



Leslie's Pool Supplies

# Vendor Guide

## Frequently Asked Questions

August 2020

 SPS COMMERCE



Merchandising FAQs

# Vendor Onboarding

*I'm in the process of becoming a partner of Leslie's Poolmart. Who should I contact?*

If you have yet to be contacted by SPS Commerce but are still working with Leslie's Poolmart on the Vendor Guide and partnership, please engage with your Category Manager, Buying Department - at [Buyers@lesl.com](mailto:Buyers@lesl.com) - or LPI Vendor Compliance Team at [vendors@lesl.com](mailto:vendors@lesl.com).

*I'm a confirmed partner of Leslie's and engaging with SPS on an EDI solution. Who should I contact?*

If you have already been contacted by SPS Commerce following Leslie's Poolmart submitting you for EDI onboarding and are working toward selecting a solution, please work with your dedicated SPS Account Manager or contact the general SPS Community email [community@spscommerce.com](mailto:community@spscommerce.com).



*I'm a confirmed partner of Leslie's and have committed to an EDI solution. Who should I contact?*

Once you have committed to an EDI Solution you will be contacted by a dedicated SPS Implementation Analyst who can be reached via their direct phone number or the respective email address based on the solution type you selected:



SPS Commerce Fulfillment: **implementation@spscommerce.com**



SPS Commerce Testing & Certification: **editesting@spscommerce.com**

*I'm in the process of becoming new vendor of Leslie's Poolmart and have now committed to an EDI solution with SPS. What is the process at Leslie's Poolmart to get the partnership approved and a Vendor Number assigned prior to the EDI Go Live to ensure success?*

Once you have committed to an EDI solution and are working toward implementing the solution (ie. SPS Fulfillment or Testing & Certification), Leslie's Poolmart will bring the business partnership to the Executive Board for review and approval. Once approved, Leslie's will begin the process of setting up your company in JDA and assigning a Vendor Number. **Leslie's Poolmart must provide the Vendor Number to SPS Commerce.** If you have questions about the Executive Board approval status, Vendor Number assignment, or other general partnership questions, engage with your Category Manager, Buying Department ([Buyers@lesl.com](mailto:Buyers@lesl.com)), or LPI Vendor Compliance Team at [vendors@lesl.com](mailto:vendors@lesl.com).

**Note:** Prior to any Production EDI notice being sent, a Vendor Number must be provided by Leslie's Poolmart and shared with SPS Commerce.



*I'm a vendor who is certified and in production with Leslie's Poolmart but have questions about the technology solution/training/document failures/etc. Who should I contact?*

If you have completed EDI implementation - which can be confirmed with a Production-Certification email sent to Leslie's Poolmart [vendor@lesl.com](mailto:vendor@lesl.com) - please contact SPS Commerce Support at [support@spscommerce.com](mailto:support@spscommerce.com) or **888-739-3232 Option 1**.

*I'm a vendor who is certified and in production with Leslie's Poolmart, but have questions about the business partnership, compliance expectations, items, or pricing. Who do I contact?*

If you have completed EDI implementation - which can be confirmed with a Production-Certification email sent to Leslie's Poolmart [vendor@lesl.com](mailto:vendor@lesl.com) - please contact the LPI Vendor Compliance team at [vendors@lesl.com](mailto:vendors@lesl.com) or your Category Manager at [buyers@lesl.com](mailto:buyers@lesl.com).

*What is the value and business requirement of the Inventory Advice (EDI 846)?*

The Inventory Advice is a business-critical document provided by the supplier to Leslie's Poolmart to provide visibility into the maximum daily capacity for each SKU that can be committed to sell each day of the week. This **daily** inventory total influences consumer experience and ensures orders will be fulfilled in full and on time.

**Note:** The 846 may be sent early on weekends and holidays. If you have questions, please contact LPI Vendor Compliance at [vendors@lesl.com](mailto:vendors@lesl.com) or SPS Support at [support@spscommerce.com](mailto:support@spscommerce.com). If you'd like to integrate or streamline your solutions with **System Automation** or **Inventory Upload**, please contact your SPS Commerce Account Executive or [LesliesPoolmart@spscommerce.com](mailto:LesliesPoolmart@spscommerce.com).



## *What is the recommended process for sending Inventory Advice documents over weekends or holidays?*

If you are unable to manage sending the Inventory Advice over the weekend, you may send an Inventory Advice for Saturday and Sunday on **Friday**.

To do this, send all three files on Friday and ensure that each respective Inventory Advice includes the correct dates for each day in the **Report Date** field, and ensure that the **Report Number** field includes a unique document identifier. For example, this Friday you could send three separate Inventory Advice documents, each with a unique date i.e. 05/08/2020, 05/09/2020, and 5/10/2020. This will satisfy Leslie's Poolmart's Daily 846 requirement.

If you have questions, please contact LPI Vendor Compliance at [vendor@lesl.com](mailto:vendor@lesl.com) or SPS Commerce Support at [support@spscommerce.com](mailto:support@spscommerce.com) or **888-739-3232 Option 1**.

## *What are my other options for managing the Inventory Advice (EDI 846) manually on SPS Fulfillment?*

If your business is looking for more streamlined way to generate the Inventory Advice, please contact your SPS Account Manager or [LesliesPoolmart@spscommerce.com](mailto:LesliesPoolmart@spscommerce.com) to talk about an **Inventory Upload Service**.

**Inventory Upload Service** provides an editable, saved spreadsheet that can be managed within SPS Commerce Fulfillment. It reduces the level of effort needed to update the expected SKU Qty, Date, and Document Identifier fields. *Please note: this is not a fully automated solution. It provides value by reducing the number of manual steps managed within SPS Fulfillment.*



## *What is the value and business requirement of the Purchase Order Acknowledgment (EDI 855)?*

The Purchase Order Acknowledgement is a mandatory document sent by the supplier to Leslie's Poolmart ***within 24 hours of receiving the Purchase Order.***

The Acknowledgment is intended to provide visibility that an Order can be fulfilled in full, or to distinguish any modifications to the quantity, pricing, or UPC. With timely, accurate Acknowledgements, Leslie's can adjust Orders for their entire vendor community and free up more open-to-buy dollars for your items and other businesses. By ensuring the Order and items are accurate, Leslie's can submit a Purchase Order Change (EDI 860) with corrected items for fulfillment. The Advance Ship Notice and the Invoice will also match what is on the Order, reducing the level of effort for your team to reconcile the pick and pack, shipment, and payment processes.

If you have questions, please contact LPI Vendor Compliance at [vendor@lesl.com](mailto:vendor@lesl.com) or SPS Commerce Support at [support@spscommerce.com](mailto:support@spscommerce.com) or **888-739-3232 Option 1.**

## *What is the value and business requirement of the Advance Ship Notice (EDI 856)?*

The Advance Ship Notice is a mandatory document sent by the supplier to Leslie's Poolmart ***within 48 hours of the Purchase Order Requested Ship By Date.*** The shipment is intended to provide visibility that an Order has been shipped and accurately reflects what is included upon delivery. Tracking details correlate to the Barcode Label (Bulk Shipment Only) that is placed on the shipment to expedite receiving. For Dropship Orders, the Advance Ship Notice allows a customer to track their purchase to delivery. The dropship Advance Ship Notice will also be a critical trigger event for Leslie's Poolmart to identify Orders set for payment.



## *What is the value and business requirement of the Invoice (EDI 810)?*

The Invoice is a mandatory document sent by the supplier to Leslie's Poolmart ***within 30 days of the Purchase Order Requested Ship By Date***. The Invoice is important for Leslie's Poolmart to reconcile the 3-way match on the Order, Advance Ship Notice, and Invoice. The Invoice ensures that what was Ordered matches what was Delivered. By providing a timely and accurate EDI Procure to Pay workflow, you're helping streamline the process by expediting payment and allowing for a paper-trail to reconcile any potential disputes.

If you have questions, please contact LPI Vendor Compliance at [vendor@lesl.com](mailto:vendor@lesl.com) or SPS Commerce Support at [support@spscommerce.com](mailto:support@spscommerce.com) or **888-739-3232 Option 1**.

## *What if the items on the Order don't align with what I recognize the item to be?*

If you encounter a scenario where the items (UPC, price, description, etc.) do not align with what you have recorded in your system, the expectation is to provide a Purchase Order Acknowledgement (EDI 855) requesting an ***adjustment*** with what is correct. ***It is extremely important to have all return document line items match with what is recorded on the Order to ensure successful transmission of the EDI documents to enable swift reconciliation at Leslie's Poolmart.***

If you have questions, please contact LPI Vendor Compliance at [vendor@lesl.com](mailto:vendor@lesl.com) or SPS Commerce Support at [support@spscommerce.com](mailto:support@spscommerce.com) or **888-739-3232 Option 1**.



*Managing the Order-to-Invoice workflow on the SPS Fulfillment portal is too time consuming. What are my automated options?*

If your business is looking for a fully integrated SPS Commerce solution for partial or all EDI documents, please contact your SPS Account Manager or [LesliesPoolmart@spscommerce.com](mailto:LesliesPoolmart@spscommerce.com). Your Account Manager will explore **System Automation** with you, which includes an integrated solution with your internal system (ERP, WMS, PIM, etc.).

