **Click** the Save button at the bottom of the page to ensure the Label UID(s) are applied.

1. **Navigate** to the Send & Receive tab in the upper right-hand corner.



2. **Search** for the Advance Ship Notice you would like to work with by using the Search parameters at the top of the page: Trading Partners, Documents, Dates, Start and End (Date).



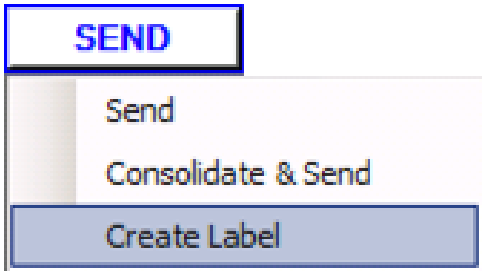
3. **Click** the Search button to the right of the Search parameters.

4. **Check** the box in the Send column to the left of the Advance Ship Notice for which you would like to print the Shipping Labels.

Send	Type	Number	Date	Entity	PO Number	Amount	Sent
☑	ASN	S50284	10/30/2015	Ashley Myers	DemoTest123	$0.00	10/30/2015 1:3...
☐	ASN	S50288	11/4/2015	Ashley Myers	TestK9	$0.00	

5. **Navigate** to the bottom right-hand corner of the screen and click Send.

6. **Choose** Create Label.

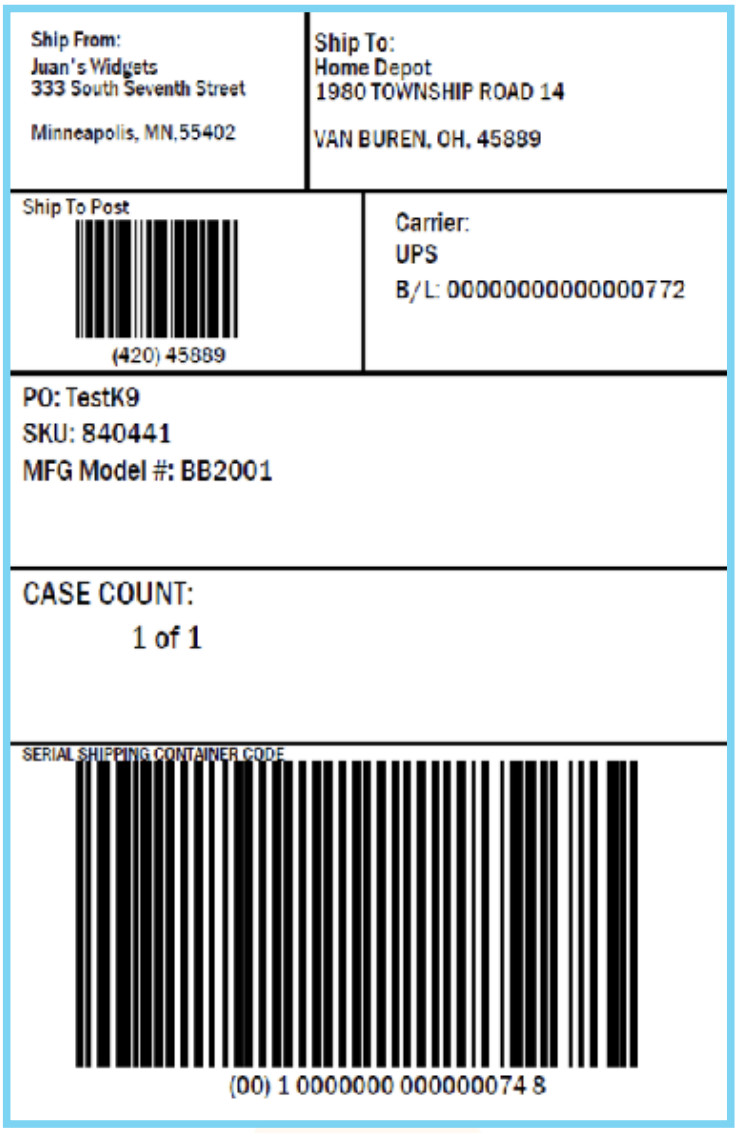


7. A PDF of the Shipping Labels will generate and a pop-up box will advise of the synchronization progress:

1. INITIALIZING
2. RETRIEVING SHIPMENT INFORMATION
3. PROCESS SUCCESSFUL

Your Advance Ship Notice will be highlighted in Yellow after Shipping Labels have been generated.

Send	Type	Number	Date	Entity	PO Number	Amount	Sent
☐	SO	50282	11/11/2015	Allan's Raceway	009610827...	$7,329.60	
☐	SO	50287	11/4/2015	Ashley Myers	TestK9	$1.90	
☐	SO	50288	11/4/2015	Ashley Myers	TestK9	$40.25	
☐	SO	50289	11/4/2015	Ashley Myers	TestK9	$40.25	
☐	SO	50291	11/6/2015	HOME DEPOT	016293514...	$194.94	
☐	SO	50292	11/11/2015	Allan's Raceway	009610827...	$81.44	
☐	ASN	S50288	11/4/2015	Ashley Myers	TestK9	$0.00	
☐	ASN	S50289	11/4/2015	Ashley Myers	TestK9	$0.00	



SUCCESS TIP: Save your PDF Shipping Labels!

What if my Shipping Label becomes damaged, torn, or lost?

- Label re-generation from the Adapter would produce a Shipping Label that would no longer correspond to the Advance Ship Notice sent to your Trading Partner.
- You **must** reprint the ***exact*** Shipping Label (from PDF) to ensure Advance Ship Notice correspondance.

SPS Commerce has added custom field sourcing for fields in order to ensure your Fishbowl solution Shipping Labels contain all fields required by your trading partner(s). If any of the below fields are required by your trading partner(s) and are not natively available in Fishbowl, please follow th steps included at the end of this section.

SALES ORDER

ReleaseNumber
Department
Vendor
CustomerAccountNumber
CustomerOrderNumber
Cancel Date
Requested Delivery
Requested Ship
Promotion Start
Earliest Ship
Latest Ship
Latest Delivery
Earliest Delivery
Requested Pick Up Date
Mark for location #
Mark for Address Name
Mark For Reference Name

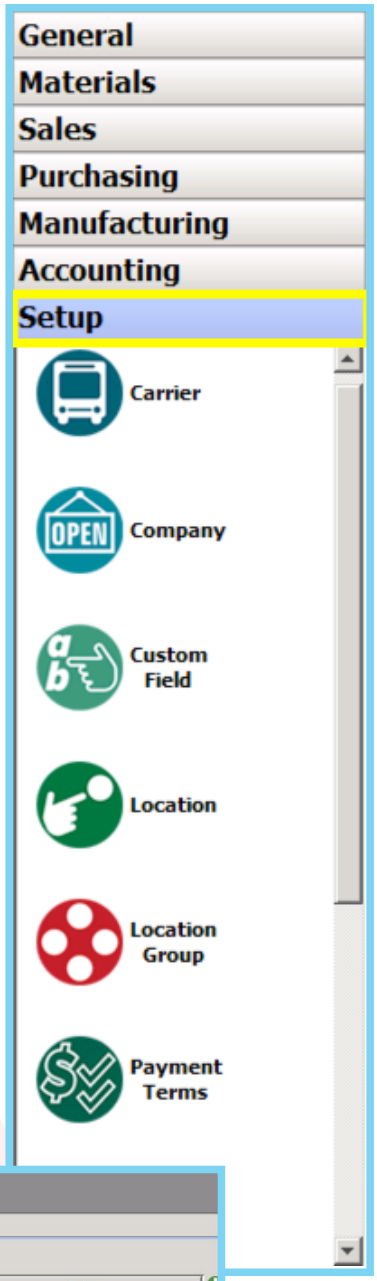
SHIPMENT

CarrierProNumber

PRODUCT

ProductSizeCode
ProductSizeDescription
ProductColorCode
ProductColorDescription
ProductStyleDescription

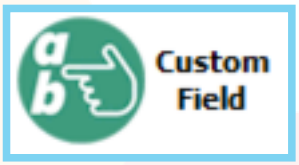
1. **Navigate** to your Fishbowl home

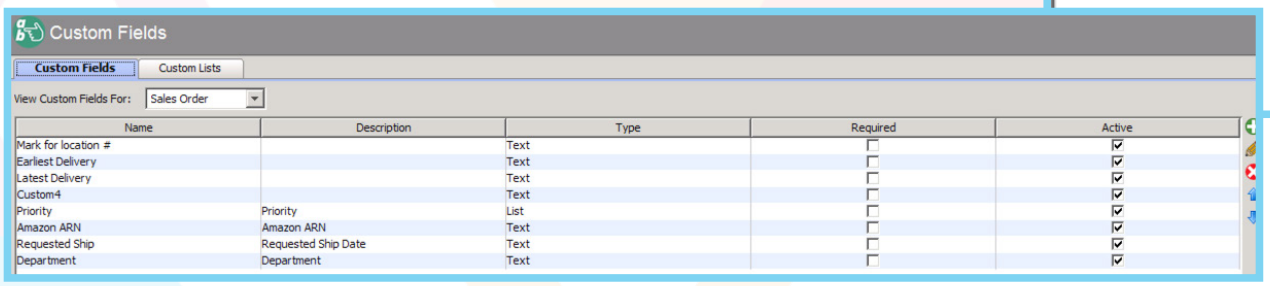
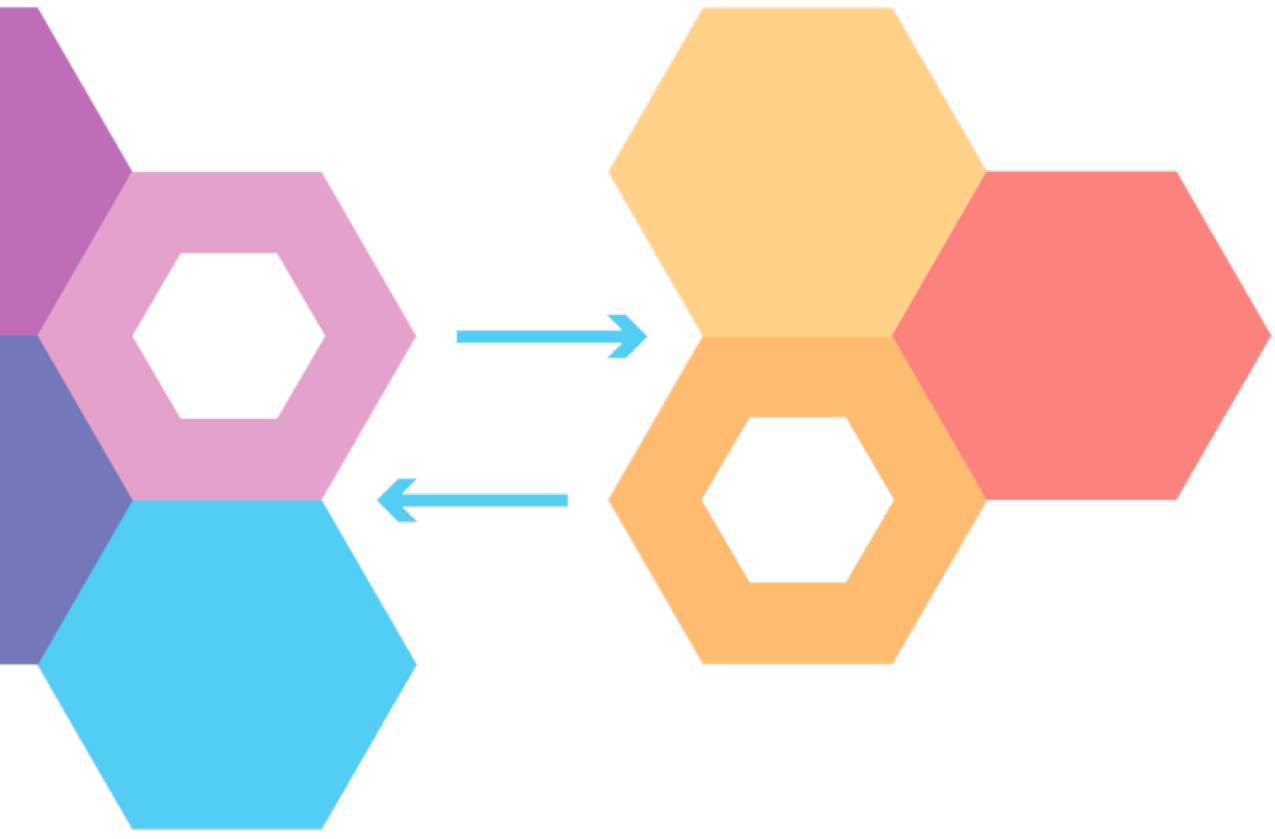


2. **Choose** Setup from the modules on the left-hand side.

3. **Select** Custom Field from the left-hand side or the top of the page.

4. **Choose** Custom Fields.





5. **Search** for either Sales Order, Shipment (ASN) or Product, depending on which custom field needs to be entered from the above list.