PRODUCT UPDATE

AUTO SEND 855 IN FULFILLMENT - BETA

❗ This feature is only released to BETA customers and not available to all SPS customers. When the feature is released to all customers, updated training material will be communicated.

The newest enhancement to Fulfillment is the ability automatically send the Purchase Order Acknowledgement (855 or ORDRSP) to streamline processes and save time.
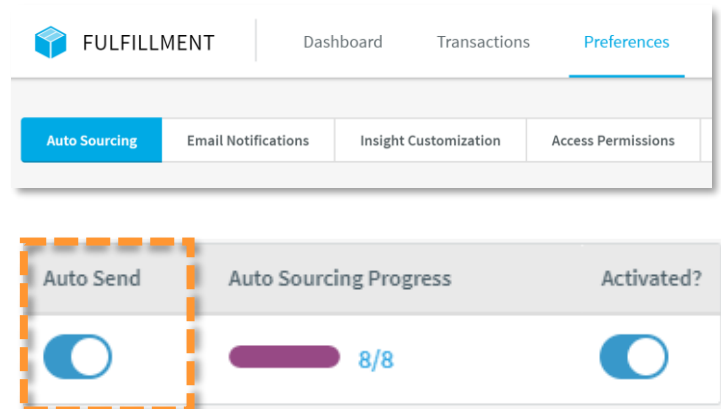
To enable Auto Send a one time configuration of Auto Sourcing is necessary. After the initial set up, the Purchase Order Acknowledgement will be automatically created and sent for each incoming Purchase Order sent by the Trading Partner.

How does it work?

In the Preferences tab, find the Trading Partner for which you would like to set up the Auto Send 855, and locate the Purchase Order Acknowledgement.
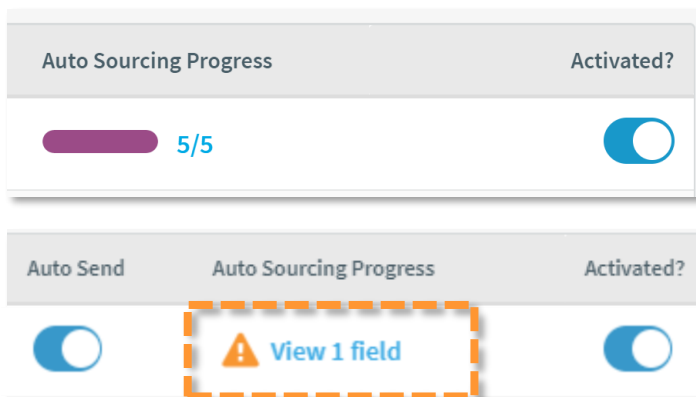

Under the Preferences tab in the Auto Sourcing section, activate Auto Send by toggling its switch to blue.

❗ Only one Purchase Order Acknowledgement form per Trading Partner can have Auto Send activated.

Use the Auto Sourcing Progress Bar to confirm all recommended fields are completed.

💡 If any recommended Auto Sourcing fields have not been completed upon Auto Send activation, a warning will appear listing the number of incomplete fields. Click on the warning to view missing fields highlighted in purple.
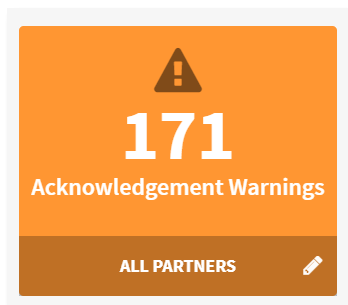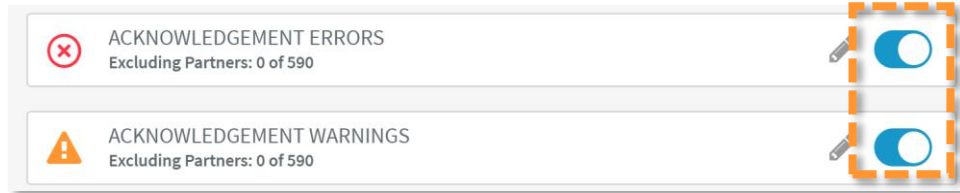
Once Activated, Auto Send will automatically create and send a Purchase Order Acknowledgement, with the information set in Auto Sourcing, for every incoming order from the selected Trading Partner.

Warnings and Errors

Actionable Insights are pre-populated searches that show important and time sensitive information on the Dashboard tab. The **Acknowledgement Errors** and **Acknowledgement Errors** Insight Tiles are turned on by default when Auto Send is activated.

💡 It is recommended to keep these insights turned on, however, they can be turned off by navigating to the **Preferences** tab, clicking into **Insight Customization** and toggling the switch to gray.

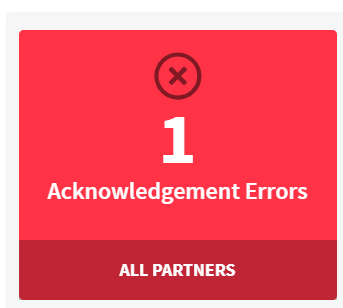If a Purchase Order Acknowledgement is missing a required field, a draft will be created with a **Warning**.

🔴 Click the Acknowledgement Warning tile to access the draft(s) that need additional data entry. Quickly Edit Acknowledgements in bulk by selecting desired documents and click the **Edit** icon from the actions panel at the bottom of the screen. Complete any remaining required fields on the Acknowledgement and click **Send**.

If a Purchase Order Acknowledgment is not successfully created, the Purchase Order will be accessible in the Acknowledgment Errors Tile.

🔴 Click the Acknowledgement Errors tile to access the Purchase Order(s) to create and send the required Acknowledgment(s). Quickly send Acknowledgements in bulk by selecting the desired Purchase Orders, clicking the **Edit** icon from the actions panel at the bottom of the screen, and selecting **Quick Send Ack**.