

JCPENNEY CATALOG USER GUIDE

A GUIDE TO ALL JCPENNEY CATALOG WEBFORMS DOCUMENTS



SPS COMMERCE

Below is a brief description and outline of all required documents for JCPenney Catalog:

850 Purchase Order: JCPenney Catalog will send a purchase order indicating the products they would like to order. They will typically include information regarding the items/UPCs they are purchasing, information regarding their desired shipping window and the ship to location

870 Order Status Report: After you receive a purchase order and have looked at the information included in that document, you will send them this document if the ship date needs to be changed or if you're unable to ship any of the items. You would also send this document in response if an "869: Order Status Inquiry" was sent by your buyer.

753 Request for Routing: Request for Routing is used to request routing instructions from the retailer and provide general information about merchandise that is ready to be shipped. When sent, you will either receive a "754: Routing Instructions" document to your WebForms inbox if it is accepted, or you will receive an email indicating any errors and will then have the ability to "edit for resend" within your WebForms sent folder.

754 Routing Instructions: Routing instructions will be sent by JCPenney in response to the Request for Routing to tell the supplier which orders have been authorized for shipping and the carrier specifics for pick up of the shipment at the supplier's location. Please note that the "Ship To" information may change from the originally sent Purchase Order. Please correct your Advance Ship Notice to be the address indicated on the Routing Instructions as this is the finalized shipping information.

856 Advance Ship Notice: After a Purchase Order is received and acknowledged, your retailer would like more information regarding how the shipment will be delivered. The ASN outlines exactly how your shipment was physically packed, so they know what to expect on their end. Vendors will usually enter information like the Ship To/Ship From locations, tracking information, and container information into this document in order to produce the shipping labels.

810 Invoice: The invoice is typically sent after the physical shipment has left the warehouse. The invoice is a request for payment from your buyer. Some items usually included in this are shipment details/item information, payment terms, any applicable discounts, and allowances or charges.















870: ORDER STATUS REPORT

To access the Order Status Report, you will select “New Document” within your WebForms portal.

NEW DOCUMENT
PREFERENCES

Send

Trading Partner
JC Penney Catalog

Send	Name	Defaults
	Advance Ship Notice: Pick And Pack	
	Advance Ship Notice: Standard	
	Invoice	
	Invoice Free Form	
	Order Status Report	
	Order Status Report - Unsolicited	

Then select JCPenney Catalog as the trading partner and select the Order Status Report – Unsolicited.



870: ORDER STATUS REPORT

Order Status Report - Unsolicited

Header Order

Status Code
Unsolicited Report - no Order Status Inquiry sent from JC Penney

Order/Item Code
Selected Orders - All Items

Sequential Reference #

8-digit sequential number and must be unique each time.
(Start with 00000001, then 00000002, etc)

Report Date MM/dd/yyyy 05/14/2015

JCP Supplier #

6-digit JCPenney Supplier #
*Recommended to set as a default



870: ORDER STATUS REPORT

Order Status Report - Unsolicited

Header Order

1 of 1

PO Number PO Date Contract Number

Shipment Status/Date Info

0 of 0

Shipment/Order Status Code Revised Date (MM/dd/yyyy)

Subdivision # Supplier Order #

Item Info

0 of 0

Line #	Current Qty o...	JCP Item #	Type	Number	Type	Number	Shipmen...
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Indicated on JCPenney order, often 3 digits.

Recommended to add this information.

Created by vendor - cannot be the same as the PO number.



870: ORDER STATUS REPORT

The screenshot displays the 870: ORDER STATUS REPORT interface with several key sections and annotations:

- Item Info Section:**
 - Quantity ordered on PO:** Points to the "Current Qty on Order (eaches)" field.
 - Indicated on Purchase Order:** Points to the "JCP Item #" field.
 - Item UPC number:** Points to the "UPC Number" field.
- Shipment Status/Date Info Section:**
 - Shipment/Order Status:** A dropdown menu with a list of status options.
 - Revised Date (MM/dd/yyyy):** A text field for entering a revised date.
 - Quantities:** A section containing a "Discrete Qty" field and a "Unit of Measure" field.
- Annotations:**
 - Red arrows point from the "Quantity ordered on PO", "Indicated on Purchase Order", and "Item UPC number" labels to their respective fields in the Item Info section.
 - Orange arrows point from the "Shipment/Order Status" dropdown, the "Revised Date" field, and the "Discrete Qty" field to their respective callout boxes.

Shipment/Order Status Options:

- Shipment Partial - Back Order to Ship on
- Shipment Complete On
- Partial Shipment On (Date) - Considered No Backorder
- Item Cancelled
- Expect to Ship by
- Not in Process - No Shipping Schedule
- Revised Expect to Ship by
- Shipment Quantity Decrease

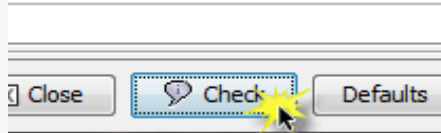
Callout Boxes:

- Enter new quantity information if the item is canceled in partial or full.** (Points to Discrete Qty)
- If the ship date needs to be changed, enter the revised date here.** (Points to Revised Date)

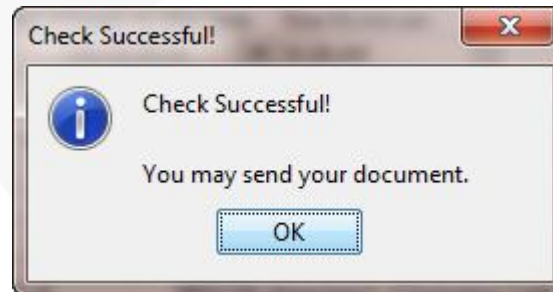


870: ORDER STATUS REPORT

Once you have added all necessary information, click the check button to ensure that no required fields have been missed.



If all required information has been entered, you will receive the below prompt when clicking check.



At this point, you can send the document to JCPenney when ready.



753: REQUEST FOR ROUTING

Request for Routing

Header Detail

Request # Date: MM/dd/yyyy 05/14/2015 Time: hh:mm:am 11:20:AM

Contact Info

Contact Name Telephone # Email Address Fax #

Ship From

Name Supplier # Address Address

City State Postal Code Country

Done Close Check Defaults Save Send Find a Field

Should be 8-digits and unique each time.

Recommended to use the date [ex: 05142015]

This contact will be notified if there are any issues with your Request for Routing.

Use the same address that was submitted on the Ship Point Form to TMS-Support.
**9-digit zip code, no hypens*



753: REQUEST FOR ROUTING

PO Number	Ship To Location #	Routing Request Control #	Reference Info	Ready Date (MM/dd/yyyy)	Ready Time (h:mm:a)	Order ID Detail	Commodity Code
66156156	12345						

25 digits, format below:

AAAAAABBBBBBCCCCCCCCDDDDDD

A = 6 digit vendor #

B = Ship to location

C = Date in YYYYMMDD

D = 6 digit sequential number (start with 000001, then 000002, etc)

JCPenney will take into account time differences, so be sure that it is at least *2 full business days* in **Central Time** (CT).

Must be at least **2 business days** from when the 753 is sent, but *no more than 8 days* out.



753: REQUEST FOR ROUTING

The screenshot shows the 'Order ID Detail' window in SPS Commerce. A red circle highlights a button in the top bar, with an arrow pointing to it. Inside the window, several fields are highlighted with red boxes and arrows pointing to explanatory text on the right:

- Requestor Order ID #**: A text input field.
- Retailer PO #**: A text input field containing the value '66156156'.
- Number of Cartons**: A text input field.
- Number of Pieces**: A text input field.

Other visible fields include 'Retailer Subdivision #', 'Weight (Lbs)', and 'Volume (Cubic Feet)'.

Can be the same as **Retailer PO #**
If you'd prefer to enter a different unique ID, that is acceptable also.

Number of Cartons shipping for this shipment.

Total **item quantity** ordered, which may be different from the number of cartons shipped.

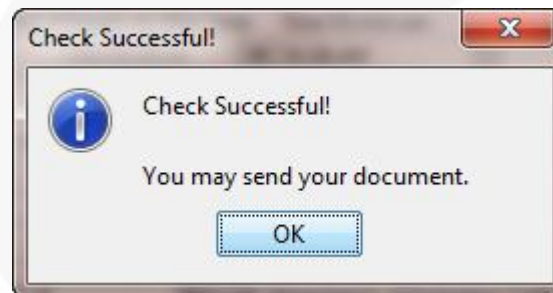


753: REQUEST FOR ROUTING

Once all the required fields have been completed, use the check button to ensure that no required fields have been missed.



If all required information has been entered, you will receive the below prompt when clicking check.



You may now send the Request for Routing. JCPenney will follow up with Routing Instructions which will post to your WebForms inbox. If any information is rejected on your request, the contact submitted will receive an email.



753: REQUEST FOR ROUTING

If your 753: Request for Routing is **rejected** by JCPenney, you will receive an email to the email address that was entered on the form when submitting to TMS Support.

The email will be from tmssupport-sm@jcp.com This email will indicate the errors made that need to be adjusted and resent in order to receive your “Routing Instructions”.

Please refer to the [753: Error Resolution Guide](#) located on our support center page. This will walk you through the errors and how to adjust them within your form.

If your 753: Request for Routing is **accepted** by JCPenney, you will receive a “Routing Instructions” (754) to your WebForms inbox indicating your finalized shipping information.

*Please note that the ‘ship to’ information may be different than the original order, please note this change on the Advance Ship Notice when filling out that form.

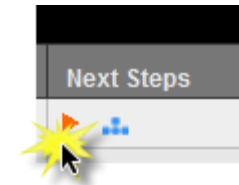


753: REQUEST FOR ROUTING

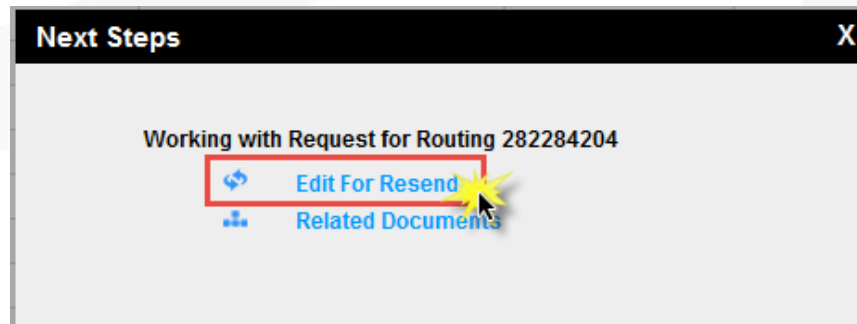
If your 753 document was rejected, SPS Commerce has created a function that allows you to “edit for resend” to correct any errors and resend to JCPenney successfully.

To do so, please follow the below steps:

1. Navigate to your sent folder and find the 753 document that was rejected
2. Off of the rejected 753, select the orange “next steps” icon →



3. Then select the “edit for resend” option which will pull up the form as if it was a draft.



753: REQUEST FOR ROUTING

When making changes, be sure to edit the following-

1. The erred information indicated on the email from TMS Support
2. The sequential number in the “Routing Request Control #”
3. The requested pick-up date and time if necessary (must be at least 2 full days and less than 8 days)

PO Number	Ship To Location #	Routing Request Control #	Reference Info	Ready Date (MM/dd/yyyy)	Ready Time (h:mm:a)	Order ID Detail	Commodity Code
66156156	12345						

4. Request number

Request # [] Date: MM/dd/yyyy 05/14/2015 Time: hh:mm:am 11:20-AM

Should be 8-digits and unique each time.

Recommended to use the date [ex: 05142015]

5. After this information is changed, you can resend the document!



856: ADVANCE SHIP NOTICE

- Advance Ship Notice: Pick and Pack is recommended.

Shipment

Packaging Type Carton Corrugated	Lading Qty <input type="text"/>	Gross Weight (lbs) <input type="text"/>
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Routing Seq Type SCAC C...

Transportation Method/Type Original Carrier Name

Bill of Lading Carrier PRO/Tracking # JCP Load ID Contact Name Email Address

Shipped Date MM/dd/yyyy Shipped Time hh:mm:am Arrival Date MM/dd/yyyy

Ship To "JCPENNEY"

Ship To Name Id Code Qualifier Assigned by buyer JCP location # - Please Review your 754 Routing Instructions document for possible location updates. 99481

Address A. RECEIVING DOCK 99481 Address 10500 LACKMAN RD. City LENEXA, State KS Postal Code 66250

Ship From

Ship From Name Id Code Assigned by buyer Vendor Loca... 03

Address Address City State Postal Code Country

Domestic Shipments (SCAC)

SCAC code: 4-letter alpha code indicating the carrier

Select the most appropriate type and enter the Carrier Name

Indicated on the 754: Routing Instructions

17-digit Bill of Lading number or "0" if the Transportation Method/Type is "Small Package"

When the product is scheduled to ship

Use the same address that was submitted on the Request for Routing and the Ship Point form to TMS- Support.
*9-digit zip code, no hyphens



856: ADVANCE SHIP NOTICE

Advance Ship Notice: Pick And Pack

Header Order

1 of 1

PO Number 9797713K PO Date 04/28/2015 Contract number Product Desc Code Compliant with Fair Labor Standards Act

Department Number 424 Department Description Vendor Number 065102 Vendor Order # Seller's Invoice #

Store

Bill To JC Penney Store State 91322

Warehouse/Store Name Mark For ID Type assigned by buyer Mark For 99481

Address RECEIVING DOCK 994 City State Postal Code Country

Shipment Status

- Shipment Partial-Back Order to Follow
- Shipment Complete
- Partial shipment - Considered No Back Order
- Deleted Order
- Split Shipment
- Last Shipment Date
- Ship Complete - 1 Trailer

Examples:
Housewares
Apparel
Shoes

Most often **Shipment Complete**- though select the most appropriate.



856: ADVANCE SHIP NOTICE

Pack Info

1 of 1

Single or Multi Item per Pack

Item Info

0 of 0

Type	Number	Type	Number	Type	Number	Shipped Qty	ASN UOM	Qty per Car...	Original O...	Original O...	Pre ...
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Single: Single SKUs per carton
Multiple: Multiple SKUs within this carton

Select items to include:

Click on the items to select.

JC Penney Item#: 42401270042, Number: , Vendor's item #:
JC Penney Item#: 42401270067, Number: , Vendor's item #:
JC Penney Item#: 42401270083, Number: , Vendor's item #:

OK Select All Cancel

Add the items that are within this carton here.
To add additional cartons, repeat the steps and add the other items.

- Enter the “quantity per carton” for each item
 - For **single SKUs per carton**, be sure that the Qty per Carton is divisible by the Shipped Qty- this will create the appropriate amount of labels if shipping multiple cartons of the same item
 - For **multiple SKUs per carton**, be sure the Qty per Carton **equals** Shipped Qty

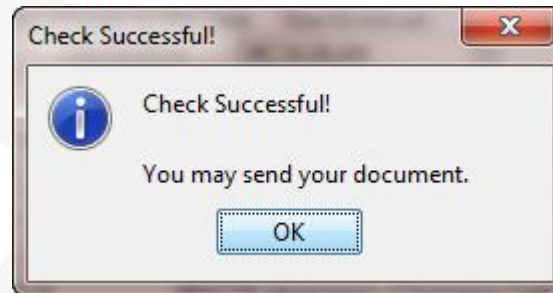


856: ADVANCE SHIP NOTICE

Once all the required fields have been completed, use the check button to ensure that no required fields have been missed.



If all required information has been entered, you will receive the below prompt when clicking check.



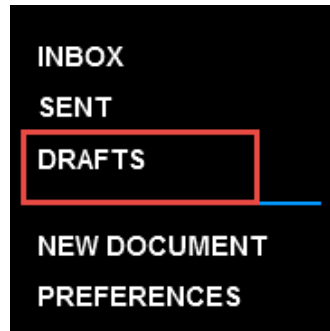
At this point, you will want to press **“Save”** (do not send yet). This will save a copy to your Drafts folder to print your carton labels. If you do not have the correct number of labels, the ASN was not completed correctly and will need to be reviewed.

After your labels are printed and the product is ready to ship, you may then send your Advance Ship Notice.



LABEL PRINTING:

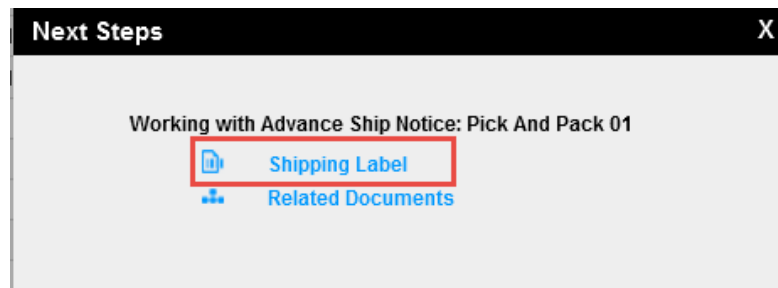
- To print your labels from the Advance Ship Notice saved as a draft you will navigate to your drafts folder



- Locate the appropriate Advance Ship Notice and select the next steps arrow



- Then select the Shipping Label from the next steps options



810: INVOICE

Invoice

Header Detail Summary

Invoice Date MM/dd/yyyy Invoice Number PO Date MM/dd/yyyy PO Number Invoice Type Original Invoice #

11/20/2014 82284263

Reference Info

1 of 1

Department Number 802

Vendor Number 024661

Please utilize the drop-down calendar to source the correct date format.

The invoice number is created by you to identify the invoice being submitted.

Name Info

1 of 1

Entity Code Name Loc #

Bill to Party 94524

Terms information will source in from the purchase order.

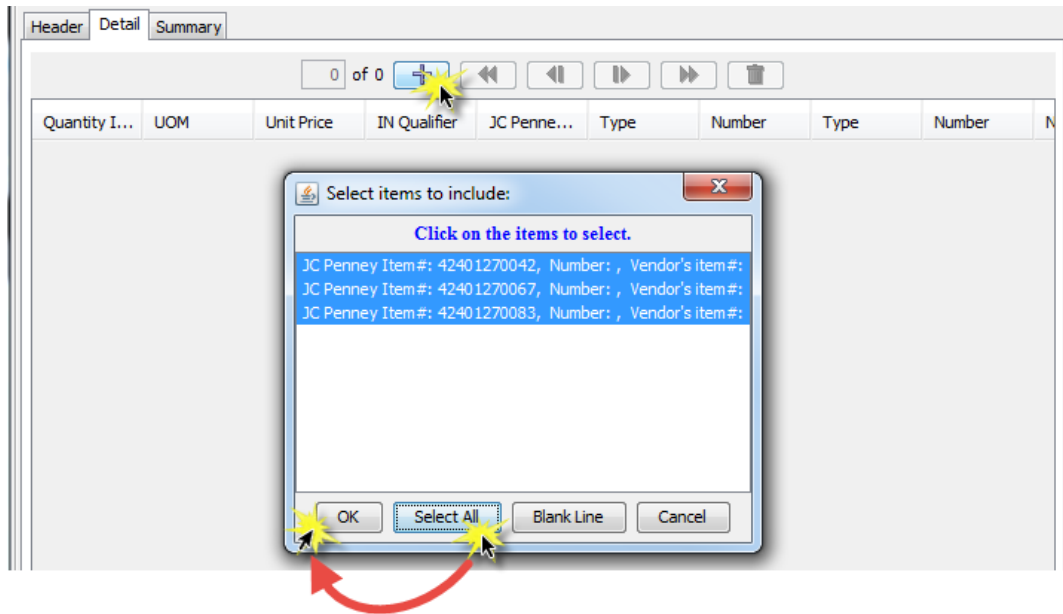
Terms Info

Type Basic Date Code Discount Percent Discount Days Due Net Days Terms Description

Previously Agreed Upon 45



810: INVOICE



Add items to Invoice accordingly.

Ensure that the item information is correct.

Invoice

Header Detail Summary

1 of 3

Quantity I...	UOM	Unit Price	IN Qualifier	JC Penne...	Type	Number	Type	Number	N
10	Each	30.0	Buyer's It...	42401270042					
10	Each	30.0	Buyer's It...	42401270067					
10	Each	30.0	Buyer's It...	42401270083					



810: INVOICE

Invoice

Header Detail Summary

Total Amount Amount Subject to Terms
900.0 900.0

Carrier Info

SCAC Carrier Name

Allowance/Charge Information

0 of 0

SAC Indicator	SAC Code	Amount	Description
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Number of Units Shipped UOM
Case

Number of Line Items
3

This information will source from what is entered on the detail tab, ensure total is correct.

Same carrier as entered on the ASN.

If you need to add any allowances or charges, you will add the appropriate information here- otherwise, leave this section blank.

Total cartons/cases shipped

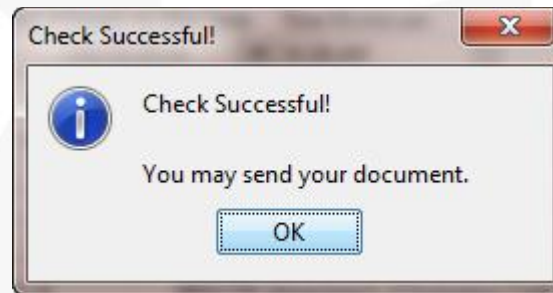


810: INVOICE

Once all the required fields have been completed, use the check button to ensure that no required fields have been missed.



If all required information has been entered, you will receive the below prompt when clicking check.



At this point, you can send the invoice to JCPenney when ready.

