

Quick-Step Guide

External Shipment Monitoring

Including BOL

Standard Operating Procedures

01/13/2020

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

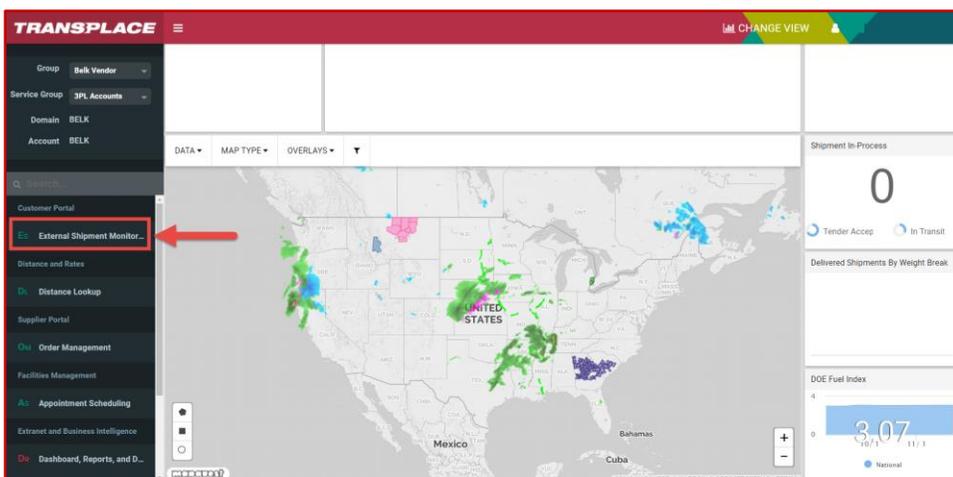
You will monitor shipments and access your BOL through the Transplace website using your web browser.

- 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.

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Module: SHIPMENT MONITORING

Search Filters

Search Templates

Criteria

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

2 Reference(s):

ALL
Primary Reference
Delivery Number
Combo ID
BOL Number
Customer PO Number
PO Number
Pro Number
Release Number
Return Authorization Number
Sales Order Number
MBOL Number

Report Type

Load
 Freight/PO
 Line Item/Products

Misc Search Criteria

Include Unplanned
 Crossdock Report

Order Type: Select
Business Unit: Select

Origin (Outbound)

Location ID(s):
City:
State:
Zip:
Country:
Vendor(s):

Destination (Inbound)

Location ID(s):
City:
State:
Zip:
Country:
Consignee(s):

Carrier

Mode:
ALL
Air
Intermodal
LTL
Ocean
Parcel
Rail
TL

SCAC(s):

Dates

Pickup: 03/19/17 00:00 - 03/25/17 23:59
Delivery: 03/19/17 00:00 - 03/25/17 23:59
Order Created:

Bill To

Bill To(s):

Domains

ALL

Accounts

ALL

Status

ALL
Assigned
Cancelled
Delivered
Hold
In-Process
In-Transit

3 Search Reset

Option 2

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.

The screenshot shows the 'SHIPMENT MONITORING' module interface. It features a 'Search Filters' section with several sub-sections: 'Search Templates', 'Criteria', 'Report Type', 'Misc Search Criteria', 'Origin (Outbound)', 'Destination (Inbound)', 'Carrier', 'Mode', 'Dates', 'Bill To', 'Domains', 'Accounts', and 'Status'. Red annotations highlight key elements: a red circle with '1' points to the 'Location ID(s)' field in the 'Origin (Outbound)' section; a red circle with '2' points to the 'Dates' section, with a red arrow pointing to the 'Clear' button next to the 'Delivery' date range; and a red circle with '3' points to the 'Search' button at the bottom right. The 'Criteria' section includes fields for 'Trans place Load/Mode Execution ID(s)', 'Reference(s)', 'Support Info(s)', 'SKU/Product Number(s)', and 'Trailer #(s)'. The 'Report Type' section has radio buttons for 'Load', 'Freight/PO', and 'Line Item/Products'. The 'Misc Search Criteria' section has checkboxes for 'Include Unplanned' and 'Cross dock Report'. The 'Carrier' section has a dropdown for 'Mode' with options like 'ALL', 'Air', 'Intermodal', 'LTL', 'Ocean', 'Parcel', 'Rail', and 'TL'. The 'Dates' section has date pickers for 'Pickup', 'Delivery', and 'Order Created'. The 'Status' section has a dropdown with options like 'ALL', 'Assigned', 'Cancelled', 'Delivered', 'Hold', 'In-Process', and 'In-Transit'.

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.

The screenshot displays the TRANSPLACE SHIPMENT MONITORING interface. The 'Search Filters' section is active, showing various search criteria and filters. A red arrow points to the 'Include Unplanned' checkbox in the 'Misc Search Criteria' section, which is currently unchecked. The interface includes sections for Search Templates, Criteria, Report Type, Origin (Outbound), Destination (Inbound), Carrier, Dates, Domains, Accounts, and Status. The 'Carrier' section shows a list of modes including ALL, Air, Intermodal, LTL, Ocean, Parcel, Rail, and TL. The 'Status' section shows a list of statuses including ALL, Assigned, Cancelled, Delivered, Hold, In-Process, and In-Transit. The 'Search' and 'Reset' buttons are located at the bottom right of the interface.

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.

TP Load Number	Mode	Load Status	SCAC	Total Distance	Hot	HazMat	Primary Reference	Origin ID	Origin Location	Pickup Appt	Pickup Arrival	Destination ID	Destination Location	Delivery Appt	Delivery Arrival	Quantity	Weight	Route
633286281	LTL	Delivered	0CCC	28 Miles			FR5	TPC_TEST	FRISCO, TX	02/22/2017 05:00	02/22/2017 09:00	0000016026	DALLAS, TX	02/23/2017 08:00	02/22/2017 10:00	1,000.00	15,500.00	LBS
633832621	TL	Delivered	0CCC	28 Miles			FR27	TPC_TEST	FRISCO, TX	02/28/2017 07:00	02/28/2017 13:00	0000016026	DALLAS, TX	02/28/2017 08:00	03/07/2017 10:00	1,000.00	29,000.00	LBS
633832670	TL	Delivered	0CCC	28 Miles			FR28	TPC_TEST	FRISCO, TX	02/27/2017 07:00	02/27/2017 07:00	0000016026	DALLAS, TX	02/27/2017 08:00	02/27/2017 08:00	1,000.00	20,000.00	LBS
633832696	LTL	Delivered	0CCC	28 Miles			FR16	TPC_TEST	FRISCO, TX	02/27/2017 05:00	02/27/2017 16:00	0000016026	DALLAS, TX	02/28/2017 08:00	02/28/2017 10:00	400.00	15,000.00	LBS
633832712	LTL	Delivered	0CCC	28 Miles			FR17	TPC_TEST	FRISCO, TX	02/27/2017 05:00	02/27/2017 10:00	0000016026	DALLAS, TX	02/28/2017 08:00	02/28/2017 13:30	500.00	6,000.00	LBS
634703227	LTL	Delivered	0CCC	28 Miles			FR41	TPC_TEST	FRISCO, TX	03/13/2017 07:00		0000016026	DALLAS, TX	03/14/2017 07:00		1,000.00	19,000.00	LBS
633180773	TL	In-Transit	0CCC	28 Miles			FR8	TPC_TEST	FRISCO, TX	02/22/2017 12:00	02/22/2017 14:00	0000016026	DALLAS, TX	02/23/2017 15:00	02/23/2017 15:00	1,000.00	19,000.00	LBS
633286315	TL	In-Transit	0CCC	28 Miles			0007	TPC_TEST	FRISCO, TX	03/07/2017 00:00	03/07/2017 10:00	0000016026	DALLAS, TX	03/08/2017 09:00		1,000.00	19,000.00	LBS
633286323	LTL	In-Transit	0CCC	28 Miles			FR6	TPC_TEST	FRISCO, TX	02/22/2017 05:00	02/22/2017 12:00	0000016026	DALLAS, TX	02/23/2017 08:00		100.00	9,000.00	LBS
633547542	TL	In-Transit	0CCC	28 Miles			FR14	TPC_TEST	FRISCO, TX	03/07/2017 08:00	03/07/2017 08:00	0000016026	DALLAS, TX	03/08/2017 08:00		1,000.00	19,000.00	LBS
633832720	TL	Tender Accept	0CCC	28 Miles			FR19	TPC_TEST	FRISCO, TX	03/07/2017 10:00		0000016026	DALLAS, TX	03/07/2017 08:00		1,892.00	30,000.00	LBS
633286307	LTL	Tender Reject	0CCC	28 Miles			FR1	TPC_TEST	FRISCO, TX	02/21/2017 05:00		0000016026	DALLAS, TX	02/22/2017 08:00		1,000.00	15,000.00	LBS
633832662	TL	Tender Reject	0CCC	28 Miles			FR13	TPC_TEST	FRISCO, TX	02/27/2017 05:00		0000016026	DALLAS, TX	02/28/2017 08:00		199.00	20,000.00	LBS
633832688	TL	Tender Reject	0CCC	28 Miles			FR20	TPC_TEST	FRISCO, TX	03/08/2017 05:00		0000016026	DALLAS, TX	03/09/2017 08:00		1,000.00	27,000.00	LBS

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.

TP Load Number	Mode	Load Status	SCAC	Total Distance	Hot	HazMat	Primary Reference	Origin ID	Origin Location	Pickup Appt	Pickup Arrival	Destination ID	Destination Location	Delivery Appt	Delivery Arrival	Quantity	Weight	Route
633286281	LTL	Delivered	0CCC	28 Miles			FR5	TPC_TEST	FRISCO, TX	02/22/2017 05:00	02/22/2017 09:00	0000016026	DALLAS, TX	02/23/2017 08:00	02/22/2017 10:00	1,000.00	15,500.00	LBS
633832621	TL	Delivered	0CCC	28 Miles			FR27	TPC_TEST	FRISCO, TX	02/28/2017 07:00	02/28/2017 13:00	0000016026	DALLAS, TX	02/28/2017 08:00	03/07/2017 10:00	1,000.00	29,000.00	LBS
633832670	TL	Delivered	0CCC	28 Miles			FR28	TPC_TEST	FRISCO, TX	02/27/2017 07:00	02/27/2017 07:00	0000016026	DALLAS, TX	02/27/2017 08:00	02/27/2017 08:00	1,000.00	20,000.00	LBS
633832696	LTL	Delivered	0CCC	28 Miles			FR16	TPC_TEST	FRISCO, TX	02/27/2017 05:00	02/27/2017 16:00	0000016026	DALLAS, TX	02/28/2017 08:00	02/28/2017 10:00	400.00	15,000.00	LBS
633832712	LTL	Delivered	0CCC	28 Miles			FR17	TPC_TEST	FRISCO, TX	02/27/2017 05:00	02/27/2017 10:00	0000016026	DALLAS, TX	02/28/2017 08:00	02/28/2017 13:30	500.00	6,000.00	LBS
634703227	LTL	Delivered	0CCC	28 Miles			FR41	TPC_TEST	FRISCO, TX	03/13/2017 07:00		0000016026	DALLAS, TX	03/14/2017 07:00		1,000.00	19,000.00	LBS
633180773	TL	In-Transit	0CCC	28 Miles			FR8	TPC_TEST	FRISCO, TX	02/22/2017 12:00	02/22/2017 14:00	0000016026	DALLAS, TX	02/23/2017 15:00	02/23/2017 15:00	1,000.00	19,000.00	LBS
633286315	TL	In-Transit	0CCC	28 Miles			0007	TPC_TEST	FRISCO, TX	03/07/2017 00:00	03/07/2017 10:00	0000016026	DALLAS, TX	03/08/2017 09:00		1,000.00	19,000.00	LBS
633286323	LTL	In-Transit	0CCC	28 Miles			FR6	TPC_TEST	FRISCO, TX	02/22/2017 05:00	02/22/2017 12:00	0000016026	DALLAS, TX	02/23/2017 08:00		100.00	9,000.00	LBS
633547542	TL	In-Transit	0CCC	28 Miles			FR14	TPC_TEST	FRISCO, TX	03/07/2017 08:00	03/07/2017 08:00	0000016026	DALLAS, TX	03/08/2017 08:00		1,000.00	19,000.00	LBS
633832720	TL	Tender Accept	0CCC	28 Miles			FR19	TPC_TEST	FRISCO, TX	03/07/2017 10:00		0000016026	DALLAS, TX	03/07/2017 08:00		1,892.00	30,000.00	LBS
633286307	LTL	Tender Reject	0CCC	28 Miles			FR1	TPC_TEST	FRISCO, TX	02/21/2017 05:00		0000016026	DALLAS, TX	02/22/2017 08:00		1,000.00	15,000.00	LBS
633832662	TL	Tender Reject	0CCC	28 Miles			FR13	TPC_TEST	FRISCO, TX	02/27/2017 05:00		0000016026	DALLAS, TX	02/28/2017 08:00		199.00	20,000.00	LBS
633832688	TL	Tender Reject	0CCC	28 Miles			FR20	TPC_TEST	FRISCO, TX	03/08/2017 05:00		0000016026	DALLAS, TX	03/09/2017 08:00		1,000.00	27,000.00	LBS

TP Load 633180773 History

Check Calls Appointment Changes

Location	Seq #	Changed By	Change d Date/Time	Old Date/Time	New Date/Time	Reason
DALLAS, TX	99		02/22/2017 08:59	02/23/2017 08:00 02/23/2017 17:00	02/23/2017 15:00 02/23/2017 15:00	AM Shipper Related
FRISCO, TX	1		02/22/2017 08:59	02/22/2017 05:00 02/22/2017 17:00	02/22/2017 12:00 02/22/2017 12:00	AM Shipper Related

Accessing Transplace BOL

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

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

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Module: SHIPMENT MONITORING

Search Filters Results (5)

Rows: 1-5

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

Rows: 1-5

Export Preferences 

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Date: 11/29/19 **BILL OF LADING - ME** Page 1

SHIP FROM Name: SHIPPER TEST Address: 123 MAPLE AVE City/State/Zip: FRISCO, TX 75035 Contact: Sherry Brown Phone: 555-555-1212		Shipment Number: 653883479 	
SHIP TO Name: BELK T44 DISTRIBUTION Address: 1018 MENDEL DAVIS DR City/State/Zip: BYRAM, MS 39272 Delivery Date: 11-29-2019 Phone: 555-555-1212 Contact: UNKNOWN		CARRIER NAME: TRANSPLACE (COMMUNICATION) Trailer number: EC11291303 Seal number(s): SCAC: 0CCC Mileage: 429 Miles Pro number:	
BILL FREIGHT CHARGES TO: Transplace Texas, LP PO Box 425 Lowell, AR 72745 USA		Freight Charge Terms: <small>(if freight charges are prepaid please marked otherwise)</small> Prepaid: <input type="checkbox"/> Prepaid Add: <input type="checkbox"/> Collect: <input checked="" type="checkbox"/> 3rd Party: <input type="checkbox"/> <input type="checkbox"/> (check box) Master Bill of Lading with attached underlying Bills of Lading	

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

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

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

When this rate is dependent on make, 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 _____.

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

Shipper Signature





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.

TP Load Number	Mode	Load Status	SCAC	Total Distance	Hot	HazMat	Primary Reference	Origin ID	Origin Location	Pickup Appt	Pickup Arrival
475285634	LTL	Tender Accept	RDWY	1,045 Miles			9903276-737	SHIP_TEST	FRISCO, TX	12/27/2019 00:00	
475282617	TL	Tendered	KNIG	1,045 Miles			9949609-737	SHIP_TEST	FRISCO, TX	12/27/2019 00:00	
475282618	TL	In-Transit	SCNN	1,045 Miles			9985165-737	SHIP_TEST	FRISCO, TX	12/04/2019 00:00	12/04/2019 07:00

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

Module: SHIPMENT MONITORING

Search Filters Results (6) Load 475285634 Details

Transplace Load #: 475285634 Status: Tender Accept
SCAC: RDWY Account: BELK

Stops (2)

#	Type	Location ID / Name	Address	Appointment	Quantity	Weight	Cube	Handling Unit
1	Pickup	SHIP_TEST SHIPPER TEST	123 MAPLE AVE FRISCO TX 75035 USA	12/27/2019 00:00 02/06/2020 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	01/02/2020 08:00 02/04/2020 17:00	5,006.00 UN	20,000.00 LBS	503.00 CF	75.00 CTN

Freights (2) for Stop 1

Actions	Primary Reference	Quantity	Weight	Cube	Handling Unit	Origin Seq	Dest Seq
	9903276-737	6.00 UN	15,000.00 LBS	3.00 CF	25.00 CTN	1	99
	9949607-737	5,000.00 UN	5,000.00 LBS	500.00 CF	50.00 CTN	1	99

Delete checked → Move checked Add

Line Items (1) for Primary Reference 9903276-737

Actions	Product Number	Product Description	Quantity	Weight	Cube	Handling Unit	Value Per Item
	Retail Goods	ALL ITEMS VARIOUS	6.00 UN	15,000.00 LBS	3.00 CF	25.00 CTN	

Delete checked Add

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

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Module: SHIPMENT MONITORING Menu | Home | Log Off
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 02/00	5,000.00 LUN	20,000.00 LBS	500.00 CF	75.00 CTN
99	Dropoff	737 BELK 737 DISTRIBUTION CENTER BLYTHEWOOD SC 29016 USA	01/00 02/00				

Freights (2) for Stop 1

Actions	Primary Reference	Quantity	Weight	Cube	Handling
	9903276-737	6.00 LUN	15,000.00 LBS	3.00 CF	25.00
	9949607-737	5,000.00 LUN	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 LUN	15,000.00 LBS	3.00 CF

Delete checked Add

Modify Line Item

Reference(s):

Product Number: Retail Goods

Product Description: ALL ITEMS VARIOUS

Quantity: 6.00 LUN

Weight: 15,000.00 LBS

Cube: 3.00 CF

Handling Unit: 25.00 CTN

4 **5** Ok Cancel

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