

Quick-Step Guide

Belk Vendor Routing Process

Standard Operating Procedures

01/13/2020

Revised: 12/2020

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Document Description

This manual shows how to release Belk POs in Transplace's TMS using the Transplace 'Order Management System' (OMS) as well as navigating Transplace's External Shipment Monitoring System.

Vendor Scope for Transplace TMS

- Parcel, LTL, TL, Intermodal
 - Inbound from Vendors to Belk DCs
 - Collect Freight

Transplace TMS Modules

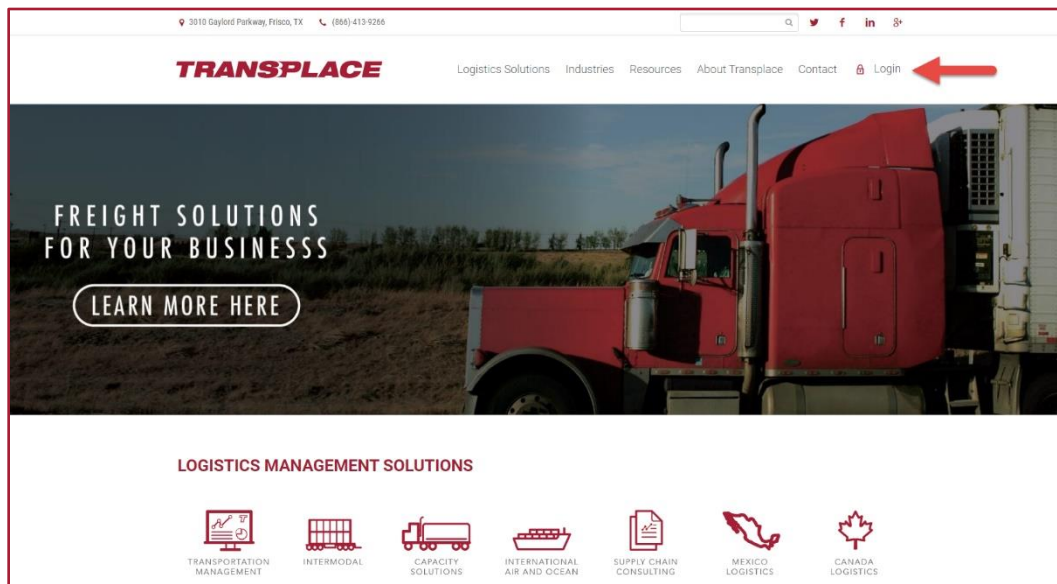
- **Order Management System (OMS)**
 - Vendors will release "collect" PO via Transplace Order Management System
 - View Belk PO Ship Window
 - Update Packaging Unit (Carton Count)
- **External Shipment Monitoring**
 - Vendor will have visibility to load status
 - Vendor can download bill of lading
 - Vendors will have access to update the following fields in External Shipment monitoring Portal
 - Unit quantity, Handling Unit, Weight, Cubic Feet

**** Vendor cannot make any changes to 'Earliest Time', 'Latest Time' or 'Pick up Address' after PO release. Vendor should contact Belk_Logistics@transplace.com if adjustments are needed**

Accessing Transplace TMS

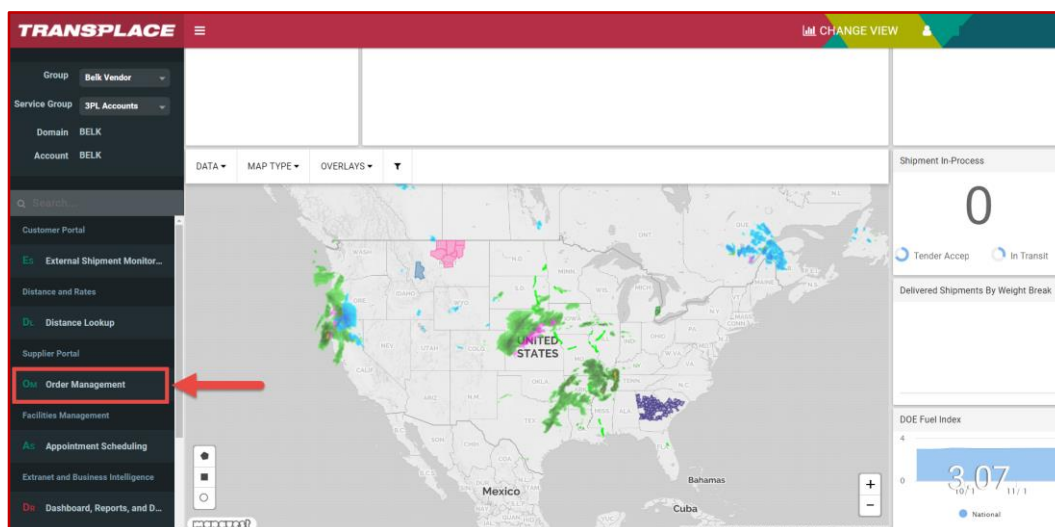
You will release **orders** through the Transplace website using your web browser.

- Proceed to the Transplace website – www.transplace.com.
- Click the "Login" button at the top right corner of the screen. A login screen will open.
- Enter your provided username and password (If you do not have a Transplace username please contact Belk_Logistics@transplace.com)



Once logged into Transplace TMS, the menu screen will appear. You will have access to the applications listed in the 'Actions' section on the left side of the menu.

- Click on 'Order Management'



Searching for a PO

You can search for POs **three** ways in the 'PO Search' tab.

Option 1

1. Enter your PO number in the 'PO' text field located at the top right corner of the screen in the 'General' section. Please note: You may search for multiple POs by separating them with a comma (example: 5355993, 5585112).

2. Clear out all dates
3. Click the “Search” button at the bottom right corner of the screen.
4. Your PO will populate in a new ‘PO Search Results’ tab.

The screenshot displays the TRANSPLACE ORDER MANAGEMENT interface. At the top, there's a navigation bar with 'Menu', 'Home', and 'Log Off' links. Below this, the 'Module: ORDER MANAGEMENT' is indicated. The main section is titled 'PO Search' and includes tabs for 'Pending Releases (0)' and 'Release Search'. The 'Search Templates' section shows 'No templates available'. The 'General' section contains fields for 'PO' (4501202161), 'PO Status' (a dropdown menu), and 'Product #'. The 'Origin' section has fields for 'Location ID(s)' and 'Vendor ID', each with a 'Clear' button. The 'Destination' section has a 'Location ID(s)' field with a 'Clear' button. The 'Dates' section includes fields for 'Pickup', 'Delivery', and 'Created', each with a 'Clear' button. At the bottom right, there are 'Search' and 'Reset' buttons. A red circle with the number 1 points to the 'No templates available' message, and a red circle with the number 2 points to the 'Search' button.

Option 2

1. Enter your company name or vendor ID (supplier site number) in the ‘Vendor ID text field’ located at the center left of the screen in the ‘Origin’ section. Please ensure you are entering all vendor ID’s associated with your business. **If you are unsure of your vendor ID number(s) please reach out to your buyer for confirmation.**
2. Clear out all dates
3. Click the “Search” button at the bottom right corner of the screen.

Note: If you save the Vendor ID(s) entered as a “template” by entering a template title and hitting “Save”— you will be able to click the template title to perform future search with the same number of days in the range.

Module: ORDER MANAGEMENT

PO Search | PO Search Results | Pending Releases (0) | Release Search

Search Templates

VENDOR ID SEARCH

VENDOR ID SEARCH | Load | Save | Delete

General

PO | PO Status | Product # | Payment Terms

Origin

Location ID(s) | Vendor ID 3200468 | Clear

Destination

Location ID(s) | Clear

Dates

Pickup | Delivery | Created | Requested Delivery

Search | Reset

4. All POs existing for your company/ID will populate in a new 'PO Search Results' tab

Option 3

1. Enter a pickup date range in the date section of the screen. You may type in the text field next to pick-up or click the calendar icon to select your date. Note: If you save the date range as a “template” by entering a template title, you will be able to click the template title to perform future search with the same number of days in the range. The dates will roll over each day to reflect (i.e. If a search template is added on 1/13 with Pick-up range 01/13/20-1/27/20, on 1/14 the dates auto-populate in your search template will show 1/14/20-1/28/20)
2. Click the “Search” button at the bottom right corner of the screen.
3. All POs existing for **all** associated vendor ID(s) (supplier site number(s)) will populate in a new 'PO Search Results' tab

Releasing a PO to TMS

Once you have successfully searched for your POs, you can release your order from the 'PO Search Results' tab. Vendors are responsible for 'releasing' orders from OMS by **noon local time 3 business days prior to the desired pickup date**. Once your order has been released it will then be planned by our Transplace operations team.

Please review the below prior to routing:

- A single release should not exceed one truckload (3500 CF max. or 42,000 LBS max.)
- Ready date should not be in the past and should not exceed cancel date

1. Click the 'Green Plus Sign Icon' located in the first column titled 'PO'. This action will put your PO in a 'Pending' status.

2. Click the word "Pending" that has now populated in the 'Releases' column

| PO | PO Status | Created Time | Vendor | BOL Number | Belk PO Number | Product(s) | Releases | Ordered Quantity | Available Quantity | Weight | Cube | Handling U |
|-------------|-----------|------------------|-------------------------|------------|----------------|--------------|----------------|------------------|--------------------|--------|------|------------|
| 9985132-744 | OPEN | 11/26/2019 14:21 | TEST_VENDOR Test Vendor | | 9985132 | Retail Goods | PM-REL-7222264 | 500.00 UN | 300.00 UN | | | |
| 9985133-744 | OPEN | 11/26/2019 14:21 | TEST_VENDOR Test Vendor | | 9985133 | Retail Goods | Pending | 100.00 UN | 100.00 UN | | | |
| 9985135-744 | OPEN | 11/26/2019 14:32 | TEST_VENDOR Test Vendor | | 9985135 | Retail Goods | | 700.00 UN | 700.00 UN | | | |

***If your PO Status is an ERROR or CLOSED status please contact belk_logistics@transplace.com to resolve.**

3. **Enter Shipment details**

You will now edit the details of your shipment in the 'Pending Window' that has populated.

The below screenshot shows all required fields for PO release:

Pending release for PO 5791883-737

Status: Pending PO: 5791883-737 Equipment: 53 FT DRYVAN Hot: ☐ Vendor: 7100515 - AMERICAN TEXTILES COMPANY

Comment: OPERATIONAL

Stops

| Type | Location ID/Name | Location Address | 2 Earliest Time | 3 Latest Time | Loading/Unloading Description Type |
|---------|--|--|-----------------|---------------|------------------------------------|
| Pickup | 71005150001 AMERICAN TEXTILES COMPANY | 500 OAKRIDGE CHURCH RD TIFTON, GA 31794 USA | 01/21/21 | 01/22/21 | |
| Dropoff | 737 BELK 737 DISTRIBUTION CENTER | 120 BELK CT BLYTHEWOOD, SC 29016 USA | | | |

Line Items (1)

| Product # | Description | Available | 4 Quantity | 5 Weight | 6 Cube | 7 Handling Unit | 8 Packaging Unit | 9 LTL Class |
|--------------|-------------------|-----------|------------|----------|--------|-----------------|------------------|-------------|
| Retail Goods | ALL ITEMS VARIOUS | 45.00 UN | 45.0 UN | 5000 LBS | 500 CF | 3 PLT | 27 CTN | 92.5 |

Required Fields:

- Pick up location**
- Earliest time** (earliest date vendor is requesting to ship)
 - cannot exceed cancel date
 - cannot be in the past
- Latest time** (latest date vendor is requesting to ship)
 - Cannot exceed cancel date
- Quantity (units)** **should auto-populate
- Weight (should not exceed 42,000 lbs)**
- Cube (should not exceed 3500 cubic ft.)**
- Handling Unit (Pallets)** **applies to LTL only
 - Can be left blank and updated later in 'shipment monitoring portal'
- Packing Unit (Cartons)**
- LTL class** **applies to LTL only

Pick up location

Update Pick up Location: Confirm your shipping address is present and correct. If updates are needed, enter your pickup location by typing your city name in the 'Location ID/Name' text field. You will see a box populate with your location ID. Click the 'Location ID' number to select your location. Please note: if your location does not populate, please contact belk_logistics@transplace.com to resolve.

Pending release for PO 5786631-737

Status: Pending PO: 5786631-737 Equipment: 53 FT DRYVAN Hot: ☐ Vendor: 3200468 - IZOD/PVH SPORTSWEAR

Comment: OPERATIONAL

| Type | Location ID/Name | Location Address | Earliest Time | Latest Time | Loading/Unloading Description Type |
|---------|------------------|------------------|---------------|-------------|------------------------------------|
| Pickup | 32 | | | | |
| Dropoff | 3200468001 | PVH CORP | READING | PA | |

Line Items

| PO Line | Weight | Cube | Handling Unit | Packaging Unit |
|---------|--------|------|---------------|----------------|
| 737 | | | | |

Earliest time/ Latest time

Confirm your 'Earliest and Latest Date' is the correct pickup date. To adjust click in the text field and type the correct date. **The "Earliest Date" = Vendor's ready date and the "Latest Date" = one day prior to Belk "Cancel Date".**

- Ready date should not be in the past
- Ready date should not exceed cancel date
- If you are unsure of your ship window/cancel date, please see pg.23 under [FAQ's](#).

Enter required "Line Item" fields: **Quantity** (units), **Weight**, **Cube**, **Packing Unit** (Cartons)

- Handling Unit is no longer a required field.
 - Please note all LTL shipments for Belk must be palletized unless instructed otherwise: if your pallet count is unavailable at time of entry, this can be [updated post-release](#) (See page 21)
 - If your shipment is a truckload, leave this field blank.
- If your unit count does not match the "Available" unit count, please see [FAQs](#).

- Comments/Special Instructions: If you have any special requirements or routing instructions for the Transplace team, you can enter this information under the "Comment" field at the top of the release box.

Pending release for PO 3740681-737

| | | | | |
|---------|-------------|----------------|--------------------------|-----------------------------|
| Status | PO | Equipment | Hot | Vendor |
| Pending | 3740681-737 | 53 FT DRYVAN ▼ | <input type="checkbox"/> | 4507721 - ADIDAS/LT APPAREL |

Comment

OPERATIONAL ▼

- Click 'Release' at the bottom right corner of the screen

Line Items (1)

| PO Line # | Product # | Description | Available | Quantity | Weight | Cube | Handling Unit | Packaging Unit |
|-----------|--------------|-------------------|-----------|-----------|------------|----------|---------------|----------------|
| 737 | Retail Goods | ALL ITEMS VARIOUS | 0.00 UN | 5000 UN ▼ | 5000 LBS ▼ | 300 CF ▼ | 6 PLT ▼ | 500 CTN ▼ |

Update Release Cancel

*If you are missing a required field an error message will appear indicating the field needing data. Example image below:

Pending release for PO 5786631-737

There are stops or line items with errors (see below)

| | | | | |
|---------|-------------|----------------|--------------------------|-------------------------------|
| Status | PO | Equipment | Hot | Vendor |
| Pending | 5786631-737 | 53 FT DRYVAN ▼ | <input type="checkbox"/> | 3200468 - IZOD/PVH SPORTSWEAR |

Comment

OPERATIONAL ▼

Stops

| Type | Location ID/Name | Location Address | Earliest Time | Latest Time | Loading/Unloading Description Type |
|---------|-------------------------------------|--|---------------|-------------|------------------------------------|
| Pickup | 3200468001 PVH CORP | 1062 MACARTHUR RD READING, PA 19605 USA | 12/15/20 | 12/18/20 | |
| Dropoff | 737 BELK 737 DISTRIBUTION CENTER | 120 BELK CT BLYTHEWOOD, SC 29016 USA | | | |

Line Items (1)

| Errors/Warnings | PO Line # | Product # | Description | Available | Quantity | Weight | Cube | Handling Unit |
|-----------------|-----------|--------------|-------------------|-----------|-------------|--------|-------------|---------------|
| Missing weight | 737 | Retail Goods | ALL ITEMS VARIOUS | -64.00 UN | 4027.0 UN ▼ | LBS ▼ | 3000.0 CF ▼ | PLT ▼ |

Once your order has been released you will receive a release confirmation number (EX Image below: PM-REL-14178423). If you have any updates to your order after releasing, see page 12 or reach out to belk_logistics@transplace.com.

Release Number PM-REL-14178423 - PO 5786631-737

Note: Your BOL will be available at carrier tender acceptance. You may [access your BOL](#) through Transplace's External Shipment Monitoring portal. (See page. 15)

Releasing multiple PO to TMS

You will release your order from the 'PO Search Results' tab. Vendors are responsible for 'releasing' orders from OMS by **noon local time 3 business days prior to the desired pickup date**. Once your order has been released it will then be planned by our Transplace operations team.

Please review the below prior to routing:

- A single release should not exceed one truckload (3500 CF max. or 42,000 LBS max.)
- Ready date should not exceed cancel date. If multiple PO's are being released, vendor will need to ensure the shipping windows overlap AND are inclusive of selected ready date

1. Search your PO in OMS (Reference section: "Searching for a PO")

PO Search | PO Search Results | Pending Releases (0) | Release Search

Search Templates
No templates available...

General
 PO: 5765947,5767340
 PO Status:
 Product #:
 Payment Terms:

Origin
 Location ID(s):
 Vendor ID:
 Clear

Destination
 Location ID(s):
 Clear

Dates
 Pickup: - Clear
 Delivery: - Clear
 Created: - Clear
 Requested Delivery: - Clear

Search Reset

2. Select all PO's that you are wanting combined (please group by DC), then add to pending releases

*Note: Purchase orders going to the same DC should be combined. **DO NOT** release PO for multiple DC's together. Additionally, "collect" orders for ECOMM DC 888, should be combined with freight to DC 737.

PO Search

PO Search Results

Pending Releases (0)

Release Search

Rows 1-4 of 4

| <input type="checkbox"/> | PO | PO Status | Created Time | Vendor | BOL Number | Belk PO Number | Product(s) | Releases |
|-------------------------------------|-------------|-----------|------------------|----------------------------------|------------|----------------|--------------|----------|
| <input type="checkbox"/> | 5765947-737 | OPEN | 08/31/2020 18:16 | 10003299 CHAMPION/HANESBRANDS | | 5765947 | Retail Goods | |
| <input checked="" type="checkbox"/> | 5765947-744 | OPEN | 08/31/2020 18:16 | 10003299 CHAMPION/HANESBRANDS | | 5765947 | Retail Goods | |
| <input type="checkbox"/> | 5767340-737 | OPEN | 08/31/2020 18:16 | 10003299 CHAMPION/HANESBRANDS | | 5767340 | Retail Goods | |
| <input checked="" type="checkbox"/> | 5767340-744 | OPEN | 08/31/2020 18:16 | 10003299 CHAMPION/HANESBRANDS | | 5767340 | Retail Goods | |

Rows 1-4 of 4

Add To Pending Releases

Revalidate

Refresh

Close

Reopen

Export

Rows Per Page 15

3. Once added to pending releases, select all PO's again. You will then need to select "Multiple PO Edit & Release"

| PO Search | PO Search Results | Pending Releases (2) | | Release Search | | | | | | | |
|---|-------------------|----------------------|--------------------|------------------|--------|------|---------------|----------------|---------------------------------|--|-----------------|
| | PO | Product(s) | Available Quantity | Release Quantity | Weight | Cube | Handling Unit | Packaging Unit | Origin | Origin Address | |
| | 5765947-744 | Retail Goods | 977.00 UN | 977.00 UN | | | | | 100010840001 HANES BRAND INC | 4190 EAGLE HILL DR HIGH POINT, NC 27265 USA | 744 BELK 744 |
| | 5767340-744 | Retail Goods | 5,779.00 UN | 5,779.00 UN | | | | | 100010840001 HANES BRAND INC | 4190 EAGLE HILL DR HIGH POINT, NC 27265 USA | 744 BELK 744 |
| <div><div> Multiple PO Edit & Release</div><div> Mass Edit Stops</div><div> Release</div><div> Remove From Pending Releases</div></div> | | | | | | | | | | | |

a. Fill out all required fields with freight specific information

Location

Enter your pickup location by typing your city name in the 'Location ID/Name' text field. You will see a box populate with your location ID. Click the 'Location ID' number to select your location. Please note: if your location does not populate, please contact belk_logistics@transplace.com to resolve. Confirm your address is correct.

If there is not an "Origin" or "Origin Address" showing for your PO OR your address is showing incorrectly: You will need to update your location.

- First you will need to select all PO's, then select "Mass Edit Stops"

| PO Search | | PO Search Results | | Pending Releases (2) | | Release Search | | | | |
|--|-------------|-------------------|----------------------|----------------------|----------|----------------|-----------------|------------------|----------|----------------|
| <input checked="" type="checkbox"/> | PO ^ | Product(s) ^ | Available Quantity ^ | Release Quantity ^ | Weight ^ | Cube ^ | Handling Unit ^ | Packaging Unit ^ | Origin ^ | Origin Address |
| <input checked="" type="checkbox"/> | 5765947-744 | Retail Goods | 977.00 UN | 977.00 UN | | | | | | |
| <input checked="" type="checkbox"/> | 5767340-744 | Retail Goods | 5,779.00 UN | 5,779.00 UN | | | | | | |
| <div><div><input type="checkbox"/> Multiple PO Edit & Release</div><div><input checked="" type="checkbox"/> Mass Edit Stops</div><div><input type="button" value="Release"/></div><div><input type="button" value="Remove From Pending Releases"/></div></div> | | | | | | | | | | |

- Next, enter your location by selecting the magnifying glass and searching by City and State. Alternatively, if you have the location ID you may search by this number. You will then need to select "Update"

Edit stops for 2 pending release(s)

| Type | Location ID/Name | Location Address | Earliest Time | Latest Time | Loading/Unloading Description Type |
|---------|---------------------------------|--|---------------|---------------|------------------------------------|
| Pickup | 100010840001 HANES BRAND INC | 4190 EAGLE HILL DR HIGH POINT, NC 27265 USA | 11/03/20 0800 | 11/03/20 1700 | |
| Dropoff | | | | | |

- After your location has been corrected per steps 1 and 2, your “Pending Releases” screen should now be showing the updated address under “Origin” and “Origin Address”

| | | | | | | | | | | | | | |
|---|-------------|--|----------------------|--|----------|---|-----------------|------------------|---------------------------------|--|-------------------------------------|--|--------------------------------------|
| PO Search | | PO Search Results | | Pending Releases (2) | | Release Search | | | | | | | |
| <input checked="" type="checkbox"/> | PO ▾ | Product(s) ▾ | Available Quantity ▾ | Release Quantity ▾ | Weight ▾ | Cube ▾ | Handling Unit ▾ | Packaging Unit ▾ | Origin ▾ | Origin Address | Destination ▾ | Destination Address | Pickup Time ▾ |
| <input checked="" type="checkbox"/> | 5765947-744 | Retail Goods | 977.00 UN | 977.00 UN | | | | | 100010840001 HANES BRAND INC | 4190 EAGLE HILL DR HIGH POINT, NC 27265 USA | 744 BELK 744 DISTRIBUTION CENTER | 1018 MENDELL DAVIS DR BYRAM, MS 39272 USA | 11/03/2020 08:00 11/03/2020 17:00 |
| <input checked="" type="checkbox"/> | 5767340-744 | Retail Goods | 5,779.00 UN | 5,779.00 UN | | | | | 100010840001 HANES BRAND INC | 4190 EAGLE HILL DR HIGH POINT, NC 27265 USA | 744 BELK 744 DISTRIBUTION CENTER | 1018 MENDELL DAVIS DR BYRAM, MS 39272 USA | 11/03/2020 08:00 11/03/2020 17:00 |
| <input type="button" value="Multiple PO Edit & Release"/> | | <input type="button" value="Mass Edit Stops"/> | | <input type="button" value="Release"/> | | <input type="button" value="Remove From Pending Releases"/> | | | | | | | |

- Once this is complete you may release your PO's as usual.

Date

Confirm your ‘Earliest and Latest Date’ is the correct pickup date. To adjust click in the text field and type the correct date. **The “Earliest Date” = Vendor's ready date and the “Latest Date” = one day prior to Belk “Cancel Date”.**

- Ready date should not exceed cancel date. If multiple PO's are being released, vendor will need to select the same ready date for both PO's and ensure the shipping windows overlap.

Edit 2 pending releases

| PO | Vendor | Origin | Destination | Pickup Earliest | Pickup Latest | Equipment | PO |
|-------------|----------|--------------|-------------|-----------------|----------------|--------------|-----|
| 5765947-744 | 10003299 | 100010840001 | 744 | 09/17/20 08:00 | 09/17/20 17:00 | 53 FT DRYVAN | 744 |
| 5767340-744 | 10003299 | 100010840001 | 744 | 09/17/20 08:00 | 09/17/20 17:00 | 53 FT DRYVAN | 744 |

1. Be sure to scroll all the way to the right, to ensure all fields are entered. Enter Quantity (units), Weight, Cube, Packing Unit located in the 'Line Item' section of the screen
 - Handling Unit is no longer a required field.
 - Please note all LTL shipments for Belk must be palletized unless instructed otherwise: if your pallet count is unavailable at time of entry, this can be [updated post-release](#) (See page.21)
 - If your shipment is a truckload, leave this field blank.
 - If your unit count does not match the "Available" unit count, please see [FAQs](#).

| Product # | Description | Available | Quantity | Weight | Cube | Handling Unit | Packaging Unit | LTL Class | Hazmat |
|-------------|-------------------|-------------|-----------|--------|------|---------------|----------------|-----------|--------|
| etail Goods | ALL ITEMS VARIOUS | 977.00 UN | 977.0 UN | LBS | CF | PLT | CTN | 92.5 | |
| etail Goods | ALL ITEMS VARIOUS | 5,779.00 UN | 5779.0 UN | LBS | CF | PLT | CTN | 92.5 | |

Mass Edit Stops Update Release Cancel

- b. Once complete, select "Release"
2. After selecting "Release," you should receive a release number (confirmation number; Format: PM-REL-14174679)

PO Search PO Search Results Pending Releases (0) Release Search

Release Number PM-REL-14174679 - PO 5786631-737

Note: If you receive the below error, please reach out to Belk_Logistics@transplace.com for resolution.

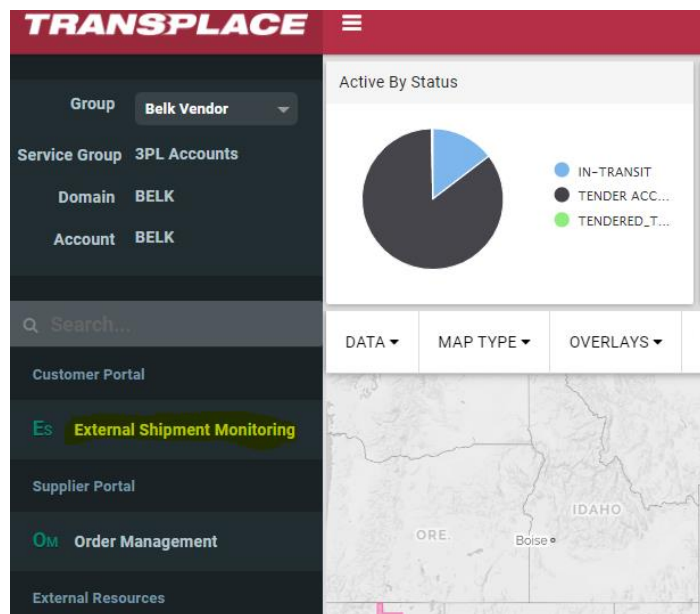
Release PM-REL-15474610 is in error. Please contact Transplace Operations.
Release Number PM-REL-15474610 - PO 5765947-744

External Shipment Monitoring

The External Shipment Monitoring module allows users to monitor shipments, view shipment status, update PO totals, and access your BOL.

Once logged into Transplace TMS, the menu screen will appear. You will have access to the applications listed in the 'Actions' section on the left side of the menu.

- Click on 'External Shipment Monitoring'



Key Terms

Reference Numbers

- Primary Reference – PO with DC code at the end. (ex. PO# 390658 going to DC 737/Blythewood = 390658-737)
- BOL Number – This will be the Transplace ME/load number unless a different BOL was entered upon release
- OMS Release Number – Reference number provided at time of PO release (Ex PM-REL-14174679)
- Belk PO Number – Purchase Order number provided by Belk

Load Status'

Unplanned

- Pending – Load number has been created and pending coverage
- Assigned – Load number has been created and Transplace capacity team working on coverage
- Tendered - Load number has been created and Transplace capacity team working on coverage
- Tender Reject - Load number has been created and Transplace capacity team working on coverage

Planned

- Tender Accept – Load number has been created and accepted by carrier for pickup.
Your BOL is available for download!

Searching for a shipment

You can search for shipments multiple ways using the 'Search Criteria' tab.

Option 1

- Enter your ME or Reference number in the related text fields located at the top center of the screen in the 'Criteria' section. (For multiple references numbers you may separate each with a comma)
- Click the "Search" button at the bottom right corner of the screen.
- Your shipment(s) will populate in the 'Results' tab.

TRANSPLACE
The 3PL & Technology Company

Module: SHIPMENT MONITORING

Search Filters

Search Templates

Criteria

1 Trans place Load/Mode Execution ID(s):

2 Reference(s):

ALL

Primary Reference

Delivery Number

Combo ID

BOL Number

Customer PO Number

PO Number

Pro Number

Release Number

Return Authorization Number

Sales Order Number

MBOL Number

Report Type

☒ Load

☐ Freight/PO

☐ Line Item/Products

Misc Search Criteria

☐ Include Unplanned

☐ Crossdock Report

Order Type: Select

Business Unit: Select

Origin (Outbound)

Location ID(s):

City:

State:

Zip:

Country:

Vendor(s):

Destination (Inbound)

Location ID(s):

City:

State:

Zip:

Country:

Consignee(s):

Carrier

Mode:

ALL

Air

Intermodal

LTL

Ocean

Parcel

Rail

TL

SCAC(s):

Dates

Pickup: 03/19/17 00:00 - 03/25/17 23:59

Delivery: 03/19/17 00:00 - 03/25/17 23:59

Order Created: -

Bill To

Bill To(s):

Domains

ALL

Accounts

ALL

Status

ALL

Assigned

Cancelled

Delivered

Hold

In-Process

In-Transit

3 Search Reset

Option 2

- Enter your Location in the 'Origin or Destination ID text field' located at the center left of the screen. (Your facility will populate after 2 characters have been entered)
- Select a specific date or range of days for either/or the pickup and delivery dates (You may 'clear' out a date range by click 'clear' to the right of the text field)

7. Click the “Search” button at the bottom right corner of the screen.
8. All shipments existing for your location/date range combo will populate in the ‘Results’ tab.

TRANSPLACE
The 3PL & Technology Company

Module: SHIPMENT MONITORING

Search Filters

Search Templates

Criteria

Trans place Load/Mode Execution ID(s):

Reference(s): ALL

☐ Include All References on ME

Support Info(s): Select

SKU/Product Number(s):

Trailer #(s):

Report Type

☒ Load

☐ Freight/PO

☐ Line Item/Products

Misc Search Criteria

☐ Include Unplanned

☐ Cross dock Report

Order Type: Select

Business Unit: Select

Origin (Outbound) 1

Location ID(s):

City:

State:

Zip:

Country:

Vendor(s):

Destination (Inbound)

Location ID(s):

City:

State:

Zip:

Country:

Cons ignee(s):

Carrier

Mode:

ALL

Air

Intermodal

LTL

Ocean

Parcel

Rail

TL

SCAC(s):

Dates 2

Pickup: 03/19/17 00:00 - 03/25/17 23:59

Delivery: 03/19/17 00:00 - 03/25/17 23:59

Order Created:

Bill To

Bill To(s):

Domains

ALL

Accounts

ALL

Status

ALL

Assigned

Cancelled

Delivered

Hold

In-Process

In-Transit

3 Search Reset

Please note: the ‘Search Criteria’ tab will allow you to filter your search results by Status, Business Unit, Mode, Entering SCAC(s), and Order Type. You may also select to ‘Include Unplanned’ shipments in the ‘Miscellaneous’ section of the screen. Including unplanned shipments will allow you to view shipments that are still in the planning stages and have not been assigned a carrier.

TRANSPLACE
The 3PL & Technology Company

Module: SHIPMENT MONITORING

Search Filters

Search Templates

Load

Save

Delete

Criteria

Transplace Load/Mode Execution ID(s):

Reference(s):

ALL

☐ Include All References on ME

Support Info(s):

Select

SKU/Product Number(s):

Trailer #(s):

Report Type

☒ Load
 ☐ Freight/PO
 ☐ Line Item/Products

Misc Search Criteria

☐ Include Unplanned
 ☐ Cross dock Report

Order Type:

Select

Business Unit:

Select

Origin (Outbound)

Location ID(s):

City:

State:

Zip:

Country:

Vendor(s):

Clear

Destination (Inbound)

Location ID(s):

City:

State:

Zip:

Country:

Consignee(s):

Clear

Carrier

Mode:

ALL

Air

Intermodal

LTL

Ocean

Parcel

Rail

TL

SCAC(s):

Dates

Pickup:

03/19/17

00:00

03/25/17

23:59

Clear

Delivery:

03/19/17

00:00

03/25/17

23:59

Clear

Order Created:

Clear

Bill To

Bill To(s):

Domains

ALL

Accounts

ALL

Status

ALL

Assigned

Cancelled

Delivered

Hold

In-Process

In-Transit

Search

Reset

Reviewing Search Results

You will be able to monitor a shipments status, carrier assignment, pickup and delivery dates as well as other shipment details in the 'Results' tab. Once your shipment results have populated you will see Shipment Monitoring's default column view.

| TRANSPLACE The 3PL & Technology Company | | | | | | | | | | | | | | | | | |
|--|------|---------------|------|----------------|-----|--------|-------------------|-----------|-----------------|------------------|------------------|----------------|----------------------|------------------|------------------|--------------|---------------|
| Module: SHIPMENT MONITORING | | | | | | | | | | | | | | | | | |
| Search Filters Results (14) | | | | | | | | | | | | | | | | | |
| Rows: 1-14 | | | | | | | | | | | | | | | | | |
| TP Load Number | Mode | Load Status | SCAC | Total Distance | Hot | HazMat | Primary Reference | Origin ID | Origin Location | Pickup Appt | Pickup Arrival | Destination ID | Destination Location | Delivery Appt | Delivery Arrival | Quantity | Weight |
| 633826281 | LTL | Delivered | OCCC | 28 Miles | | | PR5 | TPC_TEST | FRISCO, TX | 02/22/2017 05:00 | 02/22/2017 09:00 | 0000016026 | DALLAS, TX | 02/23/2017 08:00 | 02/22/2017 10:00 | 1,000.00 PCS | 15,500.00 LBS |
| 633832621 | TL | Delivered | OCCC | 28 Miles | | | PR27 | TPC_TEST | FRISCO, TX | 02/28/2017 07:00 | 02/28/2017 13:00 | 0000016026 | DALLAS, TX | 02/28/2017 08:00 | 03/07/2017 10:00 | 1,000.00 PCS | 29,000.00 LBS |
| 633832670 | TL | Delivered | OCCC | 28 Miles | | | PR28 | TPC_TEST | FRISCO, TX | 02/27/2017 07:00 | 02/27/2017 07:00 | 0000016026 | DALLAS, TX | 02/27/2017 08:00 | 02/27/2017 08:00 | 1,000.00 PCS | 20,000.00 LBS |
| 633832696 | LTL | Delivered | OCCC | 28 Miles | | | PR16 | TPC_TEST | FRISCO, TX | 02/27/2017 05:00 | 02/27/2017 16:00 | 0000016026 | DALLAS, TX | 02/28/2017 08:00 | 02/28/2017 10:00 | 400.00 PCS | 15,000.00 LBS |
| 633832712 | LTL | Delivered | OCCC | 28 Miles | | | PR17 | TPC_TEST | FRISCO, TX | 02/27/2017 05:00 | 02/27/2017 10:00 | 0000016026 | DALLAS, TX | 02/28/2017 08:00 | 02/28/2017 13:30 | 500.00 PCS | 6,000.00 LBS |
| 634703227 | LTL | Delivered | OCCC | 28 Miles | | | PR41 | TPC_TEST | FRISCO, TX | 03/13/2017 07:00 | | 0000016026 | DALLAS, TX | 03/14/2017 07:00 | | 1,000.00 PCS | 19,000.00 LBS |
| 633180773 | TL | In-Transit | OCCC | 28 Miles | | | PR8 | TPC_TEST | FRISCO, TX | 02/22/2017 12:00 | 02/22/2017 14:00 | 0000016026 | DALLAS, TX | 02/23/2017 15:00 | 02/23/2017 15:00 | 1,000.00 PCS | 19,000.00 LBS |
| 633286315 | TL | In-Transit | OCCC | 28 Miles | | | 0007 | TPC_TEST | FRISCO, TX | 03/07/2017 00:00 | 03/07/2017 10:00 | 0000016026 | DALLAS, TX | 03/08/2017 09:00 | | 1,000.00 PCS | 19,000.00 LBS |
| 633286323 | LTL | In-Transit | OCCC | 28 Miles | | | PR6 | TPC_TEST | FRISCO, TX | 02/22/2017 05:00 | 02/22/2017 12:00 | 0000016026 | DALLAS, TX | 02/23/2017 08:00 | | 100.00 PCS | 9,000.00 LBS |
| 633547542 | TL | In-Transit | OCCC | 28 Miles | | | PR14 | TPC_TEST | FRISCO, TX | 03/07/2017 08:00 | 03/07/2017 08:00 | 0000016026 | DALLAS, TX | 03/08/2017 08:00 | | 1,000.00 PCS | 19,000.00 LBS |
| 633832720 | TL | Tender Accept | OCCC | 28 Miles | | | PR19 | TPC_TEST | FRISCO, TX | 03/07/2017 10:00 | | 0000016026 | DALLAS, TX | 03/07/2017 08:00 | | 1,892.00 PCS | 30,000.00 LBS |
| 633286307 | LTL | Tender Reject | OCCC | 28 Miles | | | PR1 | TPC_TEST | FRISCO, TX | 02/21/2017 05:00 | | 0000016026 | DALLAS, TX | 02/22/2017 08:00 | | 1,000.00 PCS | 15,000.00 LBS |
| 633832662 | TL | Tender Reject | OCCC | 28 Miles | | | PR13 | TPC_TEST | FRISCO, TX | 02/27/2017 05:00 | | 0000016026 | DALLAS, TX | 02/28/2017 08:00 | | 199.00 PCS | 20,000.00 LBS |
| 633832688 | TL | Tender Reject | OCCC | 28 Miles | | | PR20 | TPC_TEST | FRISCO, TX | 03/08/2017 05:00 | | 0000016026 | DALLAS, TX | 03/09/2017 08:00 | | 1,000.00 PCS | 27,000.00 LBS |
| Rows: 1-14 | | | | | | | | | | | | | | | | | |
| Export Preferences | | | | | | | | | | | | | | | | | |
| Top of page | | | | | | | | | | | | | | | | | |

Pease Note: Shipment Monitoring will allow you to view more details on Carrier, Load Status, and Appointment changes. You will see changes under these headings highlighted in blue. When you click on the load status in red a window will appear with the change details.

| TRANSPLACE The 3PL & Technology Company | | | | | | | | | | | | | | | | | |
|--|------|---------------|------|----------------|-----|--------|-------------------|-----------|-----------------|------------------|------------------|----------------|----------------------|---------------|------------------|----------|--------|
| Module: SHIPMENT MONITORING | | | | | | | | | | | | | | | | | |
| Search Filters Results (14) | | | | | | | | | | | | | | | | | |
| Rows: 1-14 | | | | | | | | | | | | | | | | | |
| TP Load Number | Mode | Load Status | SCAC | Total Distance | Hot | HazMat | Primary Reference | Origin ID | Origin Location | Pickup Appt | Pickup Arrival | Destination ID | Destination Location | Delivery Appt | Delivery Arrival | Quantity | Weight |
| 633286281 | LTL | Delivered | OCCC | 28 Miles | | | PR5 | TPC_TEST | FRISCO, TX | 02/22/2017 05:00 | 02/22/2017 09:00 | | | | | | |
| 633832621 | TL | Delivered | OCCC | 28 Miles | | | PR27 | TPC_TEST | FRISCO, TX | 02/28/2017 07:00 | 02/28/2017 13:00 | | | | | | |
| 633832670 | TL | Delivered | OCCC | 28 Miles | | | PR28 | TPC_TEST | FRISCO, TX | 02/27/2017 07:00 | 02/27/2017 07:00 | | | | | | |
| 633832696 | LTL | Delivered | OCCC | 28 Miles | | | PR16 | TPC_TEST | FRISCO, TX | 02/27/2017 05:00 | 02/27/2017 16:00 | | | | | | |
| 633832712 | LTL | Delivered | OCCC | 28 Miles | | | PR17 | TPC_TEST | FRISCO, TX | 02/27/2017 05:00 | 02/27/2017 10:00 | | | | | | |
| 634703227 | LTL | Delivered | OCCC | 28 Miles | | | PR41 | TPC_TEST | FRISCO, TX | 03/13/2017 07:00 | | | | | | | |
| 633180773 | TL | In-Transit | OCCC | 28 Miles | | | PR8 | TPC_TEST | FRISCO, TX | 02/22/2017 12:00 | 02/22/2017 14:00 | | | | | | |
| 633286315 | TL | In-Transit | OCCC | 28 Miles | | | 0007 | TPC_TEST | FRISCO, TX | 03/07/2017 00:00 | 03/07/2017 10:00 | | | | | | |
| 633286323 | LTL | In-Transit | OCCC | 28 Miles | | | PR6 | TPC_TEST | FRISCO, TX | 02/22/2017 05:00 | 02/22/2017 12:00 | | | | | | |
| 633547542 | TL | In-Transit | OCCC | 28 Miles | | | PR14 | TPC_TEST | FRISCO, TX | 03/07/2017 08:00 | 03/07/2017 08:00 | | | | | | |
| 633832720 | TL | Tender Accept | OCCC | 28 Miles | | | PR19 | TPC_TEST | FRISCO, TX | 03/07/2017 10:00 | | | | | | | |
| 633286307 | LTL | Tender Reject | OCCC | 28 Miles | | | PR1 | TPC_TEST | FRISCO, TX | 02/21/2017 05:00 | | | | | | | |
| 633832662 | TL | Tender Reject | OCCC | 28 Miles | | | PR13 | TPC_TEST | FRISCO, TX | 02/27/2017 05:00 | | | | | | | |
| 633832688 | TL | Tender Reject | OCCC | 28 Miles | | | PR20 | TPC_TEST | FRISCO, TX | 03/08/2017 05:00 | | | | | | | |
| Rows: 1-14 | | | | | | | | | | | | | | | | | |
| Export Preferences | | | | | | | | | | | | | | | | | |


| TP Load 633180773 History | | | | | | |
|---------------------------|-------|---------------------|-------------------|--------------------------------------|--------------------------------------|--------------------|
| Check Calls | | Appointment Changes | | | | |
| Location | Seq # | Changed By | Changed Date/Time | Old Date/Time | New Date/Time | Reason |
| DALLAS, TX | 99 | | 02/22/2017 08:59 | 02/23/2017 08:00 02/23/2017 17:00 | 02/23/2017 15:00 02/23/2017 15:00 | AM Shipper Related |
| FRISCO, TX | 1 | | 02/22/2017 08:59 | 02/22/2017 05:00 02/22/2017 17:00 | 02/22/2017 12:00 02/22/2017 12:00 | AM Shipper Related |

Accessing Transplace BOL

You will be able to access your BOL from the search results tab in External Shipment Monitoring. **Note: When you edit the pallet count for LTL shipments, the update will reflect immediately once a new BOL is opened.**

*Note: Any changes to the BOL (PO number, cartons count, etc.) should be made in TMS prior to shipping. If BOL is inaccurate, charge backs may apply.

Steps:

1. Click the paper icon  in the first column (TP Load Number)
2. Click within the new web page to Print or Download your BOL

TRANSPLACE

The 3PL & Technology Company

Module: SHIPMENT MONITORING

Search Filters

Results (5)

Rows: 1-5

| TP Load Number | Mode | Load Status | SCAC | Total Distance | Hot | HazMat | Primary Reference | Origin ID | Origin Location | Pickup Appt | Pickup Arrival | Destination ID | Destination |
|----------------|------|-------------|------|----------------|-----|--------|-------------------|-----------|-----------------|------------------|------------------|----------------|-------------|
| 653883479 | TL | Delivered | 0CCC | 429 Miles | | | 5648412-744 | SHIP_TEST | FRISCO, TX | 11/26/2019 00:00 | 11/26/2019 00:00 | 744 | BYRAM, MS |
| 653912775 | TL | Delivered | 0CCC | 429 Miles | | | 5648911-744 | SHIP_TEST | FRISCO, TX | 11/27/2019 00:00 | 11/27/2019 00:00 | 744 | BYRAM, MS |
| 653951296 | TL | Delivered | 0CCC | 1,862 Miles | | | 5649110-744 | SHIP_TEST | FRISCO, TX | 11/28/2019 00:00 | 11/28/2019 00:00 | 744 | BYRAM, MS |
| 653951300 | TL | Delivered | 0CCC | 429 Miles | | | 5648906-744 | SHIP_TEST | FRISCO, TX | 11/28/2019 00:00 | 11/28/2019 00:00 | 744 | BYRAM, MS |
| 653951309 | TL | Delivered | 0CCC | 429 Miles | | | 5648144-744 | SHIP_TEST | FRISCO, TX | 11/28/2019 00:00 | 11/28/2019 00:00 | 744 | BYRAM, MS |



Rows: 1-5

Export Preferences

Export

manifest-653883479.pdf

1 / 1

Date: 11/29/19

BILL OF LADING - ME

Page: 1

SHIP FROM

Name: SHIPPER TEST

Address: 123 MAPLE AVE

City/State/Zip: FRISCO, TX 75035

Contact: Sherry Brown Phone: 555-555-1212

SHIP TO

Name: BELK 744 DISTRIBUTION

Address: 1018 MENDELL DAVIS DR

City/State/Zip: BYRAM, MS 38772

Delivery Date: 11-29-2019

Contact: UNKNOWN Phone: 555-555-1212

BILL FREIGHT CHARGES TO:

Transplace Texas, LP

PO Box 425

Lowell, AR 72745 USA

SHIPMENT NUMBER: 653883479

CARRIER NAME: TRANSPLACE (COMMUNICATION)

Trailer number: EC11291303

Seal number(s):

SCAC: 0CCC Mileage: 429 Miles

Pro number:

Freight Charge Terms: (freight charges are prepaid unless marked otherwise)

Prepaid: Prepaid Add: Collect: X 3rd Party:

(check box) Master Bill of Lading with attached underlying Bills of Lading

DO NOT BREAK SHIPPER SEAL/NO TRANS-LOADING: CARGO CLAIM MAY RESULT.

SPECIAL INSTRUCTIONS:

CARRIER INFORMATION

| HANDLING | QUANTITY | WEIGHT | H.M. (X) | COMMODITY DESCRIPTION | LTL ONLY |
|-------------|----------|--------|----------|-----------------------|--------------|
| QTY | TYPE | QTY | TYPE | WEIGHT | NMFC # CLASS |
| 1000.0 | CTN | 8000 | Unit | 30000 LBS | |
| 1000 | | 8000 | | 30000 LBS | 92.5 |
| GRAND TOTAL | | | | | |

CUSTOMER ORDER INFORMATION

| BOL NUMBER | PRIMARY REFERENCE | # Pkgs | Weight | Pallet/Slip | Additional Shipper info |
|-------------|-------------------|--------|-----------|-------------|-------------------------|
| 653883479 | 5648412-744 | 8000 | 30000 LBS | | ALL ITEMS VARIOUS |
| GRAND TOTAL | | 8000 | 30000 LBS | | |

Special Instructions: (check box) Master Bill of Lading with attached underlying Bills of Lading

The agreed or declared value of the property is specifically stated by the shipper to be not exceeding \$

NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B).

Fee Terms: Collect: Prepaid: Customer check acceptable:

COO Amount: \$

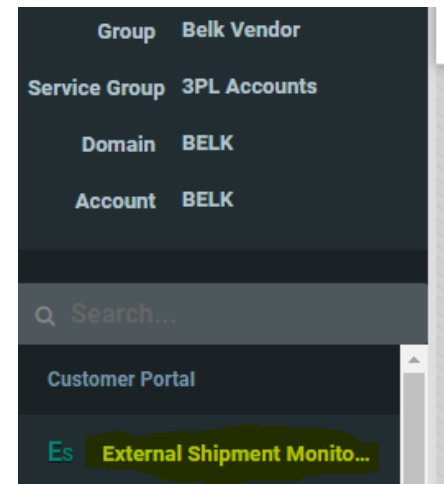
Shipper Signature

Editing Orders AFTER release

External Shipment Monitoring

Certain parameters can be updated after your PO has been released. These parameters include, Pallet count (Handling Unit), Weight, and Cubic foot (Volume). Orders will need to be updated via the “External Shipment Monitoring” module found on the Customer Portal Page

1. Start by entering either your TP load number OR you can search by the PO number you are looking for.
2. Hit “Search”



Search Filters

Results (1)

Search Templates

Criteria

Transplace Load/Mode Execution ID(s):
854150497

Shipment Plan ID(s)

Reference(s):
Belk PO Number 3714089

☐ Include All References on ME

Support Info(s):
Select

SKU/Product Number(s):

Trailer #(s):

Load

Save

Delete

3. Once your search results come up, your TP load number should be showing in Red as shown below. (If your load is showing in the color black, please contact Belk_Logistics@transplace.com) You will then need to click on the load number.

Search Filters

Results (1)

Rows: 1-1

| TP Load Number | Mode | Load Status | SCAC | Total Distance | Hot | HazMat | Primary Reference | Origin ID | Origin Location | Pickup Appt |
|----------------|------|---------------|------|----------------|-----|--------|-------------------|------------|-----------------|------------------|
| 854150497 | LTL | Tender Accept | RDWY | 608 Miles | | | 3714089-737 | 3200468001 | READING, PA | 12/10/2020 08:00 |

4. Your load will open into another tab. The line highlighted in blue under “Freights (X) for Stop 1” is the PO that will be available for modification under “Line Items (1) for Primary Reference 3714089-737”. Select the piece of paper icon under “Actions”.

Search Filters

Results (1)

Load 854150497 Details

Transplace Load #: 854150497 Status: Tender Accept
SCAC: RDWY Account: BELK

Stops (2)

| # | Type | Location ID / Name | | Appointment | Quantity | Weight | Cube | Handling Unit |
|----|---------|-------------------------------------|---|--------------------------------------|-------------|------------|-----------|---------------|
| 1 | Pickup | 3200468001 PVH CORP | 1062 MACARTHUR RD READING PA 19605 USA | 12/10/2020 08:00 12/10/2020 17:00 | 3,984.00 UN | 700.00 LBS | 800.00 CF | 2.00 PLT |
| 99 | Dropoff | 737 BELK 737 DISTRIBUTION CENTER | 120 BELK CT BLYTHEWOOD SC 29016 USA | 12/15/2020 08:00 | 3,984.00 UN | 700.00 LBS | 800.00 CF | 2.00 PLT |

Freights (2) for Stop 1

| Primary Reference | Quantity | Weight | Cube | Handling Unit | Origin Seq | Dest Seq |
|-------------------|-------------|------------|-----------|---------------|------------|----------|
| 3714089-737 | 2,496.00 UN | 200.00 LBS | 300.00 CF | 1.00 PLT | 1 | 99 |
| 3714090-737 | 1,488.00 UN | 500.00 LBS | 500.00 CF | 1.00 PLT | 1 | 99 |

Line Items (1) for Primary Reference 3714089-737

| Actions | Product Number | Product Description | Quantity | Weight | Cube | Handling Unit | Value Per Item |
|---------|----------------|---------------------|-------------|------------|-----------|---------------|----------------|
| | RETAIL GOODS | ALL ITEMS VARIOUS | 2,496.00 UN | 200.00 LBS | 300.00 CF | 1.00 PLT | |

5. A window will pop up allowing modifications to be made. Once parameters have been revised, select “Ok” then “Save” in the top right-hand corner.

Modify Line Item

Reference(s):

Product Number: RETAIL GOODS

Product Description: ALL ITEMS VARIOUS

Quantity: 2,496.00 UN

Weight: 200.00 LBS

Cube: 300.00 CF

Handling Unit: 1.00 PLT

OK Cancel

Menu Home Log Off

User: [REDACTED]

Save Reset

6. You will receive the below confirmation once changes have been saved
7. You will need to select the next PO under “Freights (2) for Stop 1” so that it is highlighted in blue. You will then be able to update this PO under “Line Items (1) for Primary Reference 3714089-737”.

Search Filters

Results (1)

Load 854150497 Details

Saved changes to load

Transplace Load #: 854150497 Status: Tender Accept
SCAC: RDWY Account: BELK

Order Management System

Vendors are now able to update their carton count after the PO has been released. Orders will need to be updated via the “Order Management” module found on the Customer Portal Page.

1. Search your PO in Order Management
2. Under the PO Search Results tab – select your PM Release number by clicking the magnifying glass beside the release number

| PO # | PO Status | Created Time | Vendor | BOL Number | Belk PO Number | Product(s) | Releases | Ordered Quantity | Available Quantity | Weight | Cube | Handling Unit | Origin | Destination | | | | | | | | | | | | | | | | | | | | |
|---|-----------------|------------------|--|------------------|----------------|--------------|--|------------------|--------------------|--------|------|---------------|-------------------------------------|-------------|---------|---------|--------|------------|--------------|----------|--------|------|--------|----------|--------------|-----------------|------|----------------|------------------|-------------|------------|----------|--------------|-----|
| 2358225-737 | OPEN | 07/12/2021 16:22 | 10014782 NEW DIRECTIONS/BI-MGF BI-MGF | | 2358225 | Retail Goods | PM-REL-14191578 | 1,170.00 UN | 0.00 UN | | | | 737 BELK 737 DISTRIBUTION CENTER | | | | | | | | | | | | | | | | | | | | | |
| Rows 1-1 of 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div><div><div>Add To Pending Releases</div><div>Revalidate</div><div>Refresh</div><div>Close</div><div>Reopen</div><div>Export</div></div></div> | | | | | | | <div><div>Click image to view releases</div><table><tr><th>Product</th><th>Release</th><th>Status</th><th>Created By</th><th>Created Time</th><th>Quantity</th><th>Weight</th><th>Cube</th><th>Origin</th><th>Destinat</th></tr><tr><td>Retail Goods</td><td>PM-REL-14191578</td><td>OPEN</td><td>Marika Luschen</td><td>07/21/2021 07:47</td><td>1,170.00 UN</td><td>500.00 LBS</td><td>30.00 CF</td><td>100074810001</td><td>737</td></tr></table></div> | | | | | | | | Product | Release | Status | Created By | Created Time | Quantity | Weight | Cube | Origin | Destinat | Retail Goods | PM-REL-14191578 | OPEN | Marika Luschen | 07/21/2021 07:47 | 1,170.00 UN | 500.00 LBS | 30.00 CF | 100074810001 | 737 |
| Product | Release | Status | Created By | Created Time | Quantity | Weight | Cube | Origin | Destinat | | | | | | | | | | | | | | | | | | | | | | | | | |
| Retail Goods | PM-REL-14191578 | OPEN | Marika Luschen | 07/21/2021 07:47 | 1,170.00 UN | 500.00 LBS | 30.00 CF | 100074810001 | 737 | | | | | | | | | | | | | | | | | | | | | | | | | |

3. Under “Release Search Results” select the red PM release number

PO Search

PO Search Results

Pending Releases (0)

Release Search

Release Search Results

<<<<>>>>

Rows 1-1 of 1

| | Release ^ | Release Status ^ | Created By ^ | Created Time ^ | PO ^ | Vendor ^ | BOL Number ^ |
|--------------------------|-----------------|------------------|----------------|------------------|-------------|--|--------------|
| <input type="checkbox"/> | PM-REL-14191578 | OPEN | Marika Luschen | 07/21/2021 07:47 | 2358225-737 | 10014782 NEW DIRECTIONS/BI-MGF:BI-MGF | |

<<<<>>>>

Rows 1-1 of 1

✖ Cancel Releases

🔄 Refresh

Rows Per Page 15 ▾

4. The PO window will pop up and you will be able to update the carton count under packaging unit then select “Update” once complete.

Release PM-REL-14191578

Status PO
OPEN 2358225-737

Equipment
53 FT DRYVAN

Hot
☐

Vendor
10014782 - NEW DIRECTIONS/BI-MGF BI-MGF

Comment
OPERATIONAL

Stops

| Type | Location ID/Name | Location Address | Earliest Time | Latest Time | Loading/Unloading Description Type |
|---------|--|---|----------------|----------------|------------------------------------|
| Pickup | 100074810001 BILTMORE/LIFETIME BRANDS | 1221 ADLER AVENUE RIALTO, CA 92376 USA | 08/02/21 08:00 | 08/02/21 17:00 | |
| Dropoff | 737 BELK 737 DISTRIBUTION CENTER | 120 BELK CT BLYTHEWOOD, SC 29016 USA | | | |

Line Items (1)

| PO Line # | Product # | Product Description | Quantity | Weight | Cube | Handling Unit | Packaging Unit | LTL Class |
|-----------|--------------|---------------------|-----------|-----------|---------|---------------|----------------|-----------|
| 737 | Retail Goods | ALL ITEMS VARIOUS | 1170.0 UN | 500.0 LBS | 30.0 CF | 5.0 PLT | 69.0 CTN | 92.5 |

[Update](#)
[Cancel](#)

Frequently Asked Questions

Q: I am a new user to Transplace, how would I go about requesting a login?

A: Please reach out to us at Belk_Logistics@transplace.com advising the below information so we can get you setup:

- First/last names
- Email
- Phone #
- Vendor Id(s)/PO(s)
- Shipping Address(es)
- Shipping Hours
- Special Instructions

Q: I have a Transplace username, how would I request access to the Belk account through Transplace?

A: Please reach out to us at Belk_Logistics@transplace.com advising the below information:

- Transplace Username
- Vendor Id(s)/PO(s)
- Shipping Address(es)
- Shipping Hours
- Special Instructions
- Location Contact

Q: Am I required to enter a pallet count (Handling Unit) when releasing my PO?

A: Handling Unit is now an optional field. If you know what your pallet count will be you may enter in this field. Otherwise, leave this blank.

Q: I have a PO that needs to be combined to an existing shipment, what do I do?

A: Any POs needing to be added to a specific shipment will need to be entered as a new release. Vendor can request that the PO be added to a specific shipment by including the Transplace BOL#/Load # in the comment sections when releasing new PO.

Q: I have a “hot” PO, should I mark this in Transplace OMS?

A: No. Belk will mark all “hot” PO’s. Please reach out to us at Belk_Logistics@transplace.com if you are routing a hot PO.

Q: Which fields can I, as a vendor, update and where?

A: Vendors can update Unit Quantity, Handling Unit, Weight and Cubic Feet via “External Shipment Monitoring”. ([See page 21](#)) As well as, Packaging Unit (Carton Count) via “Order Management System”. ([See page 23](#))

Q: I cannot find a section to update my carton count (Packaging Unit).

A: Packaging Unit can be updated via Order Management System. Please see [page 23](#) of this guide.

Q: What if the number of available units in OMS is less than what I am shipping?

A: Vendors are no longer restricted by the number of units available in Transplace OMS. Please release for the number of units that will be shipping.

Q: What are the different “Comment Types” available in OMS?

A: There are two types of comments available: Operational and Carrier

Operational Comment will be received by Belk Logistics at Transplace, this field is for any special routing instructions you would like to provide. (ex. Please combine PO 598685 with PO 546548)

Carrier Comment will be received by Belk Logistics at Transplace as well as the carrier. Users may utilize this field to convey any special instructions for pick-up. (Ex. Pickup number 3195 at dock 56)

Q: What do I do if my PO is not showing in OMS?

A: Contact Belk_Logistics@transplace.com ASAP providing the below information:

- PO in question
- Error received
- Your Transplace username

Q: What should I do if my PO exceeds a single truckload?

A: Belk just requests that you consolidate your PO's as much as possible however if you have a PO that exceeds a single truckload (3500 CF max., 42,000 LBS max.) – Vendors will need to release this PO multiple times—one release for each truckload.

Q: When can I download my bill of lading?

A: You should receive an email notification once your shipment has been accepted. Once your load is showing in “Tender Accept” status in External Shipment Monitoring, you are set to download your BOL. Please do not download your BOL prior to “Accepted” status.

Q: Transplace will be manually releasing my PO. What information do I need to provide?

A: If Belk has approved manual release, please provide the below information to Belk_Logistics@transplace.com.

- PO:
- Shipping Location:

- Destination DC:
- P/U Date:
- Unit Count:
- Carton Count:
- Weight:
- Cube:
- LTL Class:
- Pallet count (if applicable):

Q: I see my PO in “External Shipment Monitoring” but there is no TP Load Number?

| Rows: 1-1 | | | | | | | | | | |
|----------------|------|-------------|------|----------------|-----|--------|-------------------|------------|-----------------|------------------|
| TP Load Number | Mode | Load Status | SCAC | Total Distance | Hot | HazMat | Primary Reference | Origin ID | Origin Location | Pickup Appt |
| | | | | 555 MI | | | 3705948-744 | 2900304001 | SPARTANBURG, SC | 01/06/2021 07:00 |
| Rows: 1-1 | | | | | | | | | | |

A: This mean that we have received your release and your PO is pending routing. Please check back for carrier assignment or reach out to us at Belk_Logistics@transplace.com

Q: Where can I reference carrier assignment?

A: When viewing your shipment via “External Shipment Monitoring” the assigned carrier will be noted under “SCAC”. Contact information is available by hovering over the orange comment symbol as, shown below.

| | | | |
|--|----|---------------|------|
| Name: Michael Butler | | | |
| Phone: 803-861-4923 | | | |
| Email: mike.butler@jbhunt.com, belk_dcs_blysc@jbhunt.com | | | |
| 810586352 | TL | Tender Accept | HJCS |

Q: How do I view my ship window/cancel date in OMS?

A1: You may view your ship window under “PO Search Results”

1. Search the PO in OMS
2. Under “PO Search Results” the ship window can be viewed in column labeled “Requested Pickup Time” on the right-hand side of the screen.

| Destination | Pickup Time | Delivery Time | Requested Pickup Time |
|-------------------------------------|-------------|---------------|--------------------------------------|
| 737 BELK 737 DISTRIBUTION CENTER | | | 06/16/2021 00:00 07/31/2021 00:00 |
| 744 BELK 744 DISTRIBUTION CENTER | | | 06/16/2021 00:00 07/31/2021 00:00 |
| 737 BELK 737 DISTRIBUTION CENTER | | | 07/05/2021 00:00 07/12/2021 00:00 |
| 744 BELK 744 DISTRIBUTION CENTER | | | 07/05/2021 00:00 07/12/2021 00:00 |

A2: Ship window can also be viewed from the “Pending Releases Tab”

1. Search PO in OMS
2. Select PO(s) and Add to Pending Releases

| | | | | | | | | | | | | | |
|-------------------------------------|---------------|-------------------|------------------|--------------------------------|--------------|------------------|--|---------------|----|--------|--|---------------|--|
| PO Search | | PO Search Results | | Pending Releases (0) | | Release Search | | | | | | | |
| << | | < | | > | | >> | | Rows 1-4 of 4 | | | | | |
| <input checked="" type="checkbox"/> | PO ^ | PO Status ^ | Created Time ^ | Vendor ^ | BOL Number ^ | Belk PO Number ^ | | | | | | | |
| <input checked="" type="checkbox"/> | 3698058-737 + | OPEN | 09/11/2020 18:17 | 3900279 UGG/DECKERS OUTDOOR | | 3698058 | | | Re | | | | |
| <input checked="" type="checkbox"/> | 3698058-744 + | OPEN | 09/11/2020 18:17 | 3900279 UGG/DECKERS OUTDOOR | | 3698058 | | | Re | | | | |
| <input checked="" type="checkbox"/> | 3698066-737 + | OPEN | 09/11/2020 18:17 | 3900279 UGG/DECKERS OUTDOOR | | 3698066 | | | Re | | | | |
| <input checked="" type="checkbox"/> | 3698066-744 + | OPEN | 09/11/2020 18:17 | 3900279 UGG/DECKERS OUTDOOR | | 3698066 | | | Re | | | | |
| << | | < | | > | | >> | | Rows 1-4 of 4 | | | | | |
| + Add To Pending Releases | | Revalidate | | Refresh | | Close | | Reopen | | Export | | Rows Per Page | |

3. Cancel date is visible on the right-hand side of the screen under “Must Ship By”

*Note: if your cancel date is not showing correctly, please contact

Belk_Logistics@transplace.com.

| Origin ^ | Origin Address | Destination ^ | Destination Address | Pickup Time ^ | Delivery Time ^ | Must Ship By ^ | R |
|------------------------------------|--|-------------------------------------|--|---------------|-----------------|------------------|---|
| 39002790001 UGG/DECKERS OUTDOOR | 17791 PERRIS BLVD MORENO VALLEY, CA 92551 USA | 737 BELK 737 DISTRIBUTION CENTER | 120 BELK CT BLYTHEWOOD, SC 29016 USA | | | 11/15/2020 00:00 | |
| 39002790001 UGG/DECKERS OUTDOOR | 17791 PERRIS BLVD MORENO VALLEY, CA 92551 USA | 744 BELK 744 DISTRIBUTION CENTER | 1018 MENDELL DAVIS DR BYRAM, MS 39272 USA | | | 11/15/2020 00:00 | |
| 39002790001 UGG/DECKERS OUTDOOR | 17791 PERRIS BLVD MORENO VALLEY, CA 92551 USA | 737 BELK 737 DISTRIBUTION CENTER | 120 BELK CT BLYTHEWOOD, SC 29016 USA | | | 11/15/2020 00:00 | |
| 39002790001 UGG/DECKERS OUTDOOR | 17791 PERRIS BLVD MORENO VALLEY, CA 92551 USA | 744 BELK 744 DISTRIBUTION CENTER | 1018 MENDELL DAVIS DR BYRAM, MS 39272 USA | | | 11/15/2020 00:00 | |

4. Ship window is visible on the right-hand side of the screen under “Requested Pick-up Time”

| Delivery Time ^ | Must Ship By ^ | Requested Pickup Time ^ |
|-----------------|------------------|--------------------------------------|
| | 07/14/2021 00:00 | 07/04/2021 00:00 07/14/2021 00:00 |

Q: I have overflow cartons/PO's from a previous shipment. What should I do?

A: Please contact Belk_Logistics@transplace.com with the confirmed numbers of what was shipped (PO, if partial or full PO, weight, carton count, pallet count-if applicable)

You will then need to release the overflow PO's again for routing, please also include an "Operational" comment, stating that this is overflow and noting the original ME number. (i.e. **Overflow for ME# 804548695**)

Pending release for PO 5761239-744

Status PO Equipment Hot Vendor
Pending 5761239-744 53 FT DRYVAN ☐ 9200200 - PEM-AMERICA

Comment
OPERATIONAL

Stops

| Type | Location ID/Name | Location Address | Earliest Time | Latest Time | Loading/Unloading Description Type |
|---------|-------------------------------------|--|---------------|-------------|------------------------------------|
| Pickup | | | | | |
| Dropoff | 744 BELK 744 DISTRIBUTION CENTER | 1018 MENDELL DAVIS DR BYRAM, MS 39272 USA | | | |

Line Items (1)

| PO Line # | Product # | Description | Available | Quantity | Weight | Cube | Handling Unit | Package |
|-----------|--------------|-------------------|-----------|----------|--------|------|---------------|---------|
| 744 | Retail Goods | ALL ITEMS VARIOUS | 0.00 UN | UN | LBS | CF | PLT | |