



Dillard's  
Transportation Management System  
TMS Guide version 2.5

March 2017

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## Logging In

Access to the TMS application will be available via Dillard's ebiz.dillards.com site using a secure eBiz \$userid. Recommended browsers include, Google Chrome and Mozilla Firefox. If you do not currently have a secure \$userid for eBiz, or are having difficulty logging in, please contact [ebiz.support@dillards.com](mailto:ebiz.support@dillards.com) or call them at (501)-376-5412. Once logged in to eBiz select the TMS Routing Requests link from the Logistics drop down tab for instant access to the TMS Dashboard.

## eBiz Login

Welcome to the Dillard's

https://ebiz.dillards.com/DillardsExtranet/Logout.do

WWW.DILLARDS.COM SITE HELP

### GETTING BUSINESS DONE @Dillard's

Enter your user ID. Enter your password. LOGIN

Have you forgotten your password? Help

WELCOME TO THE NEW DILLARD'S EBIZ SITE!

Welcome to eBiz.dillards.com, your online connection to assist in building your business partnership at Dillard's

Everything from accounting, shipping, image uploads and communication with our staff, eBiz is here for you.

You must have 'cookies' activated in your browser to logon to eBiz.Dillards.com. Cookies are only used by the site to store data regarding the current session.

To view .pdf documents online, you must have the Adobe Acrobat Reader installed on your pc. Acrobat may be obtained from the adobe.com site. To view .doc documents online, you must have MS word or another document processing program installed.

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## eBiz TMS Routing Requests

The screenshot shows the Dillard's eBiz portal interface. The browser address bar displays <https://ebiz.dillards.com/DillardsExtranet/Message.do>. The navigation menu includes HOME, DOCS & GUIDES, LOGISTICS, PRODUCT SOURCING, VENDOR APPS, ADMIN, and LOG OUT. The LOGISTICS menu is expanded, showing options like Corporate Routing Guide, Port of Entry, P.O. Inquiry, TMS Routing Requests (highlighted with a green circle), and Profile. A sidebar on the left contains a 'What's New Help Page' section. The main content area features an 'Upcoming Events' section with a 'Supply Chain Workshop' on September 18, 2014, and a 'Your Messages!' section displaying three messages.

Subject	Effective Date	Message
New Application Query Manager	2014-07-23	Query Manager allows anyone in your company that has security for Vendor Report Card to obtain PO Carton detail on No ASN Received and ASN Carton Discrepancy chargebacks. Select Query Manager under Tasks in Vendor Report Card.
TMS Shipping Profile	2013-07-26	Vendors must enter a TMS Ship Profile on Ebiz for each ship from location before you can ship on TMS. Select TMS Shipping Profile under the LOGISTICS menu. Send inquiries to TMS.Routing@dillards.com
Transportation Management System	2012-06-13	TMS is Only for Freight COLLECT Shipments not Small Pkg. Refer to CORPORATE ROUTING Guide. Send Inquiries to TMS.routing@dillards.com or 501-455-6620. TMS requires a secured Suserid. Contact your INTERNAL Security Admin or ebiz.support@dillards.com

## TMS Dashboard

The TMS Dashboard will contain 6 portlets: Important News, Vendor News, Manage Locations, Purchase Orders, Vendor Requested Shipments, and Vendor Routed Shipments. These portlets will provide the functionality needed to submit a Routing Request as well as track the status of previous requests.

## TMS Dashboard

Dillard's The Style of Your Life. VENDOR TRAINING - 0123456

DIL\_012345 | Logout

The screenshot displays the TMS Dashboard interface with the following components:

- Important News:** A portlet titled "Important" with the message "No news items at this time."
- Vendor News:** A portlet titled "Vendor" listing several news items:
  - Dillard's Corporate Routing Guide
  - Dillard's TMS Guide version 1.5
  - Truckload Fleet and Consignor Contact Sheet List update
  - Route Request Portal Training Video
  - Vendor News Training Video
  - Shipment Status Training Video
  - VIDEO Codes
- Manage Locations:** A portlet showing location details:
 

Address	Contact
Location Code: 012345601107206 VENDOR TRAINING @ LOCATION 1 1000 E 23RD ST WEEKS, TX, USA, 38118-7506	Lou Epstein 901-221-4444 donoreply@gmail.com
Location Code: 012345601212980 VENDOR TRAINING @ LOCATION 2 1000 S 405 S PL #4 ONTARIO, CA, USA, 91761-2980	Chuck Schwartz 909-233-1111 donoreply@gmail.com

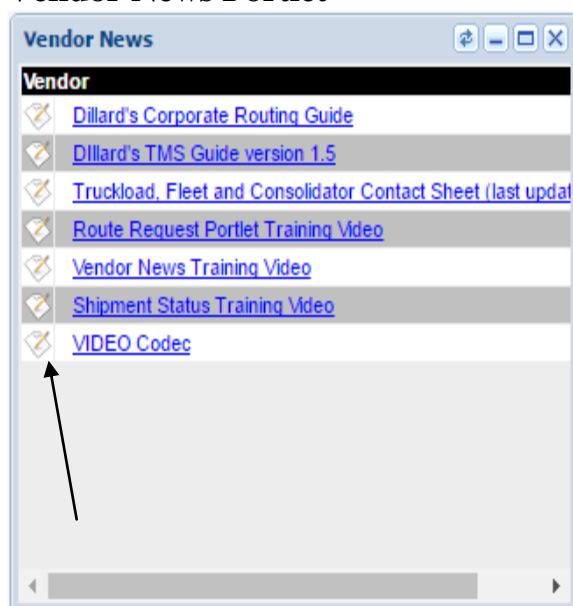
2 Locations Found.
- Purchase Orders:** A portlet with a search filter and a table with columns: Next Activity Type, Next Activity Plann, Order Number, Status, Create Date. It shows "0 Results".
- Vendor Requested Shipments:** A portlet with a search filter and a table with columns: Shipment Number, Assigned To, Status, Update Date, Actual Quantity, Actual Weight, UOM (Actual Weig), Owner, Next Activity Type, Next Activity. It shows "0 Results".

At the bottom, there is a navigation bar with buttons for: Important News, Vendor News, Manage Locations, Purchase Orders, Vendor Requested Shipments, and Vendor Routed Shipments.

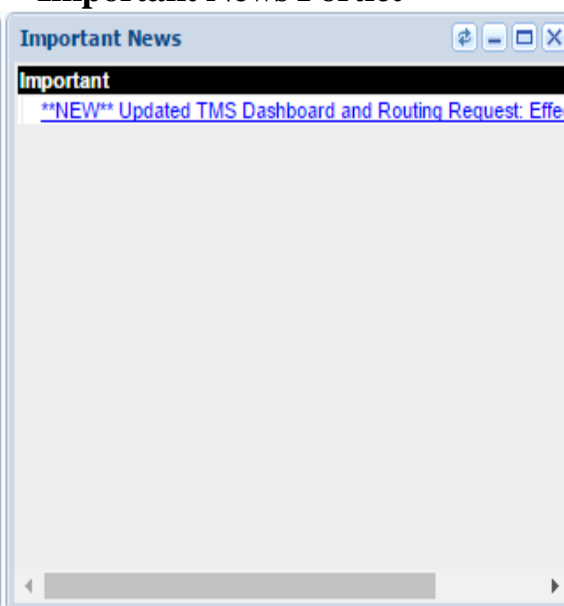
## Vendor News & Important News Portlets

The Vendor News Portlet contains relevant news items that will assist with the use of the TMS. Examples of documents included in the portlet are the Route Request Training Guide, Carrier Contact Sheets, Facility Notifications, training videos and much more. The Important News Portlet contains critical system information and updates.

### Vendor News Portlet



### Important News Portlet



Note: To download files from News Portlet, click on the paper/pencil icon left of each hyperlink. Please make sure the pop up blocker is disabled.

## Manage Locations Portlet

The Manage Locations Portlet contains your origin ship point locations. You will have the ability to update a location with operational hours and ship point contact information by clicking on each location's blue hyper link. Providing contact information and operational hours will ensure that PO's are scheduled correctly. Failure to provide contact information will limit the carrier's ability to schedule appointments at your facilities.

## Manage Locations Portlet

The screenshot displays two windows from the Manage Locations Portlet. The left window shows a list of two locations with their respective addresses and contact information. The right window shows the 'Edit Location' form for one of the locations, with fields for Contact, Phone, Fax, Email, Comments, and Appointment times.

Address	Contact
<a href="#">Location Code: 0123456381187506 VENDOR TRAINING c/o LOCATION 1 1000 E 23RD ST MEMPHIS, TN USA 38118-7506</a>	Lou Epstein 901-222-4444 donotreply@gmail.com
<a href="#">Location Code: 0123456917612980 VENDOR TRAINING c/o LOCATION 2 1600 SACKS PLACE ONTARIO, CA USA 91761-2980</a>	Chuck Schwartz 909-333-1111 donotreply@gmail.com

2 Locations Found.

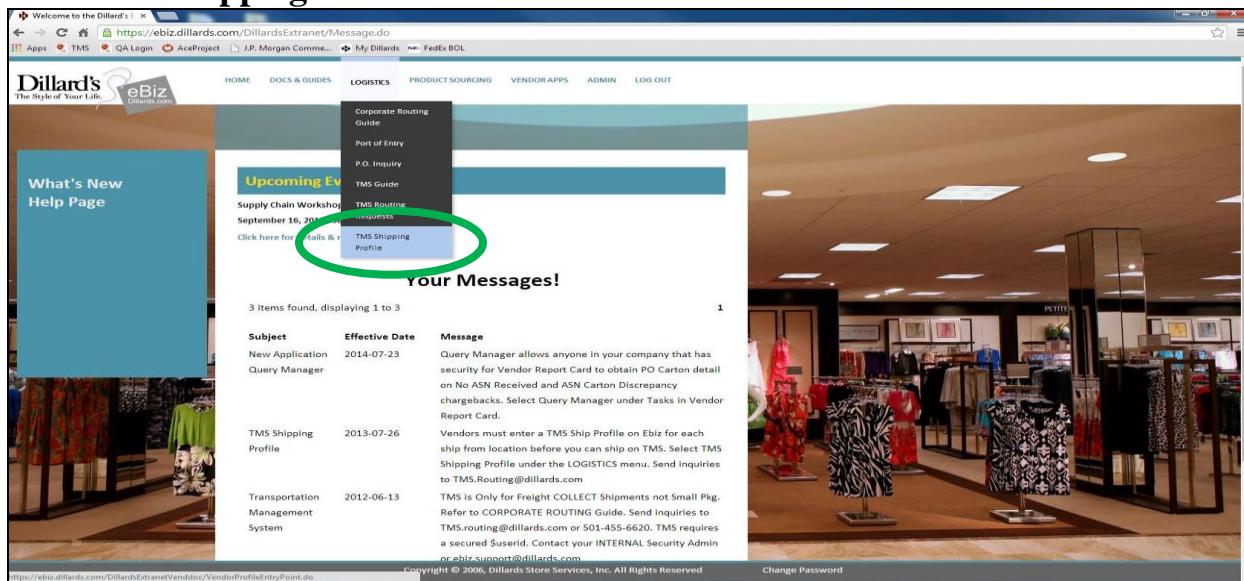
Edit Location	
Contact:	<input type="text" value="Lou Epstein"/>
Phone:	<input type="text" value="901-222-4444"/>
Fax:	<input type="text"/>
Email:	<input type="text" value="donotreply@gmail.com"/>
Comments:	<input type="text"/>
Earliest Appointment:	08 : 00 AM ▼
Latest Appointment:	05 : 00 PM ▼
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	



## TMS Shipping Profile

If you need to add a ship from location(s), sign on to Dillard's eBiz site and fill out a TMS Shipping Profile. The TMS Shipping Profile form is located under the Logistics drop down menu.

## eBiz TMS Shipping Profile



## eBiz TMS Shipping Profile

The screenshot shows the 'Vendor Profile' form on the Dillard's eBiz website. The form includes the following sections:

- Company Information:**
  - \* Select Vendor: [Dropdown]
  - Facility Name: [Text Field]
  - \* Facility Address (line 1): [Text Field]
  - Facility Address (line 2): [Text Field]
  - \* Facility City: [Text Field]
  - \* Facility State: [Dropdown]
  - \* Facility Zip: [Text Field] (Please enter 9 digit zip code)
- Contact Information:**
  - \* Contact: [Text Field]
  - Title: [Text Field]
  - \* Phone: [Text Field] (ex: 123-123-1234)
  - Phone Extension: [Text Field]
  - \* Fax: [Text Field] (ex: 123-123-1234)
  - \* E-Mail: [Text Field]
  - \* Confirm E-Mail: [Text Field]
- Hours of Operation:**
  - Open: [Text Field] (ex: 7:00 AM)
  - Closed: [Text Field] (ex: 5:00 PM)



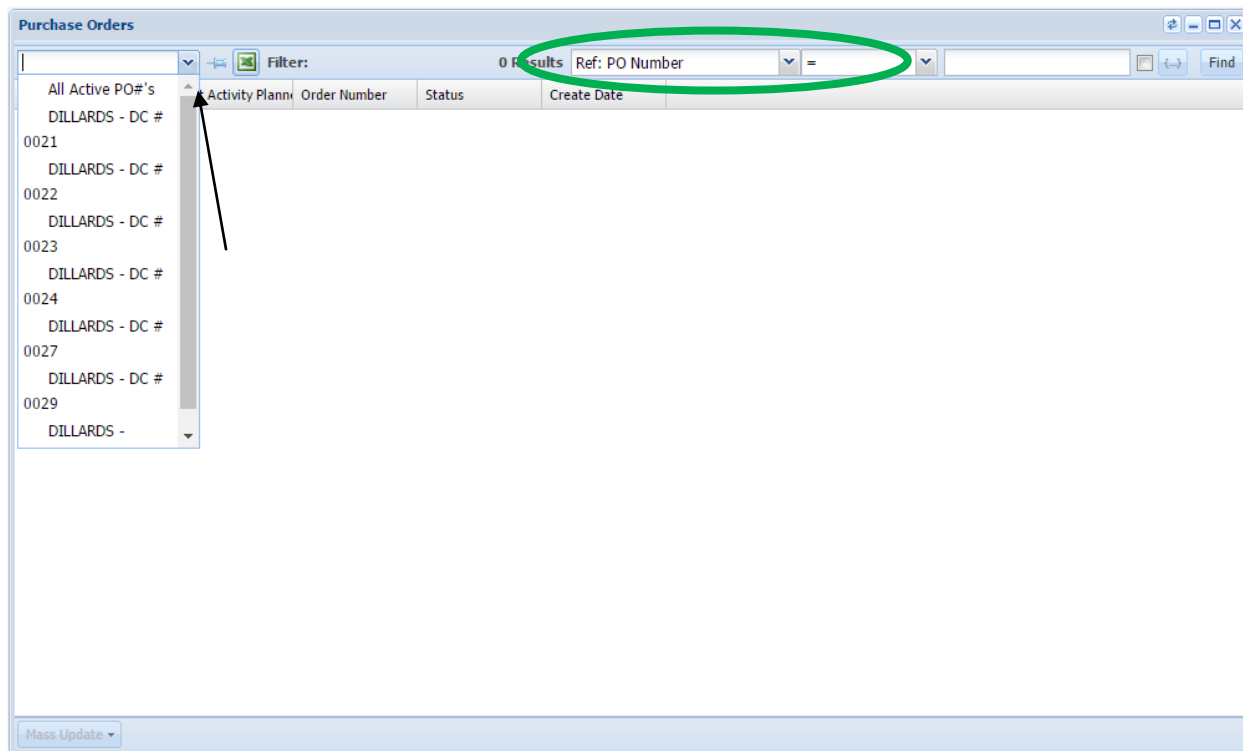
## Purchase Orders Portlet

### Background

The Purchase Orders Portlet will be used to complete shipment requests for Dillard's. The process for creating requests will require the input of key shipment details necessary for Dillard's to plan and schedule pick-ups. This section will walk through the process to create requests.

### Selecting PO#'s for Routing – Screen 1

The first step in submitting a Route Request will be to choose the PO number or numbers from the Purchase Orders portlet. You can refine your search by either selecting the DC from the drop down menu or search for an individual PO#. You must use the reference (Ref: PO Number) in the search field to find an individual PO#.



## Selecting PO#'s for Routing – Screen 1

Next, click the box next to the PO# or PO#'s you wish to route and then select Route from the Mass Update dropdown.

The screenshot shows a software window titled "Purchase Orders". At the top, there is a search bar with "DILLARDS - DC # 0024" and a filter: "Filter: Dest Name = DILLARDS - DC # 0024; Ship End Date From Day 2, 180". It shows "1 Results". Below this is a table with the following data:

<input checked="" type="checkbox"/>	Owner	Ref: PO Number	Dest Name	Status	Ship Start Date	Ship End Date
<input checked="" type="checkbox"/>	VENDOR TRAINING - 01...	1111122222	DILLARDS - DC # 0024	Pending	03/20/2017 08:...	04/07/2017 05:...

At the bottom left, there is a "Mass Update" dropdown menu with "Route" selected and circled in green.

Please note the PO#'s ship dates as well as the destination information. You can only route PO#'s with the same destination together.

The screenshot shows a software window titled "Purchase Orders". At the top, there is a search bar with "All Active PO#'s" selected and a filter set to "Ship End Date From Day 2, 180". Below the search bar is a table with 4 results. The table has columns for Owner, Ref: PO Number, Dest Name, Status, Ship Start Date, and Ship End Date. An error dialog box is overlaid on the table, stating "Error: PO Destinations must be the same." with an "OK" button.

Owner	Ref: PO Number	Dest Name	Status	Ship Start Date	Ship End Date
VENDOR TRAINING - 0123456	1111122222	DILLARDS - DC # 0024	Pending	03/20/2017 08:00 AM	04/07/2017 05:00 PM
VENDOR TRAINING - 0123456	0234567891	DILLARDS - DC # 0024	Pending	03/23/2017 08:00 AM	03/30/2017 05:00 PM
VENDOR TRAINING - 0123456	0007896543	DILLARDS - DC # 0024	Pending	03/23/2017 08:00 AM	03/30/2017 05:00 PM
VENDOR TRAINING - 0123456	0006523891	DILLARDS - DC # 0023	Pending	03/23/2017 08:00 AM	04/06/2017 05:00 PM

Error  
PO Destinations must be the same.  
OK

## Route Shipment – Screen 2

The next page of the Routing Request will require you to select a shipping location from a dropdown list of shipping profiles. Next select a Requested Ship Date. The Requested Ship date will already be populated with 2 days in the future. The destination will be set to the ship to location on the PO#.

**Route Shipment**

Orders

PO Numbers: 1111122222

Ship Window: 03/20/2017 - 04/07/2017

**Origin Location**

Select Location:  (dropdown menu open)

Address: 0123456381187506: VENDOR TRAINING c/o LOCATION 1 1000 E 23RD ST, MEMPHIS TN

Address: 0123456917612980: VENDOR TRAINING c/o LOCATION 2 1600 SACKS PLACE, ONTARIO CA

Contact:

Phone:

Fax:

Email:

Comments:

Requested Ship Date: 03/23/2017

**Destination Location**

Address: DILLARDS - DC # 0024 11701 OTTER CREEK SOUTH MABELVALE, AR, 72103 USA

Contact: TRAFFIC MANAGER

Phone: 501-455-6436

Fax: 501-210-9636

Email:

Comments:

Back Next Save Cancel

Once the location is selected the contact information will prepopulate.

**Origin Location**

Select Location: 0123456381187506 (dropdown menu closed)

Address: VENDOR TRAINING c/o LOCATION 1 1000 E 23RD ST MEMPHIS, TN, 38118-7506 USA

Contact: Lou Epstein

Phone: 901-222-4444

Fax:

Email: donotreply@gmail.com

Comments:

Requested Ship Date: 03/23/2017

You will be able to select a requested ship date that is within the PO#'s ship window.

**Route Shipment**

Orders

PO Numbers: 1111122222

Ship Window: 03/20/2017 - 04/07/2017

Origin Location

Select Location: 0123456381187506

Address: VENDOR TRAINING c/o LOCATION 1  
1000 E 23RD ST  
MEMPHIS, TN, 38118-7506 USA

Contact: Lou Epstein

Phone: 901-222-4444

Fax:

Email: donotreply@gmail.com

Comments:

Requested Ship Date: 03/23/2017 08:00 AM

Destination Location

Address: DILLARDS - DC # 0024  
11701 OTTER CREEK SOUTH  
MABELVALE, AR, 72103 USA

Contact:

Phone:

Fax:

Email:

Comments:

Calendar: March 2017

S	M	T	W	T	F	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Buttons: Back, Next, Save, Cancel

Use the drop down box to select the time your shipment is ready for pick up.

Requested Ship Date: 03/23/2017 08:00 AM

07:45 AM

08:00 AM

08:15 AM

08:30 AM

Contact: TRAFFIC MANAGE

Phone: 501-455-6436

Fax: 501-210-9636

Email:

Here we have an example with multiple PO#'s with different ship windows. The TMS will calculate a new Ship window with only the dates all three PO#'s can ship together.

**Purchase Orders**

All Active PO#'s Filter: Ship End Date From Day 2, 180 4 Results

<input type="checkbox"/>	Owner	Ref: PO Number	Dest Name	Status	Ship Start Date	Ship End Date
<input checked="" type="checkbox"/>	VENDOR TRAINING - 0123456	1111122222	DILLARDS - DC # 0024	Pending	03/20/2017 08:00 AM	04/07/2017 05:00 PM
<input checked="" type="checkbox"/>	VENDOR TRAINING - 0123456	0234567891	DILLARDS - DC # 0024	Pending	03/23/2017 08:00 AM	03/30/2017 05:00 PM
<input checked="" type="checkbox"/>	VENDOR TRAINING - 0123456	0007896543	DILLARDS - DC # 0024	Pending	03/23/2017 08:00 AM	03/30/2017 05:00 PM

**Route Shipment**

Orders

PO Numbers: 1111122222,0234567891,0007896543

Ship Window: 03/23/2017 - 03/30/2017

If you select a date outside the newly created ship window and try to move to the next step you will be given an error with the PO#'s that are outside the shipping window.

**Route Shipment**

Orders

PO Numbers: 1111122222,0234567891,0007896543

Ship Window: 03/23/2017 - 03/30/2017

**Origin Location**

Select Location: 0123456917612980 Contact: Chuck Schwartz

Address: VENDOR TRAINING c/o LOCATION 2  
1600 SACKS PLACE  
ONTARIO, CA, 91761-2980 USA Phone: 909-333-1111

Fax: Email: donotreply@gmail.com

Comments: Requested Ship Date: 04/06/2017 08:00 AM

**Destination Location**

Address: DILLARDS - 11701 OTT MABELVALE

**Error**

0234567891,0007896543 is outside of the shipping window

OK

Back Next Save Cancel

After having filled in the proper information regarding origin and requested ship date, press the Next button to move to the next step.

### Freight Class/ Shipment Details – Screen 3

This step gives you the ability to provide shipment detail information for the Routing Request. The fields; Freight Class, Actual Qty, Actual Wgt, and Cube are required. Dillard's no longer requires PO level detail. Enter the entire shipment detail by freight class. If all cartons are the same freight class only enter totals.

Choose an Item Id by clicking the search icon. A list of items and freight classes will appear in a new popup. You will be able to choose from Dillard's special class exemptions. Once selected the freight class as well as the NMFC number will automatically populate in the routing request. If you do not see your freight class listed, simply type in the Item Id and select the freight class from the drop down menu.

Owner	Item Id	Active	Freight Class	Description	Is Hazardous	Package Type	Commodity	Monetary Value	Dimensions
	Clothing 1	true	100.0	Greater than 2 Cubic Feet	false		None	0.00	0.0 X 0.0 X 0.0
	Clothing 2	true	175.0	Less than 2 cubic feet	false		None	0.00	0.0 X 0.0 X 0.0
	Footwear	true	100.0	Freight Class 100	false		None	0.00	0.0 X 0.0 X 0.0
	Glassware	true	70.0	Freight Class 070	false		None	0.00	0.0 X 0.0 X 0.0
	Luggage	true	150.0	Freight Class 150	false		None	0.00	0.0 X 0.0 X 0.0



**Route Shipment**

Orders

PO Numbers: 1111122222

Ship Window: 03/20/2017 - 04/07/2017

**Freight Class**

Item Id: Clothing 1

Description: Greater than 2 Cubic Feet

Freight Class: 100

Actual Qty: 50 CARTON(S)

Actual Wgt: 500 Pour Total

NMFC Code: 49880

Cube: 200

+ Add Freight Class

Back Next Save Cancel

If there is an additional Freight class, simply press the Add Freight Class button and go through the same steps. In this scenario we added 2 cartons at class 175.

**Route Shipment**

Orders

PO Numbers: 1111122222

Ship Window: 03/20/2017 - 04/07/2017

**Freight Class**

Item Id: Clothing 1

Description: Greater than 2 Cubic Feet

Freight Class: 100

Actual Qty: 50 CARTON(S)

Actual Wgt: 500 Pour Total

NMFC Code: 49880

Cube: 200

**Freight Class**

Item Id: Clothing 2

Description: Less than 2 cubic feet

Freight Class: 175

Actual Qty: 2 CARTON(S)

Actual Wgt: 50 Pour Total

NMFC Code: 49880

Cube: 25

+ Add Freight Class ←

Back Next Save Cancel

Once completed select Next and move on to the final page of the Route Request.

## Shipment Summary and References – Screen 4

The final screen of the route request will allow you to enter any additional special instructions and references.

**Route Shipment**

Orders

PO Numbers: 1111122222  
Ship Window: 03/20/2017 - 04/07/2017

**Summary**

From: VENDOR TRAINING c/o LOCATION 2, 1600 SACKS PLACE, ONTARIO, CA, 91761-2980, USA  
To: DILLARDS - DC # 0024, 11701 OTTER CREEK SOUTH, MABELVALE, AR, 72103, USA  
Weight: 550  
Quantity: 52

**Special Instructions**

**References**

Reference Type	Reference Value

Back Next Save Cancel

### The Reference Type fields:

**Drop Trailer Number & Drop Trailer SCAC:** These references should only be used if the Route Request will consist of a full truckload trailer that has been dropped at your location. If applicable, select the two reference types from the drop down menu then fill in the correct information in the Reference Value field. It is important the SCAC code used corresponds to SCAC code in Carrier Contact Sheet in the Vendor News Portlet.

**References**

Reference Type	Reference Value
Drop Trailer Number	010101
Drop Trailer SCAC	SWFT

**Dimensional Weight:** If the shipment's actual weight falls below 150lbs but because of the dimensional weight it cannot go FedEx Ground, select Dimensional Weight from the Reference Type drop down menu and enter the dimensional weight into the Reference Value.

Reference Type	Reference Value
Dimensional Weight	175lbs

When finished entering all shipment characteristics, click the Save button to complete the Routing Request. A popup window will display a confirmation that the shipment was created. It will include the Shipment Number for the Route Request submitted. Please make sure to document this number for future inquiry in the Routed Shipments Portlets.

**Route Shipment**

Orders

PO Numbers: 1111122222

Ship Window: 03/20/2017 - 04/07/2017

Summary

From: VENDOR TRAINING c/o LOCATION 2, 1600 SACKS PLACE, ONTARIO, CA, 91761-2980, USA

To: DILLARDS - DC # 0024, 11701 OTTER CREEK SOUTH, MABELVALE, AR, 72103, USA

Weight: 550      Quantity: 52

Special Instructions

**Shipment Created**

Customer Load ID: **SHP1000016 (Shipment Number)**

Close

References

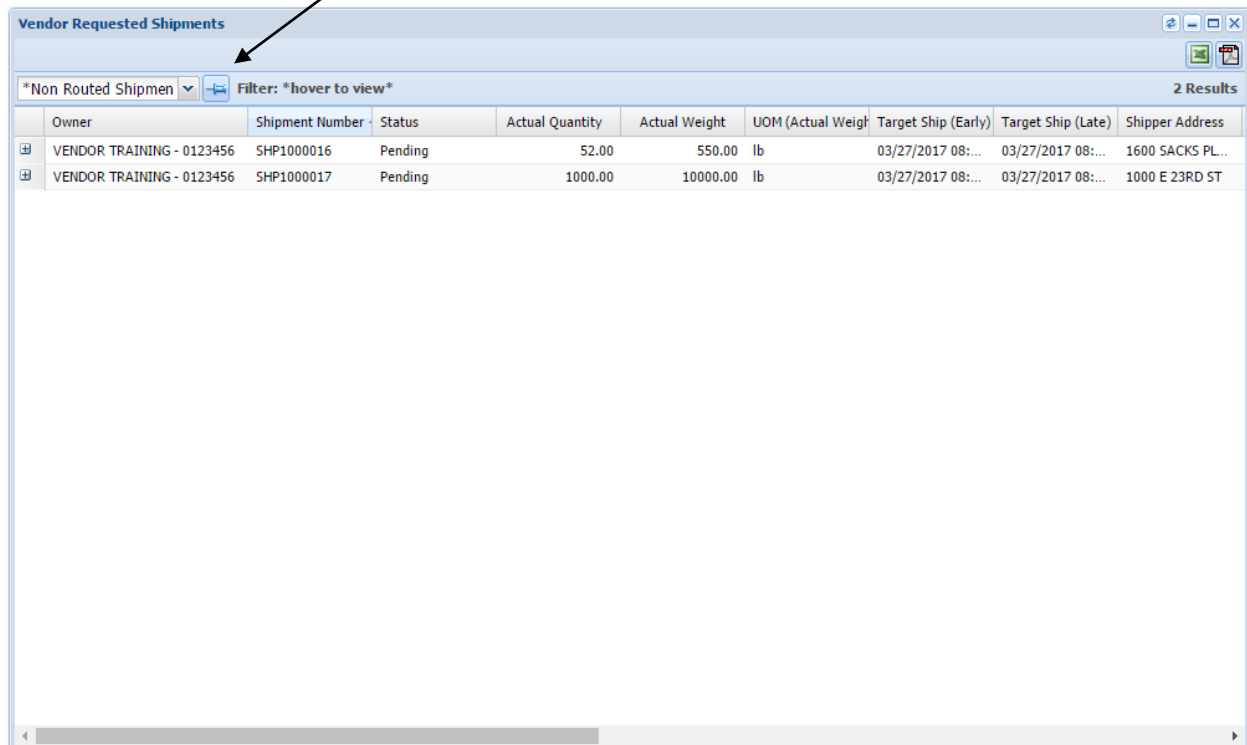
Reference Type	Reference Value

Back   Next   Save   Cancel

## Vendor Requested Shipments Portlet

### Vendor Requested Shipments Portlet

The Vendor Requested Shipments portlet provides visibility and edit ability to recently submitted shipments that have not yet been routed by the Dillard's Planning dept. This portlet will allow you to edit an existing shipment. You can edit the shipment quantity, weight, cube or add additional PO numbers. Once the shipment has been routed you will no longer be able to make changes online.



Owner	Shipment Number	Status	Actual Quantity	Actual Weight	UOM (Actual Weigh	Target Ship (Early)	Target Ship (Late)	Shipper Address
VENDOR TRAINING - 0123456	SHP1000016	Pending	52.00	550.00	lb	03/27/2017 08:...	03/27/2017 08:...	1600 SACKS PL...
VENDOR TRAINING - 0123456	SHP1000017	Pending	1000.00	10000.00	lb	03/27/2017 08:...	03/27/2017 08:...	1000 E 23RD ST

## Vendor Requested Shipments Portlet

Select the Non Routed Shipments report from the drop down menu. This report will display all recently requested shipments that have not been routed. Select the (+) symbol next to the shipment you wish to research. Select the More Actions button to display Documents, Printable Documents, and Edit Items.

The screenshot shows the 'Vendor Requested Shipments' portlet. At the top, there is a filter dropdown set to '\*Non Routed Shipmen' and a filter text '\*hover to view\*'. Below this is a table with columns: Owner, Shipment Number, Status, Actual Quantity, Actual Weight, UOM (Actual Weight), Target Ship (Early), Target Ship (Late), Shipper Address, and Shipment Number. The first row is expanded, showing a 'To-Do List' for shipment SHP1000016. A 'More Actions...' dropdown menu is open, with 'Edit Items' circled in green. Below the menu are sections for 'Related Transports', 'References', 'Add Reference', 'PO Number' (111112222), 'Stop 1 (Pickup)', 'Stop 2 (Drop)', 'Tracking Messages', 'Special Instructions', and 'Notes'. A second shipment row is visible at the bottom of the table.

Owner	Shipment Number	Status	Actual Quantity	Actual Weight	UOM (Actual Weight)	Target Ship (Early)	Target Ship (Late)	Shipper Address	Shipment Number
VENDOR TRAINING - 0...	SHP1000016	Pending	52.00	550.00	lb	03/27/2017 08:...	03/27/2017 08:...	1600 SACKS PL...	ONTA...
VENDOR TRAINING - 0...	SHP1000017	Pending	1000.00	10000.00	lb	03/27/2017 08:...	03/27/2017 08:...	1000 E 23RD ST	MEMI...

## Vendor Requested Shipments Portlet

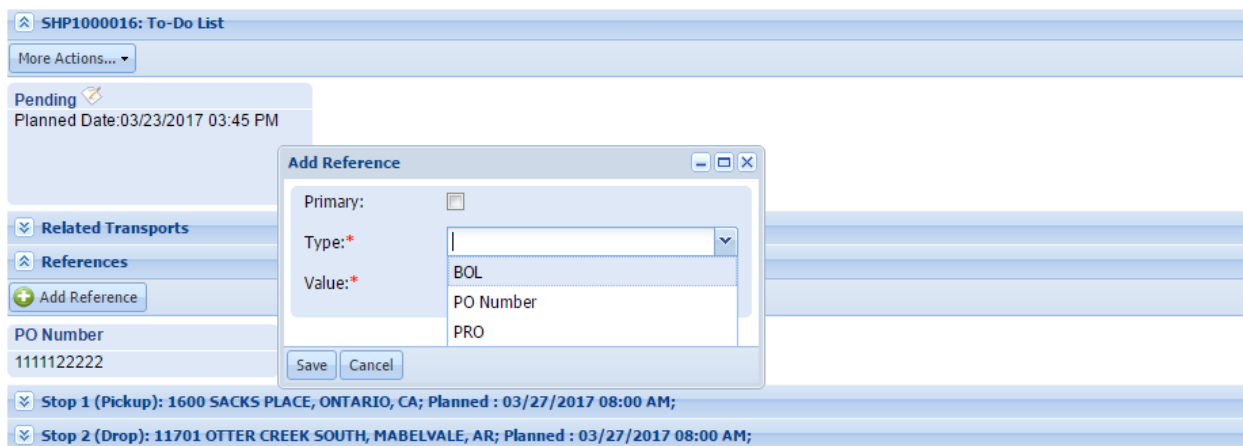
Select Edit Items and a new Edit Shipment Items popup will display. You will have the opportunity at this time to edit a current item or add a new item to the shipment. Once completed click save to update the shipment.

The screenshot displays the 'Vendor Requested Shipments' portlet interface. At the top, there is a dropdown menu set to '\*Non Routed Shipmen' and a filter button labeled 'Filter: \*hover to view\*'. Below this is the 'Edit Shipment Items' popup window. The popup has a title bar with standard window controls and an 'Add Items' button. The main content area shows two shipment items: 'Item 1' (50 CTN, 500.00 lb, Greater than 2 Cubic Feet) and 'Item 2' (2 CTN, 50.00 lb, Less than 2 cubic feet). An 'Edit Item' sub-popup is open over 'Item 1', showing a form with the following fields: 'Item Id' (Clothing 1), 'Freight Class' (100), 'Actual Qty' (50) with a unit dropdown (CARTON(S)), 'Actual Wgt' (500) with unit (Pounds) and type (Total) dropdowns, 'Commodity' (empty), 'NMFC Code' (49880), and 'Cube' (200). At the bottom of the 'Edit Item' popup are 'Save' and 'Cancel' buttons. Arrows in the original image point to the 'Add Items' button, the 'Item 1' description, the 'Edit Item' popup, and the 'Save' button.

## Vendor Requested Shipments Portlet

To add a reference / PO number, click the Add Reference button and a new popup will give you the opportunity to add a Type and Value. Once completed click Save.

**\*\* Important Note\*\*** All PO#'s added this way will not go through the PO validation checks. We will not be checking PO#'s to see if they are shipping outside their window or to the wrong destination. Vendors will be held responsible for the information entered into the TMS and are subject to chargebacks.





## Vendor Routed Shipments Portlet

### Vendor Routed Shipments Portlet

Once the shipment has been routed it will no longer be available to edit or add references to, however you will be able to research them in the Vendor Routed Shipments Portlet. The Routed Shipments report will show the Dillard's Load ID as well as the Shipment number. If the shipment has already been routed and changes are necessary please contact [tms.routing@dillards.com](mailto:tms.routing@dillards.com) with the details. If the shipment/load is not listed use the search bar to find the shipment/load.

Owner	Shipment Number	Ref: Load ID	Actual Quantity	Actual Weight	UOM (Actual Weigh	Target Ship (Early)	Target Ship (Late)	Shipper Address	Shipper City
VENDOR TRAIN...	SHP1000016	DIL1322313	52.00	550.00	lb	03/27/2017 08:...	03/27/2017 08:...	1600 SACKS PL...	ONTARIO
VENDOR TRAIN...	SHP1000017	DIL1322314	1000.00	10000.00	lb	03/27/2017 08:...	03/27/2017 08:...	1000 E 23RD ST	MEMPHIS

## Vendor Routed Shipments Portlet

To view and print documents, select (+) button on the far left. Once opened, More Actions and Related Transports tabs are available.

## Routing Instructions

Upon Requesting Routing for the PO's, Dillard's will plan the PO and provide Routing Instructions via e-mail **24hrs before the requested ship date**. Routing Instructions contain the Load ID, Carrier assigned to the load and the shipment detail for the load built. Each Route Request will receive an individual Routing Instruction document. It is possible and likely to receive multiple Routing Instructions with the same Load ID. In the event you receive multiple Routing Instructions with the same Load ID, it is imperative the shipments are physically consolidated on the same load using the Load ID assigned. The Load ID also must be included on the BOL in the special instructions or the CID field.

If you do not receive Routing Instructions via e-mail, please download them from the Vendor Routed Shipments Portlet.

**Routing Instructions Document**

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The Style of Your Life.

**Load ID: DIL1322313 Must be include on BOL**  
**Routing Instructions SHP1000016**

Origin	Destination	Bill To
VENDOR TRAINING c/o LOCATION 2 1600 SACKS PLACE ONTARIO, CA USA 91761-2980 Contact: Chuck Schwartz Phone: 909-333-1111 Fax: Email: donotreply@gmail.com	DILLARDS - DC # 0024 11701 OTTER CREEK SOUTH MABELVALE, AR USA 72103 Contact: TRAFFIC MANAGER Phone: 501-455-6436 Fax: 501-210-9636 Email:	Dillard's Call us if you have questions Mablevale, AR USA 72103 Contact: Dillard's Phone: 501 455 6620 Fax: 501 210 9552 Email: tms.routing@dillards.com Payment Terms: Collect

Carrier Contact	Carrier	Requested Pickup Date and Time
Location: JURUPA VALLEY, CA Phone: 800-533-9285 Fax:	FedEx Freight Economy (FXNL) Please call carrier to schedule pickup	03/27/2017 08:00

Item ID	Cartons	Class	Weight	Cube
Clothing 1	50	100	500 lb	200
Clothing 2	2	175	50 lb	25

**Services**

**References**

Load ID: DIL1322313  
Shipment Number: SHP1000016  
PO Number(s): 1111122222

**Truckload Linear Feet** 3.52

**Special Instructions**

Stop Number	Load Sequence	Pickup Date	Shipper	Location	Shipment Number	Consignee (To)
1	1		VENDOR TRAINING c/o LOCATION 2	ONTARIO, CA	SHP1000016	DILLARDS - DC # 0024

**\*\*Failure to include the Load ID on your BOL will result in a charge back\*\***

For full Truckload shipments please reference the Truckload Linear Feet section of the Routing Instructions. This is the allotted truck space Dillard's has given for your shipment based on the cubic feet that was entered on the Route Request. If you are shipping on pallets and they go over the allotted Truckload Linear Feet, you will need to break down the exceeding pallets to make sure all product fits within the allotted space. **Failure to accurately enter cube will result in a chargeback.**

Item ID	Cartons	Class	Weight	Cube
Luggage	1,000	150	10,000 lb	3,200

**Services**

**References**  
Load ID: DIL1322314  
Shipment Number: SHP1000017  
PO Number(s): 0006523891

**Truckload Linear Feet** 50.00

**\*Please note that the Routing Instructions are not finalized until the shipment is in a Booked Status. The Routing Instructions should only be used to verify that the shipment information is correct if the status is not "Booked."**

**Each Vendor is responsible for contacting the carrier for pickup. Routing instructions and Load ID's are only valid for the shipping origin, load destination, and authorized pickup date listed in the routing instructions.**

**FAQ's**

**I can't log into TMS!?**

All vendor access to the TMS is through the eBiz website. So if you are having trouble logging into the eBiz website contact eBiz support. Contact them via email at [ebiz.support@dillards.com](mailto:ebiz.support@dillards.com) or call 501-376-5412.

**How can I add more PO's to a shipment?**

You can add a PO to a shipment in the Vendor Requested Shipments portlet or contact [tms.routing@dillards.com](mailto:tms.routing@dillards.com) . **\*\* Important Note\*\* All PO#'s added this way will not go through PO validation checks. We will not be checking PO#'s to see if they are shipping outside their window or to the wrong destination. Vendors will be held responsible for the information entered into the TMS and are subject to chargebacks.**

**How can I edit, combine, or cancel a shipment?**

You can edit the items on a non-routed shipment in the Vendor Requested Shipments portlet. If the shipment has been routed you must email [tms.routing@dillards.com](mailto:tms.routing@dillards.com) on what needs to be cancelled, combined, or edited on a shipment.

**How do I get a contact number for a carrier?**

The carrier contact information is listed on the Routing Instructions doc. Or download and open the carrier contact sheet located in the vendor news portlet for updated contact information.

**Am I responsible for contacting the carrier to schedule the pickup appt?**

Yes.

**I can't enter my PO's because they cancel tomorrow, what do I do?**

Contact your assigned buyer to have your POs extended. Dillard's require 48 hour notification prior to ship date.

**The carrier never showed up to pick up the freight, what do I do?**

Notify Dillard's at [tms.routing@dillards.com](mailto:tms.routing@dillards.com)