Quick Start Guide:

Fisheries Supply

July, 2014

Get Started!

SPS COMMERCE

INFINITE RETAIL POWER™

Click on any red box to navigate to that area

Click on the ❓ to learn more!

How to view and read PO
Accessing the stylesheet
Where certain information is available

Jump to this step

Completing the PO Acknowledgement
Options to streamline completion of PO Acknowledgement

Jump to this step

Completing the Advance Ship Notice (Guide Coming Soon!)

Jump to this step

Completing the Invoice
Including additional allowances or charges on the invoice

Jump to this step

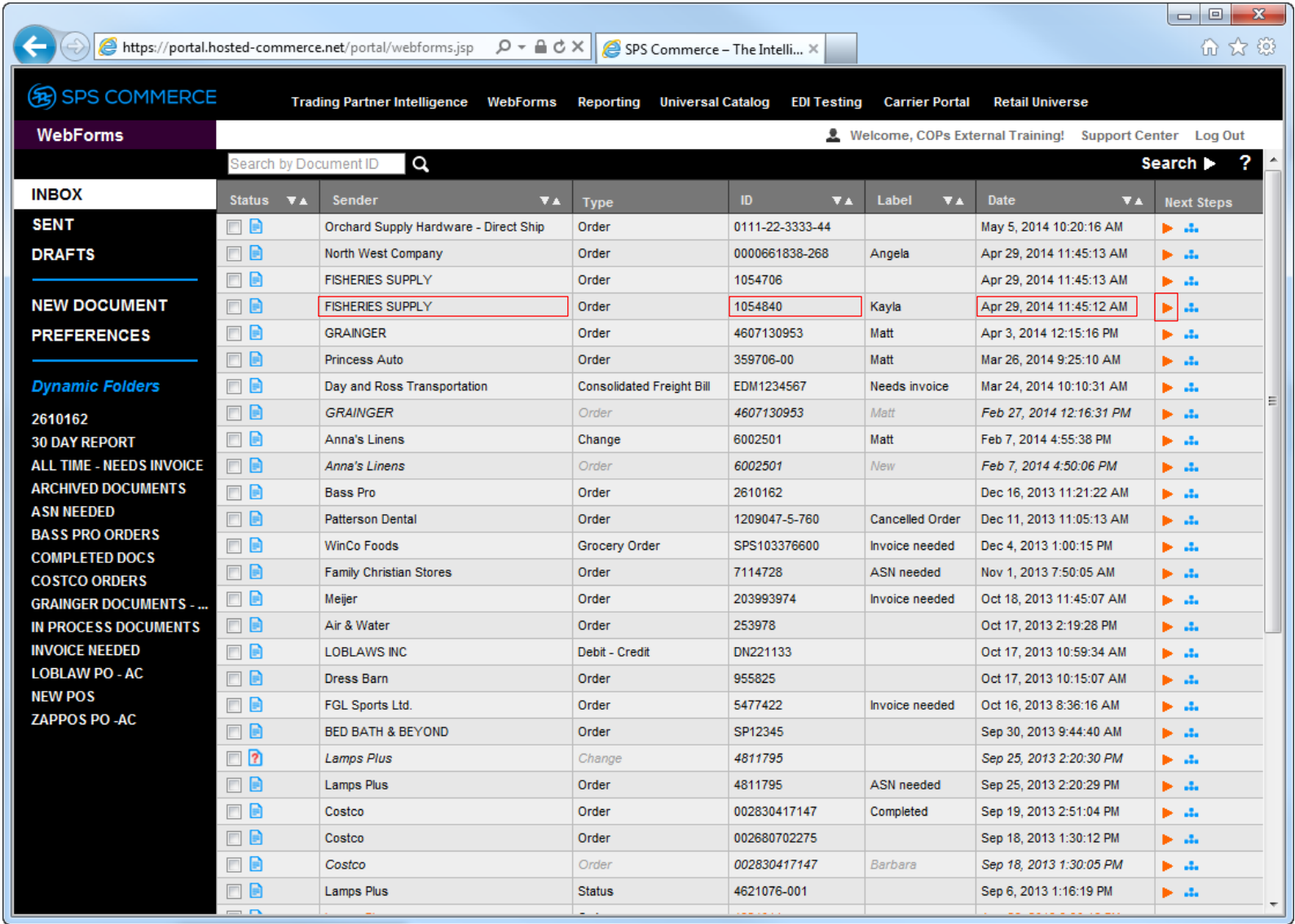Version 1.0.1 - Revised: 6.23.2014

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❓

To access the stylesheet click on the Sender, Order # or Date for the PO.

Or

To start creating return documents click on the next steps arrow.

Click on any red box to navigate to that area

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The stylesheet contains all information included in the PO EDI Data.

⬅ Back to Inbox

https://wfds.hosted-commerce.net/wfds/document?docId=

FISHERIES SUPPLY: Purchas...

PURCHASE ORDER
FISHERIES SUPPLY

SPS COMMERCE

Order #:	1054706
Release #:	
PO Type:	Stand Alone Order Original
Contract #:	
Purchasing Contact:	Test Smith
	Phone #: 555-555-1111
Currency:	USD

PO Date:	Requested Delivery Date:
04/23/2014	04/23/2014
Requested Ship Date:	Cancel Date:
Delivery Window:	Shipping Window:
Vendor #:	Department #:
602132	

Ship To: **Bill To/Ordered By:**   **Vendor:**   **Factory:**

Location ID:
Fisheries Supply Wholesale
1900 N. Northlake Way, #10
Seattle , WA 98103 US

Location ID: 10001

Freight Terms:						Preferred Carrier:	
Terms Type	**Terms Basis:**	**Terms Disc %:**	**Disc. Due Date:**	**Disc. Days:**	**Net Due Date:**	**Net Days:**	**Description:**
Basic	Invoice Date	0.0		0		29	AP-Net30

LINE ▲	SKU ▲▼	VENDOR PN ▲▼	UPC/GTIN ▲▼	DESCRIPTION LINE ITEM COMMENTS ▲▼	UNIT COST/ RETAIL PRICE ▲▼	QTY ▲▼	UOM	ITEM TOTAL ▲▼
1	MXW 3441	3441		Product Description: EMERGENCY CRANK COLLAR VWC1200 Delivery Requested: 04/23/2014	Unit Price: 38.59	1.0	Each	38.59
2	MXW 3467	3467		Product Description: RETAINING WASHER 1000-1500 Delivery Requested: 04/23/2014	Unit Price: 2.90	1.0	Each	2.90
3	MXW P12073	P12073		Product Description: MOTOR CIMA 12V 1200W 4 HOLE Delivery Requested: 04/23/2014	Unit Price: 290.59	1.0	Each	290.59
4	MXW SP0040	SP0040		Product Description: SCREW CSK HD 3/8IN X 1IN 304SS Delivery Requested: 04/23/2014	Unit Price: 1.91	1.0	Each	1.91
5	MXW SP0472	SP0472		Product Description: WAVE WASHER Delivery Requested: 04/23/2014	Unit Price: 3.38	2.0	Each	6.76
5	# of Line Items				Merchandise Total	6		340.75

ALLOWANCE, CHARGES AND TAX INFORMATION:

TYPE	SERVICE TYPE	PERCENT	RATE	QTY	UOM	DESCRIPTION	AMOUNT

Notes/Comments/Special Instructions:

Letters or Notes: PCK

Y

Total Qty:	Weight:	Volume:	Purchase Order Total	340.75

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Click here if you would like to download a .csv version of the PO data.

Click here if you would like to print the "stylesheet" of the document. (The view you see when clicking on the Sender, ID, or date.

Click here if you would like to use the AutoComplete feature for follow up documents off of this PO.

View AutoComplete Tutorial

🖨 📇 📄 📑 ✔ ▶

Click here if you would like to view the "Pick List" document. This is best used by warehouse personal.

Click here if you would like to view the related documents. (ie. ASN's Invoices, etc.)

Click here to view the next steps menu and available follow up documents.

Next Steps   X

Working with Purchase Order 02020202

📄 RPA
📄 Ship Notice
✔ Auto-Complete
📇 Pick List
⋮⋮ Related Documents

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Click on any red box to navigate to that area

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Click on the document you wish to complete.

Click on any red box to navigate to that area

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A Note from Fisheries*

The PO Acknowledgement SHOULD be returned within 4 business hours of receiving the PO.

The PO Acknowledgment MUST be returned within 24 business hours of receiving the PO.

The (Acknowledgment Type) should ALWAYS be "With Detail And Change"

Once all mandatory fields have been completed on the Header tab click on the Detail tab.

FISHERIES SUPPLY PO Acknowledgement

PO Acknowledgement

| Header | Detail |

Acknowledgement Type: Acknowledge - With Detail No Change
PO Number: 1054840
PO Date MM/dd/yyyy: 04/28/2014
Acknowledgement Date MM/dd/yyyy: 05/21/2014

Vendor Number: 601718
Customer Order Number: 2223995

Payment Terms

Type	Basis Date	Discount Percent	Discount Due Date MM/dd/yyyy	Discount Days Due	Net Due Date MM/dd/yyyy	Net Days	Discount Amount	Description
Basic	Invoice Date	0.0		0		29		AP-Net30

Carrier Details

SCAC Code:
Carrier Name:

Vendor

Name	Address	Address 2	City	State	Zip Code	Country
Maxwell America	7251 National Dr.	Parkway Industrial Center	Hanover	MD	21076	USA

☐ Done   ☒ Close   💬 Check   Defaults   💾 Save   📧 Send   🔍 Find a Field

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*A Note from Fisheries***

The (Current Schedule Delivery Date) is an estimate by Fisheries and should be updated when sending the PO Acknowledgement

Click the + sign to start sourcing in items.

FISHERIES SUPPLY PO Acknowledgement

PO Acknowledgement

Header | Detail

Acknowledgement Information ❓

Defaulting Line Item Acknowledgment	Item Status	Current Schedule Delivery Date MM/dd/yyyy
☑	Item Accepted ▾	04/28/2014 ▾

Item

0 of 0 [+] ⏮ ◀ ▶ ⏭ 🗑

Line #	Qty Ordered	UOM	Unit Price	Buyer's Item N...	Vendor Part #	UPC/EAN/GTI...	UPC/EAN/GTIN	Item De...	Item Ack...	Message

☐ Done   ☒ Close   💬 Check   Defaults   💾 Save   📧 Send   🔍 Find a Field

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A Note from Fisheries**

ALL line items sent in the PO MUST be included in the PO Acknowledgement.

Any price or payment term changes need to be communicated in the PO Acknowledgement. This is to ensure that your invoice, when submitted, will be processed as efficiently as possible.

Select the items you wish to acknowledge and then click OK.

FISHERIES SUPPLY PO Acknowledgement

PO Acknowledgement

Header | Detail

Acknowledgement Information

Defaulting Line Item Acknowledgment ☑

Item Status — Item Accepted

Current Schedule Delivery Date MM/dd/yyyy — 04/28/2014

Item

0 of 0 ➕ ⏮ ◀ ▶ ⏭ 🗑

Line #	Qty Ordered	UOM	Unit Price	Buyer's Item N...	Vendor Part #	UPC/EAN/GTI...	UPC/EAN/GTIN	Item De...	Item Ack...	Message

Select items to include:

Click on the items to select.

Line #: 1, Number: B/S 3601314

OK | Select All | Blank Line | Cancel

☐ Done

🗙 Close | 💬 Check | Defaults | 💾 Save | 🖨 Send | 🔍 Find a Field

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FISHERIES SUPPLY PO Acknowledgement

PO Acknowledgement

| Header | Detail |

Acknowledgement Information

Defaulting Line Item Acknowledgment ☑

Item Status
Item Accepted

Current Schedule Delivery Date MM/dd/yyyy
04/28/2014

Item

0 of 0 ➕ ⏪ ◀ ▶ ⏩ 🗑

Line #	Qty Ordered	UOM	Unit Price	Buyer's Item N...	Vendor Part #	UPC/EAN/GTI...	UPC/EAN/GTIN	Item De...	Item Ack...	Message

Select items to include:

Click on the items to select.

Line #: 1, Number: B/S 3601314

| OK | Select All | Blank Line | Cancel |

☐ Done

| ☒ Close | 💬 Check | Defaults | 💾 Save | 📩 Send |

🔍 Find a Field

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A Note from Fisheries*

If there are items that are different that your default (Item Status) selection, click on the "Item Ack..." box next to that item and make the appropriate changes to the item status.

Once you have sourced in the items you are acknowledging you are ready to check and send your Purchase Order Acknowledgment!

FISHERIES SUPPLY PO Acknowledgement

PO Acknowledgement

| Header | Detail |

Acknowledgement Information

| Defaulting Line Item Acknowledgment | Item Status | Current Schedule Delivery Date MM/dd/yyyy |
| ☑ | Item Accepted | 04/28/2014 |

Item

1 of 1 ➕ ⏪ ◀ ▶ ⏩ 🗑

Line #	Qty Ordered	UOM	Unit Price	Buyer's Item N...	Vendor Part #	UPC/EAN/GTI...	UPC/EAN/GTIN	▦ Item De...	▦ Item Ack...	▦ Message
1	1	Each	80.89	B/S 3601314	3601314			▦	▦	▦

☐ Done   ✖ Close   💬 Check   Defaults   💾 Save   🖨 Send   🔍 Find a Field

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To improve efficiencies and reduce manual entry you are able to set a default item acknowledgment status when generating a PO Acknowledgment. Once set you only need to update the items that do not fall under the default status.

Acknowledgement Information

Defaulting Line Item Acknowledgment	Item Status	Current Schedule Delivery Date MM/dd/yyyy
☑	Item Accepted ▼	04/28/2014 ▼

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Click on any red box to navigate to that area

Click on the ❓ to learn more!

When entering dates, we advise using the drop down calendar, as this will ensure the date is formatted properly.

🔥 FISHERIES SUPPLY Invoice

Invoice

| Header | Item | Summary |

Invoice Date MM/dd/yyyy 05/22/2014 ▼

Invoice Number

PO Date MM/dd/yyyy 04/28/2014 ▼

PO Number 1054840

Note/Special Instruction

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Description

Customer Order # 2223995

Vendor Number 601718

Bill To

Location # Wholesale Division ▼

Address

Address 2

City

State

Zip Code

Country

Payment Terms

Type Basic ▼

Basis Date Invoice Date ▼

Disc Percent 0.0

Disc Due Date MM/dd/yyyy ▼

Disc Days Due 0

Net Due Date MM/dd/yyyy ▼

Net Days 29

Description AP-Net30

Shipped Date MM/dd/yyyy ▼

☐ Done

[X] Close   💬 Check   Defaults   💾 Save   📧 Send   🔍 Find a Field

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To add items click the + sign and select from the available items.

FISHERIES SUPPLY Invoice

Invoice

| Header | Item | Summary |

0 of 0 ➕ ◀◀ ◀▌ ▌▶ ▶▶ 🗑

Line #	Quantity Invoiced	UOM	Unit Price	Buyer's Item #	Type	Number	Type	Number	Product/It...

☐ Done   ✕ Close   💬 Check   Defaults   💾 Save   📤 Send   🔍 Find a Field

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Click on any red box to navigate to that area

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If selecting more than one item you can use the select all option or hold Ctrl key and click on the items you would like to include.

Line #	Quantity Invoiced	UOM	Unit Price	Buyer's Item #	Type	Number	Type	Number	Product/It...

FISHERIES SUPPLY Invoice

Header | Item | Summary

0 of 0 ✚

Select items to include:

Click on the items to select.

Line #: 1, Number: B/S 3601314

OK | Select All | Blank Line | Cancel

Done | Close | Check | Defaults | Save | Send | Find a Field

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Click on any red box to navigate to that area

Click on the ❓ to learn more!

When ready click ok.

FISHERIES SUPPLY Invoice

Invoice

| Header | Item | Summary |

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Line #	Quantity Invoiced	UOM	Unit Price	Buyer's Item #	Type	Number	Type	Number	Product/It...

Select items to include:

Click on the items to select.

Line #: 1, Number: B/S 3601314

OK   Select All   Blank Line   Cancel

☐ Done   ☒ Close   💬 Check   Defaults   💾 Save   📧 Send   🔍 Find a Field

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Item information will source in from the PO. Confirm all information is correct and then click on the Summary tab.

☕ FISHERIES SUPPLY Invoice ⊟ ▣ ✖

Invoice

| Header | Item | Summary |

1 of 1 ➕ ⏪ ◀ ▶ ⏩ 🗑

Line #	Quantity Invoiced	UOM	Unit Price	Buyer's Item #	Type	Number	Type	Number	▦ Product/It...
1	1.0	Each	80.89	B/S 3601314	Vendors Part Num...	3601314			▦

☐ Done   ⊠ Close   💬 Check   Defaults   💾 Save   📤 Send   🔍 Find a Field

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The "Invoice Total" should NOT be updated manually. If additional charges or allowances need to be added please use the Allowance/Charge Information area.

On the Summary tab, confirm the Invoice total is correct. Complete the Carrier Details mandatory fields.

FISHERIES SUPPLY Invoice

Invoice

Header | Item | Summary

Invoice Total
80.89

Merchandise Total

Carrier Details

Transportation Method/Type

SCAC Code | Carrier Name | Type | Number

Allowance/Charge Information

0 of 0

Indicator	Type	Amount	Method of Handling	Description

☐ Done

Close | Check | Defaults | Save | Send | Find a Field

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Click on any red box to navigate to that area

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If you would like to add any additional allowance or charges click on the + sign.

FISHERIES SUPPLY Invoice

Invoice

Header | Item | Summary

Invoice Total
80.89

Merchandise Total

Carrier Details

Transportation Method/Type
Motor

SCAC Code

Carrier Name

Type
Bill of Lading #

Number
123456

Allowance/Charge Information

0 of 0 [+]

Indicator	Type	Amount	Method of Handling	Description

☐ Done

Close | Check | Defaults | Save | Send | Find a Field

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Complete the mandatory fields for an allowance/charge line.

FISHERIES SUPPLY Invoice

Invoice

| Header | Item | Summary |

Invoice Total
80.89

Merchandise Total

Carrier Details

Transportation Method/Type
Motor

SCAC Code

Carrier Name

Type
Bill of Lading #

Number
123456

Allowance/Charge Information

1 of 1

Indicator	Type	Amount	Method of Handling	Description

☐ Done   ☒ Close   💬 Check   Defaults   💾 Save   📧 Send   🔍 Find a Field

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Click on any red box to navigate to that area

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Notice: The invoice total now factors in the charge line and the total for the items has moved to the Merchandise Total.

FISHERIES SUPPLY Invoice

Invoice

| Header | Item | Summary |

Invoice Total
105.89

Merchandise Total
80.89

Carrier Details

Transportation Method/Type	SCAC Code	Carrier Name	Type	Number
Motor			Bill of Lading #	123456

Allowance/Charge Information

1 of 1

Indicator	Type	Amount	Method of Handling	Description
Charge	Freight	25.00		Shipping Charge

☐ Done   ☒ Close   💬 Check   Defaults   💾 Save   Send   🔍 Find a Field

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