SPS COMMERCE

+

DOLLAR TREE®

BUSINESS REQUIREMENTS

PURCHASE ORDER (850)

DOCUMENT FUNCTION

Dollar Tree will send a Purchase Order to request goods or services.

An electronically sent Purchase Order can reduce time spent manually submitting orders (buyer) and manually receiving and entering purchase orders (supplier), allowing for resources to focus on value-added work.

PURCHASE ORDER TYPES

Domestic Multi-Ship To shipments to the Distribution Center (Single PO with pre-allocated item/quantity)
Domestic Single Ship To shipment to the (upon approval by Dollar Tree)
Import Multi-Ship To shipments to the Distribution Center

INVOICE (810)

DOCUMENT FUNCTION

Send an Invoice (810) to Dollar Tree to request payment for goods and services.

BUSINESS REQUIREMENTS

Send one Invoice **per single Purchase order Shipment**.

- Example 1. If a single order is sent in one shipment, one invoice is needed
- Example 2. If an order is split into two shipments, two invoices are needed
- Example 3. If a shipment contains two orders, two invoices are needed