



Inventory Service

This feature allows you to create and send inventory files via spreadsheet upload.

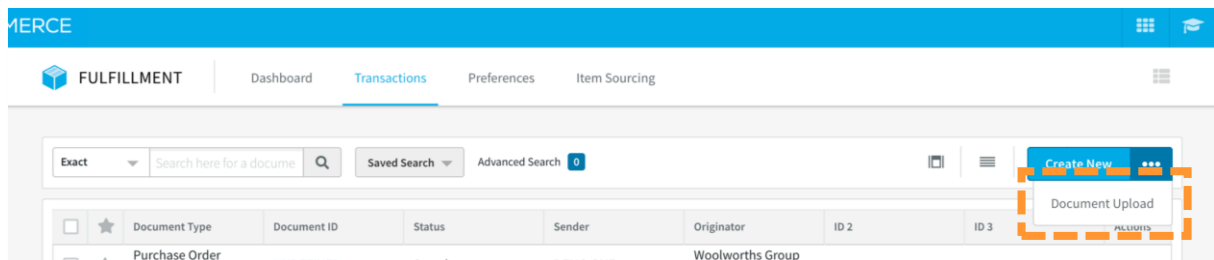
What is Inventory Service?

The Inventory Service feature is a simplified method of uploading and transmitting inventory files (846, INVRPT, Inventory Advice) to your Trading Partners. This feature allows you to create inventory documents with many items at one time using a retailer-specific spreadsheet. Simply upload the spreadsheet for your Trading Partner, and an inventory document will generate and send from Fulfillment.

Accessing Inventory Service

To access Inventory Service:

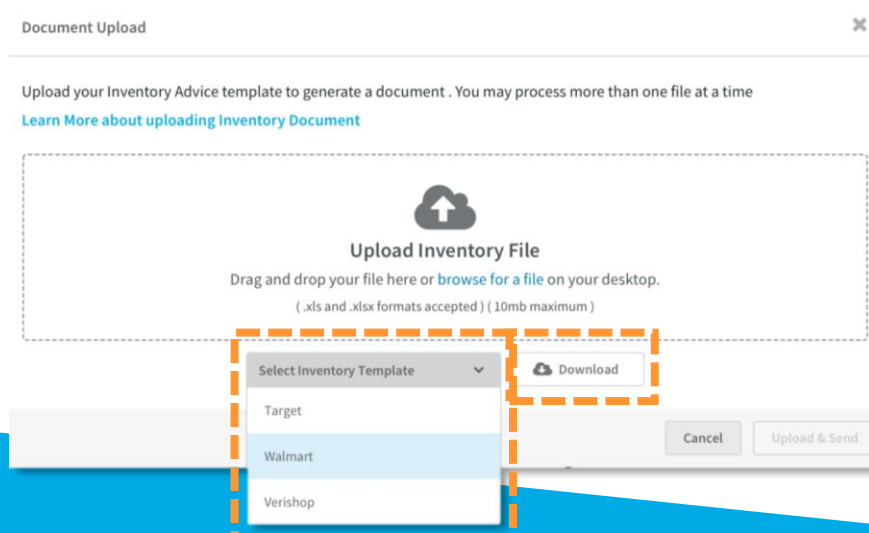
1. Sign into [Commerce Platform](#) and click into Fulfillment.
2. Navigate to the Transactions tab.
3. Click the ... button next to Create New.
4. Select **Document Upload**.



Downloading Spreadsheets

If your items are not already in an SPS template, download a Trading Partner's spreadsheet by following the access steps above and continue with the steps below:

1. A popup window will appear.
2. Select the Inventory Template of the Trading Partner you are working with.
3. Click **Download**.



What do I need to know about completing the Spreadsheet?

- Required columns are in **bold**.



Required columns may differ based on Trading Partner. Follow the **bolded** columns on your Trading Partner specific downloaded spreadsheet.

Trading Partner Spreadsheet										
HR	20130429						LI			LI
1	1		2		4		5		7	
CATALOG ID	INVENTORY REFERENCE	INVENTORY DATE	SUPPLIER WAREHOUSE ID	SUPPLIER WAREHOUSE NAME	VENDOR NUMBER	SKU	VENDOR PART NUMBER	UPC Number	PART DESCRIPTION	AVAILABLE DATE

- Hover over a column to see if it is conditionally required based on information entered in a different column.
- Hover over each column header for more information on what is expected for your Trading Partner.

💡 Example: One Trading Partner may require an Inventory Ref # that is six digits long instead of the more widely used eight digits.

❗ If the information appears cut off, right click the cell and select **Show/Hide Note**. From here you can adjust the size of the note.

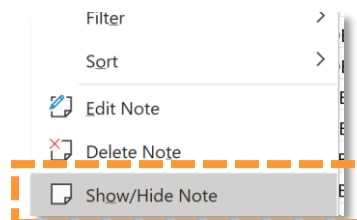
VENDOR NUMBER

Vendor's ID Number

Length : 30

Enter the Lamps Plus-defined Vendor ID Number

This field is required.

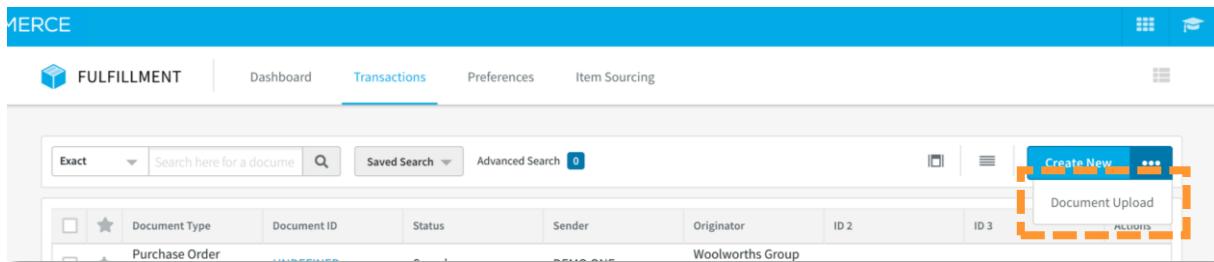


- For the **Inventory Reference Number** field, use the date you are submitting the inventory file in **YYYYMMDD** format.
 - 💡 If you are updating an existing spreadsheet, ensure that you update this field to the current date.
- ❗ Please note that the following will cause the upload to fail:
 - Duplicate Item Identifiers** – such as UPC, VPN, or SKU.
 - Adding or Removing columns** from the spreadsheet.
 - Clicking into a cell outside of a required column**
 - Example: if columns A-C are required, do not click into a cell in column F.
- Saving your spreadsheet:
 - Save it as a .xls or .xlsx file.
 - The file name must be less than 200 characters.

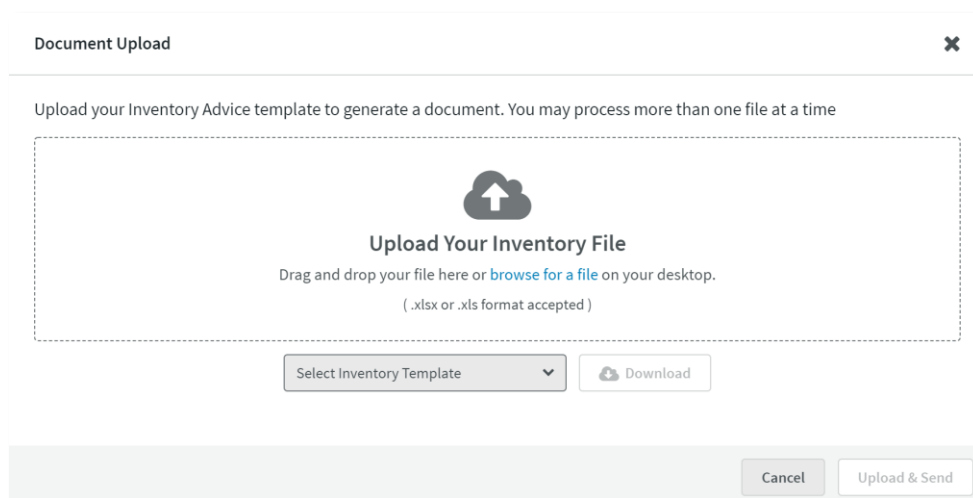
Uploading the Spreadsheet

To upload your completed spreadsheet, follow the steps below:

1. Navigate to the Transactions tab.
2. Click the ... button next to Create New. Select **Document Upload**.

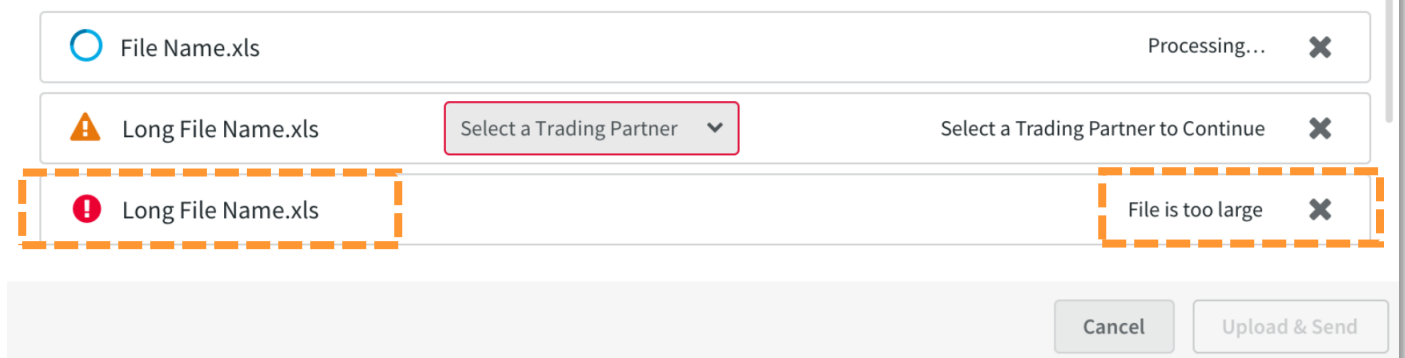


3. Insert your file(s) by either dragging and dropping or browsing.



4. Once the file(s) have been inserted, a quick validation will take place to confirm the file type, size, and naming.
 - ❗ If there are any errors, click the X to delete the document, make any listed changes and then re-upload.




8 of 10 Selected files ready for Upload



Uploading the Spreadsheet continued

5. Select the Trading Partner as needed for all documents.
6. Once a Trading Partner has been selected, the file will have a green check mark, indicating that it is ready for upload.

8 of 10 Selected files ready for Upload

 4.25.21 David Jones.xls	Select a Trading Partner ▼	Select a Trading Partner to Continue ✕
 4.25.21 Lidl.xls		File is too large ✕
 4.25.21 Target.xls	Target ✕ ▼	Ready for Upload ✕



Cancel

Upload & Send

7. Once your file(s) have their Trading Partner(s) selected, click **Upload & Send**.

How to Track Upload Progress

Document uploads will show progress in the task queue in the upper right corner of your screen.

The status of the document will appear. If the Document is complete and has either Sent  or Erred , you will see the date and time of the upload.


SPS COMMERCE


FULFILLMENT Dashboard Transactions Preferences Item Sourcing

Exact Search here for a document Saved Search Advanced Search 0

	Document Type	Document ID	Status	Sender	Originator
<input type="checkbox"/>	Purchase Order Response	UNDEFINED	Saved	DEMO ONE	Woolworths Gr Limited
<input type="checkbox"/>	Purchase Order Response	UNDEFINED	Saved	DEMO ONE	Woolworths Gr Limited
<input type="checkbox"/>	Purchase Order Response	41572	Saved	DEMO ONE	Woolworths Gr Limited
<input type="checkbox"/>	Purchase Order Response	84215841	Saved	DEMO ONE	Woolworths Gr Limited
<input type="checkbox"/>	Purchase Order Response	UNDEFINED	Saved	DEMO ONE	Woolworths Gr Limited

Document Upload
Preparing for document upload...


 Document Upload - Apr 21, 6:44:32 AM
Target | File Name.xlsx
[See Details](#)

 Document Upload - Apr 21, 6:44:32 AM
Target | File Name.xlsx

[Clear Completed](#)


If the document failed to upload, click See Details to learn about the cause of the error.

Document Upload Failed ✕

 Failed to Import Items for Inventory advice because the file FileName.xlsx is too large. The file size has to be under 25 MB.

Close

Document Upload Failed ✕

 There are X errors for Document Upload of spreadsheet "InventoryAdvice1-12.xlsx"

Row Number	Error Description
19	Value 14a in Cell T20 is not a valid NUMERIC Value.
20	INVENTORY REFERENCE # is a Required Field. Missing Value in Cell B22.
21	POSTAL CODE is a Required Field. Missing Value in Cell M30.
22	INVENTORY REFERENCE # is a Required Field. Missing Value in Cell B40.
23	Script Validation Function ValidatePartNumber Failed on cells O+P+Q+R Line 42 with the following message.
24	Value 14a in Cell T20 is not a valid NUMERIC Value.
25	INVENTORY REFERENCE # is a Required Field. Missing Value in Cell B22.

View 25 of 75 Per Page Viewing 1-25 of 75 1 of 3 < >

Close

Where can I find my Uploaded Inventory Documents?

To view a successfully sent inventory document, search for your document on the Transactions tab and click its Document ID.

❗ The document may take 5-7 minutes to appear in the Transactions tab after showing as sent in the Task Queue.

The inventory document will display in a readable format. The green check mark indicates that the document was successfully received by your Trading Partner and no further actions are needed.

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MESSENGER

If you have questions, please chat us from Fulfillment by clicking the [Messenger](#) icon in the upper right-hand corner of your screen.