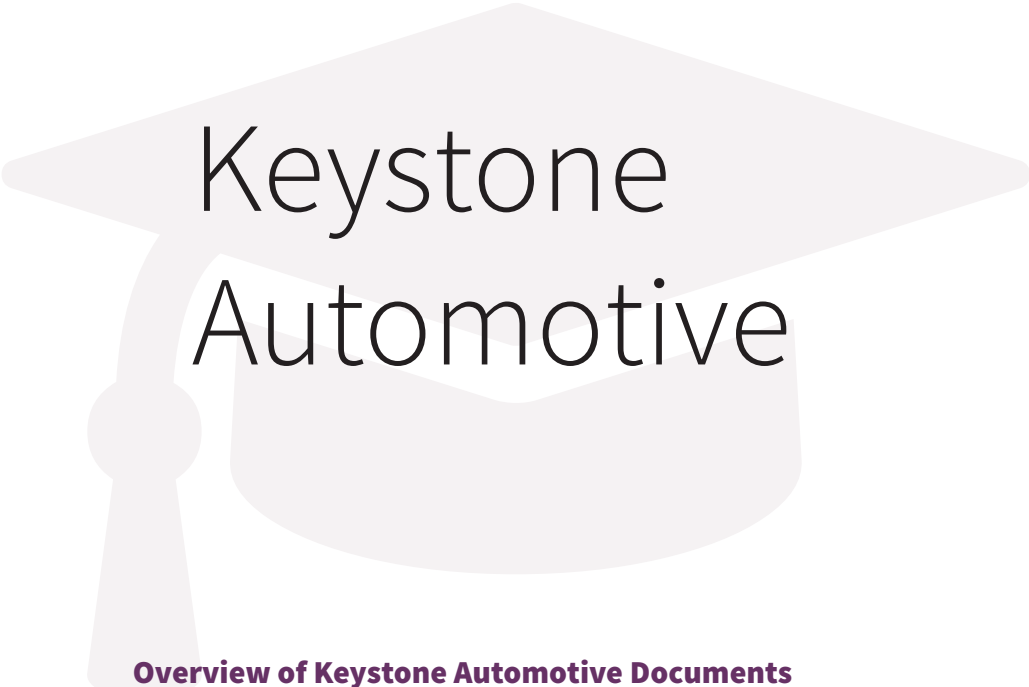




SPS COMMERCE

INFINITE RETAIL POWER™



Keystone Automotive

Overview of Keystone Automotive Documents

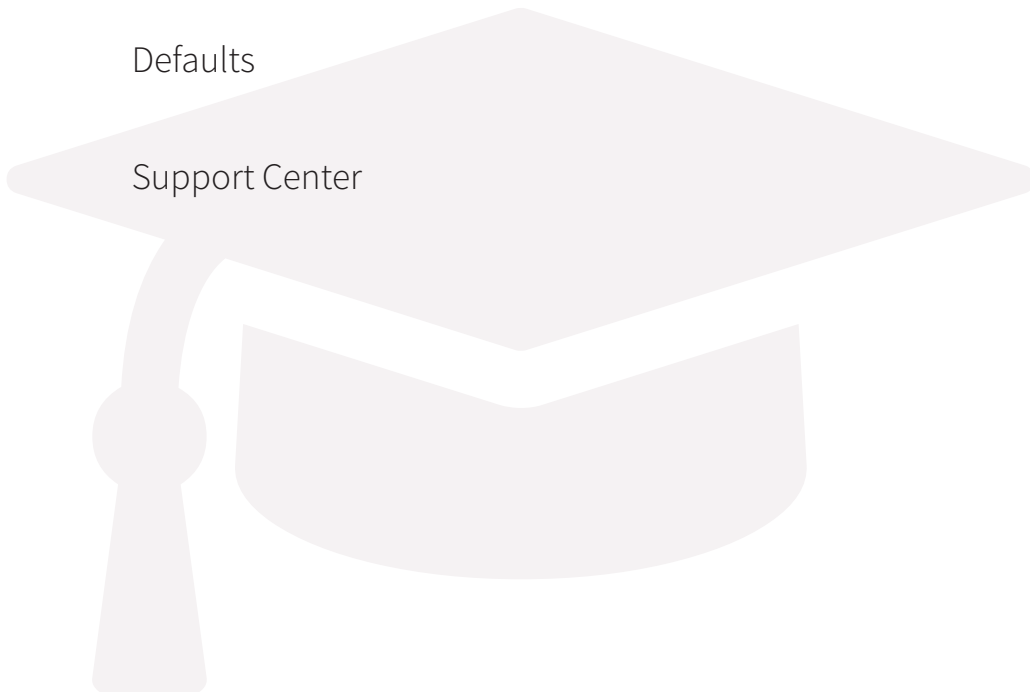
November 2015

FULFILLMENT



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Welcome

Welcome to the Keystone Automotive WebForms Reference Guide. This reference material is intended to make your transition to the world of web business-to-business communication as smooth as possible.

At the completion of this document, you will have a basic understanding of WebForms functions, capabilities, and the tools needed to begin using WebForms to access your EDI documents and begin trading with Keystone Automotive.



Keystone Automotive is the leading distributor and marketer of aftermarket automotive equipment and accessories in North America. Keystone has expanded rapidly in all areas of inventory, distribution, and customer service, strengthening its market reputation for customer service excellence and superior product selection.





What is EDI?

What is EDI?

EDI stands for electronic data interchange, it allows you, the supplier to exchange documents such as the Advanced Ship Notice and Invoice electronically with your trading partner.



How will EDI help me?

Using EDI streamlines the connection between you and your trading partner. It makes it easy to send and receive documents all through one web portal that works almost like a Gmail account. This will help keep all of your orders organized and in one place. It also provides a great way to create your own documents that you need to send without having to fax or e-mail them. Documents can be sent and received within minutes and it gives you more flexibility to work with your trading partner to fulfill in store, online and drop ship orders all in one easy and convenient process.



Java is one feature you will need to ensure you have downloaded and updated on your computer so that you can work in your WebForms account. How do you download Java?

Go to www.java.com and click on the box that says “Free Download”. After installing Java you will want to re-start your browser.

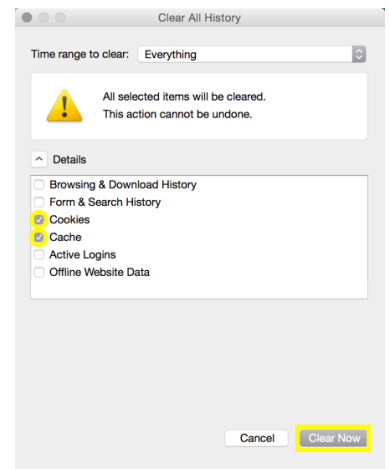
Do you have Java but your forms seem to be not loading? You may be having an issue related to an outdated version of Java or an overcrowded cache of temporary internet files. Please follow the below steps, close out of your browser, re-open and re-try after completion.

1. Clear temporary Internet Files



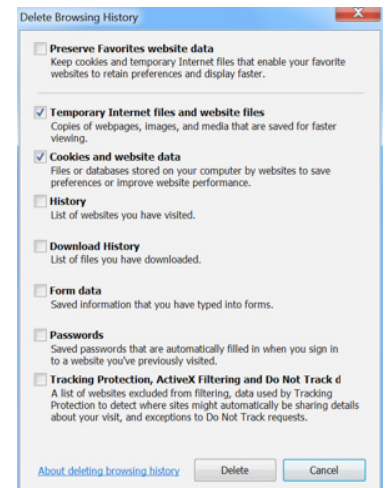
Mozilla Firefox browser

1. Navigate to Tools
2. Select *Clear Recent History*
Select only *Cookies* and *Cache* from the list:
3. Click *Clear Now*



Internet Explorer browser

1. Navigate to Tools
2. Select *Internet Options*
3. Navigate to the *General* tab
4. Within *Browsing History*, click *Delete*
Select only *Cookies* and *Cache* from the list:
5. Click *Delete*
6. Click *OK*



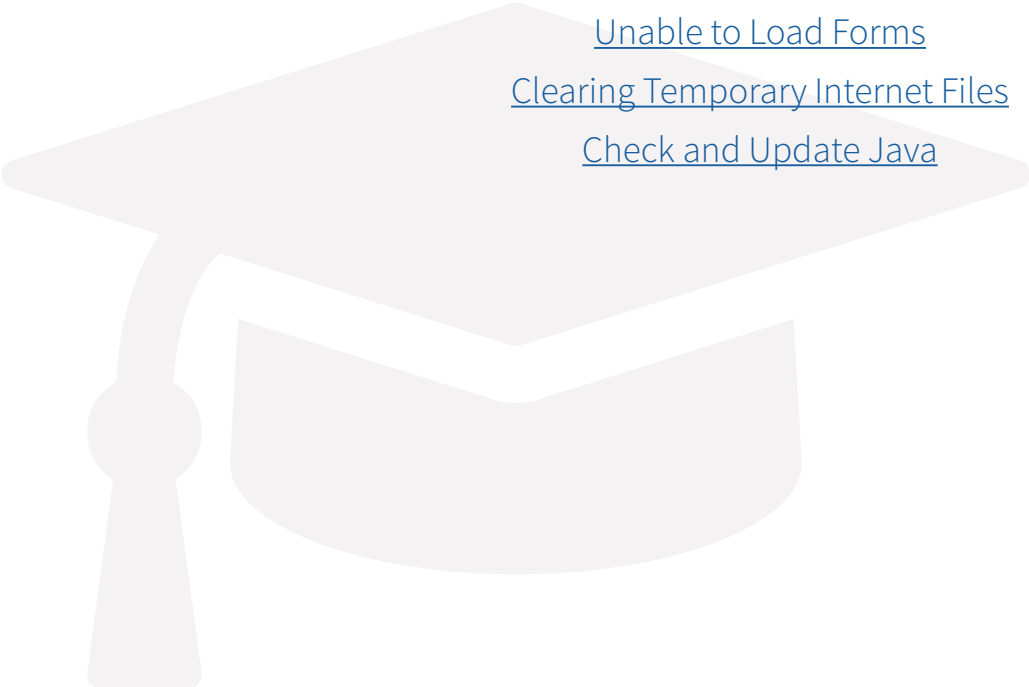
2. Verify Version of Java

1. To check for an updated version, navigate to your Start Menu > Control Panel (Ensure that it says “View by: Category” in the top right, if not change it from ‘Large Icons’ or ‘Small Icons’) > Under the Programs category select ‘Uninstall a program’ à Search for Java
2. First verify that your version is up to date, if not, uninstall the existing version and download an updated one at www.java.com.
3. Also verify that you do not have more than one java program installed, as they can compete.

3. Enable Java in your Internet Browser

1. In Mozilla Firefox, this can be enabled by navigating to Tools > Add-ons > Search for Java and enable it.
2. In Internet Explorer, this can be enabled by navigating to Tools > Manage Add-ons > Search to find Java and ensure that it is enabled.

For a video walk-through of the above, please follow these links:



[Unable to Load Forms](#)
[Clearing Temporary Internet Files](#)
[Check and Update Java](#)



WebForms Navigation

WebForms Navigation

News Feed

To log into your WebForms account please navigate to www.spscommerce.net and use your login credentials that were provided to your system administrator by your dedicated analyst.

Once logged in, you will see your home screen you will see the News Feed. This is where your trading partner updates can be found. If you click on the title on the left, the article will appear on the right.

SPS COMMERCE Analytics WebForms Fulfillment Reporting Assortment - Catalog EDI Testing Carrier Portal Retail Universe

Portal Welcome, Test Account! Support Center Log Out

News Feed

News Feed	Priority	Date	Trading Partner -- Headline	Article
ADMINISTRATION User Security Profile Company User Admin	⚠	11/02/15	Modine Invoice (810) -- Update	Keystone Automotive -- Vendor EDI Portal August 4, 2015 Thursday, August 27, 2015 2:00pm - 3:00pm Eastern (1:00pm - 2:00pm Central) Register Now Click here to see EDI details for Keystone Automotive
	⚠	10/28/15	Princess Auto Advance Ship Notice (856) -- Update	
	⚠	10/26/15	McLendon Hardware -- Vendor EDI Portal	
	⚠	10/20/15	Stein Mart Invoice (810) -- Update	
	⚠	09/14/15	iRobot -- Vendor EDI Portal	
	⚠	09/08/15	Tree Top Carrier -- Vendor EDI Portal	
	⚠	09/07/15	Toro Company -- Approved SCAC Code List	
	⚠	09/03/15	The Sportsman's Guide Inventory Advice (846) -- Update	
	⚠	09/02/15	Everything But Water -- Vendor EDI Portal	
	⚠	08/05/15	NorAm International -- Vendor EDI Portal	
CUSTOMER RESOURCES Support Center Billing Information Webinar Training System Troubleshooting Partner Information	⚠	08/05/15	Silver Springs Bottled Water Company -- Vendor EDI Portal	
	⚠	08/05/15	Choxi -- Vendor EDI Portal	
	⚠	08/04/15	Keystone Automotive -- Vendor EDI Portal	

Supply Chain Store

Label Stock & Printers
Shipped To You
[LOGIN](#)

Support Center
Get help, Give help, Share ideas.

NRF Color & Size Handbook
SPS offers an up-to-date electronic version of the NRF Color & Size Handbook.
[SEARCH](#)

Company User Admin

Company user admin is where you can enable email notifications to be sent when a document is received Keystone Automotive. To navigate, click *Company User Admin* and then the *Edit* icon:

Portal

News Feed

ADMINISTRATION

User Security Profile

Company User Admin

CUSTOMER RESOURCES

Support Center

Billing Information

Webinar Training

System Troubleshooting

Partner Information

Username	Edit	Remove
sadupawu		

Enter in the e-mail address in the rectangular box. Each time a document posts to your WebForms account, an automated email is sent out. You can add or remove recipients here, with each email address separated by a single space. There is a 150 character limit. If you reach that limit, you might want to create a distribution e-mail that multiple users can access. It is best practice to have at least two recipients set up to receive email notifications. Once complete click *Save* then *Close*.

User Account Info

WebForms permissions for user: sadupawu

Account Settings:

Display Name: Email Address:

Enter multiple email addresses space separated (joe@yourcompany.com tom@yourcompany.com)

Form Permissions:

Choose a trading partner:

Trading Partner	EDI Form	Permissions
Keystone Automotive	Purchase Order	Read <input type="radio"/> Read/Write <input checked="" type="radio"/> None <input type="radio"/>
	Advance Ship Notice	Read <input type="radio"/> Read/Write <input checked="" type="radio"/> None <input type="radio"/>
	Shipping Label	Read <input checked="" type="radio"/> None <input type="radio"/>
	Advance Ship Notice (Multiple Orders per Tare)	Read <input type="radio"/> Read/Write <input checked="" type="radio"/> None <input type="radio"/>
	Shipping Label	Read <input checked="" type="radio"/> None <input type="radio"/>
	Pick List	Read <input checked="" type="radio"/> None <input type="radio"/>

-Select a permissions action-

Save Close



Inbox/Sent/Drafts

Inbox/Sent/Drafts

Click on WebForms Fulfillment in the navigation bar to access your Inbox to view your orders.



The **Inbox** will house all documents sent from Keystone Automotive and any other trading partner you are connected with.

INBOX	Sender	Receiver	Type
SENT	Keystone Automotive	M Brang Test Account	Order
DRAFTS	Keystone Automotive	M Brang Test Account	Order
	Keystone Automotive	M Brang Test Account	Order
<input type="checkbox"/>	Keystone Automotive	M Brang Test Account	Order
<input type="checkbox"/>	Keystone Automotive	M Brang Test Account	Order
<input type="checkbox"/>	Keystone Automotive	M Brang Test Account	Order
<input type="checkbox"/>	Keystone Automotive	M Brang Test Account	Order
<input type="checkbox"/>	Keystone Automotive	M Brang Test Account	Order

The **Sent** folder will house any document you send to Keystone Automotive or any other trading partner. You can check to see if your document was received by the retailer by the icon status in the status column. When a document is first sent, the font will be bold and the corresponding icon will look like an envelope:

<input type="checkbox"/>	M Brang Test Account	Keystone Automotive	Shipment
--------------------------	-----------------------------	----------------------------	-----------------

Once the document has been accepted into the retailer's system, the font will turn to regular font and the icon will change to a piece of paper.

<input type="checkbox"/>	M Brang Test Account	Keystone Automotive	Shipment
--------------------------	----------------------	---------------------	----------

The **Drafts** folder will house any document you **SAVED** that may still need additional information added to it before it is ready to be sent.

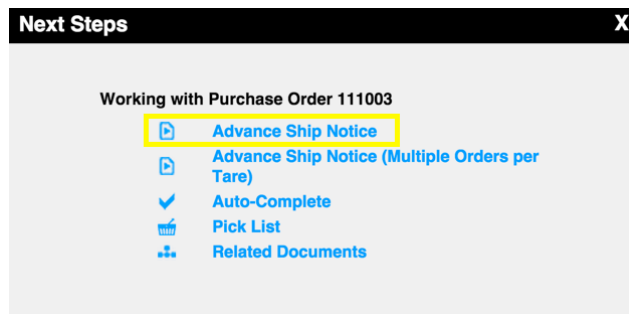


Advance Ship Notice -856

To access your ASN you will navigate to your inbox, off of the order, click the orange next steps triangle, and then select Advance Ship Notice.

Status ▼▲	Sender ▼▲	Receiver ▼▲	Type	ID ▼▲	Label ▼▲	Date ▼▲	Next Steps
	Keystone Automotive	M Brang Test Account	Order	111003		Oct 7, 2015 11:40:53 AM	

To ship one order, you will select Advance Ship Notice:



Fill in all the boxes that are outlined in blue. You will need to fill in either the Bill of Lading field or the Carrier Pro/Tracking # field. These fields are ‘either-or’ fields, which is why they are not outlined in blue. Be sure to select Pallet for the Packaging Code. The only time you can select Carton is if you are shipping small package or loose cartons to DC only. Once the *Header* tab is complete then navigate to the *Order* tab.

Click the plus sign at the top of the form, enter in your Vendor Number and Packing slip number. Then click the plus sign under Pack/Tare Info. (Pack stands for carton Tare stands for Pallet.) Select Tare, and then select whether you will be shipping single, multiple or variety. Single if there will only be one SKU packed on the pallet, multiple if there will be more than one SKU. Then click the plus sign under Item Info. A box will pop up with the line items that were on the Purchase Order, select the items that you will include on that particular pallet, and then click *OK*.

Advance Ship Notice New

Header Order

1 of 1

PO Number 111003 PO Date 10/07/2015 Vendor Number Packing Slip #

Pack/Tare Info

1 of 1

Pack Type Variety, Single or Multi Item per Pack Gross Weight (lbs) Small Pkg Carrier Tracking #

Item Info

0 of 0

Line # Keystone's Part # Seller's Part # Seller's UPC # Shipped Qty (Each) Qty per Carton

Select items to include:
Click on the items to select.

Line #: 1, Number: 888555
Line #: 2, Number: 777444
Line #: 3, Number: 222333
Line #: 4, Number: 111222

OK Select All Blank Line Cancel

Done Close Check Defaults Save Send Find a Field

Ensure you enter in the quantity per carton field:

Item Info

4 of 4

Line #	Keystone's Part #	Seller's Part #	Seller's UPC #	Shipped Qty (Each)	Qty per Carton
1	888555	9999		0	
2	777444	2222		0	

If you need to send more than one carton or pallet you will need to click the plus sign again under Tare/Pack Info and follow the same steps listed above. Once everything is filled in, click the *Check* button at the bottom of the form to check your document to ensure all mandatory fields that are required are filled in. If you missed a field an error box will pop up, if you click on the error it will highlight the spot on the form it is referring to.

The screenshot shows the 'Advance Ship Notice New' window. The 'Errors' dialog box is open, displaying the message: 'Click an item in the list to locate it on the form. If [Transportation Method/Type] is 'Motor' then [Bill of Lading #] is required.' A red arrow points from the 'Errors' dialog box to the 'Bill of Lading #' field in the 'Shipment' section. The 'Check' button at the bottom of the form is highlighted with a red box.

Keystone Automotive Advance Ship Notice

Advance Ship Notice New

Header Order

Date MM/dd/yyyy 11/02/2015 Time hh:mm:am 2:08:PM

Using Own Label Numbers?

Shipment

Packaging Type Lading Qty Gross Weight (lbs)

SCAC Code Transportation Method/Type Carrier Name

Motor Carrier Routing

Bill of Lading # Carrier PRO/Tracking # 123456 Carrier Assigned Package ID # Packing Slip # Shipped Date MM/dd/yyyy 11/02/2015

Ship From

Name Location # Address Address 2 City State Zip Code Country

Supplier 1234 West 90th Street Test City MN 90210

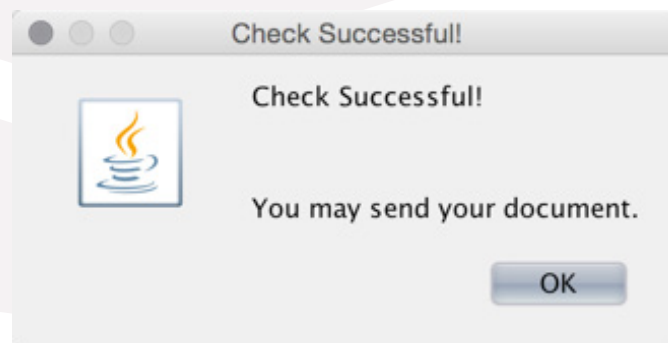
Ship To

Name Location # Address Address 2 City State Zip Code Country

KEYSTONE AUTOMOTIVE OPEF 01 SLOCUM AVENUE EXETER PA 18643 USA

Done Close Check Defaults Save Send Find a Field

Once you get a check successful you may then proceed to save or send your document.





UCC-128 Shipping Label

UCC-128 Shipping Label

You are required to send your shipments with a UCC-128 Shipping label on the outside of the pallet. To access your shipping label you can navigate to your Drafts folder or Sent folder (whether you saved or sent your Advance Ship Notice) and click on the orange Next Steps triangle from the Advance Ship Notice. Select Shipping Label:

INBOX

SENT

DRAFTS

Status	Receiver	Type	ID	Label	Date	Next Steps
	Keystone Automotive	Shipment	22		Nov 2, 2015 2:28:44 PM	

Next Steps

Working with Advance Ship Notice 22

Edit

Auto-Complete

Delete

Shipping Label

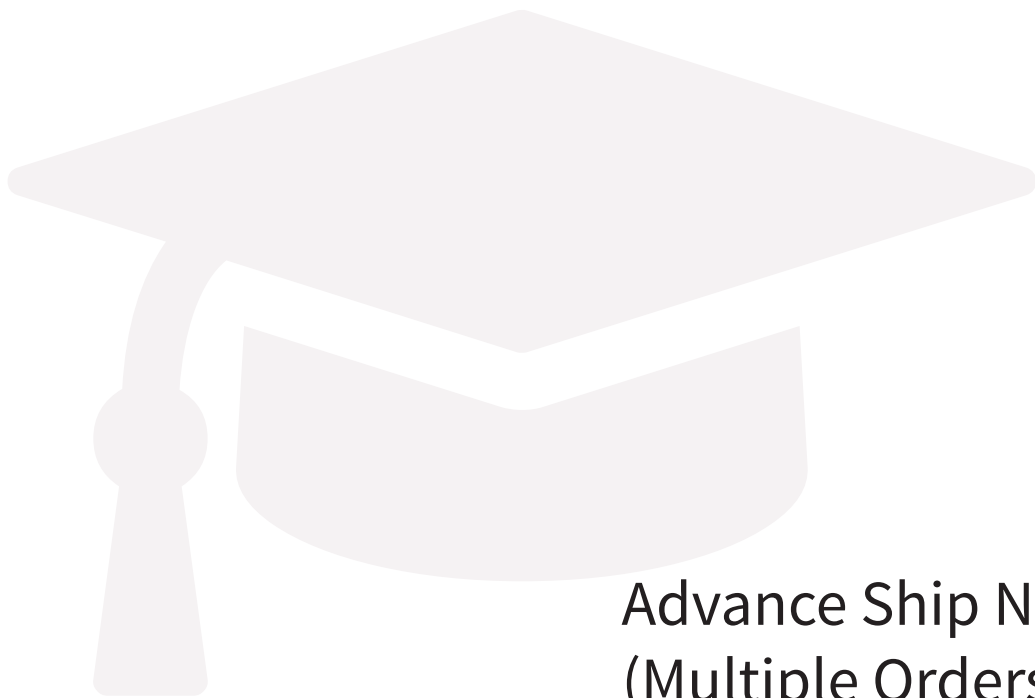
Related Documents

The labels will load in a new tab where you have access to print them by clicking on the print icon in the top right hand corner of the page.

Page: 1 of 1

150%

Ship From: Supplier 1234 West 90th Street Test City, MN, 90210	Ship To: KEYSTONE AUTOMOTIVE OPERATIONS - 01 SLOCUM AVENUE EXETER, PA, 18643
Ship To Postal Code (420)18643 	CARRIER: Carrier Routing B/L #: 123456 CARTON: 1 of 1
CONTENTS PO #: 111003	
Carton Qty: 2	
SSCC (00)104323430000053806	



Advance Ship Notice - 856
(Multiple Orders per Tare)

Multiple Orders per Tare

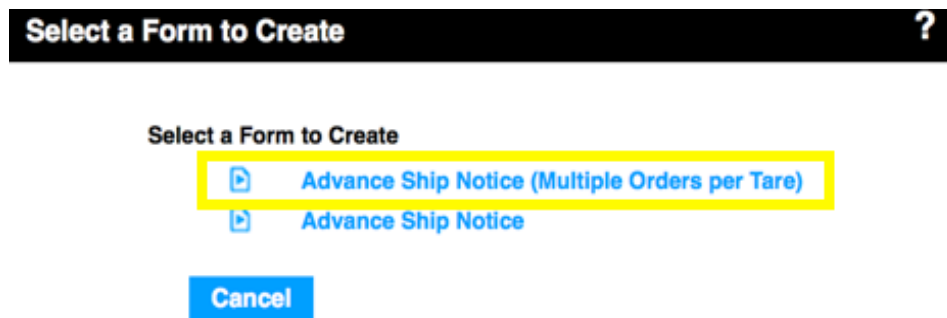
Keystone Automotive requests you put as many orders onto one pallet to consolidate the shipment and ASN process. To do this, navigate to the inbox. In the status column select the boxes of the orders you wish to consolidate into one ASN by checking the Status Column box:

INBOX

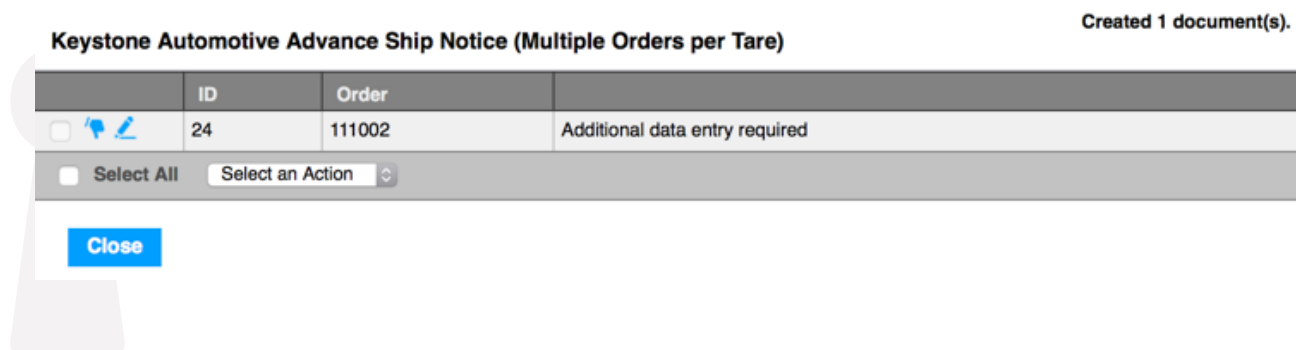
SENT

Status ▼▲	Sender ▼▲	Receiver ▼▲	Type	ID ▼▲	Label ▼▲	Date ▼▲	Next Steps
<input checked="" type="checkbox"/>	Keystone Automotive	M Brang Test Account	Order	111003		Oct 7, 2015 11:40:53 AM	
<input checked="" type="checkbox"/>	Keystone Automotive	M Brang Test Account	Order	4403145		Oct 7, 2015 11:40:32 AM	
<input checked="" type="checkbox"/>	Keystone Automotive	M Brang Test Account	Order	111002		Oct 7, 2015 11:39:51 AM	

Go to the bottom of the page, and click on the dropdown that says *Select an Action*. From the menu, select *Auto-Complete*. On the pop-up window, select *Advance Ship Notice (Multiple Orders per Tare)*.



Once completed it will give you the below screen, click on 'Additional data entry required'



Your form will load and you will be able to enter in any additional fields that still require entry. Such as the carrier information, tracking number, etc. Ensure the header tab is filled in completely then navigate to the Tare Info tab:

Keystone Automotive Advance Ship Notice (Multiple Orders per Tare)

Advance Ship Notice (Multiple Orders per Tare)

Header Tare Info

Date MM/dd/yyyy 11/02/2015 Time hh:mm:am 2:47:PM

Using Own Label Numbers?

Shipment

Packaging Type Lading Qty Gross Weight (lbs)

SCAC Code Carrier Name Carrier Routing

Bill of Lading # Carrier PRO/Tracking # Carrier Assigned Package ID # Packing Slip # Shipped Date MM/dd/yyyy

Ship From

Name Location # Address Address 2 City State Zip Code Country

Ship To

Name Location # Address Address 2 City State Zip Code Country

KEYSTONE AUTOMOTIVE OPEF 01 SLOCUM AVENUE EXETER PA 18643 USA

Done Close Check Defaults Save Send Find a Field

You can create Defaults for the Ship From address, Vendor Number, and any other fields that remain the same. See Defaults page for further instruction on how to do this.

On the Tare Info tab you will see multiple orders under the Order section, these are the orders you selected to include in this ASN. On the left you will see the PO number, you can navigate between each order by using the 'Next' and 'Previous' arrows. Ensure you enter in the packing slip number for that shipment on each PO page. You will also want to ensure all the shipped quantities are filled in for each item.

Advance Ship Notice (Multiple Orders per Tare)

Header Tare Info

1 of 1

Gross Weight (lbs)

Order

1 of 3

PO Number 111003 PO Date 10/07/2015 Vendor Number Packing Slip #

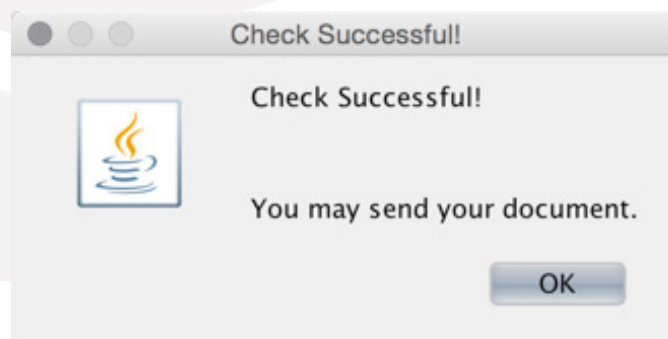
Item Info

1 of 4

Line #	Keystone's Part #	Seller's Part #	Seller's UPC #	Shipped Qty (Each)
1	888555	9999		2
2	777444	2222		2
3	222333	1111		2
4	111222	4444		2

Done Close Check Defaults Save Send Find a Field

Once each PO is completed click the 'Check' button at the bottom of the form to ensure all mandatory fields that are required are filled in. Once you receive a check successful you are then able to save or send your ASN.





Defaults

Defaults

Defaults can assist in eliminating the data entry into your form. To access defaults from your inbox click on Preferences, a box will pop up, click on the Defaults tab.

The image shows a software interface with a 'NEW DOCUMENT' button and a 'PREFERENCES' menu. The 'Preferences' dialog box is open, displaying the 'Defaults' tab. The dialog box has a title bar 'Preferences' and tabs for 'General', 'Labels', 'Searches', 'Defaults', and 'Columns'. The 'Defaults' tab is selected and highlighted with a yellow border. Inside the 'Defaults' tab, there is a dropdown menu showing 'Keystone Automotive'. Below the dropdown, there are two blue links: 'Advance Ship Notice' and 'Advance Ship Notice (Multiple Orders per Tare)'. At the bottom of the dialog box, there are two buttons: 'Save and Close' and 'Cancel'.

Select your trading partner, Keystone Automotive, and the form you wish to create defaults for.

When the defaults form loads you will be able to expand the folders on the left by clicking the plus sign, for example next to Ship From, and then click on the field you wish to create a default for, such as 'Name'. After clicking on the field, you then need to type in the default in the box on the right. Do this for all the defaults you wish to enter. Once finished ensure you check the box that says 'Activate Defaults' at the bottom of your form and then click 'Save'.

Defaults: Keystone Automotive, Advance Ship Notice (Multiple Orders per Tare)

Item Repository

- ▼ **Advance Ship Notice (Multiple Orders per Tare)**
 - ▼ **Header**
 - ☐ Date
 - ☐ Time
 - ☐ Using Own Label Numbers?
 - ▼ **Shipment**
 - ☐ Packaging Type
 - ☐ Lading Qty
 - ☐ Gross Weight (lbs)
 - ☐ SCAC Code
 - ☐ Carrier Name
 - ☐ Bill of Lading #
 - ☐ Carrier PRO/Tracking #
 - ☐ Carrier Assigned Package
 - ☐ Packing Slip #
 - ☐ Shipped Date
 - ▼ **Ship From**
 - ☒ **Name**
 - ☐ Location #
 - ☐ Address
 - ☐ Address 2
 - ☐ City
 - ☐ State
 - ☐ Zip Code
 - ☐ Country
 - ▶ **Ship To**
- ▼ **Tare Info**
 - ☐ Gross Weight (lbs)
- ▶ **Order**

Name

Supplier Name

Setup Lookups

Description:

Length: 1 - 60
EDI Info: Segment = N1 Reference No. = 02

☒ Activate Defaults

Save Check Clear All Close

You will want to complete the defaults before running auto-complete for your ASN. This will ensure all the defaults source into the form for you.



Support Center

Support Center

The support center is home to a wide variety of training material including videos and answers to common questions you may have. It is a great resource to utilize when searching to find and ask questions. A quick way to access the Support Center is by clicking on the blue banner at the bottom of the home screen of your WebForms account:

Priority	Date	Trading Partner - Headline	Article
⚠	11/02/15	Modine Invoice (810) -- Update	
⚠	10/28/15	Princess Auto Advance Ship Notice (856) -- Update	
⚠	10/26/15	McLendon Hardware -- Vendor EDI Portal	
⚠	10/20/15	Stein Mart Invoice (810) -- Update	
⚠	09/14/15	iRobot -- Vendor EDI Portal	
⚠	09/08/15	Tree Top Carrier -- Vendor EDI Portal	
⚠	09/07/15	Toro Company -- Approved SCAC Code List	
⚠	09/03/15	The Sportsman's Guide Inventory Advice (846) -- Update	

Type in a key word, phrase or question in the search bar to find related questions and topics that correlate with your search.

Find or start a conversation

Conversations

ALL ARTICLES QUESTIONS IDEAS PROBLEMS PRAISE ANNOUNCEMENTS

To view a recording of this walk through of Keystone Automotive documents click [here](#).