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

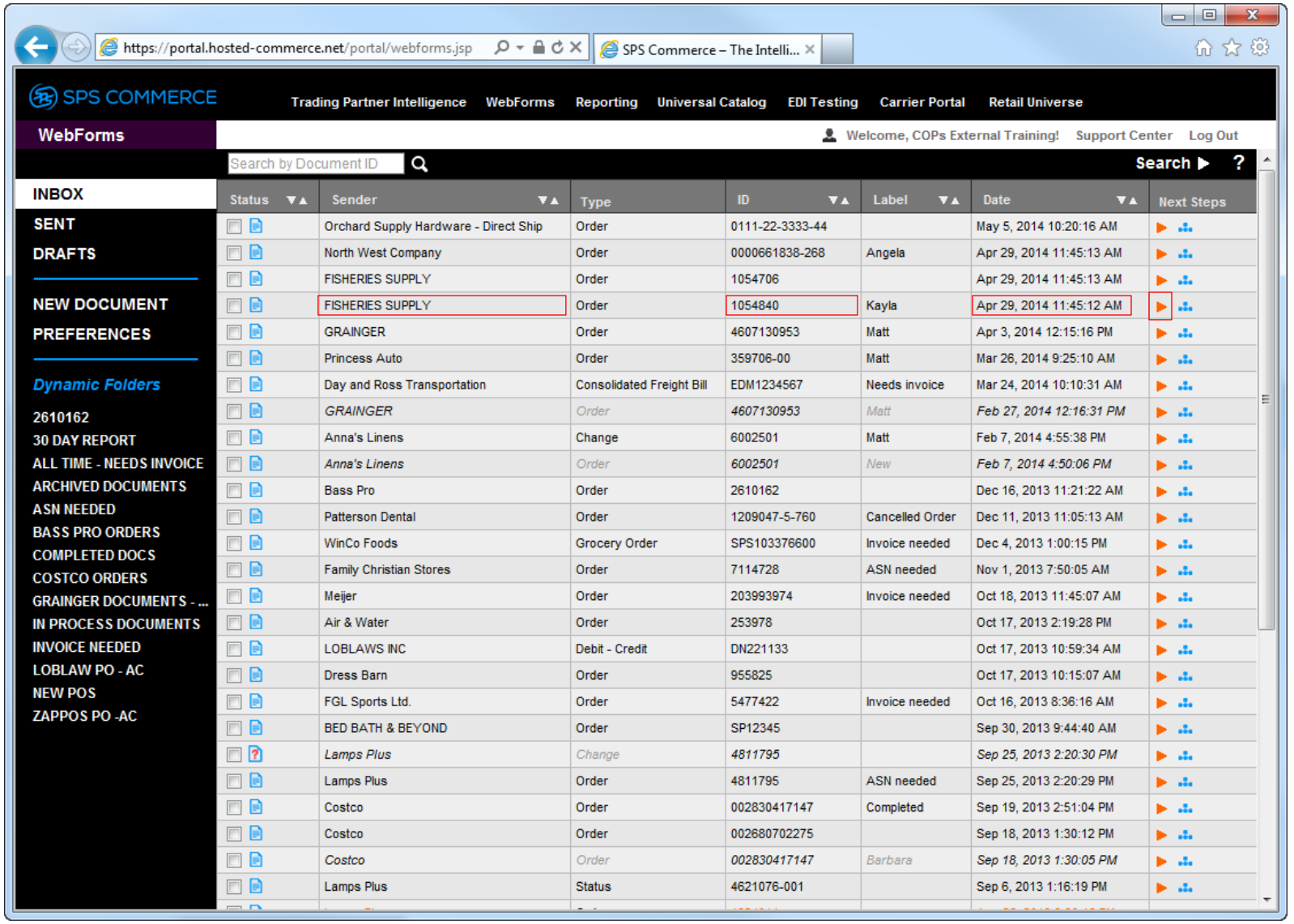
Click to check for an updated version

Version 1.0.1 - Revised: 6.23.2014

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.



Click to check for an updated version

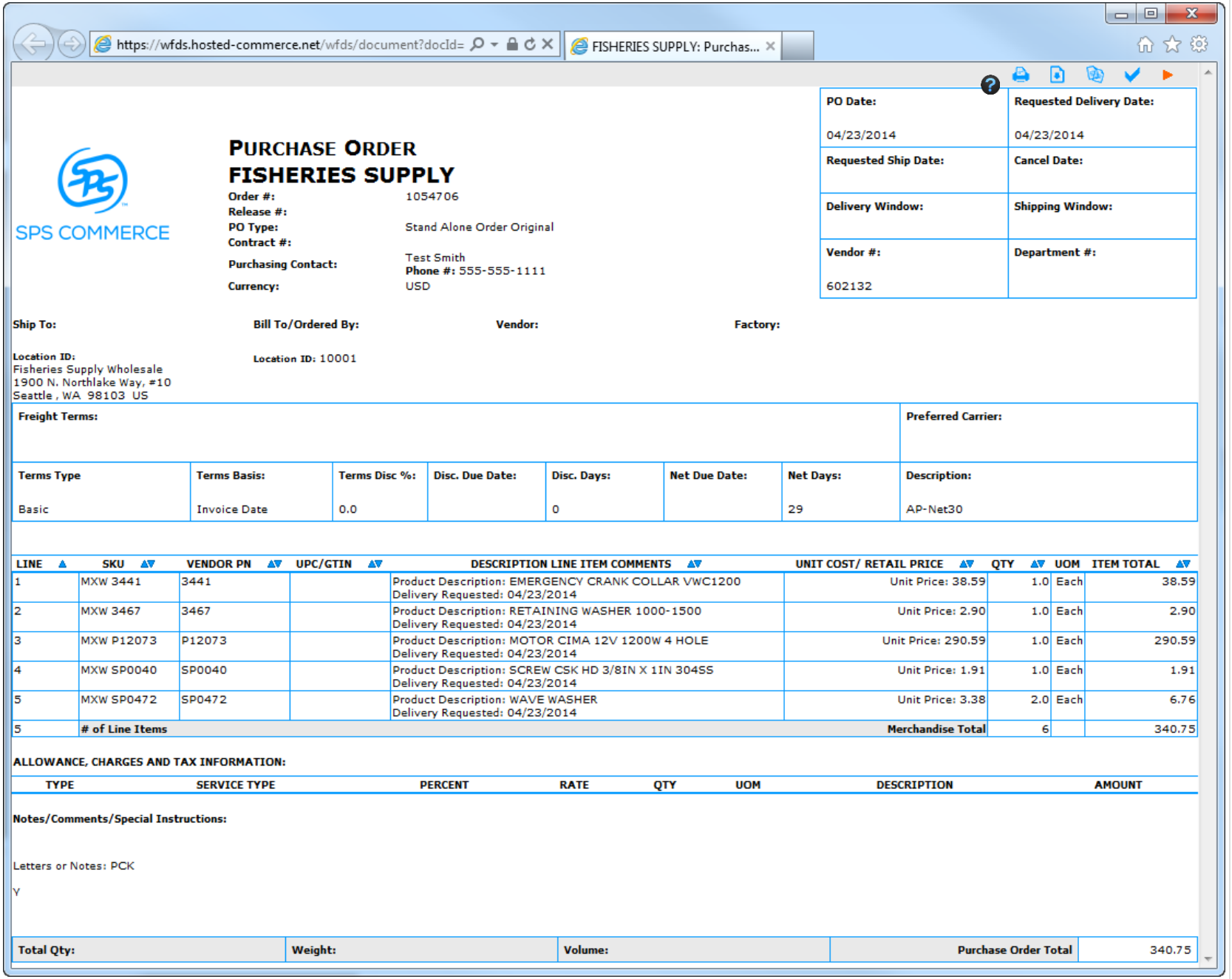
Version 1.0.1 - Revised: 6.23.2014

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



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

SPS COMMERCE

PURCHASE ORDER
FISHERIES SUPPLY

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 #: 602132	**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

Version 1.0.1 - Revised: 6.23.2014

Click on any red box to navigate to that area

Click on the ? to learn more!

Back

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.

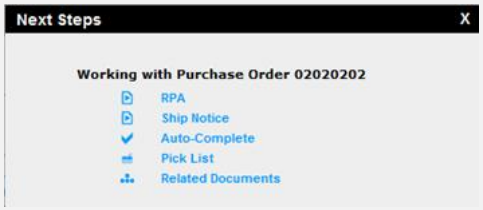
Click here if you would like to use the AutoComplete feature for follow up documents off of this PO.

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.

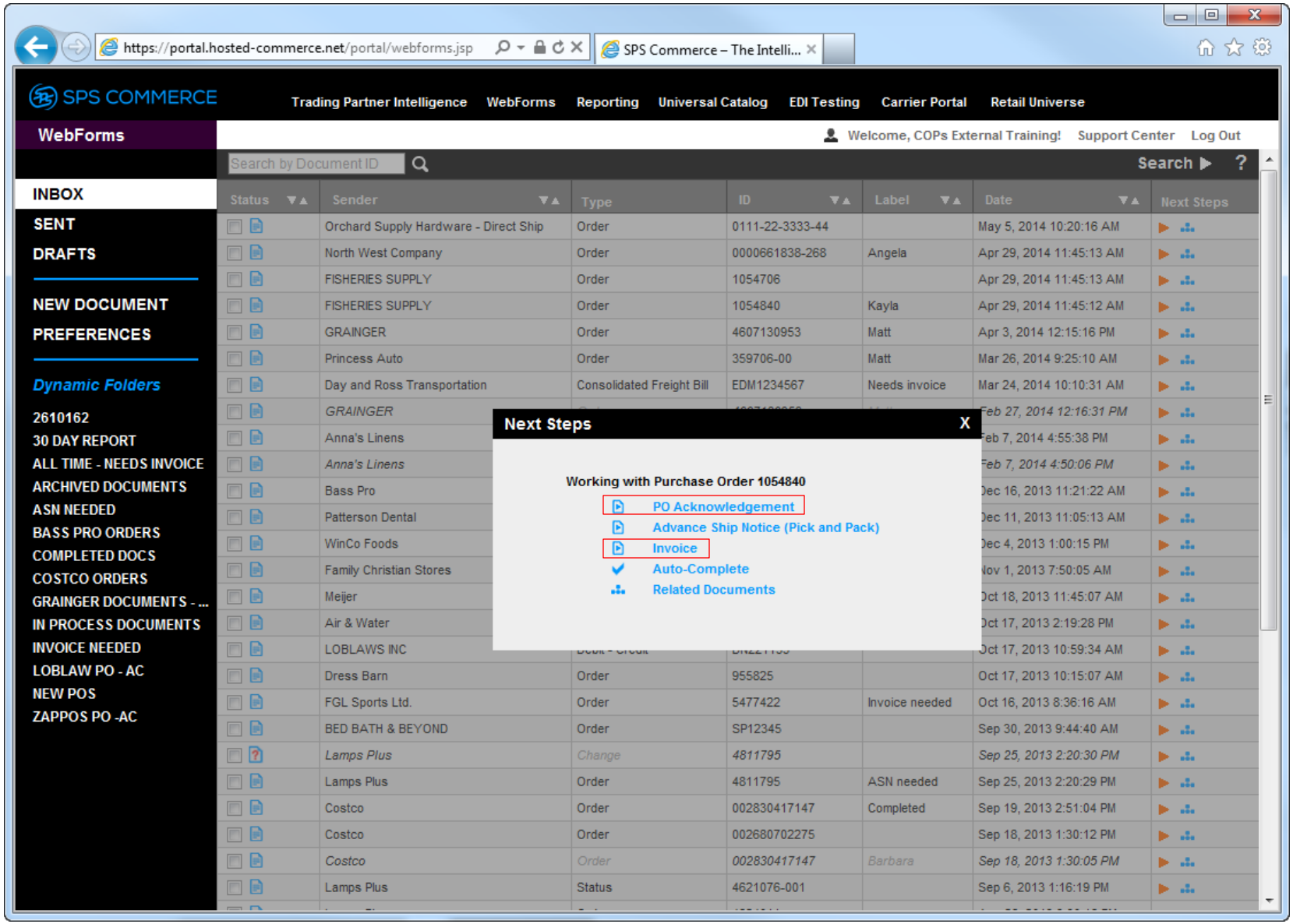


Click to check for an updated version

Click on any red box to navigate to that area

Click on the ? to learn more!

Click on the document you wish to complete.



Click to check for an updated version

Version 1.0.1 - Revised: 6.23.2014

Click on any red box to navigate to that area

Click on the ? to learn more!

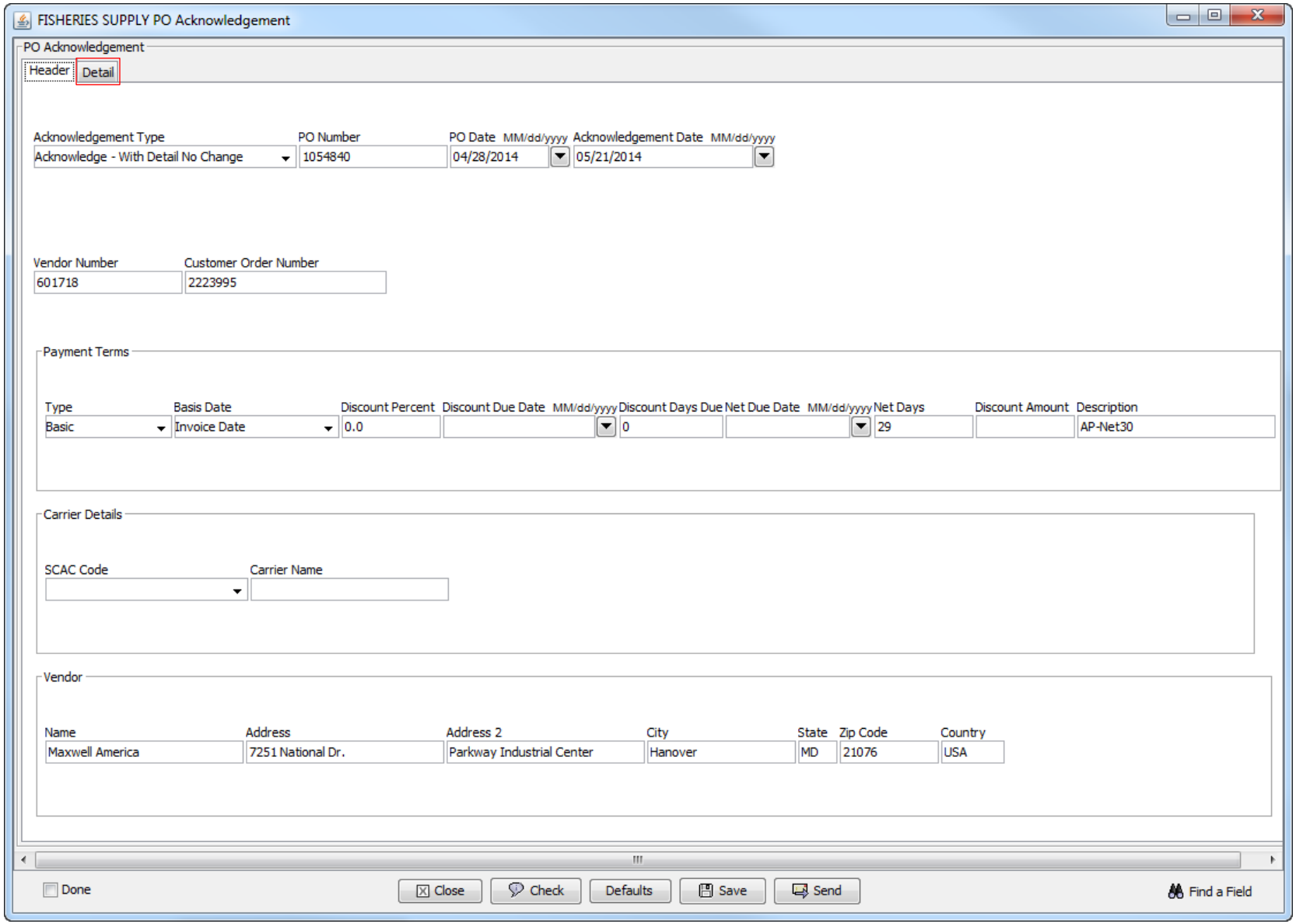
A Note from Fisheries**

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.



Back

Click to check for an updated version

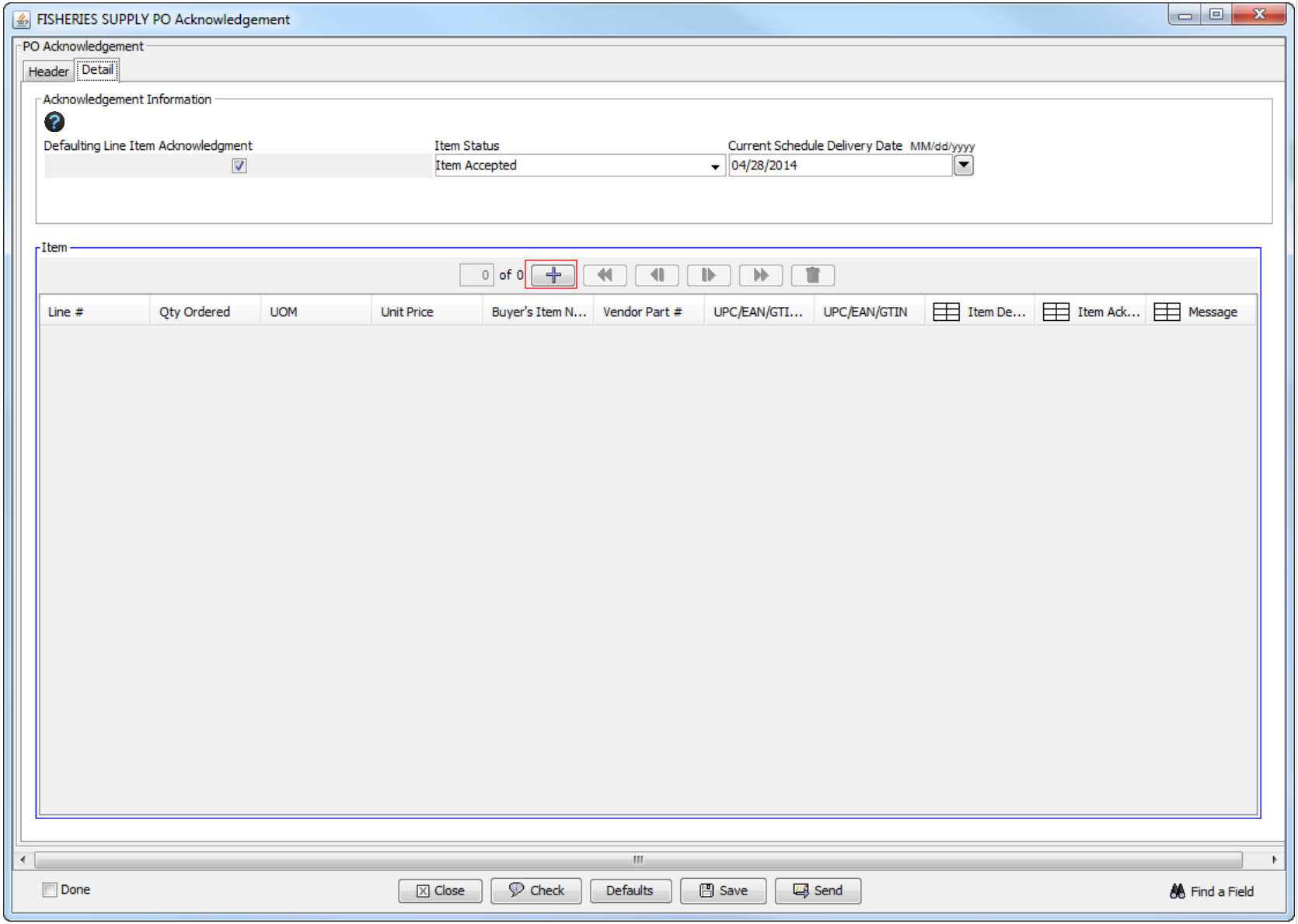
Click on any red box to navigate to that area

Click on the ? to learn more!

A Note from Fisheries**

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.



Back

Click on any red box to navigate to that area

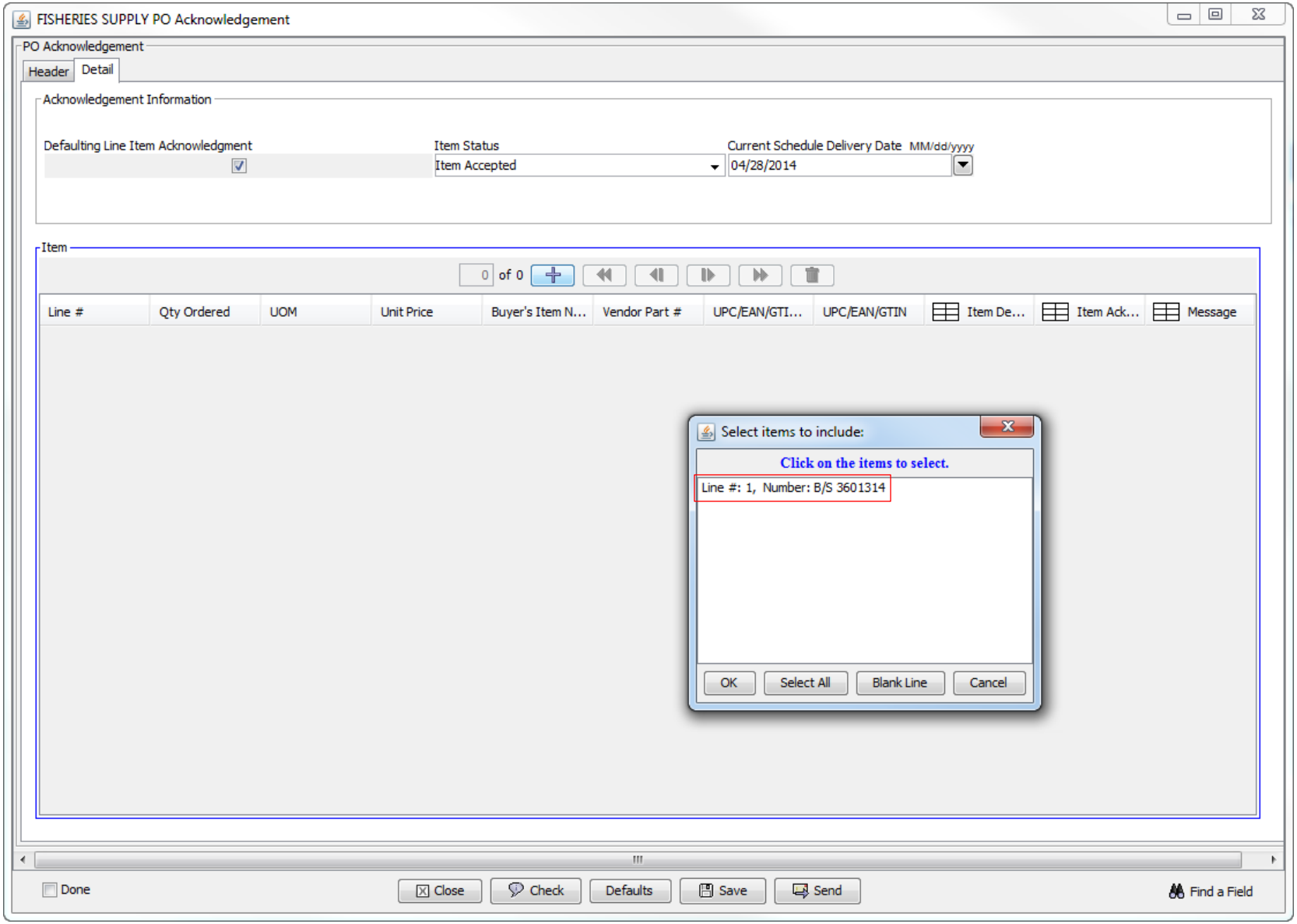
Click on the ? to learn more!

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.

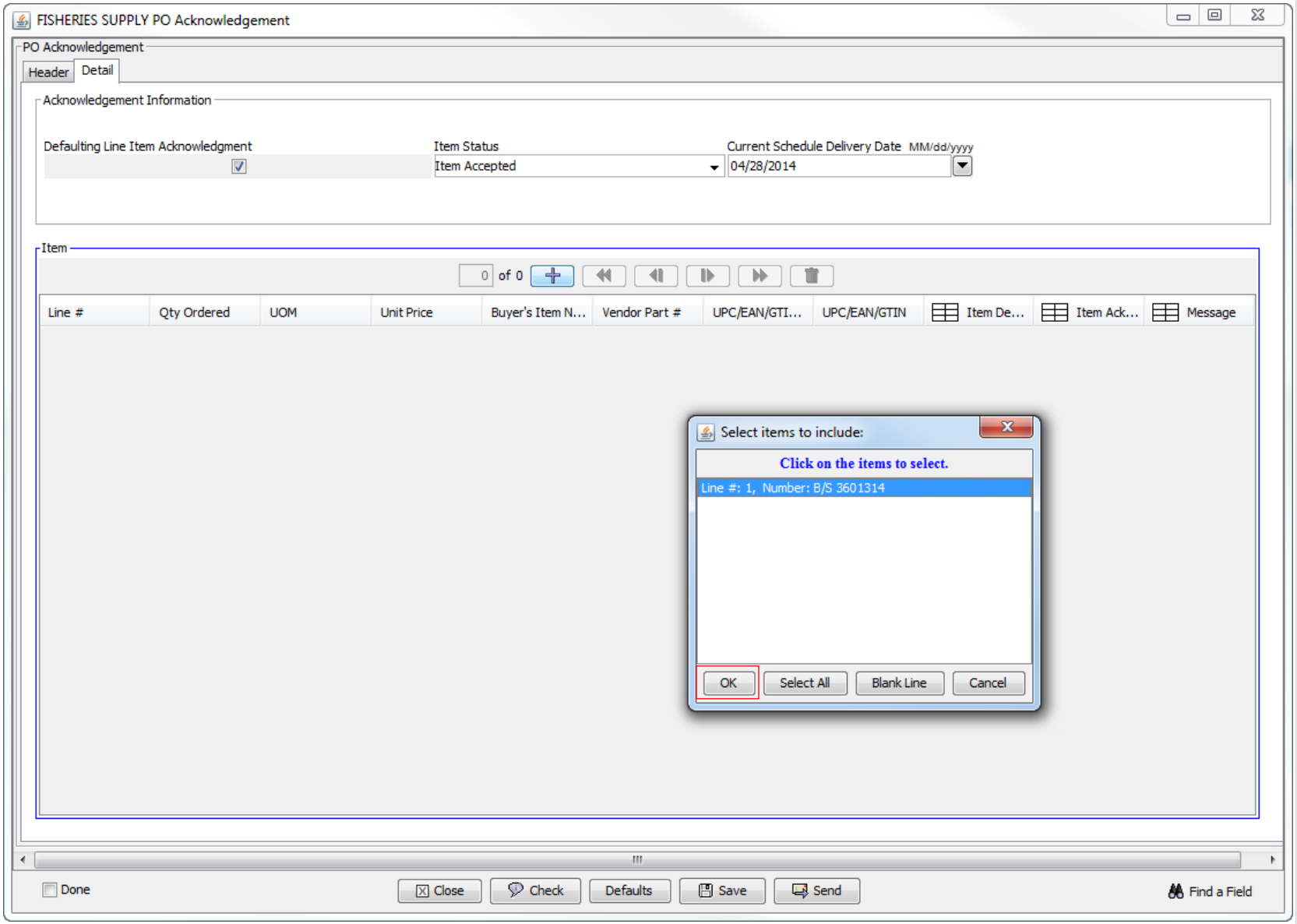
Select the items you wish to acknowledge and then click OK.



Back

Click on any red box to navigate to that area

Click on the ? to learn more!



Back

Click to check for an updated version

Click on any red box to navigate to that area

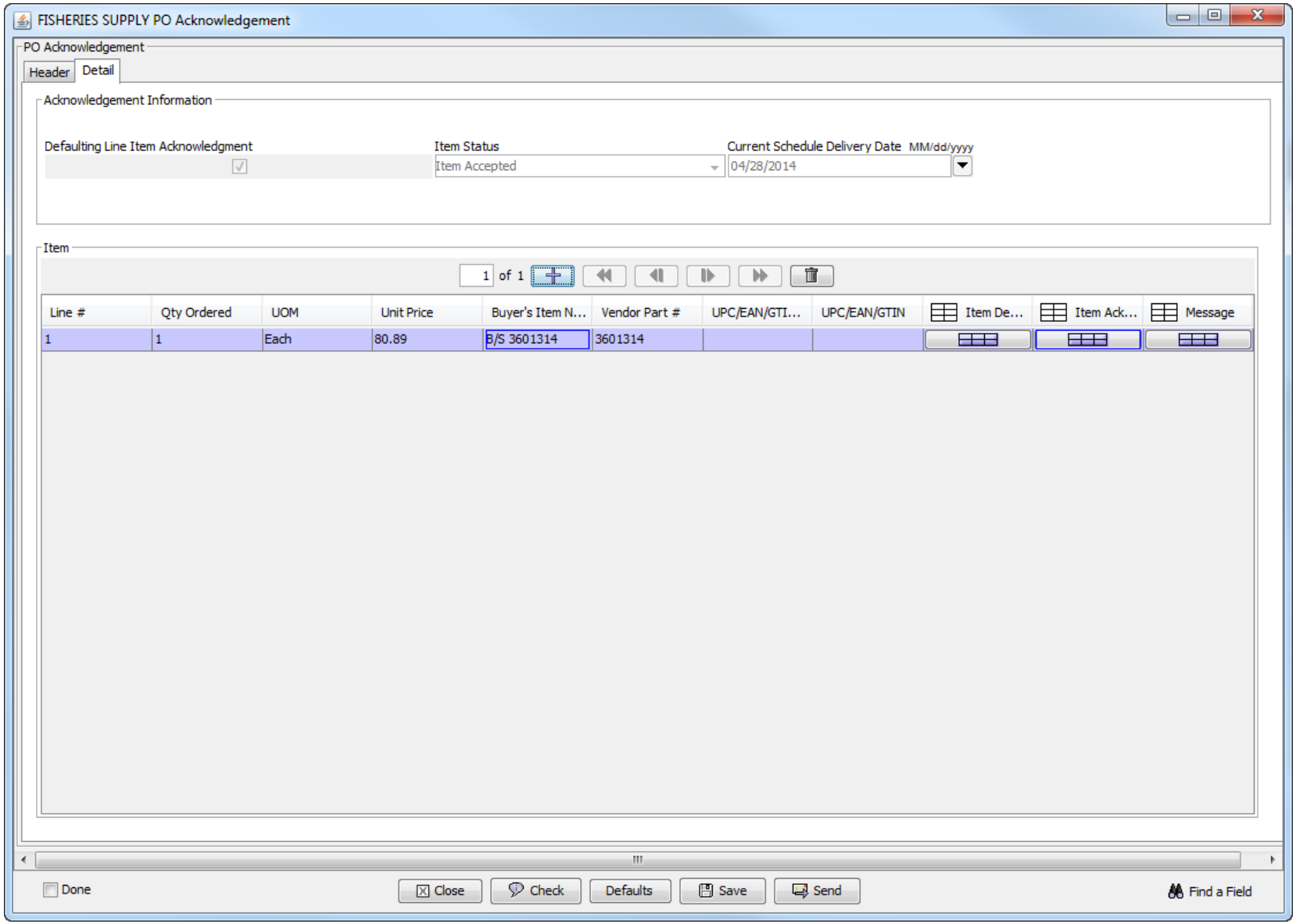
Click on the ? to learn more!

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.

Click to check for an updated version

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

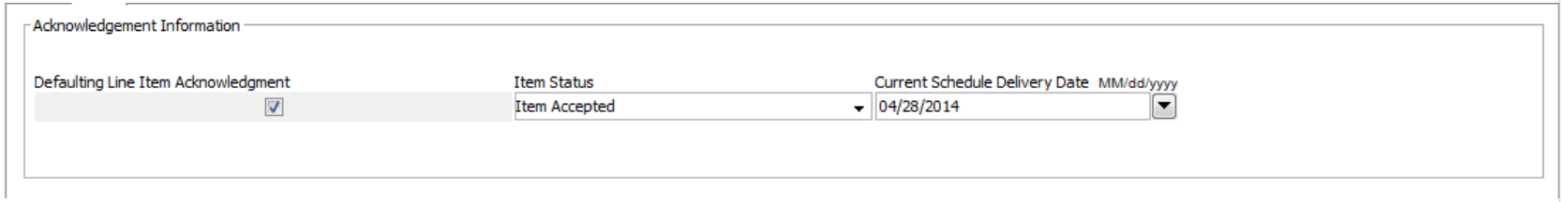


Back

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.



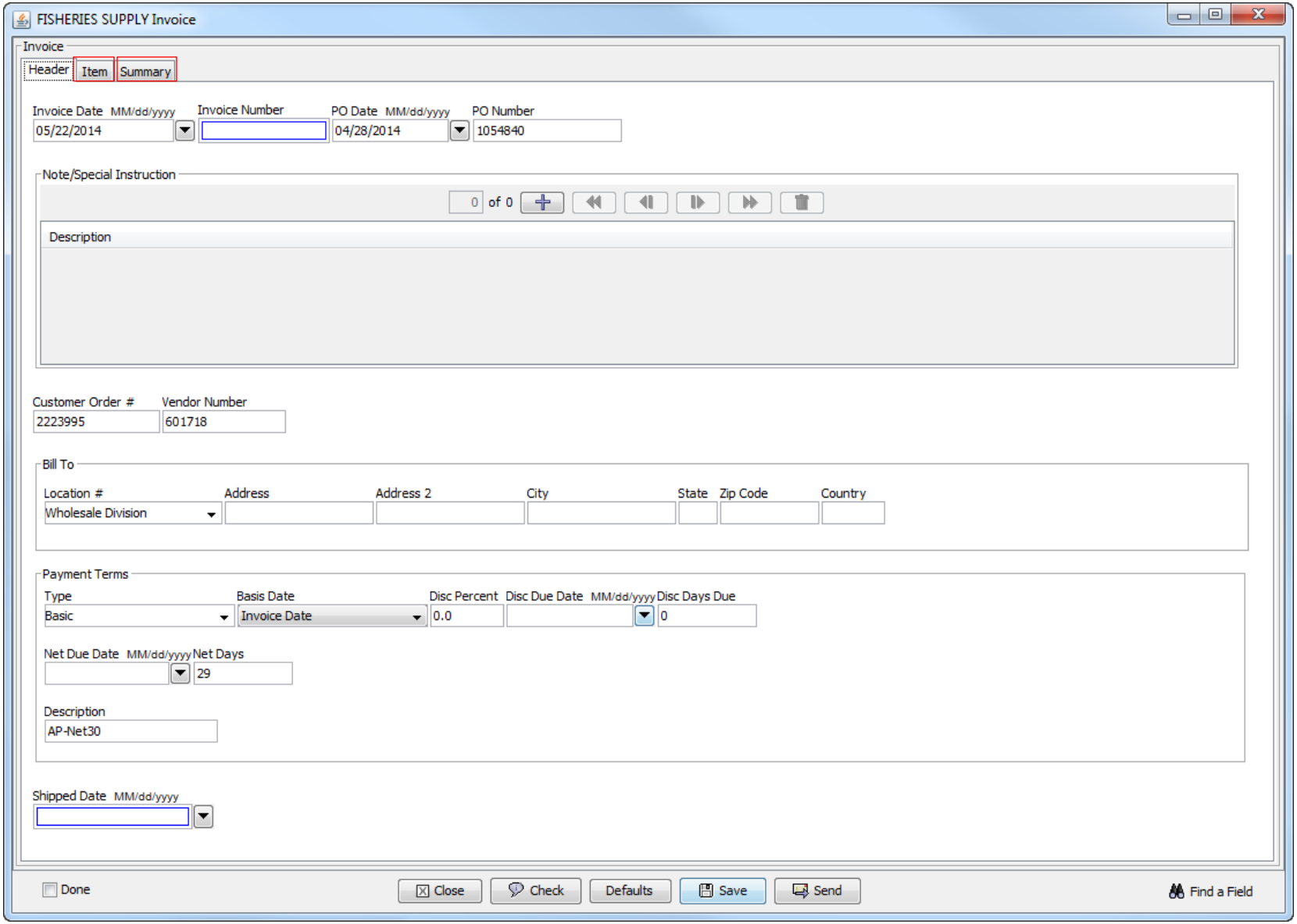
Back

Click to check for an updated version

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.



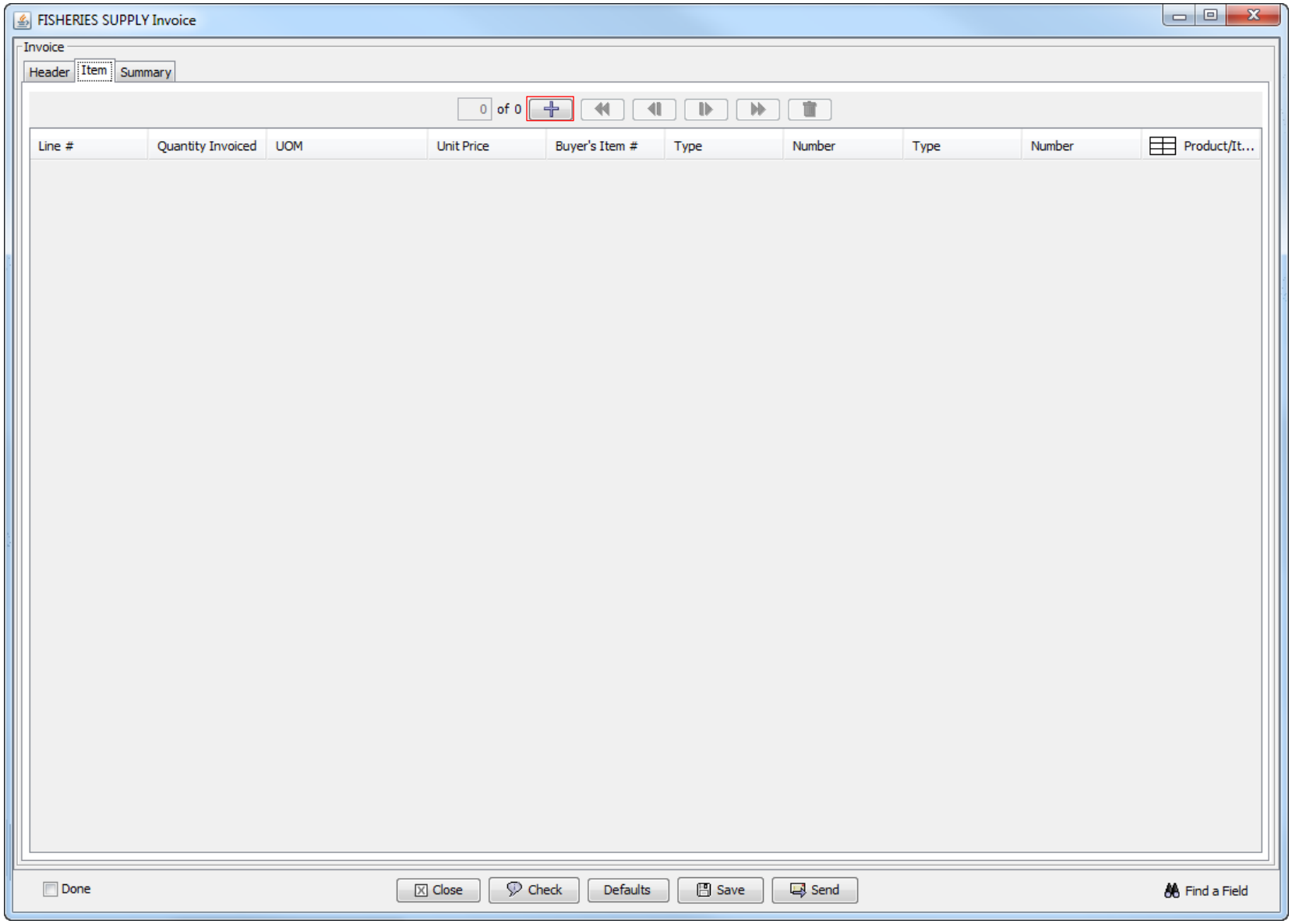
Back

Click to check for an updated version

Click on any red box to navigate to that area

Click on the ? to learn more!

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



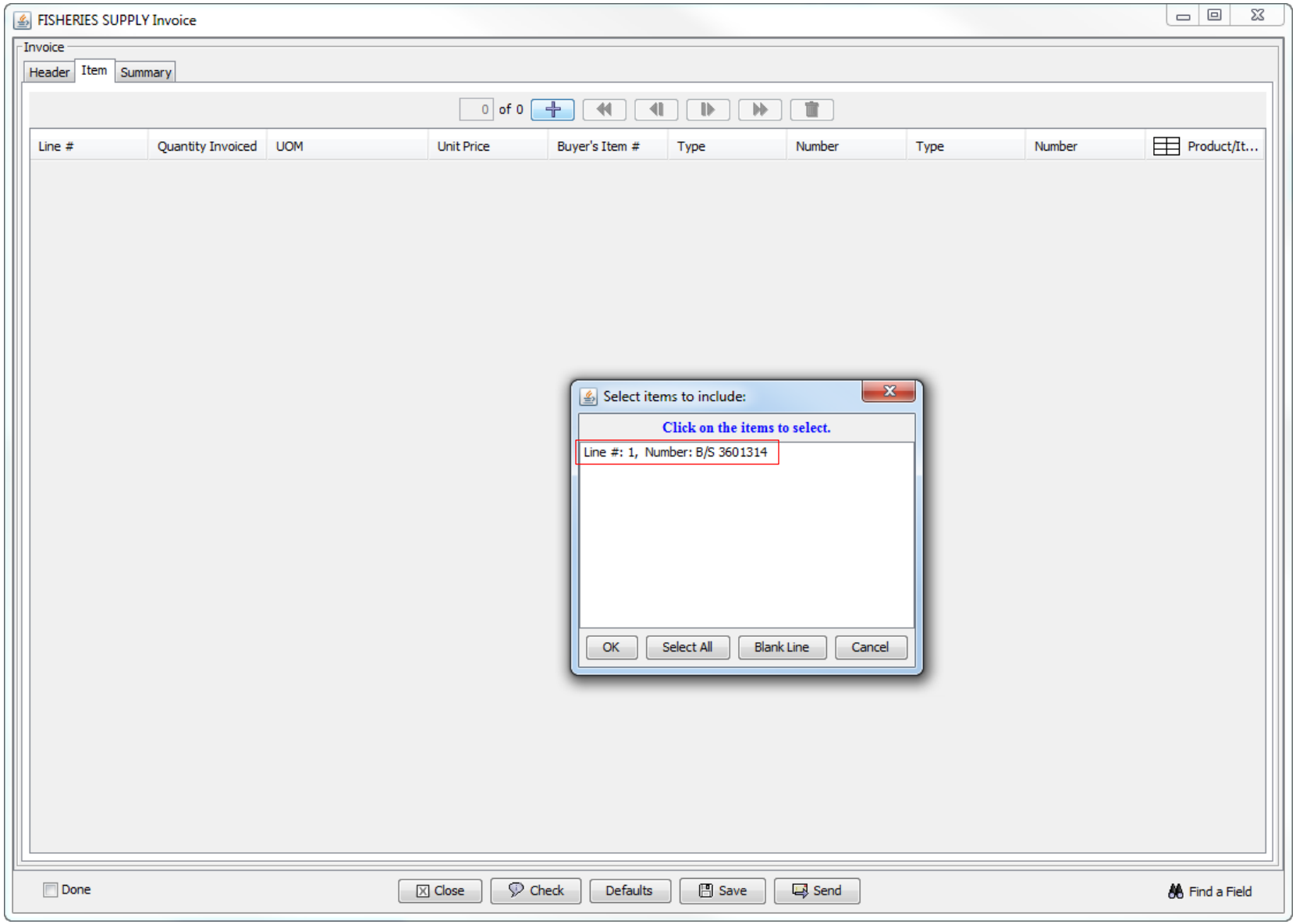
Back

Click to check for an updated version

Click on any red box to navigate to that area

Click on the ? to learn more!

If 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.

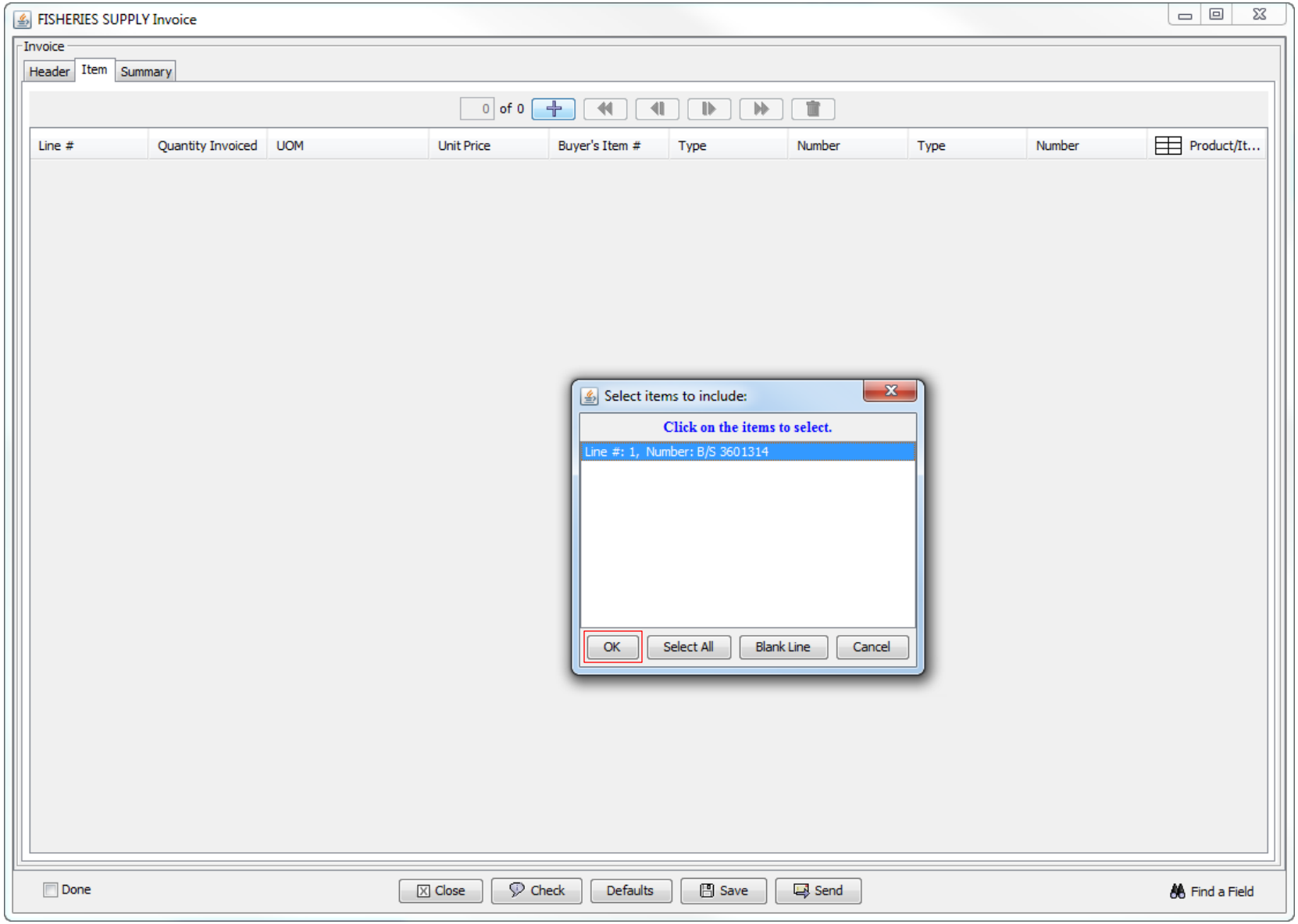


Back

Click on any red box to navigate to that area

Click on the ? to learn more!

When ready click ok.



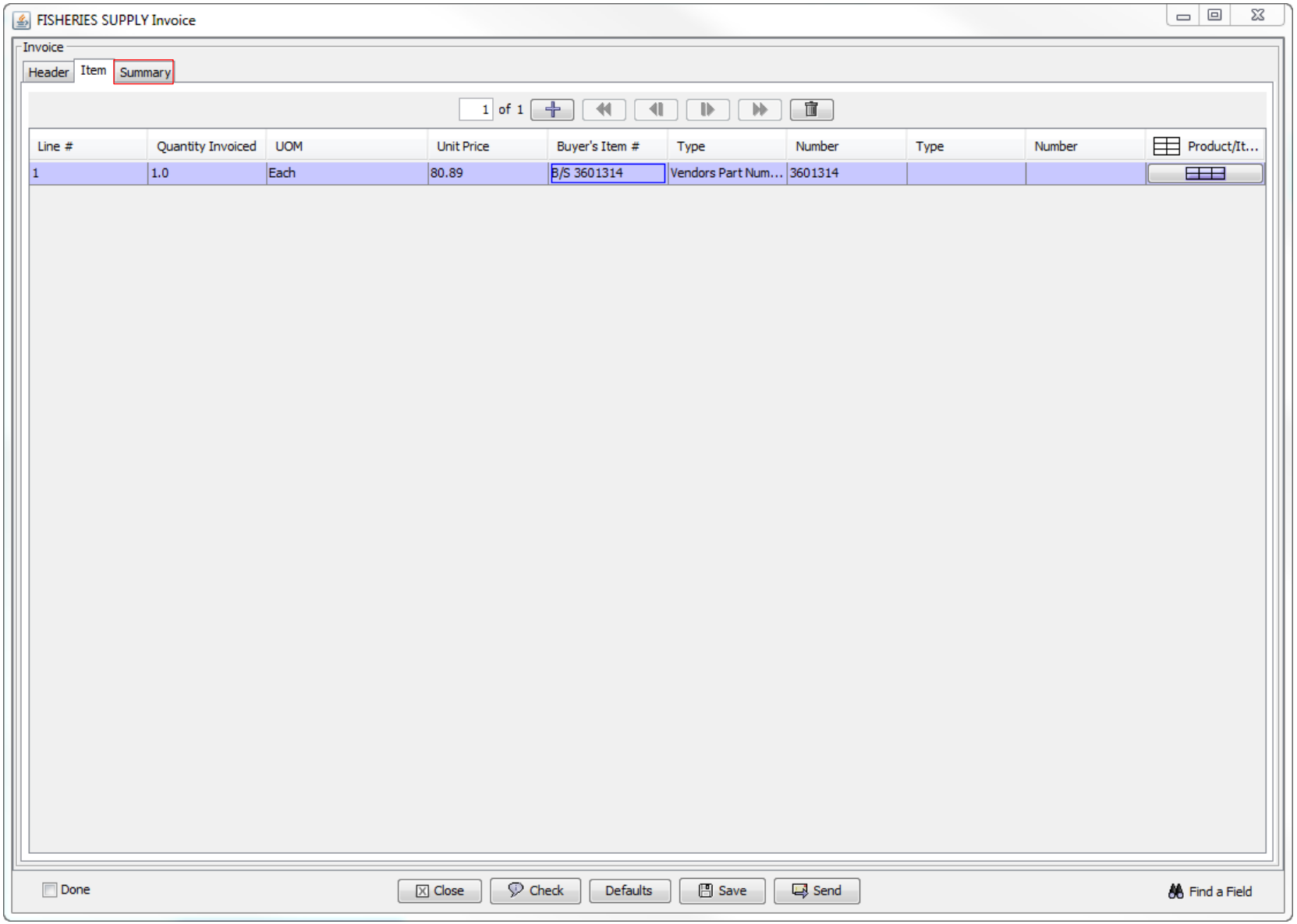
Back

Click to check for an updated version

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.



Back

Click to check for an updated version

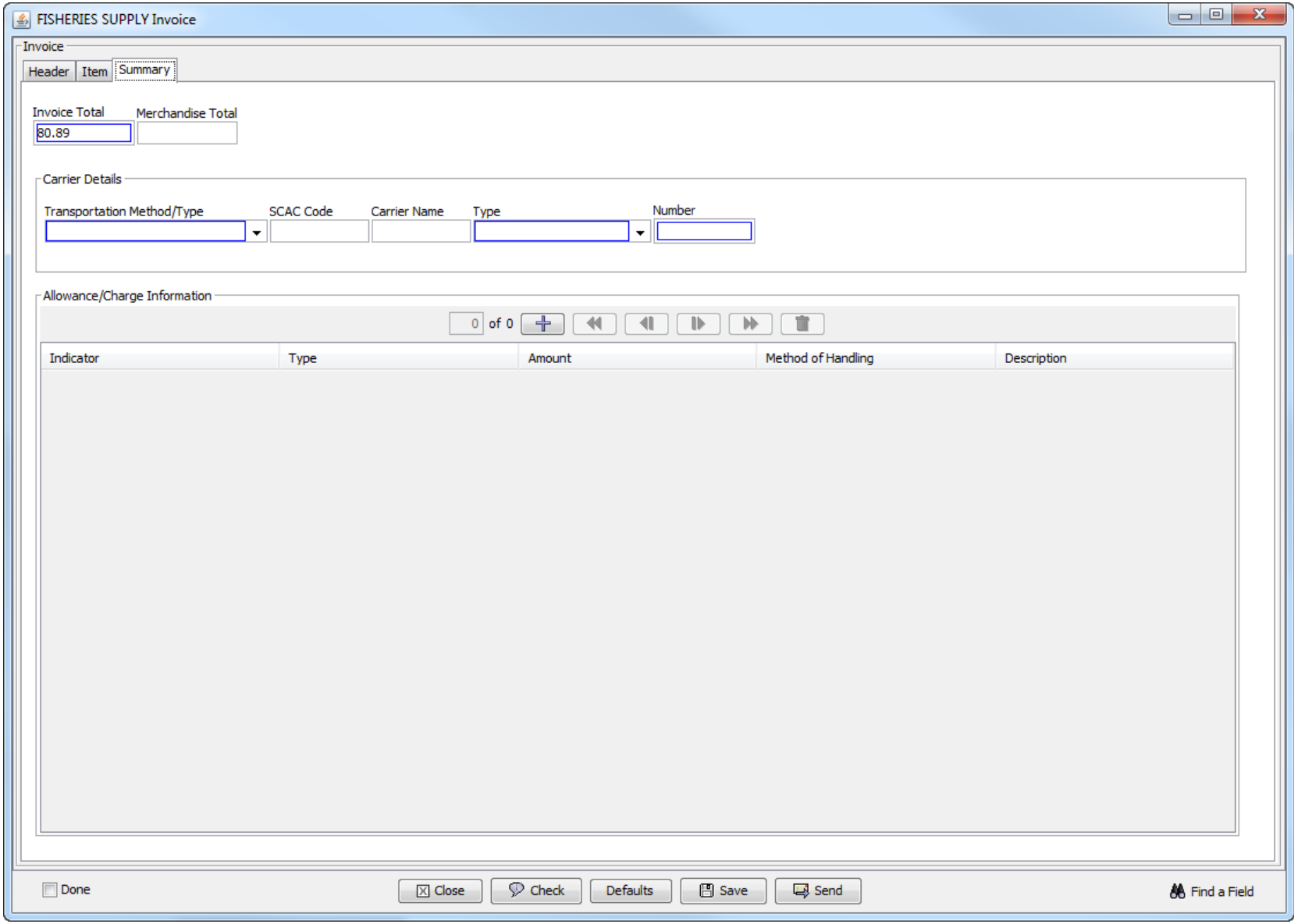
Click on any red box to navigate to that area

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.

Click to check for an updated version

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

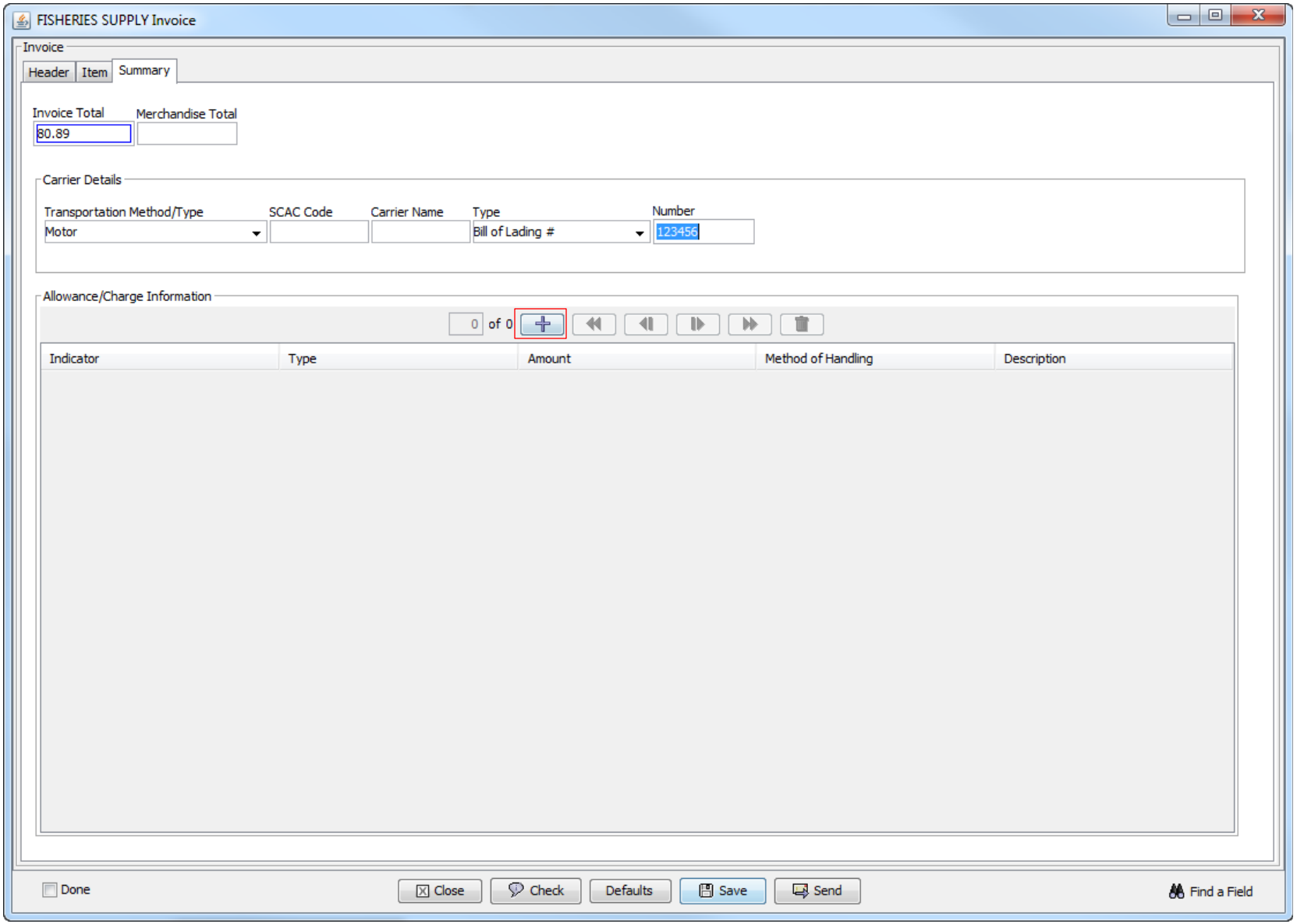


Back

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.



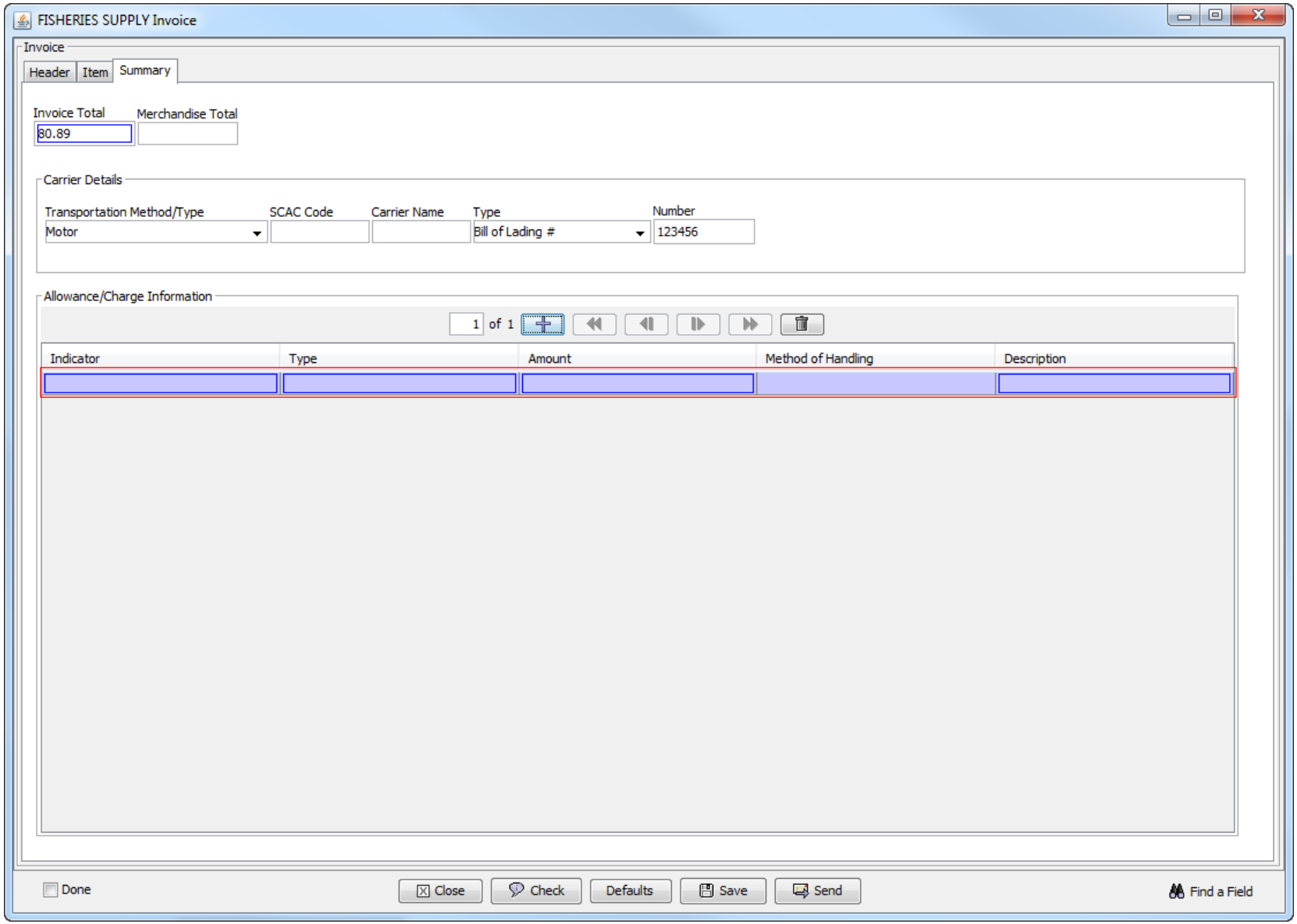
Back

Click to check for an updated version

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.



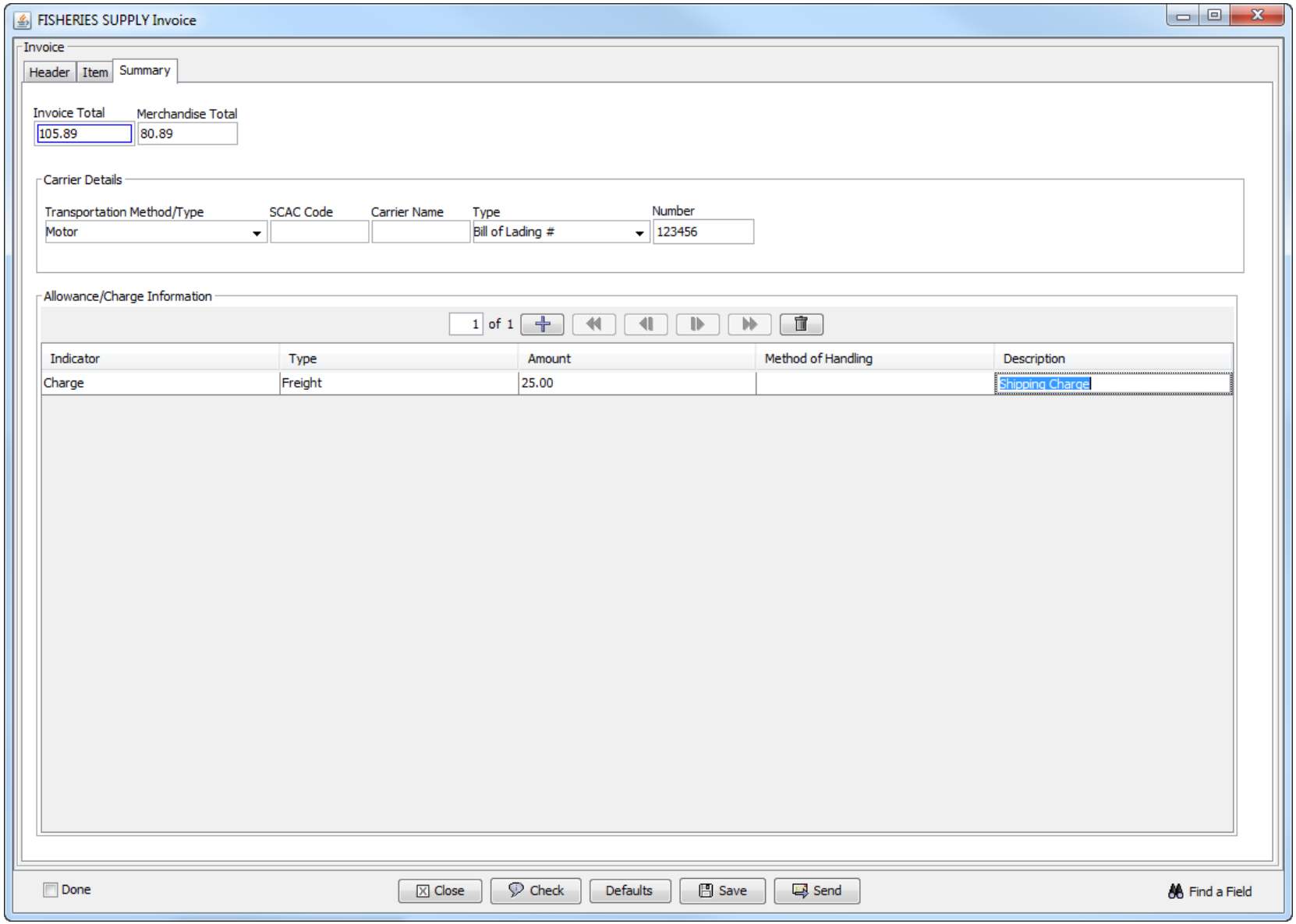
Back

Click to check for an updated version

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.



Back

Click to check for an updated version