

Dollar Tree Canada INVOICE – 810

Sent to Request Payment for an Order



MESSENGER

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



SENDING THE INVOICE

Send the Invoice to request payment for an order.

Send **one Invoice** per single Purchase Order and Shipment.

Example 1. If a single order is sent in one shipment, one invoice is needed

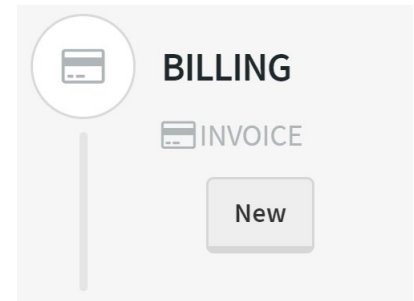
Example 2. If an order is split into two shipments, two invoices are needed

Example 3. If a shipment contains two orders, two invoices are needed

CREATING THE INVOICE

When viewing an Order, you will see the **Workflow** to the right.

Click **New** under **Invoice**.

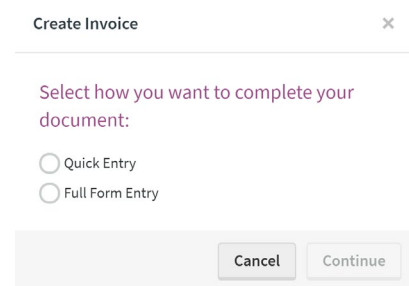


QUICK ENTRY VS. FULL FORM ENTRY

Select **Quick Entry** to load a quick edit screen, or **Full Form Entry** to load the full form.



Use Full Form entry until you are familiar with the form fields. Using Quick Entry will save time when creating documents once you understand Dollar Tree Canada Invoice requirements. See Page 9 for more information about Quick Entry.



INVOICING PRE-FULFILLMENT ORDERS

To Invoice Orders that were received prior to accessing the Fulfillment solution, contact EDI_IS@dollartree.com
Dollar Tree Canada will retransmit the Orders to Fulfillment to be Invoiced.

HEADER TAB

When completing the Invoice via Full Form Entry the form has three tabs: **Header**, **Item**, and **Summary**.

***** Mandatory fields are designated with a star to the left of the field name.

The **Invoice Date**, **PO Date**, **PO Number**, **Currency Code**, and **Ship To Information** will source in from the Purchase Order. You must complete the fields below:

A. **Invoice Number** – Unique number used to identify the Invoice (Ex. 12345)

The screenshot shows the 'Header' tab of an invoice form. It contains the following fields: 'Invoice Date' (04/06/2020), 'Invoice Number' (empty), 'PO Date' (03/27/2020), 'PO Number' (0000922552799411), and 'Currency Code' (Canadian Dollars). A yellow circle with the letter 'A' is placed over the 'Invoice Number' field.

- B. **Remit To Information** – Input the **Name**, **Address 1**, **City**, **State**, and **Zip Code** of the party receiving payment
- C. Basic Payment Terms – Select the **Type Code**, either: Basic, Basic Discount Offered, Previously Agreed Upon, Discount with Advance Payment, or Mutually Defined
- D. Select the **Basis Date**: Ship Date, Invoice Date, Receipt of Goods, or Mutually Defined
- E. Select the **Net Due Date** from the calendar menu
- F. Enter the **Net Days** Once the Net Days are entered, the **Description** field will populate
- G. Select the **Shipped Date** from the calendar menu
- H. Select the **Method of Payment** from the drop down menu, either Prepaid or Collect

The screenshot shows two sections of the invoice form. The 'Remit To Info' section includes fields for Name, Location ID, Address 1, Address 2, Address 3, Address 4, City, State, Postal Code, and Country. The 'Basic Terms' section includes fields for Type Code, Basis Date, Percent, Discount Due Date, Discount Days Due, Net Due Date, Net Days, Discount Amount, Description, Shipped Date, Method of Payment, Type, and FOB Description. Yellow circles with letters B through G are placed over various fields: B (Name), C (Type Code), D (Basis Date), E (Net Due Date), F (Net Days), and G (Shipped Date).

ITEM TAB

1. Click **Add a Line Item** to add successfully shipped items to your Invoice
2. Select the items individually or use the checkbox in the gray bar to select all
3. Click **Ok**

1 Add a Line Item

2

Buyer Item #	Vendor Item #
319701	26201
319702	26202
319703	26203

3

4. Ensure the **Quantity Invoiced** and **Unit Price** are accurate for each item.

4

Line #	*Quantity Invoiced	*UOM	*Unit Price	*Type	*Number	*Type	*Number	Type	Nu
1	1440	Each	0.75	Buyer's Item #	319701	Vendor's Item #	26201	U.P.C. Consumer Pac...	788956
2	912	Each	0.75	Buyer's Item #	319702	Vendor's Item #	26202	U.P.C. Consumer Pac...	788956
3	1248	Each	0.75	Buyer's Item #	319703	Vendor's Item #	26203	U.P.C. Consumer Pac...	788956

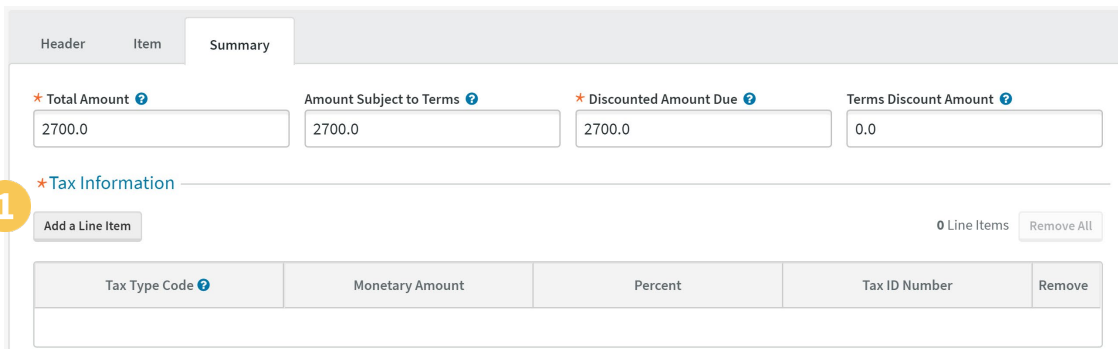


The **Total Amount** on the Summary Tab is the sum of the product quantity multiplied by the price for all line items. If there is incorrect information, change it in this section

SUMMARY TAB


The **Total Amount** and the **Amount Subject to Terms** are calculated from the Item tab.

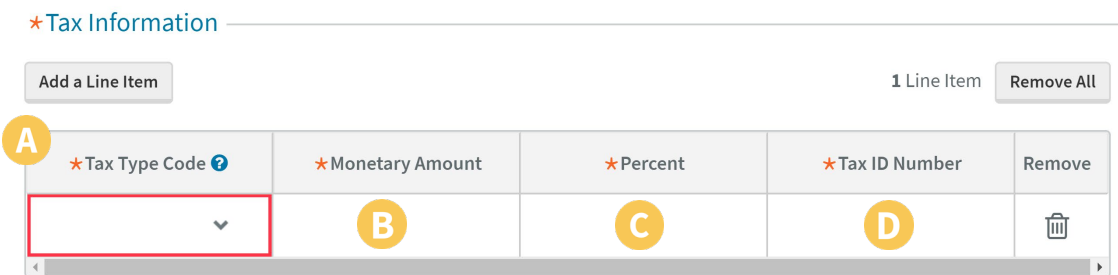
 If the Total Amount appears incorrect, check the **Quantity Invoiced** and **Unit Price** columns on the **Item Tab**.



The screenshot shows the Summary Tab interface. At the top, there are four tabs: Header, Item, and Summary. Below the tabs, there are four input fields: Total Amount (2700.0), Amount Subject to Terms (2700.0), Discounted Amount Due (2700.0), and Terms Discount Amount (0.0). Below these fields is a section titled "Tax Information" with a "1" in a yellow circle next to it. This section contains an "Add a Line Item" button, a "0 Line Items" indicator, and a "Remove All" button. Below the buttons is a table with the following columns: Tax Type Code, Monetary Amount, Percent, Tax ID Number, and Remove.

Use the **Tax Information** section to send HST, GST, PST, QST taxes as well as non-taxed US DC Shipments.

1. Click **Add a Line Item** in the Tax Information section
 - A. Select the **Tax Type Code** from the drop down menu. Click on the  icon to view more information including tax codes
 - B. Enter the **Monetary Amount**
 - C. Enter the **Percent**
 - D. Enter your **Tax ID Number**



The screenshot shows the Tax Information section. It contains an "Add a Line Item" button, a "1 Line Item" indicator, and a "Remove All" button. Below these buttons is a table with the following columns: Tax Type Code, Monetary Amount, Percent, Tax ID Number, and Remove. The Tax Type Code column has a dropdown menu with a red box around it and a yellow circle with the letter "A" next to it. The Monetary Amount column has a yellow circle with the letter "B" next to it. The Percent column has a yellow circle with the letter "C" next to it. The Tax ID Number column has a yellow circle with the letter "D" next to it. The Remove column has a trash icon.

SUMMARY TAB

Adding Charges and Allowances – Optional

If you need to add Charges and/or Allowances to the Invoice, do so on the **Summary Tab**. To add Charges/Allowances to the Invoice, follow the steps below:

SAC Information

1 Add a Line Item 3 1 Line Item Remove All

* Indicator ?	* Service Code ^	Amount	Rate (Allowance Per Unit)	Description	Remove
2			4		

- Deposit Charges
- Freight
- Returnable Container
- Tax
- Truckload Discount
- Unloading
- Up Charge

1. Click **Add a Line Item** in the SAC Information section
2. Select the **Indicator**, either Allowance or Charge
3. Select the **Service Code** from the drop down menu
4. Enter the **Amount** and/or **Rate (Allowance Per Unit)**



After an Allowance or Charge is added, Fulfillment will automatically calculate the new **Total Amount**, **Discounted Amount Due**, and the **Terms Discount Amount**.

Header Item Summary

* Total Amount ?	Amount Subject to Terms ?	* Discounted Amount Due ?	Terms Discount Amount ?
2750.0	2700.0	2651.0	99.0

Once you have added Tax Information and SAC Information, confirm the totals on the Summary Tab. The **Discounted Amount Due** and the **Terms Discount** are calculated and/or sourced in from the Basic Terms section on the Header tab and any Tax Information and/or Charges/Allowances added on the Summary tab.



If the Discounted Amount Due or the Terms Discount Amount appear incorrect, check the **Basic Terms** section on the **Header Tab**, or the **Tax Information** and **SAC Information** section on the **Summary Tab**.


SUMMARY TAB – Continued

Adding Carrier Details – Optional

If you need to add Carrier Details, do so on the **Summary Tab**. This field is optional, however, if you have the following information you should include it on the Invoice.

1. Check the box to the left of **Carrier Details** Check

Carrier Details

* **Transportation Method**  * **SCAC Code** * **Carrier Description**

* **Shipment Status** * **Document Code** * **Document #**

2. Select the **Transportation Method** from the drop down menu
3. Enter the **SCAC Code**
4. Enter the **Carrier Description**
5. Select the **Shipment Status** from the drop down menu
6. Select Carrier Pro or Bill of Lading from the **Document Code** drop down menu
7. Enter the **Document #**

CHECKING FOR ERRORS

After you add all of your items and complete the required fields, click **Check for Errors** at the top of the form. Fields with errors will be highlighted in **red**.

Check for Errors

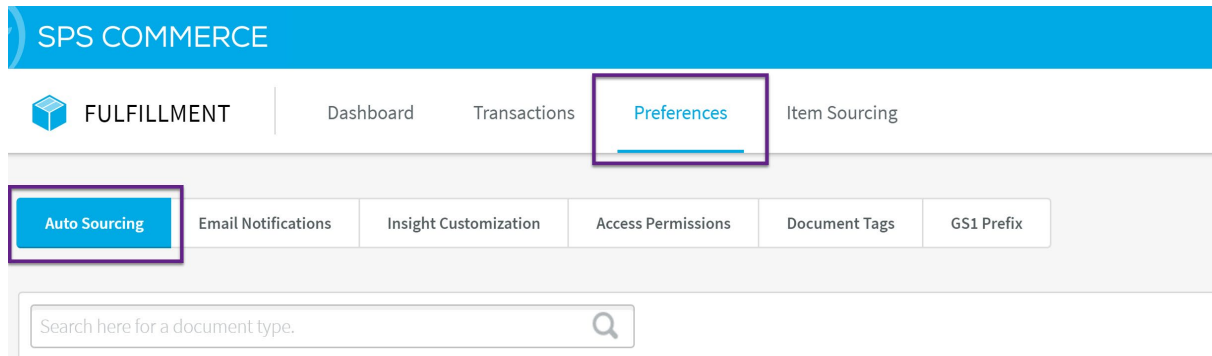
Once the form does not return and errors, click **Save** to save a draft of the Invoice or click **Send** to send the Invoice to Dollar Tree Canada.

OPTIMIZATION – Auto Sourcing

Speed up the Invoice process by using Fulfillment features including **Auto Sourcing** and **Quick Entry**.

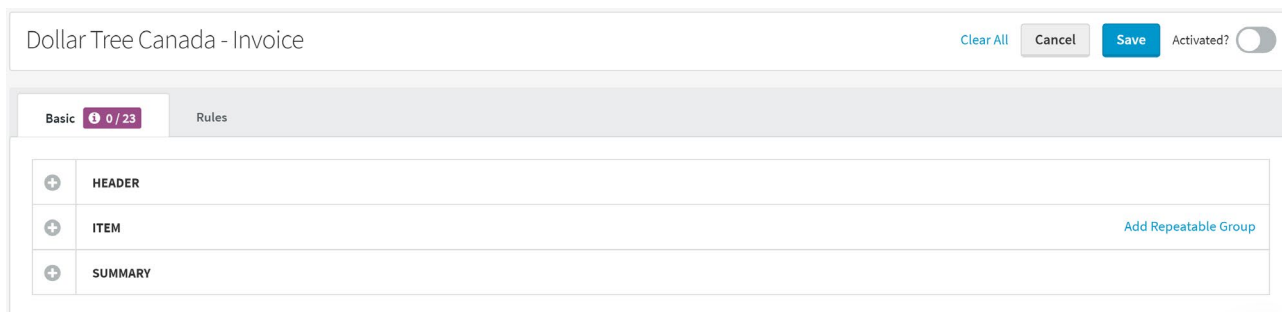
Auto Sourcing allows you to set fields that will autofill with consistent information. If you have information that remains the same every time you complete a document, store these values once and they will default into the form.

Click into the **Preferences** tab, and Auto Sourcing is the first section you will see.



Type **Dollar Tree Canada** into the search bar, and click into the Invoice.

The Auto Sourcing form reflects the fields found in Full Form Entry. Click the **+** symbol to expand tabs and additional fields.



Fields that are mandatory but do not source information from the Purchase Order will be marked with this icon. We suggest saving these fields in Auto Sourcing to save time on data entry.

Click into each field to enter default information that will not change for each Invoice sent.

If you are sending the same **Remit To** information for each Invoice, we recommend setting up the Name, Address, City, and Zip Code in Auto Sourcing. To do this, complete the steps below:

1. Expand **+** **HEADER**
2. Expand **+** **REMIT TO**
3. Complete the **Name, Address 1, City, State** and **Zip Code**

OPTIMIZATION – Auto Sourcing

If you enter the same Net Days for each Invoice you send:

1. Expand **+** **HEADER**
2. Expand **+** **BASIC TERMS**
3. Enter **Net Days**

If the Type Code and/or Basis Date is consistent for each Invoice you send:

1. Expand **+** **HEADER**
2. Expand **+** **BASIC TERMS**
3. Select **Type Code** and/or **Basis Date** from the drop-down menus

If you are sending the same **Tax** for each Invoice, we recommend setting up the Tax Type Code, Percent, and Tax ID Number.

To do this, complete the steps below:

1. Expand **+** **SUMMARY**
2. Expand **+** **TAX INFORMATION**
3. Select the **Tax Type Code**
4. Enter the **Percent** and/or **Tax ID Number**

If you are sending the same **Carrier Details** for each Invoice, we recommend setting up the Transportation Method, SCAC Code, Carrier Description, and Document Code.

To do this, complete the steps below:

1. Expand **+** **SUMMARY**
2. Check the box to the left of **CARRIER DETAILS** and click **+**
3. Select the **Transportation Method**
4. Enter the **SCAC Code**
5. Enter the **Carrier Description**
6. Select the **Document Code**

Once you set all desired fields, click **Save** in the upper right corner to turn on Auto Sourcing by toggling the **Activated?** switch to blue.



Do you have more than one Remit To Address? Set conditional **Auto Sourcing Rules** by clicking on the **Rules** tab. Auto Sourcing Rules are “If, Then” statements.

Example: When setup correctly, **If** your Remit To Name is “Warehouse A”, **then** “Address A” populates. **If** Remit To Name is “Warehouse B”, **then** “Address B” populates.

To learn more about Auto Sourcing Rules, visit Training Center’s [Optimization](#) course

OPTIMIZATION – Quick Entry

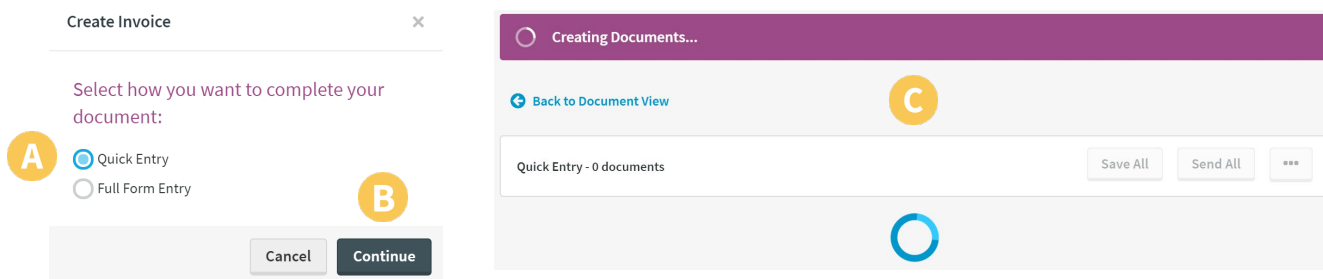
Quick Entry will display a quick edit window with only the required fields left to fill out for that document.



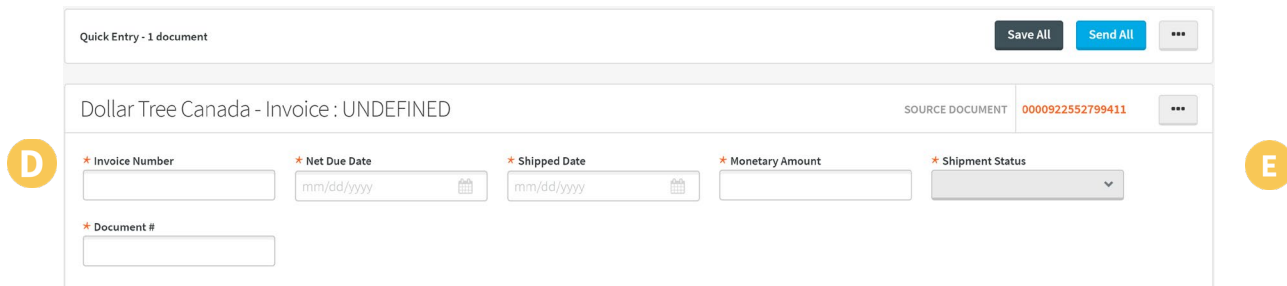
If you have set the recommended **Auto Sourcing** fields, when completing the Invoice via Quick Entry, you will reduce the amount of required fields **from 12 to 6!**

To use Quick Entry, follow the steps below:

1. Create a new document
 - A. When the pop-up asks you to select how you want to complete the document, choose **Quick Entry**.
 - B. Click **Continue**.
 - C. The Quick Entry screen will appear letting you know that a draft of your document is being created.

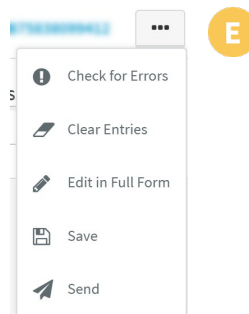


- D. When your document is ready, you will see all remaining required fields that have not been completed by Auto Sourcing, or that have not source in from the Purchase Order



- E. Click the ellipsis icon to view additional actions you can take:

- Check for Errors
- Clear Entries
- Edit in Full Form
- Save
- Send



2. Complete the required fields. Click **Save All** to save a draft of your document or **Send All** to send your Invoice to Dollar Tree Canada.