



Big Lots TMS Inbound Go Live FAQs

August 3, 2020

In the old system, I was required to put the BLC# on my BOL. What number do I need to include now?
You will replace the BLC# from the old system with the RTS from the new system.

What if multiple lines fit on 1 pallet?
You would put 1 pallet it in for line 1 and then 0 for the others.

My PO is not populating. What am I doing wrong?
Make sure you are keying in the two leading zeros and then hitting apply.

Once I route my PO, will I get an email once my routing has been accepted by a carrier?
Yes. You will receive an email that contains the carrier and shipment number. The carrier will also be reaching out to schedule the pickup appointment.

I routed my PO but Big Lots is telling me my PO is not routed. Why?
If you incorrectly routed your PO, the Inbound Team attempted to contact you to correct. If no response, the routing was canceled. You can go back in and reroute.

What all is required to fill in when creating a RTS?
Requirements for the RTS process are:

1. Weight in Lbs for line/sku
2. Volume is Ft3 which is total cube for line/sku
3. Pallet positions for line/sku
4. Origin Facility (ship from location) which can be found by clicking the magnifying glass and selecting the correct location
5. ASN Match # for EDI enabled vendors

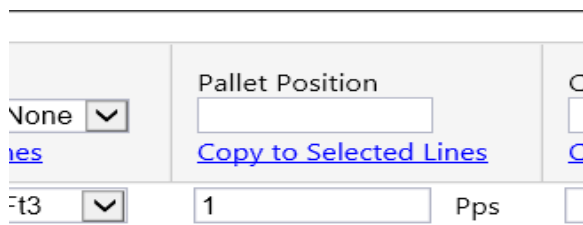
Note: all information must be populated, or you will get an error and will be unable to complete the RTS.

PO ID	PO Line ID	Item	Quantity	Remaining Qty	Weight	Volume	Pallet Position	Origin	Destination
0090862398	00001	810498217-9-9	3456	3,456 Unit	20000	2000	14	Pps	874

Find Facility
Business Unit: ALL
Find Facility: *
City: *
Primary Alias: *
State/Province: *
Find
00001 (2837 WINCHESTER PIKE, COLUMBUS, OH, 43232, United States)
00003 (2708 PEACH ORCHARD RD, AUGUSTA, GA, 30906, United States)
0001 (4900 E Dublin Granville Rd, Columbus, OH, 43061, United States)
00029 (918 E STATE ST, ATHENS, OH, 45701, United States)
00030 (818 S MAIN ST, BOWLING GREEN, OH, 43402, United States)
Select
(More than 40 records found)

If my pallets are stackable, where do I note that?

When providing your pallets on the Ready To Ship screen, you will want to put pallet positions. So, if stackable you would not want to put total pallets but total positions you would need on the trailer and it is on the vendor to stack those pallets. It is not on the carrier to set this up with the vendor.



The screenshot shows a software interface with a 'Pallet Position' field. To the left of the field is a dropdown menu with 'None' selected. Below the field is a blue link that says 'Copy to Selected Lines'. To the right of the field is a small 'C' icon. Below the 'Pallet Position' field is another field containing the number '1', followed by the text 'Pps' and a small 'C' icon. To the left of the '1' field is a dropdown menu with 't3' selected.

How do I create an ASN Match # value?

The ASN Match # is a vendor-generated value unique to the shipment. **Suggested values are an internal order number or pickup number.** The value must be entered in two places: 1. In the routing request for collect shipments, or on the appointment email request for prepaid shipments, and 2. You'll use that same value in the REF 2I segment on the ASN.

Requirements for the ASN Match # value:

- Can be up to 25 characters long
- Can be alphanumeric, but we cannot process the special character "&"
- Collect POs: value must be specific to the routing request
- Prepaid POs: value must be specific to the appointment

Note: if more than one collect PO is routed together, each PO can either have the same ASN Match # or a unique ASN Match #. If more than one prepaid PO is scheduled together on the same appointment, each PO will have the same ASN Match #. The routed or scheduled ASN Match # must appear in the REF*2I segment of the ASN.

Who is the administrator for our group?

The Admin for your account is the person designated within your organization who will control access to the TMS, set up users for routing and delete users as needed. It can be any person within your organization in any function.

How do you create a new user?

Please review the SOP on the vendor page <https://www.biglots.com/corporate/vendors/tms>

Beginning 7/20/2020 you will log into the new system, your vendor number as the username and Password1! as the password. Once you do that, you first need to set up your Administrator and then you can add users to your account.

What is the correct email address to schedule prepaid shipments?

The email address for contacting Big Lots to schedule Prepaid shipments is: TMSAppointments@biglots.com

You should use this email for Big Lots Purchase Orders that have a **Delivery Week of 8/10/2020 or later** (or for Purchase Orders pre-8/10/2020 where product will not be available to ship until after 8/10/2020). All other Purchase Orders should follow the current process.

Important contacts:

Vendor questions: InboundLogistics@biglots.com

Appointment requests/reschedules: TMSAppointments@biglots.com

Inbound team phone: 1-614-278-4618