



SPS COMMERCE

INFINITE RETAIL POWER™

FULFILLMENT

TJX®

THE TJX COMPANIES, INC.

TJX Companies Variety Pack Advance Ship Notice
WebForms Reference Guide

March 2016

Purchase Order Information



The **TJX** Advance Ship Notice has had some changes, and it can now be packed as **Variety packs**. The packs TJX wants to receive are outlined on the Purchase Order, and are labeled with **Pack Code A, B, C**, etc.

The information you will need for assembling **Variety packs** is found in the **Description Line Item Comments** section of the Purchase Order. Below are definitions for information in the item detail field.

DESCRIPTION LINE ITEM COMMENTS ▼▲

VARIETY

Item Detail: Sequin Pencil Skirt Category: 1234 Size: XS Store Ready Flag: Y Pack: 4 Size: 1 Each Pack Code: A
Item Detail: Sequin Pencil Skirt Category: 1234 Size: S Store Ready Flag: Y Pack: 4 Size: 1 Each Pack Code: A
Item Detail: Sequin Pencil Skirt Category: 1234 Size: M Store Ready Flag: Y Pack: 4 Size: 1 Each Pack Code: A
Item Detail: Sequin Pencil Skirt Category: 1234 Size: L Store Ready Flag: Y Pack: 4 Size: 1 Each Pack Code: A

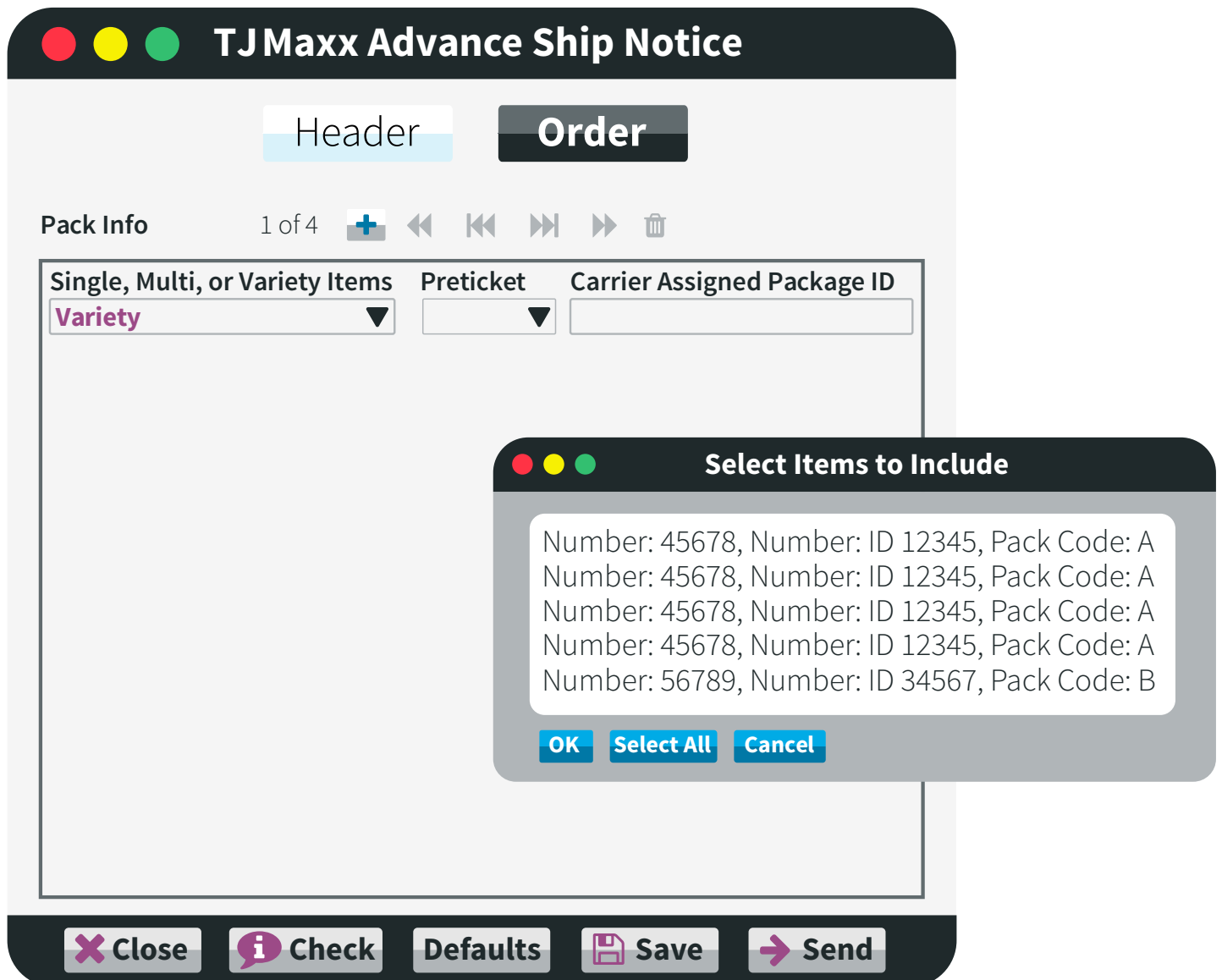
- Item Detail:** Item Description
- Category:** Category Number of the item
- Color:** Color Description
- Pack:** The number of total items in the variety pack
ex: 1 XS, 1 S, 1 M, 1 L indicates Pack = 4
- Size:** Size of the line item to be included in the variety pack
ex: Extra Small, Small, Medium, Large
- Store Ready Flag:** Y = Item flagged as store-ready
N = Item flagged as **not** store-ready
- Size:** Indicates how many of the size referenced above go in the variety pack
ex: 1 small of style 1234 in Variety-Pack A
- Pack Code:** Used to show the various styles, colors, and sizes used in the variety pack
Labeled as A, B, C, etc.

Completing the Advance Ship Notice

Now that the Purchase Order information is clear, you will pack your Advance Ship Notice to indicate the variety packs you are shipping to TJX.

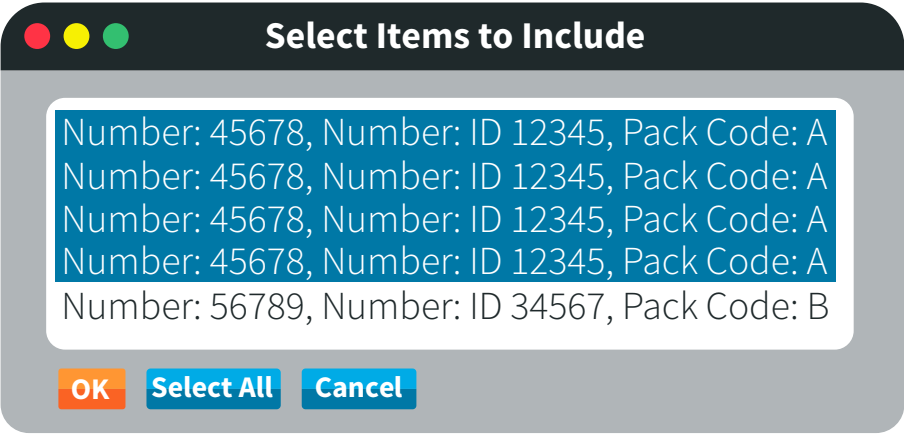
1. Within the **Pack Info** segment of the **Order** tab, select **Variety** from the *Single, Multi, or Variety Items per Pack* drop-down menu.

2. Click the plus sign  to select the items to include for a Single variety pack.



The screenshot displays the TJMaxx Advance Ship Notice application. The main window has a title bar with three colored buttons (red, yellow, green) and the text "TJMaxx Advance Ship Notice". Below the title bar, there are two tabs: "Header" and "Order". The "Order" tab is active. Under the "Order" tab, there is a "Pack Info" section with a "1 of 4" indicator and a plus sign icon. Below this, there is a table with three columns: "Single, Multi, or Variety Items", "Preticket", and "Carrier Assigned Package ID". The "Single, Multi, or Variety Items" column has a dropdown menu with "Variety" selected. The "Preticket" column has a dropdown menu. The "Carrier Assigned Package ID" column has a text input field. A dialog box titled "Select Items to Include" is open in the foreground. It contains a list of items: "Number: 45678, Number: ID 12345, Pack Code: A" (repeated four times) and "Number: 56789, Number: ID 34567, Pack Code: B". At the bottom of the dialog box are three buttons: "OK", "Select All", and "Cancel". The main window has a footer with five buttons: "Close", "Check", "Defaults", "Save", and "Send".

3. Hold the **Shift** key on your keyboard and click the first and last items of a given **Variety pack** to select all items that will be packed into the variety pack carton. For example, select all items with Pack Code 'A'.



4. Confirm that the Item details shown for the items match the physical shipment. The Advance Ship Notice must reflect the physical shipment as it was packed. If you are shipping the order as indicated on the Purchase Order, most of the information will source directly onto the Advance Ship Notice. There are a few things to note:

Shipments can either be sent as inner-pack shipments or bulk shipments. Bulk shipments will *never* be marked as **Store Ready**

The Unit of Measure (UOM) determines how the **Units per Carton** and the **Inner Pack units per Outer Pack** fields must be completed.

If **UOM** = EACH

Units per Carton

Enter the number of Units

Inner Pack Units per Outer Pack

Ensure this reflects the number of inner packs within the outer carton

If **UOM** = CASE

Units per Carton

Enter the number of Packs

Inner Pack Units per Outer Pack

Enter the number of Units