

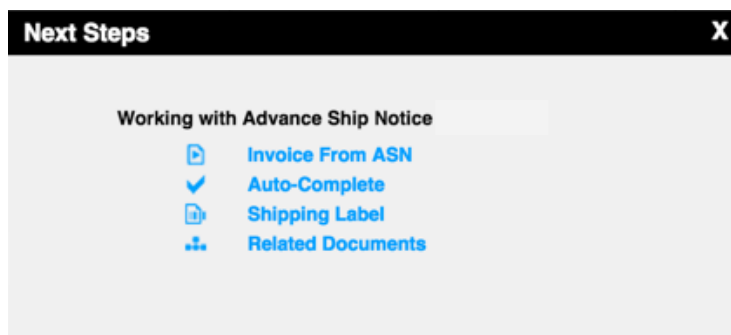
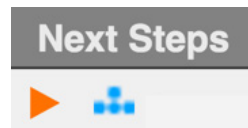
United Sporting Company

This guide will show you how to create and send an Invoice from a sent Advance Ship Notice to United Sporting Company.

Sending an Invoice from a successful and accurate ship notice you already sent ensures correct information sources from the Advance Ship Notice to the Invoice document. This is especially helpful when you send partial shipments for an order. You will no longer need to remember which items were sent on the ship notice. Instead you can just pull information from the ship notice automatically into your Invoice for your relationships with United Sporting Company, Jerry's Sport Center, or Ellett Brothers.

To load the Invoice from the Advance Ship Notice, complete the steps below:

1. Log into www.spscommerce.net.
2. Click **WebForms Fulfillment** in the product banner at the top.
3. Click **Sent** in the left navigation bar.
4. Search for a previous Advance Ship Notice you sent to United Sporting Company.
5. Click the **Next Steps** orange triangle on the right under the Next Steps column.
 - a. A new window will appear.
6. Click **Invoice from ASN**.



- a. A new Invoice form will appear with information from the ship notice loaded into the form.
7. Review the Invoice and fill in any remaining information.
 8. Click **Save** to save a draft of the Invoice or click **Send** to send the information to United Sporting Company.



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