



## QUICKSTART GUIDE to SENDING FCB2B DOCUMENTS

### If you are **SENDING** fcB2B documents:

1. Sign up with fcB2B to ensure you have the latest specifications and are aware of any changes being made or new services being created.
2. Since the product catalog is the base document for all other documents and services in fcB2B, it needs to be completed first.
3. Review where your product and price information are stored and how it's arranged.
4. The 832 product catalog is based on a hierarchy of product grouping (LIN segment) and individual SKU's (SLN segment).
  - a. A product should be grouped by style or series, size and type or application (e.g. Marble look, 12x12, Wall tile or Perfect Carpet, 12' width, loop). Think about how the products may be grouped on your website or sample board.
  - b. Under each of these high-level groupings you have the colors associated with the style or series.
5. Once you understand the hierarchy then you are ready to begin building the catalog.
6. To generate the EDI X12 document you either need a translator to convert your data into the proper X12 format or use a third-party EDI service provider.
  - a. An EDI service provider will convert a data file you provide into the X12 format and host the SFTP server for a monthly fee.
7. If you are building the X12 documents in-house, then you will need to host an SFTP server for your customers to connect to and exchange documents.
8. After you are exchanging the 832 product catalog, determine which documents you plan to support next. The invoice is typically an easy document so building next since it is very similar to a paper invoice. The PO/PO acknowledgement is more beneficial to a supplier because of being able to automate the order process. The 856 ASN or electronic bill of lading is more complex because of the multiple hierarchies that have to be generated.
9. When creating the 856 ASN the hierarchy is Shipment, Order, Package, Item. The Order, Package and Item loops can repeat as many times as needed. If you have 5 PO's on the shipment then you would have 5 Order, Package, Item loops. The Package loop can be a roll of carpet, box of tile or pale of glue. The Item loop defines the SKU that makes up the package.
10. The web services require integration into your back end systems but may be able to utilize similar services already defined on your company website.