BELK VENDOR QUICK-STEP GUIDE FOR TMS

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DOCUMENT DESCRIPTION

This manual shows how to release Belk POs in Uber Freight TMS using the Uber Freight Order Management System (OMS) and Monitoring.

Vendor Scope for Uber Freight TMS

Uber Freight TMS covers

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

Uber Freight TMS Modules include Order Management System (OMS) and Monitoring.

Order Management System (OMS)

In the Order Management System (OMS), vendors can

- Search for POs
- View the Belk PO Ship Window
- Release Collect POs
- Update Packaging Unit (Carton Count)

Monitoring

In Monitoring, vendors can

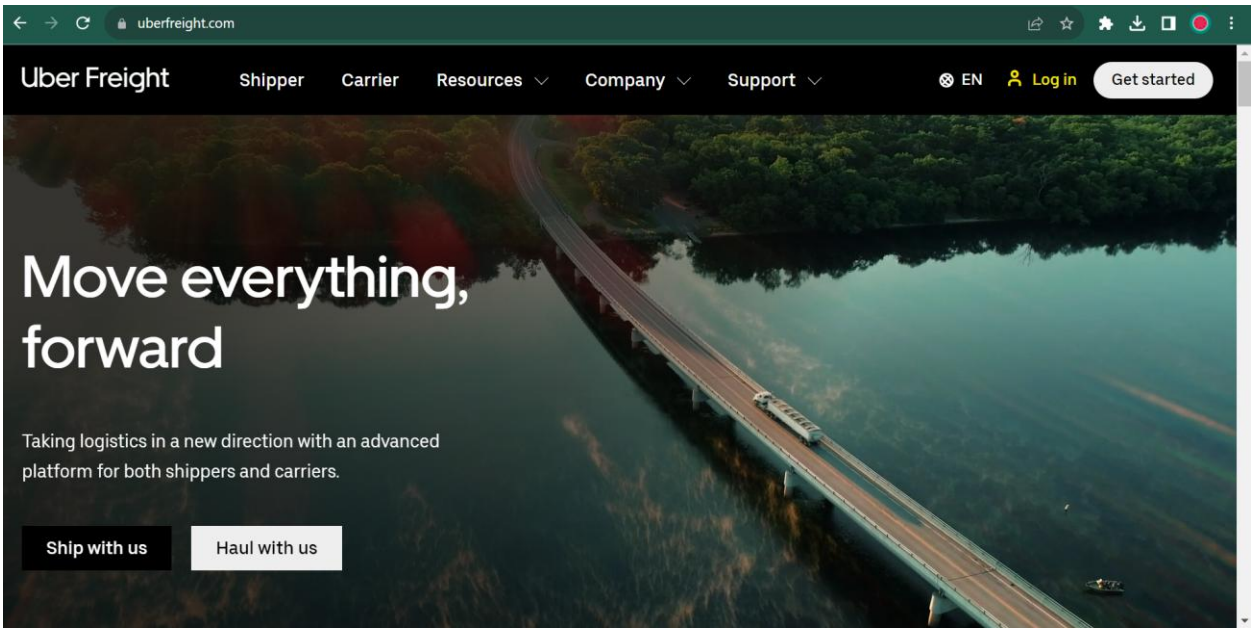
- View Load Status
- View and Download your Bill of Lading (BOL)
- Update Quantity, Weight, Cube, and Handling Unit (Pallet Count)

IF YOU DO NOT HAVE AN UBER FREIGHT USERNAME AND PASSWORD, PLEASE EMAIL THE FOLLOWING INFORMATION TO BELK_LOGISTICS@UBERFREIGHT.COM.

First and Last Name of Router
Email of Router
Phone #
Company Name
Supplier Site Number(s) and PO(s)
Shipping Address(es)
Shipping Hours
Special Instructions

ACCESSING UBER FREIGHT TMS

1. Release orders through the Uber Freight website at uberfreight.com.
2. Click the 'Login' button at the top right corner of the screen. A login screen will open.
3. Select 'Uber Freight Logins' and then 'Uber Freight TMS.'
4. Enter your provided username and password.
5. Select the 'Active Directory' option to complete login.



Uber Freight Solutions Resources Company Support Haul with Uber Freight EN Log in Get started

Uber Freight Logins →

Uber Freight Shipping Login →

Uber Freight Carrier Login →

Uber Freight

Uber Freight Logins

Uber Freight TMS →

Intermodal Customer Login →

Lanehub Customer Login →

Uber Freight Online Training →

Uber Freight International →

Drayage Carrier Login →

Uber Freight Consulting Login →

Uber Freight

Welcome Please choose one of the options below to complete your sign in.

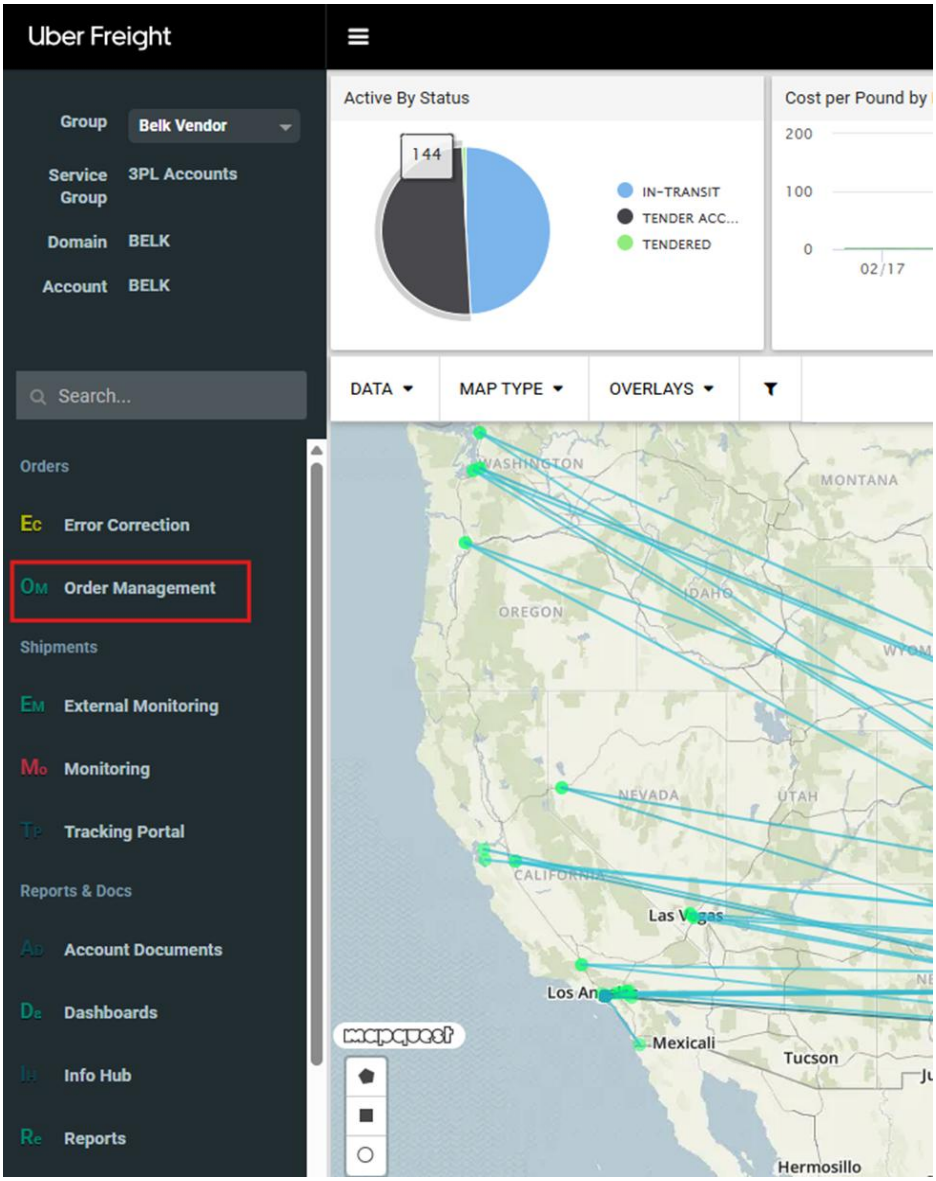
Active Directory

Other organization

ORDER MANAGEMENT SYSTEM (OMS)

In Order Management System (OMS), vendors can release collect POs, view the Belk PO ship window, and update Packaging Unit (carton count).

1. Once logged into Uber Freight TMS, the menu screen will appear. You will have access to the applications listed on the left side of the menu.
2. Click on 'Order Management.'

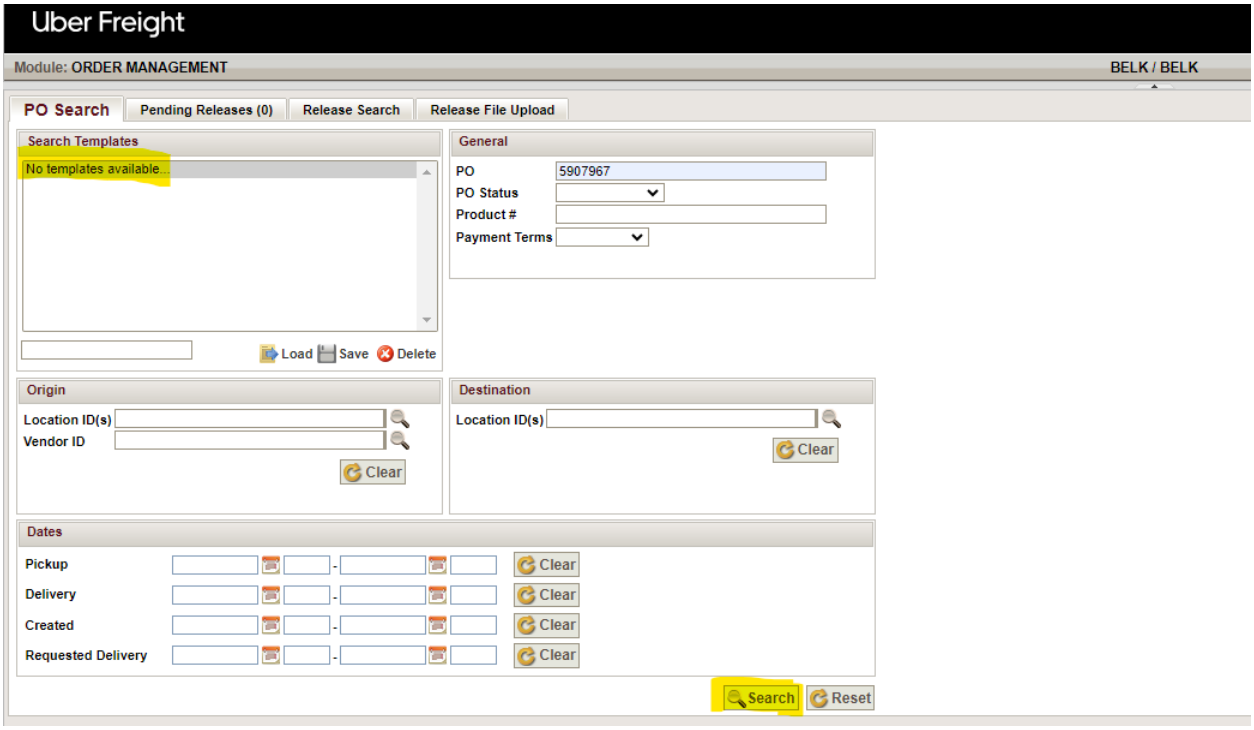


SEARCHING FOR A PO

Use these steps to search for a PO in the Order Management System (OMS). You can search for a PO in three ways using 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. You can search for multiple POs by separating them with commas (example: 5355993, 5585112).
2. Clear out all dates in the 'Date' section.
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.

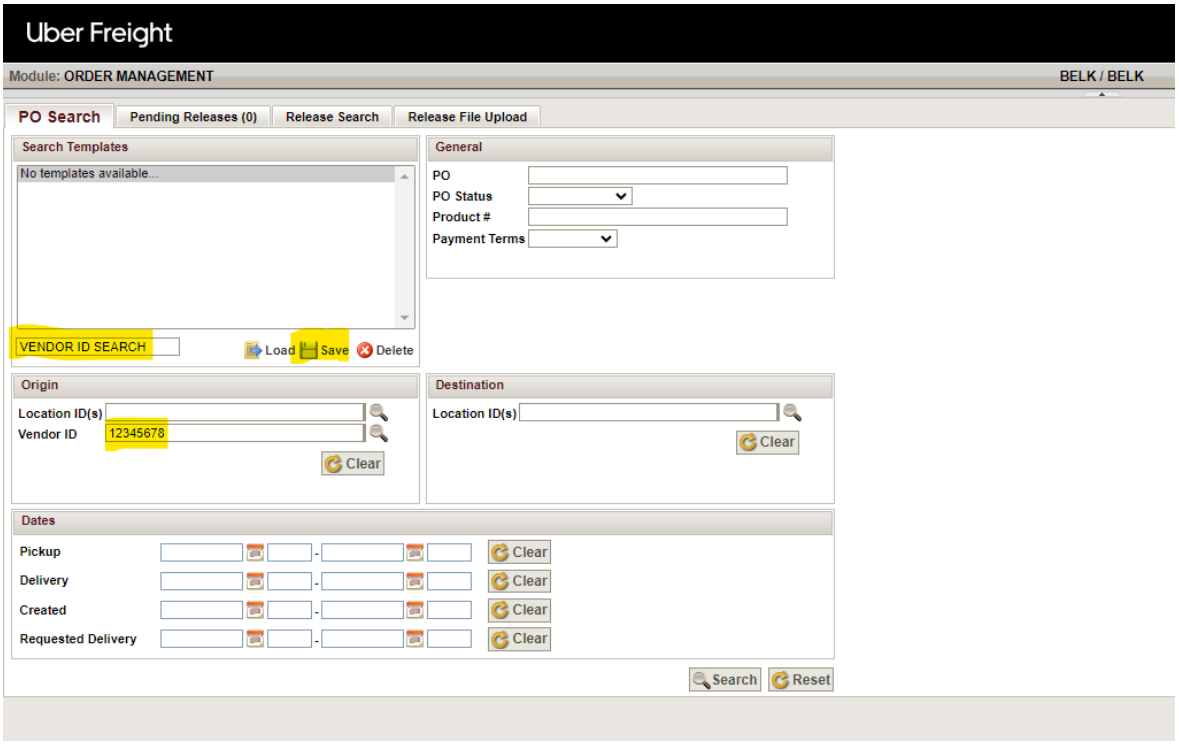


Option 2

1. Enter your company name or 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 in the 'Date' section.
3. Click the 'Search' button at the bottom right corner of the screen.
4. All POs existing for your company/ID will populate in a new 'PO Search Results' tab.

Note: You can create a Search Template for faster searching.

1. Enter your company name or supplier site number in the 'Vendor ID' text field located at the center left of the screen in the 'Origin' section.
2. Look for the 'Search Templates' section just above the 'Origin' section.
3. In the blank field, create a title or name for your template.
4. Click 'Save.'



Option 3

1. Enter a Pickup date range in the 'Dates' section of the screen. You may type in the text field next to Pickup or click the calendar icon to select your date.
2. Click the 'Search' button at the bottom right corner of the screen.
3. All POs existing for your company/ID will populate in a new 'PO Search Results' tab.

Note: You can create a Search Template for faster searching.

1. Enter your Pickup date range in the 'Dates' section of the screen.
2. Look for the 'Search Templates' section just above the 'Origin' section.
3. In the blank field, create a title or name for your template.
4. Click 'Save.'
5. Please note that the Pickup date will shift forward based on the current date.

VIEWING THE BELK PO SHIP WINDOW

Before releasing your PO, you can view the Belk PO Ship Window from the 'PO Search Results' tab. The ship window refers to the not before and not after dates on the purchase order.

From the 'PO Search Results' tab, simply scroll to the right until you see the field 'Requested Pickup Time.' These dates are the not before and not after dates on the purchase order.

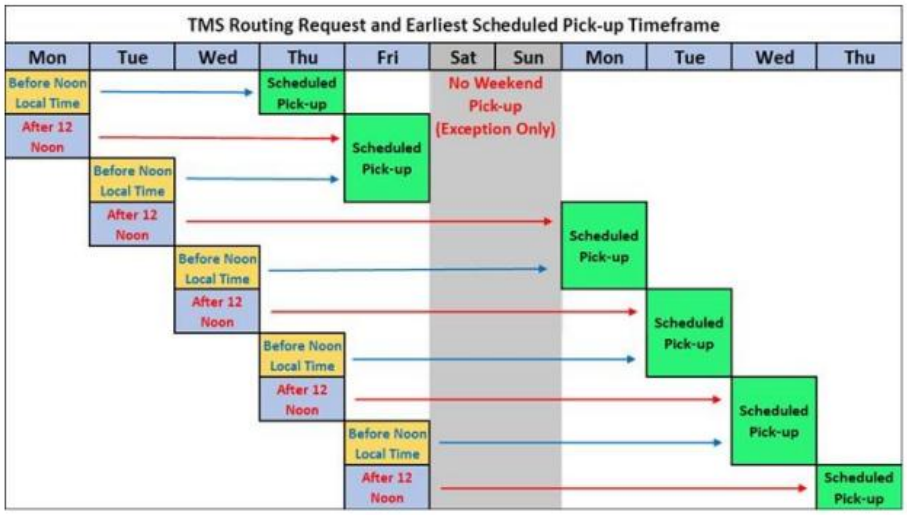
Destination	Pickup Time	Delivery Time	Requested Pickup Time	Re
737 BELK 737 DISTRIBUTION CENTER			08/28/2023 00:00 09/11/2023 00:00	
744 BELK 744 DISTRIBUTION CENTER			08/28/2023 00:00 09/11/2023 00:00	
737 BELK 737 DISTRIBUTION CENTER			09/04/2023 00:00 09/14/2023 00:00	
744 BELK 744 DISTRIBUTION CENTER			09/04/2023 00:00 09/14/2023 00:00	

When releasing your order, there will be two date fields that relate to this ship window: 'Earliest Time' and 'Latest Time.'

- The 'Earliest Time' should be the earliest date that your shipment is ready within the ship window.
- The 'Latest Time' should be the latest date that your shipment is ready, on or before the not after date of the purchase order.

Vendors are responsible for releasing orders by noon local time 3 business days prior to the earliest pickup date. Our Uber Freight Operations team needs at least 3 business days to arrange preferred carriers.

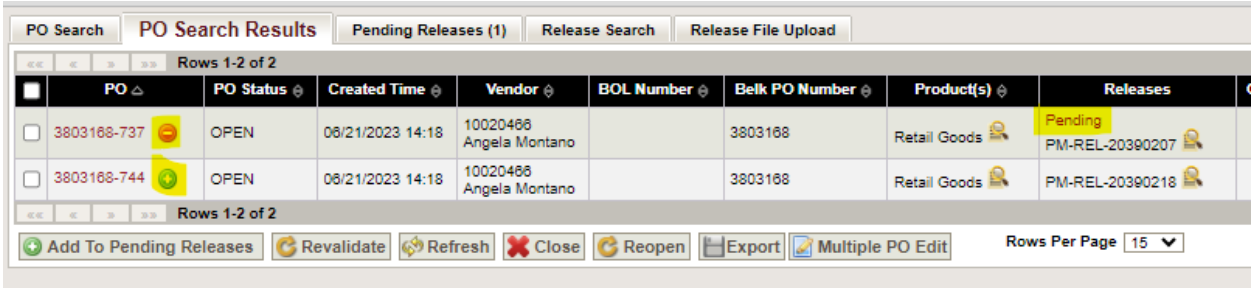
Please refer to the routing diagram below. The yellow and blue boxes represent the day and time you're releasing the order. The green boxes represent the day and time the shipment is scheduled for pickup. For example, Monday releases created before noon local time should have a scheduled pickup of Thursday or later.



RELEASING A PO TO TMS

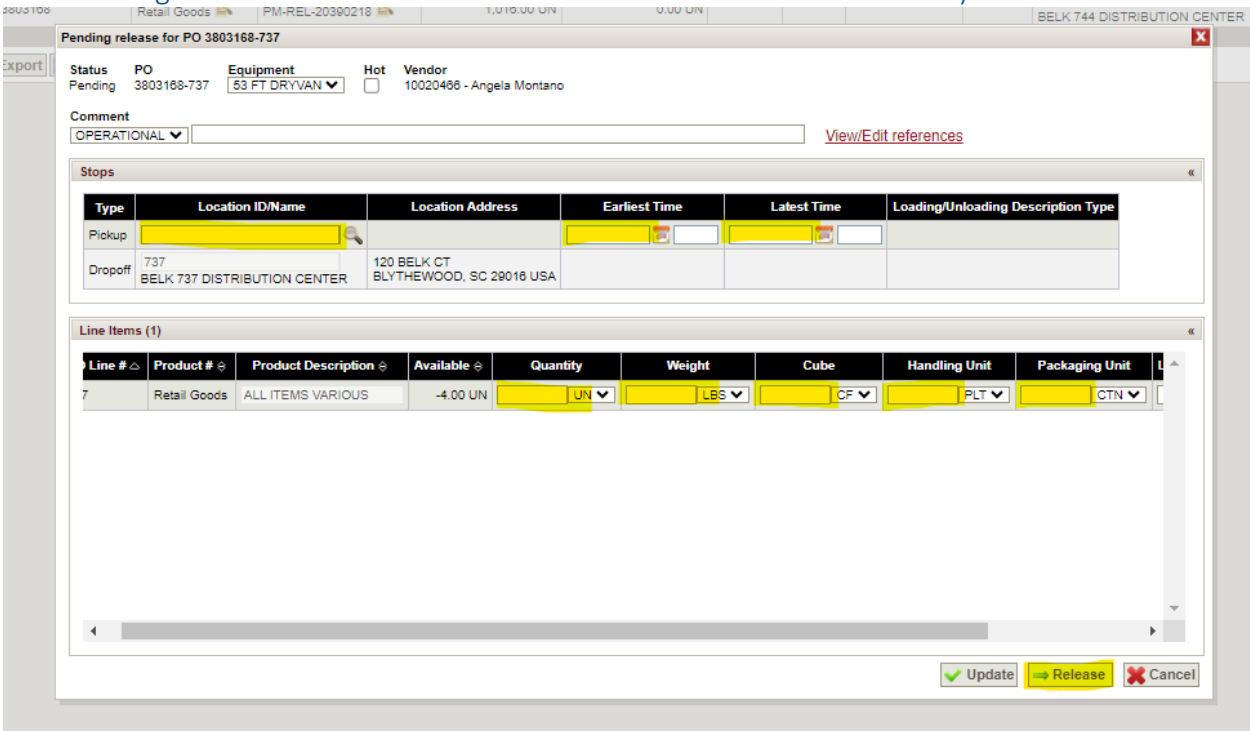
To release a PO to TMS, from the 'PO Search Results' tab:

1. Click the green plus sign icon located in the 'PO' column. This action will put your PO in a 'Pending' status.



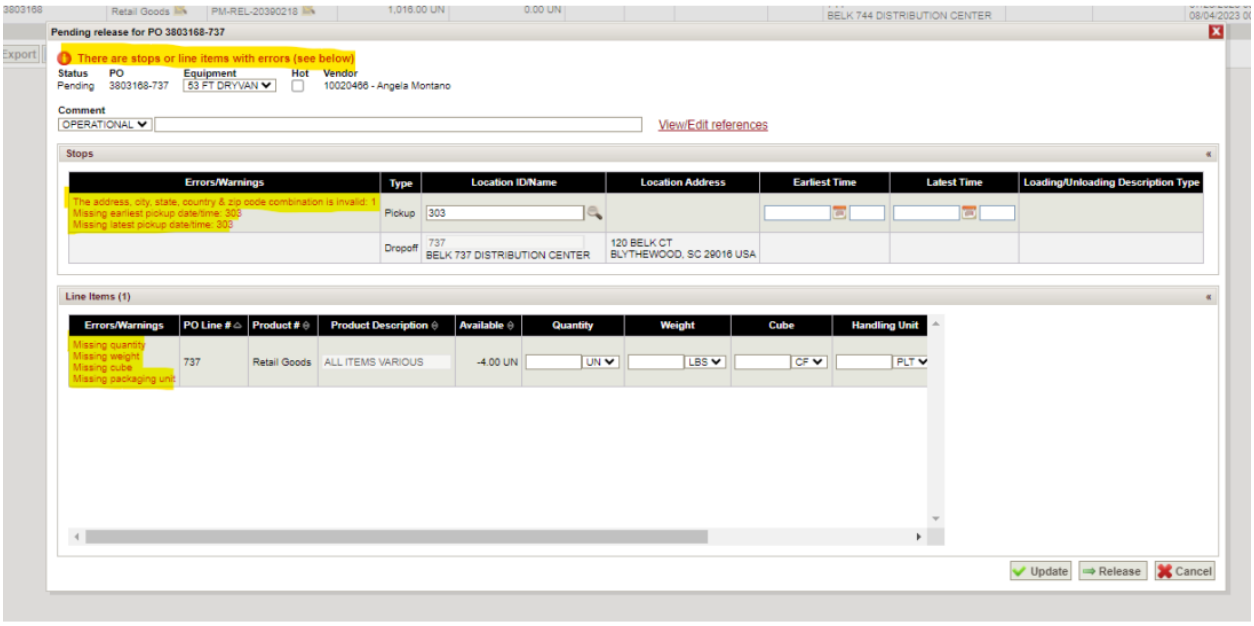
2. The word *Pending* will appear in the 'Releases' column. Click on the red text. A 'Pending Release' screen will appear where you will enter the details of your shipment.

The 'Pending Release' screen below shows the fields that are essential for your PO release.



3. Enter your pickup location under 'Location ID/Name.' Type 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.
4. Enter an 'Earliest Time' by typing in the text field or clicking the calendar icon to select your date. The 'Earliest Time' should be the earliest date that your shipment is ready within the ship window. The ship window refers to the not before and not after dates on the purchase order. Your shipment should be ready by the 'Earliest Time' selected.

5. Enter a ‘Latest Time’ by typing in the text field or clicking the calendar icon to select your date. The ‘Latest Time’ should be the latest date that your shipment is ready, on or before the not after date on the purchase order.
6. Enter the total purchase order quantity in the ‘Quantity’ field.
7. Enter the weight in the ‘Weight’ field. The weight should not exceed 42,000 lbs.
8. Enter the cube in the ‘Cube’ field. The cube should not exceed 3,500 CF.
9. Enter the number of pallets in the ‘Handling Unit’ field.
10. Enter the number of cartons in the ‘Packaging Unit' field.
11. Click the ‘Release’ button.
    a. If you are missing information for a required field, an error message will appear.

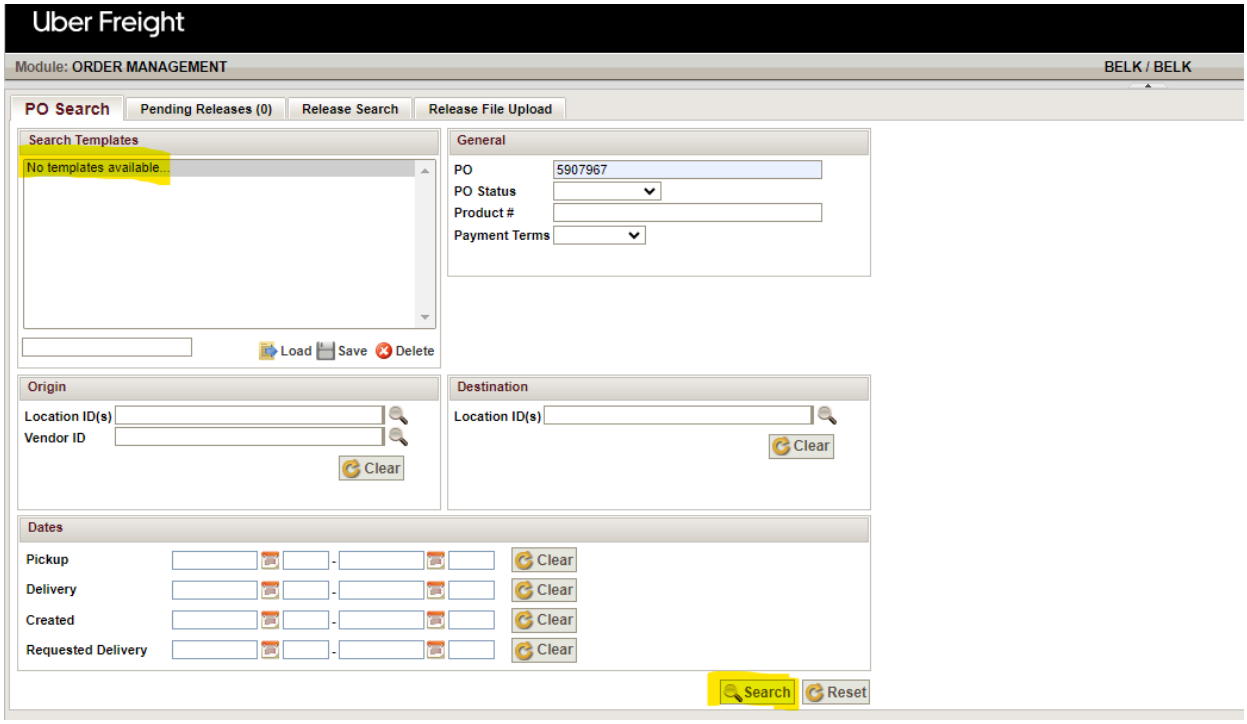


    b. The ‘Quantity’ field is important but not required. If you receive an error message that says, “Missing quantity,” proceed by clicking the Release button.
    c. **Don’t worry!** Before downloading your BOL, you can update packaging unit (carton count) in the Order Management System (OMS), and you can update quantity, weight, cube, and handling unit (pallet count) in Monitoring. See instructions in *Updating Shipment Details*.
12. Once your order is released, you will receive a release confirmation number (i.e. PM-REL-14178423). Additional action steps take place in Monitoring.

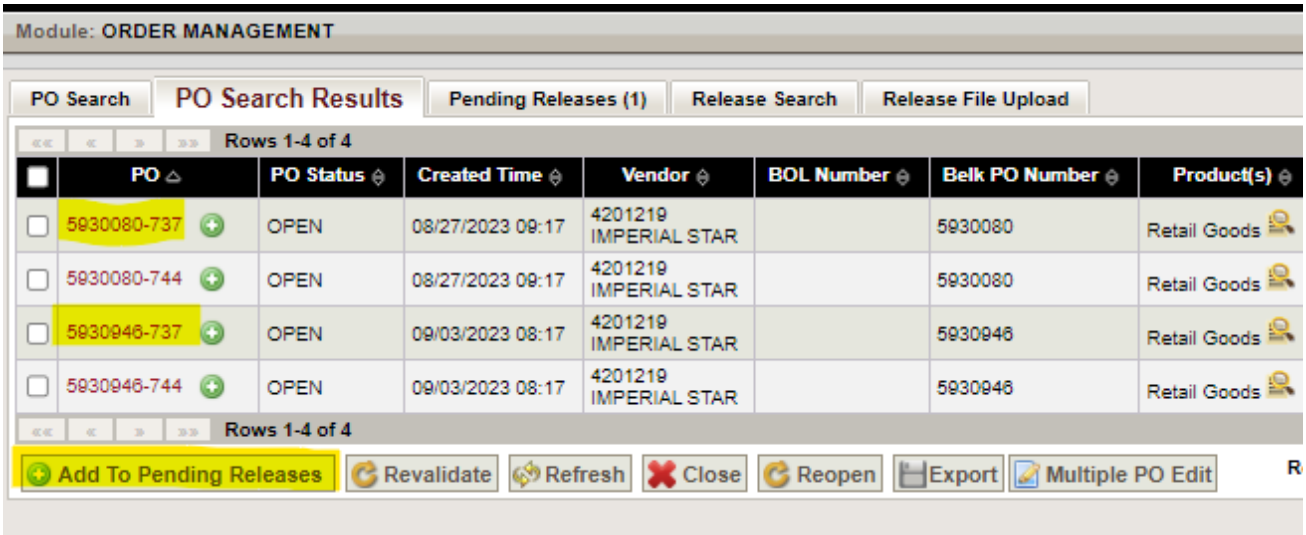
RELEASING MULTIPLE POS TO TMS

Access your orders from the 'PO Search Results' tab. See instructions in *Searching for a PO*.

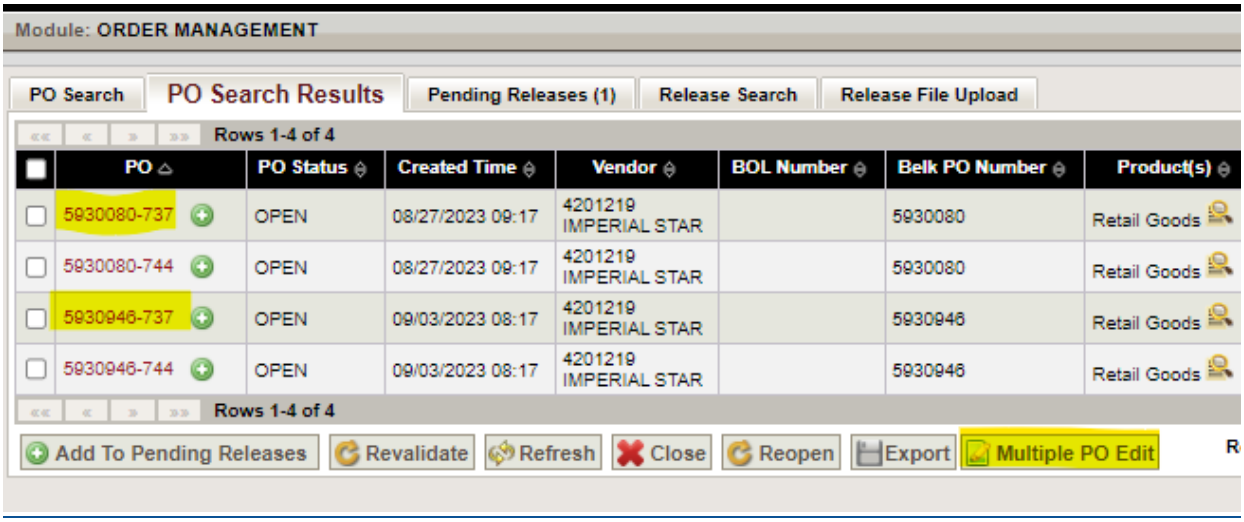
1. Search for your POs using the options described in *Searching for a PO*.



2. Grouping POs by like DC, select the POs that you'd like to combine on a single release. In the PO column, you will see the PO number hyphenated and followed by the DC number. Select the POs by using the checkbox on the left.
3. Click the 'Add to Pending Releases' button.



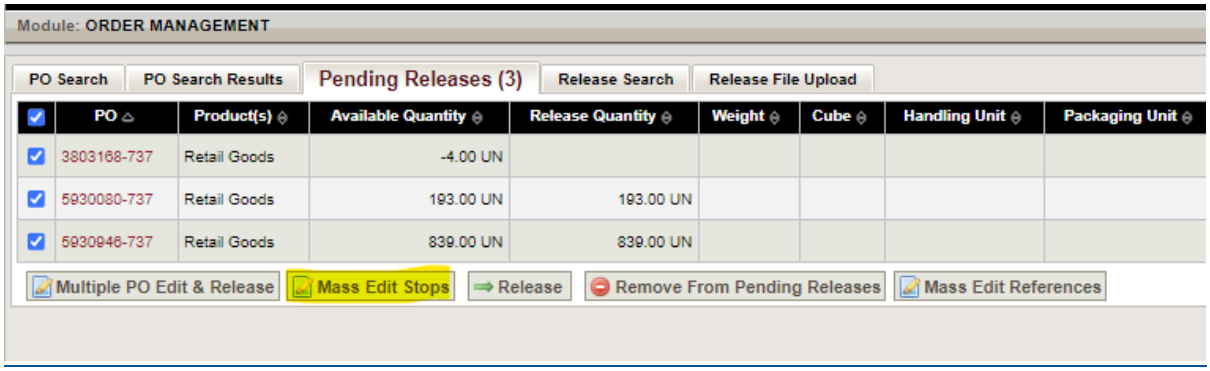
4. Once added to pending releases, reselect the same POs again. Then, click the 'Multiple PO Edit & Release' button.



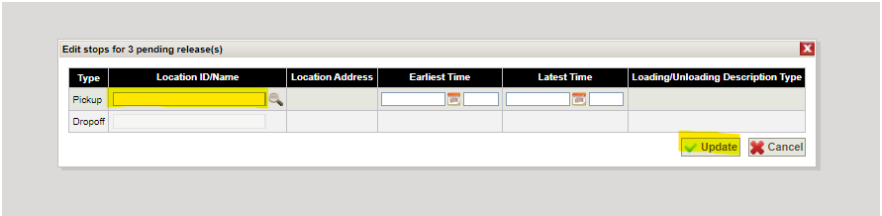
5. Enter your pickup location under 'Location ID/Name.' Type your city name in the 'Location ID/Name' text field. You will see a box populate with your location ID. Click the 'Location ID' number to select your location.

    a. Confirm your address is correct! If there is not an 'Origin' or 'Origin Address' showing for your PO, or if your address is showing incorrectly, you will need to update your location.

        i. Select all POs, then click 'Mass Edit Stops.'

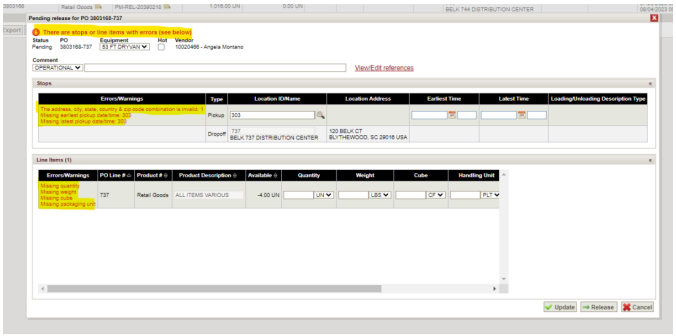


        ii. Re- enter your pickup location under 'Location ID/Name.' Type your city name in the 'Location ID/Name' text field. A box will populate with your location ID. Click the 'Location ID' number to select your location. Click the 'Update' button to correct the location.



iii. Once your location has been corrected, the ‘Pending Releases’ screen will show an updated address in the ‘Origin’ and ‘Origin Address’ fields. Release your POs with the remaining steps.

6. Enter an ‘Earliest Time’ by typing in the text field or clicking the calendar icon to select your date. The ‘Earliest Time’ should be the earliest date that your shipment is ready within the ship window. The ship window refers to the not before and not after dates on the purchase order. Your shipment should be ready by the ‘Earliest Time’ selected. Be sure the ship windows for all purchase orders overlap!
7. Enter a ‘Latest Time’ by typing in the text field or clicking the calendar icon to select your date. The ‘Latest Time’ should be the latest date that your shipment is ready, on or before the not after date of the purchase order. Be sure the not after dates for all purchase orders overlap!
8. Enter the total purchase order quantity in the ‘Quantity’ field.
9. Enter the weight in the ‘Weight’ field. The weight should not exceed 42,000 lbs.
10. Enter the cube in the ‘Cube’ field. The cube should not exceed 3,500 CF.
11. Enter the number of pallets in the ‘Handling Unit’ field.
    a. Pallet counts are entered at the PO release level and totaled at the load level. If your load has multiple POs, please ensure the total number of pallets add up to a whole number and do not exceed the total number of pallets on the load.
12. Enter the number of cartons in the ‘Packaging Unit' field.
13. Click the ‘Release’ button.
    a. If you are missing information for a required field, an error message will appear.



    b. The ‘Quantity’ field is important but not required. If you receive an error message that says, “Missing quantity,” proceed by clicking the Release button.
    c. **Don’t worry!** Before downloading your BOL, you can update packaging unit (carton count) in the Order Management System (OMS), and you can update quantity, weight, cube, and handling unit (pallet count) in Monitoring. See instructions in *Updating Shipment Details*.
14. Once your order is released, you will receive a release confirmation number (i.e. PM-REL-14178423). Additional action steps take place in Monitoring.

LOAD ASSIGNED EMAIL NOTIFICATION

Up to two days prior to your scheduled pickup, you will receive an automated email from NoReply@transplace.com to let you know that the load number has been assigned. Please ensure that NoReply@transplace.com is an accepted sender and does not get diverted to a Junk or SPAM folder.

The email will look like this:

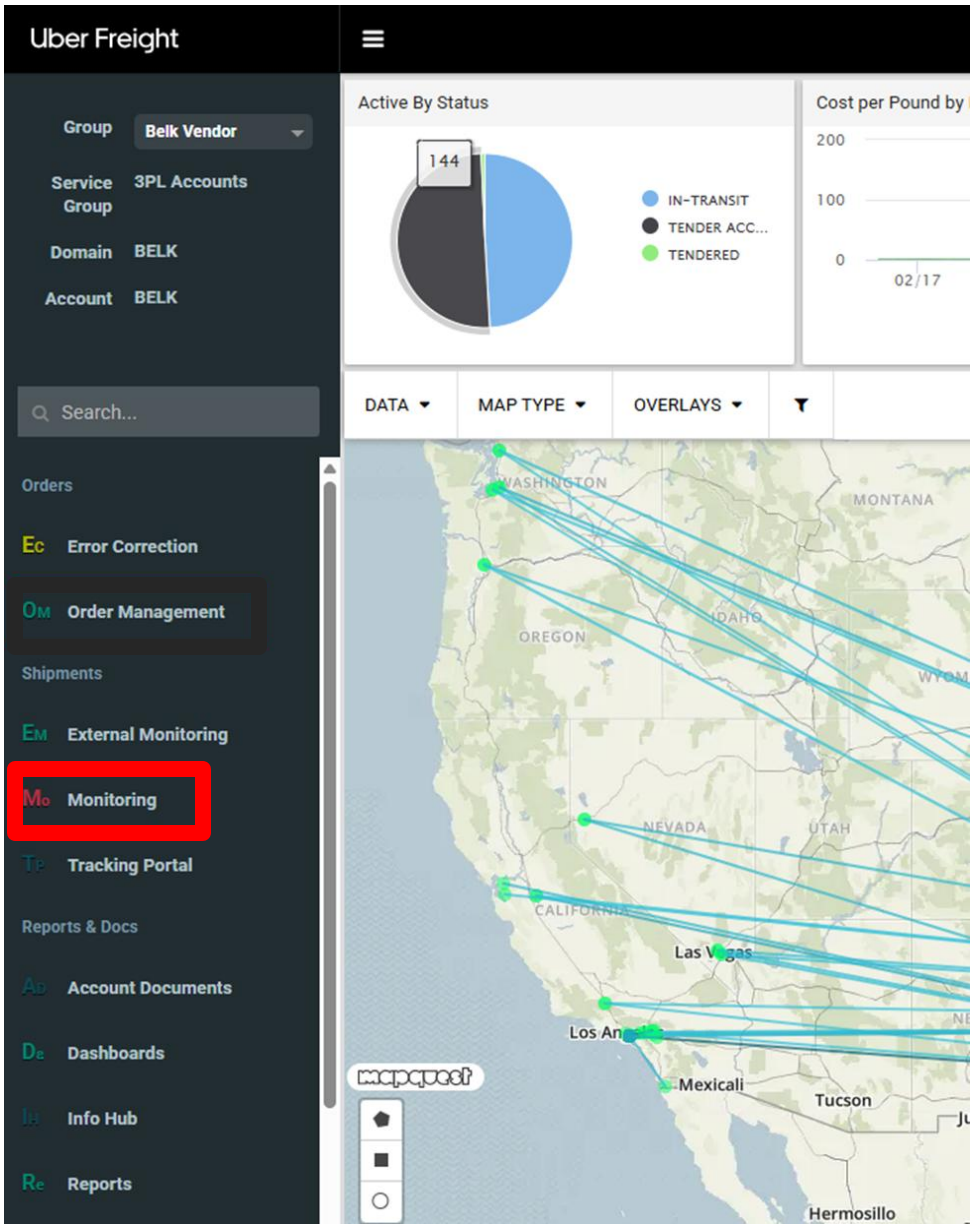
> *This is an automated message to advise you that the following event has occurred for load number 872087162:*
>
> *This load is in Tender Accept Status.*
>
> *Please refer to the transportation mode assigned to your load when deciding whether to palletize an order.*
>
> - *LTL shipments should be palletized.*
> - *TL shipments should be floor loaded.*
>   - *Flock Freight (FLOK) is the only exception to this rule.*
>   - *TL shipments on Flock Freight (FLOK) should be palletized.*
>
> *You can view your transportation mode, update pallet counts and other details, and download your BOL in Monitoring.*
>
> *Please refer to the Belk Vendor Quick Step Guide for TMS for further instructions.*

Proceed to the next steps in Monitoring.

MONITORING

The Monitoring module allows users to monitor shipments, view shipment status, update fields, and download your BOL.

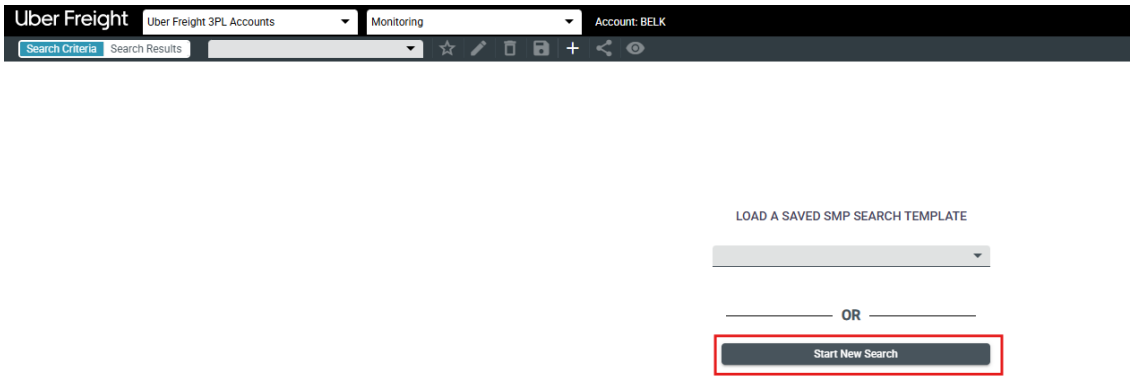
1. Once logged into Uber Freight TMS, the menu screen will appear. You will have access to the applications listed in the 'Actions' section on the left side of the menu.
2. Click on 'Monitoring.'



SEARCHING FOR A SHIPMENT

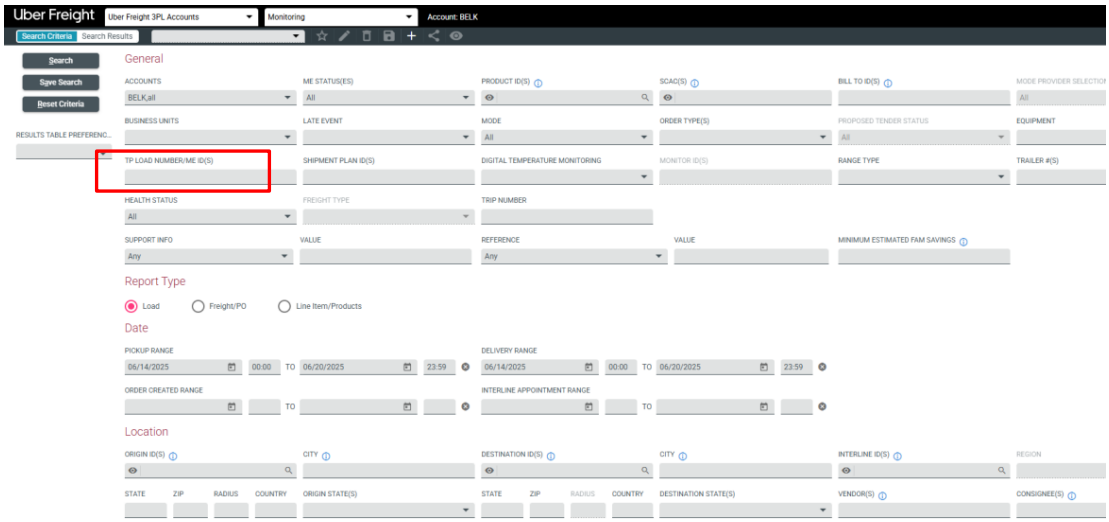
Use these steps to search for a shipment in Monitoring.

You can search for a PO in three ways using the 'Start New Search' button, as pictured in the screen shot below.

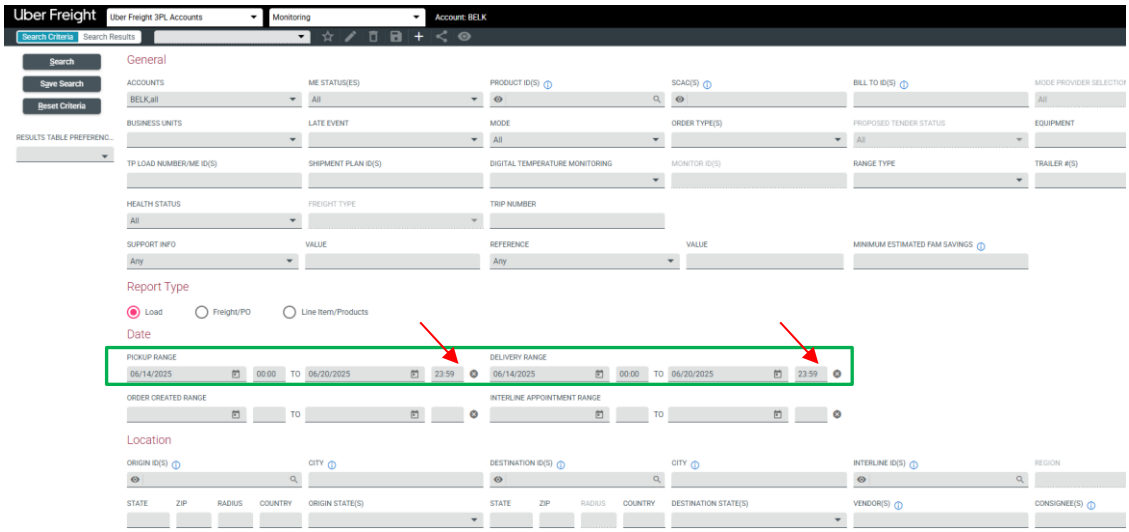


Option 1

1. In the 'General' section, under 'TP Load Number/ME ID(s),' enter your ME ID in the text field below.



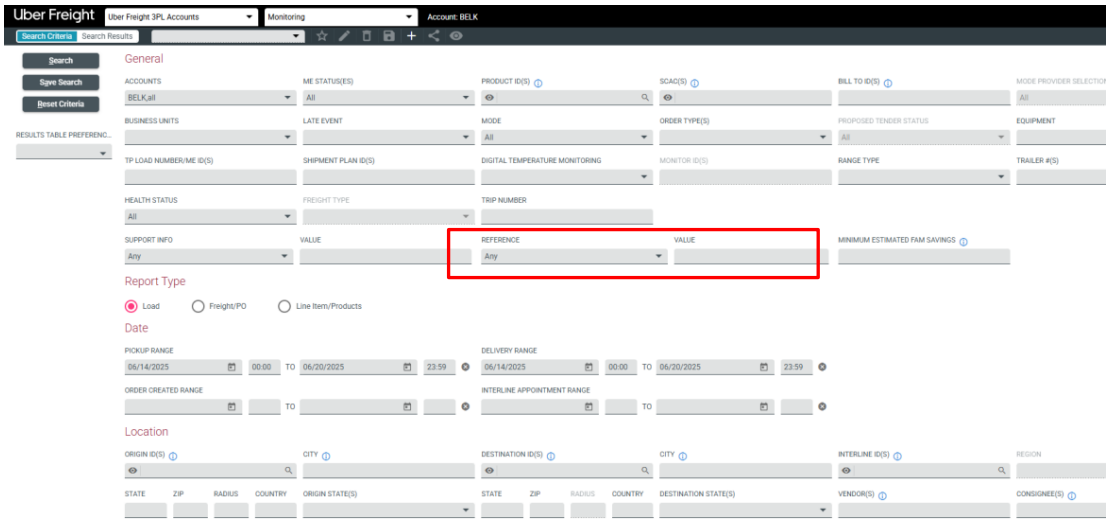
2. In the ‘Date’ section, select a ‘Pickup Range’ or ‘Delivery Range’ using the date and calendar fields highlighted in green. You can clear the range that auto populates by clicking the X button, highlighted by the red arrows.



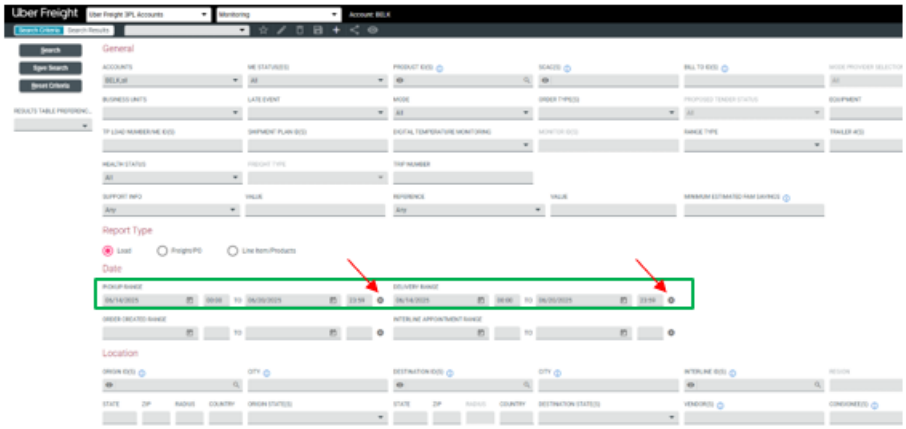
3. Click the ‘Search’ button at the top left corner of the screen.
4. Your shipments will populate in a new ‘Results’ tab.

Option 2

1. Click ‘Start New Search.’
2. In the ‘General’ section, under ‘Reference’, select the appropriate field from the drop-down menu and type your reference number in the ‘Value’ text field below.



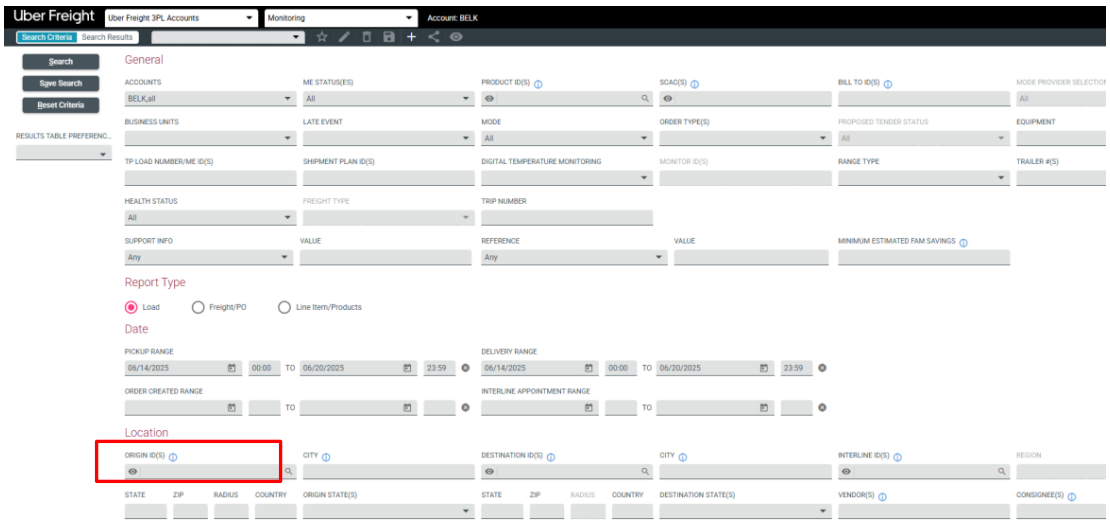
3. In the ‘Date’ section, select a ‘Pickup Range’ or ‘Delivery Range’ using the date and calendar fields highlighted in green. You can clear the range that auto populates by clicking the X button, highlighted by the red arrows.



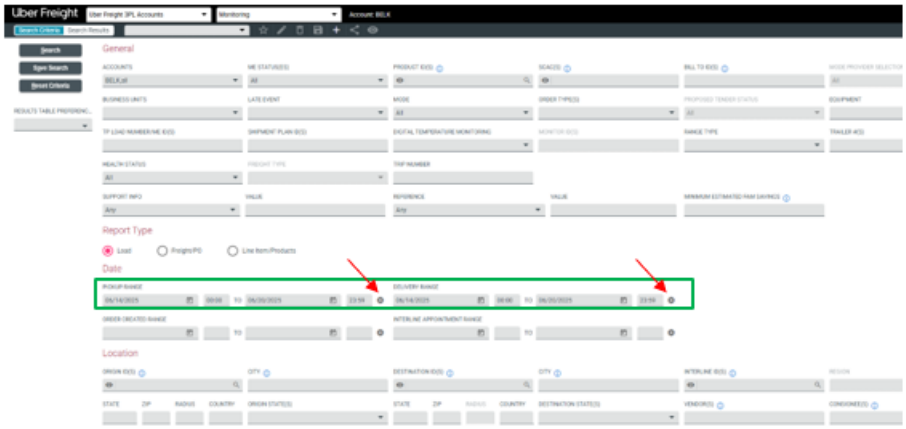
4. Click the ‘Search’ button at the top left corner of the screen.
5. Your shipments will populate in a new ‘Results’ tab.

Option 3

1. Click ‘Start New Search.’
2. In the ‘Location’ section, under ‘Origin ID’, type your location details in text field. You will see a box populate with your location ID. Select your location to continue.



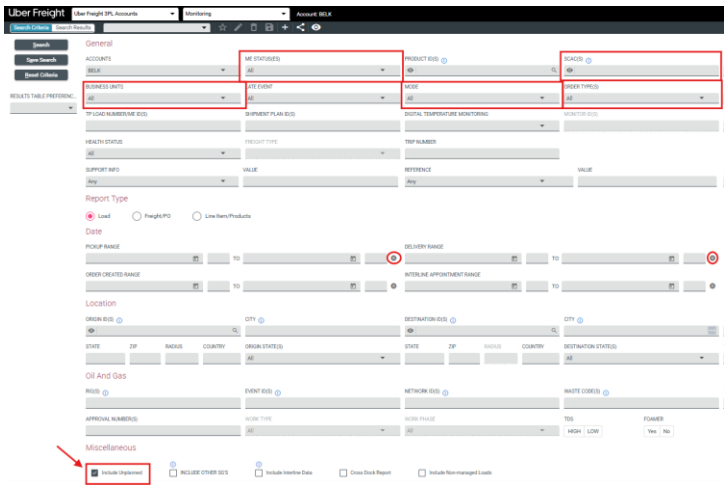
3. In the ‘Date’ section, select a ‘Pickup Range’ or ‘Delivery Range’ using the date and calendar fields highlighted in green. You can clear the range that auto populates by clicking the X button, highlighted by the red arrows.



4. Click the ‘Search’ button at the top left corner of the screen.
5. Your shipments will populate in a new ‘Results’ tab.

Note: You can add additional parameters or filters to your search.

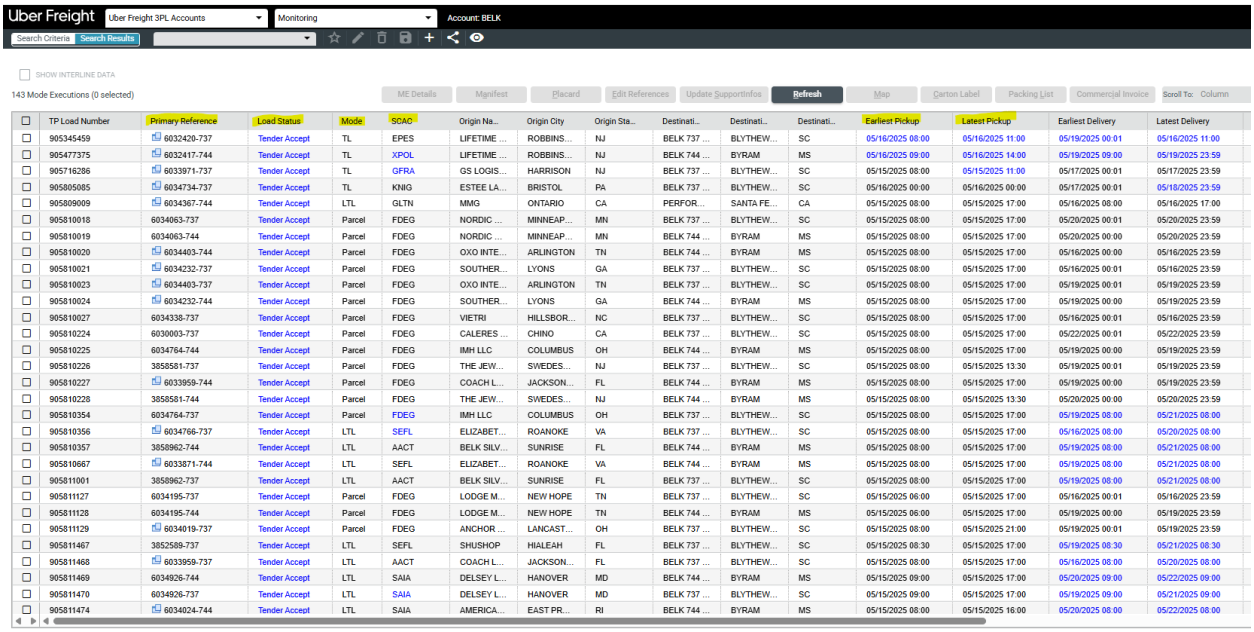
Below is a listing of important fields to note in this view.



- ME Status(es): select the load status from the drop-down menu. See *Reviewing Search Results* for more details.
- SCAC(s): the assigned carrier SCAC will populate when typing in the text field.
- Business Units: select the FOB or family of business from the drop-down menu.
- Mode: select the carrier mode from the drop-down menu.
- Order Type: select the appropriate order type from the drop-down menu.
- Include Unplanned: Including unplanned shipments allows you to view shipments that are still in the planning stages and have not been assigned a carrier.

REVIEWING SEARCH RESULTS

Once your shipment search results have populated in the 'Results' tab, you can monitor a shipments status, carrier assignment, and other details in the default column view below.



TP Load Number	Primary Reference	Load Status	Mode	SCAC	Origin Na...	Origin City	Origin Sta...	Destinati...	Destinati...	Destinati...	Earliest Pickup	Latest Pickup	Earliest Delivery	Latest Delivery
905345459	6032420-737	Tender Accept	TL	EPES	LIFETIME ...	ROBBINS...	NJ	BELK 737 ...	BLYTHEW...	SC	05/16/2025 08:00	05/16/2025 11:00	05/19/2025 00:01	05/16/2025 11:00
905477375	6032417-744	Tender Accept	TL	XPOL	LIFETIME ...	ROBBINS...	NJ	BELK 744 ...	BYRAM	MS	05/16/2025 09:00	05/16/2025 14:00	05/19/2025 09:00	05/19/2025 23:59
905716286	6033971-737	Tender Accept	TL	GFRA	GS LOGIS...	HARRISON	NJ	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 11:00	05/17/2025 00:01	05/17/2025 23:59
905805085	6034734-737	Tender Accept	TL	KNIG	ESTEE LA...	BRISTOL	PA	BELK 737 ...	BLYTHEW...	SC	05/16/2025 00:00	05/16/2025 00:00	05/17/2025 00:01	05/18/2025 23:59
905809009	6034367-744	Tender Accept	LTL	GLTN	MMG	ONTARIO	CA	PERFOR...	SANTA FE...	CA	05/15/2025 08:00	05/15/2025 17:00	05/16/2025 08:00	05/16/2025 17:00
905810018	6034063-737	Tender Accept	Parcel	FDEG	NORDIC ...	MINNEAP...	MN	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 17:00	05/20/2025 00:01	05/20/2025 23:59
905810019	6034063-744	Tender Accept	Parcel	FDEG	NORDIC ...	MINNEAP...	MN	BELK 744 ...	BYRAM	MS	05/15/2025 08:00	05/15/2025 17:00	05/20/2025 00:00	05/20/2025 23:59
905810020	6034403-744	Tender Accept	Parcel	FDEG	OXO INTE...	ARLINGTON	TN	BELK 744 ...	BYRAM	MS	05/15/2025 08:00	05/15/2025 17:00	05/16/2025 00:00	05/16/2025 23:59
905810021	6034232-737	Tender Accept	Parcel	FDEG	SOUTHER...	LYONS	GA	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 17:00	05/16/2025 00:01	05/16/2025 23:59
905810023	6034403-737	Tender Accept	Parcel	FDEG	OXO INTE...	ARLINGTON	TN	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 17:00	05/19/2025 00:01	05/19/2025 23:59
905810024	6034232-744	Tender Accept	Parcel	FDEG	SOUTHER...	LYONS	GA	BELK 744 ...	BYRAM	MS	05/15/2025 08:00	05/15/2025 17:00	05/19/2025 00:00	05/19/2025 23:59
905810027	6034338-737	Tender Accept	Parcel	FDEG	VIETRI	HILLSBOR...	NC	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 17:00	05/16/2025 00:01	05/16/2025 23:59
905810224	6030003-737	Tender Accept	Parcel	FDEG	CALERES ...	CHINO	CA	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 17:00	05/22/2025 00:01	05/22/2025 23:59
905810225	6034764-744	Tender Accept	Parcel	FDEG	IMH LLC	COLUMBUS	OH	BELK 744 ...	BYRAM	MS	05/15/2025 08:00	05/15/2025 17:00	05/19/2025 00:00	05/19/2025 23:59
905810226	3858581-737	Tender Accept	Parcel	FDEG	THE JEW...	SWEDES...	NJ	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 13:30	05/19/2025 00:01	05/19/2025 23:59
905810227	6033959-744	Tender Accept	Parcel	FDEG	COACH L...	JACKSON...	FL	BELK 744 ...	BYRAM	MS	05/15/2025 08:00	05/15/2025 17:00	05/19/2025 00:00	05/19/2025 23:59
905810228	3858581-744	Tender Accept	Parcel	FDEG	THE JEW...	SWEDES...	NJ	BELK 744 ...	BYRAM	MS	05/15/2025 08:00	05/15/2025 13:30	05/20/2025 00:00	05/20/2025 23:59
905810354	6034764-737	Tender Accept	Parcel	FDEG	IMH LLC	COLUMBUS	OH	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 17:00	05/19/2025 08:00	05/21/2025 08:00
905810356	6034766-737	Tender Accept	LTL	SEFL	ELIZABET...	ROANOKE	VA	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 17:00	05/16/2025 08:00	05/20/2025 08:00
905810357	3858962-744	Tender Accept	LTL	AACT	BELK SILV...	SUNRISE	FL	BELK 744 ...	BYRAM	MS	05/15/2025 08:00	05/15/2025 17:00	05/19/2025 08:00	05/21/2025 08:00
905810667	6033871-744	Tender Accept	LTL	SEFL	ELIZABET...	ROANOKE	VA	BELK 744 ...	BYRAM	MS	05/15/2025 08:00	05/15/2025 17:00	05/19/2025 08:00	05/21/2025 08:00
905811001	3858962-737	Tender Accept	LTL	AACT	BELK SILV...	SUNRISE	FL	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 17:00	05/19/2025 08:00	05/21/2025 08:00
905811127	6034195-737	Tender Accept	Parcel	FDEG	LODGE M...	NEW HOPE	TN	BELK 737 ...	BLYTHEW...	SC	05/15/2025 06:00	05/15/2025 17:00	05/16/2025 00:01	05/16/2025 23:59
905811128	6034195-744	Tender Accept	Parcel	FDEG	LODGE M...	NEW HOPE	TN	BELK 744 ...	BYRAM	MS	05/15/2025 06:00	05/15/2025 17:00	05/19/2025 00:00	05/19/2025 23:59
905811129	6034019-737	Tender Accept	Parcel	FDEG	ANCHOR ...	LANCAST...	OH	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 21:00	05/19/2025 00:01	05/19/2025 23:59
905811467	3852589-737	Tender Accept	LTL	SEFL	SHUSHOP	HIALEAH	FL	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:30	05/15/2025 17:00	05/19/2025 08:30	05/21/2025 08:30
905811468	6033959-737	Tender Accept	LTL	AACT	COACH L...	JACKSON...	FL	BELK 737 ...	BLYTHEW...	SC	05/15/2025 08:00	05/15/2025 17:00	05/16/2025 08:00	05/20/2025 08:00
905811469	6034926-744	Tender Accept	LTL	SAIA	DELSEY L...	HANOVER	MD	BELK 744 ...	BYRAM	MS	05/15/2025 09:00	05/15/2025 17:00	05/20/2025 09:00	05/22/2025 09:00
905811470	6034926-737	Tender Accept	LTL	SAIA	DELSEY L...	HANOVER	MD	BELK 737 ...	BLYTHEW...	SC	05/15/2025 09:00	05/15/2025 17:00	05/19/2025 09:00	05/21/2025 09:00
905811474	6034024-744	Tender Accept	LTL	SAIA	AMERICA...	EAST PR...	RI	BELK 744 ...	BYRAM	MS	05/15/2025 08:00	05/15/2025 16:00	05/20/2025 08:00	05/22/2025 08:00

Below is a listing of important columns to note in this view.

- TP Load Number: the Uber Freight load number or ME ID.
- Primary Reference: Belk's PO number and DC number
    - For example, Primary Reference 3800462-744 is really PO 3800462 traveling to DC 744.
- Load Status: either unplanned or planned, with the following definitions below.

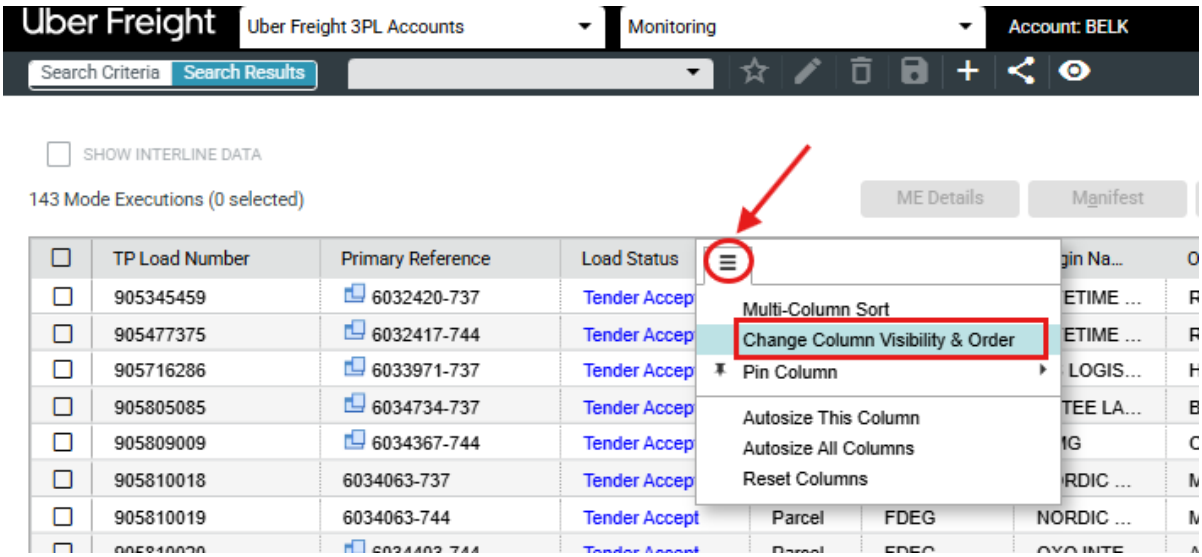
  Unplanned

    - Pending: created and pending coverage.
    - Assigned: assigned a carrier and mode.
    - Tendered: tendered to the carrier.
    - Tender Reject: the carrier cannot take on the load or did not respond within the allotted time.

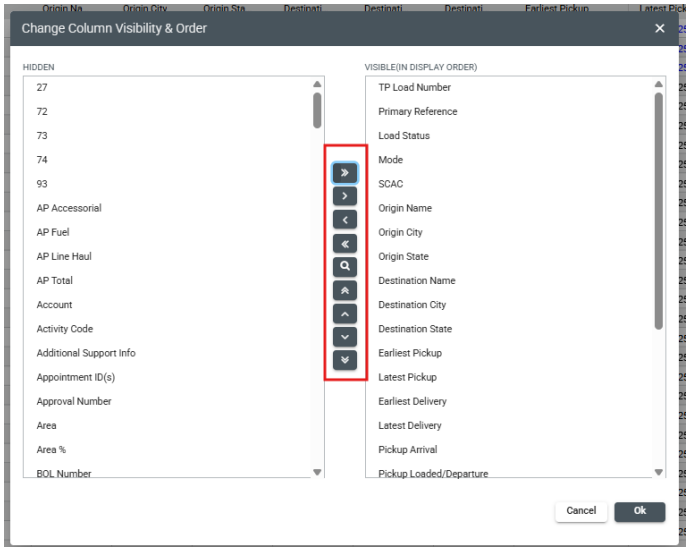
  Planned

    - Tender Accept: accepted by the carrier for pickup. Your BOL is available for download!
    - In Transit: your shipment is on its way!
- Mode: the carrier mode that was assigned to the load.
- SCAC: the assigned carrier SCAC.

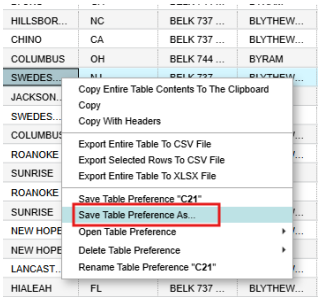
You can customize the columns according to your preferences by hovering over any column, clicking the three horizontal lines, and selecting 'Change Column Visibility & Order'.



A pop-up will appear displaying all columns. The columns on the left are 'Hidden,' while those on the right are 'Visible.' You can use the icons in the center to move columns or simply drag and drop them between the two sides. Once you've made your selections, click 'OK' to confirm.

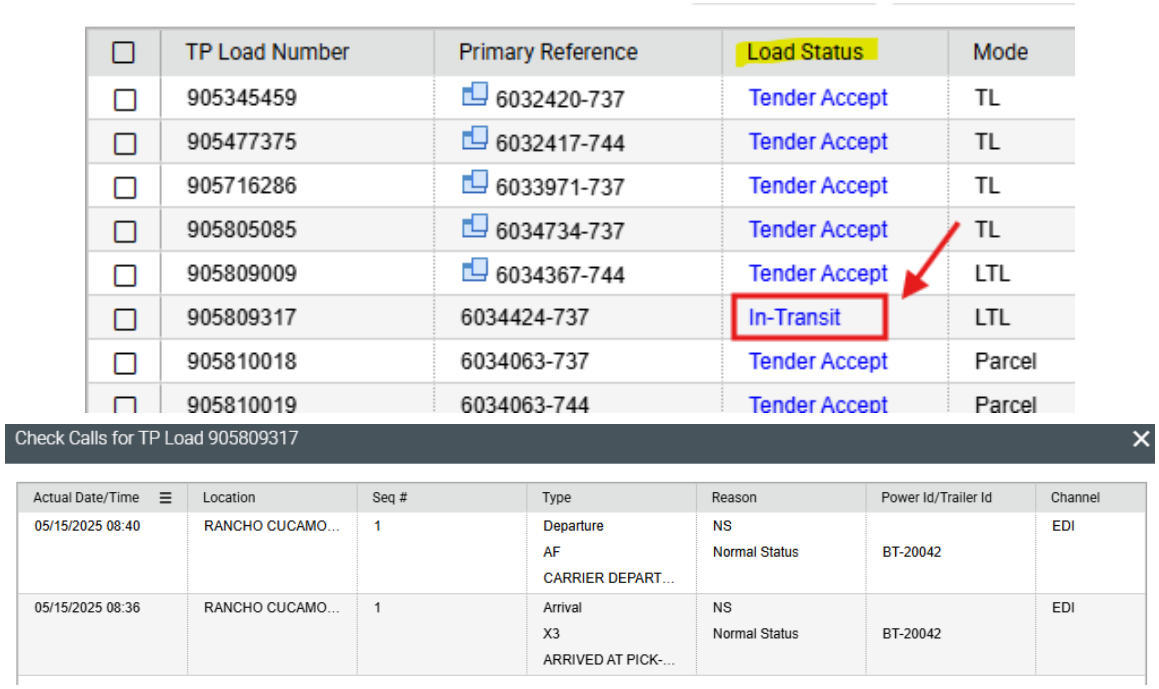


To save this view as your default, right click in the middle of the screen, select 'Save Table Preference As…' and add a name for the Table Preference.



Monitoring allows you to view details on the carrier, load status, and appointment changes. You will see changes under these headings highlighted in blue text.

To view carrier Check Calls, look under the 'Load Status' column and click on the blue text. 'In-Transit' or 'Delivered' will show carrier check calls. 'Tender Accept' will not populate any information since the order has not shipped.

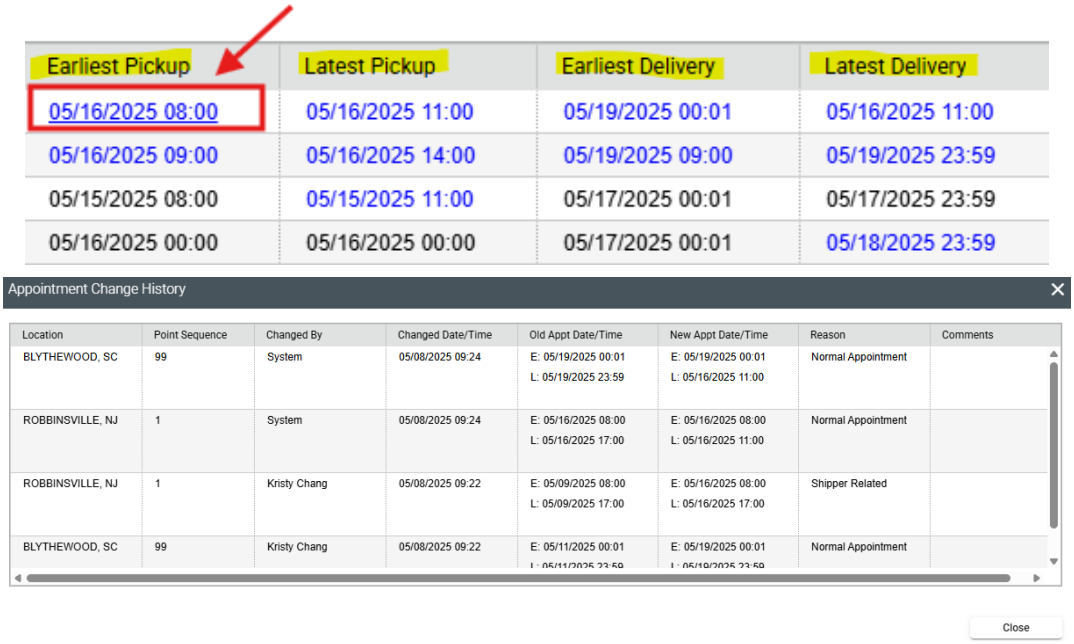


TP Load Number	Primary Reference	Load Status	Mode
905345459	6032420-737	Tender Accept	TL
905477375	6032417-744	Tender Accept	TL
905716286	6033971-737	Tender Accept	TL
905805085	6034734-737	Tender Accept	TL
905809009	6034367-744	Tender Accept	LTL
905809317	6034424-737	In-Transit	LTL
905810018	6034063-737	Tender Accept	Parcel
905810019	6034063-744	Tender Accept	Parcel

Check Calls for TP Load 905809317

Actual Date/Time	Location	Seq #	Type	Reason	Power Id/Trailer Id	Channel
05/15/2025 08:40	RANCHO CUCAMO...	1	Departure AF CARRIER DEPART...	NS Normal Status	BT-20042	EDI
05/15/2025 08:36	RANCHO CUCAMO...	1	Arrival X3 ARRIVED AT PICK-...	NS Normal Status	BT-20042	EDI

Appointment changes will be displayed under 'Earliest Pickup,' 'Latest Pickup,' 'Earliest Delivery,' and 'Latest Delivery.' Click on the blue text to view appointment change details. Black text indicates that no appointment changes have been made.



Earliest Pickup	Latest Pickup	Earliest Delivery	Latest Delivery
05/16/2025 08:00	05/16/2025 11:00	05/19/2025 00:01	05/16/2025 11:00
05/16/2025 09:00	05/16/2025 14:00	05/19/2025 09:00	05/19/2025 23:59
05/15/2025 08:00	05/15/2025 11:00	05/17/2025 00:01	05/17/2025 23:59
05/16/2025 00:00	05/16/2025 00:00	05/17/2025 00:01	05/18/2025 23:59

Appointment Change History

Location	Point Sequence	Changed By	Changed Date/Time	Old Appt Date/Time	New Appt Date/Time	Reason	Comments
BLYTHEWOOD, SC	99	System	05/08/2025 09:24	E: 05/19/2025 00:01 L: 05/19/2025 23:59	E: 05/19/2025 00:01 L: 05/16/2025 11:00	Normal Appointment	
ROBBINSVILLE, NJ	1	System	05/08/2025 09:24	E: 05/16/2025 08:00 L: 05/16/2025 17:00	E: 05/16/2025 08:00 L: 05/16/2025 11:00	Normal Appointment	
ROBBINSVILLE, NJ	1	Kristy Chang	05/08/2025 09:22	E: 05/09/2025 08:00 L: 05/09/2025 17:00	E: 05/16/2025 08:00 L: 05/16/2025 17:00	Shipper Related	
BLYTHEWOOD, SC	99	Kristy Chang	05/08/2025 09:22	E: 05/11/2025 00:01	E: 05/19/2025 00:01	Normal Appointment	

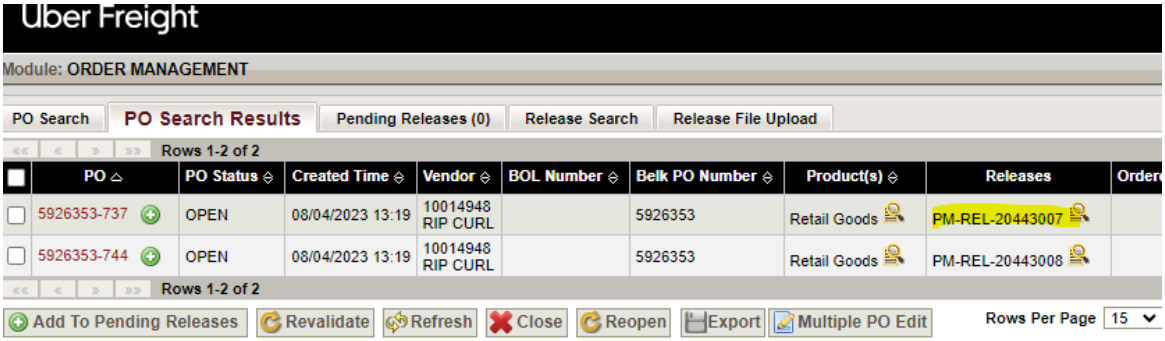
Close

UPDATING SHIPMENT DETAILS

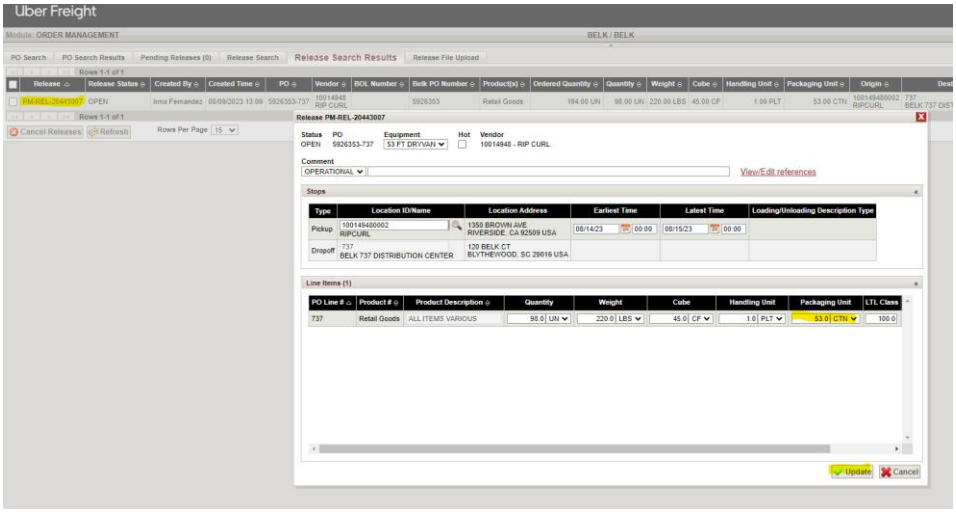
Before downloading your BOL, you can update packaging unit (carton count) in the **Order Management System (OMS)**, and you can update quantity, weight, cube, and handling unit (pallet count) in **Monitoring**.

To update packaging unit (carton count), navigate to **OMS** and search for your PO. See instructions in *Order Management System (OMS)* and *Searching for a PO*.

1. From the 'PO Search Results' tab, look for your release in the 'Releases' column.
2. Click the magnifying glass.



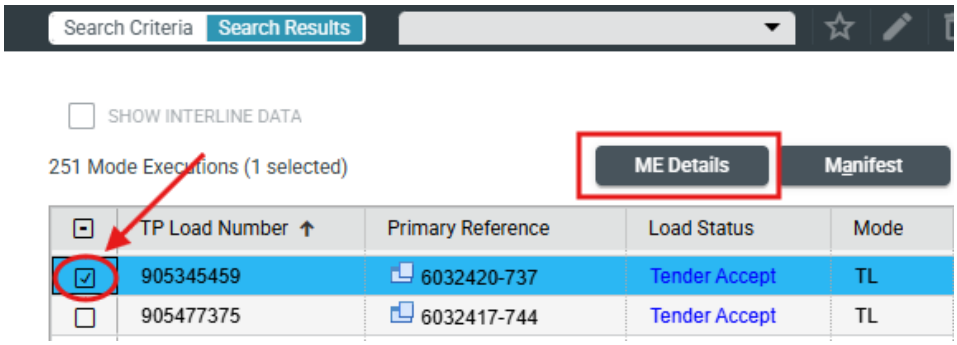
3. The 'Release Search Results' tab will open.
4. Under the 'Release' column, click on the red release number.
5. A release window will appear. Find the 'Packaging Unit' field. Enter the updated number of cartons in the 'Packaging Unit' field.
6. Click the 'Release' button.



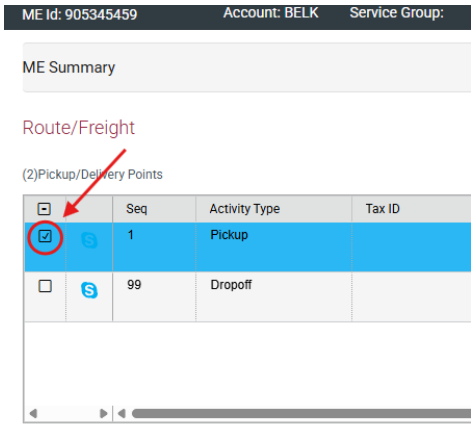
To update quantity, weight, cube, or handling unit (pallet count), navigate to **Monitoring** and search for your PO. See instructions in *Monitoring* and *Searching for a Shipment*.

1. From the 'Results' tab, select the TP Load Number and click the 'ME Details' icon.

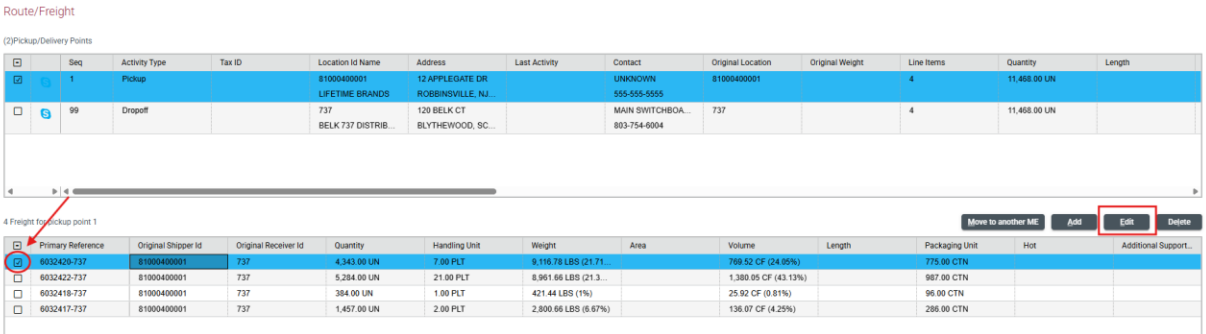
   If the 'ME Details' icon is inactive, and the TP Load Number field is blank upon selecting the load, please contact Belk_Logistics@uberfreight.com for assistance.



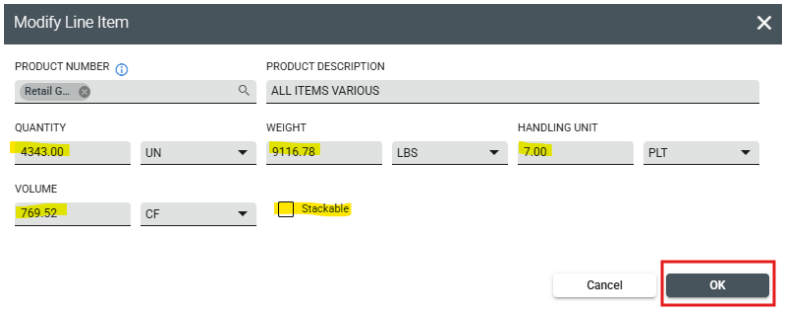
2. Your load will open in a new tab. To view the freight line items, select 'Seq 1.'



3. Select the appropriate PO from the Primary Reference column and click 'Edit.'
   a. The Primary Reference is made up of Belk's PO number and DC number. For example, Primary Reference 3800462-744 is really PO 3800462 traveling to DC 744.



4. A pop-up window will appear titled 'Modify Line Item.' In the appropriate text fields, edit the quantity, weight, handling unit (pallet count), and/or volume (cube).



Please see the notes below regarding pallet counts.

   a. **LTL shipments should be palletized** and should show a pallet count in the 'Handling Unit' field.

      i. If the transportation mode assigned to your load is LTL, review the handling unit field to ensure that each PO release shows a pallet count in that field, and modify the counts as needed.

      ii. Pallet counts are entered at the PO release level and totaled at the load level. If your load has multiple POs, please ensure the total number of pallets add up to a whole number and do not exceed the total number of pallets on the load.

   b. **TL shipments should not be palletized** and should not show a pallet count in the 'Handling Unit' field.

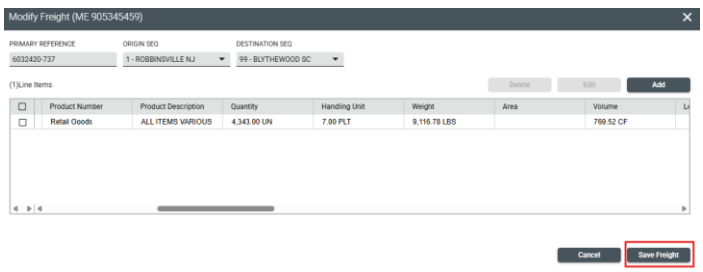
      i. If the transportation mode assigned to your load is TL, review the handling unit field to ensure that each PO release shows a pallet count of zero. Modify the handling unit field to show zero if needed.

      ii. Loads assigned to Flock Freight (FLOK) are the exception to this rule. TL shipments on Flock Freight (FLOK) **should** show a pallet count in the 'Handling Unit' field.

         1. If the transportation mode assigned to your load is TL on Flock Freight (FLOK), enter or modify pallet counts as needed.

5. Click 'Ok' to close the 'Modify Line Item' window.

6. Click 'Save Freight' to save the updated shipment details.



7. If you have additional POs to update, repeat the steps above!

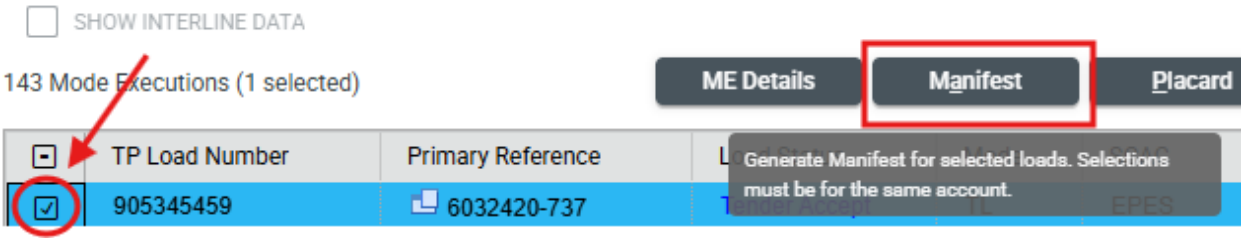
DOWNLOADING YOUR BOL

You can access your BOL once your load is showing in 'Tender Accept' status. **Any updates to shipment details should be made and saved prior to downloading your BOL and shipping.**

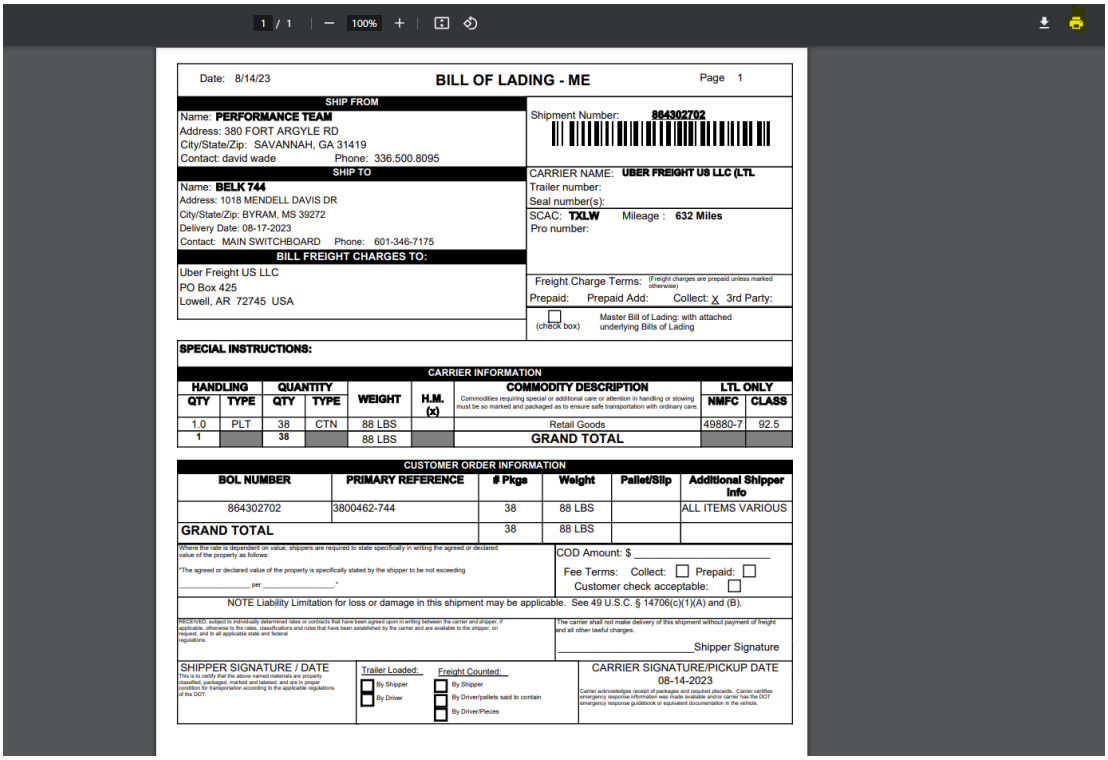
> Occasionally, updates to weight, cube, and/or handling unit (pallet count) may cause a change in transportation mode. For example, a load may change from LTL to TL.
>
> If you believe that your updates may have resulted in a change in transportation mode, please reach out to Belk_Logistics@uberfreight.com so our Uber Freight Operations Team can assist!

Navigate to **Monitoring** and search for your shipment. See instructions in *Monitoring* and *Searching for a Shipment*.

1. From the 'Results' tab, select the 'TP Load Number' and click the 'Manifest' icon.



2. The BOL will automatically download to your browser. From the pop-up window or new browser tab, you can download your BOL by clicking the download arrow on the right. You can also print your BOL by clicking the print icon to the right of the download arrow.



Date: 8/14/23 **BILL OF LADING - ME** Page 1

SHIP FROM
Name: **PERFORMANCE TEAM**
Address: 380 FORT ARGYLE RD
City/State/Zip: SAVANNAH, GA 31419
Contact: david wade Phone: 336.500.8095

SHIP TO
Name: **BELK 744**
Address: 1018 MENDELL DAVIS DR
City/State/Zip: BYRAM, MS 39272
Delivery Date: 08-17-2023
Contact: MAIN SWITCHBOARD Phone: 601-346-7175

BILL FREIGHT CHARGES TO:
Uber Freight US LLC
PO Box 425
Lowell, AR 72745 USA

Shipment Number: **864302702**
CARRIER NAME: **UBER FREIGHT US LLC (LTL**
Trailer number:
Seal number(s):
SCAC: **TXLW** Mileage : **632 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

SPECIAL INSTRUCTIONS:

CARRIER INFORMATION

HANDLING QTY	HANDLING TYPE	QUANTITY QTY	QUANTITY TYPE	WEIGHT	H.M. (x)	COMMODITY DESCRIPTION (Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care.)	LTL ONLY NMFC	LTL ONLY CLASS
1.0	PLT	38	CTN	88 LBS		Retail Goods	49880-7	92.5
1		38		88 LBS		GRAND TOTAL		

CUSTOMER ORDER INFORMATION

BOL NUMBER	PRIMARY REFERENCE	# Pkgs	Weight	Pallet/Slip	Additional Shipper Info
864302702	3800462-744	38	88 LBS		ALL ITEMS VARIOUS
GRAND TOTAL		38	88 LBS		

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

COD Amount: $ _____
Fee Terms: Collect: ☐ Prepaid: ☐
Customer check acceptable: ☐

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

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.
_____ Shipper Signature

SHIPPER SIGNATURE / DATE
This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

Trailer Loaded: ☐ By Shipper ☐ By Driver
Freight Counted: ☐ By Shipper ☐ By Driver/pallets said to contain ☐ By Driver/Pieces

CARRIER SIGNATURE/PICKUP DATE
08-14-2023
Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle.

FREQUENTLY ASKED QUESTIONS (FAQS)

Please reach out to Belk_Logistics@uberfreight.com

- If you are a new user to Uber Freight.
- If you have an Uber Freight username but need to access your Belk account.
- If your PO does not populate when searching.
- If your location ID does not populate when searching or releasing POs.
- If your cancel date or 'Must Ship By' date in the Pending Releases tab does not populate.
- If you need to make changes to 'Earliest Time,' 'Latest Time,' or 'Pickup Address' after releasing a PO.
- If your load number appears in black text in Monitoring.
- If the ME Details icon is inactive in Monitoring.
- If the TP Load Number field is blank when selecting the load.
- If you have overflow from a previous shipment.
- If you have POs that need to be combined with an existing shipment.
- If updates to your shipment resulted in a change in transportation mode.
- If you have a HOT order!

Please contact your buyer

- If you need the Belk PO Ship Window updated to accommodate an order.

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

A: Please consolidate your POs as much as possible. However, if you have a PO that exceeds a single truckload, please release this PO multiple times, issuing one release for each truckload. Truckload weight should not exceed 42,000 lbs. or 3,500 CF.

Q: I see my PO in Monitoring, but where is the TP Load Number?

A: If a load number is not showing, this means your release was received and is pending routing. Please check back for carrier assignment.

Q: Where can I find the assigned carrier?

A: Navigate to Monitoring and search for your shipment. From the 'Results' tab, look for the column labeled 'SCAC.' This is the assigned carrier. Contact information is available by hovering your mouse over the text. For more information, see *Reviewing Search Results.*

Q: As a vendor, which fields can I update and where?

A: Before downloading your BOL, you can update packaging unit (carton count) in the Order Management System (OMS), and you can update quantity, weight, cube, and handling unit (pallet count) in Monitoring. See instructions in *Updating Shipment Details*.

Q: I cannot find a section to update my carton count.

A: Before downloading your BOL, you can update packaging unit (carton count) in the Order Management System (OMS). See instructions in *Updating Shipment Details*.

Q: When should I download my bill of lading?

A: You can access your BOL once your load is showing in 'Tender Accept' status. Any updates to shipment details should be made and saved prior to downloading your BOL and shipping. Please do not download your BOL prior to the load being in 'Tender Accept' status. See instructions in *Downloading your BOL*.

Q: Should I palletize my order?

A: Please refer to the transportation mode assigned to your load when deciding whether to palletize an order.

- LTL shipments should be palletized.
- TL shipments should be floor loaded.
    - Flock Freight (FLOK) is the only exception to this rule.
    - TL shipments on Flock Freight (FLOK) should be palletized.

Please update your pallet count prior to downloading your BOL and shipping.

- LTL shipments **should** show a pallet count in the 'Handling Unit' field.
- TL shipments **should not** show a pallet count in the 'Handling Unit' field.
    - Loads assigned to Flock Freight (FLOK) are the exception to this rule.
    - TL shipments on Flock Freight (FLOK) **should** show a pallet count in the 'Handling Unit' field.

See instructions in *Updating Shipment Details*.

Q: Where can I update my pallet count prior to shipping?

A: You can update your pallet count to show zero or some number of pallets in the 'Handling Unit' field in Monitoring. See instructions in *Updating Shipment Details*. Any updates to shipment details should be made and saved prior to downloading your BOL and shipping.

Q: Can I combine multiple POs on a single pallet?

A: Yes, multiple POs can be combined on a single pallet as long as they're going to the same DC. See instructions in *Releasing Multiple POs to TMS*.

Pallet counts are entered at the PO release level and totaled at the load level. If your load has multiple POs, please ensure the total number of pallets add up to a whole number and do not exceed the total number of pallets on the load. See instructions in *Updating Shipment Details*.

Q: How high can I stack my pallets?

A: If your cartons are being stacked on a single pallet, you can build your cartons up to 8 feet high to utilize maximum truck space.

Q: How does Uber Freight typically route my shipments?

Uber Freight typically uses the following routing parameters below. These are general guidelines. However, please refer to the transportation mode **assigned to your load** when deciding whether to palletize an order. See instructions in *Updating Shipment Details*.

Parcel

18 CARTONS MAX

160 LBS MAX

Standard LTL

0-800 CF

0-9 PLTS

TL

1,500-3,500 CF

Consolidator LTL

0-1,700 CF

0-16 PLTS

19,999 LBS MAX

Volume LTL

800-1,500 CF

10-16 PLTS

Q: How does Belk enforce these guidelines and requirements?

The guidelines and requirements expressed in this Vendor Quick Step Guide as well as the Vendor Business Requirements are mandatory and enforced through vendor chargebacks. Please refer to the Chargeback Table available in all versions of the Vendor Business Requirements for more details.

You can find these details in the Vendor Resources section of our website. Just go to: https://www.belk.com/customer-service/policies-guidelines/vendor-resources/

And select your version of the Vendor Business Requirements from the What's New menu: National Brands, Private Brands International, or Private Brands Domestic.