



SPS COMMERCE



BUSINESS REQUIREMENTS

PURCHASE ORDER (850)

DOCUMENT FUNCTION

Leslie's Poolmart 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



Bulk - To be shipped to a Leslie's Poolmart warehouse or distribution center
Dropship - to be shipped directly to a Leslie's Poolmart end customer.

PURCHASE ORDER ACKNOWLEDGEMENT (855)

DOCUMENT FUNCTION

Sending a Purchase Order Acknowledgement (855) lets Leslie's Poolmart know if you can fulfill an Order as received.

Use the Purchase Order Acknowledgement to report any errors on the Purchase Order such as product information or price.

BUSINESS REQUIREMENTS



Send the Purchase Order Acknowledgement within **24 hours** of receiving a Purchase Order.



Trading Partner's are required to to send a PO Acknowledgement for each order



If changes are requested in the Purchase Order Acknowledgement, Leslie's Poolmart will send an updated Purchase Order Change (860) reflecting the changes.



Send the Purchase Order Acknowledgement before sending the Advance Ship Notice or Invoice.

ADVANCE SHIP NOTICE (856)

DOCUMENT FUNCTION

Send the Advance Ship Notice (856) to provide Leslie's Poolmart visibility into a shipment's contents and shipping dates.

Advance Ship Notices result in faster receipt processing times, quicker delivery to stores, and improved customer experience by capturing shipping and tracking information.

BUSINESS REQUIREMENTS



Send one Advance Ship Notice **per Shipment**. Trading Partners are expected to include all PO's physically in a single shipment within a single ASN. For Dropship orders- send one ASN per PO.



Send the Advance Ship Notice within 48 hours of the Order Requested Ship by Date or as the shipment is leaving your warehouse or facility.



Send the Advance Ship Notice (856) before sending the Invoice.



Leslie's Poolmart requires the use of a **Branded Packing Slip** for Dropship orders and a **GS1 Shipping label** for warehouse shipments.

INVOICE (810)

DOCUMENT FUNCTION

Send an Invoice (810) to Leslie's Poolmart 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



Send the invoice within 30 days of the PO Ship Date.

INVENTORY ADVICE (846)

DOCUMENT FUNCTION

Send an Inventory Advice (846) to provide Leslie's Poolmart with visibility into your inventory available for sale.

BUSINESS REQUIREMENTS



Send the Inventory Advice at minimum **once per day**.



This document will be important to influence a positive consumer experience to assure orders being placed by a customer will be fulfilled and not canceled post purchase.



The Inventory Advice should represent the maximum daily capacity for each SKU that you sell.



Note: Weekends & Holidays may be sent early.