

Manhattan TMS Vendor Portal Training

1 INTRODUCTION

The Vendor Portal enables vendors to have visibility into their purchase orders, orders, and shipments through a Web interface. Additionally, as granted by the shipper, vendors may also create and edit purchase orders and orders for processing.

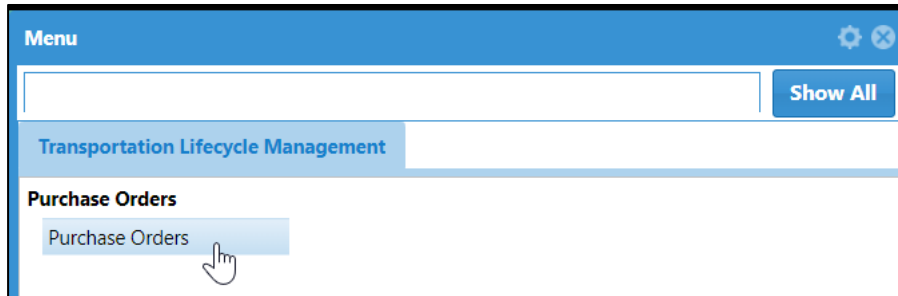
Google Chrome is the recommended browser, while Internet Explorer and Firefox are supported browsers as well.

2 OBJECTIVES

- View Purchase Orders
- Create a Ready to Ship for **COLLECT** Purchase orders
- View/Edit Ready to Ships

3 VIEWING PURCHASE ORDERS

1. To view a purchase order in the Manhattan system, click on the menu in the upper left-hand corner and click Show All. For easy to locate go forward, Right Click on Purchase Orders and Pin as Tile. You can now click on this tile every time you need to Ready to Ship. To continue, click on Purchase Orders or the Purchase Orders Tile.



2. There are two ways to view purchase orders.
 - a. You can use specific criteria or conditions to filter for Purchase orders, for example delivery start. You can do this by adding a condition, click the drop down and select Delivery Start. Choose the condition and select the day or date. Then click apply. You will see all available Purchase orders to the right.

*Note that all available PO's will have the Ready to Ship indicator = "NO"

A screenshot of the 'Purchase Orders' application window. The window is split into two main panes. The left pane is titled 'Vendor Demo' and contains a 'Saved Views' section with 'Vendor Demo' selected. Below this is a 'Filter' section with 'Primary Fields' and 'Optional Fields'. In the 'Optional Fields' section, a condition is being set: 'Delivery Start' is selected from a dropdown, followed by '<=' and the date '07/08/2020 20:1'. A red rectangle highlights this filter setup. At the bottom of the left pane are buttons for 'Add', 'Apply', 'Save', 'Save As', and 'Delete'. The right pane shows a list of purchase orders with columns: 'Ready t...', 'Purchase Order', and 'Status'. The list contains 17 items, all with a status of 'Created'. The 'Purchase Order' column shows IDs like VCPDEMO_13 through VCPDEMO_29. At the bottom of the right pane is a 'Preview' button.

1 - 18 of 18 Updated 19:03:10 1 selected						
<input type="checkbox"/> Ready t...	Purchase Order	Status	Quantity	Weight	Volu	
<input type="checkbox"/> No	VCPDEMO_20	Created	200 Unit	10,038 Lbs	20	
<input checked="" type="checkbox"/> No	VCPDEMO_11	Created	200 Unit	10,020 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_18	Created	200 Unit	10,034 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_27	Created	200 Unit	10,052 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_8	Created	200 Unit	10,014 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_2	Created	200 Unit	10,002 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_13	Created	200 Unit	10,024 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_9	Created	200 Unit	10,016 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_21	Created	200 Unit	10,040 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_28	Created	200 Unit	10,054 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_17	Created	200 Unit	10,032 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_12	Created	200 Unit	10,022 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_23	Created	200 Unit	10,044 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_14	Created	200 Unit	10,026 Lbs	20	
<input type="checkbox"/> No	VCPDEMO_1	Created	200 Unit	10,000 Lbs	20	

PO Detail - Purchase Order

Actions

Tools

Purchase Order: VCPDEMO_29

Purchase Order Status: Created

Business Partner: 1000048

Origin Facility: 1000048

Destination Facility: 890

Pickup Start: 4/17/20 00:00 EDT

Pickup End: 4/24/20 23:59 EDT

Delivery Start: 4/17/20 00:00 EDT

Delivery End: 4/24/20 23:59 EDT

General

Lines

RTS

DOs

LPNs

BPs

Documents

Audit

Business partner description: AMERICAN PLASTIC TOYS INC

Due date:

Received: No

Merchandising department:

Cancel date:

Designated voyage or flight number:

Transportation responsibility: Shipper

Product class: 1

Ship Group:

Canceled: No

Protection level: PALLET

Routing Ship Group Number:

Delivery channel:

Hazardous Materials: No

Designated Carrier:

Business Unit: Big Lots Stores Inc

Auto-create Distribution Order: None

Designated Mode:

Billing method: Collect

Lock status: No

Channel type:

Inbound Geo region: 890i

Transportation planning direction:

Static route delivery type:

Outbound Geo region: RGNLESS_OB

Incoterm ID:

Auto Appointment: No

Accredited: No

External system Purchase Order:

Priority Type: Norm

Closed: No

Incoterm location:

Customer Code:

Quality Check Hold Upon Receipt: No

Incoterm location availability date:

ASN Shipment Type:

DO Created:

Perishable: No

DO Date: 4/15/20 23:59 EDT

Fulfillment mode: Build to stock

Cancel

Un-cancel

Generate Documents

View Documents

- b. You can also search by specific purchase orders by including the purchase order number in the filter, removing any conditions and clicking apply.

Vendor Demo

Saved Views: Vendor Demo

View Details

Filter

Primary Fields*

Purchase Order = VCPDEMO_11

Optional Fields

Condition: All are met (AND)

Clear Fields Add Condition Advanced

Column Selection

Sorting

Add Apply Save Save As Delete

1 - 1 of 1 Updated 19:23:06

Ready t...	Purchase Order	Status	Quantity	
<input type="checkbox"/>	No	VCPDEMO_11	Created	200 Unit

View Create RTS From PO Lines

Preview

- c. To view detailed information, double click the Purchase Order ID or select the check box on the left-hand side of the PO and click View button. The user can also double click on the row of the PO to view the PO details page.

4 CREATING A READY TO SHIP

1. Now that we have the purchase order, lets step through how to complete the ready to ship process.
 - a. Select the purchase order by checking the box next to the purchase order being routed. Click Create RTS FROM PO LINES at the bottom of the screen.

Purchase Orders

Vendor Demo

Saved Views: Vendor Demo

View Details

Filter

Primary Fields*

Purchase Order = VCPDEMO_11

Optional Fields

Condition: All are met (AND)

Clear Fields Add Condition Advanced

Column Selection

Sorting

Ready to Ship Purchase Order Status Quantity

No VCPDEMO_11 Created 200 Unit

View Create RTS from PO Lines

- b. Here you will see the line items for the PO
- c. It is the vendors responsibility to verify the required fields for each line:
 - i. When the vendor is updating the origin, select the magnifying glass, place an asterisk behind the facility ID, and find. This will populate valid ship from locations which can be identified by *_*.
 - ii. Once the origin is selected, a user will update the quantity if applicable.

Ready to Ship - Add Ready to Ship

Actions Tools Role: BGL_Vendor

Line Number	PO ID	PO Line ID	Origin	Item	Quantity	Remaining Qty
	BR626-02	1	1000048	Test	2000	2,000 Unit
	BR626-02	2	1000048	Test	2000	2,000 Unit

Find Facility

Business Unit: ALL

Find Facility: 1000048*

Primary Alias: *

City: *

State/Province: *

Find

1000048 (1090 GOODALE BLVD, COLUMBUS, OH, 43212, United States)

1000048_01 (11200 Wildwood Drive, Olive Branch, MS, 38654, United States)

1000048_02 (799 Ladd Road, Walled Lake, MI, 48390, United States)

Select

Save Reset

- iii. Next the vendor will update size information if applicable and the protection level.

The screenshot shows the 'Ready to Ship - Add Ready to Ship' window. The 'Role' is set to 'BIGL_Vendor'. The table below shows the size and protection information for two lines.

Weight	Volume	Pallet Position	Protection Level	Destination	Pickup
20000 Lbs	1 Ft3	1 Pps	FLOOR	869	6/27/20
1 Lbs	1 Ft3	1 Pps	PALLET	869	6/27/20

- iv. The final updates made will be to the pickup start (also known as the ready date), pickup number, ASN Match #, (required for EDI vendors), and Freight Class.

The screenshot shows the 'Ready to Ship - Add Ready to Ship' window. The 'Role' is set to 'BIGL_Vendor'. The table below shows the pickup and freight information for two lines.

Pickup Start	Pickup End	Pickup Number	ASN Match #	NMFC Freight Class
6/27/20 00:00	7/30/20 23:59 CDT			110
6/27/20 00:00	7/30/20 23:59 CDT			85

- v. Once these updates are complete for all lines, the vendor will select SAVE, creating the RTS and Distribution Order (DO).

Ready to Ship

Actions Tools

RTS ID: **21077299** Origin: **1000048_01** Business Partner: **1000048**
 Status: **Open** Destination: **869** Creation Date: **6/26/20 11:50 EDT**

General Line Items Audit Trail DO Lines

Origin **Destination**

Pickup Start: **6/27/20 00:00 CDT** Delivery Start: **6/27/20 00:00 PDT**
 Pickup End: **7/30/20 23:59 CDT** Delivery End: **7/30/20 00:00 PDT**

Customer Code:

Lock **Unlock**

2. To create a RTS with multiple Purchase Orders:
 - a. Search for purchase orders using the filter (separate purchase orders using a comma with no spaces in between (VCPDEMO_28,VCPDEMO_12) and click Apply.
 - b. Click on the purchase orders and then click the drop down at the bottom of the screen and select Create RTS From PO Lines.
 - c. Fill in required fields as described above and save, creating your RTS and DO.

Vendor Demo

Saved Views: Vendor Demo

View Details

Filter

Primary Fields*

Purchase Order = EMO_1,VCPDEMO_2

Optional Fields

Condition: All are met (AND)

Clear Fields Add Condition Advanced

Column Selection

Sorting

Add Apply Save Save As Delete

1 - 2 of 2 Updated 19:56:04

Ready t...	Purchase Order	Status	Quantity
<input checked="" type="checkbox"/> No	VCPDEMO_2	Created	200 Unit
<input checked="" type="checkbox"/> No	VCPDEMO_1	Created	200 Unit

View **Create RTS From PO Lines** Preview

3. To create a RTS where not all lines are ready to ship from the vendor:

- a. Find the PO that you are wanting to Ready to Ship and click the Create RTS From PO Lines.
- b. Check the box next to the line that is not going to be included on the RTS and click Delete.

Line Number	PO ID	PO Line ID	Origin	Item	Quantity	Remaining Qty	Weight
<input type="checkbox"/>	VCPDEMO_25	1	1000048	Item	50	50 Unit	2512
<input checked="" type="checkbox"/>	VCPDEMO_25	2	1000048	Item	50	50 Unit	2512

Buttons: Add, Delete (highlighted), Save, Reset

- c. Continue creating RTS as normal.

5 VIEW/EDIT RTS FOR PURCHASE ORDER

- 1) To view or Edit a RTS:
 - a. Double click the PO or select view to view the PO details.
 - b. Next Click the "RTS" tab.
 - c. Select the RTS number and click View RTS.

PO Detail - Purchase Order

Actions Tools

Purchase Order: **VCPDEMO_7** Purchase Order Status: **Created** Business Partner: **1000048**
Origin Facility: **1000048** Destination Facility: **890** Pickup Start: **4/17/20 00:00 EDT**
Pickup End: **4/24/20 23:59 EDT** Delivery Start: **4/17/20 00:00 EDT** Delivery End: **4/24/20 23:59 EDT**

General Lines **RTS** DOs LPNs BPs Documents Audit

Displaying 1 - 2 of 2 (1 selected)

<input type="checkbox"/>	RTS ID	RTS Line ID	RTS Line Status	PO Line ID	Origin	Destination	Pickup Start	Pickup End	Quantity	Quantity on
<input checked="" type="checkbox"/>	21073342	1	Unplanned	1	1000048	890	4/17/20 00:00 EDT	4/24/20 23:59 EDT	100 Unit	100 Unit
<input type="checkbox"/>	21073342	2	Unplanned	2	1000048	890	4/17/20 00:00 EDT	4/24/20 23:59 EDT	100 Unit	100 Unit

View RTS

Cancel Un-cancel Generate Documents View Documents

- d. Then Select Line Items.
- e. If you would like to edit the RTS, check the boxes next to the lines you'd like to edit and click Edit Lines.

PO Detail - Ready to Ship

RTS ID: **21077535** Origin: **1000048_01** Business Partner: **1000048**
 Status: **Unplanned** Destination: **890** Creation Date: **7/7/20 14:14 EDT**

General **Line Items** Audit Trail DO Lines

Displaying 1 - 2 of 2 (2 selected)

<input checked="" type="checkbox"/>	RTS Line ID	Status	PO ID	PO Line ID	Item Image	Item	Quantity	Quantity on DO	Remaining Qty	Weight	Volume	Pallet Position	Cartons	Or
<input checked="" type="checkbox"/>	1	Unplanned	VCPDEMO_1	1		Item	75 Unit	75 Unit	25 Unit	5,000 Lbs	100 Ft3	1 Pps		1
<input checked="" type="checkbox"/>	2	Unplanned	VCPDEMO_1	2		Item	100 Unit	100 Unit	0 Unit	5,000 Lbs	100 Ft3	1 Pps		1

Delete Lock Unlock **Edit Lines** Add Line

Edit Header RTSs

f. After you've made your changes, click save.

6 CONCLUSION

This concludes the BIG Lots Vendor Portal training. If you have questions, please contact the Big Lots Inbound Transportation team at inboundlogistics@biglots.com.