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CommerceHub

SUPPLIER TEST PLAN — The Home Depot

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Introduction

This test plan has been developed to test the business and functional requirements of your merchant-supplier relationship and to teach new users how to interact with the CommerceHub network. To support partner testing, CommerceHub will load orders into your test account that follow the conditions defined within this plan. You are expected to complete the entire test plan by following the procedures outlined for each test case.

Integrated Partner Connections

Integrated partners will receive orders electronically. Depending on your setup configuration, you will process all required transactions electronically or by logging into the CommerceHub OrderStream test environment to perform certain functions required within each test case. Integrated partners are enrolled in courses in [CommerceHub University](). This interactive, on-demand business and system training resource teaches new users how to interact with the CommerceHub network and how to follow business and functional requirements of your merchant-supplier relationship.

Browser Partner Connections - OrderStream Application Users

Browser partners are enrolled in courses in [CommerceHub University](). This interactive, on-demand business and system training resource teaches new users how to interact with the CommerceHub network and how to follow business and functional requirements of your merchant-supplier relationship. Users can browse topics and complete courses that'll help you to work with your trading partners on the CommerceHub network and meet their business requirements.

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Test Condition Notes

The test cases presented in this document only present a subset of the information included in the test orders (i.e., not all fields are represented within the test case). The representation of the test cases does not represent the format or appearance of the associated packing slips.

Helpful Hints

- **Hint 1:** Identify each test case by comparing the Ship To address information in the order with the test case.
- **Hint 2:** Clicking on the PO Number link will display the **Order Detail** page on the OrderStream application.
- **Hint 3:** Record the PO Number to make it easy to find the order when processing a return or submitting an invoice.
- **Hint 4:** Not all features apply to all retailer-supplier relationships. Columns that are shaded in gray do not pertain to the retailer relationship.
- **Hint 5:** To complete each test case, follow the steps in the *Supplier Action* column of the test case.

Supplier Action	OrderStream users should refer to HubHelp for information about:
Receive	Downloading orders and packing slips
Ship Order	Processing orders
Cancel Order	Processing orders or canceling an order
Invoice	Submitting an invoice
Receive Return	Returning an item
Reprint Packing Slip	Printing a revised packing slip
Inventory	Updating inventory data

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Entering Information

Ship Method Codes	Enter a valid shipment method code. OrderStream users should use the drop-down menu to select an appropriate shipment method.
Tracking Numbers	Enter an example of a valid tracking number for the selected carrier (i.e., if using FedEx enter an example of a FedEx tracking #).
Number of Boxes	When processing an order you will need to identify the number of boxes that are being used to ship the order. Unless otherwise instructed enter as many or as few boxes as you prefer.
Cancel Reason Codes	Enter a valid cancel reason code when requested. OrderStream users can use the drop down menu to select an appropriate reason.
Return Reason Codes	Enter a valid return reason code when requested. OrderStream users can use the drop down menu to select an appropriate reason.

Legend	Description
Test Case	Identifies the test case number.
Description	Provides a description of the test case and the actions to be performed.
Notes	Highlights any characteristics of the test case that should be noted when performing the required steps.
Ship To	Identifies the Ship To name and address within the order. Can be used to associate the packing slip to the test case.
Bill To	Identifies the Bill To name and address within the order.
Order Information	
Merchant Line	Identifies the merchant line number that appears within the order. Note, these will not always be sequential or begin with 1.
Order Qty	Identifies the quantity ordered for the associated merchant line.
Messages & Indicators	
Order Level Message	Identifies if an order level message is included in the order (if applicable to the retailer relationship).
Line Level Message	Identifies if one or more line level messages are included in the order (if applicable to the retailer relationship).

Legend	Description
Indicators	Identifies if any special indicators are used within the order (if applicable to the retailer relationship).
Step	Identifies the activities to be performed by the supplier in exercising the test case.
Supplier Action	Identifies the action to be performed by the supplier for the associated test case step.
Message Type	For integrated partners - identifies the expected message type to be used to accomplish the test case step.
Line	Identifies the line(s) within the order that the step pertains to.
Ship Qty	Identifies the quantity to be shipped in the associated test case step.
Cancel Qty	Identifies the quantity to be cancelled in the associated test case step.
Backorder Qty	Identifies the quantity to be backordered in the associated test case step (if applicable to retailer relationship).
Qty Invoiced	Identifies the quantity to be invoiced in the associated test case step.
Qty Returned	Identifies the quantity to be returned in the associated test case step (if applicable to retailer relationship).
Description	Provides a description of the test case step.
Order State Following Action	Identifies the CommerceHub order state following the completion of the step.

Important: Not all elements of the test case may be applicable to the Retailer/Supplier Relationship.

Test Cases

Test Case:	1	
Description:	Single Line Order	
	Supplier ships entire order	
	Supplier invoices for entire order	

Ship To:
John Doe
ABC Company Name
1 Fuller Rd
Albany NY 12203
555-555-5555
johndoe@sample.com

Bill To:
Mary Smith
XYZ Company
1 Stewart St
Ithaca NY 14850
555-555-5555
marysmith@sample.com

Notes: Home Depot may include a customer email address. This test case includes the customer (Sold To) email address.

When shipping the order, use 1Z0000000000000000 or 000000000000000 for the tracking number.

Expected Processing Priority flag is tested.

Sold To Address:
sample@email.com

Order Information

Merchant Line	Order Qty
1	3

Test Order Messages & Indicators

Order Level Message:	Not Applicable to Test Case
Line Level Message:	Not Applicable to Merchant Relationship
Indicators:	Not Applicable to Merchant Relationship

Step	Supplier Action	Message Type	Line	Ship Qty	Cancel Qty	Backorder Qty	Qty Invoiced	Qty Returned	Description	Order State Following Action
One	Receive	Order							Print packing slip.	Delivered
Two	Ship Order	Confirm	1	3					Supplier ships entire order in a single box.	Closed Shipped Complete
Three	Invoice	Invoice	1				3		Supplier ships entire order. Discount Amount: 5% Discount Due: 5 days from today Net Due Date: 30 days from today	Closed Shipped Complete

Test Case: 2
Description: Single Line Order
Supplier Cancels Entire Order
Notes: Even though this is a single line order, the Merchant Line Number is 6.

Ship To:
Jane Smith
ABC Company Name
2 Woodbridge Ave
Edison NJ 08837
555-555-5555
janesmith@sample.com

Bill To:
Jane Smith
XYZ Company
2 Woodbridge Ave
Edison NJ 08837
555-555-5555
janesmith@sample.com

Order Information

Merchant Line	Order Qty
6	2

Test Order Messages & Indicators
Order Level Message: Not Applicable to Test Case
Line Level Message: Not Applicable to Merchant Relationship
Indicators: Not Applicable to Merchant Relationship

Step	Supplier Action	Message Type	Line	Ship Qty	Cancel Qty	Backorder Qty	Qty Invoiced	Qty Returned	Description	Order State Following Action
One	Receive	Order								Delivered
Two	Cancel Order	Confirm	6		2				Supplier cancels entire order. Select appropriate reason code for cancel.	Closed Canceled

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		Ship To:	Bill To:
Test Case:	3	Tom Smith	Tom Smith
Description:	Multi Line Order	C/O THD Ship to Store #9301	C/O THD Ship to Store
	Supplier Ships Entire Order	3 Westerre Parkway	#9301
	Receive Remittance Advice	Richmond VA 23233	3 Westerre Parkway
		555-555-5555	Richmond, VA 23233
Notes:	When shipping the order use separate boxes for each line.	tomsmith@sample.com	

Notes: When shipping the order use separate boxes for each line.

Ship to Store Order - Street Address is moved to Address Line 2.

When shipping the order, use 1Z0000000000000000 or 000000000000000 for the tracking number.

If you only ship homedepot.com orders, you'll receive remittance advice files from CommerceHub. If you ship orders for both homedepot.com and The Home Depot store, you'll receive remittance advice files directly from The Home Depot.

Order Information

Merchant Line	Order Qty
3	2
5	1

Test Order Messages & Indicators

Order Level Message:	Not Applicable to Test Case
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Indicators:	Not Applicable to Merchant Relationship

Step	Supplier Action	Message Type	Line	Ship Qty	Cancel Qty	Backorder Qty	Qty Invoiced	Qty Returned	Description	Order State Following Action
One	Receive	Order							Print packing slip.	Delivered
Two	Ship Order	Confirm	3 5	2 1					Supplier ships entire order using 2 boxes to ship the order. Ship line 3 items (qty = 2) in one box and line 5 item (qty = 1) in a separate box.	Closed Shipped Complete
Three	Invoice	Invoice	3 5				2 1		Supplier submits an invoice for shipped items with: Discount Percentage: 10% Discount Due: 5 days from today Net Due Date: 30 days from today	Closed Shipped Complete
Four	Receive Remittance Advice	Remittance Advice							Supplier receives a Remittance Advice for payment.	Closed Shipped Complete

Test Case: 4
Description: Multi Line Order
Supplier Cancels Entire Order

Notes: Expected Processing Priority flag is tested.
Supplier receives request for cancel of entire order from The Home Depot.

Ship To:
Joe Sample
ABC Company Name
Care of: Jane Sample
4 Jamboree Road
Newport Beach CA 92660
555-555-5555
joesample@sample.com

Bill To:
Mike Jones
XYZ Company
4 La Jolla Village Dr
San Diego CA 92122
555-555-5555
mikejones@sample.com

Order Information

Merchant Line	Order Qty
1	3
2	1

Test Order Messages & Indicators

Order Level Message:	Not Applicable to Test Case
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Indicators:	Not Applicable to Merchant Relationship

Step	Supplier Action	Message Type	Line	Ship Qty	Cancel Qty	Backorder Qty	Qty Invoiced	Qty Returned	Description	Order State Following Action
One	Receive	Order								Delivered
Two	Receive	Request for Cancel	1 2		1 2				In production, suppliers would receive a request for cancel via a CommerceHub-generated notification.	Open/Cancel Pending
Three	Cancel Order	Confirm	1 2		1 2				Supplier cancels entire order. Select appropriate reason code for both lines. Warning, OrderStream Users if you do not enter a cancel reason on each line then all lines will not be canceled.	Closed/Canceled

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Test Case: 5	
Description: Multi Line Order	
Supplier Cancels and Ships Lines in One Transaction	
Notes: When shipping the order, use 1Z0000000000000000 or 000000000000000 for the tracking number.	

Ship To:
Mary Doe
ABC Company Name
5 Busch Blvd
Tampa FL 33612
555-555-5555
marydoe@sample.com

Bill To:
Mary Doe
XYZ Company
5 Busch Blvd
Tampa FL 33612
555-555-5555
marydoe@sample.com

Order Information

Merchant Line	Order Qty
1	5
4	2

Test Order Messages & Indicators

Order Level Message:	Not Applicable to Test Case
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Indicators:	Not Applicable to Merchant Relationship

Step	Supplier Action	Message Type	Line	Ship Qty	Cancel Qty	Backorder Qty	Qty Invoiced	Qty Returned	Description	Order State Following Action
One	Receive	Order							Print packing slip.	Delivered
Two	Cancel Line 4	Confirm	4		2				Supplier cancels Line 4 items only. Select appropriate reason code for cancel.	Open Shipping
Three	Ship Line 1	Confirm	1	5					Supplier ships Line 1 items.	Closed Shipped Partial
Four	Invoice	Invoice	1				5		Supplier submits an invoice for shipped items. Net Due Days: 30 Days from today	Closed Shipped Partial

Test Case: 6
Description: Multi Line Order
Supplier Ships Line 1 Items
Supplier Then Ships Line 2 Items Separately

Notes: When shipping the order, use 1Z0000000000000000 or 000000000000000 for the tracking number.

Ship To:
Lisa Smith
ABC Company Name
6 West Loop South
Houston TX 77027
555-555-5555
lisasmith@sample.com

Bill To:
Mary Doe
XYZ Company
6 Quorum Drive
Dallas TX 75240
555-555-5555
marydoe@sample.com

Order Information

Merchant Line	Order Qty
1	5
2	3

Test Order Messages & Indicators

Order Level Message:	Not Applicable to Test Case
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Indicators:	Not Applicable to Merchant Relationship

Step	Supplier Action	Message Type	Line	Ship Qty	Cancel Qty	Backorder Qty	Qty Invoiced	Qty Returned	Description	Order State Following Action
One	Receive	Order							Print packing slip.	Delivered
Two	Ship Line 1 Only	Confirm	1	5					Supplier ships Line 1 items.	Open Shipping
Three	Ship Line 2	Confirm	2	3					Supplier ships Line 2 items.	Closed Shipped Complete
Four	Invoice	Invoice	1 2				5 3		Supplier submits an invoice for shipped items. Net Due Days: 30 Days from today	Closed Shipped Complete

Test Case: 7

Description: A Multi Page Regular Packing Slip is produced
Supplier cancels Line 10 items and ships remaining items

Notes: The Order Level Message is tested.
When shipping the order, use 1Z0000000000000000 or 000000000000000 for the tracking number.

Ship To:
Mike Jones
ABC Company Name
Suite 9 - High Towers
9 Wakara Way
Salt Lake City UT 84108
US
555-555-5555
mikejones@sample.com

Bill To:
Paula Jones
XYZ Company
Apt 9
9 Main St
Moab UT 84532
US
555-555-5555
pjones@sample.com

Order Information

Merchant Line	Order Qty
1	10
2	9
3	8
4	7
5	6
6	5
7	4
8	3
9	2
10	1

Test Order Messages & Indicators

Order Level Message:	Order Message = "Sample Order Level Message"
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Indicators:	Not Applicable to Merchant Relationship

Step	Supplier Action	Message Type	Line	Ship Qty	Cancel Qty	Backorder Qty	Qty Invoiced	Qty Returned	Description	Order State Following Action
One	Receive	Order							Print packing slip.	Delivered
Two	Cancel Line 10	Confirm	10		1				Supplier cancels Line 10 Item (qty 1). Select appropriate reason code for cancel.	Open
Three	Ship	Confirm	1 2 3 4 5 6 7 8 9	10 9 8 7 6 5 4 3 2					Supplier ships all remaining items.	Closed Shipped Partial
Four	Invoice	Invoice	1 2 3 4 5 6 7 8 9				10 9 8 7 6 5 4 3 2		Supplier submits an invoice for all items shipped. Net Due Days: 30 Days from today	Closed Shipped Partial

Test Case: 8

Description: Supplier will set up warehouse locations and upload inventory data. The Warehouse IDs used must match the IDs in any integrated inventory file submitted.

Notes: After loading data Supplier should verify inventory data using the OrderStream interface.

Step	Supplier Action	Message Type	Line	Ship Qty	Cancel Qty	Backorder Qty	Qty Invoiced	Qty Returned	Description	Order State Following Action
One	Set Up Warehouses	Inventory							Using your production OrderStream account, set up warehouse locations. If you are new to the CommerceHub network, your Onboarding Representative will set up your warehouses on your behalf.	
Two	Upload Inventory File	Inventory							Upload inventory advice file with actual Supplier data.	
Three	Modify Inventory Data	Inventory							Modify one SKU marking it as 'Discontinued'.	
Four									Verify inventory data using OrderStream interface.	

Test Case:	9	**Ship To:**	**Bill To:**
Description:	Multi Line VEND Order	Tom Smith	Bill Johnson
	Supplier Ships Entire Order	ABC Company Name	XYZ Company
		34 Westerre Parkway	Apartment 3B
Notes:	When shipping the order, use separate boxes for each line.	Richmond VA 23233	34 Falke Plaza
	Order will contain an additional Address Type with a Transfer Location address.	555-555-5555	Sterling VA 20166
	When shipping the order, specify a carton count for each shipment/line.	tomsmith@sample.com	555-555-5555
			billjohnson@sample.com

Order Information

Merchant Line	Order Qty
3	2
5	1

Test Order Messages & Indicators

Order Level Message:	Not Applicable to Test Case
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Indicators:	Not Applicable to Merchant Relationship

Step	Supplier Action	Message Type	Line	Ship Qty	Cancel Qty	Backorder Qty	Qty Invoiced	Qty Returned	Description	Order State Following Action
One	Receive	Order							Print packing slip.	Delivered
Two	Ship Order	Confirm	3 5	2 1					Supplier ships entire order. To report a carton count for each line, integrated suppliers must report a package loop for each line of the order. Browser suppliers must ship each line separately.	Closed Shipped Complete
Three	Invoice	Invoice	3 5				2 1		Supplier submits an invoice for shipped items.	Closed Shipped Complete

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Test Case:	10			**Ship To:**		**Bill To:**
Description:	Multi Line BOSS Order			Tom Smith		Bill Johnson
	Supplier Ships Entire Order			C/O THD Ship to Store #9301		XYZ Company
				ABC Company Name		Apartment 3B
Notes:	When shipping the order, use separate boxes for each line.			35 Westerre Parkway		35 Falke Plaza
	Ship-to-Store Order - Street Address is moved to Address Line 2.			Richmond VA 23233		Sterling VA 20166
	Order will contain an additional Address Type with a Transfer Location address.			555-555-5555		555-555-5555
				tomsmith@sample.com		billjohnson@sample.com

Order Information

Merchant Line	Order Qty
3	2
5	1

Test Order Messages & Indicators

Order Level Message:	Not Applicable to Test Case
Line Level Message:	Not Applicable to Merchant Relationship
Line Level Message:	Not Applicable to Merchant Relationship
Indicators:	Not Applicable to Merchant Relationship

Step	Supplier Action	Message Type	Line	Ship Qty	Cancel Qty	Backorder Qty	Qty Invoiced	Qty Returned	Description	Order State Following Action
One	Receive	Order							Print packing slip.	Delivered
Two	Ship Order	Confirm	3 5	2 1					Supplier ships entire order.	Closed Shipped Complete
Three	Invoice	Invoice	3 5				2 1		Supplier submits an invoice for shipped items.	Closed Shipped Complete