

PETCIRCLE SENDS

SUPPLIER SENDS

Note: Send each document in sequential order.

**1 PURCHASE ORDER ORDERS**



Pet Circle sends a Purchase Order as a request for product and to initiate the fulfillment cycle.

**2 PURCHASE ORDER RESPONSE ORDRSP**



Send the Purchase Order Response to let Pet Circle know if you can fulfill an order. If changes are **required**, notify Pet Circle. If changes are **not accepted**, Pet Circle will contact outside EDI within 2 business days. If there is no direct contact from Pet Circle regarding the sent PO, proceed with workflow.

**!** The Purchase Order Response is **required** to be sent within **1 business day** of receipt of Purchase Order.

**If you have any questions while completing this workflow, please reach out to SPS Commerce Support:**



1300 532 383



[australiasupport@spscommerce.com.au](mailto:australiasupport@spscommerce.com.au)



[Pet Circle Microsite](#) | [Supplier Compliance Guide](#)

**3 ADVANCE SHIP NOTICE DESADV**



The Advance Ship Notice should **always** be sent after the **ORDRSP** and **before** the products are delivered. A printed delivery docket **must** accompany the products and all deliveries **must** have **SSCC Label** affixed.

**!** Pet Circle **requires** one SSCC Label **per shipping unit**. Multi SKU pallets are acceptable if SSCC is provided at carton level. Mixed cartons are **not** permitted.

**4 INVOICE INVOIC**



Send one Invoice per Purchase Order and Advance Ship Notice. **Send only when product has been shipped.**

**!** Invoice numbers **must** be unique. Invoices **must** contain the ABN.

**Pet Circle will provide a delivery date on the PO based on supplier's lead times. Pet Circle may contact you directly if you advise you cannot meet this date in the ORDRSP.**