

Dollar Tree Import 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

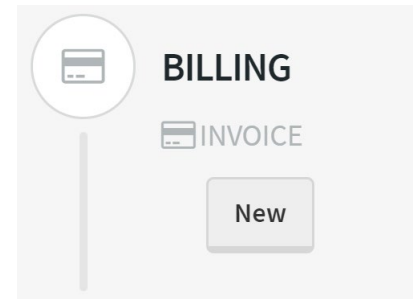
Example 2. If an order is split into two shipments, two invoices are needed

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**.

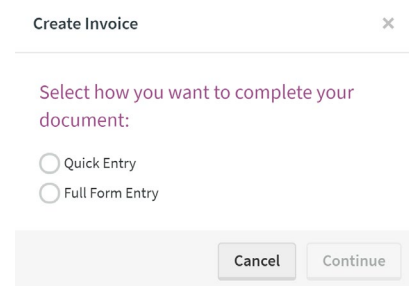


QUICK ENTRY VS. FULL FORM ENTRY

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 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. You must complete the fields below:

The screenshot shows the 'Header' tab of an invoice form. It contains several sections with mandatory fields marked with an asterisk:

- Invoice Information:** Fields for Invoice Date (01/30/2020), Invoice Number (empty), PO Date (09/16/2019), and PO Number (0000876030199412). A callout 'A' points to the Invoice Number field.
- Ship To:** Fields for Name (EXAMPLE DC 123), Location # (99412), Address (6110 COUNTRY ROAD), Address 2 (empty), City (MISSISSAUGA), State (ON), Zip Code (LSR 3W5), and Country (empty).
- Remit To:** Fields for Name (empty), Address (empty), Address 2 (empty), City (empty), State (empty), Zip Code (empty), and Country (empty). A callout 'B' points to the Name field.
- Payment Terms:** Fields for Net Due Date (mm/dd/yyyy), Net Days (empty), and Description (WIRE TRANSFER). A callout 'C' points to the Net Due Date field.
- Shipped Date:** Field for Shipped Date (mm/dd/yyyy). A callout 'D' points to this field.
- FOB Info:** Fields for Ship Method of Payment (dropdown), Location Type (Origin (Shipping Point)), and Location Description (VIETNAM). A callout 'E' points to the Ship Method of Payment dropdown.

- A. **Invoice Number** – Unique number used to identify the Invoice (Ex. 12345)
- B. **Remit To Information** – Input the **Name**, **Address 1**, **City**, **State**, and **Zip Code** of the party receiving payment
- C. **Payment Terms**
 - Select the payment due date from the calendar
 - **Net Days** - The number of days before the total invoice amount is due
 - **Description** - Will be automatically imported from the order
- D. Select the **Shipped Date** from the calendar menu
- E. Select the **Method of Payment** from the drop down menu, either Prepaid or Collect

ITEM TAB

Header Item Summary

Add a Line Item 1 0 Line Items Remove All

Line #	Quantity Invoiced(Eaches)	Unit Price	SKU #	Type	Number	Description	Remove


Select items to include: ×

2

<input type="checkbox"/>	Line #	Number	Description
<input type="checkbox"/>	1	187587	AD RND ELSTC SLN QLTY BRT 15CT

Blank Line Displaying 1 of 1 Items Cancel **Ok** 3






1. Click **Add a Line Item** to add successfully shipped items to your Invoice
2. Select the items individually or use the check box in the gray bar to select all
3. Click **Ok**
4. 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 **Invoice Total** and the **Merchandise Total** are calculated from the Item tab.

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

Header	Item	Summary		
* Invoice Total	Merchandise Total	* Discounted Amount Due	Discount Amount	
345.6	345.6			
Carrier Details				
Transportation Method/Type	SCAC Code	Carrier Name	Shipment/Order Status	* Forwarders/Agents Reference #
				
* Units Shipped	* UOM	Weight (lbs)	Volume (Cubic Feet)	
				

- A. **Discounted Amount Due** - Enter the invoice amount due
 - (Total invoice amount minus discount amount or installment amount minus discount amount)
- B. Enter the carrier's **SCAC Code** or carrier name
- C. **Forwarders/Agents Reference #** - Enter FCR number (Forwards Cargo Receipt)
 - A valid FCR number must be entered to process invoices and arrange payment
- D. **Units Shipped** - Enter the total number of units shipped and select the corresponding unit
- E. **UOM** - Select the corresponding unit

After adding all products and filling in the required fields, click **Check for Errors** at the top left of the form. If there is an error, the system will be marked in **red**.

Check for Errors

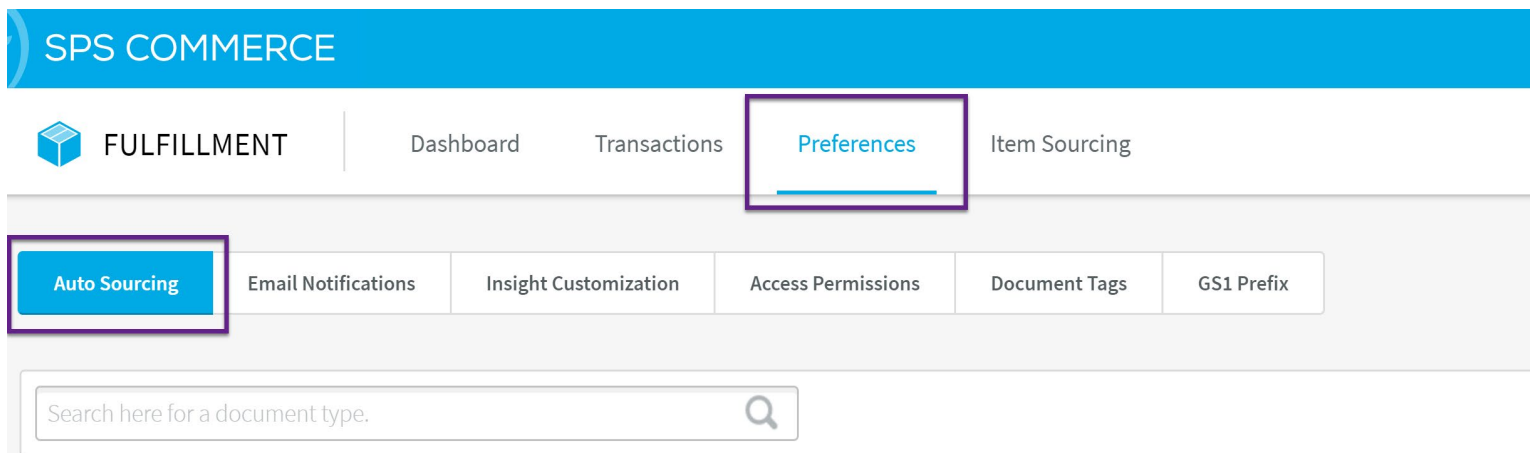
If there are no errors, click **Save** to save the invoice or click **Send** to send the invoice to **Dollar Tree Import**.

OPTIMIZATION – Auto Sourcing

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

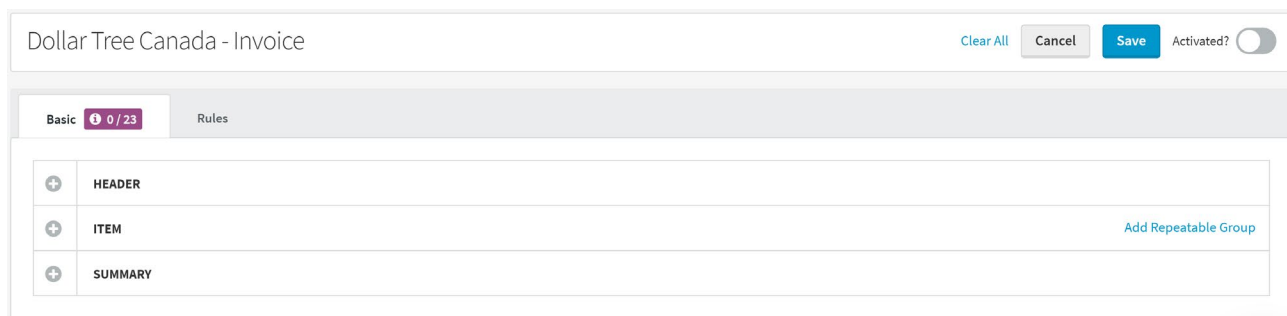
Auto Sourcing allows you to set fields that will autofill with consistent information. If you have information that remains the same every time you complete a document, store these values once and they will default into the form.

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



Type **Dollar Tree Import** 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.



i 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 – Optimization Function

Enter the default information in the same form that will not change in the field.

If you send the same Remit To for each invoice, it is recommended to preset Name, Address, City and Zip Code in Auto Sourcing. Please follow the steps below:

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

If you send the same Net Days for each invoice:

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

If you send the same **FOB** information for every invoice:

1. Expand **+** **HEADER**
2. Expand **+** **FOB INFORMATION**
3. **Ship Method of Payment** - Select **Collect** or **Prepaid (By Seller)** in the drop-down options

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** or **Carrier Name**
5. Enter the **Forwarders/Agents Reference**

If you send the same UOM for each invoice, click to expand **SUMMARY**, and select **Case** or **Each** from the drop-down options.



After presetting the required fields, click **Save** in the upper right corner to save, and click the **Activated?** button on the right to apply the **Auto Sourcing** default settings.



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

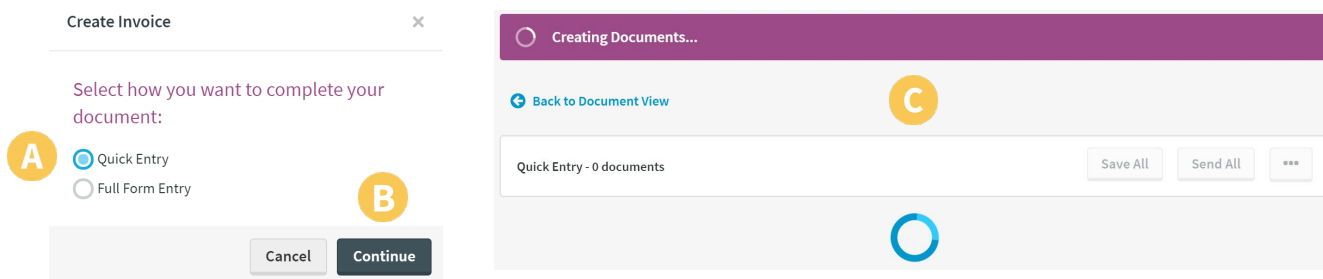
Quick Entry will display a quick edit window with only the required fields left to fill out for that document.



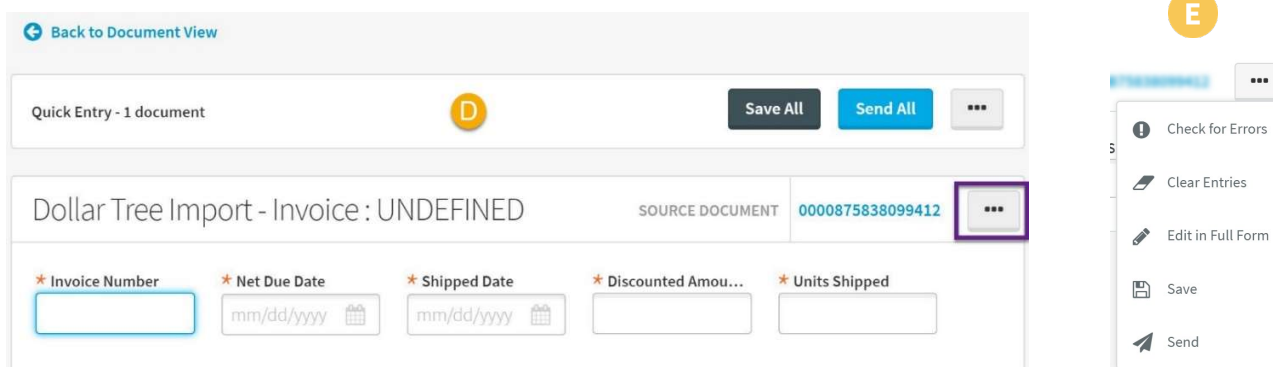
If you have set the recommended **Auto Sourcing** fields, when completing the Invoice via Quick Entry, you will reduce the amount of required fields **from 13 to 5!**

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 Import.