## BELK QUICK-STEP VENDOR ROUTING GUIDE

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### Document Description

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

## Vendor Scope for Uber Freight TMS

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

## Uber Freight TMS Modules

#### Order Management System (OMS)

- o Vendors will release "collect" PO via Uber Freight Order Management System
- o View Belk PO Ship Window
- o Update Packaging Unit (Carton Count)

## **External Shipment Monitoring**

- o Vendor will have visibility to load status
- o Vendor can download bill of lading
- o Vendors will have access to update the following fields in External Shipment monitoring Portal.
  - o 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@uberfreight.com if adjustments are needed\*\*

#### Accessing Uber Freight TMS

- You will release orders through the Uber Freight website using your web browser.
- Proceed to the Uber Freight website www.uberfreight.com.
- Click the "Login" button at the top right corner of the screen. A login screen will open.
- o Select "Transplace Logins" and then "Transplace TMS."
- Enter your provided username and password.

\*\* If you do not have a Uber Freight username and password please contact belk\_logistics@uberfreight.com and provide the following information\*\*

> First /last name of router: Email of router: Phone#: Vendor name: Vendor ID(s)/PO(s): Shipping address(es): Shipping hours: Special Instructions:





## **Transplace Logins**

Transplace TMS	→	Celtic Customer Login	$\rightarrow$
Lanehub Customer Login	→	LeanCor Online Training	→
Transplace International	<i>→</i>	Celtic Drayage Carrier Login	<b>→</b>
LeanCor Customer Login	$\rightarrow$		

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.

o Click on 'Order Management'



#### Searching for a PO

You can search for PO in <u>three</u> 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.

Uber Freight	
Module: ORDER MANAGEMENT	BELK / BELK
PO Search Pending Releases (0) Release Search Release File Upload	
Search Templates General	
PO 5907967 PO Status V Product # Payment Terms V	
Load 💾 Save 🔇 Delete	
Origin     Destination       Location ID(s)     Location ID(s)	
Vendor ID	
Dates	
Pickup 🖀 - 🖀 Clear	
Delivery	
Created	
Requested Delivery 📃 🔤 - 📴 🦉 Clear	
Search @ Reset	

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

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.

Uber Freight		
Module: ORDER MANAGEMENT		BELK / BELK
PO Search Pending Releases (0) Release Search Re	lease File Upload	
Search Templates	General	
No templates available	PO	
red tempates avanable	PO Status  Product # Payment Terms  V	
VENDOR ID SEARCH Save Solution		
Origin	Destination	
Location ID(s) Vendor ID	Location ID(s)	
Dates		
Pickup 📃 🗐 -	Clear	
Delivery	Clear	
Created	Clear	
Requested Delivery	Clear	
	Search C Reset	

#### 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 (72 hours) prior to the desired pickup date**. Once your order has been released it will then be planned by our Uber Freight operations team.

Please review the below prior to routing:

o Belk's routing parameters:

Parcel-

18 cartons MAX

160lbs MAX

Standard LTL-

0-800 CF

0-9PLTS

Consolidator LTL-

0-1700CF

0-16PLTS

19,999LBS MAX

Volume LTL-

800-1500 CF

10-16 PLTS

## <u>TL-</u>

1500-3500 CF

Floor loaded

## \*\*PLEASE NOTE YOU SHOULD BE STACKED 8' HIGH\*\*

\*\*Ready date should not be in the past and should not exceed cancel date.\*\*

### **Chargebacks**

You WILL receive chargebacks if:

- o Route late
- Ship an LTL floor loaded.
- Ship a TL palletized.
- Ship with the wrong carrier
- Enter inaccurate shipment details.

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

ſ	PO	Search PO Sea	arch Results	Pending Relea	ases (1) Releas	se Search Rele	ase File Upload			
	<u>««</u>	« » »» Ro	ws 1-2 of 2							
		PO 🛆	PO Status 🖯	Created Time 🖯	Vendor 🖯	BOL Number 🖯	Belk PO Number 🖯	Product(s) 🖯	Releases	(
ľ		3803168-737 🤤	OPEN	06/21/2023 14:18	10020466 Angela Montano		3803168	Retail Goods 🔒	Pending PM-REL-20390207 🔒	
		3803168-744 🔘	OPEN	06/21/2023 14:18	10020466 Angela Montano		3803168	Retail Goods 🔒	PM-REL-20390218 🔒	
	@@	« » »» Ro	ws 1-2 of 2							
L	0	Add To Pending Re	leases ổ R	evalidate 💖 Ref	resh 🞇 Close	ổ Reopen 💾	Export 📝 Multiple	PO Edit Row	/s Per Page 15 🗙	

## Enter Shipment Details

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

Dending	lease for PO 380	2469 727	218 🛋						BELK 744 DISTRIBU	
Pending re	lease for PO 380	3168-737								
	PO 3803168-737	Equipment 53 FT DRYVAN ✔	Hot V	<b>'endor</b> 0020466 - Angela Mo	ntano					
Commen										
OPERAT	IONAL 🗸						View/Edit re	eferences		
Stops										
stops										
Туре	Loca	ation ID/Name		Location Address	Earlie	est Time L	atest Time L	oading/Unloading [	Description Type	
Pickup										
	. 737		120 BE	UK CT						
Dropot		TRIBUTION CENTER		EWOOD, SC 29016 (	USA					
	<u> </u>									
Line Iter	ns (1)									
Line #	△ Product # 🔅	Product Descrip	tion 🔶	Available 🗧	Quantity	Weight	Cube	Handling Unit	Packaging Unit	4
7	Retail Goods	ALL ITEMS VARIO	NIS.	-4.00 UN				PLT 🗸	CTN 🗸	Г
·	Retail Coods	ALL TILING VARIO	00	-4.00 014						L
										Ŧ
4								_	,	- -
4									,	~
4								Vpdate	→ Release X	

#### The below screenshot shows all required fields for PO release:

#### Required Fields:

- Pickup location
- Earliest time (earliest date vendor is requestion to ship)- cannot exceed cancel date or be in the past.
- o Latest time- (latest date vendor is requestion to ship)- cannot exceed cancel date.
- o Quantity (units)
- Weight (should not exceed 42,00LBS)
- Cube (should not exceed 3,500 CF)
- Handling unit (pallets)- applies to LTL only.
- Packing unit (cartons)
- o LTL Class- applies to LTL only.

\*\* If you do not have a Uber Freight username and password please contact belk\_logistics@uberfreight.com and provide the following information\*\*

First /last name of router:

Email of router: Phone#: Vendor name: Vendor ID(s)/PO(s): Shipping address(es): Shipping hours: Special Instructions:

#### 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@uberfreight.com to resolve.

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

Pending release for PO 3	803168-737								0	ELK 744 DISTR	RIBUTION CENT		
There are stops of Status PO Pending 3803168-737	Equipment	Hot	<mark>below)</mark> Vendor 10020466 - An	gela Montar	0								
OPERATIONAL V							Viev	//Edit referenc	es				
Stops													
	Errors/Warning	s		Туре	Location I	D/Name	Location	Address	Earliest	īme	Latest Time	e Loading	Unloading Description T
The address, city, stat Missing earliest picku Missing latest pickup	p date/time: 303	le combination	n is invalid: 1 F	Pickup 303	3	9							
			0	Dropoff 737 BEL	, K 737 DISTRIBU	TION CENTER	120 BELK CT BLYTHEWOOD	, SC 29016 USA					
Line Items (1)													
Errors/Warnings	PO Line # 🗅 P	Product # 0	Product Des	cription 0	Available $\theta$	Quantity	Wei	jht	Cube	Handling U	nit 🔶		
Missing quantity Missing weight Missing cube Missing packaging un		Retail Goods	ALL ITEMS VA	RIOUS	-4.00 UN	10	v •	LBS V	CF 🗸	P			
1													
•												V Update	e ⇒ Release  😫 C

• Once your order has been released you will receive a release confirmation number (EX PM-REL-14178423). If you have any updates to your order after releasing.

**\*\***Please note that the available quantity does NOT matter, you can route as normal.**\*\*** 

NOTE: YOUR BOL WILL BE AVAILABLE AT CARRIER TENDER ACCEPTANCE. YOU CAN ACCESS YOUR BOL THROUGH UBERFREIGHT EXTERNAL SHIPMENT MONITORING PORTAL

#### 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 Uber Freight 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 POs 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")

Uber Freight		
Module: ORDER MANAGEMENT		BELK / BELK
PO Search Pending Releases (0) Release Search	Release File Upload	
Search Templates	General	
No templates available	PO 5907967 PO Status  Product # Payment Terms	
Origin	Destination	
Location ID(s)	Location ID(s)	
Vendor ID	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 Result	S Pending Relea	ases (1) Releas	e Search Rele	ase File Upload	
«« » »»	Rows 1-4 of 4					
PO 🛆	PO Status 🖯	Created Time 🖯	Vendor 🖯	BOL Number 🖯	Belk PO Number 🖯	Product(s)
5930080-737	OPEN	08/27/2023 09:17	4201219 IMPERIAL STAR		5930080	Retail Goods
5930080-744	OPEN	08/27/2023 09:17	4201219 IMPERIAL STAR		5930080	Retail Goods
5930946-737	OPEN	09/03/2023 08:17	4201219 IMPERIAL STAR		5930946	Retail Goods
5930946-744	OPEN	09/03/2023 08:17	4201219 IMPERIAL STAR		5930946	Retail Goods
~ ~ ~ ~ ~	Rows 1-4 of 4		IMPERIAL STAR			Retail Goods

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

PO Search PO Se	arch Results	Pending Relea	ases (1) Releas	e Search Rele	ase File Upload	
«« « » »» Ro	ws 1-4 of 4					
PO 🛆	PO Status 🖯	Created Time 🖯	Vendor 🖯	BOL Number 🖯	Belk PO Number 🖯	Product(s) e
5930080-737 🕥	OPEN	08/27/2023 09:17	4201219 IMPERIAL STAR		5930080	Retail Goods 🔒
5930080-744 🕥	OPEN	08/27/2023 09:17	4201219 IMPERIAL STAR		5930080	Retail Goods 😫
5930946-737	OPEN	09/03/2023 08:17	4201219 IMPERIAL STAR		5930946	Retail Goods 😫
5930946-744 🕥	OPEN	09/03/2023 08:17	4201219 IMPERIAL STAR		5930946	Retail Goods 😫
«« « » »» Ro	ws 1-4 of 4					
Add To Pending Re	eleases 🛛 🙆 R	evalidate 🚸 Ref	resh X Close	ổ Reopen 💾	Export 🔀 Multiple	PO Edit

• 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@uberfreight.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 POs, then select "Mass Edit Stops"

PO	Search PO	Search Results	Pending Releases (3	Release Search	Release File	e Upload		
<b>~</b>	PO 🛆	Product(s) 0	Available Quantity 🖯	Release Quantity 🖯	Weight $\oplus$	Cube $\oplus$	Handling Unit $\oplus$	Packaging Unit 🖯
<b>~</b>	3803168-737	Retail Goods	-4.00 UN					
~	5930080-737	Retail Goods	193.00 UN	193.00 UN				
<b>~</b>	5930948-737	Retail Goods	839.00 UN	839.00 UN				
	Multiple PO E	dit & Release	Mass Edit Stops	elease 🔵 Remove F	rom Pending	g Releases	Mass Edit Ref	erences

 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"

Туре	Location ID/Name	Location Address	Earliest Time	Latest Time	Loading/Unloading Description Type
Pickup	e				
Dropoff					
					Update 🔀 Cancel

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

#### <u>Date</u>

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 POs are being released, vendor will need to select the same ready date for both PO's and ensure the shipping windows overlap.
- 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.
- Please note all LTL shipments for Belk must be palletized unless instructed otherwise: if your pallet count is unavailable at time of entry.
- o Once complete, select "Release."
- After selecting "Release," you should receive a release number (confirmation number; Format: PM-REL-14174679)

#### **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 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.

1. Click on 'External Shipment Monitoring'



#### <u>Key Terms</u>

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

#### Load Status:

Unplanned

- <u>Pending</u> Load number has been created and pending coverage.
- <u>Assigned</u> Load number has been created and Uber Freight capacity team working on coverage.

- <u>Tendered</u> Load number has been created and Uber Freight capacity team working on coverage.
- <u>Tender Reject -</u> Load number has been created and Uber Freight capacity team working on coverage

## <u>Planned</u>

• <u>Tender Accept –</u> 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.  $\underline{Option \ 1}$ 

- 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.

Iodule: SHIPMENT MONITORING					
Search Filters					
Search Templates	Criteria	Report Type			
v V Load 💾 Save 🔇 Delete	Transplace Load/Mode Execution ID(s):         Shipment Plan ID(s)         Reference(s):         ALL         Include All References on ME         Support Info(s):         Select V         SKU/Product Number(s):         Trailer #(s):         Trip Number:	Load     Freight/PO     Line Item/Products      Misc Search Criteria     Include Unplanned     Crossdock Report     Order Type: Select      Business Unit: Select			
Origin (Outbound)	Destination (Inbound)	Carrier			
Location ID(s):  City:  State:  Zip:  Country:  Vendor(s):  Clear	Location ID(s): City: State: Zip: Country: Country: Consignee(s): City:	Mode: ALL Air Intermodal LTL Ocean Parcel Rail TL SCAC(s):			
Dates		Bill To			
Pickup:         06/08/23         00:00         -         08/14/23           Delivery:         08/08/23         00:00         -         08/14/23           Order Created:         7         -         -	3:59         Clear           23:59         Clear           23:59         Clear           Clear         Clear	Bill To(s):			
Domains AMCOR API HEAT TRANSFER COMPANY ARMACELL ATTICUS LLC AUTOCAR LLC BAGCRAFT PACKAGING BELK	s Status ALL Assigned Cancelled Delivered Hold In-Process In-Transit	Search Res			

#### 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)
- Click the "Search" button at the bottom right corner of the screen.
- All shipments existing for your location/date range combo will populate in the 'Results' tab.

Iodule: SHIPMENT MONITORING		
Search Filters		
Search Templates	Criteria	Report Type
Load 💾 Save 🔇 Delet	Transplace Load/Mode Execution ID(s): Shipment Plan ID(s) Include All References on ME Support Info(s): Select  SKU/Product Number(s): Trailer #(s): Trip Number:	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: City: Country: Coun	Destination (Inbound)         Location ID(s):         City:         State:         Zip:         Country:         Consignee(s):	Carrier Mode: Att Air Intermodal LTL Ocean Parcel Rail TL SCAC(s):
Dates		Bill To
Pickup:         08/08/23 08/01/23              08/01/23              08/01/23              08/01/23              08/01/23              08/01/23              08/01/23              08/01/23              08/01/23              08/01/23              08/01/23              09/01/23	23:59         Clear           23:59         Clear           23:59         Clear           Clear         Clear	Bill To(s):
Domains     Account       AMCOR     API HEAT TRANSFER COMPANY       ARMACELL     BELK       ATTICUS LLC     AUTOCAR LLC       BAGCRAFT PACKAGING     BELK	s Status ALL Assigned Cancelled Delivered Hold In-Process In-Transit	Search 🕝 Rese

<u>Please note:</u> 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.

Search Filters				
Search Templates	Criteria	Report Type		
	Transplace Load/Mode Execution ID(s): Shipment Plan ID(s) Reference(s): ALL	Load Freight/PO Line Item/Products Misc Search Criteria Include Unplanned Crossdock Report Order Type: Select  Business Unit: Select  V		
▼ ■ Load H Save 🔇 Delete	☐ Include All References on ME Support Info(s): Select ♥ SKU/Product Number(s): Trailer #(s): Trip Number:			
Origin (Outbound)	Destination (Inbound) Location ID(s):	Carrier Mode:		
City:	City:	Air		
Clear Dates	Clear	SCAC(s):		
Dates           Pickup:         08/08/23         00:00         -         08/14/23           Delivery:         08/08/23         00:00         -         08/14/23           Order Created:         -         -         -	23:59       Clear         23:59       Clear         Clear       Clear	Bill To(s):		
Domains AMCOR API HEAT TRANSFER COMPANY ARMACELL ATTICUS LLC AUTOCAR LLC BAGCRAFT PACKAGING BELK	Status ALL Assigned Cancelled Delivered Hold In-Process In-Transit			

#### **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.

Uber Freigh																	Men ser: I
Search Filters Resi	ults (459)	1															
<c 1="" 2="" 3<br="" <="">TP Load Number •</c>	4 5 6 Mode ø			13 14 15 16 Freight Type  Tot		25 Primary Reference o	Origin ID +	Origin Location +	Pickup Appt •	Pickup Arrival •	Destination ID •	Destination Location +	Delivery Appt +	Delivery Arrival o	Quantity o	Weight •	27
864302702 🗎 🔶 🗩	LTL	Tender Accept	TXLW		632 Miles	3800462-744	100194720004	SAVANNAH, GA	08/14/2023 08:00		744	BYRAM, MS	08/17/2023 00:00		141.00 UN	88.00 LBS	;
164403026 📄 🔶 🗭 Z	τL	Delivered	FLOK		632 Miles	3794225-744 🟓	100194720004	SAVANNAH, GA	08/11/2023 12:00	08/11/2023 12:02	744	BYRAM, MS	08/11/2023 00:00	08/14/2023 09:15	3,377.00 UN	3,138.00 LBS	5
864403607 🗐 🔶 🖻 Z	Intermodal	In-Transit	нјві 🗩		2,367 Miles	3798119-737	7600708001	RIALTO, CA	08/11/2023 10:00	08/11/2023 09:15	737	BLYTHEWOOD, SC	08/14/2023 00:01		1,142.00 UN	39,968.00 LBS	•
864454208 🔳 🔶 🗩 Z	LTL	Tender Accept	TXLW		632 Miles	3794252-744 🗭	100194720004	SAVANNAH, GA	08/14/2023 08:00		744	BYRAM, MS	08/17/2023 00:00		3,882.00 UN	2,378.00 LBS	•
864457204 📄 🚸 🗭 Z	Intermodal	In-Transit	ROCO		2,385 Miles	5906988-737 🟓	11003930001	WALNUT, CA	08/11/2023 07:30	08/11/2023 11:48	737	BLYTHEWOOD, SC	08/17/2023 00:00		12,534.00 UN	13,056.00 LBS	\$
864457208 🗐 🔶 🗩	TL	Delivered	ROEV 📁		616 Miles	5919764-737 🟓	59000550002	BRISTOL, PA	08/11/2023 08:00	08/11/2023 11:03	737	BLYTHEWOOD, SC	08/13/2023 00:00	08/13/2023 04:17	24,528.00 UN	34,755.00 LBS	5
864467888 🗐 🔶 🗭	ιπι	Tender Accept	AVRT 🖻		727 Miles	5886670-744	45077210001	BROWNS SUMMIT, NC	08/11/2023 10:00		744	BYRAM, MS	08/15/2023 10:00		744.00 UN	633.00 LBS	;
864468199 📄 🚸 🗩	ιπ	Assigned	AVRT 🖻		180 Miles	5886670-737 🦻	45077210001	BROWNS SUMMIT, NC	08/11/2023 10:00		737	BLYTHEWOOD, SC	08/14/2023 10:00		2,442.00 UN	8,532.00 LBS	;
864481389 🗐 🔶 🗩	Intermodal	In-Transit	scds 🖻		2,806 Miles	3794734-737 🦻	4200492001	PORTLAND, OR	08/11/2023 10:00	08/11/2023 09:33	737	BLYTHEWOOD, SC	08/17/2023 00:00		12,558.00 UN	6,284.00 LBS	;
864486142 🔲 🔶 🗭	Intermodal	Tender Accept	нјві 🟓		1,829 Miles	3803719-744 🗭	26011280001	CITY OF INDUSTRY, CA	08/11/2023 08:00		744	BYRAM, MS	08/15/2023 00:00		7,017.00 UN	7,651.00 LBS	;
864487998 📄 🚸 🗩	LTL.	Delivered	HJCS		221 Miles	5893035-737	100207160001	MCDONOUGH, GA	08/11/2023 00:01	08/11/2023 11:45	737	BLYTHEWOOD, SC	08/14/2023 00:01	08/14/2023 07:00	1,332.00 UN	719.00 LBS	5
864495825 🔳 🚸 🗭	TL	In-Transit	XPOL 🗩		2,199 Miles	3797263-737	100176660001	LAS VEGAS, NV	08/11/2023 12:00	08/11/2023 11:45	737	BLYTHEWOOD, SC	08/14/2023 00:01		2,752.00 UN	4,068.00 LBS	\$
864495826 📄 🚸 🗭 Z	т	In-Transit	FLOK		1,030 Miles	3802980-737 🗭	81005150001	GREEN BAY, WI	08/11/2023 15:00	08/11/2023 15:00	737	BLYTHEWOOD, SC	08/15/2023 00:00		401.00 UN	6,052.00 LBS	;
864495829 📄 🔶 🗩	т	Tender Accept	FLOK		300 Miles	5912296-737 🦻	100147310001	CALHOUN, GA	08/14/2023 14:00		737	BLYTHEWOOD, SC	08/11/2023 00:00		497.00 UN	762.00 LBS	;
864496881 🗎 🔶 🗩	Intermodal	In-Transit	нјві 🗩		1,160 Miles	5922797-744	5900078001	CRANBURY, NJ	08/11/2023 07:00	08/11/2023 09:07	744	BYRAM, MS	08/12/2023 00:01		3,258.00 UN	11,000.00 LBS	;
864498781 🗐 🔶 🗩	ιπ	Tender Accept			174 Miles	5926908-737	100105540002	PORT WENTWORTH, GA	08/15/2023 08:00		737	BLYTHEWOOD, SC	08/16/2023 08:00		2.403.00 UN	8,690.42 LBS	

**Please 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.

Uber Freight								
Module: SHIPME	NT MON	ITORING						
Search Filters	Resu	lts (459)						
«« « <b>1</b> 2	2 3	4 5 6		10 11 12				
TP Load Numb	er ¢	Mode 🛊 🛛	Load Status +	SCAC ¢	Freig			
864302702	<b>•</b> 9	LTL	Tender Accept	TXLW				
864403026 🗐	<b>\$</b> 9	TL	Delivered	FLOK				
864403607	<b>•</b> 9	Intermodal	In-Transit	нјві 🦻				
864454208	<b>•</b> 9	LTL	Tender Accept	TXLW				
864457204	<b>•</b> 9	Intermodal	In-Transit	ROCO				
864457208	<b>•</b> 9	TL	Delivered	ROEV 🦻				
864467888	<b>•</b> 9	LTL	Tender Accept	AVRT 🟓				
864468199	<b>•</b> 9	LTL	Assigned	AVRT 🯓				
864481389	<b>•</b> 9	Intermodal	In-Transit	scds 🖻				
864486142 📄	<b>•</b> P	Intermodal	Tender Accept	нјві 🯓				

Check Calls	Appointment Chan	ges					
Actual Date/Time ⇔	Location $\Leftrightarrow$	Seq # ⇔	Type ⇔	Reason	Tractor Id ⇔	Trailer Id	<b>Driver Name</b> (
08/15/2023 05:10	BLYTHEWOOD, SC	99	ETA AG ESTIMATED DELIVERY	NS Normal Status		999	
08/15/2023 05:08	BLYTHEWOOD, SC	99	ETA AG ESTIMATED DELIVERY	NS Normal Status		999	
08/11/2023 14:01	Los Angeles,CA,		Check Call X6 En Route	NS Normal Status		999	
08/11/2023 14:00	Los Angeles,CA,		Check Call X6 En Route	NS Normal Status		999	
08/11/2023 13:16	WALNUT CA	1	Departure AF CARRIER DEPARTED PICK-UP LOCATION WITH SHIPMENT	NS Normal Status		999	
08/11/2023 13:16	WALNUT CA	1	Loaded CP COMPLETED LOADING AT PICK-UP LOCATION	NS Normal Status		999	
08/11/2023 11:48	WALNUT CA	1	Arrival X3 ARRIVED AT PICK-UP LOCATION	NS Normal Status		999	
•							

	ntment Changes					
Location $\Leftrightarrow$	Seq # ⇔	Changed By ⇔	Changed Date/Time ▽	Old Date/Time ⇔	New Date/Time ⇔	Reason ⇔
VALNUT, CA	1	System	08/09/2023 14:37	08/11/2023 07:30 08/11/2023 16:30	08/11/2023 07:30 08/11/2023 12:00	NA Normal Appointment
SLYTHEWOOD, SC	99	System	08/08/2023 13:29	08/17/2023 00:00 08/17/2023 23:59	08/17/2023 00:00 08/17/2023 23:59	NA Normal Appointment
VALNUT, CA	1	System	08/08/2023 13:29	08/11/2023 07:30 08/11/2023 16:30	08/11/2023 07:30 08/11/2023 16:30	NA Normal Appointment

#### Accessing Uber Freight 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 (UF Load Number)
- 2. Click within the new web page to Print or Download your BOL

Uber Freight									
Module: SHIPMENT MONITORING									
Search Filters Results (459)									
«« « <mark>1</mark> 2 3	4 5 6	7 8 9	10 11 12						
TP Load Number +	Mode +	Load Status +	SCAC ¢						
864302702 📒 🧇 🗩	LTL	Tender Accept	TXLW						

		1 / 1	-	100% +		\$								± 1	9
Date	e: 8/14/2	3			BIL		IG - ME		Page	1					
Address City/Sta Contact: Name: Address: City/State Delivery	PERFORI : 380 FOF te/Zip: S, : david wa BELK 744 1018 MEN a/Zip: BYR Date: 08-11 MAIN SW	RT ARGY AVANNAH de IDELL DAV AM, MS 39 7-2023 /ITCHBOA	EAM LE RD H, GA 31 Phi SHI VIS DR 1272 RD Pho	one: 336.500 PTO	-7175	C/ Tr Se S(	ARRIER NAME ailer number: aal number(s): CAC: TXLW o number:		HT US LLC (		-				
PO Box Lowell, A	BILL FREIGHT CHARGES TO: Uber Freight US LLC PO Box 425 Lowell, AR 72745 USA							Freight Charge Terms: <sup>(Theight</sup> darges are prepaid unless marked Prepaid: Prepaid Add: <u>Collect: X</u> 3rd Party: (check box) underlying Bills of Lading							
SPECIA	L INSTR	UCTIONS	:												
HAN	DLING	QUAN	TITY	WEIGHT	H.M.	Commodities requiring spec	ODITY DESCR	tention in handling or sto							
1.0	PLT	38	CTN	88 LBS	(x)	nust be so marked and pack	Retail Goods		y care. 49880-						
1		38		88 LBS		G	GRAND TOTAL								
	BOL NUI	IDED		C PRIMARY RE		ORDER INFORM/ E # Pkgs	TION Weight	Pallet/Slip	Additions	l Shipper					
	864302			0462-744	FERENCI	38	88 LBS	Fallevolip	ALL ITEMS	fo					
GRAN	D TOTA		000			38	88 LBS								
Where the rat		on value, shippe	rs are required	I to state specifically in	n writing the agree	ed or declared	COD Amou	nt: S							
"The agreed o	per			stated by the shipper t		<sup>ng</sup> pment may be appl	Custom	s: Collect: [ er check accep	otable:						
RECEIVED, sub opticable, other equest, and to a egulations.				re been agreed upon in wr n established by the carrie				I make delivery of this st		ment of freight					
This is to certify t	R SIGNA hat the above nam ged, marked and la sportation accordin	ad materials are no	wady.	Trailer Loade By Shipper By Driver		ht Counted:		RRIER SIGNAT 08-1 wfedges receipt of packages sponse information was mad sponse guidebook or equival	4-2023						
				L											

## 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 UF load number OR you can search by the PO number you are looking for.

2. Hit "Search"

Uber Freight Module: SHIPMENT MONITORING Search Filters Results (459)		
Search Templates	Criteria	Report Type
	Transplace Load/Mode Execution ID(s):	<ul> <li>Load</li> <li>Freight/PO</li> <li>Line Item/Products</li> </ul>
	Include All References on ME Support Info(s):	Misc Search Criteria
	Select V	Include Unplanned
	SKU/Product Number(s):	Crossdock Report
<b>~</b>		Order Type: Select V
Load 💾 Save 🔇 Delete	Trailer #(s):	Business Unit: Select
	Trip Number:	

3. Once your search results come up, your UF load number should be showing in Red as shown below. (If your load is showing in the color black, please contact

Belk\_Logistics@uberfreight.com) You will then need to click on the load number.

Uber Freigh	t											
Module: SHIPMENT MO	NITORING											
Search Filters Results (459)												
«« « <b>1</b> 2 3	4 5 6	7 8 9	10 11 12	2 13 14 15	16 17 18 19	» »»	Rows: 1-2	25				
TP Load Number ¢	Mode ¢	Load Status ¢	SCAC ¢	Freight Type ¢	Total Distance ¢	Hot ¢	HazMat 🛊	Primary Reference ¢	Origin ID 🛊	Origin Location ¢	Pickup Appt ¢	Pickup Arrival ¢
864302702 🗐 🔶 🖻	LTL	Tender Accept	TXLW		632 Miles			3800462-744	100194720004	SAVANNAH, GA	08/14/2023 08:00	
864403026 📃 🔶 🗩	TL	Delivered	FLOK		632 Miles			3794225-744 🦻	100194720004	SAVANNAH, GA	08/11/2023 12:00	08/11/2023 12:02
864403607 📄 🔶 켜	Intermodal	In-Transit	нјві 🟓		2,367 Miles			3798119-737	7600708001	RIALTO, CA	08/11/2023 10:00	08/11/2023 09:15
864454208 🗐 🔶 켜	LTL	Tender Accept	TXLW		632 Miles			3794252-744 🟓	100194720004	SAVANNAH, GA	08/14/2023 08:00	

4. Your load will open into another tab. "Line Items (1) for Primary Reference 3800462-744". Select the piece of paper icon under "Actions".

Uber Freight	Henu Home Log Off
Module: SHIPMENT MONITORING	User: ROSALINDA LOPEZ
Search Filters Results (459) Load 864302702 Details	
Transplace Load #: 884302702 Status: Tender Accept SCAC: TXLIV Account: BELK	
	Stare Contraction (Contraction)
Stops (2)	
F         Type         Location ID / Name         Appointment         Countily         Weight           1         Pickap         100181/2004         300 FORT ARCY ED         00181/2023 660         4140 UNI         82.00 LSS 5           9         Droped         744         1010 REVERUE LOAVIS DA         1010 REVERUE LOAVIS DA         4140 UNI         82.00 LSS 5           90         Droped         744         1010 REVERUE LOAVIS DA         4100 UNI         82.00 LSS 5	5.00 CF 1.00 PLT
Freights (1) for Stop 1	
Actions         Primary Reference         Quantity         Weight         Cube         Handling Unit         Origin Seq         Dest Seq           Image: Comparison of the state o	Modify Line Item
O Delete checked →Move checked  Add	Reference(s):
Line Items (1) for Primary Reference 3800462-744	Product Number Retail Goods
Actions         Product Number         Product Description         Quantity         Weight         Cube         Handling Unit         Value Per Item           Image: Comparison of the state of	Product Description         ALL ITEMS VARIOUS           Quantity         14140 (JII V)           Wright         88.00 (LS V)
O Delete checked  Add	Cube 55.00 [ CF →
	Handling Unit 100 PLT V

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.

6. You will receive the below confirmation once changes have been saved

Module: SHIPME		G	
Search Filters	Results (459)	Load 864302702 Details	
Saved change	jes to load		
Transplace Load # SCAC:		tus: Tender Accept ount: BELK	

7. If you are updating multiple PO's, you will repeat this process.

\*\*If your new updates cause's the parameters to exceed a mode type. Please reach out to belk\_logistics@uberfreight.com to ensure we get the correct carrier to pick up (ex. Current load is LTL and new updates causes to exceed to a TL, Operations needs to know to change the mode type.)\*\*

#### 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

Uber Freig	nt										
Module: ORDER MANA	GEMENT										
PO Search PO Se	earch Resul	ts Pending Re	eleases (0)	Release Searc	h Release File Up	load					
«< < > >> Rows 1-2 of 2											
PO 🗠	PO △       PO Status ⇔       Created Time ⇔       Vendor ⇔       BOL Number ⇔       Belk PO Number ⇔       Product(s) ⇔       Releases       Ord										
5926353-737 ③	OPEN	08/04/2023 13:19	10014948 RIP CURL		5926353	Retail Goods 🔒	PM-REL-20443007				
5926353-744 🕥	OPEN	08/04/2023 13:19	10014948 RIP CURL		5926353	Retail Goods 🔒	PM-REL-20443008				
«« « » »» Re	ows 1-2 of 2										
O Add To Pending R	teleases 🕝	Revalidate 🚸 F	Refresh	🕻 Close 🕜 Re	open 💾 Export 🛛	Multiple PO Edit	Rows Per Page	15 🗸			

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

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.

Uber Freight	
Module: ORDER MANAGEMENT	BELK / BELK
<< < > >> Rows 1-1 of 1	Release Search Results     Release File Upload       0 (Vendor 0)     BOL Number ()     Bolk PO Number ()     Product(a) ()     Ordered Quantity ()     Weight ()     Cube ()     Handling Unit ()     Packaging Unit ()     Origin ()     Detection
PM-REL-20443007 OPEN Irma Fernandez 08/09/2023 13:09 59263	53-737 10014948 5926353 Retail Goods 194.00 UN 98.00 UN 220.00 LBS 45.00 CF 1.00 PLT 53.00 CTN 100149480002 737 RIP CURL 100149480
<< < > >> Rows 1-1 of 1	Release PM RefL20443007
Cancel Releases Refresh Rows Per Page 15 v	Status         Product 200         Hot         Vendor           OPERN 15926535.737         53 PT DRYVAN V         10014948 - RIP CURL           Comment         OPERN 10014 V         View/Edit references           Stops         Interface         Location ID/Name         Location Address           Type         Location ID/Name         Location Address         Earliest Time           Pickup         100149480.02         1350 BROWN AVE         800.00           Pickup         1001494000.02         1350 BROWN AVE         800.00           Pickup         100149400.02         120 EELK CT         100 EILY COLD           Dropoff         737         DISTRIBUTION CENTER         120 EELK CT           PO Line #         Product # 0         Product # 0         Poduntity           Y Weight         Cube         Handing Unit         Packaging Unit           737         Retail Goods         ALL ITEMS VARIOUS         98.0 UN V 220.0 LBS V 45.0 CF V         1.0 PLT V
	<

## Frequently Asked Questions

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

A: Please reach out to us at Belk\_Logistics@uberfreight.com advising the below information so we can get you setup:

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

# Q: I have a Uber Freight username, how would I request access to the Belk account through Uber freight?

A: Please reach out to us at Belk\_Logistics@uberfreight.com advising the below information:

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

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

A: Any PO's needed to be added to a specific shipment reach out to the Operations team via email <u>belk logistics@uberfreight.com</u>

#### Q: I have a "HOT" PO, should I mark this in Uber Freight OMS?

A: No. Belk will mark all "hot" PO's. Please reach out to us at Belk\_Logistics@uberfreight.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". As well as Packaging Unit (Carton Count) via "Order Management System.

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

A: Packaging Unit can be updated via Order Management System.

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

A: Contact Belk\_Logistics@uberfreight.com ASAP providing the below information:

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

## 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: I see my PO in "External Shipment Monitoring" but there is no TP Load Number?

A: This mean that we have received your release and your PO is pending routing. Please check back for carrier assignment.

#### 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.



## 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 🕀	R
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	

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	PO Search Results Pending Releases (4) Release Search Release File Upload											
- « «	«« « » »» Rows 1-4 of 4											
$\checkmark$	PO 🗠	PO Status 🖯	Created Time	Vendor 🖯	BOL Number 🖯	Belk PO Number 🖯	Product(s)					
	5930080-737 🤤	OPEN	08/27/2023 09:17	4201219 IMPERIAL STAR		5930080	Retail Goods 🗳					
	5930080-744 🤤	OPEN	08/27/2023 09:17	4201219 IMPERIAL STAR		5930080	Retail Goods 🖆					
	5930946-737 🤤	OPEN	09/03/2023 08:17	4201219 IMPERIAL STAR		5930946	Retail Goods 旨					
	5930946-744 🤤	OPEN	09/03/2023 08:17	4201219 IMPERIAL STAR		5930946	Retail Goods 🗳					
	« » »» Rov	ws 1-4 of 4										
٢	Add To Pending Re	leases 🛛 🕝 R	evalidate  🍪 Ref	resh 🞇 Close	ổ Reopen 💾	Export 📝 Multiple	PO Edit					

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@uberfreight.com.

PO 🗅	Product(s)	Available Quantity 🖯	Release Quantity 🖯	Weight $\ominus$	Cube $\Theta$	Handling Unit 🖯	Packaging Unit e	Origin $\oplus$	Origin Address	Destination	Destination Address	Pickup Time 🖯	Delivery Time 🖯	Must Ship By @
5930080-737	Retail Goods	193.00 UN	193.00 UN							737 BELK 737 DISTRIBUTION CENTER	120 BELK CT BLYTHEWOOD, SC 29016 USA			09/11/2023 00:00
5930080-744	Retail Goods	151.00 UN	151.00 UN							744 BELK 744 DISTRIBUTION CENTER	1018 MENDELL DAVIS DR BYRAM, MS 30272 USA			09/11/2023 00:00
5930946-737	Retail Goods	839.00 UN	839.00 UN							737 BELK 737 DISTRIBUTION CENTER	120 BELK CT BLYTHEWOOD, SC 29016 USA			09/14/2023 00:00
5930946-744	Retail Goods	278.00 UN	278.00 UN							744 BELK 744 DISTRIBUTION CENTER	1018 MENDELL DAVIS DR BYRAM, MS 39272 USA			09/14/2023 00:00
Multiple PO F	dit & Release	Mass Edit Stops R	elease G Remove F	rom Pending	Releases	Mass Edit Refe	rences							

#### Q: I have overflow cartons/POs from a previous shipment. What should I do?

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