



SPS COMMERCE



Garnet
Hill

BUSINESS REQUIREMENTS

INVENTORY ADVICE (846)

DOCUMENT FUNCTION

Send an Inventory Advice to provide Garnet Hill with visibility into your inventory available for sale.

BUSINESS REQUIREMENTS



Send the Inventory Advice at minimum **once a day**. Include discontinued items and items with zero inventory.



The Inventory Advice is required for dropship vendors.



Failure to send an Inventory Advice every day, or not including all items in each file will create inaccurate availability for your items, which may result in items being removed from Garnet Hill's website.



The Inventory Advice should represent corporate level quantities.

IMPORTANT TO NOTE

Send one file per Garnet Hill assigned Vendor ID. If you support more than 10,000 items with Garnet Hill, you will be expected to provide more than one batch.

PURCHASE ORDER (850)

DOCUMENT FUNCTION

Garnet Hill 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



Dropship – to be shipped directly to a Garnet Hill end customer.



Stand Alone – to be shipped to a Garnet Hill Store or Distribution Center.

PURCHASE ORDER ACKNOWLEDGEMENT (855)

DOCUMENT FUNCTION

Sending a Purchase Order Acknowledgement lets Garnet Hill 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 **48 hours** of receiving a Purchase Order.



Garnet Hill will accept multiple iterations of the Purchase Order Acknowledgement. If your ability to fulfill the order changes, send additional Acknowledgements.



Sending a Purchase Order Acknowledgement will prompt Garnet Hill to send a Purchase Order Change.



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



Import vendors are to confirm the port of export on the initial Purchase Order Acknowledgement.

IMPORTANT TO NOTE

Indicate acceptance of the entire order including all items that were in the original order with the **item level status**.

PURCHASE ORDER CHANGE (860)

DOCUMENT FUNCTION

Garnet Hill may send a Purchase Order Change to update or cancel an existing Purchase Order.

BUSINESS REQUIREMENTS



The Purchase Order Change type will be **Cancellation** or **Change**.



Possible changes to the items include:

- Adding or Deleting Items
- Dates
- Price
- Quantity

PURCHASE ORDER CHANGE ACKNOWLEDGEMENT (865)

DOCUMENT FUNCTION

Send the Purchase Order Change Acknowledgment to let Garnet Hill know that you received a cancellation.



A Purchase Order Change Acknowledgement is sent for Purchase Order Change **cancelations only**.

BUSINESS REQUIREMENTS



Send a Purchase Order Change Acknowledgement as soon as possible, at maximum within **48 hours** of receiving the Purchase Order Change.

IMPORTANT TO NOTE

On the Purchase Order Change Acknowledgement indicate if the change was:

- Accepted - Order was canceled and not shipped
- or**
- Rejected - Order has already shipped

ADVANCE SHIP NOTICE (856)

DOCUMENT FUNCTION

Send the Advance Ship Notice to provide Garnet Hill visibility into a shipment's contents and shipping dates which results in faster receipt processing times, quicker delivery to stores, and improved customer experience by capturing shipping and tracking information.

BUSINESS REQUIREMENTS



The Advance Ship Notice must be sent within **24 hours** of the order shipment.



Send one Advance Ship Notice **per Ship To location**. A single Advance Ship Notice can contain multiple Orders.



Send the Advance Ship Notice as the shipment is leaving your warehouse or facility and is in route.



Use the Garnet Hill branded packing slip for dropship packages.



Send the Advance Ship Notice before sending the Invoice.

IMPORTANT TO NOTE

Pack orders in **SOPI** (shipment, order, pack/carton, item) format.

- Provide the **GS1 shipping label at the carton level** with the ASN data containing that barcode number.
- For shipments that are palletized, Cornerstone requires all cartons be labeled and the SSCC information be provided at the pack level.
- If packing multiple orders per pallet, maintain the SOPI structure with each carton having a unique label.

INVOICE (810)

DOCUMENT FUNCTION

Send an Invoice to Garnet Hill to request payment for goods and services.

BUSINESS REQUIREMENTS



Send one Invoice **per Shipment**. Each Invoice can only include one Purchase Order.

- 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.