

QUICK START GUIDE

Fulfillment

SPS COMMERCE

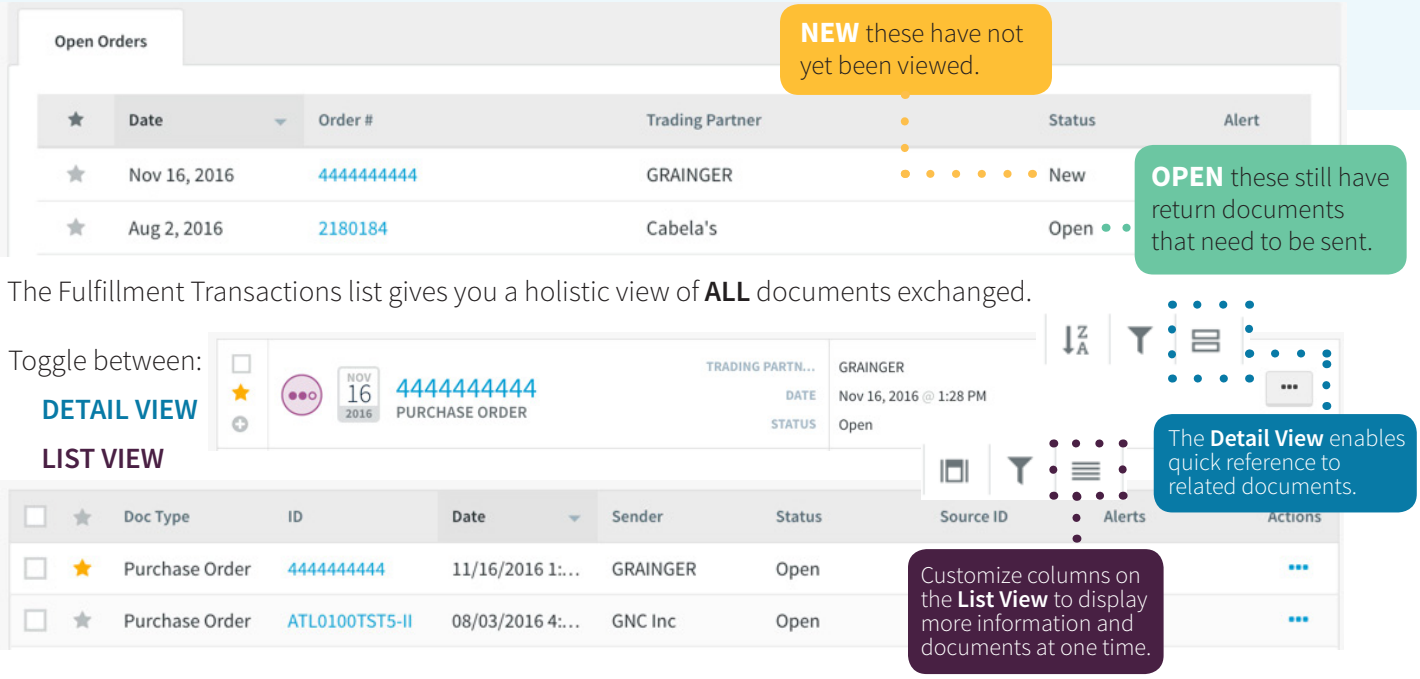
INFINITE RETAIL POWER™

WebForms Mailbox → **Fulfillment** Transactions List

WebForms Mailboxes: INBOX / SENT / DRAFTS

Your WebForms mailboxes contain all documents exchanged with your trading partners.

Fulfillment Tabs: OVERVIEW / TRANSACTIONS

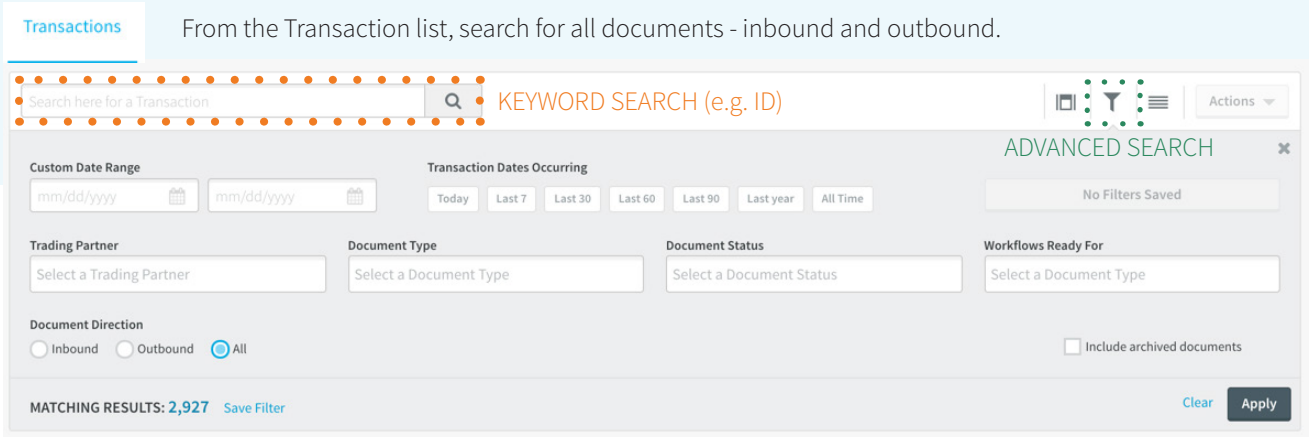


Searching for **Documents**

WebForms Search:



Fulfillment Search:



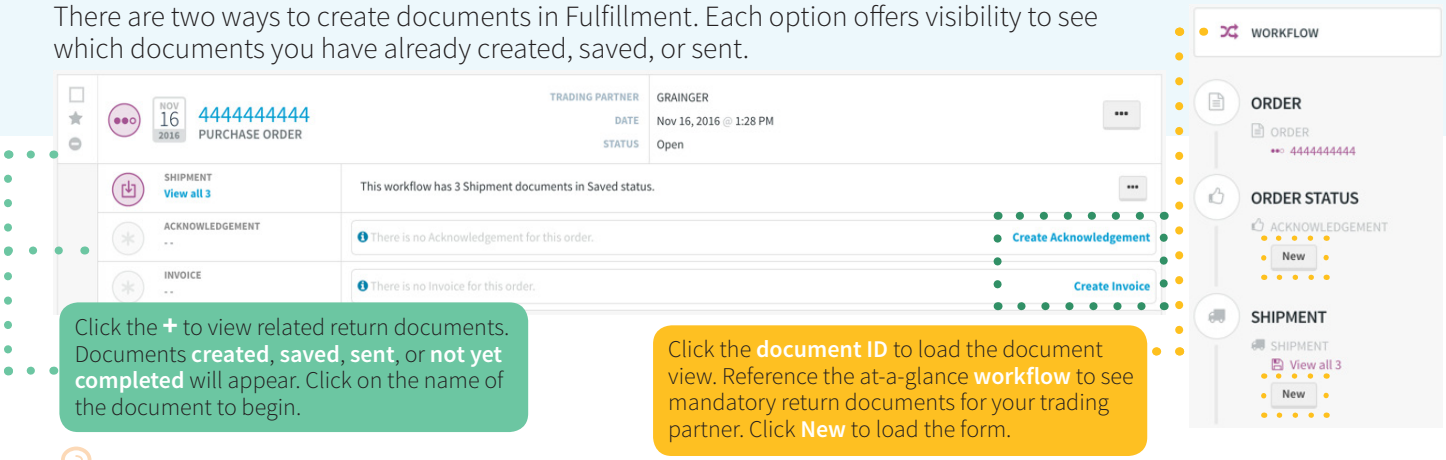
Working with your **Documents**

WebForms: NEXT STEPS

Next Steps

Fulfillment: TRANSACTIONS IN DETAIL VIEW & AT-A-GLANCE WORKFLOW

There are two ways to create documents in Fulfillment. Each option offers visibility to see which documents you have already created, saved, or sent.

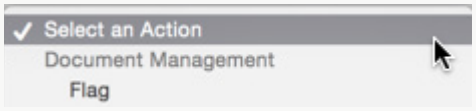


Click the **+** to view related return documents. Documents **created**, **saved**, **sent**, or **not yet completed** will appear. Click on the name of the document to begin.

Click the **document ID** to load the document view. Reference the at-a-glance **workflow** to see mandatory return documents for your trading partner. Click **New** to load the form.

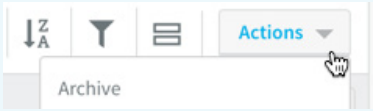
Pro-Tip: Quick Entry is equivalent to the WebForms Auto-Complete option and Full Form Entry loads the full data entry form.

WebForms: SELECT AN ACTION MENU



The WebForms Select an Action menu allows you to take the same action on more than one document at one time.

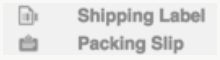
Fulfillment: ACTIONS MENU



In order to take the same action on more than one document, use the Actions menu within the search bar of your Transactions list .

WebForms: SHIPPING LABELS AND PACKING SLIPS

Next Steps **Working with Advance Ship Notice 35**



Shipping labels and packing slips are generated from the next steps arrow specific to the Advance Ship Notice.

Fulfillment: SHIPPING DOCUMENTS

Access shipping documents, such as shipping labels and packing slips by:

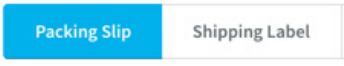
1. 

Click the **truck icon** on the Advance Ship Notice to view Shipping Documents.

Pro-Tip: Depending on your trading partner, pick-lists are typically sourced off of the Order, shipping labels are typically sourced from the Ship Notice, and packing slips may be sourced from either the Order or the Ship Notice.

2. **Print Shipping Documents**

Using the actions menu to load shipping documents for one or multiple shipments.



A comprehensive Fulfillment Product User Guide is available from the SPS Commerce Training Center.
We also offer live Fulfillment Product Training webinars.