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Note: Words contained in this document that have an [Outline] around them denote a web link or button. When action is required to click a link or button, the exact wording of that link or button will be indicated with the [Outline].
SAR Processing

When product is ready to be shipped, all purchase orders require a Shipment Authorization Request (SAR) to be filled out through the on-line SAR process. When the SAR is completed, the system will automatically authorize or deny the request to ship. Instructions will be displayed online and the disposition of the SAR will be emailed to the user and the HSN Traffic department.

View SAR’s

The SAR function allows Partners to view and update processed SARs in the B2B system.
1) User will select SAR’s from the top navigation bar, under ‘Ship to HSN’ (Figure 1).

2) A report of open SARs will be shown. The System displays a list of Shipment Authorization Requests and corresponding Purchase Orders. (Figure 2)

3) Only Purchase Orders where the status is “final approved” and reviewed by logistics will be available to create an SAR.
4) To see the detail of an Authorized or Exception Status SAR, user will select an SAR ID by clicking on the specific SAR ID Link. SAR Header detailed information will be displayed in tab format. (Figure 3) SAR Header detailed information can be printed by clicking on the Print button.

![Figure 3](image-url)

**Partner Shipment Authorization Requests**

<table>
<thead>
<tr>
<th>SAR ID</th>
<th>PO Number</th>
<th>HSN Warehouse</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>00846</td>
<td>040139</td>
<td>HSNAlloy Bars</td>
<td>Saved</td>
</tr>
<tr>
<td>102163</td>
<td>040699</td>
<td>HNSForborne</td>
<td>Saved</td>
</tr>
<tr>
<td>107046</td>
<td>040693</td>
<td>HNSHyloys</td>
<td>Saved</td>
</tr>
<tr>
<td>141026</td>
<td>727036</td>
<td>HSNHyloys</td>
<td>Saved</td>
</tr>
<tr>
<td>150496</td>
<td>744639</td>
<td>HSN Sample Warehouse</td>
<td>Authorized</td>
</tr>
<tr>
<td>155066</td>
<td>740119</td>
<td>HSN Sample Warehouse</td>
<td>Authorized</td>
</tr>
<tr>
<td>155591</td>
<td>750639</td>
<td>HSN Sample Warehouse</td>
<td>Saved</td>
</tr>
<tr>
<td>156276</td>
<td>750639</td>
<td>HSN Sample Warehouse</td>
<td>Saved</td>
</tr>
<tr>
<td>183673</td>
<td>772554</td>
<td>HSN Sample Warehouse</td>
<td>Authorized</td>
</tr>
<tr>
<td>185725</td>
<td>774602</td>
<td>HSNForborne</td>
<td>Saved</td>
</tr>
<tr>
<td>186017</td>
<td>775061</td>
<td>HSNHyloys</td>
<td>Saved</td>
</tr>
</tbody>
</table>
Update Partner’s SAR

1) A Shipment Authorization Request with a status of ‘S’ (Saved) may be updated. (Figure 2) User clicks on Edit and goes to the “Review SAR Before Committing” screen of the SAR wizard function. (Figure 4) 
NOTE: When the user selects a Shipment Authorization Request to update, The System will verify if the PO associated with that SAR is currently “approved” and “logistics reviewed”. If it is not, the user will have view only access. If the PO assigned to this SAR is no longer valid, the SAR cannot be submitted or edited. Please contact HSN with any questions.

2) User can utilize SAR information tabs to review and/or update SAR information. User can click Finish button to validate and save updates to SAR and close “Review SAR Before Committing” screen. User can click Cancel button to cancel updates and close “Review SAR Before Committing screen”.

3) A Shipment Authorization Request with a status of ‘S’ (Saved) may also be deleted. User clicks Delete button to delete specified SAR. (Figure 2) The specified SAR will no longer be viewable on “SAR” page.
Creating a SAR

1) User will select SAR's from the top navigation bar, under 'Ship to HSN' (Figure 1). A listing of SARs will be shown.

2) To begin the creating a SAR process, user then clicks on the Add SAR button. (Figure 5) The system displays the first screen of the SAR Wizard. (Figure 6).

NOTE: The user is assisted with the process of creating a SAR by completing a SAR Wizard process. The SAR Wizard is a series of screens, containing questions and hints that walk the user through the process of creating an SAR.

Figure 5

![Figure 5](image)

Figure 6

![Figure 6](image)
2) User clicks on **Continue** button to move to the next screen of the SAR Wizard. The System displays the second screen of SAR Wizard. *(Figure 7)* User can click **Cancel** button to close the SAR Wizard without completing the creation of a SAR.

**Figure 7**

*Select PO & Destination Warehouse*

Select a Purchase Order, Select a Destination Warehouse, then click 'Continue'.

- **Purchase Order:** 830942
- **Warehouse:** HSN/Piney Flats

3) Two dropdown menus will be displayed. The first is for the user to select the Purchase Order to be shipped, and the second for the HSN location the product is being shipped to.

4) Purchase order numbers will be listed in ascending order. Only Purchase Orders that are final approved and reviewed by the traffic department will be shown and must have a PO Type of: RO, BO, PR or GS.

**NOTE:** If the user is shipping a Showroom Samples SAR, please go to [Showroom Samples](#) section.

5) Once a Valid PO and HSN location have been chosen, the user clicks on **Continue** button to move to the next screen of the SAR Wizard. *(Figure 8)*

**Figure 8**

*High Level Information*

Enter high level information about the SAR.

- **Purchase Order:** 830942
- **Destination Warehouse:** HSN/Piney Flats (94)
- **Vendor Warehouse:** Hunter Fan Company
- **Special Handling:** Do not Double Stack
- **Freight Terms:** Pre-Paid Collect
- **Required Ship Date:** 9/24/2007
- **Ready To Ship Date:** 10/20/2009
- **Are you shipping from multiple shipping points?**
6) All editable fields will have either a drop down box or open text box. Multi-ship box is an optional field. 
NOTE: If the Partner has not previously setup a Partner warehouse shipping location, users will be sent directly to Adding a Warehouse.

NOTE: The Destination Warehouse link can be clicked by the user to verify address of the HSN warehouse.
NOTE: If any Special Handling is required a dropdown is provided.

7) The Ready to Ship Date must be entered by clicking the calendar icon. This will open a calendar popup window with a graphic interface to choose the date (Figure 9).

8) The user must check the Are you shipping from multiple shipping points? box if they are shipping merchandise from multiple origination points to a single HSN warehouse.

9) When the user clicks the Continue button to continue to the fourth screen of the SAR Wizard, the system validates the Ready to Ship Date based on the following criteria: The Ready to Ship Date + transit time in Calendar days must be on or before the Requested Delivery Date. If the shipment will not be delivered on time, a message will inform the user that the date entered will cause this SAR to Exception. They then have an option to edit the date or continue.

Figure 9

<table>
<thead>
<tr>
<th>2008 October</th>
</tr>
</thead>
<tbody>
<tr>
<td>m t w t f s s</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>13 14 15 16 17 18 19</td>
</tr>
<tr>
<td>20 21 22 23 24 25 26</td>
</tr>
<tr>
<td>27 28 29 30 31</td>
</tr>
</tbody>
</table>

10) The next screen of the SAR Wizard is to validate the Partner’s Warehouse address/zipcode. (Figure 10) The Verify Postal Code field will be blank. This field is required to validate the ship from zip code. If the zip code entered does not match the warehouse Zip Code or if the field is left blank, the user will presented with options to correct. (Figure 11).

Figure 10

Verify Vendor Warehouse Address

Please verify that the vendor warehouse zipcode is correct.

Verify Postal Code: 38661
11) The Measurement Details screen (Figure 12) of the SAR Wizard requires the user to enter cartons, pallets and weight for the shipment.

**Figure 12**

12) After entering measurement details user clicks [Continue] button to continue to the sixth screen of the SAR Wizard. (Figure 13) At this point in the SAR Wizard the System prompts the user that a specific SAR has been created. Even if the user clicks the clicks [Cancel] button an SAR will be saved. (Figure 13)
13) The next screen of the SAR Wizard displays SAR detail information. (Figure 14) The user must place the actual unit quantity to ship for each item in the shipment.

![Figure 14](image1)

### Detailed Level Information

Pick the quantity shipping of each item. Click continue to save the changes to the detail quantity.

<table>
<thead>
<tr>
<th>HSN Item #</th>
<th>Vendor Item #</th>
<th>UPC #</th>
<th>Description</th>
<th>Qty Ordered</th>
<th>Qty Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>621079</td>
<td>30953</td>
<td></td>
<td>HUNTER RPLC FLTR 4PK 30953-A/S</td>
<td>n/a</td>
<td>0</td>
</tr>
<tr>
<td>563474</td>
<td>30937</td>
<td></td>
<td>HUNTERKPL FLTR 2PK #30997 - A/S</td>
<td>n/a</td>
<td>0</td>
</tr>
<tr>
<td>554310</td>
<td>30995</td>
<td></td>
<td>HUNTER RPL FLTR 30995-A/S</td>
<td>n/a</td>
<td>0</td>
</tr>
</tbody>
</table>

Current Total Quantity: 0

Quantity Remaining: 186

[Back, Continue, Cancel]

14) Upon completing the SAR detail screen the user may click the Continue button. The system will then complete several SAR Validation processes and alert (red highlighted fields) or prompt as required. If SAR passes validation process the system displays the next screen of the SAR Wizard. (Figure 15)

![Figure 15](image2)

### Review SAR Before Committing

Review the SAR and make sure the information is correct. If there are any changes, you may click Back and make your modifications. Some changes may require you to re-enter data (i.e. Changing the warehouse).

Click Finish to save the shipment authorization request.

<table>
<thead>
<tr>
<th>Purchase Order: 830942</th>
<th>Special Handling: Do not Double Stack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Ship Date: 9/24/2007</td>
<td>Multiship: No</td>
</tr>
<tr>
<td>Ready To Ship Date: 10/30/2008</td>
<td>Total Cartons: 12</td>
</tr>
<tr>
<td>HSN Warehouse: HEN/Piney Flats</td>
<td>Total Pallets: 40</td>
</tr>
<tr>
<td>Vendor Warehouse: Hunter Fan Company</td>
<td>Total Weight: 30</td>
</tr>
<tr>
<td>Freight Terms: PrePaid</td>
<td>Total Cube: 0</td>
</tr>
</tbody>
</table>

[Back, Finish, Cancel]

15) After reviewing information on the SAR summary screen, the user may click the Finish button to complete validation step of the SAR creation process, or click on the Back button to change any incorrect data.

16) When user clicks the Finish button of the SAR summary information screen the system will check all validation criteria and authorize or exception the SAR request.
17) User will receive an instructional authorization message based on results. (Figure 16)

![Figure 16](image.png)

**Review SAR Before Committing**

Review the SAR and make sure the information is correct. If there are any changes, you may click Back and make your modifications. Some changes may require you to re-enter data (i.e. changing the warehouse).

Click Finish to save the shipment authorization request.

**NOTE:** Figure 16 shows an SAR that was rejected due to not meeting ship window for Required Delivery Date.

18) User clicks the Finish button and is taken to the final results screen of the SAR Wizard (Figure 17), or click on the Back button to change any incorrect data.

![Figure 17](image.png)

19) User clicks the Close button and is taken back to the SAR from the HSN Partner Functions Menu (Figure 4). A listing of open SARs will be shown.
HSN requires a Shipment request be completed when a partner is shipping product samples directly to the HSN Showroom Warehouse. This shipment request is only slightly different from the regular SAR process.

1) User will select SAR from the top navigation bar, under ‘Ship to HSN’ (Figure 1). A listing of open SARs will be shown.
2) To begin the creating a Showroom SAR process, user then clicks on the Add SAR button. (Figure 2). The system displays the first screen of the SAR Wizard. (Figure 18)

NOTE: The user is assisted with the process of creating a Showroom SAR by completing a SAR Wizard process. The SAR Wizard is a series of screens, containing questions and hints that walk the user through the process of creating a SAR.

3) To ship a Showroom Samples, user must first select a Purchase Order number and Showroom warehouse as the destination (Figure 19).

NOTE: In an effort to reduce the number of shipments and trucks you will be preparing and loading while assuring fullest cube utilization of trailers we have implemented new procedures which can be accessed by clicking on Vendor Documents on the site — title “Palletization & Loading”. These processes became effective April 1, 2008. If you have any questions or comments please contact VendorCompliance@hsn.net.

NOTE: At times you will be asked to ship your freight to us via FED EX NATIONAL. It is imperative that you mark the bill of lading with the correct carrier information and tender the freight to the trucking company that will be calling on you for the pickup—although FEDEX FREIGHT and FEDEX NATIONAL are both owned by the same corporation they are very different carriers in terms of service and pricing. The correct SCAC (Standard Carrier Alpha Codes) for FED EX NATIONAL is FAXL. Please assure that SCAC code is applied in the appropriate section on your Bill of Lading.
4) Once a Valid PO and HSN sample warehouse location have been chosen, the user clicks on the Continue button to move to the next screen of the SAR Wizard. (Figure 20)

Figure 20

High Level Information
Enter high level information about the SAR.

Purchase Order: 930045
Destination Warehouse: HSN Sample Warehouse (1)
Vendor Warehouse: Michael Anthony Whs
Special Handling: NONE
Freight Terms: ☑ Pre-Paid ☐ Collect
Required Ship Date: 10/5/2007
Actual Ship Date: 10/21/2007

5) All editable fields will have either a drop down box or open text box. Multi-ship box is an optional field.
NOTE: If the Partner has not previously setup a Partner warehouse shipping location, users will must cancel out of wizard and go to My Warhouses to set up shipping locations. See Adding a Warehouse.
NOTE: The Destination Warehouse link can be clicked by the user to verify address of the HSN warehouse.

6) If product Special Handling is required and a dropdown is provided.

7) The Required Ship Date must be entered by clicking the calendar icon. This will open a calendar popup window with a graphic interface to choose the date (Figure 9).

8) When the user clicks Continue button to continue to the forth screen of the SAR Wizard, the system validates the Required Ship Date based on the following criteria: The Ready to Ship Date + transit time in Calendar days must be on or before the Requested Delivery Date. If the shipment will not be delivered on time, a message will inform the user that the date entered will cause this SAR to Exception. They then have an option to edit the date or continue
9) The fourth screen of the SAR Wizard is to validate the Partner's Warehouse address/zipcode. *(Figure 21)* The Hover Content field will be blank. This field is required to validate the ship from zip code. If the zip code entered does not match the warehouse Zip Code or if the field is left blank, the user will presented with options to correct. *(Figure 22)*

**Figure 21**

**Verify Vendor Warehouse Address**

Please verify that the vendor warehouse zip code is correct.

- **Warehouse Address:**
  - 70 S Mac Questen Pky
  - Mount Vernon, NY 10550
  - USA

- **Verify Postal Code:** 10550

**Figure 22**

Microsoft Internet Explorer

- The Zip Code entered does not match zip code in Ship From Vendor Warehouse Selected.
- Press "OK" to update zip code in Ship From Vendor Warehouse
- OR
- Press "Cancel" to edit validate ship from zip code or select alternate Ship From Vendor Warehouse.

- **OK**
- **Cancel**

9) The Measurement Details screen of the SAR Wizard requires the user to enter total cartons in shipment *(Figure 23)*

10) After entering measurement details user clicks **Continue** button to continue to the sixth screen of the SAR Wizard.

**Figure 23**

**Measurement Details**

Enter the measurement details.

- **Total Cartons:** 5
11) The next screen of the SAR Wizard displays SAR detail information. The user must place the actual unit quantity to ship for each item in the shipment. (Figure 24)

**Figure 24**

![Detailed Level Information](image)

*Detailed Level Information*

Pick the quantity shipping of each item. Click continue to save the changes to the detail quantity.

<table>
<thead>
<tr>
<th>HSN Item #</th>
<th>Vendor Item #</th>
<th>UPC #</th>
<th>Description</th>
<th>Qty Needed</th>
<th>Qty Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>278454</td>
<td>P0051604</td>
<td></td>
<td>EDG 14K STAINED GLASS MARY PND</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>278452</td>
<td>P0050294</td>
<td></td>
<td>EDG 14K TRICOLOR BUTTERFLY</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Current Total Quantity: 10
Quantity Remaining: 10

13) The next screen prompts the user to enter Tracking Numbers for their shipments. (Figure 25)

**Figure 25**

![Tracking Numbers](image)

*Tracking Numbers*

Enter the tracking numbers for the shipments.

<table>
<thead>
<tr>
<th>Carrier Id:</th>
<th>FEDEX Ground</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tracking #</th>
</tr>
</thead>
<tbody>
<tr>
<td>111111111111111</td>
</tr>
<tr>
<td>222222222222222</td>
</tr>
<tr>
<td>333333333333333</td>
</tr>
<tr>
<td>444444444444444</td>
</tr>
<tr>
<td>555555555555555</td>
</tr>
</tbody>
</table>

NOTE: A wedge scanner may be used to enter tracking numbers if desired.
12) After entering carrier information user clicks **Continue** button to continue to the seventh screen of the SAR Wizard. **(Figure 26)** At this point in the SAR Wizard the System prompts the user that a specific SAR has been created. At this point if the user clicks the **Cancel** button a SAR will still be created and/or saved. **(Figure 26)**

**Figure 26**

![Microsoft Internet Explorer](image)

An SAR (0) has been created with the information entered thus far in the Wizard. If you exit the wizard this SAR will remain until you delete it or finish it.

**Figure 27**

**Review SAR Before Committing**

Review the SAR and make sure the information is correct. If there are any changes, you may click Back and make your modifications. Some changes may require you to re-enter data (i.e. changing the warehouse).

Click Finish to save the shipment authorization request.

```
Purchase Order: 830045  Special Handling: NONE
Required Ship Date: 10/5/2007  MultiShip: No
Actual Ship Date: 10/21/2008  Total Cartons: 5
HSN Warehouse: HSN Sample Warehouse  Total Pallets: 0
Vendor Warehouse: Michael Anthony Whs  Total Weight: 0
Freight Terms: ○ PrePaid ○ Collect  Total Cube: 0
```

14) Upon completing the SAR detail screen the user may click the **Continue** button. The system will then complete several SAR Validation processes and alert (red highlighted fields) or prompt as required. If SAR passes validation process the system displays the eighth screen of the SAR Wizard. **(Figure 27)**

15) When user clicks the **Finish** button of the SAR summary information screen the system will check all validation criteria and authorize or exception the SAR request.
16) User will receive an instructional authorization message based on results. (Figure 28)

**Figure 28**

STOP! DO NOT SHIP! The authorization request for [DCID 833045, Fulfillment Center 1], has been denied for the reason(s) listed below.

- There is insufficient time for shipment to reach our showroom.

An HEN operations coordinator will be in contact to discuss shipping solutions. For immediate assistance you may email our traffic department at TrafficDepartment@HSN.net.

**NOTE:** Screen may display an instructional authorization message if no exception were found during validation.

17) User clicks the **Close** button and is taken back to the **SAR** from the HSN Partner Functions Menu (Figure 2). A listing of open SARs will be shown.
Partner Invoice Process

Partners will have the ability to submit invoices for products shipped domestically to HSN distribution centers.

Add Invoice

The Add function will allow Partners to submit Invoices using HSN B2B application.
1) Select **Partner Invoices** from the top navigation bar, under ‘Ship to HSN’. (Figure 29)

**Figure 23**
2) A list of Invoices previously created will be shown with status of invoice.  (Figure 30)
4) To add an Invoice, the user will click on the **Add Invoices** link (Figure 30), the **Invoice Form** will appear (Figure 31). The following functions are available upon completion of the invoice:

- Save Invoice
- Delete Invoice
- Submit Invoice
- Print Invoice
- Email Invoice

An explanation of each of these functions can be found on the following pages.

**Figure 31**

![Invoice Form](image)

The Invoice Form includes:

- **Invoice Form for SAR ID:**
  - SAR ID: Select a SAR
  - Vendor Number:
  - Ship To Location:
  - Vendor Invoice Number:
  - Invoice Status:
  - Check Number:
  - Purchase Order Number:
  - Vendor Name:
  - Terms:
  - Invoice Date:
  - Invoice Payment Date:
  - Amount Paid:

- **Line Item Detail Information**
  - HSN Item
  - Vendor
  - UPC
  - Description
  - Quantity
  - Unit Cost
  - Ext Cost

- **Invoice Total Information**
  - Subtotal:
  - Freight:
  - Gross Amount:
  - Defect Scrap Allowance %:
  - Defect Scrap Allowance:
  - Net Amount:

**Figure 31**

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5) To start the invoice creation process, select a SAR ID from the drop down list in (Figure 31). All SAR ID's that are currently authorized, will be displayed in the drop down box.

**Figure 26**

![Invoice Form](image)
6) Upon selecting a SAR ID from the drop down box, the Invoice Form will be populated with items corresponding to the SAR ID selected (Figure 32). The Invoice Form is populated with: PO No, Partner No, Ship To Location, Partner Name, Terms and Invoice Date.

7) The following are mandatory entries: Invoice Number, Qty, and Unit Cost (Figure 32). The following are completed if applicable: Terms, Freight, and Scrap Allowance.
8) When Invoice is complete you may Save the invoice for later submission by Clicking the **Save Invoice** button at the bottom of the Invoice Form (**Figure 28**), then Click on the **OK** button to complete the save function. Once an invoice is saved you can come back later to complete the invoice and submit to HSN.

9) If the Invoice is complete and ready to be submitted to HSN, Click on the **Submit Invoice** button at the bottom of the Invoice Form (**Figure 28**) then click on the **OK** button to complete the submit function.

Note: After an Invoice is submitted it cannot be changed.

---

**Figure 28**

![Invoice Form - Microsoft Internet Explorer](image)
Delete Invoice

Note: Only Invoices with a status of Saved can be deleted.

1) Select an Invoice No with status of Saved from My Invoice screen.

2) To Delete the Invoice click the Del button at the right of the Invoice Form to remove the Invoice. (Figure 29), then Click on the OK button on the Invoice Form to complete the delete.

3) My Invoice screen will re-appear with the deleted invoice removed from the list of Invoices.

Figure 29
5) Click on the **Cancel** button at the bottom of the Invoice Form to exit the Invoice Forms and return to the My Invoice screen without any changes (Figure 27).

6) Click on the **OK** button to execute the cancel.

**Figure 27**

**Figure 30**
Print Invoice

1) Invoice detail information can be printed by clicking on the Print Invoice button at the bottom of the Invoice Form. (Figure 27)

2) Printer Friendly Invoice screen appears, click on window File link and then ‘Print’ to print the Invoice. (Figure 31)

Figure 31

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Ext. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>HNTR FLRS 30934 (2PK 30930)</td>
<td>20</td>
<td>$29.10</td>
<td>$582.00</td>
</tr>
<tr>
<td>HUNTER FLRS 30926 (2PK 30928)</td>
<td>8</td>
<td>$23.80</td>
<td>$190.40</td>
</tr>
<tr>
<td>HNTR FLRS 30902 (2PK 30901)</td>
<td>8</td>
<td>$21.15</td>
<td>$169.20</td>
</tr>
<tr>
<td>HUNTER FILTERS 2PCK -30934-A/S</td>
<td>8</td>
<td>$18.87</td>
<td>$150.96</td>
</tr>
<tr>
<td>HUNTER RPL FLRS 2PK 30661-A/S</td>
<td>8</td>
<td>$25.19</td>
<td>$201.52</td>
</tr>
<tr>
<td>HUNTER 2PK RPLC FLTR 30926-A/S</td>
<td>8</td>
<td>$23.00</td>
<td>$184.00</td>
</tr>
<tr>
<td>HUNTER RPLC FLTR-30923 2PK A/S</td>
<td>8</td>
<td>$15.45</td>
<td>$123.60</td>
</tr>
<tr>
<td>MODEL 30931 HUNTER FILTERS 2PK</td>
<td>10</td>
<td>$29.10</td>
<td>$291.00</td>
</tr>
<tr>
<td>HUNTER FILTER 30669 - AUTOSHIP</td>
<td>10</td>
<td>$22.87</td>
<td>$228.70</td>
</tr>
<tr>
<td>HUNTER FLRS 30669 (2PK 30963)</td>
<td>25</td>
<td>$22.87</td>
<td>$571.75</td>
</tr>
</tbody>
</table>

Invoice Total Information

| Subtotal: | $2,693.13 |
| Freight: | $0.00 |
| Defective/Scrap Allowance Percentage: | - 0% |
| Defect./Scrap Allowance: | $0.00 |
| Gross Amount: | $2,693.13 |
| Net Amount: | $2,693.13 |
10) Invoice details can also be emailed by clicking on the [Email Invoice] at the bottom of the Invoice Form ([Figure 46]).

11) An Email Invoice popup screen appears ([Figure 32]), to Send email, enter: email address in the To: field, to Copy someone enter email address in CC: box, to add comments: type them in the Special Instructions box and click the [Send] button to send the invoice or [Cancel] to cancel the email.

**Figure 32**
DropShip Data Exchange

DropShip Certification
To begin utilization of the HSN Partner Portal DropShip Data Exchange system, a vendor must first complete a seven (7) step certification process for one available file format type. This certification process requires that the certifying vendor work in concert with HSN staff to provide required trading partner data and complete test transaction utilizing one of the three available file format types.

File Formats
A vendor can choose one or more of the following file format types to earn certification against. A vendor can only certify one file format type at a time.

<table>
<thead>
<tr>
<th>File Format Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDI</td>
</tr>
<tr>
<td>XML</td>
</tr>
<tr>
<td>CSV</td>
</tr>
</tbody>
</table>

Transaction Types
A vendor must be certified for the following transaction types for one file format type(s) to earn certification.

<table>
<thead>
<tr>
<th>Transaction Type(s)</th>
<th>Transaction Detail</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>850</td>
<td>DropShip Orders</td>
<td>Transaction out from Partner Portal</td>
</tr>
<tr>
<td>856</td>
<td>Shipment Confirmation</td>
<td>Transaction in from Vendor</td>
</tr>
<tr>
<td>812</td>
<td>Credit Memo</td>
<td>Transaction in from Vendor</td>
</tr>
<tr>
<td>820</td>
<td>Remittance Advise</td>
<td>Transaction out from Partner Portal</td>
</tr>
<tr>
<td>997</td>
<td>Functional Acknowledgement</td>
<td>Transaction in from Vendor</td>
</tr>
</tbody>
</table>
Starting DropShip Certification Process
To begin the DropShip certification process the users will use the Partner Certification selection. (Figure 33)
1) User will mouse click on the **New Certification** link to begin the certification process. (Figure 34)

**Figure 34**

![Document Format Certification](image)

- **File Format:**
  - CSV
  - EDI
  - XML

**Step 1:**
To begin the certification process, we must first obtain information that will allow us to build accurate test files. This information will also be used to expedite the creation of your trading partner record.

- **Qualifier:** 12
- **ISA Sender/Receiver ID:** 7278724480
- **GB Sender/Receiver ID:** 7278724480

**Step 2:**
Download Orders File
Click the link below to download a file containing 10 sample Orders. This file will be created using the information provided above. The specifications for the Orders file can be found here:

10 Orders for Vendor ID: 312065

**Step 3:**
**Acknowledge Orders File**
Once you have downloaded the Orders file, you must send an acknowledgment to HSN. This acknowledgment file indicates how many orders were received and how many were accepted. The specifications for an Acknowledgment file may be found here.

- **Upload**
- **Browse...**

**Step 4:**
**Upload Shipment Confirmation**
The next step in certification is to upload a Shipment Confirmation file. The specifications for a Shipment Confirmation file may be found here.

- **Upload**
- **Browse...**

2) User must first select a **File Format** to begin certification process on. (Figure 36)

**NOTE:** Trading Partner can only complete the certification process on one file type at a time. However, Partner can complete certification process on all available file types.
3) **Step One** Trading Partner Information requires the user to enter vendor trading partner information. *(Figure 34)* This information includes the following:

<table>
<thead>
<tr>
<th>Data Requirement</th>
<th>Additional Information</th>
</tr>
</thead>
</table>
| ISA Qualifier          | Represents what type of sender/receiver code you will be using.  
                          | 01 = Duns Number, 12 = Phone Number, or ZZ = mutually defined.  
                          | Minimum length = 2, Maximum length = 2                                               |
| ISA/GS Sender ID       | Identifier for your company and lets HSN’s systems identify who the file is from.     
                          | Minimum length = 2, Maximum length = 15                                               |
| ISA/GS Receiver ID     | Also identifies your company and is usually the same as the ISA sender/receiver id.   
                          | Minimum length = 2, Maximum length = 15                                               |

NOTE: Date entered in Trading Partner Information section of form will be utilized by HSN Partner Portal Data Exchange system to build accurate test files for the certification process.

4) **Step Two** Download Orders File - 850 requires the user to download ten (10) Sample DropShip order files. The user will be prompted to save the order files to his/her PC. *(Figure 35)* These ten (10) Sample DropShip order files should now be validated in the vendors own order system and/or Drop Ship order processes.

NOTE: Step two (2) contains a link to display “File Specifications” for HSN Data Exchange DropShip order files.

NOTE: When the user clicks on the “10 Orders for Vendor ID: #######” link, an email is created and sent to HSN Partner Portal Data Exchange staff. This email informs HSN Partner Portal Data Exchange staff that the vendor has sent in trading partner information. HSN Partner Portal Data Exchange staff must acknowledge receipt of trading partner’s data before next step in certification can be started. Trading Partners will know that their data has been received and accepted by email correspondence from HSN Partner Portal Data Exchange staff, or direct communication with HSN Partner Portal Data Exchange staff and/or by returning to HSN Partner Portal Data Exchange certification process and links or enabled on **Step Three**.

**Figure 35**

*File Download*

**Do you want to open or save this file?**

- **Name:** 850_10_06_2008.csv
- **Type:** Microsoft Office Excel Comma Separated Values File
- **From:** spdwbb01

[Open] [Save] [Cancel]

*While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What’s the risk?*
5) **Step Three** Acknowledge Orders File. This step requires the Trading Partner to upload a functional acknowledgement file (997) for the Sample Order file downloaded in Step Two. (Figure 36) The acknowledgement file indicates how many orders were received and how many were accepted.

**NOTE:** Step three (3) contains a link to display “File Specifications” for HSN partner Portal Data Exchange Functional Acknowledgement files.

6) Click on the **Browse** button in step three and locate the file containing the functional acknowledgement transaction to be uploaded from the user’s PC. (Figure 36) After locating and selecting the functional acknowledgement transaction file to upload, click on the **Upload** button to submit the file to the HSN Partner Portal Data Exchange system.

**Figure 36**

*Step 1: Trading Partner Information*

To begin the certification process, we must first obtain information that will allow HSN to build accurate test files. This information will also be used to expedite the creation of your trading partner record.

- **Qualifier:** 12
- **ISA Sender/Receiver ID:** 7278754480
- **GS Sender/Receiver ID:** 7278754480

*Step 2: Download Orders File*

Click the link below to download a file containing 10 sample orders. This file will be created using the information provided above. The specifications for the orders file can be found here.

10 Orders for Vendor ID: 312063

*Step 3: Acknowledge Orders File*

Once you have downloaded the Orders file, you must send an acknowledgment to HSN. This acknowledgment file indicates how many orders were received and how many were accepted. The specifications for an Acknowledgment file may be found here.

*Step 4: Upload Shipment Confirmation*

The next step in the certification process is to upload a Shipment Confirmation file. The specifications for a Shipment Confirmation file may be found here.

*Results:* Pending

**NOTE:** Once the user has uploaded the functional acknowledgement transactional file to the HSN Partner Portal Data Exchange system, an email notification is automatically sent to HSN Partner Portal Data Exchange staff. Staff then will determine if the partner’s functional acknowledgement file processed successfully. Vendor will know that their functional acknowledgement file has been received and accepted by HSN Partner Portal Data Exchange staff either by email correspondence or direct communication from HSN Partner Portal Data Exchange staff and/or by returning to HSN Partner Portal Data Exchange certification process screen and seeing “Results” is set to “Completed” for Step Three. (Figure 37)
7) **Step Four** Upload Shipment Confirmation - This step requires the Trading Partner to upload a shipping confirmation file (856) for the Sample Order file downloaded in Step Two. (Figure 38).

**Figure 38**

Step 4:  
Upload Shipment Confirmation

The next step in certification is to upload a Shipment Confirmation file. The specifications for a Shipment Confirmation file may be found [here](#).  

Results:  
Pending

NOTE: Step four (4) contains a link to display “File Specifications” for HSN Partner Portal Data Exchange Shipment Confirmation files.

8) Click on the **Browse** button in step four and locate the file containing the shipment confirmation transaction to be uploaded from the user's PC. (Figure 36) After locating and selecting the shipment confirmation transaction file to upload, click on the **Upload** button to submit the file to the HSN Partner Portal Data Exchange system.

NOTE: Once the user has uploaded the shipping confirmation transactional file to the HSN Partner Portal Data Exchange system, an email notification is automatically sent to HSN Partner Portal Data Exchange staff. Staff will then determine if the partners shipping confirmation file processed successfully. Vendor will know that their shipping confirmation file has been received and accepted by HSN Partner Portal Data Exchange staff either by email correspondence or direct communication from HSN Partner Portal Data Exchange staff and/or by returning to HSN Partner Portal Data Exchange certification process screen and seeing “Results” is set to “Completed” for **Step Three** (Figure 39).
9) **Step Five** Upload Credit Memo – This step requires the Trading Partner to upload a credit memo file (812) for the Sample Order file downloaded in Step Two. (Figure 40).

NOTE: Step five (5) contains a link to display “File Specifications” for HSN Partner Portal Data Exchange Credit Memo files.

10) Click on the **Browse** button in Step Five and locate the file containing the credit memo transaction to be uploaded from the user's PC. (Figure 36) After locating and selecting the credit memo transaction file to upload, click on the **Upload** button to submit the file to the HSN Partner Portal Data Exchange system.

NOTE: Once the user has uploaded the credit memo transactional file to the HSN Partner Portal Data Exchange system, an email notification is automatically sent to HSN Partner Portal Data Exchange staff. Staff then will determine if the partners credit memo file processed successfully. Vendor will know that their credit memo file has been received and accepted by HSN Partner Portal Data Exchange staff either by email correspondence or direct communication from HSN Partner Portal Data Exchange staff and/or by returning to HSN Partner Portal Data Exchange certification process screen and seeing “Results” is set to “Completed” for **Step Three**. (Figure 41).
11) **Step Six** Remittance Advice - 820 requires the user to download a sample Remittance Advice file. The user will be prompted to save the Remittance Advice file to his/her PC. (Figure 36) This Remittance Advice file should now be validated in the vendor's own order and/or accounting system or processes. 

NOTE: Step six (6) contains a link to display “File Specifications” for HSN Partner Portal Data Exchange Remittance Advice files.

NOTE: When the user clicks on the “Sample Remittance Advice” link, the vendor has completed the certification process for the specified file format type by email correspondence from HSN Partner Portal Data Exchange staff, or direct communication with HSN Partner Portal Data Exchange staff and/or by returning to HSN Partner Portal Data Exchange certification process and viewing current certification file format status. (Figure 42)

NOTE: Vendor is now able to utilize DropShip Data Exchange system with certified file format(s).
12) To complete certification for another file format type, vendor must complete Step One through Step Eleven for the specified file format.
The Order Lookup screen allows the vendor to search for a specific order with an order number. If a valid order number is entered, order detail information is displayed.

1) To lookup a Drop Ship order, partners will use the **Order Look Up** selection in the Drop Ship Data Exchange menu (Figure 43).

2) User enters a valid order number in “Enter Order Number:” text box. (Figure 44)

2) Click **Look Up** button to display order detail information.

**Figure 43**

![Image of Order Lookup screen](image)

**Figure 44**

![Image of Order Lookup panel](image)

NOTE: Click **Print Summary** button to launch print summary wizard to print a print summary for the specified Drop Ship order.

NOTE: Click **Ship confirm** button to launch ship confirm wizard to ship confirm the specified Drop Ship order.
The Order Pickup screen allows the partner to manage the pickup and acknowledgement of Drop Ship orders. From the Order Pickup screen the vendor can determine the order count of orders available by date, download the Drop Ship orders, acknowledge receipt of the Drop Ship orders and print order summaries for the Drop Ship orders. (Figure 45)

Figure 45

NOTE: A vendor must first download the Drop Ship orders. Upon downloading the Drop Ship orders the vendor is notified that HSN Partner Portal Data Exchange system marks the Drop Ship orders as downloaded. The vendor is now being tracked for performance metrics and compliance.

NOTE: A vendor must follow a sequence of events in downloading and acknowledging receipt of Drop Ship orders. The sequence of events are as follows:

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Sequence Description</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pickup Orders</td>
<td>Download Drop Ship orders from HSN Partner Portal Data Exchange system.</td>
</tr>
<tr>
<td>2</td>
<td>Acknowledge Receipt of Orders</td>
<td>Inform HSN Partner Portal Data Exchange system of receipt of specified order(s).</td>
</tr>
<tr>
<td>3</td>
<td>Print Summaries</td>
<td>Print order summaries on HSN stock paper of specified order(s).</td>
</tr>
</tbody>
</table>
Pickup Orders

A vendor must first download the Drop Ship orders. Upon downloading the Drop Ship orders the vendor is alerted that HSN Partner Portal Data Exchange system has marked the Drop Ship orders as downloaded. The vendor is now being track for performance metrics and compliance.

1) Click on the specific line item [Order Pickup] button. The user is prompted for acknowledgement of downloading and existence of specified Drop Ship orders. (Figure 46)

Figure 46

2) Click on [OK] button to continue order download process. The user is prompted to [Open] Save or [Cancel] the Drop Ship orders file to a location on users pc. (Figure 47)
3) Click **Save** button to save to a specified location on user’s pc for utilization in the Trading Partner’s internal Drop Ship order system and/or internal business processes. (Figure 48)

NOTE: Pickup Orders screen contains a tool bar button to display “File Specifications” for HSN Partner Portal Data Exchange DropShip Orders files.

**Figure 48**

![Save As dialog box](image)
**Acknowledge Orders**

Once Drop Ship orders have been downloaded the Drop Ship orders must be acknowledged as received before order summaries can be printed. (Figure 49) Dropship orders can be acknowledged by either uploading a file to HSN Partner Portal Data Exchange system or by clicking on a specified line item Acknowledge Receipt button.

**Figure 49**

NOTE: The Download button is changed to the Re-Download button once a specified line item of Drop Ship orders have been downloaded.

1) To upload an acknowledgement file user can click on the Upload Acknowledgements button. User can then follow instructions of “Submit Acknowledgement - 997” wizard to complete the uploading of an acknowledgement file to the HSN Partner Portal Data Exchange system. (Figure 49)
2) To acknowledge receipt a specific line item of Drop Ship orders the user can click on the **Acknowledge Receipt** button. (Figure 50). User can then follow instructions of the “Submit Acknowledgement - 997” wizard to complete the acknowledgement of the specified line item to the HSN Partner Portal Data Exchange system. (Figure 51)

**Figure 50**

NOTE: User clicks on the **Browse** button to locate the functional acknowledgement file on the user’s pc. User then clicks on the **Upload** button to upload to the HSN Partner Portal Data Exchange system.

**Figure 51**

NOTE: User enters a “Transaction Group Control Number”. If left blank a GS Number is assigned by the HSN Partner Portal Data Exchange system.

NOTE: User enters “Number of Transaction Received”. If entry is equal to order count acknowledgement code is set to status “A” for “Accepted”. If entry is less than order count acknowledgement code is set to status “P” for “Accepted Partial”.

Page 42
NOTE: User enters “Number of Transactions Accepted”. If entry is equal to order count acknowledgement code is set to status “A” for “Accepted”. If entry is less than order count acknowledgement code is set to status “P” for “Accepted Partial”. If the entry is equal to zero (0) then acknowledgement code is set to status “R” for “Rejected”.

Print Summaries

Once Drop Ship orders have been acknowledged receipt a vendor can then print order summaries for Drop Ship orders by clicking on the Print Summaries button of the specific line item. (Figure 52)

Figure 52

NOTE: The order count link is enabled after line item as been acknowledged receipt. User can click on order count link to view detailed orders information.
1) To print order summaries the user can click on the **Print Summaries** button for a specific line item. *(Figure 52)* User can then follow instructions of the “Order Summary” wizard to complete the printing of order summaries of the specified line item. *(Figure 53)*

**Figure 53**

![Order Summary Wizard](image)

2) User selects the format to download the order summaries from the **Format** drop-down box. The formats available to download order summaries in are “PDF” and any other file format that the vendor has been previously certified in.

3) Click on **Start** button to continue order download process. *(Figure 54)*

**Figure 54**

![Order Summary Wizard](image)
4) The user is prompted to **Open**, **Save** or **Cancel** the order summaries file to a location on users pc. (Figure 55)

**Figure 55**

![File Download](image)

**Do you want to open or save this file?**

- **Name:** 3b6f8e6-1fee-425c-8746-255898be71be.zip
- **Type:** WinZip File, 1.16 MB
- **From:** spdwebb01

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](image)

5) Click **Save** button to save to a specified location on users pc for printing of order summaries on HSN stock paper (PDF Format) or for utilization in vendor’s internal Drop Ship order system and/or internal business processes (EDI, CSV, XML formats). (Figure 56)
The Shipment Confirmation screen allows the Trading Partner to ship confirm Drop Ship orders. To access the Ship Confirmations screen, select Ship Confirmations from the Drop Ship menu. (Figure 56) Trading Partner can ship confirm specific orders through the shipment confirmation screen(s) or upload shipment confirmation files to the HSN Partner Portal Data Exchange system. (Figure 60) The shipment confirmation screen also allows the vendor to print order summaries for specified orders. (see Order Summaries)

**NOTE:** The Shipment Confirmation screen can view orders in “Unfulfilled” or “Fulfilled” status.  
**NOTE:** Shipment Confirmation screen contains a tool bar button to display “File Specifications” for HSN Partner Portal Data Exchange Shipment Confirmation files.  
**NOTE:** The Shipment Confirmation screen contains a tool bar button to “Upload Shipment Confirmations”.  User clicks the [Upload Shipment Confirmations] tool bar button to launch the “Shipment Confirmations” wizard.

![Shipment Confirmations Screen](image)
1) To upload a ship confirmation file user can click on the **Upload Shipment Confirmations** button. User can then follow instructions of the “Order Confirmation” wizard to complete the uploading of a shipment confirmation file to the HSN Partner Portal Data Exchange system. (*Figure 58*)

*Figure 58*

![Submit Order Confirmation (856) Wizard](image)

NOTE: User clicks on the **Browse** button to locate the shipment confirmation file on the user’s pc. User then clicks on the **Upload** button to upload to the HSN Partner Portal Data Exchange system.

2) To ship confirm a specific order the user clicks on the **Order Count** link of the specific line item. (*Figure 59*) The user is displayed a listing of orders for the specific line item. (*Figure 59*)

*Figure 59*

<table>
<thead>
<tr>
<th>Order #</th>
<th>Order Date</th>
<th>Item #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>413374042</td>
<td>3/30/2007</td>
<td>875110</td>
<td>AURORA</td>
<td>L</td>
<td>605051159</td>
<td>Ship Confirm</td>
</tr>
<tr>
<td>413374221</td>
<td>3/30/2007</td>
<td>875110</td>
<td>PASO ROBLES</td>
<td>CA</td>
<td>934467984</td>
<td>Ship Confirm</td>
</tr>
<tr>
<td>413375991</td>
<td>3/30/2007</td>
<td>875110</td>
<td>LOS ANGELES</td>
<td>CA</td>
<td>90002</td>
<td>Ship Confirm</td>
</tr>
<tr>
<td>413377189</td>
<td>3/30/2007</td>
<td>875110</td>
<td>DOWNERS GROVE</td>
<td>L</td>
<td>605152210</td>
<td>Ship Confirm</td>
</tr>
<tr>
<td>413378986</td>
<td>3/30/2007</td>
<td>875110</td>
<td>WILMINGTON</td>
<td>L</td>
<td>604819586</td>
<td>Ship Confirm</td>
</tr>
</tbody>
</table>

NOTE: User can click on the **Order #** link to view Drop Ship order detail information.

NOTE: User can click on the **Print Order Summaries** button to launch “Order Summaries” wizard to download and print current listing of Drop Ship orders.
3) User clicks on the **Ship confirm** button for the specific line item to ship confirm. (Figure 60) The user can then follow the instructions of the “Order Confirmation” wizard to ship confirm the specific Drop Ship order. (Figure 61)
NOTE: If ship method is not trackable, user should enter “USMAIL” in Tracking Number field.
4) User enters Tracking Number, S&H, Ship Date and Invoice #(optional) and then clicks on the Submit. To complete the “Order Confirmation” wizard the user clicks on the Finish button.
To access the Remittance Advice screen select **Remittance Advice** from the Drop Ship Data Exchange menu (**Figure 62**).

**Figure 62**

The Remittance Advice screen allows Trading Partners to download and acknowledge receipt of remittance advices from the HSN Partner Portal Data Exchange system. (**Figure 63**)

NOTE: A vendor must follow a sequence of events in downloading and acknowledging receipt of remittance advices. The sequences of events are as follows:

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Sequence Description</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Download Remittance Advices</td>
<td>Download remittance advice from HSN Partner Portal Data Exchange system.</td>
</tr>
<tr>
<td>2</td>
<td>Acknowledge Receipt of Remittance Advices</td>
<td>Inform HSN Partner Portal Data Exchange system of receipt of specified remittance advice(s).</td>
</tr>
</tbody>
</table>

1) Click on the **Download** button to begin the download process of the specified line item remittance advice. (**Figure 63**)

**Figure 63**

NOTE: The remittance advice screen can display remittance with a “Pending” status or a “Acknowledged” status.

NOTE: Remittance advice screen contains a tool bar button to display “File Specifications” for HSN Partner Portal Data Exchange remittance advice files.

NOTE: The remittance advice screen contains a tool bar button to “Upload Acknowledgement”. User clicks the **Upload Shipment Confirmations** tool bar button to launch the “Shipment Confirmations” wizard.
2) The user is prompted to **Open**, **Save** or **Cancel** the remittance advice file to a location on users pc. (Figure 64)
3) Click **Save** button to save to a specified location on users pc. (Figure 64)

**Figure 64**

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

- File name: 820_11_13_2003.xml
- File type: XML Document
- From: b2btrn01

Would you like to open the file or save it to your computer?

- Open
- Save
- Cancel
- More Info

☑ Always ask before opening this type of file

4) Once a remittance advice has been downloaded, the user must then acknowledge receipt of the remittance advice. (Figure 65) A remittance advice can be acknowledged receipt by either uploading an acknowledgement file or acknowledging receipt of a specific line item of a remittance advice. (Figure 66)

**Figure 65**

NOTE: The **Not Picked Up** button will change to **Acknowledged Receipt** after the remittance advice has been downloaded.
NOTE: The **Download** button is changed to the **Re-Download** button once a remittance advice has been downloaded.
NOTE: The **Check #** link can be clicked to display remittance advice detail information.
1) To upload an acknowledgement file user can click on the **Upload Acknowledgements** button. User can then follow instructions of “Submit Acknowledgement - 997” wizard to complete the uploading of an acknowledgement file to the HSN Partner Portal Data Exchange system. (Figure 66)

2) To acknowledge receipt a specific line item of remittance advice, the user can click on the **Acknowledged Receipt** button. (Figure 65) User can then follow instructions of the “Submit Acknowledgement - 997” wizard to complete the acknowledgement of the specified line item to the HSN Partner Portal Data Exchange system. (Figure 67)

**Figure 66**
NOTE: User clicks on the **Browse** button to locate the functional acknowledgement file on the user's pc. User then clicks on the **Upload** button to upload to the HSN Partner Portal Data Exchange system.

**Figure 67**

NOTE: User enters a “Transaction Group Control Number”. If left blank a GS Number is assigned by the HSN Partner Portal Data Exchange system.

NOTE: User enters “Number of Transaction Received”. If entry is equal to order count acknowledgement code is set to status “A” for “Accepted”. If entry is less than order count acknowledgement code is set to status “P” for “Accepted Partial”.

NOTE: User enters “Number of Transactions Accepted”. If entry is equal to order count acknowledgement code is set to status “A” for “Accepted”. If entry is less than order count acknowledgement code is set to status “P” for “Accepted Partial”. If entry is equal to zero (0) than acknowledgement code is set to status “R” for “Rejected”.

NOTE: User enters a “Transaction Group Control Number”. If left blank a GS Number is assigned by the HSN Partner Portal Data Exchange system.
Returns

The returns history screen allows vendors to upload credit memo files or manually submit credit memos. To access the returns history screen, select **Returns** from the Drop Ship Data Exchange menu. (Figure 68)

**Figure 68**

![Returns History Screen](image)

The credit memo history screen also list previously submitted credit memos for display. (Figure 69)

**Figure 69**

![Credit Memo History Screen](image)

NOTE: Credit Memo History screen contains a tool bar button to display “File Specifications” for HSN Partner Portal Data Exchange credit memo files.

NOTE: User can click on the **Orders** link to view orders on credit memo and specific order detail information. Click on the **Upload Credit Memos** button. User is displayed the “Credit Memo 812” wizard. (Figure 69)
2) User can choose to upload a credit memo file to the HSN Partner Portal Data Exchange system or manually submit a credit memo.

Upload Credit Memo

3) To upload a credit memo file to the HSN Partner Portal Data Exchange system, the user must select “File” from the Select a Method dropdown list. (Figure 62) Click on the Continue button of the credit memo wizard. (Figure 70)

4) User can then follow instructions of credit memo wizard to complete the uploading of a credit memo file.
Manually Submit Credit Memo

5) To manually submit a credit memo to the HSN Partner Portal Data Exchange system, the user must select “Manual” from the Select a Method dropdown list. (Figure 71) Click on the Continue button of the credit memo wizard. (Figure 71)

6) User can then follow instructions of credit memo wizard to complete the manual submission of a credit memo to the HSN Partner Portal Data Exchange system.

Figure 71

### Submit Credit Memo (812)

Use this screen to submit a Credit Memo (812).

To return an order enter the order number below and click “Verify”. Enter the details of the return in the fields provided and click “Add to returns”. Repeat this process for each order you wish to return.

![Credit Memo Wizard](image)

**Order Information**
- Order #: 146960169
- Order Date: 10/30/2003
- Item Description: SLIMMING PANTS 3-PK BLACK S
- Shipped To: LOTT PAT A
- Quantity: 
- Date: 
- Reason: Choose a Reason

**Returns**

<table>
<thead>
<tr>
<th>Order #</th>
<th>Item #</th>
<th>Quantity</th>
<th>Reason</th>
<th>Date</th>
</tr>
</thead>
</table>

Add Order to Returns

**NOTE:** User must enter and verify order(s) to be included on the credit memo.

**NOTE:** User must enter Quantity, Data, and Reason Code.

**NOTE:** Valid reason codes for credit memo are as follows:

- 01 = Didn’t fit
- 02 = Not as expected
- 03 = Broken/Doesn’t work
- 07 = Wrong item
- 13 = Workmanship
- 17 = No Reason supplied
- 21 = Not what I expected
- 28 = Difficult to assemble or use
- 36 = Damaged in delivery
- 46 = Refused/Returned to Customer – to old
Acknowledgements

The acknowledgements screen allows vendors to download acknowledgement files from the HSN Partner Portal Data Exchange system. The acknowledgements are listed for previously submitted “Shipment Confirmations” and “Credit Memos” to the HSN Partner Portal Data Exchange system from the vendor. To access the Acknowledgments section of the Partner Portal, select **File Acknowledgements** from the Drop Ship Data Exchange menu. *(Figure 72)*

**Figure 72**

1) Click on the **Download** button of the specific line item to download an acknowledgement for. User is prompt to save the downloaded file to vendor’s local pc. *(Figure 72)*

**File Acknowledgements**

<table>
<thead>
<tr>
<th>GS #</th>
<th>Type</th>
<th>Date Acknowledged</th>
<th>Count</th>
<th>Accepted</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>1312</td>
<td>Return</td>
<td>01/14/2004</td>
<td>29</td>
<td>29</td>
<td>Download</td>
</tr>
<tr>
<td>1339</td>
<td>Return</td>
<td>01/30/2004</td>
<td>6</td>
<td>6</td>
<td>Download</td>
</tr>
<tr>
<td>1338</td>
<td>Return</td>
<td>01/30/2004</td>
<td>20</td>
<td>20</td>
<td>Download</td>
</tr>
<tr>
<td>1331</td>
<td>Return</td>
<td>01/30/2004</td>
<td>3</td>
<td>3</td>
<td>Download</td>
</tr>
</tbody>
</table>

**NOTE:** The acknowledgements can be displayed for “Available” or “Picked Up” status.

**NOTE:** As acknowledgements or downloaded from the “Available” display of the acknowledgements screen, the acknowledgements can be re-downloaded from the “Picked Up” screen.
My Warehouses

Adding and Updating Warehouses

When completing a Shipment Request for HSN, the trading partners must provide valid shipping locations for pickup of shipments. Users will use the Partner Warehouses to view, add and update their shipping locations. REMEMBER: This is a list of YOUR shipping locations, not HSN warehouses. No SARs can be created without a vendor warehouse.

1) From the top navigation bar, under the ‘Ship To HSN’, users will select Partner Warehouses (Figure 74). New shipping locations can be added with the New button. (Figure 75) Detail information about the new shipping location can be entered. Click Save or Save & Close buttons to detail information entered.
2) Warehouse Detail information (Figure 76) is available by clicking the name or ID of the existing warehouse. This information can also be updated from this screen. Click Save or Save & Close buttons to save any changes made.

**Figure 76**
All Partner users have the ability to alter their user profile. 

1) From the top navigation bar, under ‘Reports and Account Management’, choose **My Profile** (Figure 76).

![Figure 76](image)

2) The user is provided with an edit page for all information pertaining to their profile, except user name and password. Type any changes necessary and Click **Save** or **Save & Close** buttons to save any changes made. (Figure 77)

![Figure 77](image)
3) The user may update their password using the **Change Password** feature. They will be required to re-enter their current password, and the new password. *(Figure 78)*

**Figure 78**

![Change Password - Microsoft Internet Explorer](image)

<table>
<thead>
<tr>
<th>Change your password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type a new password:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Type the new password again for confirmation:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*Change Password  Cancel*

4) Drop Ship Partners may update the default file type utilized in the Dropship Data Exchange module. This is done by changing the **File format** dropdown selection box in the **Dropship** tab in “My Profile”. *(Figure 79)*

NOTE: The “Dropship” tab is only available to a Master Partner account. The changing of this file type only pertains to order file downloaded from the website, not files delivered via SFTP. Trading Partners will only be able to choose File Formats that they have completed Drop Ship Certification.

**Figure 79**

![My Profile: Dropship File Format](image)
Administer sub users

The Master User of a Partner account has the ability to assign and administer sub account users. This allows multiple users access to the Partner Portal without sharing an account login and passwords.

1) From the top navigation bar, under ‘Reports and Account Management’, choose Administer Accounts (Figure 79). The system will provide a list of all sub-account users for the Partner. (Figure 80)
2) To edit a user, click on user login name and user profile will be displayed. (Figure 81) User account can be disabled, activated or deleted by clicking on appropriate button on profile menu.

3) To edit a user’s information, open the user’s profile, type any changes necessary and Click **Save** or **Save & Close** buttons to save any changes made.

4) Access to the Sales Performance reports and all Partner Portal applications can be granted or removed by clicking the appropriate check box under the ‘Basics’ tab???

**Figure 80**

![Administrator Accounts](image)

![User Profile](image)
4) Click **Administer Accounts** then **New** button (**Figure 81**) to create an additional account user.

5) Complete all required fields. Once created the username may not be edited and may not match previously created usernames. The password will be temporary until the new user logs in for the first time.

**Figure 81**

6) To complete the new user account, click **Save** or **Save & Close** buttons to save user information.