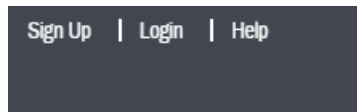


Vendor Order Manager Quick-Start Guide

Logging into the Pubnet User Interface

- Test system: <https://sandbox.pubnet.org>
- Production/Live system: <https://www.pubnet.org>
- Click on the white “Login” link at the top right



- For the **Username**, enter your Mailbox ID, normally your SAN. Canadian partners should include “S” at the beginning of the ID.
- For the **Password**, enter your Mailbox ID’s Password,
- Use the **Forgot your password?** An email will be sent to you to reset your Password.

Login to Pubnet

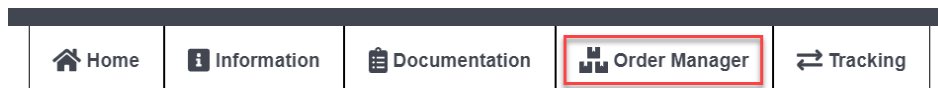
Username

Password

[→ Login](#)

[Forgot your password?](#)

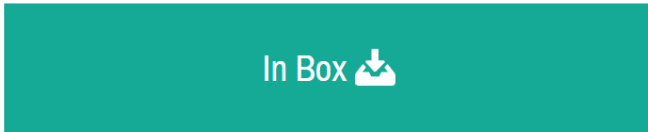
- The Tracking tool is the default view after logging in. It is used to track your successfully sent or received documents.
- Click the **Order Manager** icon.



Processing an Order

- Select the big button for **In Box**

✕ Order Manager



- To process an order, search for the Purchase Order in the IN Box.
- Inbox is searchable by one or more filters: PO#, Retailer SAN, Ship-To SAN, Date/Time ranges
- Also, filters available for the Purchase Order Status, using the check boxes
- Can show up to 100 results per page, which you might do for Printing.
- Search results are exportable as an Excel worksheet

📄 In Box SVENDOR

Retailer SAN# PO # Ship To SAN#

Date Type Start Date/Time End Date/Time

Document Type

Order Status New Viewed Acknowledged Incomplete Complete

☐	🖨️	+S	+I	🗑️	1 2 3 4 ▶	25		
Retailer	Doc Type	Sent Date/Time	PO #	Order Status	Ship To	Bill To	ISA # / SNRF	
<input type="checkbox"/>	SRETAIL	PO	10/02/19 5:09 AM	01828-0001895	New	8031010	000044346	🖨️ +S +I
<input type="checkbox"/>	SRETAIL	PO	10/02/19 5:09 AM	01335-0002835	New	8024413	000044346	🖨️ +S +I
<input type="checkbox"/>	SRETAIL	PO	10/02/19 5:09 AM	02094-0003811	New	8034982	000044346	🖨️ +S +I
<input type="checkbox"/>	SRETAIL	PO	10/02/19 5:09 AM	00769-0051280	New	1013661	000044346	🖨️ +S +I
<input type="checkbox"/>	SRETAIL	PO	10/02/19 5:09 AM	01276-0012792	New	8020752	000044346	🖨️ +S +I
<input type="checkbox"/>	SRETAIL	PO	10/02/19 5:09 AM	00603-0058064	New	127967X	000044346	🖨️ +S +I
<input type="checkbox"/>	SRETAIL	PO	10/02/19 5:09 AM	00094-0052936	Viewed	1015079	000044346	🖨️ +S +I
<input type="checkbox"/>	SRETAIL	PO	10/02/19 5:09 AM	01233-0010534	New	1776630	000044346	🖨️ +S +I

- To print multiple documents at one time, select the documents in search results by clicking on their check boxes and select the Printer icon on left above the search results.
- To see the details of the document, click on the document's line in search results. The document can be printed using the printer icon in upper right.



⇒ Purchase Order (850)

PO Number:	01828-0001895	Interchange Control No:	000044346
APRF:	850	Supplier:	SVENDOR
Retailer:	SRETAIL	Order Status:	Viewed
Order Date:	07/22/2019	Sales Requirements:	Back Order If Out of Stock or Not Yet Published
Acknowledged:	Not Acknowledged	Bill To:	
Cancellation Date:	08/30/2019	Address:	PELL CITY - 241 INTERNAL SALES LOCATION 1828
Delayed Billing:	10/20/2019	Address:	4600 Valleydale Road
Ship To:		Address:	Hoover, AL 35242
SAN:	8031010		
Address:	PELL CITY - 241 INTERNAL SALES LOCATION 1828		
	4600 Valleydale Road		
	Hoover, AL 35242		
Do Not Ship Before:	07/22/2019		
Service Level:	Standard Service		
Created:	10/02/2019 5:09 AM		
Sent:	10/02/2019 5:09 AM		
Retrieved:			
Related Transactions:			

Total Quantity Ordered: 3

[Delete Interchange](#)
[Redeliver](#)
[View Data](#)
[Download Data](#)
[Back](#)

Line #	Product ID Title	Quantity	UOM	Net Price	List Price	Sales Requirements
1	9781119148494 (EAN) 1119148499 (ISBN)	3	UN			

Creation of the response documents

- Creation of response documents is done using the + icons on the end of each Purchase Order (PO) lines. The PO's status will dictate what document type you can create and send and its "+letter" icon will be bold. The For example, if the PO's status is "New" or "Viewed," the +A icon (POA) will be bold and the +S and +I will not be bold.
 - A = Acknowledgement, i.e., Purchase Order Acknowledgment (POA)
 - S = Ship Notice
 - I = Invoice

General Instructions for creating documents


- The editable fields that can have information entered or changed have a white rectangular background. Those fields that are grayed out cannot have their information changed.
- Required fields are marked with asterisks which change to checkmarks when correct information is entered. Hovering on asterisk provides helpful information.
- Optional fields are shown with a checkmark on the end. Information can still be entered.

State/Provincial Tax:


✓

- Fields with drop down menu of choices, click on arrowhead on the right, then click on choice.

Shipping Carrier Code:


Please select * 

Air

Motor (Common Carrier) 


Mutually Defined


- Date fields have calendar icons that can be used instead of typing in the date:

Shipped: 08 / 31 / 2020 

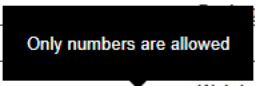
< August 2020 >


Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

* 

* 

- If an invalid value is entered or required field is not complete, the field will be highlighted in red. Hovering over the triangle with the mouse will show what the issue is:

Packaging Code: Carton, corrugated or solid 

Gross Weight: abd 

Weight: Kilogr.


- If trying to “Send” a form with a required field(s) incomplete, the mouse pointer turns to a circle with a diagonal line:



Creating the Acknowledgement (POA)

- The Purchase Order Acknowledgement (POA) is required and must be sent for each Purchase Order (PO) received within 24 business hours after the PO is retrieved.
- In the IN Box, search for the PO and click on the +A icon on the end of the PO line to open the Create POA form:

Retailer	Doc Type	Sent Date/Time	PO #	Order Status	Ship To	Bill To	ISA # / SNRF
<input type="checkbox"/> SRETAIL	PO	10/02/19 5:09 AM	01233-0010534	New	1776630		000044346



- Information from the Purchase Order is used to prefill many of the fields in the Purchase Order Acknowledgement
- When “Create Acknowledgement” form opens, for each Line Item, the defaults related to quantities and statuses are:

- Quantity Ordered is shown under “Quantity”
- Status (under “Ack Code Shipped”) is “Item Accepted and Shipped”
- “Quantity Shipped” in the Quantity field to the left of the Status is the quantity ordered and is the same value as seen in “Quantity.” The title of this Quantity field will change depending on the Status that is chosen.
- “Shipped:” will today’s date.
- If Order can be shipped today for the quantity ordered for all the line items, then nothing needs to be changed on the form and the Send button can be clicked.

Order Information

PO Number:	01828-0001895	Supplier:	SVENDOR
Retailer:	SRETAIL	Order Status:	Viewed
Order Date:	07/22/2019	Sales Requirements:	Back Order If Out of Stock or Not Yet Published
Acknowledged:	Not Acknowledged		
Cancellation Date:	08/30/2019		
Delayed Billing:	10/20/2019		

Shipping Instructions

Ship To:	Bill To:
SAN: 8031010	SAN: 8031010
Address: PELL CITY - 241 INTERNAL SALES LOCATION 1828 4600 Valleydale Road Hoover, AL 35242	Address: PELL CITY - 241 INTERNAL SALES LOCATION 1828 4600 Valleydale Road Hoover, AL 35242
Do Not Ship Before: 07/22/2019	

Item Details

Total Quantity Ordered: 3
 Total Quantity Shipped: 3
 Total Quantity Not Shipped: 0

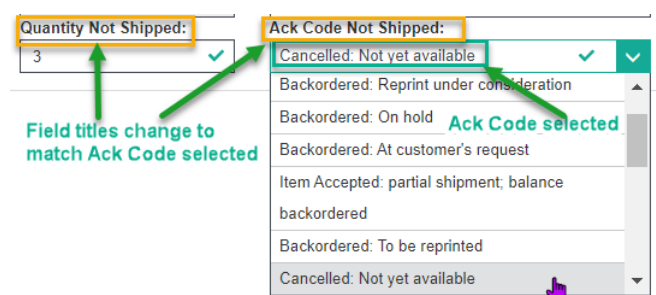
1	Product ID: <input type="text" value="9781119148494"/> <input type="text" value="EAN"/> <input type="text" value="1119148499"/> <input type="text" value="ISBN"/>	Quantity: <input type="text" value="3"/> Net Price: <input type="text"/>	Title: <input type="text"/> List Price: <input type="text" value="9.95"/> ✓	Author: <input type="text"/> Discount %: <input type="text" value="Enter Discount in percent"/> ✓ Shipped: <input type="text" value="08 / 31 / 2020"/> ✓
		Quantity Shipped: <input type="text" value="3"/> ✓	Ack Code Shipped: <input type="text" value="Item accepted and shipped"/> ✓ ▼	

Send

- If one or more line items has some or all the Ordered Quantity backordered or cancelled, changes will need to be made to the line item(s) on the form. For each of these line items:

- Select the appropriate Status from the “Ack Code...” drop down menu; 20 Statuses to select from

Note: The title for “Quantity...” field, “Ack Code...” and “Shipped”/Date field will change depending on the Status chosen. For a Backordered Status, the titles will be “Quantity Backordered” / “Ack Code Backordered” / “Backordered until:.” For a Cancelled Status, the titles will be “Quantity Not Shipped” / “Ack Code Not Shipped” / “Canceled:”



- Adjust the quantity in this “Quantity...” field, if needed. **This Quantity is the number having the Status in the “Ack Code...” field.** Do not enter a zero in the “Quantity...” field.
- If the amount in the “Quantity...” field (left of Ack Code field) is less than the ordered quantity, another line containing a “Quantity Shipped,” ACK code shipped,” and “Shipped” (date) appears. Make the needed changes to this line item fields.

1	Product ID: + 9781119148494	EAN	Quantity: 3	Title:	Author:
	1119148499	ISBN	Net Price: 9.9500	List Price: 9.95	Discount %: Enter Discount in percent
			Quantity Not Shipped: 2	Ack Code Not Shipped: Cancelled: Not yet available	Canceled: 08 / 31 / 2020
			Quantity Shipped: 1	Ack Code Shipped: Item accepted and shipped	Shipped: 08 / 31 / 2020

Send

- When all line items have proper responses, click the Send button at the bottom left of the page.
- The “sent” POA will be displayed on the screen.

Creating the Advanced Shipping Notice (ASN)

- The Advanced Shipping Notice is optional (except for BookNet Canada) and is sent after the POA and before the Invoice. Confirm with Bookseller they can accept the ASN before creating/sending it.
- In the IN Box, search for the PO and click on the +S icon on the end of the PO line to open the Create Advanced Shipping Notice form:

<input type="checkbox"/>	SRETAIL	PO	10/02/19 5:09 AM	01828-0001895	Acknowledged	8031010	000044346	+ S +
--------------------------	---------	----	------------------	---------------	--------------	---------	-----------	-------

- The Create Advanced Shipping Notice form will be displayed.

Create Advanced Shipping Notice

Order Information

PO Number: 01828-0001895
Retailer: SRETAIL
Order Date: 07/22/2019
Acknowledged: 08/31/2020 11:38 PM
Cancellation Date: 08/30/2019
Delayed Billing: 10/20/2019

Supplier: SVENDOR
Order Status: Acknowledged

Shipping Instructions

Shipped:	<input type="text" value="08 / 31 / 2020"/>	Shipping Carrier Code:	<input type="text" value="Please select"/>	Shipping Carrier:	<input type="text" value="Please select"/>
Packaging Code:	<input type="text" value="Please select"/>	Packaging Quantity:	<input type="text" value="Enter the Packaging Quantity"/>	Packaging Slip #:	<input type="text" value="Enter the Packaging Slip Number"/>
Gross Weight:	<input type="text" value="Enter the Gross Weight"/>	Weight Measurement:	<input type="text" value="Please select"/>	Bill of Lading #:	<input type="text" value="Enter the Bill of Lading Number"/>
Ship To:	SAN: 8031010			Ship From:	<input type="text" value="Please select"/>
Address:	PELL CITY - 241 INTERNAL SALES LOCATION 1828 4600 Valleydale Road Hoover, AL 35242			Company Name:	<input type="text" value="Company name for Shipping"/>
				Address #1:	<input type="text" value="Address line 1 for Shipping"/>
				Address #2:	<input type="text" value="Address line 2 for Shipping"/>
				Address #3:	<input type="text" value="Address line 3 for Shipping"/>
				City/State/Zip:	<input type="text" value="City for Shipping"/> <input type="text" value="State/Province"/> <input type="text" value="Zip/Postal"/>
				Country:	<input type="text" value="Country for Shipping"/>

Item Details

Total Quantity in Shipment: 3

1	Product ID:	<input type="text" value="9781119148494"/>	EAN	Quantity:	<input type="text" value="3"/>	Title:	<input type="text"/>	Author:	<input type="text"/>
		<input type="text" value="1119148499"/>	ISBN	Previously Shipped:	<input type="text" value="0"/>	UOM:	<input type="text" value="UN"/>		
				Quantity Shipped:	<input type="text" value="3"/>	UOM: Carton:	<input type="text" value="UN"/>	<input type="text" value="+"/>	<input type="text" value="00881958083120114407"/>

Send

Each click generates another Carton #.
The Carton field will become a drop down menu containing all the generated Carton #s.

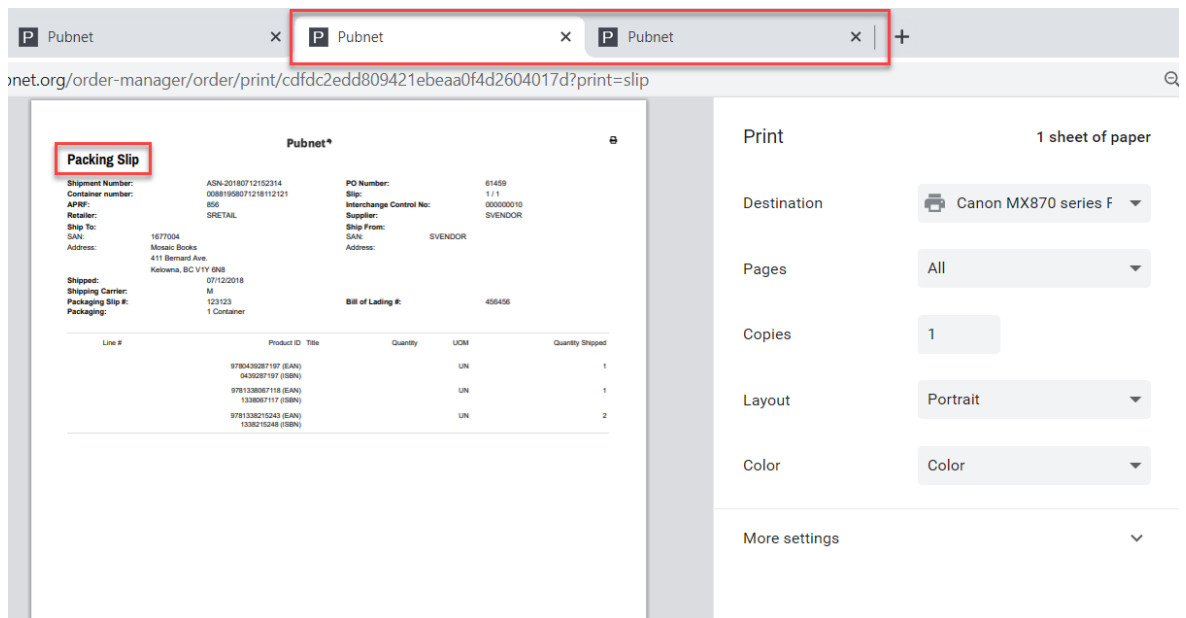
- Information from the POA is used to fill in some of the ASN fields.
- Required fields are marked with asterisks
- Carton numbers are automatically generated
- Multiple cartons are supported.
 - To generate additional Cartons/Numbers, click on the "+" in front of any Carton field. The Carton field will become a drop down menu field containing all the generated Carton numbers.
 - For each "Quantity Shipped" amount, select the Carton number from the Carton drop down menu.
- When all required fields have been filled and the items are listed under the correct Carton numbers, click the Send button. The "sent" ASN is displayed on the screen.
- After the Send button is clicked, Shipping Labels and Packing slips are generated and ready to print,

if requested. There will be one Shipping Label and one Packing Slip for each carton. To print these,

- On the “sent” ASN display, click on the “Print Shipping Documents” button



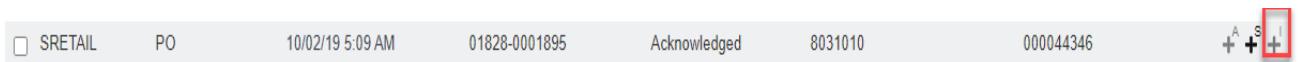
- Two new tabs on the browser window are added; one for Packing Slips and one for Shipping Labels. One of the tabs will open showing the Print dialog box. Below is shows the Print dialog box for the Packing Slip(s). Finish the Print setup, select the appropriate printer and print the documents (packing slips). Close the window. The second tab will open with the Print dialog box for the other documents (here it will be the Shipping Labels). Finish the Print setup, select the appropriate printer (for shipping labels) and print the documents. Close the tab for shipping labels.



- You will be returned to the tab containing Order Manager with the sent Advanced Shipping Notice open.

Creating the Invoice

- The Invoice is optional (except for BookNet Canada) and is sent after the Purchase Order Acknowledgement (POA) or Advanced Shipping Notice (ASN). Confirm with Bookseller they can accept the Invoice before creating/sending it.
- In the IN Box, search for the PO and click on the +I icon on the end of the PO line to open the Create Invoice form:





- The Create Invoice form will be displayed. (NOTE: had to substitute the Invoice for another PO)

Create Invoice

Order Information

PO Number:	4538279982	Supplier:	SVENDOR
Retailer:	SRETAIL	Order Status:	Shipped
Order Date:	12/13/2018	Sales Requirements:	Back Order If Out of Stock or Not Yet Published
Acknowledged:	01/24/2019 6:22 AM	Currency:	Canadian Dollars
Currency Party:	Seller		

Invoice Information

Shipped: MM / DD / YYYY <input type="text" value="MM / DD / YYYY"/> ✓ 	Shipping Carrier Code: <input type="text" value="Motor (Common Carrier)"/> ▼	Shipping Carrier: <input type="text" value="Please select"/> ▼
Goods and Services Tax (Total GST): <input type="text" value="Enter the Tax for Goods and Services"/> ✓	Invoice Number #: <input type="text" value="0000008"/> ✓	Invoice Date: <input type="text" value="09 / 01 / 2020"/> ✓ 
State/Provincial Tax: <input type="text" value="Enter the State or Provincial Tax"/> ✓	Invoice Shipping Tax (only): <input type="text" value="Enter the Invoice Shipping Tax (only)"/> ✓	Packaging Slip #: <input type="text" value="123123"/> ✓
Invoice Shipping and Handling Amount: <input type="text" value="Enter the Invoice Shipping and Handling Amount"/> ✓	Terms Net Days: <input type="text" value="Enter the Terms Net Days"/> ✓	Bill of Lading #: <input type="text" value="456456"/> ✓
Invoice total: <input type="text" value="64.80"/>		

Address Information

Ship To:	Bill To:
SAN: 1176420	SAN: 1436007
Address: Rideau	Address: Indigo Books
47 Rideau St., Store No 767	100 Alfred Kuehne Blvd, Bldg #50
Ottawa, ON K1N 5W8	Brampton, ON L6T 4K4

Item Details

Total Quantity in Invoice: 5

Item #	Product ID	EAN	Quantity	Title	Author	Net Price	List Price	Discount %	Quantity Invoiced
1	9780873485920		1	MALCOLMX ON AFRO-AMERICAN HIST		9	15	40	1
	2022	Supplier #	Quantity Shipped: 1	Previously Invoiced: 0					
2	9780873487498		1	FEBRUARY 1965 THE FINAL SPEECHES		16.2	27	40	1
	2022	Supplier #	Quantity Shipped: 1	Previously Invoiced: 0					

3	Product ID: <input type="text" value="9780873488778"/> <input type="text" value="EAN"/> <input type="text" value="2022"/> <input type="text" value="Supplier #"/>	Quantity: <input type="text" value="1"/> Net Price: <input type="text" value="15"/> Quantity Shipped: <input type="text" value="1"/>	Title: <input type="text" value="COINTELPRO"/> List Price: <input type="text" value="25"/> ✓ Previously Invoiced: <input type="text" value="0"/>	Author: <input type="text" value=""/> Discount %: <input type="text" value="40"/> ✓ Quantity Invoiced: <input type="text" value="1"/> ✓
4	Product ID: <input type="text" value="9780873489867"/> <input type="text" value="EAN"/> <input type="text" value="2022"/> <input type="text" value="Supplier #"/>	Quantity: <input type="text" value="1"/> Net Price: <input type="text" value="20.4"/> Quantity Shipped: <input type="text" value="1"/>	Title: <input type="text" value="THOMAS SANKARA SPEAKS"/> List Price: <input type="text" value="34"/> ✓ Previously Invoiced: <input type="text" value="0"/>	Author: <input type="text" value=""/> Discount %: <input type="text" value="40"/> ✓ Quantity Invoiced: <input type="text" value="1"/> ✓
5	Product ID: <input type="text" value="9781604880038"/> <input type="text" value="EAN"/>	Quantity: <input type="text" value="1"/> Net Price: <input type="text" value="4.2"/> Quantity Shipped: <input type="text" value="1"/>	Title: <input type="text" value="COMMUNIST MANIFESTO"/> List Price: <input type="text" value="7"/> ✓ Previously Invoiced: <input type="text" value="0"/>	Author: <input type="text" value=""/> Discount %: <input type="text" value="40"/> ✓ Quantity Invoiced: <input type="text" value="1"/> ✓

[Send](#) 

- Information from the POA or ASN is used to fill in some of the Invoice fields.
- Notice that all the editable fields have green check marks (means these fields have valid values). These fields can still be modified.
- Grayed out fields cannot be modified.
- Complete the form, click on the Send.