



## SPS Website Overview

### 1) Creating a Free-Form Invoice

Free Form Invoice.

Vendor signs onto SPS and creates freeform invoice.

They enter the appropriate and required data.

Header info:

The screenshot shows the 'Winn-Dixie Indirect Single Store Invoice' application window. The interface is divided into several sections:

- Header:** Contains fields for Invoice Date (01/28/2011), Invoice Number (SAMPLEINVOICE), and Invoice Type (Debit Invoice). A dropdown menu for Invoice Type is open, showing options: Debit Invoice (selected), Debit Invoice, and Credit Memo.
- Comments:** A text area with a 'Description' label and a 'TEST INVOICE' entry. Navigation buttons (back, forward, search) and a '1 of 1' indicator are present.
- Buyer Identification:** Buyer Contact Name field with 'Denise Brymer' selected.
- Remit To:** Name field with 'TEST VENDOR' and Vendor Number field with '0000230858'.
- Ship To:** Name field with 'TEST', Ship to Location field with '0103', and fields for Address, City, State, and Zip Code.
- Payment Terms:** A section with a checkbox, and fields for Type, Basis Date, Disc Due Date, Net Due Date, and Disc Amount.

At the bottom of the window, there are buttons for 'Done', 'Close', 'Check', 'Save', 'Save As Template', and 'Send', along with a 'Find a Field' icon.

Line info:

Winn Dixie Indirect Single Store Invoice

Indirect Single Store Invoice

Header Item Summary

1 of 1

Line #	Quantity Invoiced	Unit Price	Vendor Part #	Winn-Dixie Item #	Description	Serial ID	Allowance/Charge L...
1	500	1.0	TEST	TEST			

Done

Close Check Save Save As Template Send Find a Field

Summary Information

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Winn Dixie Indirect Single Store Invoice

Indirect Single Store Invoice

Header Item Summary

Invoice Total

550.0

Allowance/Charge Information

+ << < > >> 1 of 1

Indicator	Type	Amount	Description
Charge	Tax - Sales Tax (State and Loc...	50.00	TEST

Done Close Check Save Save As Template Send Find a Field

2) Invoice from a PO.

Vendor can review list of PO's available. You can click on "next steps" to create an invoice.

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Welcome, Winn Dixie Test Vendor! Account Management Add a Service Add a Connection Support Log Out

WebForms Show Find

INBOX	Status	Sender	Type	ID	Date	Next Steps
SENT	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091590	Jan 28, 2011 3:23:40 PM	▶
DRAFTS	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091584	Jan 28, 2011 3:23:22 PM	▶
NEW DOCUMENT	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091585	Jan 28, 2011 3:23:21 PM	▶
PREFERENCES	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091588	Jan 28, 2011 3:23:19 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091586	Jan 28, 2011 3:22:48 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091591	Jan 28, 2011 3:22:48 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091589	Jan 28, 2011 3:22:48 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091594	Jan 28, 2011 3:22:48 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091592	Jan 28, 2011 3:22:48 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091593	Jan 28, 2011 3:22:48 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091587	Jan 28, 2011 3:22:48 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDSTE0000106260	Jan 28, 2011 3:22:47 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091583	Jan 27, 2011 3:02:58 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091582	Jan 27, 2011 3:02:58 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDSTE0000106237	Jan 27, 2011 3:02:58 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDSTE0000106229	Jan 27, 2011 3:02:57 PM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDSTE0000106229	Jan 27, 2011 9:43:12 AM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091582	Jan 27, 2011 9:43:11 AM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDSTE0000106237	Jan 27, 2011 9:30:53 AM	▶
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091581	Jan 27, 2011 9:30:52 AM	▶

Select All Select an Action 1-20 of 61

1 2 3 4 ▶▶▶

Internet 100%

Vendor can select indirect consolidated invoice.

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WebForms Show Find

INBOX	Status	Sender	Type	ID	Date	Next Steps
SENT	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091590	Jan 28, 2011 3:23:40 PM	
DRAFTS	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091584	Jan 28, 2011 3:23:22 PM	
NEW DOCUMENT	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091585	Jan 28, 2011 3:23:21 PM	
PREFERENCES	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091588	Jan 28, 2011 3:23:19 PM	
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091586	Jan 28, 2011 3:22:49 PM	
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091591	Jan 28, 2011 3:22:48 PM	
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091589	Jan 28, 2011 3:22:48 PM	
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091594	Jan 28, 2011 3:22:48 PM	
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091592	Jan 28, 2011 3:22:48 PM	
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091593	Jan 28, 2011 3:22:48 PM	
	<input type="checkbox"/>	Winn Dixie	Ord		Jan 28, 2011 3:22:48 PM	
	<input type="checkbox"/>	Winn Dixie	Ord		Jan 28, 2011 3:22:47 PM	
	<input type="checkbox"/>	Winn Dixie	Ord		Jan 27, 2011 3:02:58 PM	
	<input type="checkbox"/>	Winn Dixie	Ord		Jan 27, 2011 3:02:58 PM	
	<input type="checkbox"/>	Winn Dixie	Ord		Jan 27, 2011 3:02:58 PM	
	<input type="checkbox"/>	Winn Dixie	Ord		Jan 27, 2011 3:02:57 PM	
	<input type="checkbox"/>	Winn Dixie	Ord		Jan 27, 2011 9:43:12 AM	
	<input type="checkbox"/>	Winn Dixie	Ord		Jan 27, 2011 9:43:11 AM	
	<input type="checkbox"/>	Winn Dixie	Ord		Jan 27, 2011 9:30:53 AM	
	<input type="checkbox"/>	Winn Dixie	Order	WDCON0000091581	Jan 27, 2011 9:30:52 AM	

Select All Select an Action 1-20 of 61

1 2 3 4 >>>

**Next Steps**

Working with Purchase Order WDSTE0000106237

- Indirect Consolidated Invoice
- Indirect Single Store Invoice
- Auto-Complete
- Related Documents

Done Internet 100%

Most information defaults, vendor enters invoice number and date.

**Winn Dixie Indirect Consolidated Invoice**

Indirect Consolidated Invoice

Header   Item   Summary

**Invoice Date** MM/dd/yyyy   **Invoice Number**   **PO Date** MM/dd/yyyy   **PO Number**   **Invoice Type**  
 01/31/2011   [ ]   11/16/2010   WDSTE0000106237   Debit Invoice

**Comments**  
 [ + ] [ << ] [ < ] [ > ] [ >> ] 0 of 0 [ ]  
 Description  
 [ ]

**Buyer Identification**   **Buyer Contact Name**  
 [ ]   Higdon, Lisa

**Remit To**  
**Name**   **Vendor Number**  
 WINN DIXIE HEADQUARTERS   0000230858

**Payment Terms**  


Type	Basis Date	Disc Due Date	MM/dd/yyyy	Net Due Date	MM/dd/yyyy	Disc Amount
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

**Description**  
 [ ]

Done  
 [ X ] Close  
 [ ] Check  
 [ ] Save  
 [ ] Send  
 [ ] Find a Field

Vendor copies in selected lines on Line page.

Select items to include: X

Click on the items to select.

Line #: 0001-001, Qty Ordered: 0, UOM: Mutually Defined, Unit Price: 659.0, Basis of Unit Price:  
 Line #: 0002-001, Qty Ordered: 0, UOM: Mutually Defined, Unit Price: 529.69, Basis of Unit Price:

Winn Dixie Indirect Consolidated Invoice \_ □ X

Indirect Consolidated Invoice

Header **Item** Summary

1 of 2

Line #	Quantity Invo...	Unit Price	Vendor Part #	Winn-Dixie It...	Descri...	Serial ID	Allowa...	Ship To
1	0	659.0	05291989	000000000...				
2	0	529.69		000000000...				

Done
 



 Find a Field

Like with Free Form, the vendor enters tax and other info.

Winn Dixie Indirect Consolidated Invoice

Indirect Consolidated Invoice

Header Item Summary

Invoice Total  
1959.0

Allowance/Charge Information

+ << >> 1 of 1

Indicator	Type	Amount	Description
Charge	Tax - Sales Tax (State and Loc...	500.00	tax

Done Close Check Save Send Find a Field

Vendor can check and send invoice.

Vendor can see invoices sent.

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WebForms Show Find

INBOX	Status	Receiver	Type	ID	Date	Next Steps
SENT	<input type="checkbox"/>	Winn Dixie	Invoice	sampleinvoice9a	Jan 28, 2011 4:06:39 PM	▶
DRAFTS	<input type="checkbox"/>	Winn Dixie	Invoice	sampleinvoice8	Jan 28, 2011 4:04:35 PM	▶
NEW DOCUMENT	<input type="checkbox"/>	Winn Dixie	Invoice	testinvoice7	Jan 28, 2011 4:02:57 PM	▶
PREFERENCES	<input type="checkbox"/>	Winn Dixie	Invoice	sampleinvoice6a	Jan 28, 2011 4:00:10 PM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	sampleinvoice5	Jan 28, 2011 3:57:54 PM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	sampleinvoice 4	Jan 28, 2011 3:50:45 PM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	sampleinvoice3	Jan 28, 2011 3:49:25 PM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	sampleinvoice2	Jan 28, 2011 3:46:50 PM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	SAMPLEINVOICE	Jan 28, 2011 2:25:24 PM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	TRTGTRDTRT	Jan 28, 2011 2:19:35 PM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	123455425145	Jan 27, 2011 3:46:25 PM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	gdfggf	Jan 27, 2011 1:11:43 PM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	gflkgdkjgkjdgkldjgjd	Jan 27, 2011 1:08:24 PM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	test tax issue big	Jan 27, 2011 10:48:59 AM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	testetets	Jan 27, 2011 9:42:42 AM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	testwednesday3	Jan 27, 2011 9:28:05 AM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	testwednesday1	Jan 27, 2011 9:25:34 AM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	test	Jan 27, 2011 9:11:14 AM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	randytest126pt2	Jan 26, 2011 11:47:37 AM	▶
	<input type="checkbox"/>	Winn Dixie	Invoice	rtest1265	Jan 26, 2011 11:46:09 AM	▶

Select All Select an Action 1-20 of 74

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