

JCPENNEY RETAIL USER GUIDE

A GUIDE TO ALL JCPENNEY RETAIL WEBFORMS DOCUMENTS



SPS COMMERCE

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

850 Purchase Order: JCPenney Retail 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. JCPenney Retail will send a 12-digit Blanket order and an 8-digit corresponding Release order.

855 Purchase Order Acknowledgment: After you receive a purchase order and have reviewed the info included, send them an acknowledgment to inform JCPenney if you will be fulfilling the order. This document allows you to accept and reject items or entire orders based on availability. It also allows you to update information if certain items will not be available within a requested ship window.

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



855: PURCHASE ORDER ACKNOWLEDGMENT

- The PO-Acknowledgement will be sent off of the **12-digit** purchase order from JCPenney Retail. (all other documents will be sent off the 8-digit order)

Header Tab:

- Request for Change OR Acknowledged – No Detail or Change** will be most common
 - Request for Change** if quantities, ship date, item info, etc. need to be changed.
 - Acknowledged – No Detail or Change** if order can be fulfilled as requested.
- Unless you're a VMI supplier for JCPenney, the "detail" tab is not required to be filled out when Acknowledged – No Detail or Change is selected.

The screenshot shows a web application window titled "JC Penney Retail PO Acknowledgement". The window has a tabbed interface with "Header" selected. The "Detail (required for VMI)" and "Summary" tabs are also visible. The form contains the following fields:

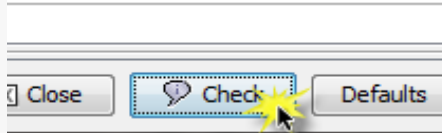
- Acknowledgement Type**: A dropdown menu with a red border. The options are: REQUEST FOR CHANGE, ACKNOWLEDGED - NO DETAIL OR CHANGE, REJECTED - NO DETAIL, and ACKNOWLEDGE - PRODUCT REPLENISHMENT.
- Contract / JCP PO # PO Date MM/dd/yyyy**: A text field containing "123456789123" and a date dropdown set to "04/30/2015".
- Contract #**: A text field containing "424".
- Subdivision Number**: A text field containing "424".
- JCP Supplier Number Earliest Ship Date MM/dd/yyyy**: A text field containing "012345" and a date dropdown set to "05/26/2015".
- Bill To Store # (required for VMI) Mark-For Store # (required for VMI)**: Two empty text fields.

At the bottom of the window, there are buttons for "Done", "Close", "Check", "Defaults", "Save", "Send", and a "Find a Field" icon.

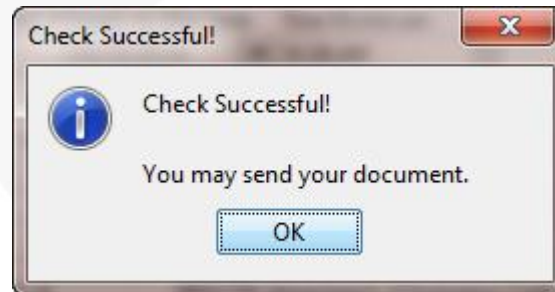


855: PURCHASE ORDER ACKNOWLEDGMENT

Once you have filled out the header tab, there should be no further information required on this document. 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 invoice 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 hyphens*



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. A red arrow points from this button to the 'Requestor Order ID #' field. Another red arrow points from the 'Number of Cartons' field to the right. A third red arrow points from the 'Number of Pieces' field to the right. The 'Retailer PO #' field contains the value '66156156'.

Requestor Order ID #	Retailer PO #	Retailer Subdivision #	Number of Cartons
<input type="text"/>	66156156	<input type="text"/>	<input type="text"/>

Weight (Lbs)	Volume (Cubic Feet)	Number of Pieces
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

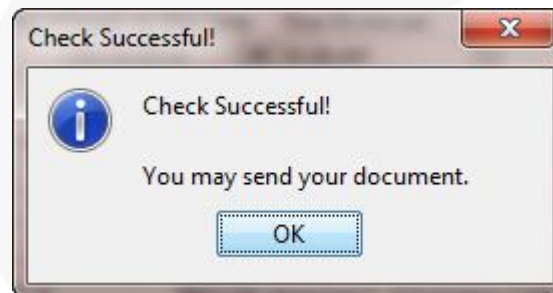


753: REQUEST FOR ROUTING

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.

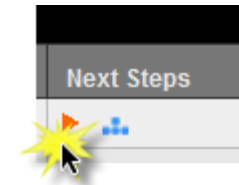


753: REQUEST FOR ROUTING

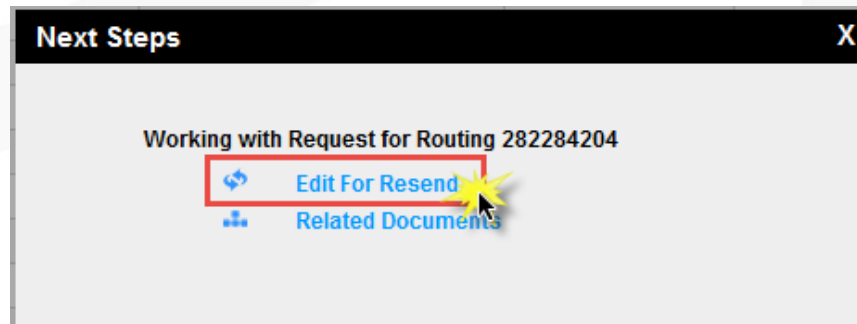
If your 753 document was rejected, SPS Commerce has created a function that allows you to “edit for resend” to correct any errors and resend to JCPenney successfully.

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: 05/14/2015 Time: 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 ...

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 #:

Add the items that are within this carton here.

To add additional cartons, repeat the steps and add the other items.

OK Select All Cancel

- 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

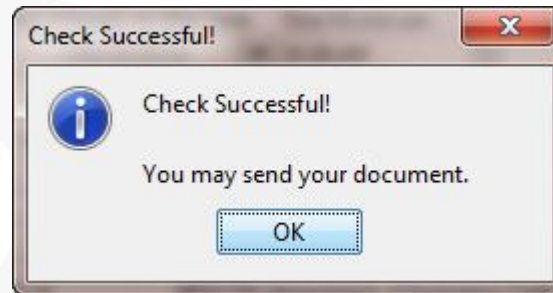


856: ADVANCE SHIP NOTICE

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.



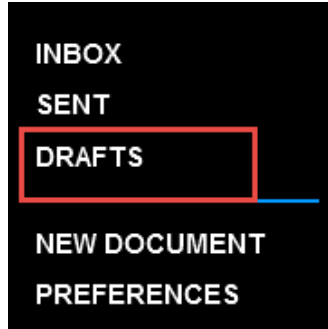
At this point, you will want to press **“Save”** (do not send yet). This will save a copy to your Drafts folder to print your carton labels. If you do not have the correct number of labels, the ASN was not completed correctly and will need to be reviewed.

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



LABEL PRINTING:

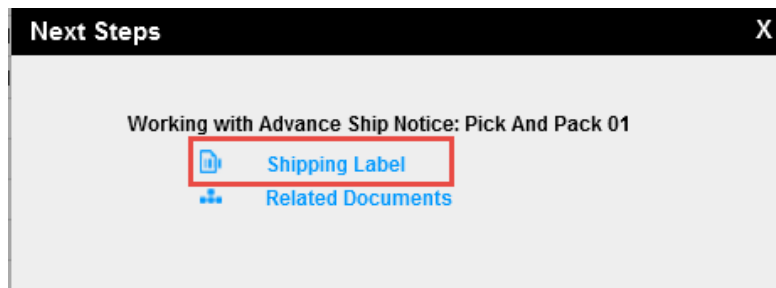
- To print your labels from the Advance Ship Notice saved as a draft you will navigate to your drafts folder



- 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.

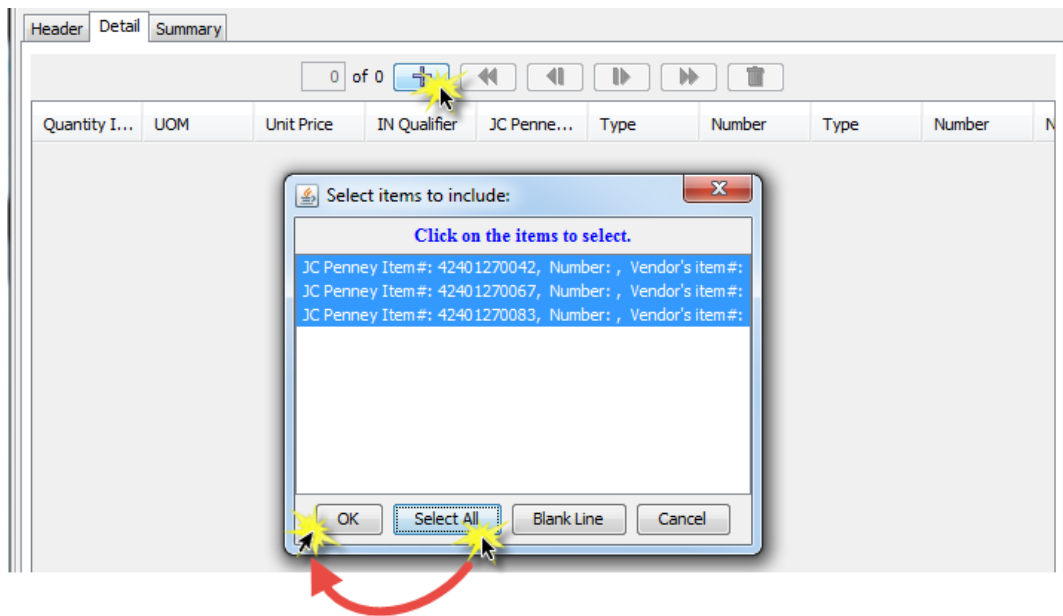
Terms Info

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 900.0 Amount Subject to Terms 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

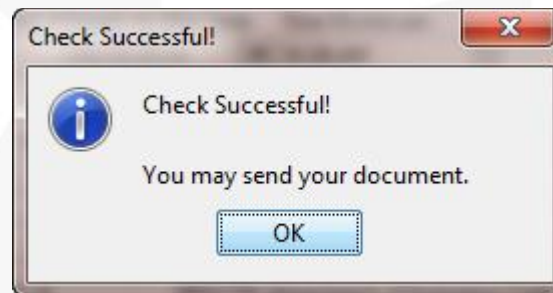


810: INVOICE

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.

