

## Onboard with BJ's

This guide will walk suppliers through the steps needed to go live with BJ's.

See the link below for general information, documents, troubleshooting, and more.

[BJ's](#)

## Before you get started

Before you begin onboarding, make sure you have completed the 2 steps below:



### 1: CREATE A RELATIONSHIP WITH THE TRADING PARTNER

Reach out to the partner you wish to onboard to sign your supplier agreement and set up your assortment.



### 2: SIGN UP WITH LOGICBROKER

You'll need to be a Logicbroker customer to trade with this partner.

[Become a Logicbroker Customer](#)

## 1. LB – Send New Retailer Integration Form

Let us know when you want to add a trading partner with Logicbroker so we can send you our **New Retailer Integration Form**. *\*If you are a new supplier, you may have already received this form*

## 2. Supplier – Submit New Retailer Integration Form

Complete the form with your retailer-specific details. *\*If you are a new supplier, you may have already completed this form*

## 3. LB – General account setup

We will add the new trading partner relationship to your account.

## 4. LB – Add EDI Qualifier/ID

We will configure an EDI Qualifier/ID to your account. This is used to send documents to the retailer.

## 5. LB - Assign the Logicbroker and CommerceHub Setup Class from the LMS

We will send out an LMS assignment which will walk you through your CommerceHub setup.

## **6. LB – Send CommerceHub New Connection Setup email**

We will send you a CommerceHub Setup Next Steps email that will provide you with:

1. A link to the CommerceHub Setup LMS class
2. Your EDI Qualifier/ID which you will need during your CHUB setup
3. What we need in return (sFTP credentials) which CHUB will provide to you once you complete your setup in their system

Once you receive the sFTP credentials from CHUB, send them to us so we can proceed with your setup.

## **7. LB – Retailer-specific account setup**

We will add retailer-specific configurations to your account.

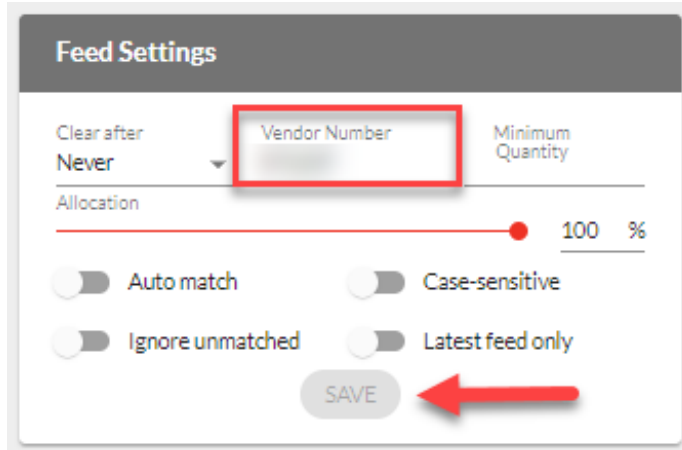
## **8. LB – Send New Retailer Onboarding Next Steps**

We will send you a Next Steps email that will provide you with a link to this Quick Start Guide so you can move forward with your onboarding tasks.

## **9. Supplier – Test inventory – active SKU feed**

CHUB requires suppliers to test: Active SKU 846 feed – items with quantity greater than 0

1. In the stage portal, go to **Products > Inventory Feeds > Partner: BJ's > Feed Settings > add your vendor number > Save**



The screenshot shows the 'Feed Settings' form. At the top, there is a 'Clear after' dropdown menu set to 'Never' and a 'Minimum Quantity' field. The 'Vendor Number' field is highlighted with a red box. Below this is an 'Allocation' slider set to 100%. There are four toggle switches: 'Auto match', 'Case-sensitive', 'Ignore unmatched', and 'Latest feed only', all of which are currently turned off. A red arrow points to the 'SAVE' button at the bottom of the form.

2. Download our inventory template by going to the portal > **Products > Inventory Feeds > Download Files > download the Standard Feed**



The screenshot shows the 'Download Files' section. It contains three rows of download buttons: 'Merchant Feed', 'Standard Feed', and 'Unmatched Items'. Each row has two buttons: 'DOWNLOAD CSV' and 'DOWNLOAD XLSX'. A red arrow points to the 'DOWNLOAD XLSX' button for the 'Standard Feed' row.

3. Fill out the following fields. *\*You do not need to include your entire assortment, just 5 items will do.*

CSV Field	Column	Description	Required
Supplier SKU	A	Your SKU	Yes
Merchant SKU	B	BJ's SKU	Yes
UPC	C		Yes
Quantity	E		Yes
Warehouse	O	Must match the warehouse code you set up in your <i>CommerceHub Setup Step 1: Provide some details about your company</i>	Yes
Warehouse Quantity	S	Must match <b>Quantity</b> if there is only 1 warehouse	Yes
Vendor Number	BE	Assigned to you by BJ's	Yes

4. In the stage portal, go to **Products > Inventory Feeds > Upload Files**
5. Drop in your inventory feed as a **Matching File**
6. Drop in your feed again as a **Standard Feed**



**Confirm your upload worked**

Under **Events > Summary** look for **Inventory Imported** and **Matching File Imported**

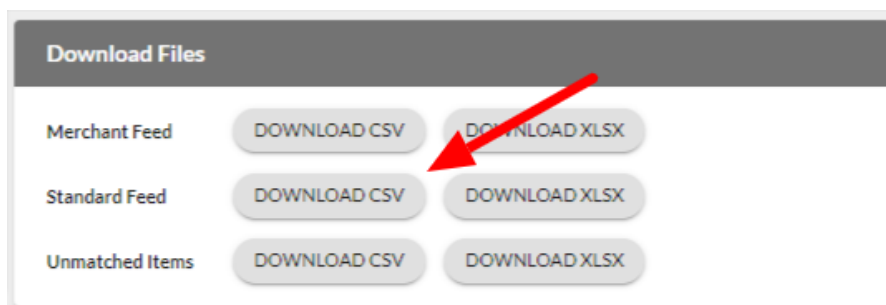
Once your active SKU feed is in Logicbroker, send it out to CHUB and ask their approval.

1. In the stage portal, go to **Settings** > **Scheduled Tasks** > look for the **EDI Inventory Exporter Job** for BJ's that runs daily (not Every Hour) > **Go Faster**
2. Once the job runs, you will see the event under the **Scheduled Task History** log on the bottom of the page.
3. Reach out to CHUB on the open thread (include support@logicbroker.com) and ask if the active SKU 846 file is approved *\*Do not move onto the next step until CHUB approves this file.*

## 10. Supplier – Test inventory – discontinued SKU feed

CHUB requires suppliers to test: Discontinued SKU 846 feed – items with quantity of 0 and in a 'DISC' status

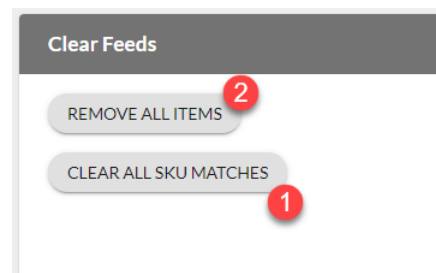
1. Download our inventory template by going to the portal > **Products** > **Inventory Feeds** > **Download Files** > download the **Standard Feed**



2. Fill out the following fields. *\*You do not need to include your entire assortment, just 5 items will do.*

CSV Field	Column	Description	Required
Supplier SKU	A	Your SKU	Yes
Merchant SKU	B	BJ's SKU	Yes
UPC	C		Yes
Quantity	E	0	Yes
Warehouse	O	Must match the warehouse code you set up in your <i>CommerceHub Setup Step 1: Provide some details about your company</i>	Yes
Next Available Quantity	P	0	
Status	BD	DISC	Yes
Vendor Number	BE	This is the vendor number assigned to you by BJ's	Yes

- In the stage portal, go to **Products > Inventory Feeds > Clear all SKU Matches > Remove all Items**



4. Once your previous feed is cleared, go to **Upload Files**
5. Drop in your inventory feed as a **Matching File**
6. Drop in your feed again as a **Standard Feed**
7. Confirm your upload worked

Once your discontinued SKU feed is in Logicbroker, you will send it out to CHUB and ask their approval.

1. In the stage portal, go to **Settings > Scheduled Tasks** > look for the **EDI Inventory Exporter Job** for BJ's that runs daily (not Every Hour) > **Go Faster**
2. Once the job runs, you will see the event under the **Scheduled Task History** log on the bottom of the page.
3. Reach out to CHUB on the open thread (include support@logicbroker.com) and ask if the discontinued SKU 846 file is approved.

## 11. LB – Send packing slips for approval

We will download and send packing slips for CHUB to review and approve.

If you would also like to review packing slips to make sure they are good to go in production for your team, you can log into the stage portal > **Orders** > look for a BJ's order > **View** > **More Actions** > **View Packing Slip** > **Download**.

If you would like any changes to be made to this packing slips, you must obtain retailer approval first, send that approval to LB and we will implement the changes.



## 12. CHUB – Approve packing slips

CHUB will let us know if the packing slip is approved.

## 13. LB – Test Orders

You should see a few test orders in LB's stage portal. **Do not process these** in Logicbroker or in your system– we will take care of processing test orders to verify complete and correct end-to-end testing.

We will reach back out once order testing is complete.

## 14. Supplier – Submit a return for Test Case 1

This is the only test case you will be required to act on. We will let you know once the first test case is shipped and invoiced through Logicbroker.

1. In Order Stream, process a return for the first test case (the order should have 1 line with a quantity of 2)
2. Reach back out to us once this return has been processed

*\* Reach out directly to CHUB if you have any questions on processing a return*

## 15. LB – Reach out to the retailer

We will send out an email to you and the retailer/CHUB with the following information:

1. Confirmation that testing is complete
2. Confirmation that inventory and packing slips have been approved
3. Expected go-live date
4. Request production sFTP credentials

## 16. CHUB – Approve go-live date and provide sFTP credentials

CHUB will reach back out approving the go-live date and they will provide us with your production sFTP credentials which will be used to process live orders.

## 17. LB – Production account setup

We will set up your production account using the SFTP credentials.

## 18. Supplier – Production account setup

On the go-live date, go through the following list of items to ensure you are ready to start processing live orders:

1. **Suppliers using another system:** Disable your stage connection *\*unless you are actively testing with another retailer* and set it up in the production portal.
2. Reconfigure any settings from stage into the production portal as these do not carry over.

**Retailer-specific configurations:** inventory vendor number

## 19. Supplier – Send live inventory

On the go-live date, you will have access to the production portal. You will send your live inventory to BJ's following the same instructions as in [Step 9](#). Make sure all your items are included in your feed.

[Production Portal](#)

## 20. LB – Confirm inventory was sent/received

We will confirm that the retailer successfully received the 846-inventory file and sent back a 997 functional acknowledgment confirmation.

## 21. Send Live in Production email

We will send out a live in production email notification. Your account is officially live in production! Going forward, you will use the production portal to process live orders.

## Need more information?

Visit our [Knowledge Base](#) or log into [Learn Logicbroker](#) for more details on how to optimize your Logicbroker experience.

## Helpful Links

[BJ's](#)



### Support

Reach out to [support@logicbroker.com](mailto:support@logicbroker.com)