NORDSTROM DIRECT TESTING GUIDE

WEBFORMS DOCUMENT WALK-THROUGH

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Welcome to Nordstrom Direct Testing!

This document is designed to help you walk through the testing scenarios that are required for Nordstrom Direct testing as well as provide helpful training about how to fill out these documents in the future.

The documents that you will be testing and utilizing when in production are below:

- **856: Advance Ship Notice**
  After a Purchase Order is received and you're in process of preparing it to ship, 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 packing slip.

- **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**
  If for some reason you are unable to fulfill an item that was ordered, an Order Status Report will need to be sent. The Order Status Report will outline the purchase order number, customer order number and the item being cancelled. This document will trigger an email to the customer indicating that the item is cancelled.

- **846: Inventory Report**
  This document is used to communicate inventory information on Nordstrom's online site. Item information and quantities will be updated based off the information sent on the 846 document.

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TESTING EMAIL:

After Nordstrom Direct (drop-ship) has everything setup to begin testing on their end, their EDI contact will send the below email indicating that your test orders have been sent.

Hello,

Test PO data will be sent in about 30 minutes under ISA # 1. It will be sent under EDI ID: ZZ/JWNT-DSD. Send 810, 856, 870, and 846 data to ZZ/JWNT-DSD.

Here is what we want to test:

Nordstrom will send 4 test purchase orders with the expectation of testing as follows:

(1) 2 units same UPC, ship method ND (NEXT DAY) - send ASN and invoice data for both. PO # 11111111

(2) 4 UPC's, 2 units same UPC, 2 different UPC's, ship method D3 (3 day select) – PO # 22222222
a. 2 units same UPC – ship both, send ASN and invoice data for both
b. 2 different UPC's -- ship 1 UPC, send ASN and invoice data, and cancel 1 UPC, send 870 data.
c. create packing slip for the 3 UPC's that are shipping

(3) 2 units same UPC, ship method SI (ground) - ship 1 UPC, send ASN and invoice data, and cancel 1 UPC, send 870 data. - PO # 33333333

(4) 2 different UPC's, ship method SC (second day) - ship 1 UPC, send ASN and invoice data, and cancel 1 UPC, send 870 data. PO # 44444444

(5) The 846/inventory advice can be tested any time during the test period. The 846 test should include at least one UPC in stock, one UPC out of stock but available in the future and one UPC that is discontinued.

Let me know if you have any questions.

thanks,
Monica
NORDSTROM - EDI/MFT
EDI.Group@Nordstrom.com
1-877-444-1313 Option 3
Supplier Compliance website : [www.nordstromsupplier.com]www.nordstromsupplier.com
Supplier Compliance Help-line: 1-877-444-1313

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HELPFUL TOOLS TO GET YOU STARTED:

- **Checking and updating java-**
    - https://supportcenter.spscommerce.com/spscommerce/topics/video_webforms_troubleshooting_check_and_update_java?utm_source=FAQS&utm_medium=support%20center&utm_campaign=nii
- **Clearing temporary internet files**
    - https://supportcenter.spscommerce.com/spscommerce/topics/video_webforms_troubleshooting_clearing_java_temporary_internet_files?utm_source=FAQS&utm_medium=support%20center&utm_campaign=nii
- **Setting defaults (for the information that will be the same on each form)**
    - https://supportcenter.spscommerce.com/spscommerce/topics/video_advanced_features_defaults
    - Recommendations: Carrier name, SCAC code, vendor name/number
- **General WebForms overview and training**
    - https://supportcenter.spscommerce.com/spscommerce/topics/webforms_initial_training?utm_source=overview&utm_medium=support%20center&utm_campaign=nii

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RECEIVING TEST ORDERS:

You will then receive 4 test orders to your account. You will use these orders to send the return documents for the scenarios in the emails.

Status	▼▲	Sender	▼▲	Receiver	▼▲	Type	ID	▼▲	Label	▼▲	Date	▼▲	Next Steps
☐ ◆		Nordstrom Direct				Order	11111111				Aug 27, 2015 4:32:34 PM		▶ ⁘
☐ ◆		Nordstrom Direct				Order	44444444				Aug 27, 2015 4:32:33 PM		▶ ⁘
☐ ◆		Nordstrom Direct				Order	33333333				Aug 27, 2015 4:32:33 PM		▶ ⁘
☐ ◆		Nordstrom Direct				Order	22222222				Aug 27, 2015 4:32:33 PM		▶ ⁘

The "Next Steps" arrow will be used to access the return documents/forms to send back to Nordstrom for testing.

Before you are able to access the "next steps" you must first open the order(s) which will mark them as "read"- they will no longer appear in bold font.

Please see the next slides as they walk you through the return documents for each scenario.

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TEST SCENARIO 1: ASN

(1) 2 units same UPC, ship method ND (NEXT DAY) - send ASN and invoice data for both. PO # 11111111

Documents you will send:
- 856: Advance Ship Notice
- 810: Invoice

This test scenario will be most commonly used when in production.

Use "UPSN" for testing-
Most suppliers will use UPSN for production as well, if this is the case, I would recommend setting as a default.

Use "UPS" for testing-
Most suppliers will use UPS for production as well, if this is the case, I would recommend setting as a default.

Today's date-
Please use the drop down calendar to ensure the format is entered correctly.

Your company name-
I would recommend setting this as a default

TEST SCENARIO 1: ASN

Unique number to identify order-
Many suppliers identify each order on their back end system with a specific number, sometimes the same as the invoice number- this is where to enter such.

UPS tracking number-
Though this field is not outlined in blue, it is either required here, or on the header tab.

For testing purposes, you must enter it here, and it MUST begin with "1Z"

Example: 1Z321654987

Description of product-
When in production, this information sometimes will source in for you, if not, you may certainly create "setup lookups" within your default settings.

For testing, you can use a generic "test" description
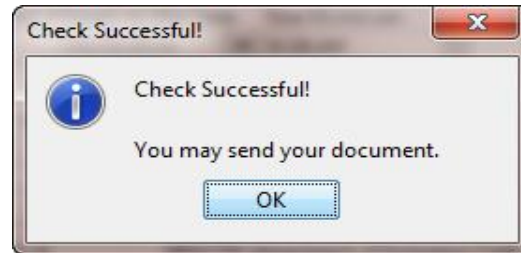
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TEST SCENARIO 1: ASN

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.

When testing- At this point, you may hit "send". There is no need to save and print the packing slip.

When in production- 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 packing slip. If anything is incorrect on the packing slip, this is your chance to adjust it within the ASN.

After your packing slip is printed and the product is ready to ship, you may then send your Advance Ship Notice. It is best practice to send your Advance Ship Notice the same day the product ships.

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TEST SCENARIO 1: INVOICE

Unique number to identify order-
Many suppliers identify each invoice on their back end system with a specific number, sometimes the same as the vendor order number- this is where to enter such.

This number will also source onto the "Packing Slip #" field.

For testing, you can use a generic number (ex: 111123)

Net days due-
Most often this is "30", please be sure to only enter the number of days.

This information will source the date into the "net due date" field.

Nordstrom Direct Invoice

Invoice

Header | Item | Summary

Invoice Date MM/dd/yyyy   Invoice Number   PO Date MM/dd/yyyy   PO Number
09/30/2015   08/27/2015   11111111

Nordstrom Assigned Vendor #
1297384

Packing Slip #, Picking Ticket # or Control #   Customer Order Number
                                                 11111111199999

Buying Party
Location #
0808

Payment Terms
Type   Basis Date   Disc Percent Disc Due Date MM/dd/yyyy Disc Days Due
              Invoice Date

Net Due Date MM/dd/yyyy Net Days   Disc Amount   Day of Month

Shipped Date MM/dd/yyyy

Payment Terms
Type
Basic
End of Month (EOM)
Discount not Applicable
Basic Discount offered
10 Days EOM

Today's date-
Please use the drop down calendar to ensure the format is entered correctly.

☐ Done   ☒ Close   ⚲ Check   Defaults   💾 Save   📧 Send   🔍 Find a Field

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TEST SCENARIO 1: INVOICE

This is where you will add your items that you are invoicing for.
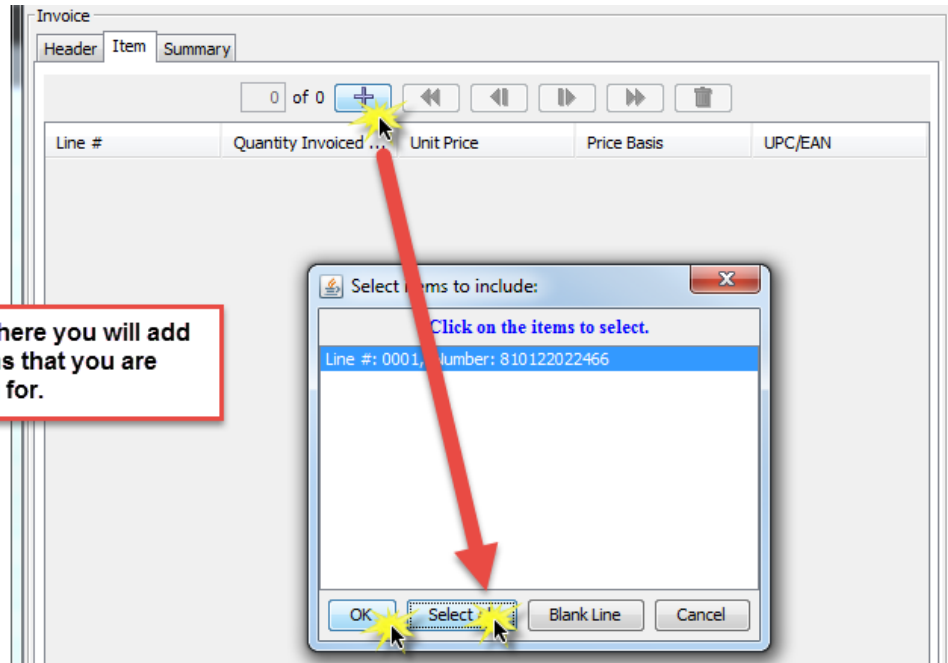
There should be no additional modification required, this information will source in from the PO.

In production- keep the same if the quantities are changing.
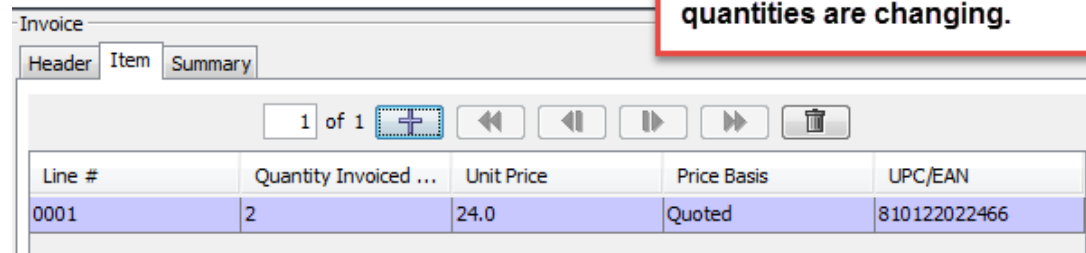
TEST SCENARIO 1: INVOICE

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.

If it says "Check Successful!", you may hit "Send".

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TEST SCENARIO 2: ASN

(2) 4 UPC's, 2 units same UPC, 2 different UPC's, ship method D3 (3 day select) – PO # 22222222

a. 2 units same UPC – ship both, send ASN and invoice data for both

b. 2 different UPC's -- ship 1 UPC, send ASN and invoice data, and cancel 1 UPC, send 870 data.

c. create packing slip for the 3 UPC's that are shipping

Documents you will send:

856: Advance Ship Notice
Line Items 1 & 2
810: Invoice
Line Items 1 & 2
870: Order Status Report
Line Item 3

*no need to send a packing slip (you will send one via email at the end of testing when requested)

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TEST SCENARIO 2: ASN

Unique number to identify order-
Many suppliers identify each order on their back end system with a specific number, sometimes the same as the invoice number- this is where to enter such.

For testing, you can use a generic number (ex: 111123)

UPS tracking number-
Though this field is not outlined in blue, it is either required here, or on the header tab.

For testing purposes, you must enter it here, and it MUST begin with "1Z"

Example: 1Z321654987

Select Line #s 0001 and 0002-

You will be sending and Order Status Report to cancel the 3rd line team.

Add the "Item Descriptions-

For testing, you can use "Test 1" and "Test 2"

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TEST SCENARIO 2: ASN

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.

When testing- At this point, you may hit "send". There is no need to save and print the packing slip.

When in production- 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 packing slip. If anything is incorrect on the packing slip, this is your chance to adjust it within the ASN.

After your packing slip is printed and the product is ready to ship, you may then send your Advance Ship Notice. It is best practice to send your Advance Ship Notice the same day the product ships.

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TEST SCENARIO 2: INVOICE

TEST SCENARIO 2: INVOICE

Select Line #s 0001 and 0002-

You will be sending and Order Status Report to cancel the 3rd line team.

There should be no additional information needed on this tab.

TEST SCENARIO 2: INVOICE

Once all the required fields have been completed, use the check button to ensure that no required fields have been missed.
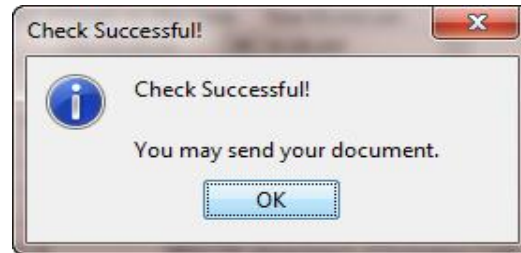
If all required information has been entered, you will receive the below prompt when clicking check.

If it says "Check Successful!", you may hit "Send".

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TEST SCENARIO 2: ORDER STATUS REPORT

This 870: Order Status Report will be used to cancel line item #0003.

The first two line items were accounted for on the ASN and Invoice sent.

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TEST SCENARIO 2:
ORDER STATUS REPORT

TEST SCENARIO 2:
ORDER STATUS REPORT

After you've added line item #0003, you will then utilize 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. If it checks successful, you may send your document!

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TEST SCENARIO 3: ASN

(3) 2 units same UPC, ship method SI (ground) - ship 1 UPC, send ASN and invoice data, and cancel 1 UPC, send 870 data. - PO # 33333333

Documents you will send:

856: Advance Ship Notice
Change quantity on line item to "1"

810: Invoice
Change quantity on line item to "1"

870: Order Status Report
Change quantity on line item to "1"

TEST SCENARIO 3: ASN

Nordstrom Direct Advance Ship Notice

Advance Ship Notice

Header | Order

1 of 1

PO Number: 33333333
Customer Order Number: 33333333399999
Vendor Order Number:

Pack Info

1 of 1

Carrier Tracking #

Item Info

1 of 1

Line #	UPC/EAN	SKU	Vendor Pa...	Description	Comments	Shipped Qty (Eaches)	Ordered Qty (Each...
0001	810122023...					1	2

Unique number to identify order- Many suppliers identify each order on their back end system with a specific number, sometimes the same as the invoice number- this is where to enter such.

For testing, you can use a generic number (ex: 111123)

UPS tracking number- Though this field is not outlined in blue, it is either required here, or on the header tab.

For testing purposes, you must enter it here, and it MUST begin with "1Z"

Example: 1Z321654987

Add Item Description-

For testing purposes, you can use "Test"

Change Shipped Quantity from "2" to "1"

You will send an Order Status Report document to cancel the other item.

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TEST SCENARIO 3: ASN

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.

When testing- At this point, you may hit "send". There is no need to save and print the packing slip.

When in production- 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 packing slip. If anything is incorrect on the packing slip, this is your chance to adjust it within the ASN.

After your packing slip is printed and the product is ready to ship, you may then send your Advance Ship Notice. It is best practice to send your Advance Ship Notice the same day the product ships.

TEST SCENARIO 3: INVOICE

TEST SCENARIO 3: INVOICE

Change Quantity Invoiced from "2" to "1"

You will send an Order Status Report document to cancel the other item.

TEST SCENARIO 3: 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.

If it says "Check Successful!", you may hit "Send".

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TEST SCENARIO 3:
ORDER STATUS REPORT

This 870: Order Status Report will be used to cancel one of the two items sent on the test purchase order #3333333

The other item was accounted for on the ASN and Invoice sent.

TEST SCENARIO 3: ORDER STATUS REPORT

Unique number to identify order-

This number is used to identify the order on your back end system.

You will add line item #0001, then you will need to adjust the quantity to cancel only 1 of the 2 items ordered.

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TEST SCENARIO 3:
ORDER STATUS REPORT

Item Info

| 1 | of 1 | | | | | |
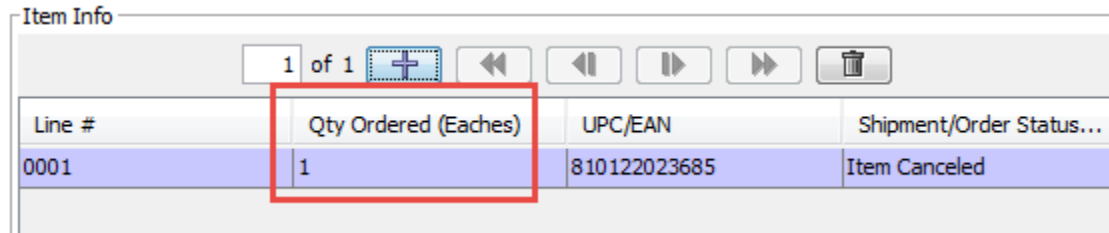
Line #	Qty Ordered (Eaches)	UPC/EAN	Shipment/Order Status...
0001	1	810122023685	Item Canceled

After you've added line item #0001 and have changed the quantity to "1", you will then utilize the "check" button to ensure that no required fields have been missed.

Close   Check   Defaults

If all required information has been entered, you will receive the below prompt when clicking check. If it checks successful, you may send your document!

Check Successful!

Check Successful!

You may send your document.

OK
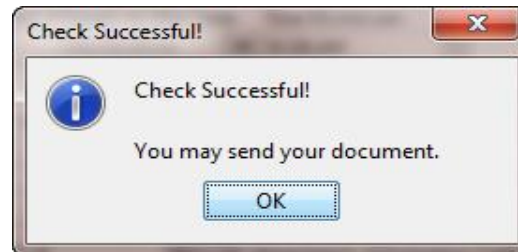
TEST SCENARIO 4: ASN

(4) 2 different UPC's, ship method SC (second day) - ship 1 UPC, send ASN and invoice data, and cancel 1 UPC, send 870 data. PO # 44444444

Documents you will send:

856: Advance Ship Notice
    Line Items 1
810: Invoice
    Line Items 1
870: Order Status Report
    Line Item 2

TEST SCENARIO 4: ASN

Unique number to identify order- Many suppliers identify each order on their back end system with a specific number, sometimes the same as the invoice number- this is where to enter such.

For testing, you can use a generic number (ex: 444123)

UPS tracking number- Though this field is not outlined in blue, it is either required here, or on the header tab.

For testing purposes, you must enter it here, and it MUST begin with "1Z"

Example: 1Z321654987
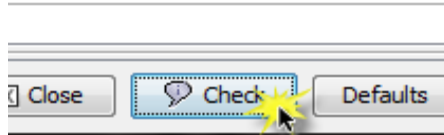
Select Line # 0001-

You will be sending and Order Status Report to cancel the 0002 line team.

Add the "Item Description-

For testing, you can use "Test"

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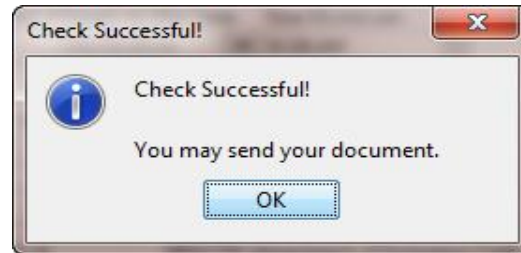
TEST SCENARIO 4: ASN

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.

When testing- At this point, you may hit "send". There is no need to save and print the packing slip.

When in production- 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 packing slip. If anything is incorrect on the packing slip, this is your chance to adjust it within the ASN.

After your packing slip is printed and the product is ready to ship, you may then send your Advance Ship Notice. It is best practice to send your Advance Ship Notice the same day the product ships.

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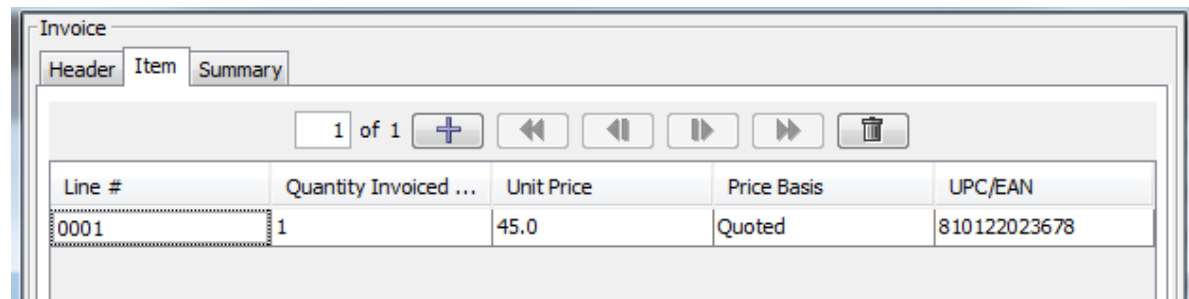
TEST SCENARIO 4: INVOICE

TEST SCENARIO 4: INVOICE

Add your line item(s) to the invoice.

Add only line #0001, you will send an 870 (Order Status Report) to cancel the other line item.

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TEST SCENARIO 4: 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.

If it says "Check Successful!", you may hit "Send".

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TEST SCENARIO 4:
ORDER STATUS REPORT

This 870: Order Status Report will be used to cancel the second line item that was sent on test order #4444444.

The other line item was accounted for on the ASN and Invoice sent.

TEST SCENARIO 4:
ORDER STATUS REPORT

TEST SCENARIO 4:
ORDER STATUS REPORT

After you've added line item #0002 to your order status report, you will then utilize 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. If it checks successful, you may send your document!

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TEST SCENARIO 5: INVENTORY REPORT

For testing, you will send an Inventory Report (also known as an "Inventory Advice") that contains 3 UPCs.

I would recommend using the UPCs that were sent on PO #2222222. →

For this test, you will send one UPC that is in stock, one that is out of stock but available in the future, and one UPC that has been discontinued.

PURCHASE ORDER

NORDSTROM DIRECT

Order #:	22222222
Release #:	
PO Type:	Stand Alone Order Original

UPC/GTIN ▲▼
810122023982
810122021308
810122023647

TEST SCENARIO 5: INVENTORY REPORT

To access the free form, Inventory Report document, you will navigate to the left of your inbox and select "New Document".

To access the free form, Inventory Report document, you will navigate to the left of your inbox and select "New Document".

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WebForms

INBOX
SENT
DRAFTS
NEW DOCUMENT
PREFERENCES

Send ?

Trading Partner Cancel
Nordstrom Direct ▼

Send	Name	Defaults
↩	Advance Ship Notice	▶
↩	Invoice	▶
↩	Order Status Report	▶
↩	Inventory Report	▶
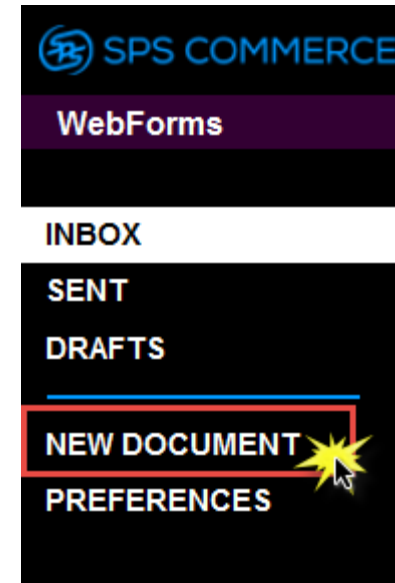
You will then select "Nordstrom Direct" as the trading partner and then select "Inventory Report".

TEST SCENARIO 5: INVENTORY REPORT

TEST SCENARIO 5: INVENTORY REPORT

You will then navigate to the detail tab. This is where you will add your UPCs to identify what is in stock. For testing, you will add 3 line items/UPCs.
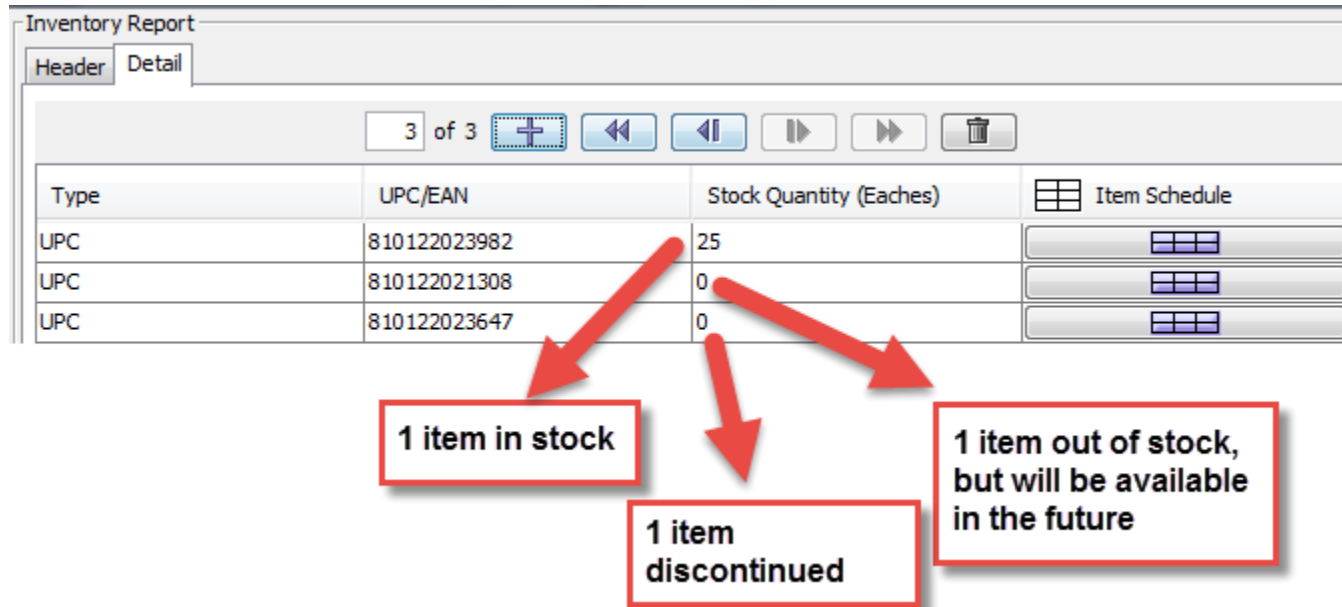

As mentioned before, it may be easiest to add the three UPCs sent on PO #2222222

UPC/GTIN
810122023982
810122021308
810122023647

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TEST SCENARIO 5: INVENTORY REPORT

After you've added your UPCs, you will fill in the stock quantities similar to the below screenshot.

When in testing and production, you are only required to fill out the "Item Schedule" boxes if the stock quantity equals 0

TEST SCENARIO 5: INVENTORY REPORT

You will then need to fill out the "item schedule" for both items with a stock quantity of 0.

For the Item that is going to be in stock in the future →

Add quantity that "will be" in stock in the future.

Use drop down calendar to select date a couple weeks in the future to show when the item will be back in stock.

TEST SCENARIO 5: INVENTORY REPORT

You will then need to fill out the "item schedule" for both items with a stock quantity of 0.

For the discontinued item →

Zero quantity indicating item is discontinued and will not be in stock in the future.

Set date as 12/31/2039
This *MUST* be the date or test document will fail.

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TEST SCENARIO 5: INVENTORY REPORT

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.
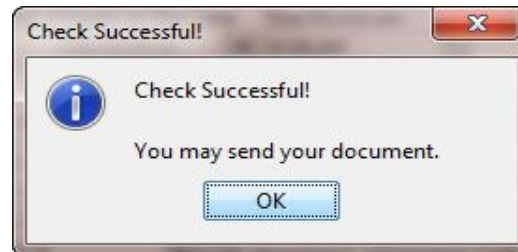
**If you're uploading 50+ SKUs to Nordstrom Direct, this may not be the best option for you. If so, I would recommend reaching out to your Account Executive to discuss our Inventory Upload – Assortment product.

For more information about the Inventory Upload product-
http://www.spscommerce.com/products/assortment/inventory/

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PACKING SLIP TESTING:

After you've sent all your test documents, Nordstrom may reach out and request a test packing slip for approval. To do so, navigate to your "sent" folder and off of one of the shipment's that you have sent, select the orange "next steps" arrow. From the next steps options, you will then select the packing slip.

Receiver	Type	ID	Label	Date	Next Steps
Nordstrom Direct	Shipment	04			▶ ⁂
Nordstrom Direct	Shipment	03			▶ ⁂
Nordstrom Direct	Shipment	02			▶ ⁂
Nordstrom Direct	Shipment	01			⁂

Next Steps   X

Working with Advance Ship Notice 01

💼   Packing Slip

ups   UPS Label

⁂   Related Documents

After the packing slip loads, save/print to a PDF and send it back to Nordstrom Drop Ship via email.

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TESTING COMPLETE!

After Nordstrom Direct approves your test documents, you will be placed into production. Your SPS Commerce Analyst will transition you from testing to production upon notification from Nordstrom Direct.

If you have any questions regarding this process, please contact your Analyst directly.

After Nordstrom transitions you to production on their end, they will notify you via email when they are ready to receive the 846: Inventory Report.

Thank you again for choosing SPS Commerce as your EDI provider. We hope that this tutorial has helped you complete testing with ease, as well as provide you with the knowledge to complete these documents successfully in the future!

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