Dollar Tree (Domestic)
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.

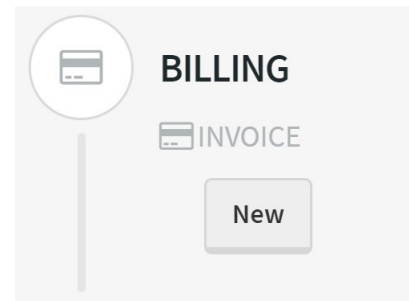Example 1. If a single order is sent in one shipment, one invoice is needed
Example 2. If an order is split into two shipments, two invoices are needed
Example 3. If a shipment contains two orders, two invoices are needed

CREATING THE INVOICE

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

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

BILLING

INVOICE

New

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 (Domestic) Invoice requirements. See Page 7 for more information about Quick Entry.

Create Invoice   ✕

Select how you want to complete your document:

○ Quick Entry
○ Full Form Entry

Cancel   Continue

INVOICING PRE-FULFILLMENT ORDERS

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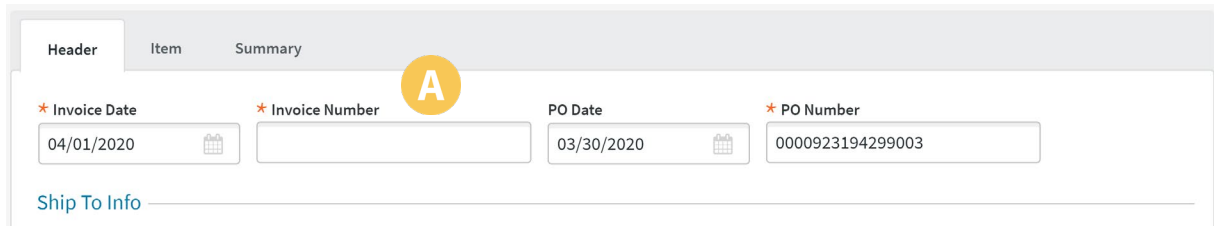Dollar Tree Import will retransmit the Orders to Fulfillment to be Invoiced.

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**, and **Ship To Information** will source in from the Purchase Order.

Complete the fields below:

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

B. **Remit To Information** – Input the **Name**, **Address**, **City**, **State**, and **Zip Code** of the party receiving payment
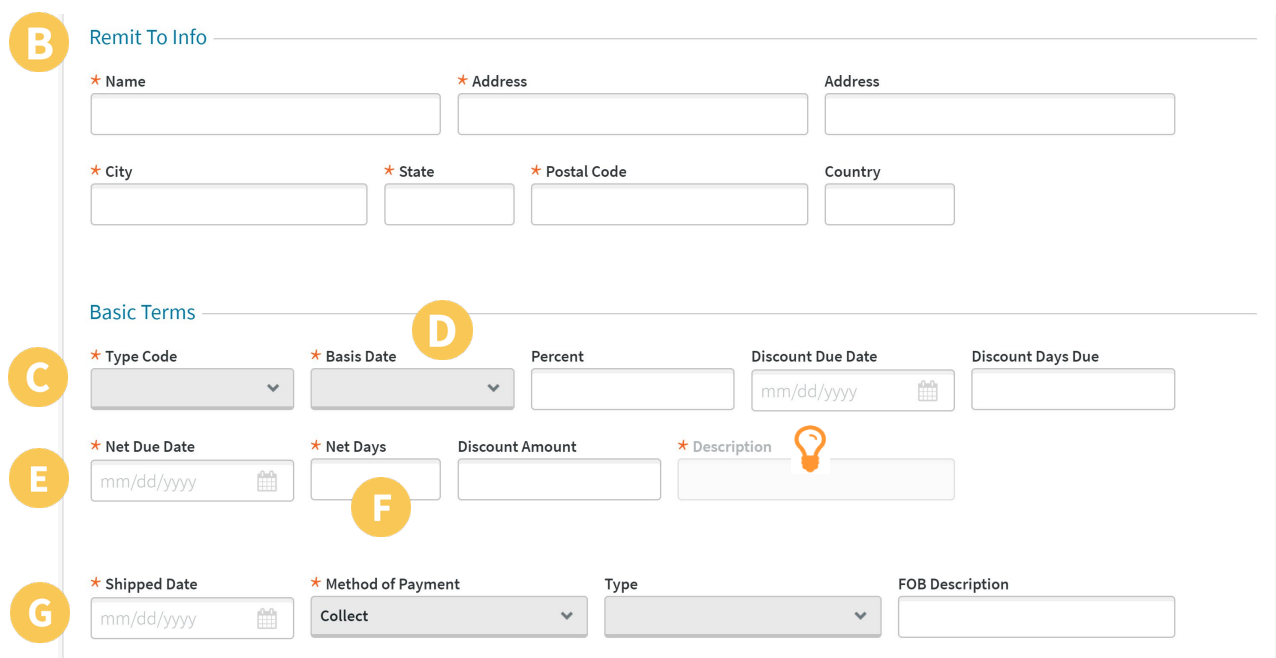
C. Basic Payment Terms – Select the **Type Code**, either: Basic, Basic Discount Offered, Previously Agreed Upon, Discount with Advance Payment, or Mutually Defined

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

ITEM TAB

Items will automatically source in from the Purchase Order.

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

❗ 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 **Discounted Amount Due** and the **Terms Discount** are calculated and/or sourced in from the Basic Terms section on the Header tab and any Charges/Allowances added on the Summary tab.

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

SUMMARY TAB – Continued

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:

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**.

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 (Domestic).

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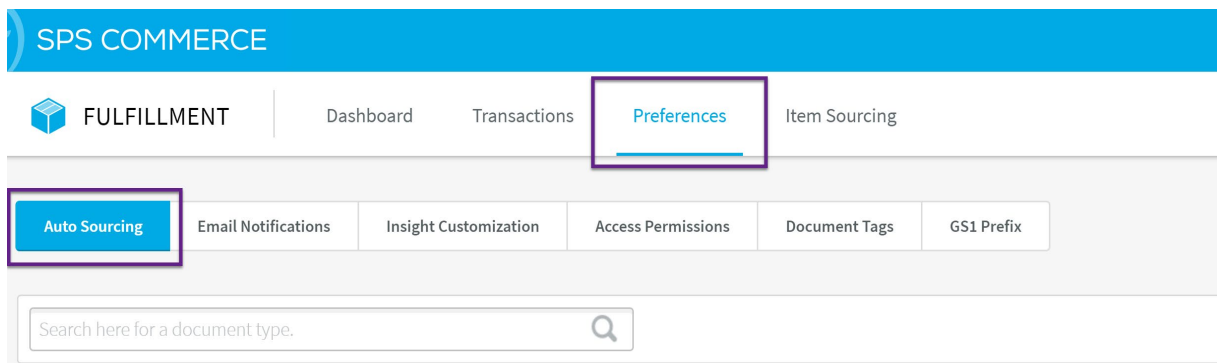
Type **Dollar Tree** into the search bar, and click into the Invoice.

The Auto Sourcing form reflects the fields found in Full Form Entry. Click the ➕ symbol to expand tabs and additional fields.
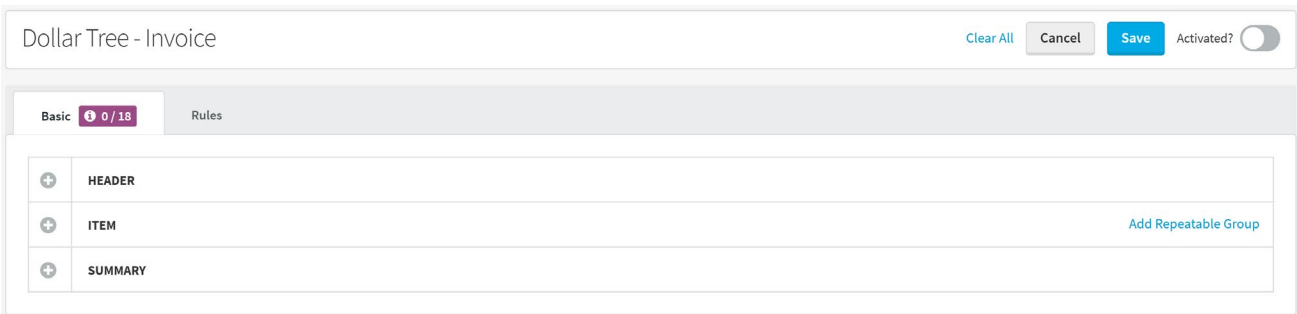
> ℹ️ Fields that are mandatory but do not source information from the Purchase Order will be marked with this icon. We suggest saving these fields in Auto Sourcing to save time on data entry.

OPTIMIZATION – Auto Sourcing

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**, **City**, **State** and **Zip Code**

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 **Charge** or **Allowance** for each Invoice, we recommend setting up the Indicator and Service Code, or type of Charge or Allowance.

To do this, complete the steps below:
1. Expand ➕ **SUMMARY**
2. Expand ➕ **SAC INFORMATION**
3. Select the **Indicator**, either Charge or Allowance
4. Select the **Service Code** in relation to the Indicator selected

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.

Cancel   Save   Activated? 🔵

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 11 to 3**!

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 (Domestic).