

04/10/2020

LOGISTICS GATEWAY TRAINING



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1 INTRODUCTION

The Logistics Gateway (carrier portal) provides carrier users access point into TLM and allows carriers to respond to and process shipments that are tendered or offered to them. The portal allows carriers to accept/decline shipments and create tracking messages for shipments to update their current state in the shipment lifecycle. Carriers can also respond to capacity finder (auction) web offers, create appointments, create invoices and view claims.

NOTE: All data and screenshots presented in this document are intended as example data only for use during training. Data presented in this document is not to be considered as real-world examples or production-ready data. Examples shown in this document may differ from the client's actual environment. The data presented in this training material is not to be used as a configuration guide.

2 OBJECTIVES

- Respond to tenders in the Logistics Gateway
- Enter shipment tracking messages in the Logistics Gateway
- Viewing Shipments in Archive List

3 ACCEPT OR REJECT WEB TENDERS

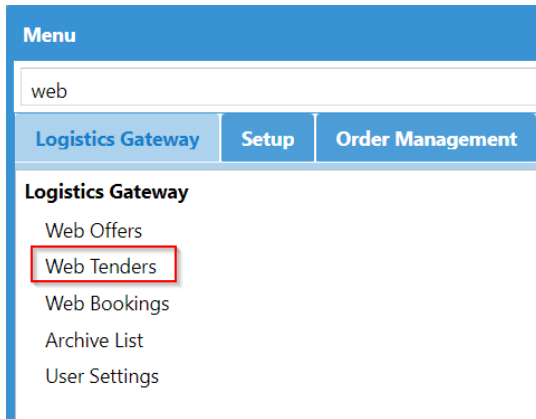
Through the Logistics Gateway, carriers can see shipments that have been tendered to them on the Web Tenders list. (Logistics Gateway is also known as Carrier portal or Freight Selector).

Carriers can either accept, decline, or choose to do nothing with shipments that are tendered to them.

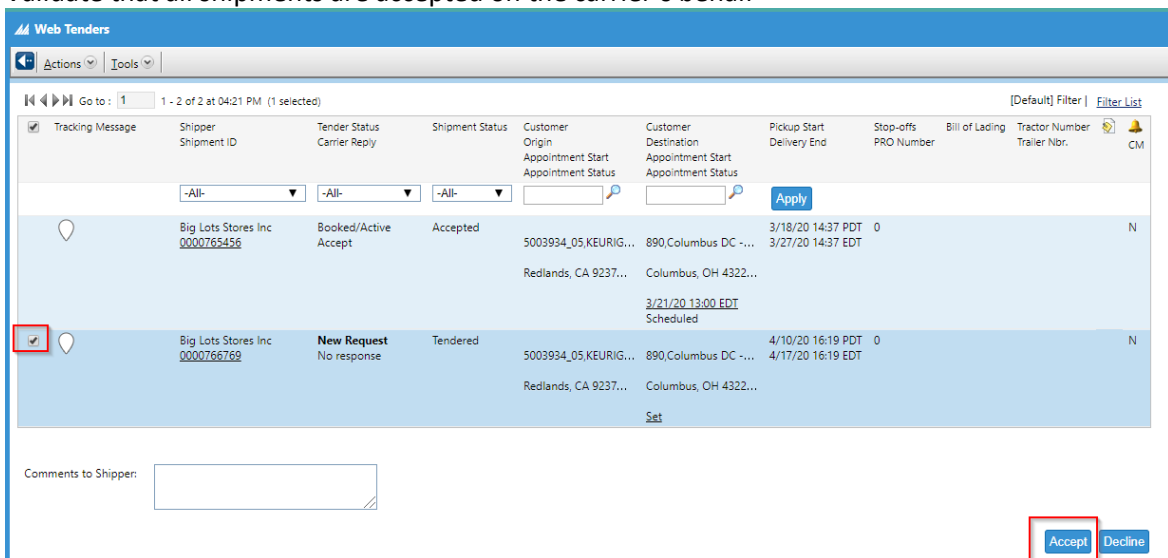
- If a carrier **does not respond** to a tender within a configurable time, the tender is automatically recalled from the carrier after that amount of time. (This time limit can be determined by Big Lots)
- If the carrier **accepts** the tender, the shipment's status gets updated to 'Booked/Active' and the response status goes to "Accept".
- If the carrier **declines** the tender offer, the shipment's status gets updated to 'Recalled' and the response goes to "Reject".

3.1.1 How to Respond to a Web Tender in the Logistics Gateway: Method 1

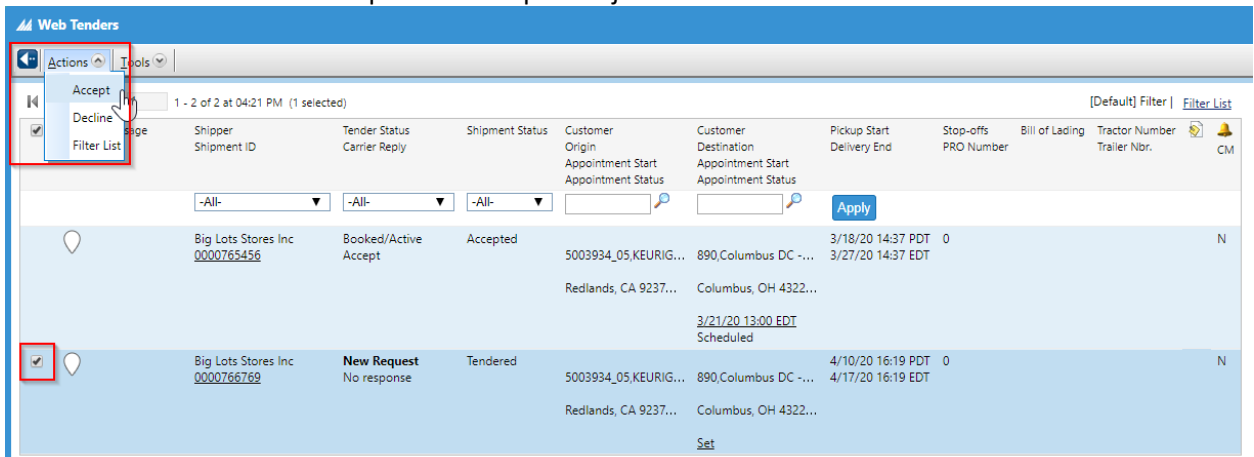
- 1) In the Logistics Gateway navigate to Menu → Web Tenders



- 2) Populate the checkbox next to the appropriate shipment
 - a) Validate that all shipments are accepted on the carrier's behalf



- b) Or click on the Actions menu option to accept or reject the Tender



- c) The page will refresh, and the Tender Status will update to reflect the acceptance or rejection

Web Tenders										
<div> <div>Actions</div> <div>Tools</div> </div>										
<div> <div>Go to: 1</div> <div>1 - 2 of 2 at 04:23 PM (0 selected)</div> <div>[Default] Filter Filter List</div> </div>										
Tracking Message	Shipper Shipment ID	Tender Status Carrier Reply	Shipment Status	Customer Origin Appointment Start Appointment Status	Customer Destination Appointment Start Appointment Status	Pickup Start Delivery End	Stop-offs PRO Number	Bill of Lading	Tractor Number Trailer Nbr.	CM
	-All-	-All-	-All-							
	Big Lots Stores Inc 0000765456	Booked/Active Accept	Accepted	5003934_05,KEURIG... Redlands, CA 9237...	890,Columbus DC -... Columbus, OH 4322... 3/21/20 13:00 EDT Scheduled	3/18/20 14:37 PDT 3/27/20 14:37 EDT	0			N
	Big Lots Stores Inc 0000766769	Booked/Active Accept	Accepted	5003934_05,KEURIG... Redlands, CA 9237...	890,Columbus DC -... Columbus, OH 4322... 3/21/20 13:00 EDT Scheduled	4/10/20 16:19 PDT 4/17/20 16:19 EDT	0			N

3.1.2 How to Respond to a Web Tender in the Logistics Gateway: Method 2

- 1) A second way to accept a web tender is for the carrier to first access the details for the shipment by clicking on the Shipment ID

Web Tenders										
<div> <div>Actions</div> <div>Tools</div> </div>										
<div> <div>Go to: 1</div> <div>1 - 2 of 2 at 04:25 PM (0 selected)</div> <div>[Default] Filter Filter List</div> </div>										
Tracking Message	Shipper Shipment ID	Tender Status Carrier Reply	Shipment Status	Customer Origin Appointment Start Appointment Status	Customer Destination Appointment Start Appointment Status	Pickup Start Delivery End	Stop-offs PRO Number	Bill of Lading	Tractor Number Trailer Nbr.	CM
	-All-	-All-	-All-							
	Big Lots Stores Inc 0000765456	Booked/Active Accept	Accepted	5003934_05,KEURIG... Redlands, CA 9237...	890,Columbus DC -... Columbus, OH 4322... 3/21/20 13:00 EDT Scheduled	3/18/20 14:37 PDT 3/27/20 14:37 EDT	0			N
	Big Lots Stores Inc 0000766769	New Request No response	Tendered	5003934_05,KEURIG... Redlands, CA 9237...	890,Columbus DC -... Columbus, OH 4322... 3/21/20 13:00 EDT Scheduled	4/10/20 16:19 PDT 4/17/20 16:19 EDT	0			N

- 2) The Shipment Details screen will load showing detailed stop and order information for the shipment. At the bottom of the screen in the Web Tender Response section, the carrier can Accept or Decline the tender.

Web Tenders - Shipment Details

Shipment ID: 0000766769 Bill of Lading: Shipment Status: **Tendered**
 Reference Number: Trailer Nbr.:
 Tractor Number:

Generate Shipment Details | All Comments

Shipper: **Big Lots Stores Inc**
 Load At: 5003934_05
KEURIG GREEN MOUNTAIN INC
 26875 Pioneer Ave.
 Redlands, CA 92374 United States

Bill To:
 Consignee: 890
 Columbus DC - #0890
 500 Phillippi Road
 Columbus, OH 43228 United States

Carrier Charges	1,000.00 USD	Product Class	1
Equipment	53FT		
Service Level	OTR	Protection Level	Pallet
Planned Minimum Temperature		Planned Maximum Temperature	
Mode	TL	Distance	2,152.5 Miles
Customer Code			
Commodity Class	Commodities	Weight	1,000 Lbs
Special Handling	Pallet	Quantity	1 Pps
Hazmat	No	Volume	100 Ft3
Perishable	No	Comments	No comments
Billing Method	Collect	Event Indicator	
Event Notification Indicator			
Detention List			

comments 4/10/20 10:21 EDT

View Tracking Messages

Alerts

Alert ID	Type	Alert Message	Created On	Acknowledged On	Acknowledged By
No alerts					

Web Tender Response

Tender Status: **New Request** Comments to Shipper:

Response: **No Response**
 Deadline: 4/13/20 06:00 EDT
 Time Remaining: 3698 Min.
 Carrier Code: **AIHT**
 Response By:
 Responded On:

Documents

- a) (**Tip:** The carrier user can also use the right click of the mouse to view the Accept or Decline buttons.)
- b) JB HUNT will be the only carrier allowed to Counter Offers. They will see an additional button along with Accept and Decline.

3.1.3 How to Filter for a Shipment in Web Tenders Page: Method 1

- 1) If the carriers have multiple shippers with whom they are doing business with, the carriers can choose the Shipper drop down to filter out the shipments from Big Lots and hit Apply button.

Web Tenders

Go to: 1 - 2 of 2 at 04:26 PM (0 selected)

[Default] Filter | [Filter List](#)

Tracking Message	Shipper Shipment ID	Tender Status Carrier Reply	Shipment Status	Customer Origin Appointment Start Appointment Status	Customer Destination Appointment Start Appointment Status	Pickup Start Delivery End	Stop-offs PRO Number	Bill of Lading	Tractor Number Trailer Nbr.	CM
	Big Lots Stores Inc 0000765456	Booked/Active Accept	Accepted	5003934_05,KEURIG... Redlands, CA 9237...	890,Columbus DC -... Columbus, OH 4322...	3/18/20 14:37 PDT 3/27/20 14:37 EDT	0			N
						3/21/20 13:00 EDT Scheduled				

- 2) The carrier users also have an option to select the shipments in a status.
 - a) For example, if the carrier's user wants to see only the shipments that are newly tendered to the carrier by Big Lots, they may select the New Request option under "Tender Status Carrier Reply" column.

3.1.4 How to Filter for a Shipment in Web Tenders Page: Method 2

- 1) In the Logistics Gateway navigate to Menu → Web Tenders. Click on the Filter List

Web Tenders

Go to: 1 - 2 of 2 at 04:26 PM (0 selected)

[Default] Filter | [Filter List](#)

Tracking Message	Shipper Shipment ID	Tender Status Carrier Reply	Shipment Status	Customer Origin Appointment Start Appointment Status	Customer Destination Appointment Start Appointment Status	Pickup Start Delivery End	Stop-offs PRO Number	Bill of Lading	Tractor Number Trailer Nbr.	CM
	Big Lots Stores Inc 0000765456	Booked/Active Accept	Accepted	5003934_05,KEURIG... Redlands, CA 9237...	890,Columbus DC -... Columbus, OH 4322...	3/18/20 14:37 PDT 3/27/20 14:37 EDT	0			N
						3/21/20 13:00 EDT Scheduled				

- 2) Click on New Filter link, this opens the Add filter screen

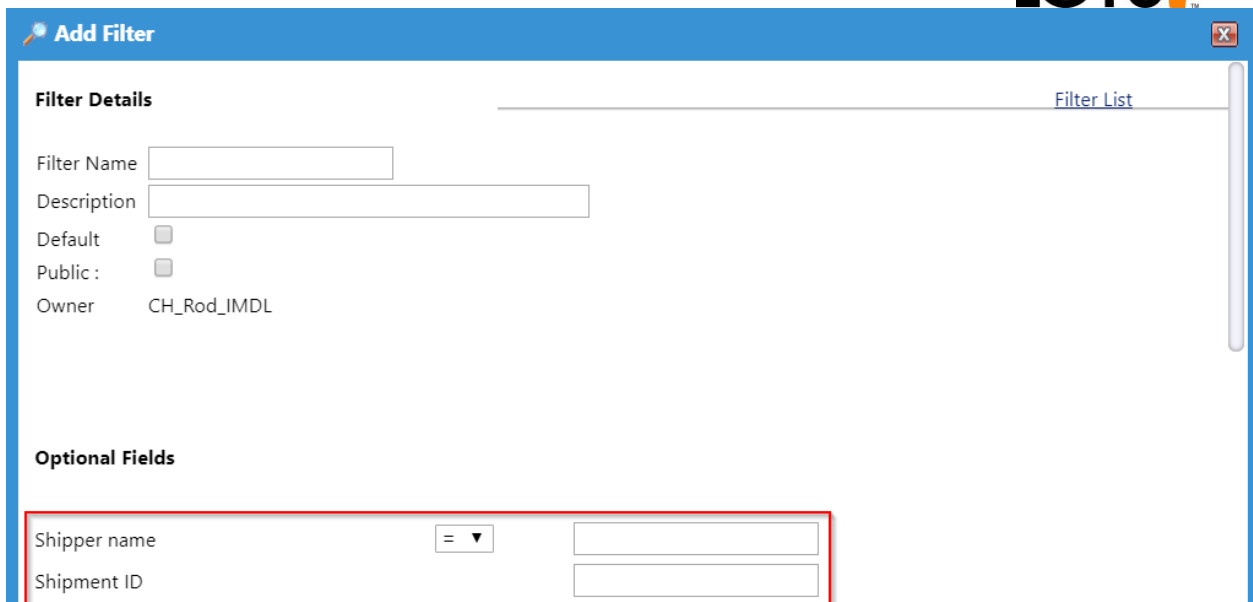
Filter List

Go to: 1 - 1 of 1 at 07:52 PM (0 selected)

[New Filter](#) | [Clear Filter](#)

Filter Name	Default	Type	Owner	Description

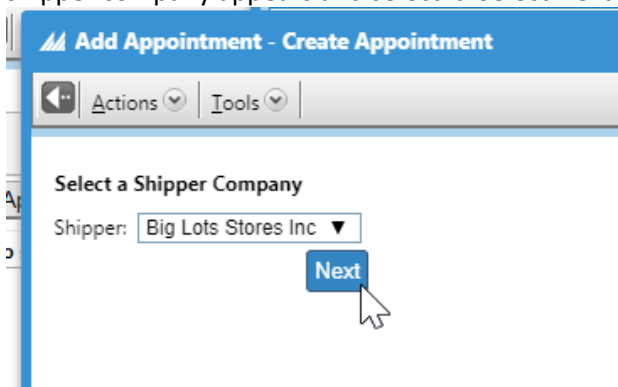
- 3) This screen shows all the fields that are available to filter the Web Tenders. One of the options is to enter the Shipment ID if you are looking for a specific shipment id.



4 REQUEST APPOINTMENTS

Complete the following to schedule an appointment in the Logistics Gateway:

- 1) Navigate to Menu → Logistics Gateway -> Add Appointment
- 2) Left click on the drop down arrow to the right of the shipper field. Left click once the appropriate shipper company appears and select it. Select Next



- 3) A user will then populate the information for the
 - a) Destination Facility
 - b) The requested Date and Time for the appointment
 - c) The Appointment Type
 - d) Shipment ID

- 4) They will then select “Recommend Time Slots” to choose from one of the recommendations where the shipper has capacity.

Add Appointment

Actions Tools

Facility:* 890 Load configuration: None Ft3

Suggested start date/time:* 4/17/20 14:00 Estimated trailer duration (min): 120

Appointment type:* Drop Unload Estimated tractor duration (min):

Appointment ID: 268946654934792926 Estimated departure date/time: 4/17/20 14:00

Equipment code: 53FT Appointment requested date/time: 4/17/20 17:46

Appointment Objects Additional Details

Displaying 1 - 1 of 1 (0 selected)

Purchase Order	Shipment	Stop	ASN	PO D
BR410-01	0000766769	2		

Add Row Add Multiple Delete Row

Cancel **Recommend Time Slots** Save Save with Best Fit Validate

- 5) When a carrier schedules an appointment, the appointment will be in requested status. A Big Lots user must go into the shipper UI and approve the requested date and time.

Web Tenders - Appointments

Quick filter Appointment:* 268946654934792922 Apply

Displaying 1 - 1 of 1 (0 selected)

Appointment ID	Suggested Start Date/Time	Appointment Type	Appointment Status	Shipment	Purchase Order	ASN	Facility
268946654934792922	4/17/20 14:00	Drop Unload	Requested	0000766769	BR410-01		890

Approve Edit Email

Appointment Details Appointment Objects Additional Details

Facility:* 890 Load configuration: Ft3

Facility Name: Columbus DC - #0890 Estimated trailer duration (min): 120

Suggested start date/time:* 4/17/20 14:00 Estimated tractor duration (min):

Appointment type:* Drop Unload Estimated departure date/time: 4/17/20 14:00

Appointment ID: 268946654934792922 Appointment requested date/time: 4/17/20 18:00

Equipment code: 53FT Actual checkin date/time:

- 6) The Appointment Status will update to Scheduled once a Big Lots user has approved the appointment.
- 7) A carrier can also schedule an appointment from the Web Tenders page

- 8) A carrier will navigate to Menu -> Web Tenders
- 9) Select the Web tender the carrier has accepted
- 10) Select "Set"

The screenshot shows the 'Web Tenders' interface with a table of tenders. The 'Set' button is highlighted with a red box.

Tracking Message	Shipper Shipment ID	Tender Status Carrier Reply	Shipment Status	Customer Origin Appointment Start Appointment Status	Customer Destination Appointment Start Appointment Status	Pickup Start Delivery End	Stop-offs PRO Number	Bill of Lading	Tractor Number Trailer Nbr.	CM
	Big Lots Stores Inc 0000765456	Booked/Active Accept	Accepted	5003934_05,KEURIG... Redlands, CA 9237...	890,Columbus DC -... Columbus, OH 4322...	3/18/20 14:37 PDT 3/27/20 14:37 EDT	0			N
	Big Lots Stores Inc 0000766769	Booked/Active Accept	Accepted	5003934_05,KEURIG... Redlands, CA 9237...	890,Columbus DC -... Columbus, OH 4322...	4/10/20 16:19 PDT 4/17/20 16:19 EDT	0			N
	Big Lots Stores Inc 0000766790	Booked/Active Accept	Accepted	5003934_05,KEURIG... Redlands, CA 9237...	890,Columbus DC -... Columbus, OH 4322...	4/10/20 17:55 PDT 4/17/20 17:55 EDT	0			N

- 11) The carrier will then request a suggested start date and time

The screenshot shows the 'Web Tenders - Add Appointment' form. The 'Recommend Time Slots' button is highlighted with a red box.

Facility: 890 Load configuration: None
 Suggested start date/time: 4/10/20 18:00 Estimated trailer duration (min): 120
 Appointment type: Drop Unload Estimated tractor duration (min):
 Appointment ID: 268946654934792927 Estimated departure date/time: 4/10/20 18:00
 Equipment code: 53FT Appointment requested date/time: 4/10/20 17:55

Appointment Objects Additional Details

Displaying 1 - 1 of 1 (0 selected)

Purchase Order	Shipment	Stop	ASN	PO D
Br410-02	0000766790	2		

Add Row Add Multiple Delete Row

Cancel Recommend Time Slots Save Validate

- 12) Save
- 13) A Big Lots user will approve the requested appointment

5 ENTER SHIPMENT TRACKING MESSAGES

Complete the following steps to enter shipment tracking messages in the Logistics Gateway:

14) Navigate to Menu → Web Tenders.

15) Click on the shipment ID of the desired shipment.

- In the Tracking Messages section of the page,
- Click the **Add Single** button to add a single tracking message, or
- Click the **Add Multiple** button to add multiple tracking messages concurrently.
- The New Tracking Messages popup will appear.

Web Tenders - Shipment Details

Actions Tools

Stops

Stop	Customer	Address	Dock P/D	Appointment	Arrival Start Arrival End	Departure Start Departure End	Handler Orders	Comments
1	5003934_05 KEURIG GREEN MOUNTAIN INC	KEURIG GREEN MOUNTAIN INC - 26875 Pioneer Ave. Redlands CA 92374 United States	D1 PU		3/18/20 14:37 PDT 3/22/20 19:59 PDT	3/18/20 16:37 PDT 3/22/20 21:59 PDT	Carrier 1 Order	1 Comment
2	890 Columbus DC - #0890	Columbus DC - #0890 - 500 Phillipi Road Columbus OH 43228 United States	D1 DL	Drop DC 614-278-6800 3/21/20 13:00 EDT	3/21/20 12:07 EDT 3/27/20 14:37 EDT	3/21/20 12:07 EDT 3/27/20 14:37 EDT	Stop Owner 1 Order	1 Comment

Order List

Order ID	Split Id	Protection Level	Stop Sequence	Origin	Destination	Weight	Quantity	Volume
000000515_02722594		PALLET	1,2	5003934_05 KEURIG GREEN MOUNTAIN INC	890 Columbus DC - #0890	1,000 Lbs	1 Pps	100 Ft3

Tracking Messages

Message ID	Type	Message Source Type	Status	Time Location	Reason Code	PRO Number	Handler	Temperature	Comments	Created By	Created On
238020558	Tender Offer		Current	3/18/20 14:35 EDT					No comments	BIGLBREANA	3/18/20 14:35 EDT
238020559	Tender Accept		Current	3/18/20 14:36 EDT					No comments	Test-AIHT	3/18/20 14:36 EDT
238020560	Appointment	2	Current	3/21/20 13:00 EDT					No comments	Test-AIHT	3/18/20 14:37 EDT

Add Multiple Add Single View Tracking Messages

5.1.1 How to Enter Tracking Messages Using the Add Multiple Option

The carrier user may enter the arrival and departure tracking messages using this option.

- 1) Complete the tracking message fields including the Type, Stop number, Date/Time for each message. Additionally, the user can identify the Trailer Number and BOL Number in the fields at the top of the New Tracking Messages window.

Tracking

Add Tracking Messages

Shipment ID 00000477900 Trailer Number Bill of Lading Nbr. 00000000000047175

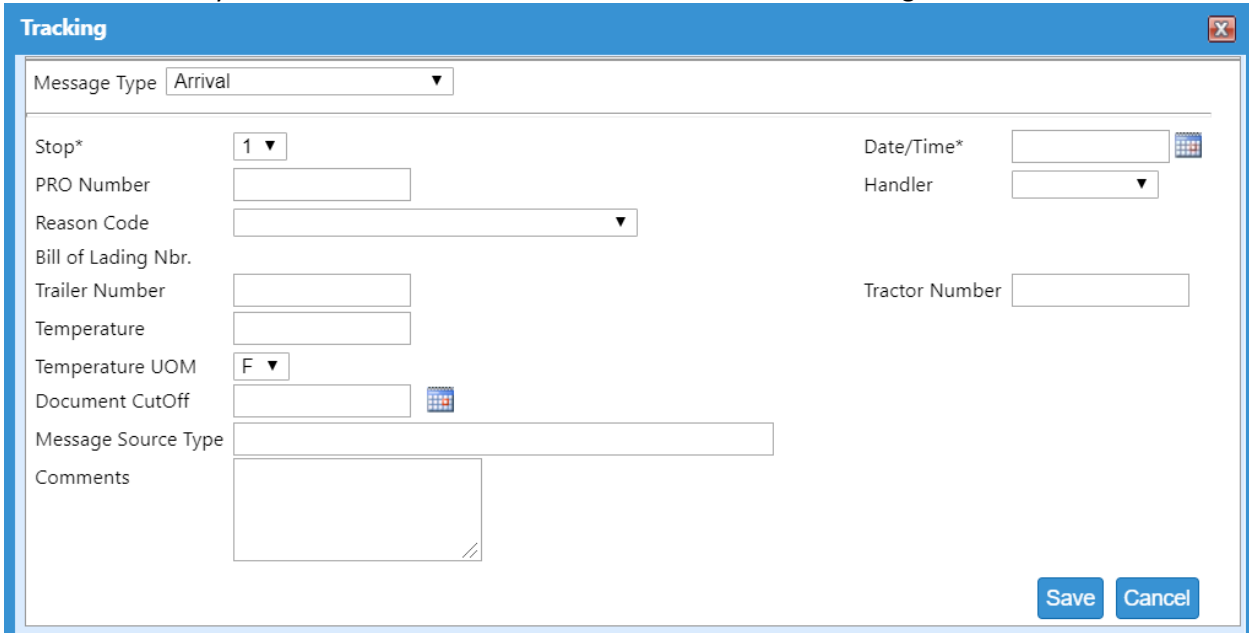
#	Type*	Stop*	Event Date/Time*	Handler	Reason Code	BOL #	PRO #	Loading Type #	Message Source Type
1									

Add Delete Save Cancel

- 2) Click the Save button to retain changes

5.1.2 How to Enter Tracking Messages Using the Add Single Option

- 1) Navigate to Menu → Web Tenders.
- 2) Click on the shipment ID of the desired shipment.
- 3) In the Tracking Messages section of the page, click the Add Single button to create a single tracking message. (This option is slightly different from Add Multiple option as this screen gives more fields/options for creating a tracking message. The Check Call message can only be created using the Add Single tracking message option).
- 4) Complete the tracking message fields including the Message type, Date/Time. Other fields can be filled as needed by the carrier user. Click the Save button to retain the changes.



The screenshot shows a 'Tracking' popup window with the following fields:

- Message Type: **Arrival** (dropdown)
- Stop*: **1** (dropdown)
- PRO Number: [text input]
- Reason Code: [dropdown]
- Bill of Lading Nbr.: [text input]
- Trailer Number: [text input]
- Temperature: [text input]
- Temperature UOM: **F** (dropdown)
- Document CutOff: [text input]
- Message Source Type: [text input]
- Comments: [text area]
- Date/Time*: [calendar icon]
- Handler: [dropdown]
- Tractor Number: [text input]
- Buttons: **Save** and **Cancel**

- 5) The popup screen shows up again to add additional tracking messages if needed.
- 6) Close the popup screen once all tracking messages are entered. The tracking message information will be shown under the Tracking messages list in the Shipment details page.

6 VIEWING SHIPMENTS IN ARCHIVE LIST

After shipments are processed through the Web Offer List window and Web Tender List window, the system automatically moves certain records to the Archive List section.

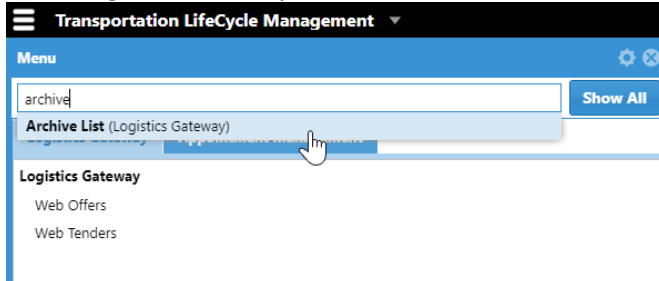
The Shipments that are Delivered and Rejected by the carrier are moved to the Archive list at midnight after x* number of days that it is rejected or delivered. (The value of x* is configured on the environment).

The Shipments that are recalled are moved to Archive list after x days provided there is no further update to the shipment in x days.

If the carrier user cannot find a shipment web tender or web offer in the Web Tenders or Web Offers screens, please go to the Archive List page to filter the shipment.

6.1.1 How to View the Shipment in Archive List

- 1) Go to Logistics Gateway → Archive List



- 2) Click on the Filter List and click on New Filter link: The users can filter for shipments in Archive list using optional fields as shown below.

