



SPS COMMERCE



BUSINESS REQUIREMENTS

## ORDER (850)

### DOCUMENT FUNCTION

Costco 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 (Bulk)** – to be shipped directly to a Costco Depot or Warehouse.

## ORDER CHANGE (860)

### DOCUMENT FUNCTION

Costco 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
- Price
- Quantity

# ADVANCE SHIP NOTICE (856)

## DOCUMENT FUNCTION

Send the Advance Ship Notice to provide Costco visibility into a shipment's contents and shipping dates. This will further help Costco 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.



Send the Advance Ship Notice before sending the Invoice.

## IMPORTANT TO NOTE

- **Country of Origin (LIN07)** is required for Imports, Jewelry, Optical and Furniture.
- **Lot Number (LIN11)** is required for items like tobacco, candy, food, liquor, bakery, and produce.
- **United Nations UN Number (LIN19)** for dangerous goods is required for HazMat Shipments.
- **Harvest Date (DTM02)** is required for qualifying product categories such as meat, frozen food, fresh food, and produce.

# ADVANCE SHIP NOTICE (856) continued

## PACKING STRUCTURE

- **SOTPI** (Shipment, Order, Tare, Pack/Carton, Item) - Primarily used for
  - Place GS1 Shipping Labels on each **pallet and carton**.
  - **Number of Units Shipped (SN102)** = Number of units per pallet of the item shipped.
- **SOTI** (Shipment, Order, Tare, Item) - Primarily used for single-SKU pallets.
  - Place GS1 Shipping Labels on each **pallet**.
  - Include the barcode number in the ASN data at the **pallet level**.
  - **Assigned Identification (SN101)** is required.
  - **Number of Units Shipped (SN102)** = Number of units per pallet of the item shipped.
- **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**.
  - **Number of Units Shipped (SN102)** = Number of units per case of the item shipped.
- **SOI** (Shipment, Order, Item) – used for tracking individual items that may not be organized into cartons or pallets.
  - Place GS1 Shipping Labels on each **item**.
  - Include the barcode number in the ASN data at the **item level**.
  - **Number of Units Shipped (SN102)** = Total number of units shipped.

## GS1-128 SHIPPING LABELS



Costco 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.



For shipments that are palletized with multiple SKU's, **all cartons** must be labeled and the SSCC information be provided at the pack level (i.e. 4 SKU on a pallet would be 4 different labels, one per layer/SKU). The SSCC number can be at either the pallet or carton pack levels.



You may send multiple Orders on a single pallet using the **SOTI** structure. Repeat the SSCC number represented on the Shipping Label barcode for each Order in the Advance Ship Notice.

# INVOICE (810)

## DOCUMENT FUNCTION

Send an Invoice to Costco to request payment for goods and services.

## BUSINESS REQUIREMENTS



Send one Invoice **per 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.