

FULLBEAUTY Brands Portal Vendor Test Cases



Below are the written steps to take to complete the test cases in the Portal (not via EDI, XML, JSON, CSV, etc.)

Test Case Summary (see further below for the steps to take for each test):

- Test Case 1: Single Line PO** - The purpose of this test is to fulfill a single line purchase order by creating a shipment and an invoice.
- Test Case 2: Multi Line PO** - The purpose of this test is to fulfill a multi line purchase order by creating a shipment and an invoice for all line items.
- Test Case 3A: Accept/Cancel Line Items on a Multi Line PO** - The purpose of this test is to cancel line item 1 and then ship and invoice line item 2.
- Test Case 3B: NOT REQUIRED FOR PORTAL VENDORS - Skip this test case**
- Test Case 4: Accept/Return Single Line PO** - The purpose of this test case is to fulfill a single line purchase order by creating a shipment and an invoice, and then creating a return for the line item.

Test Case 1: Single Line PO

Step	Process	Description	Action to Take
1	Order	Vendor/Supplier will create the order and it will contain one line item. The order will be available in the Portal in a status of Ready to Ship .	None, other than to confirm you can see the order and it is in the right status. It may take a moment (less than 30 seconds) after you've generated the order for the order to be Ready to Ship .
2	Shipment	You will need to create a shipment for the purchase order using the requested Shipping Method on the order.	Create/submit a shipment through the Portal by navigating to the order and selecting Ship from the top header menu. Once the shipment details such as carrier, tracking number and items shipped are entered, select Submit . <i>NOTE</i> : To create a shipment, the only required fields to enter are carrier, tracking number, and the item ordered.
3	Invoice	The invoice will be for the item that shipped on the order.	Submit the invoice <u>from</u> the shipment in the Portal by navigating to the shipment created and selecting New Invoice . Invoice pricing details will pre-populate from the order data. You will need to enter an Invoice Number. Once you have entered an invoice number select Submit . <i>NOTE</i> : Go back to the Testing module in Stage Portal to review the results of your tests. It may take a moment (less than 30 seconds) for the Testing status to update.

Test Case 2: Multi Line PO

Step	Process	Description	Action to Take
1	Order	Vendor/Supplier will create the order and it will contain two lines of items. The order will be available in the Portal in a status of Ready to Ship .	None, other than to confirm you can see the order and it is in the right status. It may take a moment (less than 30 seconds) after you've generated the order for the order to be Ready to Ship .
2	Shipment	You will need to create a shipment for both lines on the purchase order using the requested Shipping Method on the order.	<p>Create/submit a shipment through the Portal by navigating to the order and selecting Ship from the top header menu. Once the shipment details such as carrier, tracking number and items shipped are entered, select Submit.</p> <p><i>NOTE</i> : To create a shipment, the only required fields to enter are carrier, tracking number, and the item ordered.</p>
3	Invoice	The invoice will be for the items that shipped on the order.	<p>Submit the invoice <u>from</u> the shipment in the Portal by navigating to the shipment created and selecting New Invoice. Invoice pricing details will pre-populate from the order data. You will need to enter an Invoice Number. Once you have entered an invoice number select Submit.</p> <p><i>NOTE</i> : Go back to the Testing module in Stage Portal to review the results of your tests. It may take a moment (less than 30 seconds) for the Testing status to update.</p>

Test Case 3A - Accept/Cancel Line Items on a Multi Line PO

Step	Process	Description	Action to Take
1	Order	Vendor/Supplier will create the order and it will contain two lines of items. The order will be available in the Portal in a status of Ready to Ship .	None, other than to confirm you can see the order and it is in the right status. It may take a moment (less than 30 seconds) after you've generated the order for the order to be Ready to Ship .
2	Acknowledgment	The acknowledgement should cancel quantity 1 (of 1 ordered) from the first line and accept all remaining quantities and lines.	<p>Submit the acknowledgement through the Portal by navigating to the order detail, selecting Accept/Reject from the top header menu.</p> <p>On the Create Acknowledgement page, select a Change Reason from the drop down menu and update the Quantity Cancelled field for the first line to 1. The system will automatically change the Quantity Accepted from quantity 1 to quantity 0. Then select Submit to complete.</p> <p>Note: The following cancellation reasons are the only ones that FULLBEAUTY will accept from the drop down menu:</p> <ul style="list-style-type: none"> Administrative Request Bad Address Cancelled at retailer's request Cannot ship to PO box Discontinued Item Invalid SKU Out of stock Other
3	Shipment	You will need to create a shipment for the remaining items from line 2 on the purchase order using the requested Shipping Method on the order.	Create/submit a shipment through the Portal by navigating to the order and selecting Ship from the top header menu. Once the shipment details such as carrier, tracking number and items shipped are entered, select Submit .

			<i>NOTE</i> : To create a shipment, the only required fields to enter are carrier, tracking number, and the item ordered.
4	Invoice	The invoice will be for all items that shipped on the order.	<p>Submit the invoice <u>from</u> the shipment in the Portal by navigating to the shipment created and selecting New Invoice. Invoice pricing details will pre-populate from the order data. You will need to enter an Invoice Number. Once you have entered an invoice number select Submit.</p> <p><i>NOTE</i> : Go back to the Testing module in Stage Portal to review the results of your tests. It may take a moment (less than 30 seconds) for the Testing status to update.</p>

Test Case 4: Accept/Return Single Line PO

Step	Process	Description	Action to Take
1	Order	Vendor/Supplier will create the order and it will contain one line item. The order will be available in the Portal in a status of Ready to Ship .	None, other than to confirm you can see the order and it is in the right status. It may take a moment (less than 30 seconds) after you've generated the order for the order to be Ready to Ship .
2	Shipment	You will need to create a shipment for the purchase order using the requested Shipping Method on the order.	<p>Create/submit a shipment through the Portal by navigating to the order and selecting Ship from the top header menu. Once the shipment details such as carrier, tracking number and items shipped are entered, select Submit.</p> <p><i>NOTE</i> : To create a shipment, the only required fields to enter are carrier, tracking number, and the item ordered.</p>
3	Invoice	The invoice will be for the item that shipped on the order.	<p>Submit the invoice <u>from</u> the shipment in the Portal by navigating to the shipment created and selecting New Invoice. Invoice pricing details will pre-populate from the order data. You will need to enter an Invoice Number. Once you have entered an invoice number select Submit.</p> <p><i>NOTE</i> : Go back to the Testing module in Stage Portal to review the results of your tests. It may take a moment (less than 30 seconds) for the Testing status to update.</p>
4	Return	You will need to create a return for the line item shipped and invoiced from the PO.	<p>Submit the return by pulling up the order in the portal. When the order is pulled up, select More Actions and from the drop down menu select Return Items. On the Return page select a valid Return Reason from the drop down menu and input a value in Quantity Returned. Once you have done that hit Submit to complete the return.</p> <p><i>NOTE</i> : Go back to the Testing module in Stage Portal to review the results of your tests. It may take a moment (less than 30 seconds) for the Testing status to update.</p>