

# NORDSTROM DIRECT TESTING GUIDE

WEBFORMS DOCUMENT WALK-THROUGH



SPS COMMERCE

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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.



# 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](mailto: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](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](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](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](https://supportcenter.spscommerce.com/spscommerce/topics/webforms_initial_training?utm_source=overview&utm_medium=support%20center&utm_campaign=nii)



# 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.



# TEST SCENARIO 1: ASN

(1) 2 units same  
UPC, ship method  
ND (NEXT DAY) -  
send ASN and  
invoice data for  
both. PO # 1111111

## Documents you will send:

856: Advance Ship Notice

810: Invoice

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

**Nordstrom Direct Advance Ship Notice**

Advance Ship Notice

Header Order

Date MM/dd/yyyy 09/30/2015 Time hh:mm:am 7:01:AM

**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.

Shipment

SCAC Code Carrier Name Service Level Code Carriers Reference Number

Next Day Air

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

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

Ship To

Name Address Address

ANN JOHNSON 1111 2ND ST APT # 5

City State Zip Code Country Code Phone Number

SEATTLE WA 98101 US 233222620

Sold To

Name Address Address

City State Zip Code

Ship From

Vendor Name Nordstrom Assigned Vendor #

1297384

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

Done Close Check Defaults Save Send Find a Field



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# 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

Nordstrom Direct Advance Ship Notice

Advance Ship Notice

Header Order

1 of 1

PO Number 11111111 Customer Order Number 111111119999 Vendor Order Number

Pack Info

1 of 1

Carrier Tracking #

Item Info

1 of 1

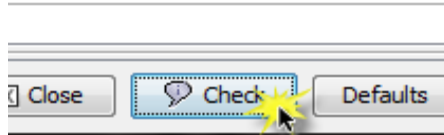
Line #	UPC/EAN	SKU	Vendor Part.	Description	Comments	Shipped Qt...	Ordered Qt...
0001	810122022466					2	2

Done Close Check Defaults Save Send Find a Field

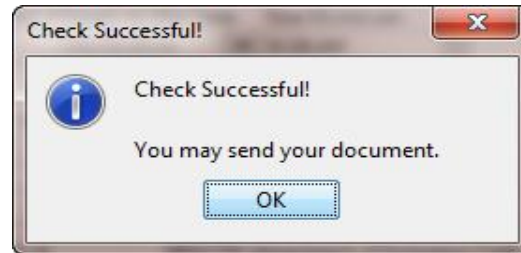


# TEST SCENARIO 1: ASN

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.



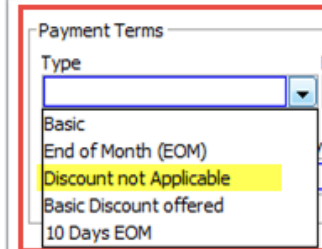
# TEST SCENARIO 1: INVOICE

## 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)



Payment Terms

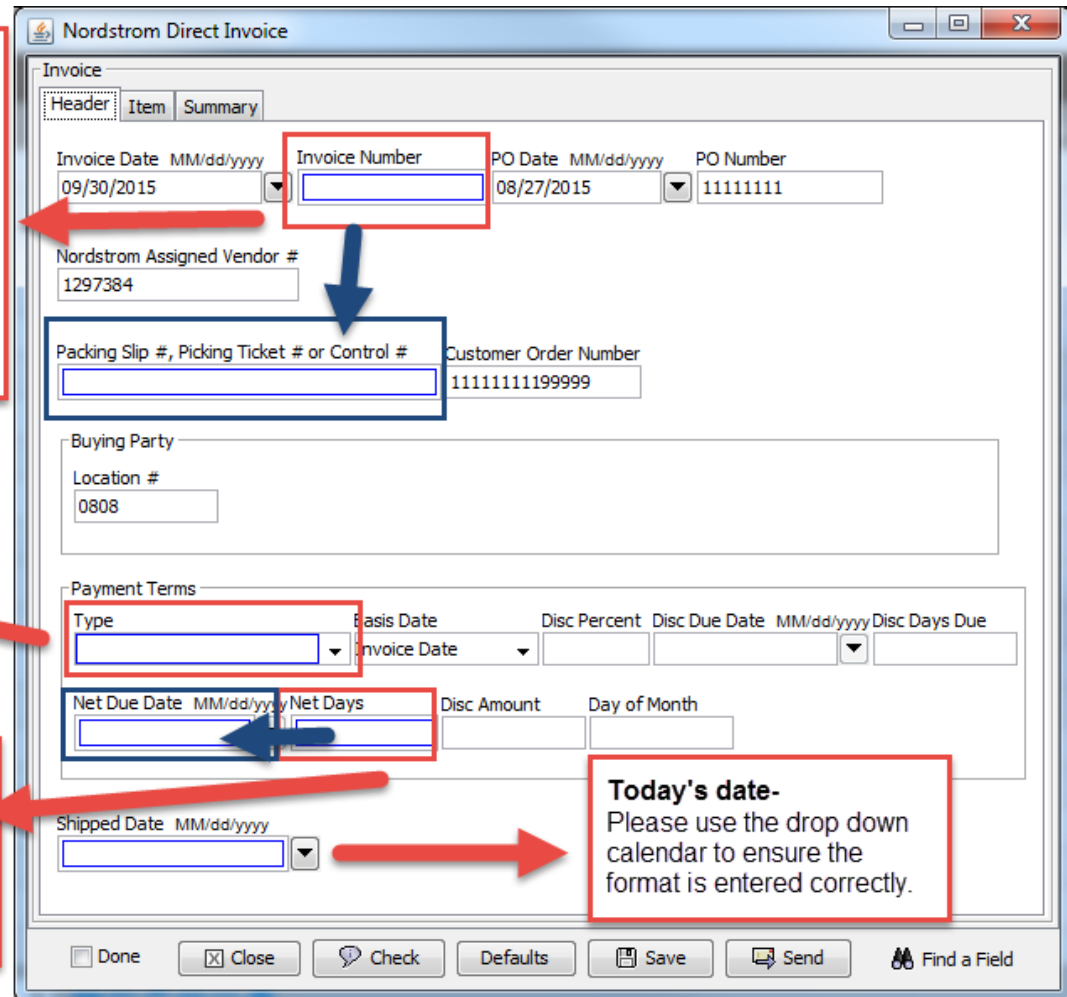
Type

- Basic
- End of Month (EOM)
- Discount not Applicable
- Basic Discount offered
- 10 Days EOM

## 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 11111111 08/27/2015 11111111

Nordstrom Assigned Vendor #

1297384

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

111111119999

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

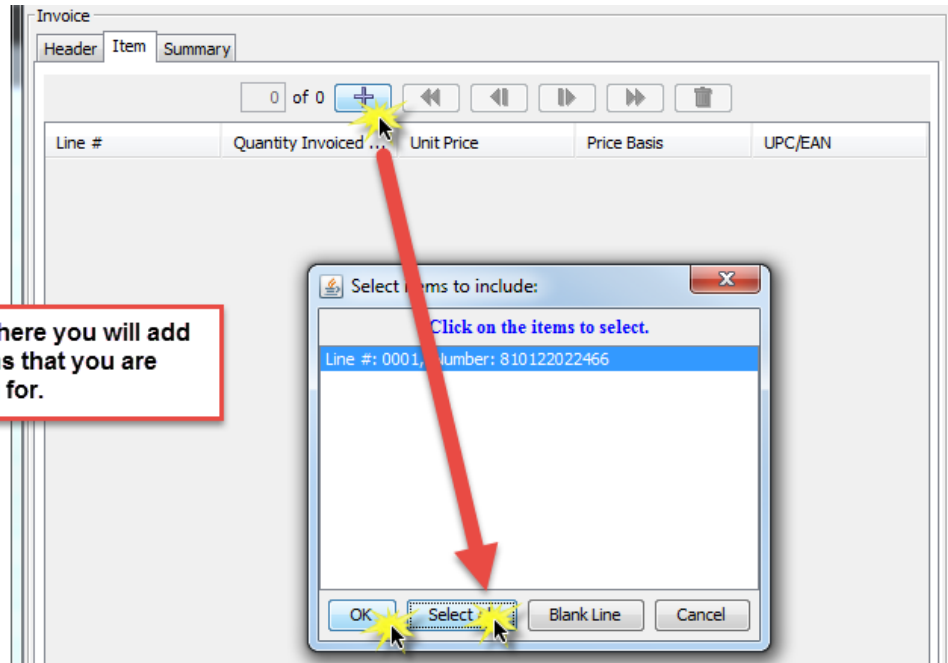
Done Close Check Defaults Save Send Find a Field

## Today's date-

Please use the drop down calendar to ensure the format is entered correctly.

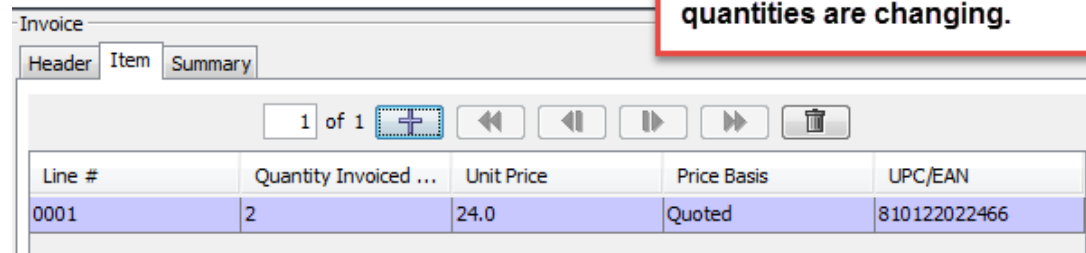


# TEST SCENARIO 1: INVOICE



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".

The screenshot shows the 'Nordstrom Direct Invoice' application window. The 'Invoice' tab is active, with sub-tabs for 'Header', 'Item', and 'Summary'. The 'Invoice Total' field is highlighted with a red box and contains the value '48.0'. A red arrow points from this field to a red-bordered box containing the text: 'Confirm that the "Invoice total" is correct. This information will source in automatically, based of the information on the "Item" tab.' Below this, the 'Carrier Details' section is visible, with fields for 'Transportation Method/Type', 'SCAC Code', 'Type', and 'Number'. At the bottom, there are fields for 'Units Shipped', 'UOM', and 'Weight'. A 'Check Successful!' dialog box is open, with a red box around the 'OK' button and a red arrow pointing to the 'Send' button in the main window's toolbar. The toolbar also includes 'Done', 'Close', 'Check', 'Defaults', 'Save', and 'Find a Field'.



# 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)

The screenshot shows the 'Nordstrom Direct Advance Ship Notice' form. Red boxes and arrows highlight specific fields with instructions:

- Carrier Name:** Annotated with '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.'
- Shipped Date:** Annotated with '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.'
- Shipped Date (Calendar):** Annotated with 'Today's date- Please use the drop down calendar to ensure the format is entered correctly.'
- Vendor Name:** Annotated with 'Your company name- I would recommend setting this as a default'.

The form includes sections for Date, Time, Shipment (SCAC Code, Carrier Name, Service Level Code, Carriers Reference Number), Shipped Date, Shipped Time, Ship To (Name, Address, City, State, Zip Code, Country Code, Phone Number), Sold To (Name, Address, City, State, Zip Code), and Ship From (Vendor Name, Nordstrom Assigned Vendor #).



# 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 an Order Status Report to cancel the 3rd line item.

## Add the "Item Descriptions-

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

Nordstrom Direct Advance Ship Notice

Advance Ship Notice

Header Order

1 of 1

PO Number 22222222 Customer Order Number 2222222229999 Vendor Order Number

Pack Info

1 of 1

Carrier Tracking #

Item Info

0 of 0

Line #	UPC/EAN	SKU	Vendor Part...	Description	Comments	Shipped Qt...	Ordered Qt...
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Select items to include:

Click on the items to select.

- Line #: 0001, Number: 810122023982
- Line #: 0002, Number: 810122021308
- Line #: 0003, Number: 810122023647

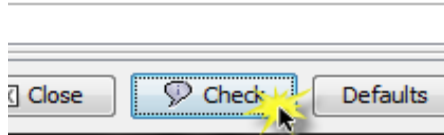
OK Select All Cancel

Done Close Check Defaults Save Send Find a Field

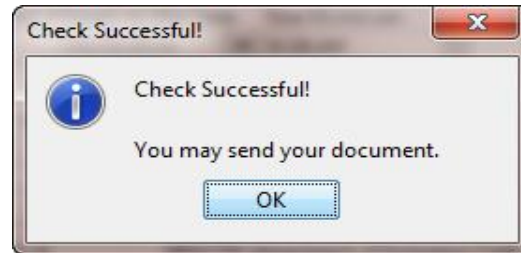


# TEST SCENARIO 2: ASN

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.

# TEST SCENARIO 2: INVOICE

The information outlined in blue will source from other fields.

**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: 222123)

**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.

**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.

The screenshot shows the 'Nordstrom Direct Invoice' window. The 'Invoice' tab is active, with sub-tabs for 'Header', 'Item', and 'Summary'. The 'Header' tab contains the following fields: 'Invoice Date' (MM/dd/yyyy) with a value of '09/30/2015', 'Invoice Number' (a text box with a blue border), 'PO Date' (MM/dd/yyyy) with a value of '08/27/2015', and 'PO Number' with a value of '22222222'. Below these is 'Nordstrom Assigned Vendor #' with a value of '1297384'. The next section has 'Packing Slip #, Picking Ticket # or Control #' (a text box with a blue border) and 'Customer Order Number' with a value of '222222229999'. The 'Buying Party' section includes 'Location #' with a value of '0808'. The 'Payment Terms' section has a 'Type' dropdown menu (with a blue border) showing a list of options: 'Basic', 'End of Month (EOM)', 'Discount not Applicable' (highlighted in yellow), 'Basic Discount offered', and '10 Days EOM'. To the right of the dropdown are fields for 'Basis Date', 'Disc Percent', 'Disc Due Date' (MM/dd/yyyy), and 'Disc Days Due'. Below these are 'Net Due Date' (MM/dd/yyyy) and 'Net Days' (a text box with a blue border). The 'Shipped Date' (MM/dd/yyyy) is at the bottom. The window has a standard Windows interface with 'Done', 'Close', 'Check', 'Defaults', 'Save', 'Send', and 'Find a Field' buttons at the bottom.



# TEST SCENARIO 2: INVOICE

**Select Line #s 0001 and 0002-**  
You will be sending an Order Status Report to cancel the 3rd line item.

Select items to include:

Click on the items to select.

- Line #: 0001, Number: 810122023982
- Line #: 0002, Number: 810122021308
- Line #: 0003, Number: 810122023647

OK Select All Blank Line Cancel

There should be no additional information needed on this tab.

Line #	Quantity Invoiced (...)	Unit Price	Price Basis	UPC/EAN
0001	0.0	32.0	Quoted	810122023982
0002	0.0	33.0	Quoted	810122021308





# 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".

The screenshot shows the 'Nordstrom Direct Invoice' application window. The 'Invoice' tab is active, with sub-tabs for 'Header', 'Item', and 'Summary'. The 'Invoice Total' field is highlighted with a red box and contains the value '48.0'. A red arrow points from this field to a red-bordered box containing the text: 'Confirm that the "Invoice total" is correct. This information will source in automatically, based of the information on the "Item" tab.' Below this, the 'Carrier Details' section is visible, with fields for 'Transportation Method/Type', 'SCAC Code', 'Type', and 'Number'. At the bottom, there are fields for 'Units Shipped', 'UOM', and 'Weight'. A 'Check Successful!' dialog box is open, showing an information icon and the text 'Check Successful! You may send your document.' with an 'OK' button. A red arrow points from the 'OK' button to the 'Send' button in the bottom toolbar. The bottom toolbar also includes 'Done', 'Close', 'Check', 'Defaults', 'Save', and 'Find a Field' buttons.



# 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.

Nordstrom Direct Order Status Report

Order Status Report

Header Order

Order Status Reference # Status Date MM/dd/yyyy

10/04/2015

Nordstrom Assigned Vendor #

1297384

Done Close Check Defaults Save Send Find a Field

**Unique 8-digit number:**  
Recommendation- the date  
(exampe: 10042015).



# TEST SCENARIO 2: ORDER STATUS REPORT

The screenshot shows the 'Nordstrom Direct Order Status Report' application window. It has a 'Header' tab and an 'Order' tab. The 'Header' section contains three input fields: 'PO Number' (22222222), 'Vendor Order Number' (highlighted with a red box and an arrow pointing to a callout), and 'Customer Order Number' (22222222299999). The 'Item Info' section shows a table with columns: 'Line #', 'Qty Ordered (Eaches)', 'UPC/EAN', and 'Shipment/Order Status...'. A modal dialog titled 'Select items to include:' is open, showing a list of line items. The third item, 'Line #: 0003, Number: 810122023647', is highlighted with a blue selection bar and an arrow pointing to a callout. The dialog has buttons for 'OK', 'Select All', 'Blank Line', and 'Cancel'. The main window has a footer with buttons: 'Done', 'Close', 'Check', 'Defaults', 'Save', 'Send', and 'Find a Field'.

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






Add only line item #0003, the other line items were accounted for on the ASN and Invoices sent previously.



# TEST SCENARIO 2:

## ORDER STATUS REPORT

Item Info

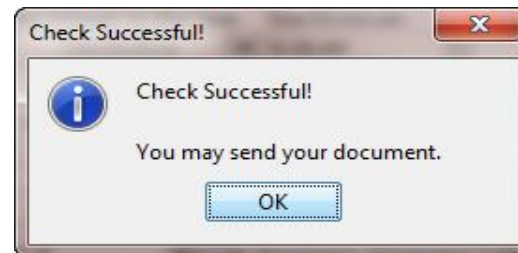
1 of 1     

Line #	Qty Ordered (Eaches)	UPC/EAN	Shipment/Order Status...
0003	1	810122023647	Item Canceled

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!



# 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"

The screenshot shows the 'Nordstrom Direct Advance Ship Notice' form. It includes sections for 'Advance Ship Notice' (Header/Order), 'Shipment' (SCAC Code, Carrier Name, Service Level Code, Carriers Reference Number), 'Shipped Date' (MM/dd/yyyy, Shipped Time hh:mm:am), 'Ship To' (Name, Address, City, State, Zip Code, Country Code, Phone Number), 'Sold To' (Name, Address, City, State, Zip Code), and 'Ship From' (Vendor Name, Nordstrom Assigned Vendor #). Red boxes and arrows highlight specific fields with instructions: '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.' (pointing to Service Level Code), '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.' (pointing to Shipped Date), 'Today's date- Please use the drop down calendar to ensure the format is entered correctly.' (pointing to Shipped Date), and 'Your company name- I would recommend setting this as a default' (pointing to Vendor Name). The form also has a 'Date' field (MM/dd/yyyy) set to 09/30/2015 and a 'Time' field (hh:mm:am) set to 7:01:AM. The bottom of the form has buttons for 'Done', 'Close', 'Check', 'Defaults', 'Save', and 'Send', along with a 'Find a Field' icon.



# TEST SCENARIO 3: ASN

The screenshot shows the 'Nordstrom Direct Advance Ship Notice' window. It has tabs for 'Header' and 'Order'. The 'Header' tab is active, showing fields for PO Number (33333333), Customer Order Number (3333333399999), and Vendor Order Number (empty). Below this is the 'Pack Info' section with a Carrier Tracking # field (empty). At the bottom is the 'Item Info' section with a table. Red boxes and arrows highlight specific fields and instructions for a test scenario.

**Vendor Order Number**

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)

**Carrier Tracking #**

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**

Add Item Description- For testing purposes, you can use "Test"

**Shipped Qty (Eaches)**

Change Shipped Quantity from "2" to "1"

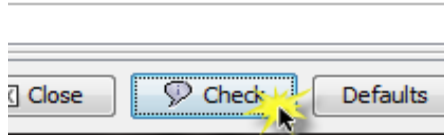
You will send an Order Status Report document to cancel the other item.

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

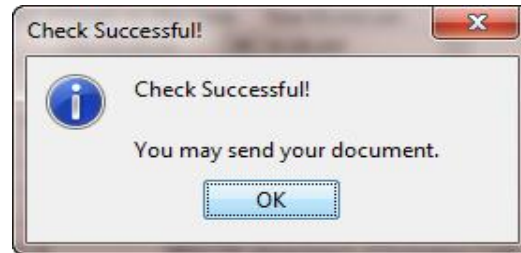


# TEST SCENARIO 3: ASN

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

The information outlined in blue will source from other fields.

## 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: 333123)

## 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.

The screenshot shows the 'Nordstrom Direct Invoice' form. It has tabs for 'Header', 'Item', and 'Summary'. The 'Header' tab is active. Fields include: Invoice Date (MM/dd/yyyy) with value 09/30/2015; Invoice Number (highlighted in blue); PO Date (MM/dd/yyyy) with value 08/27/2015; PO Number with value 33333333; Nordstrom Assigned Vendor # with value 1297384; Packing Slip #, Picking Ticket # or Control # (highlighted in blue); Customer Order Number with value 333333339999; Buying Party Location # with value 0808; Payment Terms Type (highlighted in blue); Basis Date (dropdown); Disc Percent; Disc Due Date (MM/dd/yyyy); Disc Days Due; Net Due Date (MM/dd/yyyy) (highlighted in blue); Net Days (highlighted in blue); Disc Amount; Day of Month; and Shipped Date (MM/dd/yyyy) (highlighted in blue). A red arrow points from the 'Invoice Number' field to the 'Unique number to identify order-' box. Another red arrow points from the 'Discount not Applicable' option to the 'Payment Terms' box. A third red arrow points from the 'Net Due Date' field to the 'Net days due-' box. A fourth red arrow points from the 'Shipped Date' field to the 'Today's date-' box. The bottom of the form has buttons: Done, Close, Check, Defaults, Save, Send, and Find a Field.

## Net days due-

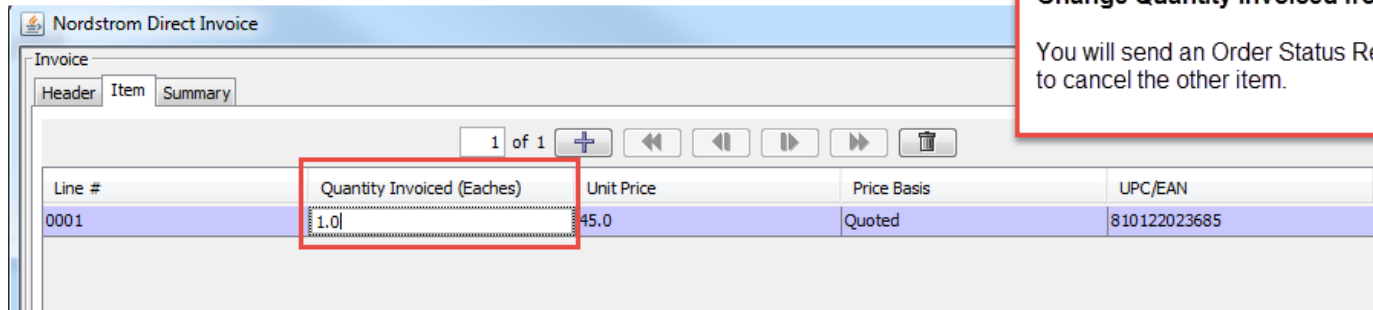
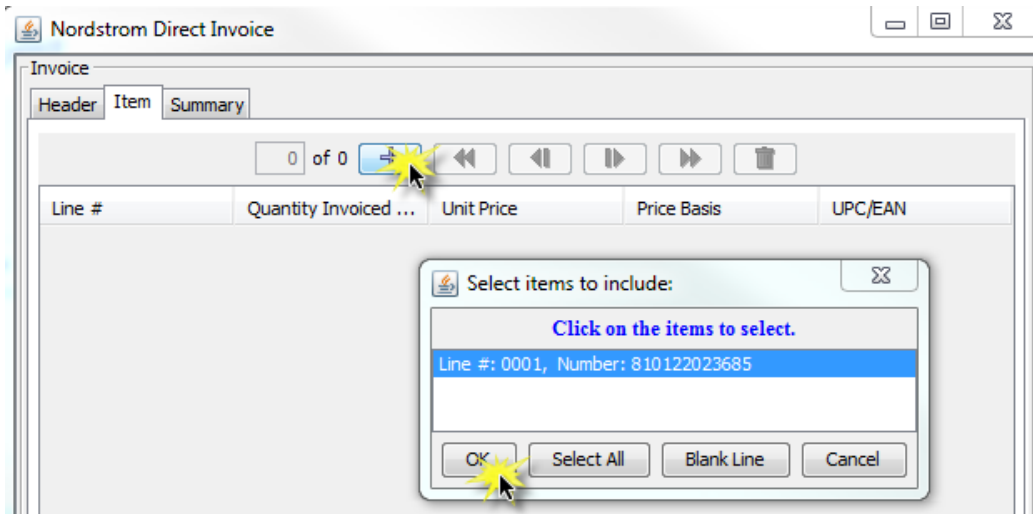
Most often this is "30", please be sure to only enter the number of days.

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





# 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”.

The screenshot shows the 'Nordstrom Direct Invoice' application window. The 'Invoice' tab is active, displaying fields for 'Invoice Total' (48.0) and 'Merchandise Total'. A red box highlights the 'Invoice Total' field, with a red arrow pointing to a text box that says: 'Confirm that the "Invoice total" is correct. This information will source in automatically, based of the information on the "Item" tab.' Below this is the 'Carrier Details' section with fields for 'Transportation Method/Type', 'SCAC Code', 'Type', and 'Number'. At the bottom, there are fields for 'Units Shipped', 'UOM', and 'Weight'. A 'Check Successful!' dialog box is open, displaying an information icon and the text 'Check Successful! You may send your document.' with an 'OK' button. Red arrows point from the 'Check' button in the bottom toolbar to the dialog box and from the 'OK' button to the 'Send' button in the bottom toolbar.



# 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.

Nordstrom Direct Order Status Report

Order Status Report

Header Order

Order Status Reference # Status Date MM/dd/yyyy

10/04/2015

Nordstrom Assigned Vendor #

1297384

Done Close Check Defaults Save Send Find a Field

**Unique 8-digit number:**  
Recommendation- the date  
(exampe: 10042015).



# TEST SCENARIO 3: ORDER STATUS REPORT

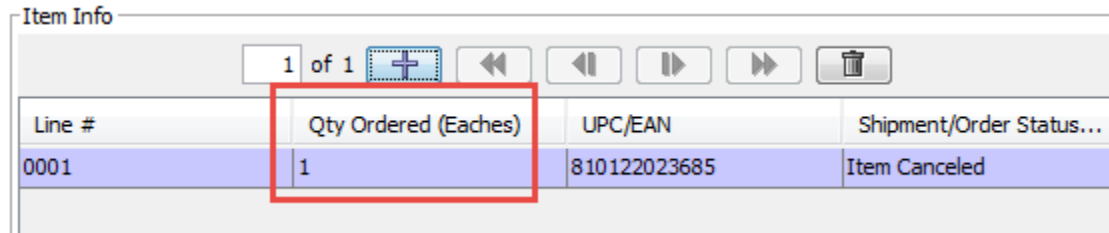
The screenshot shows the 'Nordstrom Direct Order Status Report' application window. It has two tabs: 'Header' and 'Order'. The 'Header' tab is active, showing fields for 'PO Number' (33333333), 'Vendor Order Number' (highlighted with a red box and an arrow pointing to a callout), and 'Customer Order Number' (333333339999). Below these is the 'Item Info' section with a table header: 'Line #', 'Qty Ordered (Eaches)', 'UPC/EAN', and 'Shipment/Order Status...'. A modal dialog titled 'Select items to include:' is open, showing a list with one item: 'Line #: 0001, Number: 810122023685' (highlighted with a blue bar and an arrow pointing to a callout). The dialog has buttons for 'OK', 'Select All', 'Blank Line', and 'Cancel'. At the bottom of the application window are buttons for 'Done', 'Close', 'Check', 'Defaults', 'Save', 'Send', and 'Find a Field'.

**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.**



# TEST SCENARIO 3: ORDER STATUS REPORT



Item Info

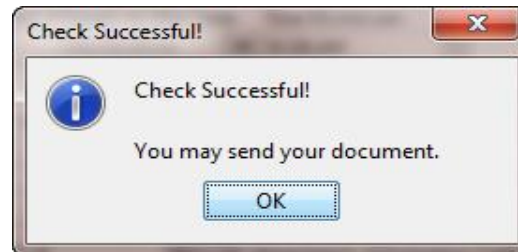
1 of 1

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.



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!



# 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

The screenshot shows the 'Nordstrom Direct Advance Ship Notice' form. Red boxes and arrows highlight specific fields with instructions:

- Date:** MM/dd/yyyy (09/30/2015) and Time: hh:mm:am (7:01:AM). Annotation: "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."
- Shipment Section:**
  - SCAC Code:** (Empty field). Annotation: "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."
  - Carrier Name:** (Empty field). Annotation: "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."
  - Shipped Date:** MM/dd/yyyy (Empty field). Annotation: "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."
- Ship To Section:**
  - Name:** ANN JOHNSON
  - Address:** 1111 2ND ST
  - Address:** APT # 5
  - City:** SEATTLE
  - State:** WA
  - Zip Code:** 98101
  - Country Code:** US
  - Phone Number:** (Empty field). Annotation: "Today's date- Please use the drop down calendar to ensure the format is entered correctly."
- Sold To Section:**
  - Name:** (Empty field)
  - Address:** (Empty field)
  - Address:** (Empty field)
  - City:** (Empty field)
  - State:** (Empty field)
  - Zip Code:** (Empty field)
- Ship From Section:**
  - Vendor Name:** (Empty field). Annotation: "Your company name- I would recommend setting this as a default"
  - Nordstrom Assigned Vendor #:** 1297384

Buttons at the bottom: Done, Close, Check, Defaults, Save, Send. A "Find a Field" icon is in the bottom right corner.



# TEST SCENARIO 4: ASN

The screenshot shows the 'Nordstrom Direct Advance Ship Notice' window. It has tabs for 'Header' and 'Order'. The 'Header' tab is active, showing fields for PO Number (44444444), Customer Order Number (444444449999), and Vendor Order Number (empty). Below this is the 'Pack Info' section with a 'Carrier Tracking #' field. The 'Item Info' section is expanded, showing a table with columns: Line #, UPC/EAN, SKU, Vendor Part..., Description, Comments, Shipped Qt..., and Ordered Qt... The table is currently empty. A 'Select items to include:' dialog box is open, showing two items: 'Line #: 0001, Number: 810122023678' and 'Line #: 0002, Number: 810122023692'. The 'Select All' button is highlighted. The bottom of the window has buttons for 'Done', 'Close', 'Check', 'Defaults', 'Save', 'Send', and a 'Find a Field' search icon.

**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

**Add the "Item Description-**

For testing, you can use "Test"

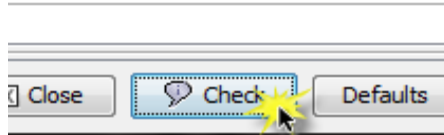
**Select Line # 0001-**

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

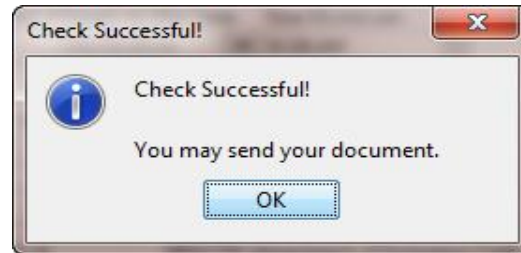


# TEST SCENARIO 4: ASN

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.





# TEST SCENARIO 4: INVOICE

The information outlined in blue will source from other fields.

**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: 333123)

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

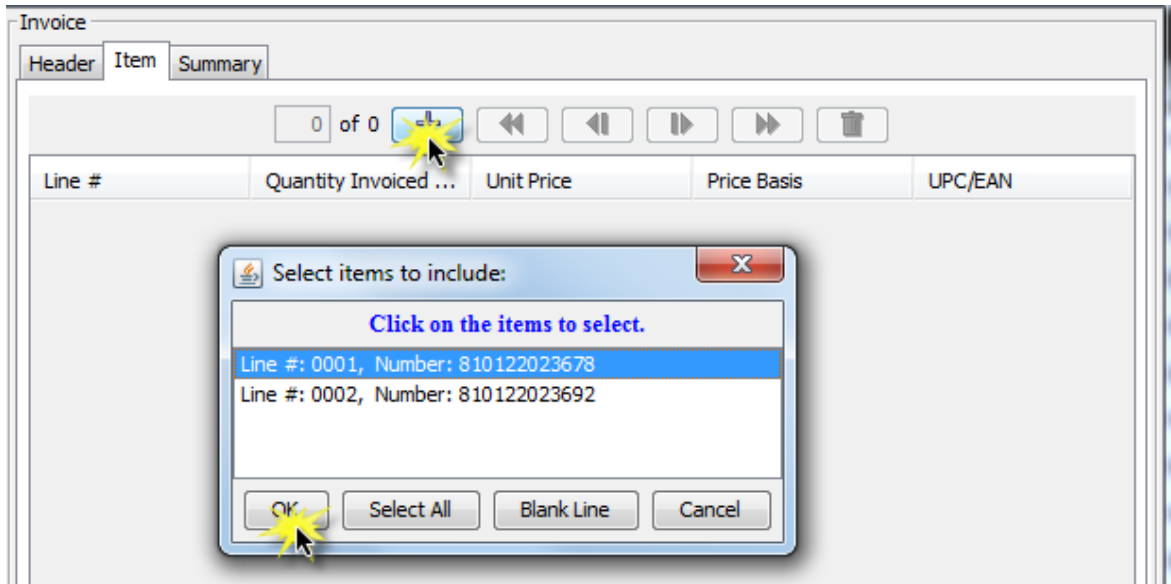
**Today's date-**  
Please use the drop down calendar to ensure the format is entered correctly.

**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.

The screenshot shows the 'Nordstrom Direct Invoice' window. The 'Invoice' tab is active, showing a 'Header' section with fields for Invoice Date (09/30/2015), Invoice Number (empty), PO Date (08/27/2015), and PO Number (44444444). Below this is the 'Nordstrom Assigned Vendor #' field (1297384). The 'Packing Slip #, Picking Ticket # or Control #' field is empty, and the 'Customer Order Number' is 4444444499999. The 'Buying Party' section shows 'Location #' as 0808. The 'Payment Terms' section has a 'Type' dropdown menu open, showing options: Basic, End of Month (EOM), Discount not Applicable (highlighted in yellow), Basic Discount offered, and 10 Days EOM. Below this are fields for 'Net Due Date' (empty), 'Net Days' (empty), 'Disc Amount', and 'Day of Month'. The 'Shipped Date' field is empty. At the bottom are buttons for 'Done', 'Close', 'Check', 'Defaults', 'Save', 'Send', and 'Find a Field'. Red arrows point from the text boxes to the corresponding fields: from the top-left box to the Invoice Number field; from the top-right box to the Invoice Number field; from the middle-left box to the Payment Terms Type dropdown; from the bottom-left box to the Shipped Date field; and from the bottom-right box to the Net Days field.

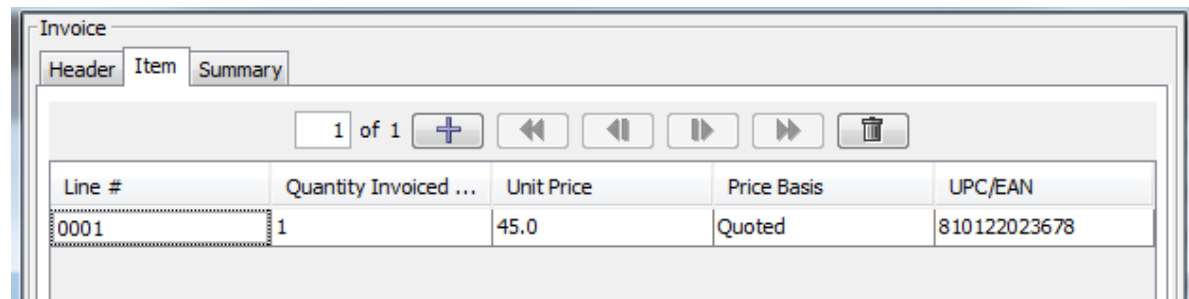


# TEST SCENARIO 4: INVOICE



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.



# 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”.

The screenshot shows the 'Nordstrom Direct Invoice' application window. The 'Invoice' tab is active, displaying fields for 'Invoice Total' (48.0) and 'Merchandise Total'. A red box highlights the 'Invoice Total' field, with a red arrow pointing to a text box that says: 'Confirm that the "Invoice total" is correct. This information will source in automatically, based of the information on the "Item" tab.' Below this is the 'Carrier Details' section with fields for 'Transportation Method/Type', 'SCAC Code', 'Type', and 'Number'. At the bottom, there are fields for 'Units Shipped', 'UOM', and 'Weight'. A 'Check Successful!' dialog box is open, displaying an information icon and the text 'Check Successful! You may send your document.' with an 'OK' button. Red arrows point from the 'Check' button in the bottom toolbar to the dialog box and from the 'OK' button to the 'Send' button in the bottom toolbar. The bottom toolbar also includes 'Done', 'Close', 'Check', 'Defaults', 'Save', 'Send', and 'Find a Field' buttons.



# 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.

Nordstrom Direct Order Status Report

Order Status Report

Header Order

Order Status Reference # Status Date MM/dd/yyyy

10/04/2015

Nordstrom Assigned Vendor #

1297384

Done Close Check Defaults Save Send Find a Field

**Unique 8-digit number:**  
Recommendation- the date  
(exampe: 10042015).



# TEST SCENARIO 4: ORDER STATUS REPORT

The screenshot shows the 'Nordstrom Direct Order Status Report' application window. It has two tabs: 'Header' and 'Order'. The 'Header' tab is active, showing fields for 'PO Number' (44444444), 'Vendor Order Number' (highlighted with a red box and an arrow pointing to a callout), and 'Customer Order Number' (44444444499999). Below these is the 'Item Info' section with a table header: 'Line #', 'Qty Ordered (Eaches)', 'UPC/EAN', and 'Shipment/Order Status...'. A modal dialog titled 'Select items to include:' is open in the foreground, showing a list of line items. The first item is 'Line #: 0001, Number: 810122023678' and the second is 'Line #: 0002, Number: 810122023692' (highlighted with a blue background and an arrow pointing to a callout). The dialog has buttons for 'OK', 'Select All', 'Blank Line', and 'Cancel'. At the bottom of the main window are buttons for 'Done', 'Close', 'Check', 'Defaults', 'Save', 'Send', and a 'Find a Field' search icon.







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

**Add only line item #0002, the other line item was accounted for on the ASN and Invoices sent previously.**



# TEST SCENARIO 4: ORDER STATUS REPORT

Item Info

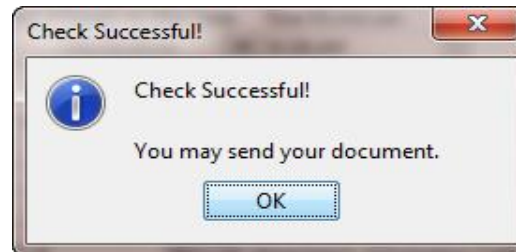
1 of 1      

Line #	Qty Ordered (Eaches)	UPC/EAN	Shipment/Order Status...
0002	1	810122023692	Item Canceled

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!



# 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

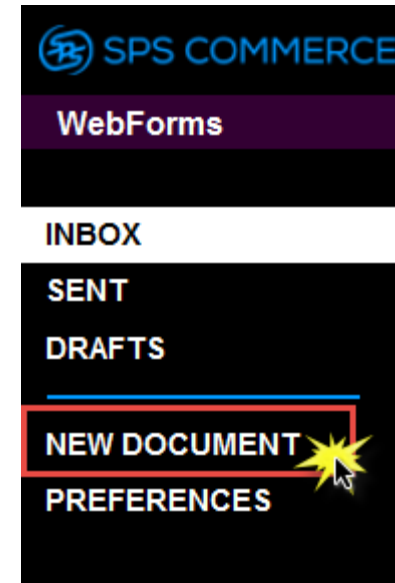
To access the free form, Inventory Report document, you will navigate to the left of your inbox and select “New Document”.

**Send** ?

Trading Partner

Nordstrom Direct Cancel

Send	Name	Defaults
	Advance Ship Notice	
	Invoice	
	Order Status Report	
	<b>Inventory Report</b>	



You will then select “Nordstrom Direct” as the trading partner and then select “Inventory Report”.



# TEST SCENARIO 5: INVENTORY REPORT

**Inventory Report**

Header | Detail

Report Number  Report Date MM/dd/yyyy

**Unique number-**

This number must be unique to each report, it is recommended to use the date as you will not send more than one 846: Inventory Report a day.

Example: 10042015

**Nordstrom vendor number-**

Recommended to set this field as a default.

Nordstrom Assigned Vendor #

Done Close Check Defaults Save Save As Template Find a Field



# 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.

Inventory Report

Header Detail

3 of 3

Type	UPC/EAN	Stock Quantity (Eaches)	Item Schedule

UPC  
EAN

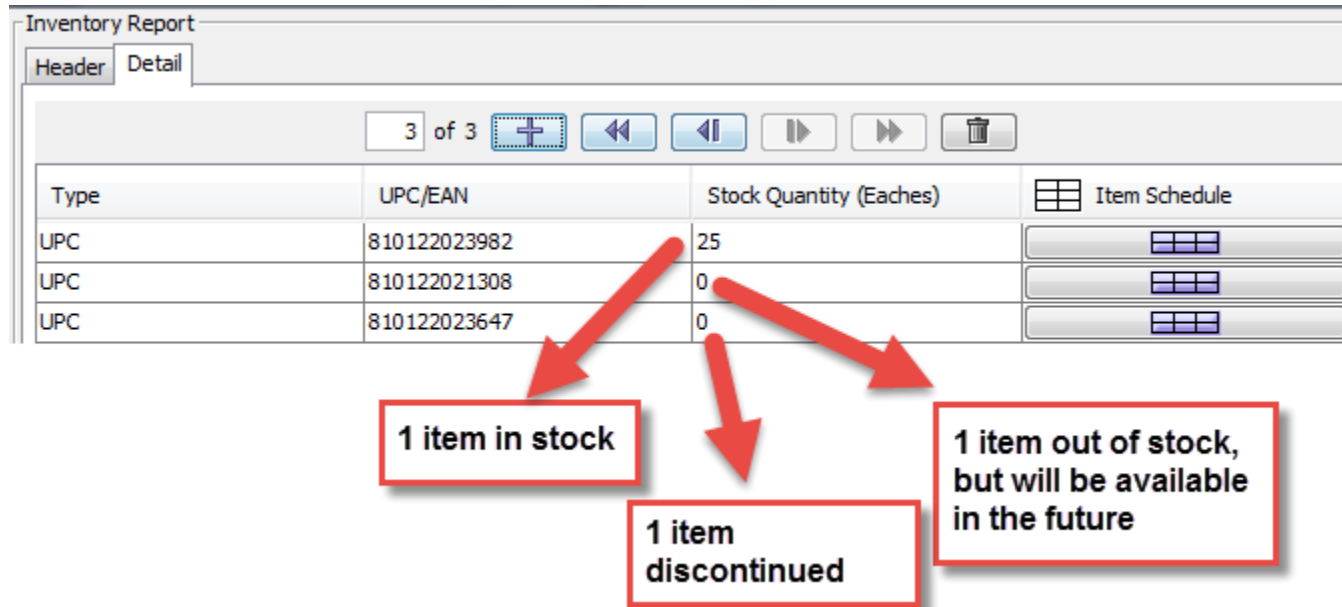
As mentioned before, it may be easiest to add the three UPCs sent on PO #222222

UPC/GTIN
810122023982
810122021308
810122023647



# TEST SCENARIO 5: INVENTORY REPORT

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



The screenshot shows the 'Inventory Report' window with the 'Header' tab selected. It displays a table with 3 items. Red arrows point from the 'Stock Quantity' column to three callout boxes: '1 item in stock' (pointing to 25), '1 item discontinued' (pointing to 0), and '1 item out of stock, but will be available in the future' (pointing to 0).

Type	UPC/EAN	Stock Quantity (Eaches)	Item Schedule
UPC	810122023982	25	
UPC	810122021308	0	
UPC	810122023647	0	

**1 item in stock**

**1 item discontinued**

**1 item out of stock, but will be available in the future**

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 →

The screenshot displays the SPS Commerce inventory management interface. At the top, a table lists items with their Type, UPC/EAN, Stock Quantity (Eaches), and Item Schedule. The table has three rows, all with a stock quantity of 0. A yellow starburst icon is next to the third row.

Type	UPC/EAN	Stock Quantity (Eaches)	Item Schedule
UPC	810122023982	25	
UPC	810122021308	0	
UPC	810122023647	0	

Below the table, the 'Item Schedule' window is open. It shows a table with one row, 'Quantity (Eaches)', with a value of 25. A red box highlights this value. A red arrow points from a text box below to this value.

Next to the quantity is a text field for 'Available Date (MM/dd/yyyy)'. A red box highlights this field. A red arrow points from a text box below to this field. A drop-down calendar is open, showing the month of October 2015. A yellow starburst icon is next to the date 28.

Two red text boxes with arrows provide instructions:

- Add quantity that "will be" in stock in the future.** (Points to the quantity 25)
- Use drop down calendar to select date a couple weeks in the future to show when the item will be back in stock.** (Points to the available date field)



# 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 →

Type	UPC/EAN	Stock Quantity (Eaches)	Item Schedule
UPC	810122023982	25	
UPC	810122021308	0	
UPC	810122023647	0	

Item Schedule

1 of 1

Quantity (Eaches)	Available Date (MM/dd/yyyy)
0	12/31/2039

**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.

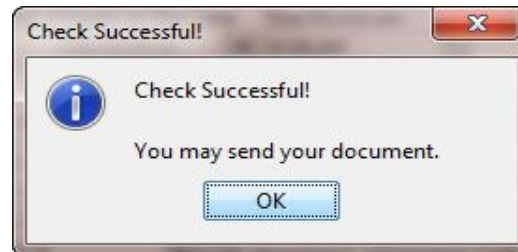


# TEST SCENARIO 5: INVENTORY REPORT

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/>



# 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			 



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



# 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!

