



SPS COMMERCE



BUSINESS REQUIREMENTS

PURCHASE ORDER (850)

DOCUMENT FUNCTION

Family Dollar 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 Family Dollar)
- Import Multi-Ship To shipments to the Distribution Center

Debit/Credit Memo (812)

DOCUMENT FUNCTION

The Debit/Credit Memo is used by Family Dollar to send advance notification of any deductions they may make against a Trading Partner's invoice or payment .

BUSINESS REQUIREMENTS



This is the only method that Family Dollar has for providing the reasons for the adjustment so suppliers are strongly encouraged to support the receipt of this information electronically to get the details.



Within that transaction, the suppliers will be provided with the invoice number associated with the deduction and within the item details what/ why the deduction

INVOICE (810)

DOCUMENT FUNCTION

Send an Invoice (810) to Family Dollar 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

TEXT MESSAGE (864)

DOCUMENT FUNCTION

A Text Message document will be sent for an invoice file that errors within the Family Dollar Systems.

BUSINESS REQUIREMENTS



Suppliers will be required to support receipt of this information, make the indicated corrections and resend the Invoice data within **24 hours** of error report.