Quick-Step Guide

External Shipment Monitoring

Including BOL

Standard Operating Procedures

01/13/2020

TRANSPLACE
The 3PL & Technology Company

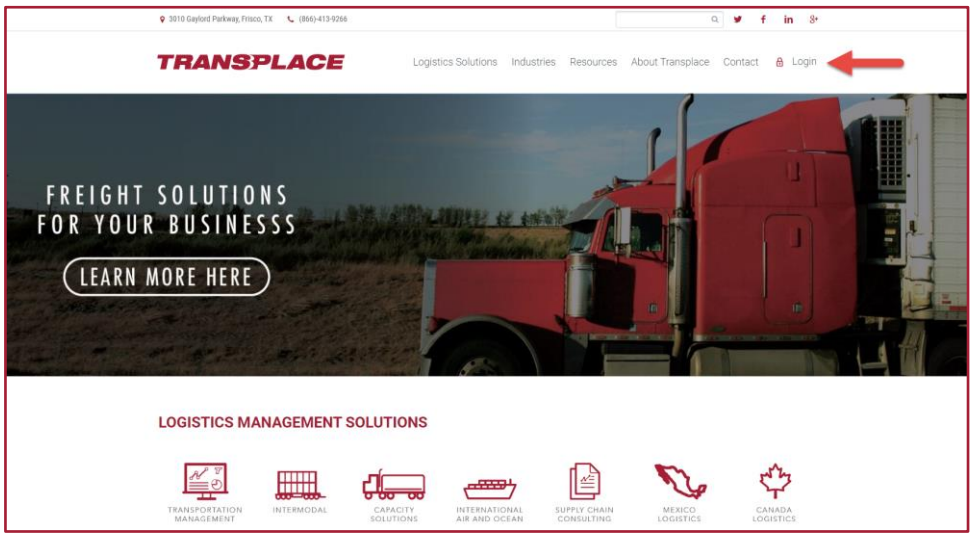
Document Description

This manual shows how to monitor shipments, update pallet count for LTL shipments, and access your BOL in Transplace's TMS using the Transplace 'External Shipment Monitoring'.

Accessing Transplace TMS

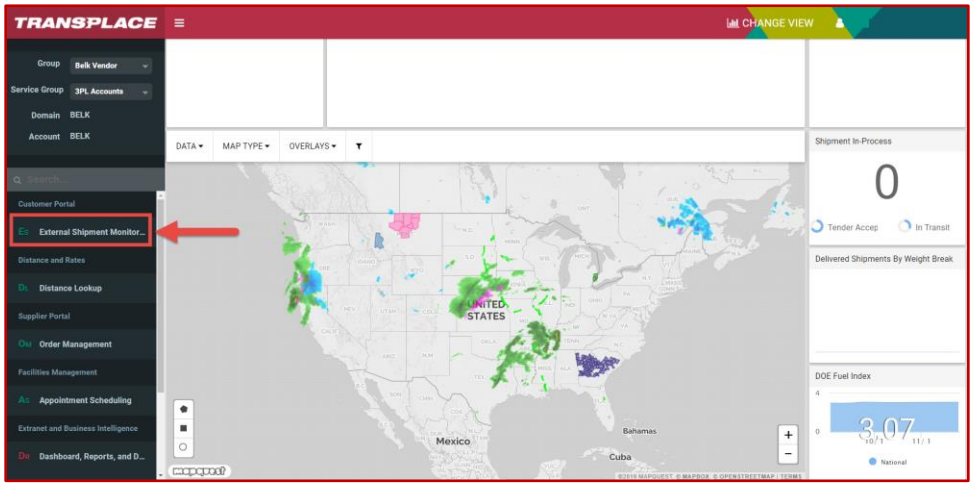
You will monitor shipments and access your BOL through the Transplace website using your web browser.

- 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



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'

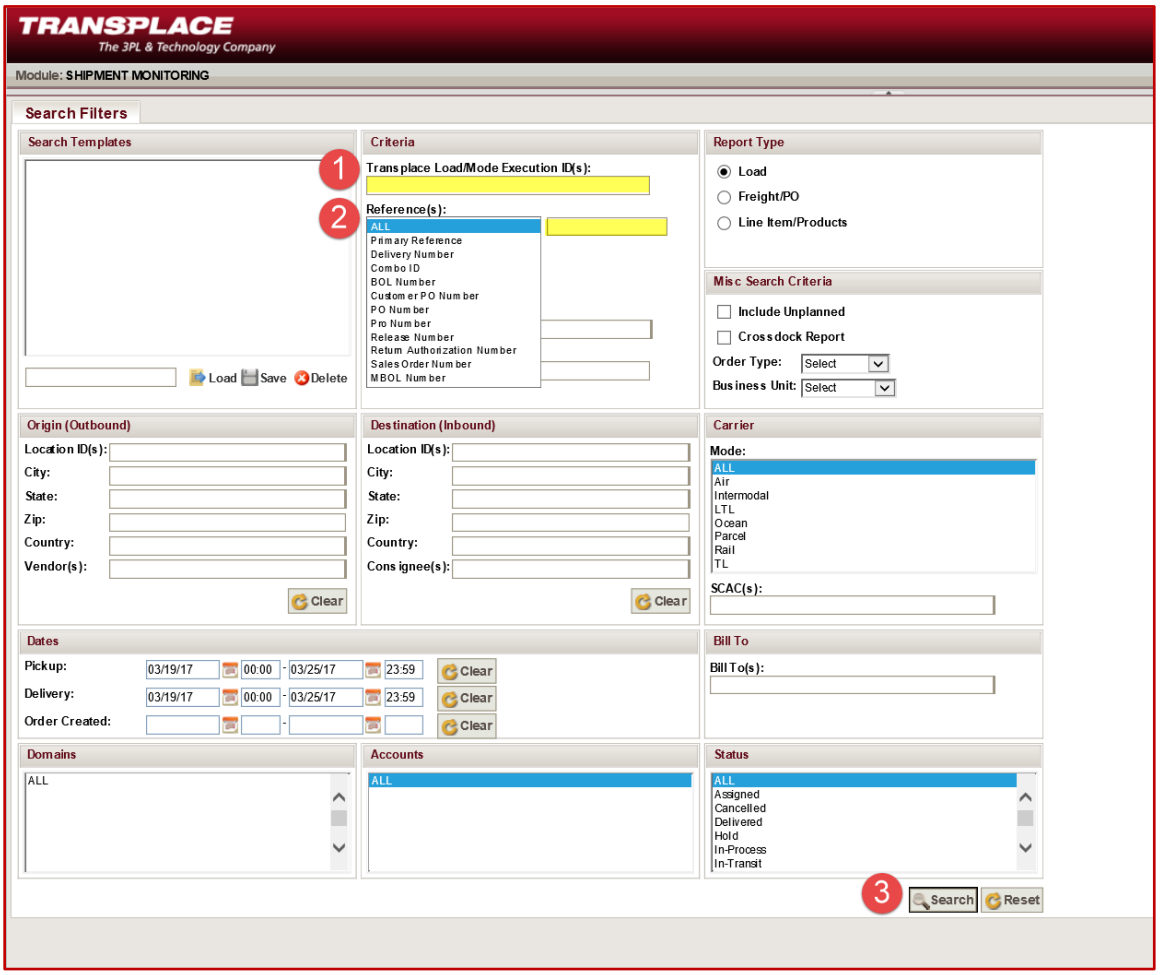


Searching for a shipment

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

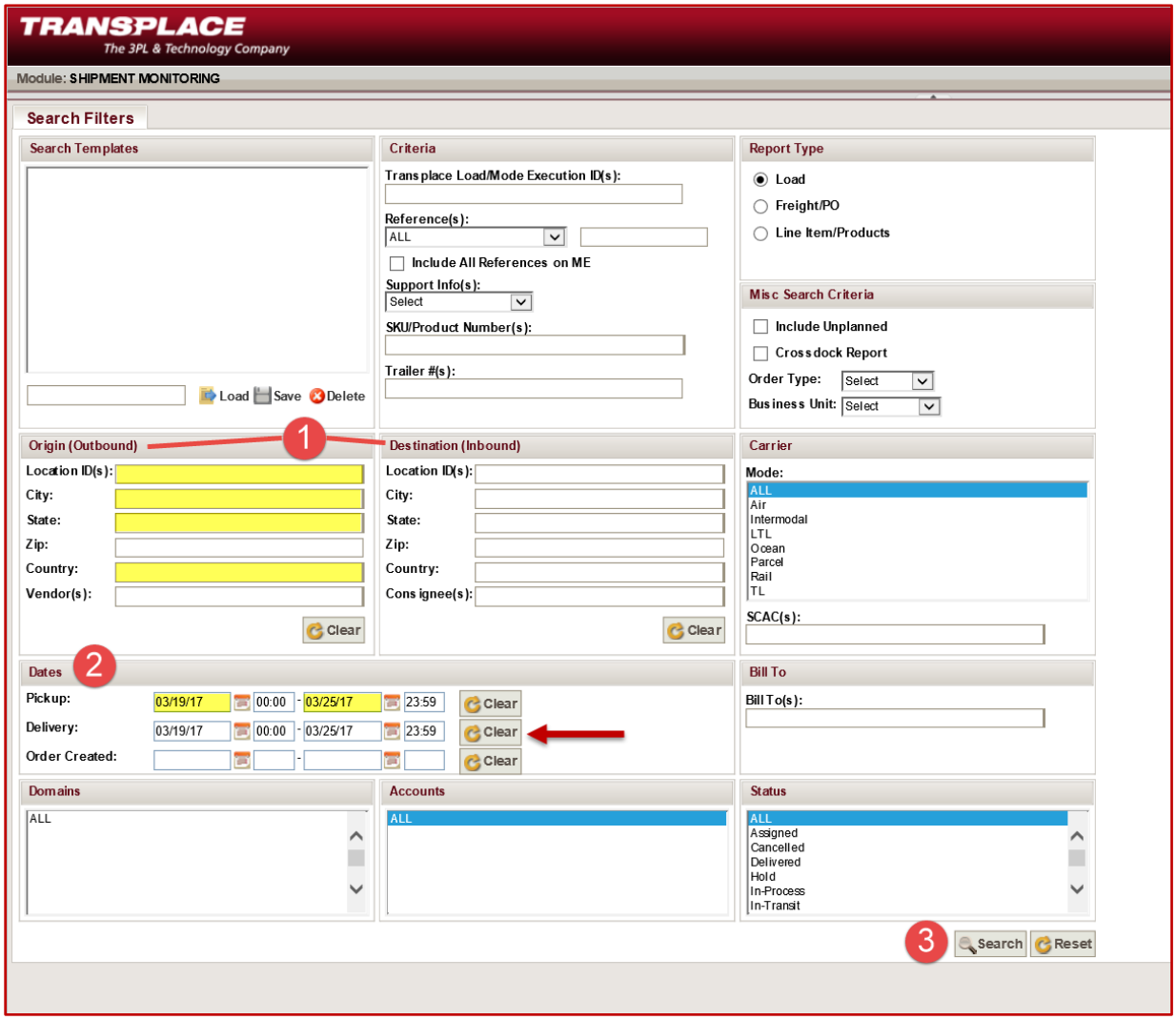
Option 1

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)
2. Click the “Search” button at the bottom right corner of the screen.
3. Your shipment(s) will populate in the ‘Results’ tab.

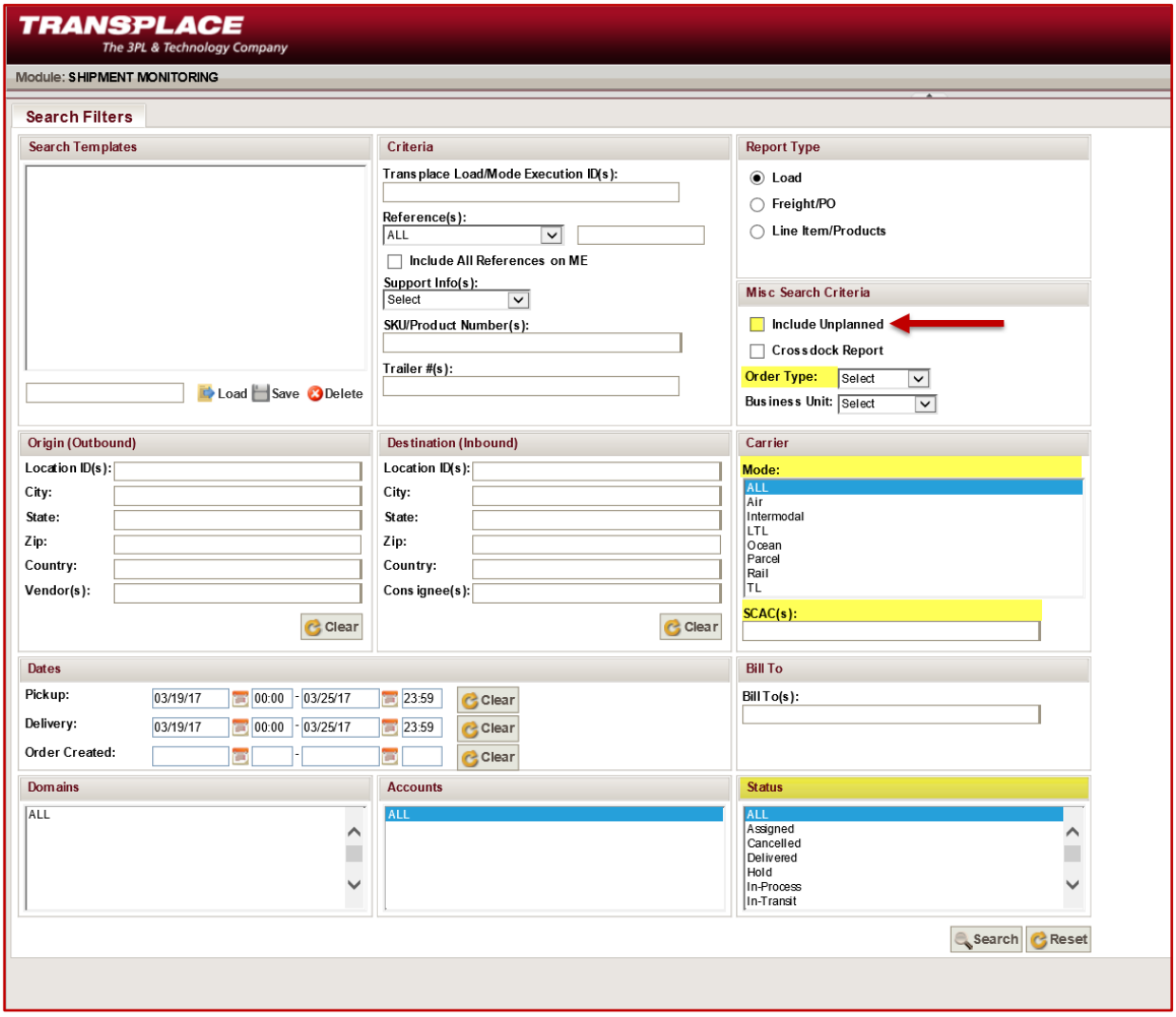


Option 2

1. 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)
2. 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)
3. Click the "Search" button at the bottom right corner of the screen.
4. All shipments existing for your location/date range combo will populate in the 'Results' tab.

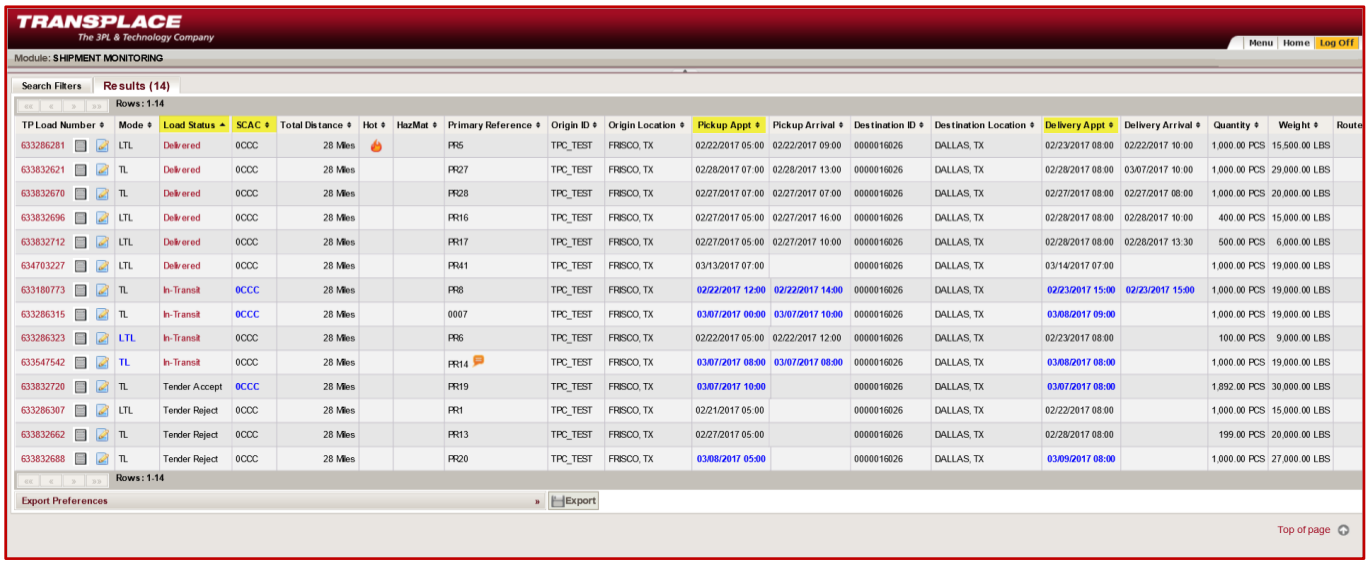


Please note: the 'Search Criteria' tab will allow you to filter your search results by Status, Business Unit, Mode, Entering SCAC(s), and Order Type. You may also to select to 'Include Unplanned' shipments in the 'Miscellaneous' section of the screen. Including unplanned shipments will allow you to view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

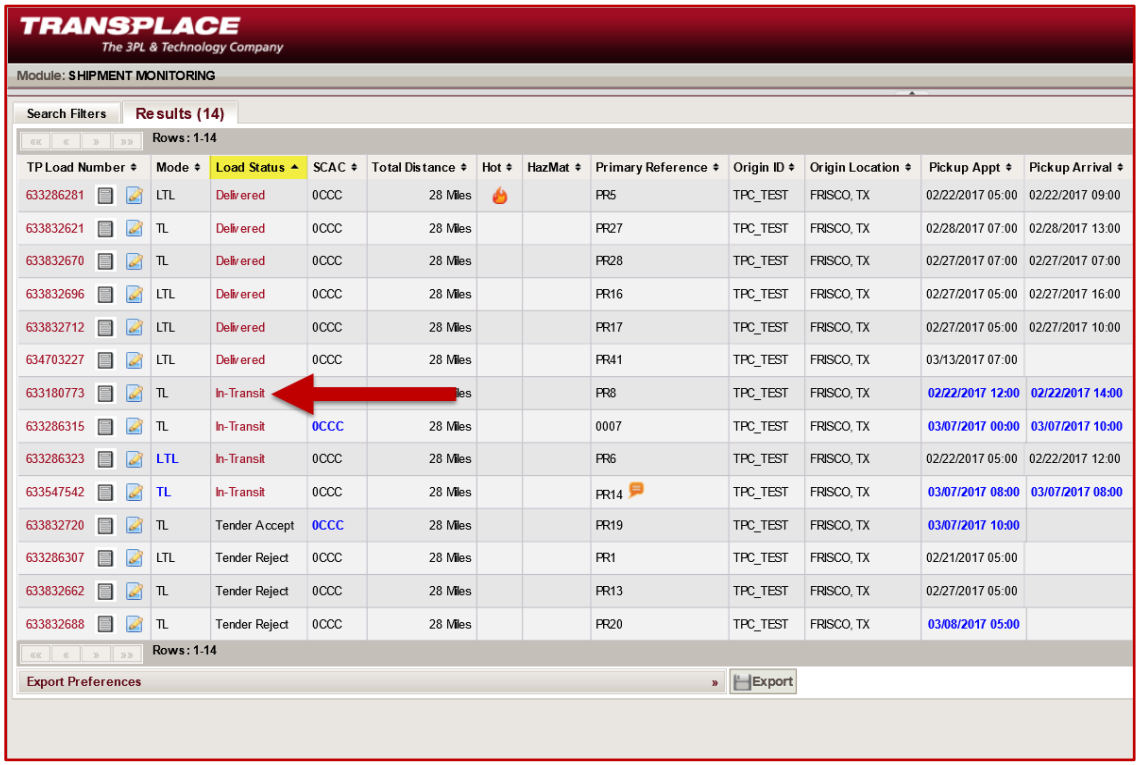


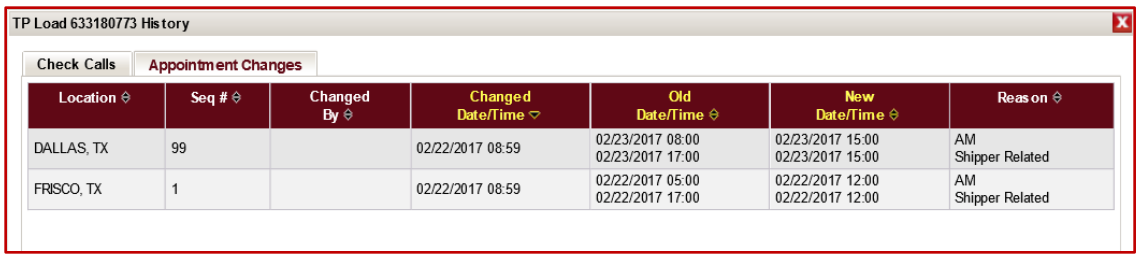
Reviewing Search Results

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.



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.



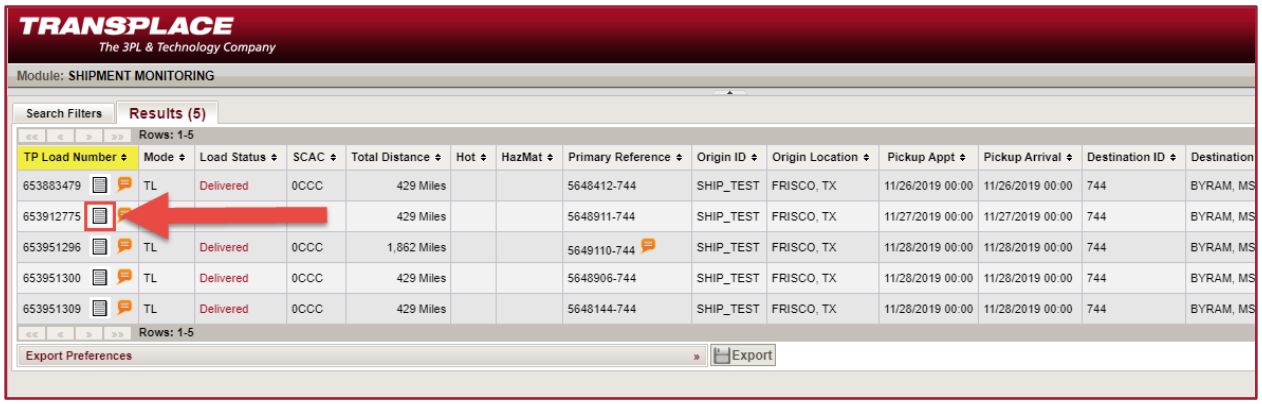


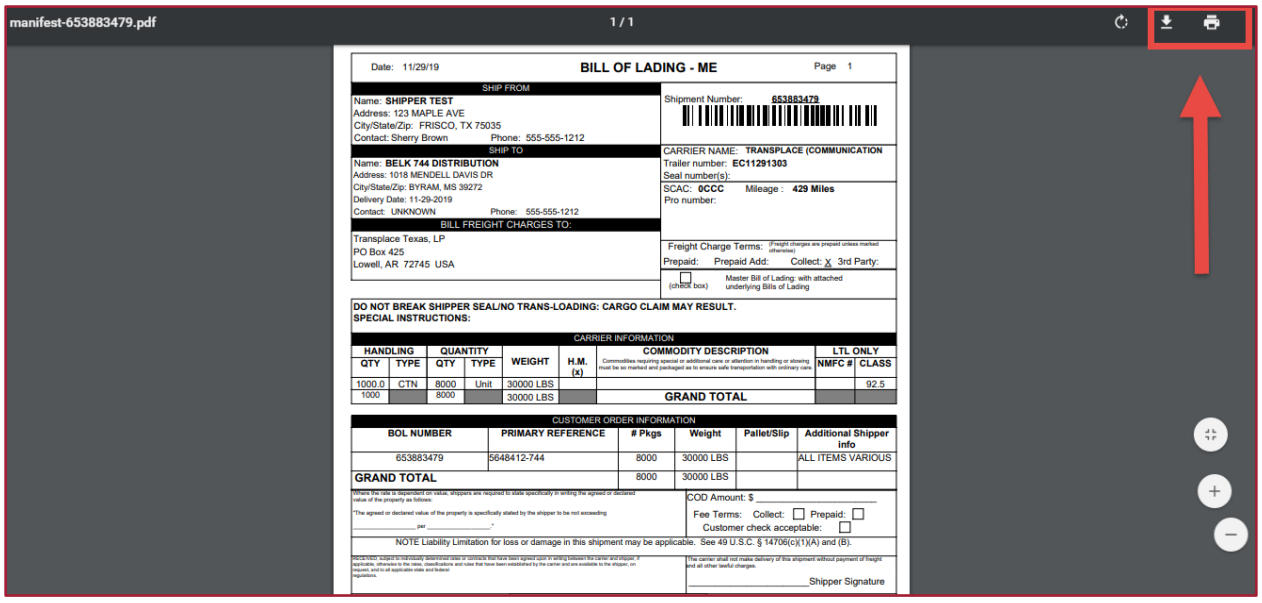
Accessing Transplace BOL

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.

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



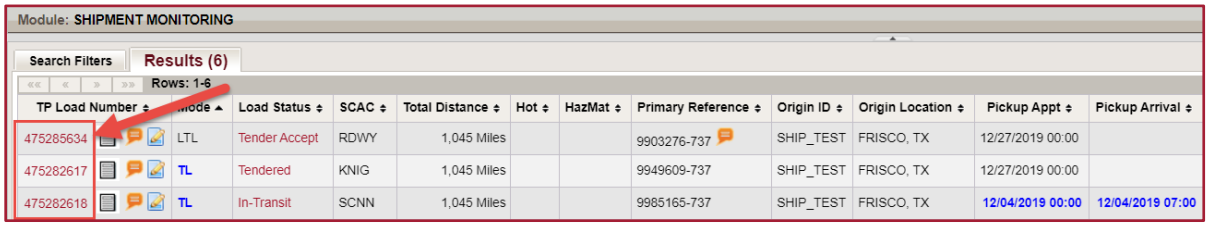


Editing Pallet Count

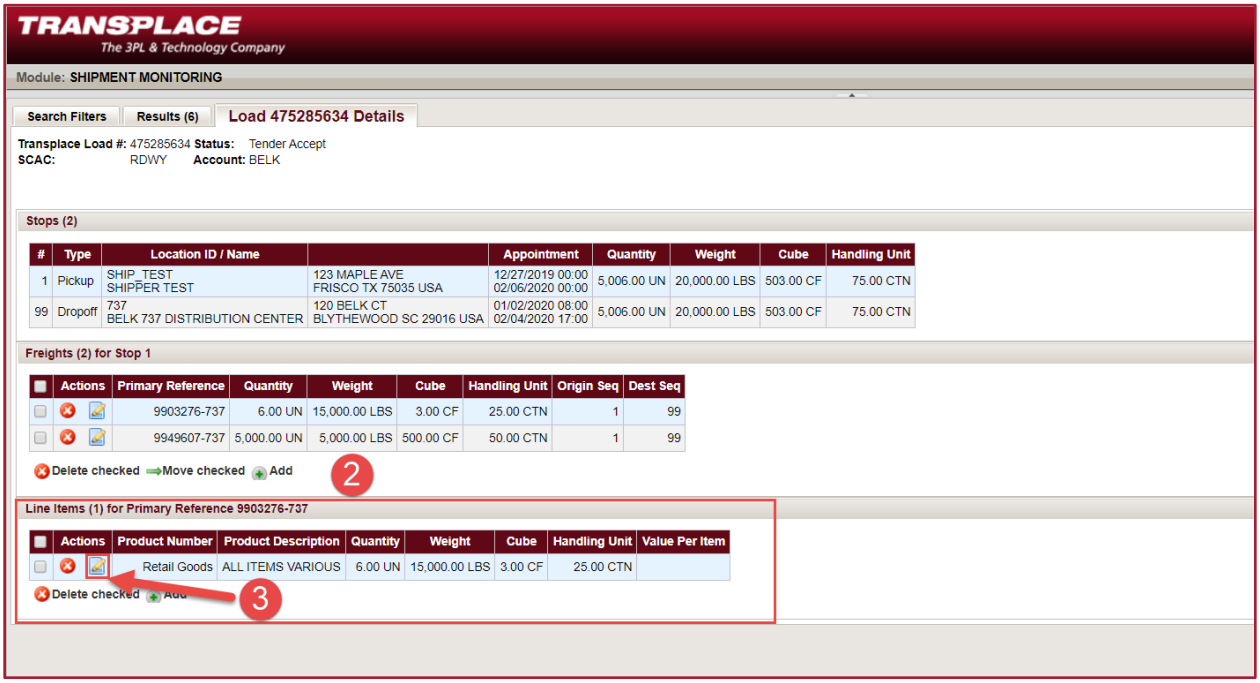
You will be able to edit your LTL shipments pallet count from the search results tab in External Shipment Monitoring.

Steps:

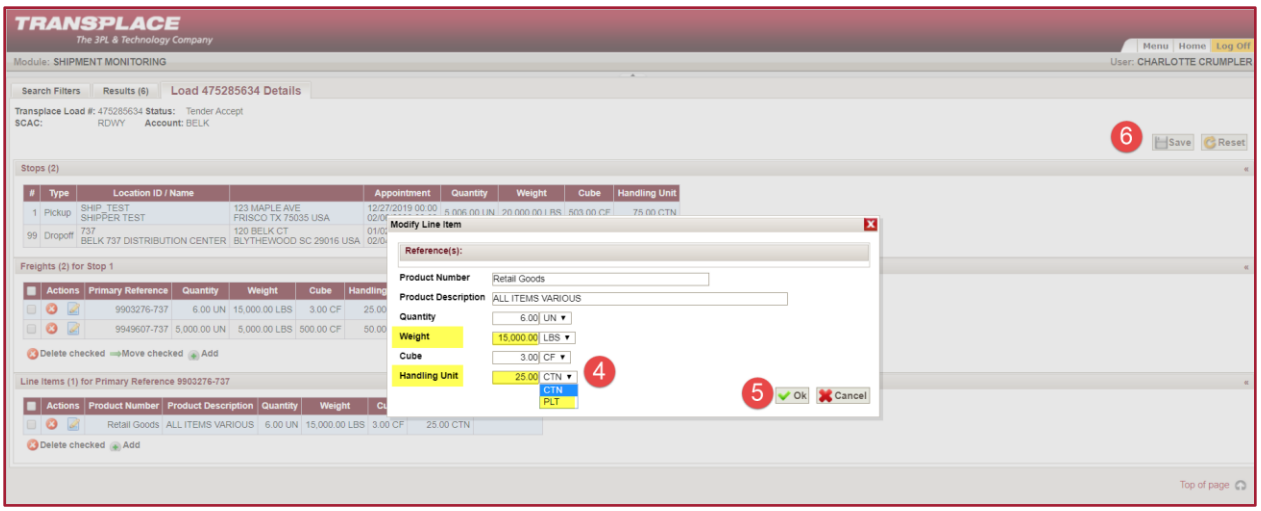
1. Click the red load number in the 'TP Load Number' column. This will launch a new 'Load Details' tab.



2. Locate the 'Line Items' section at the bottom of the 'Load Details' tab
3. Select the icon. This will open an editing window



4. Edit the 'Handling Unit' with the correct pallet count for the entire shipment. Remember to change the unit of measure to PLT in the dropdown next to the 'Handling Unit' field. You may also update the weight from net (without pallet weight) to gross (including pallet weight)
   Note: The **only** fields vendors are allowed to edit are Weight and Handling Unit. Vendor must NEVER edit the quantity or cube.
5. Click 'Ok" when editing is complete
6. Click 'Save' at the top right corner of the screen


TRANSPLACE
The 3PL & Technology Company
Menu | Home | Log Off
Module: SHIPMENT MONITORING
User: CHARLOTTE CRUMPLER
Search Filters
Results (6)
Load 475285634 Details
Transplace Load #: 475285634 Status: Tender Accept
SCAC: RDWY Account: BELK
6
Save
Reset
Stops (2)
Type Location ID / Name Appointment Quantity Weight Cube Handling Unit
1 Pickup SHIP_TEST SHIPPER TEST 123 MAPLE AVE FRISCO TX 75035 USA 12/27/2019 00:00 5,006.00 UN 20,000.00 LBS 503.00 CF 75.00 CTN
99 Dropoff 737 BELK 737 DISTRIBUTION CENTER 120 BELK CT BLYTHEWOOD SC 29016 USA 01/0 02/0
Freights (2) for Stop 1
Actions Primary Reference Quantity Weight Cube Handling
9903276-737 6.00 UN 15,000.00 LBS 3.00 CF 25.00
9949607-737 5,000.00 UN 5,000.00 LBS 500.00 CF 50.00
Delete checked Move checked Add
Line Items (1) for Primary Reference 9903276-737
Actions Product Number Product Description Quantity Weight Cu
Retail Goods ALL ITEMS VARIOUS 6.00 UN 15,000.00 LBS 3.00 CF 25.00 CTN
Delete checked Add
Top of page
Modify Line Item
Reference(s):
Product Number Retail Goods
Product Description ALL ITEMS VARIOUS
Quantity 6.00 UN
Weight 15,000.00 LBS
Cube 3.00 CF
Handling Unit 25.00 CTN
CTN
PLT
4
5
Ok
Cancel