



## QUICKSTART GUIDE to RECEIVING FCB2B DOCUMENTS

### If you are RECEIVING fcB2B documents:

1. If you are not using a flooring specific application (QFloors, RFMS, RollMaster, etc.) that supports fcB2B then you will need to join fcB2B to ensure you have the latest specifications and are aware of any changes being made or new services being created.
2. Review the specifications for the 832 Product/Price catalog and determine what information your system needs.
3. Your system will need to retrieve the file from the SFTP server and follow the core rules for renaming and generating the 997 Acknowledgement once the file is processed.
4. There are various translators available to help translate the document into a format that your system can consume. They will also help build the PO document to ensure compliancy with the standards.
5. Now that you have the products and prices updating your system, determine which document will benefit your company the most.
6. Automating the PO and PO Acknowledgment will reduce time spent calling in the order or navigating your supplier's website to place the order. It will also reduce errors when reentering the quantity or selecting the wrong SKU.
7. Retrieving your suppliers' invoices will allow you to electronically match the order quantity to the invoiced quantity and ensure completion of the order. If the invoice has discounted terms you may benefit from being able to take advantage of the terms.
8. Receiving the ASN or Advanced Shipping Notice will provide you with advanced notice of what has been shipped from a supplier. The ASN provides bill of lading number, PO number, SKU information and quantity.
9. Automating the ASN allows the system to record the mill roll number, dye lot information, side mark for every roll of carpet, and case numbers for hard surface and sundry products.
10. Using the ASN also allows the system to reconcile the received quantity to the PO and provide notification when the order is completely received or if something is missing.
11. Don't forget web services though.
  - a. During the order process, integrating the Price Check service confirms the correct price is being used.
  - b. The Stock Check service provides the current inventory level of a SKU with your supplier.
  - c. Once stock is confirmed to be on hand at the supplier use the Reservation service to place a reserve on the quantity needed for the job.
  - d. The Related Items service could be a reminder of trims, or other accessories that could be added to finish the installation.
  - e. After the order has been placed use the Order Status service to get the latest update on the order and ensure it will make your installation schedule.
12. Imagine the time that could be saved when using fcB2B and help your company run more efficient.