SPS COMMERCE

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DigiKey

BUSINESS REQUIREMENTS

ORDER (850)

DOCUMENT FUNCTION

DigiKey will send an Order to request goods or services. An electronically sent Order can reduce time spent manually submitting Orders (buyer) and manually receiving and entering Orders (supplier), allowing for resources to focus on value-added work.

ORDER TYPES

Stand Alone – to be shipped to a DigiKey Distribution Center.

- Domestic Trading Partners Only.

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IMPORTANT TO NOTE

- Dropship is not the focus of the current EDI initiative, but Dropship Orders could still come through EDI, and (Fulfillment) suppliers should be prepared to send accurate Acknowledgement, Shipping, and Invoice data in response to Dropship Orders.

ORDER ACKNOWLEDGEMENT (855)

DOCUMENT FUNCTION

Sending an Order Acknowledgement lets DigiKey know if you can fulfill an Order as received.

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

BUSINESS REQUIREMENTS

Send the Order Acknowledgement within **48 hours** of receiving an Order.

If your ability to fulfill the Order changes, send additional Acknowledgements.

If changes are requested on an Order Acknowledgement, DigiKey will send an Order Change.

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

ORDER CHANGE (860)

DOCUMENT FUNCTION

DigiKey may send an Order Change to update or cancel an existing Order.

BUSINESS REQUIREMENTS

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

Possible changes to the items include:
- Adding or Deleting Items
- Dates

Quantity and price changes will be communicated outside of EDI.

ORDER CHANGE ACKNOWLEDGEMENT (865) Optional

DOCUMENT FUNCTION

Send the Order Change Acknowledgment to let DigiKey know if you can comply with the Order Change.

BUSINESS REQUIREMENTS

✔ If the change is being rejected, send another Order Acknowledgment requesting correction or additional changes to the Order.

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

ADVANCE SHIP NOTICE (856)

DOCUMENT FUNCTION

Send the Advance Ship Notice to provide DigiKey visibility into a shipment's contents and shipping dates. This will further help DigiKey teams with labor scheduling as well as with shipment/receipt processing times.

BUSINESS REQUIREMENTS

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.

The following are required for applicable items:
- Expiration Date
- Manufacture Date
- Lot Number
- Serial Number
- ECIA Product Date Code (used to track version changes)
  - Use the 4-digit date code (for products that need tracing) or NT (for products that do not need a date)

Send the Advance Ship Notice before sending the Invoice.

IMPORTANT TO NOTE

Use the following format:

SOPI (Shipment, Order, Pack/Carton, Item) - Primarily used for loose Cartons and pallets containing more than one SKU.
- Place GS1 Shipping Labels on each **carton**.
- Include the barcode number in the ASN data at the **carton level**.

If there is more than one Lot Number or Date Code for the same SKU item, there needs to be a separate pack level for each value (label on an inner pack) – separate item levels, packed into separate inner packs.

LABELS AND PACKING

GS1-128 Shipping Label -

DigiKey will be automating the receiving process within their facilities through scanning of the **GS1-128 barcode** within the Shipping Label against the Advance Ship Notice.

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For shipments that are palletized with multiple SKU's, **all cartons** must be labeled and the SSCC information be provided at the pack level.

INVOICE (810)

DOCUMENT FUNCTION

Send an Invoice to DigiKey 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.