

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

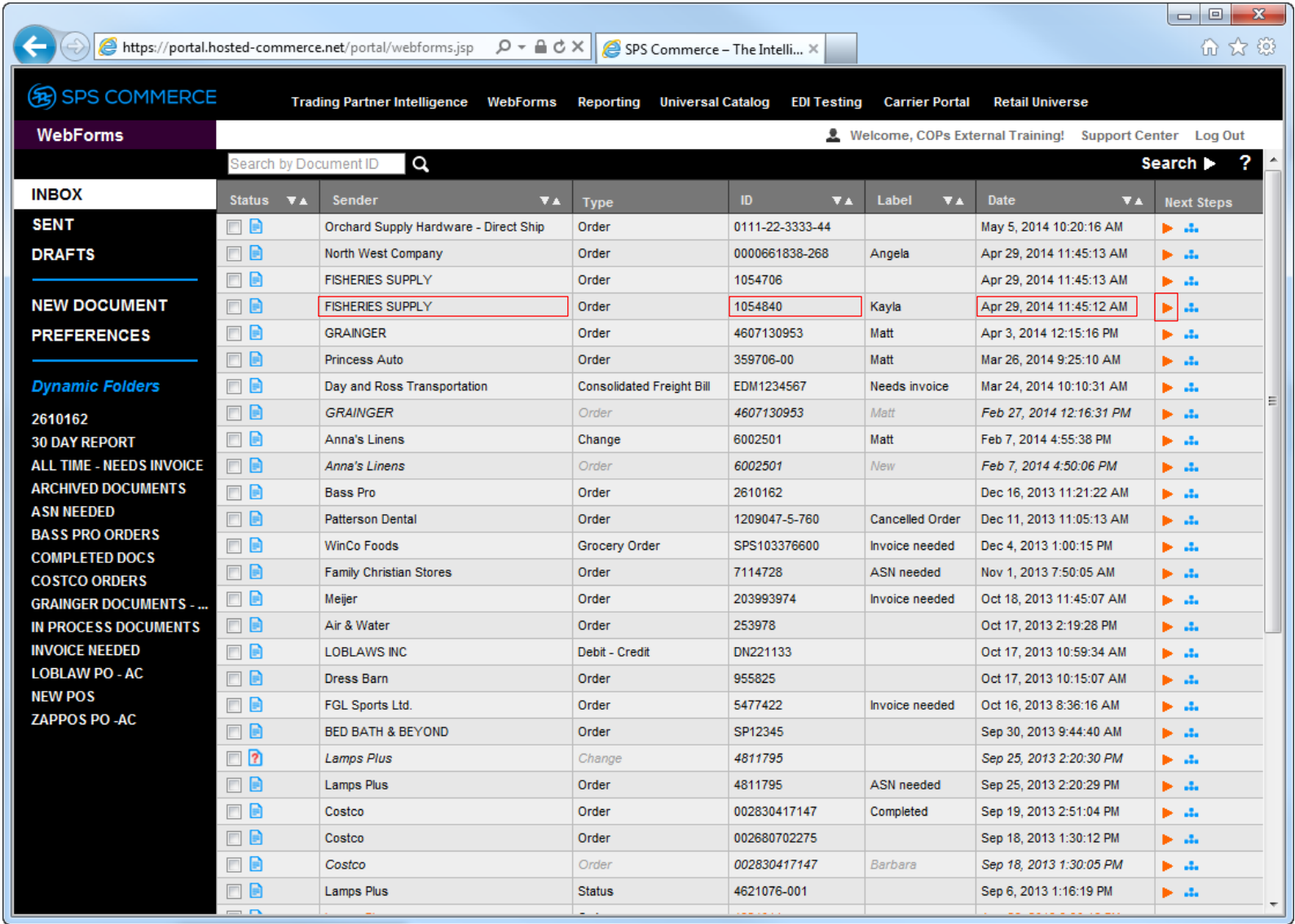
Click on any red box to navigate to that area

Click on the  to learn more!

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.




The screenshot shows the SPS Commerce WebForms interface. The left sidebar contains a navigation menu with sections like INBOX, SENT, DRAFTS, NEW DOCUMENT, PREFERENCES, and Dynamic Folders. The main table lists purchase orders with columns for Status, Sender, Type, ID, Label, Date, and Next Steps. The row for 'FISHERIES SUPPLY' is highlighted with a red box, and its 'Next Steps' column contains a red arrow icon.

INBOX	Status	Sender	Type	ID	Label	Date	Next Steps
SENT		Orchard Supply Hardware - Direct Ship	Order	0111-22-3333-44		May 5, 2014 10:20:16 AM	
DRAFTS		North West Company	Order	0000661838-268	Angela	Apr 29, 2014 11:45:13 AM	
		FISHERIES SUPPLY	Order	1054706		Apr 29, 2014 11:45:13 AM	
NEW DOCUMENT		FISHERIES SUPPLY	Order	1054840	Kayla	Apr 29, 2014 11:45:12 AM	
PREFERENCES		GRAINGER	Order	4607130953	Matt	Apr 3, 2014 12:15:16 PM	
		Princess Auto	Order	359706-00	Matt	Mar 26, 2014 9:25:10 AM	
Dynamic Folders		Day and Ross Transportation	Consolidated Freight Bill	EDM1234567	Needs invoice	Mar 24, 2014 10:10:31 AM	
2610162		GRAINGER	Order	4607130953	Matt	Feb 27, 2014 12:16:31 PM	
30 DAY REPORT		Anna's Linens	Change	6002501	Matt	Feb 7, 2014 4:55:38 PM	
ALL TIME - NEEDS INVOICE		Anna's Linens	Order	6002501	New	Feb 7, 2014 4:50:06 PM	
ARCHIVED DOCUMENTS		Bass Pro	Order	2610162		Dec 16, 2013 11:21:22 AM	
ASN NEEDED		Patterson Dental	Order	1209047-5-760	Cancelled Order	Dec 11, 2013 11:05:13 AM	
BASS PRO ORDERS		WinCo Foods	Grocery Order	SPS103376600	Invoice needed	Dec 4, 2013 1:00:15 PM	
COMPLETED DOCS		Family Christian Stores	Order	7114728	ASN needed	Nov 1, 2013 7:50:05 AM	
COSTCO ORDERS		Meijer	Order	203993974	Invoice needed	Oct 18, 2013 11:45:07 AM	
GRAINGER DOCUMENTS - ...		Air & Water	Order	253978		Oct 17, 2013 2:19:28 PM	
IN PROCESS DOCUMENTS		LOBLAWS INC	Debit - Credit	DN221133		Oct 17, 2013 10:59:34 AM	
INVOICE NEEDED		Dress Barn	Order	955825		Oct 17, 2013 10:15:07 AM	
LOBLAW PO - AC		FGL Sports Ltd.	Order	5477422	Invoice needed	Oct 16, 2013 8:36:16 AM	
NEW POS		BED BATH & BEYOND	Order	SP12345		Sep 30, 2013 9:44:40 AM	
ZAPPOS PO -AC		Lamps Plus	Change	4811795		Sep 25, 2013 2:20:30 PM	
		Lamps Plus	Order	4811795	ASN needed	Sep 25, 2013 2:20:29 PM	
		Costco	Order	002830417147	Completed	Sep 19, 2013 2:51:04 PM	
		Costco	Order	002680702275		Sep 18, 2013 1:30:12 PM	
		Costco	Order	002830417147	Barbara	Sep 18, 2013 1:30:05 PM	
		Lamps Plus	Status	4621076-001		Sep 6, 2013 1:16:19 PM	


[Click to check for an updated version](#)

Click on any red box to navigate to that area

Click on the  to learn more!

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

 [Back to Inbox](#)



PURCHASE ORDER
FISHERIES SUPPLY

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

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

Requested Delivery Date: 04/23/2014
Cancel Date:
Shipping Window:
Department #:

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

Bill To/Ordered By:
Location ID: 10001

Vendor:

Factory:

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

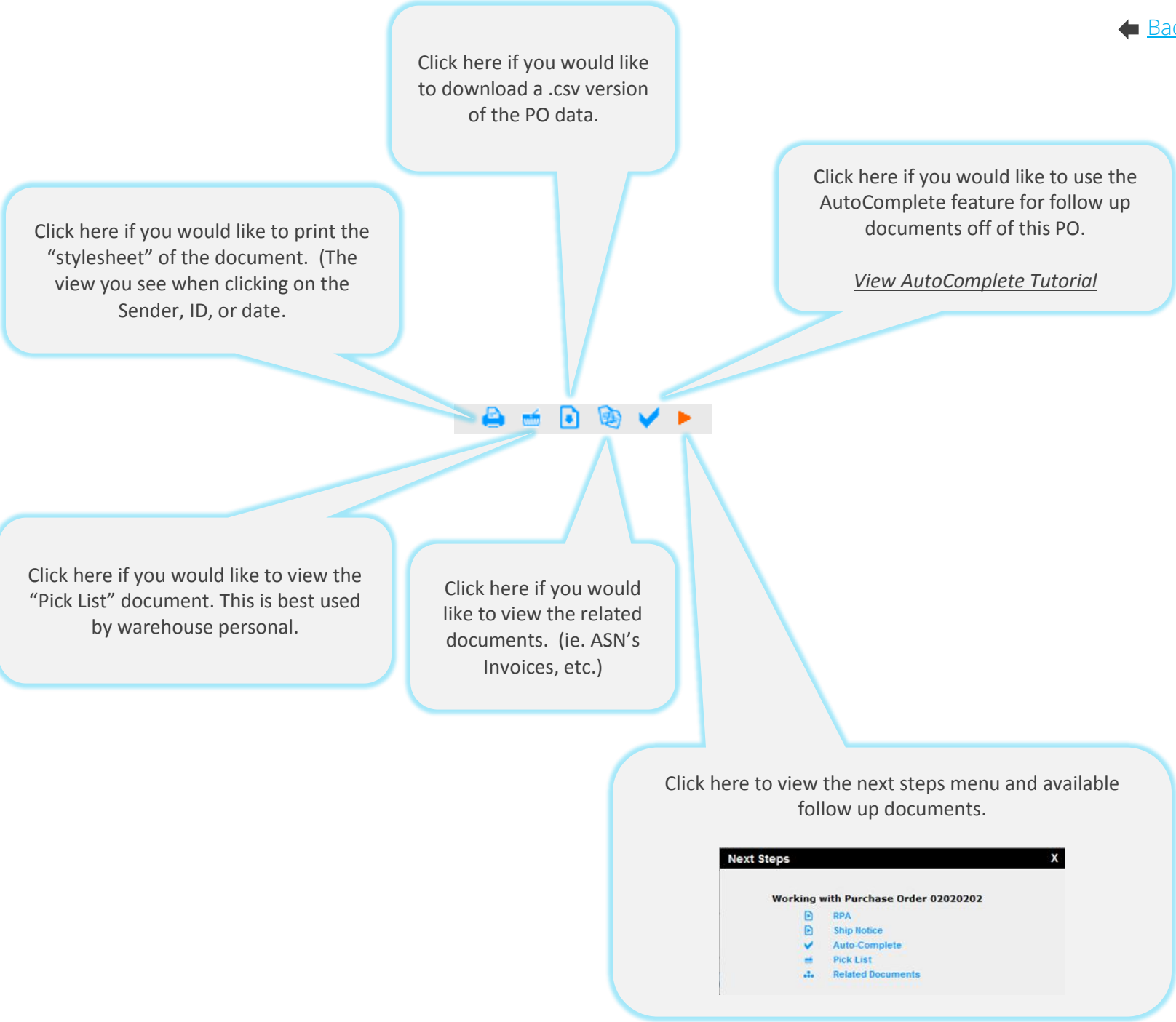
Total Qty:	Weight:	Volume:	Purchase Order Total	340.75
------------	---------	---------	----------------------	--------

Click to check for an updated version


Click on any red box to navigate to that area

Click on the  to learn more!

 [Back](#)



Click on any red box to navigate to that area

Click on the  to learn more!

Click on the document you wish to complete.

SPS COMMERCE

Trading Partner Intelligence WebForms Reporting Universal Catalog EDI Testing Carrier Portal Retail Universe

WebForms

Search by Document ID

INBOX

SENT

DRAFTS

NEW DOCUMENT

PREFERENCES

Dynamic Folders

2610162

30 DAY REPORT

ALL TIME - NEEDS INVOICE

ARCHIVED DOCUMENTS

ASN NEEDED

BASS PRO ORDERS

COMPLETED DOCS

COSTCO ORDERS

GRAINGER DOCUMENTS - ...

IN PROCESS DOCUMENTS

INVOICE NEEDED

LOBLAW PO - AC

NEW POS

ZAPPOS PO -AC

Search

Status	Sender	Type	ID	Label	Date	Next Steps
	Orchard Supply Hardware - Direct Ship	Order	0111-22-3333-44		May 5, 2014 10:20:16 AM	
	North West Company	Order	0000661838-268	Angela	Apr 29, 2014 11:45:13 AM	
	FISHERIES SUPPLY	Order	1054706		Apr 29, 2014 11:45:13 AM	
	FISHERIES SUPPLY	Order	1054840	Kayla	Apr 29, 2014 11:45:12 AM	
	GRAINGER	Order	4607130953	Matt	Apr 3, 2014 12:15:16 PM	
	Princess Auto	Order	359706-00	Matt	Mar 26, 2014 9:25:10 AM	
	Day and Ross Transportation	Consolidated Freight Bill	EDM1234567	Needs invoice	Mar 24, 2014 10:10:31 AM	
	GRAINGER				Feb 27, 2014 12:16:31 PM	
	Anna's Linens				Feb 7, 2014 4:55:38 PM	
	Anna's Linens				Feb 7, 2014 4:50:06 PM	
	Bass Pro				Dec 16, 2013 11:21:22 AM	
	Patterson Dental				Dec 11, 2013 11:05:13 AM	
	WinCo Foods				Dec 4, 2013 1:00:15 PM	
	Family Christian Stores				Nov 1, 2013 7:50:05 AM	
	Meijer				Oct 18, 2013 11:45:07 AM	
	Air & Water				Oct 17, 2013 2:19:28 PM	
	LOBLAWS INC				Oct 17, 2013 10:59:34 AM	
	Dress Barn	Order	955825		Oct 17, 2013 10:15:07 AM	
	FGL Sports Ltd.	Order	5477422	Invoice needed	Oct 16, 2013 8:36:16 AM	
	BED BATH & BEYOND	Order	SP12345		Sep 30, 2013 9:44:40 AM	
	Lamps Plus	Change	4811795		Sep 25, 2013 2:20:30 PM	
	Lamps Plus	Order	4811795	ASN needed	Sep 25, 2013 2:20:29 PM	
	Costco	Order	002830417147	Completed	Sep 19, 2013 2:51:04 PM	
	Costco	Order	002680702275		Sep 18, 2013 1:30:12 PM	
	Costco	Order	002830417147	Barbara	Sep 18, 2013 1:30:05 PM	
	Lamps Plus	Status	4621076-001		Sep 6, 2013 1:16:19 PM	

Next Steps

Working with Purchase Order 1054840

PO Acknowledgement

Advance Ship Notice (Pick and Pack)

Invoice

Auto-Complete

Click on any red box to navigate to that area

Click on the ? to learn more!

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

PO Number

PO Date MM/dd/yyyy

Acknowledgement Date MM/dd/yyyy

Acknowledge - With Detail No Change

1054840

04/28/2014

05/21/2014

Vendor Number

Customer Order Number

601718

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

 [Back](#)

Click on any red box to navigate to that area

Click on the  to learn more!

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

HeaderDetail

?

Acknowledgement Information

Defaulting Line Item Acknowledgment

Item Status

Current Schedule Delivery Date MM/dd/yyyy

☒

Item Accepted

04/28/2014

Item

0 of 0

+

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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

 [Back](#)

[Click to check for an updated version](#)

Click on any red box to navigate to that area

Click on the  to learn more!

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.

[Click to check for an updated version](#)

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

FISHERIES SUPPLY PO Acknowledgement

PO Acknowledgement

HeaderDetail

Acknowledgement Information

Defaulting Line Item Acknowledgment

Item Status

Current Schedule Delivery Date MM/dd/yyyy

☒

Item Accepted

04/28/2014

Item

0 of 0

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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

 [Back](#)

Click on any red box to navigate to that area

Click on the  to learn more!

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
--------	-------------	-----	------------	-------------------	---------------	----------------	--------------	--	---	---

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

 [Back](#)

[Click to check for an updated version](#)

Click on any red box to navigate to that area

Click on the  to learn more!

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

HeaderDetail

Acknowledgement Information

Defaulting Line Item Acknowledgment

Item Status

Current Schedule Delivery Date MM/dd/yyyy

☒

Item Accepted

04/28/2014

Item

1 of 1

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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			<div></div>	<div></div>	<div></div>

Done

Close

Check

Defaults

Save


Send

Find a Field

 [Back](#)

[Click to check for an updated version](#)

Click on any red box to navigate to that area

Click on the  to learn more!

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
<input checked="" type="checkbox"/>	Item Accepted	04/28/2014

 [Back](#)

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

0 of 0

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

Close

Check

Defaults

Save

Send

Find a Field

Click on any red box to navigate to that area

Click on the ? to learn more!

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

FISHERIES SUPPLY Invoice

Invoice

HeaderItemSummary

0 of 0

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

☐ Done

Close

Check


Defaults

Save

Send

Find a Field

Click on any red box to navigate to that area

Click on the  to learn more!







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.

FISHERIES SUPPLY Invoice

Invoice

HeaderItemSummary

0 of 0



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

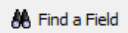
 Close

 Check


Defaults

 Save

 Send

 Find a Field

Click on any red box to navigate to that area

Click on the  to learn more!

When ready click ok.

FISHERIES SUPPLY Invoice

Invoice

HeaderItemSummary

0 of 0

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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

Click on any red box to navigate to that area

Click on the ? to learn more!

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

FISHERIES SUPPLY Invoice

Invoice

HeaderItemSummary

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

Click on any red box to navigate to that area

Click on the  to learn more!

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

HeaderItemSummary

Invoice Total

Merchandise Total

80.89

Carrier Details

Transportation Method/Type

SCAC Code

Carrier Name

Type

Number

Allowance/Charge Information

0 of 0

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Indicator	Type	Amount	Method of Handling	Description
-----------	------	--------	--------------------	-------------

Done

Close

Check

Defaults

Save


Send

Find a Field

 [Back](#)

[Click to check for an updated version](#)

Click on any red box to navigate to that area

Click on the  to learn more!

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

FISHERIES SUPPLY Invoice

Invoice

HeaderItemSummary

Invoice Total

Merchandise Total

80.89

Carrier Details

Transportation Method/Type

SCAC Code

Carrier Name

Type

Number

Motor

Bill of Lading #

123456

Allowance/Charge Information

0 of 0

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Indicator	Type	Amount	Method of Handling	Description
-----------	------	--------	--------------------	-------------

Done

Close

Check


Defaults

Save

Send

Find a Field

Click on any red box to navigate to that area

Click on the  to learn more!

Complete the mandatory fields for an allowance/charge line.

FISHERIES SUPPLY Invoice

Invoice

HeaderItemSummary

Invoice Total

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

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Indicator	Type	Amount	Method of Handling	Description

Done

Close

Check


Defaults

Save

Send

Find a Field

Click on any red box to navigate to that area

Click on the  to learn more!

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

HeaderItemSummary

Invoice Total

Merchandise Total

105.89

80.89

Carrier Details

Transportation Method/Type

SCAC Code

Carrier Name

Type

Number

Motor

Bill of Lading #

123456

Allowance/Charge Information

1 of 1

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

Done

Close

Check

Defaults

Save

Send

Find a Field

 [Back](#)

[Click to check for an updated version](#)