

Onboard with BBQGuys

This guide will walk you through the steps needed to go live with BBQGuys using a Portal integration.

See the link below for BBQGuys' Knowledge Base to review tips on navigating the portal, document standards and more.

[BBQGuys' Knowledge Base](#)

Before you get started

Before you begin onboarding, make sure you have completed the 3 steps below:



1: CREATE A RELATIONSHIP WITH BBQGUYS

Make sure you have established a relationship with BBQGuys prior to beginning onboarding through Logicbroker.



2: REVIEW BBQGUYS' OUTREACH GUIDE

This document will outline a few important notes regarding Logicbroker, integration methods and set BBQGuys' expectations.



3: LET BBQGUYS KNOW YOUR PREFERRED INTEGRATION METHOD

Once you have reviewed Logicbroker's integration methods with your tech team, let BBQGuys know how you would like to connect.

Onboarding

See the steps below for onboarding instructions. Any steps that take place in the portal will be using our [stage \(test\) environment](#).

1. BBQGuys – Set up training session

The BBQGuys Onboarding Team will set up a required training session with your team to meet and walk you through onboarding.

2. BBQGuys – Send the New Integration form

The BBQGuys Onboarding Team will send an integration request to your company's primary contact email address. **Subject Line: "Connect with BBQGuys"** *Don't see the email? Check your junk mail folder & add do-not-reply@logicbroker.com to your contact list.*


3. Supplier – Submit the Integration form

The onboarding resource from your team should complete this form.

Set up your Logicbroker account

Demo Retailer has invited you to connect using Logicbroker. Please [click here](#) to begin the integration process.

help.logicbroker.com



4. BBQGuys – Accept or reject the form

Once submitted, BBQGuys will review the information and accept/reject the form.

- **If rejected:** you will receive an email notification with the rejection reason and the opportunity to go back and edit your information. The retailer will review.
- **If accepted:** you will receive 2 emails:
 - Welcome to Logicbroker!
 - Connection with BBQGuys is ready for testing

5. Supplier – Create a Logicbroker account

Open the email with the **Subject Line: "Welcome to Logicbroker!"** This invitation will allow you to create a login and password to the Logicbroker platform.

1. Accept the invitation within 7 days and create your Logicbroker account. **The link expires after 7 days so if you miss the window, let BBQGuys know and they can send out a new invitation.*
2. Once you have created an account, you can send invitations to anyone else on your team.

User Management

Open the email with the **Subject Line: "Connection with BBQGuys is ready for testing"** This email will contain the link to our stage portal.

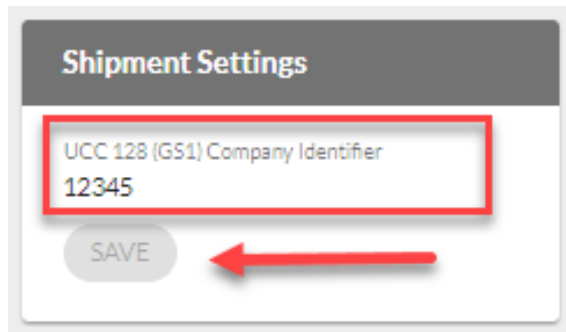
1. Use your username and password to access the stage portal. This is where all testing will take place before you get access to the production portal.

[Stage Portal](#)

6. Supplier – Configure UCC 128 Company ID

BBQGuys' integration with Convey requires suppliers to input a dummy UCC 128 Company ID to be able to generate a GS1 label and a BOL.

1. In the Logicbroker portal, navigate to **Settings > Account Information > Shipment Settings > UCC 128 (GS1) Company Identifier**
2. Type in: **12345**
3. **Save**



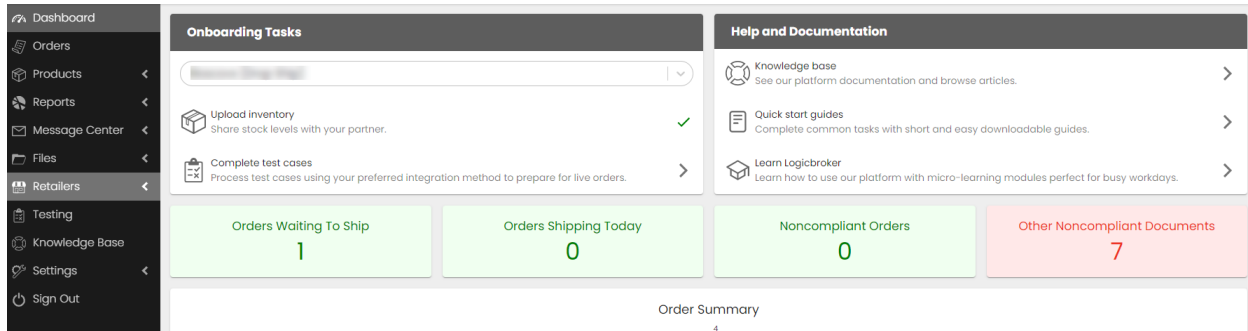
Shipment Settings

UCC 128 (GS1) Company Identifier
12345

SAVE

7. Supplier – Review Onboarding Tasks

As you go through the next onboarding steps, refer to the [Dashboard](#) page in the portal to see onboarding steps and progress. Once you complete a step, you will see a checkmark next to that step. **Please note:** this will only capture completion, not compliance. If there are any errors you need to fix, you may need to revisit the step.



The screenshot shows the Logicbroker dashboard with a sidebar menu on the left containing: Dashboard, Orders, Products, Reports, Message Center, Files, Retailers, Testing, Knowledge Base, Settings, and Sign Out. The main content area is divided into three sections:

- Onboarding Tasks:** A dropdown menu is at the top. Below it, two tasks are listed: "Upload inventory" (Share stock levels with your partner) with a green checkmark, and "Complete test cases" (Process test cases using your preferred integration method to prepare for live orders) with a right-pointing arrow.
- Help and Documentation:** Three items are listed: "Knowledge base" (See our platform documentation and browse articles), "Quick start guides" (Complete common tasks with short and easy downloadable guides), and "Learn Logicbroker" (Learn how to use our platform with micro-learning modules perfect for busy workdays). Each item has a right-pointing arrow.
- Order Status Summary:** Four colored boxes show the following counts: "Orders Waiting To Ship" (1, green), "Orders Shipping Today" (0, green), "Noncompliant Orders" (0, green), and "Other Noncompliant Documents" (7, red). Below these boxes is an "Order Summary" section with a small number "4" underneath.

8. Supplier – Upload Inventory Feed

You will need to upload an **Inventory Feed** into Logicbroker to be able to create test orders. Use real inventory data to ensure all data can be handled properly in our system.

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



2. Fill out the following fields **You'll need to include your entire assortment*

Logicbroker Field	Description	Required
Supplier SKU	Your SKU	Yes
Quantity	Any number greater than 1	Yes
Cost	Any value greater than 1	Yes
Description	Description of the item	Yes
Lead Time	Time to ship to advertise on the website	Yes

3. In the stage portal, go to **Products > Inventory Feeds** > make sure **BBQGuys** is selected as the partner > **Upload Files**

4. Drop in your feed as a **Standard Feed** **not a Matching File*



TIP

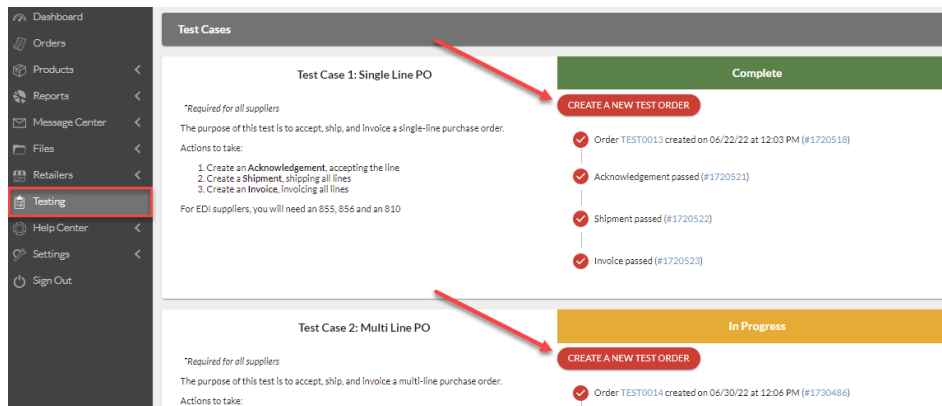
Confirm your upload worked

Under Events > Summary look for Inventory Imported

Events			
Date	Severity	Summary	Details
03/06/2022 11:45 AM	Info	Inventory Imported	Imported 237 records from '2022030604... VIEW

9. Supplier – Create Test Orders

1. In the Logicbroker portal, navigate to **Testing** > locate **BBQGuys** > click on **View**
2. Review testing requirements to know which test orders you need to process. For each of the test cases that apply to your business, click on **Create a New Test Order** **once created, these orders will be visible in the Orders tab of the portal*



Test Cases

Test Case 1: Single Line PO Complete

**Required for all suppliers*
The purpose of this test is to accept, ship, and invoice a single-line purchase order.

Actions to take:

- 1. Create an Acknowledgement, accepting the line
- 2. Create a Shipment, shipping all lines
- 3. Create an Invoice, invoicing all lines

For EDI suppliers, you will need an 855, 856 and an 810

CREATE A NEW TEST ORDER

- ✓ Order TEST0013 created on 06/22/22 at 12:03 PM (#1720518)
- ✓ Acknowledgement passed (#1720521)
- ✓ Shipment passed (#1720522)
- ✓ Invoice passed (#1720523)

Test Case 2: Multi Line PO In Progress

**Required for all suppliers*
The purpose of this test is to accept, ship, and invoice a multi-line purchase order.

Actions to take:

CREATE A NEW TEST ORDER

- ✓ Order TEST0014 created on 06/30/22 at 12:06 PM (#1730486)

3. Review the order by clicking on the order number



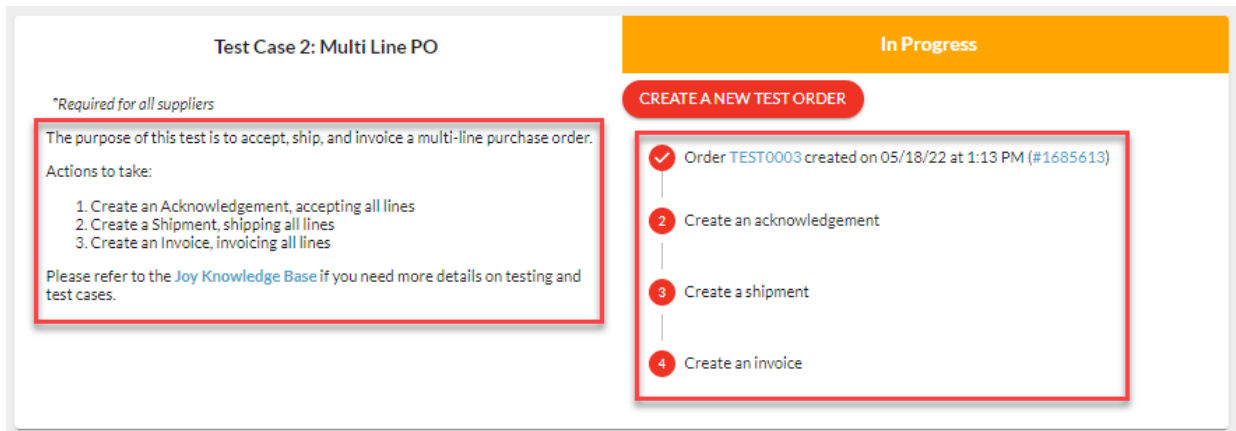
You can redo test cases

At any time, you can generate a new test order if you would like to start over, try again, etc. Just click on **Generate A New Test Order**.

10. Supplier – Complete Testing

In this step, you will process the required test cases in the portal. These are just test scenarios to ensure correct data flow, please do not ship any physical items out.

1. Review the **Purpose** and **Actions to take** for each test case



Test Case 2: Multi Line PO

**Required for all suppliers*

The purpose of this test is to accept, ship, and invoice a multi-line purchase order.

Actions to take:

1. Create an Acknowledgement, accepting all lines
2. Create a Shipment, shipping all lines
3. Create an Invoice, invoicing all lines

Please refer to the [Joy Knowledge Base](#) if you need more details on testing and test cases.

In Progress

CREATE A NEW TEST ORDER

1. Order TEST0003 created on 05/18/22 at 1:13 PM (#1685613)
2. Create an acknowledgement
3. Create a shipment
4. Create an invoice

2. Follow along with linked documentation and screen recordings to process each test case
3. View the following link for more information on each test document

Testing



TIP

GS1 Labels and BOLs

At any time, you can generate a new test order if you would like to start over, try again, etc. Just click on **Generate A New Test Order**.

Go Live

Congrats! You have completed the onboarding steps above and are now production ready. Make sure the steps below are complete:

- Upload inventory feed
- Complete test cases

11. BBQGuys – Push account live

BBQGuys will confirm all onboarding steps are complete and will push your account into production – you will receive an email confirmation from BBQGuys once you have been pushed to production. At this point, you will have access to Logicbroker’s production portal where all live orders will be processed. There are a few things you will need to set up in the production portal prior to receiving orders.

[Production Portal](#)

12. Set up Notifications in production

1. In the Logicbroker portal, navigate to **Settings > Notifications**
2. Toggle on (red) all the notifications you wish to receive through email > **Save** **These need to be set up on an individual basis*

Notifications configured on this page will be sent to lmolano@logicbroker.com.
The settings on this page apply only to the Logicbroker staging environment. Notifications from the production environment can be managed in the [production portal](#).
For more information about each event please refer to [this article](#).

Information	Errors	Warnings
<input type="checkbox"/> New order	<input type="checkbox"/> EDI document rejected	<input type="checkbox"/> Login to external system failed
<input type="checkbox"/> New shipment	<input type="checkbox"/> SKU not found	<input type="checkbox"/> Overdue functional acknowledgements 1
<input type="checkbox"/> New invoice	<input type="checkbox"/> Order sourcing failed	<input type="checkbox"/> Overdue documents 1
<input type="checkbox"/> New return	<input type="checkbox"/> Business rule failed	<input type="checkbox"/> Overdue inventory 1
<input type="checkbox"/> Order cancellation	<input type="checkbox"/> Failed to update shipping information	
<input type="checkbox"/> Monitoring alert 1	<input type="checkbox"/> Tracking upload failed	
<input type="checkbox"/> Daily activity summary 1	<input type="checkbox"/> External XML translation alert	



TIP

Explanation of notifications

See a detailed explanation of all the notifications using the following link

[Notification Explanations](#)

13. Supplier – Configure UCC 128 Company ID in production

You will need to re-configure the dummy UCC 128 Company ID as your stage setting will not carry over into production. Refer to [Step 6](#) for instructions.

14. Supplier – Upload Inventory Feed in production

You will need to send a live **Inventory Feed** to send to BBQGuys as your stage feed will not carry over into production. Refer to **Step 7** for instructions.

15. BBQGuys – Upload Matching File in production

BBQGuys will upload a **Matching File** with the **Supplier** and **Merchant SKU** into Logicbroker's production portal.

Ready to process orders



Congrats! You have successfully completed onboarding steps and are ready to start processing live orders. Sit tight until you receive your first order.

Need more information?

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

Helpful Links

[BBQGuys' Knowledge Base](#)

[Stage Portal](#)

[Production Portal](#)



Support

Reach out to support@logicbroker.com