Dillard's
The Style of Your Life.

Dillard's
Transportation Management System
TMS Guide version 2.5
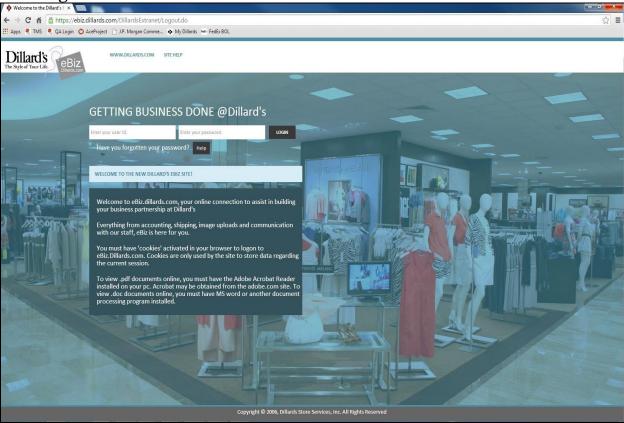
March 2017

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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 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

eBiz TMS Routing Requests

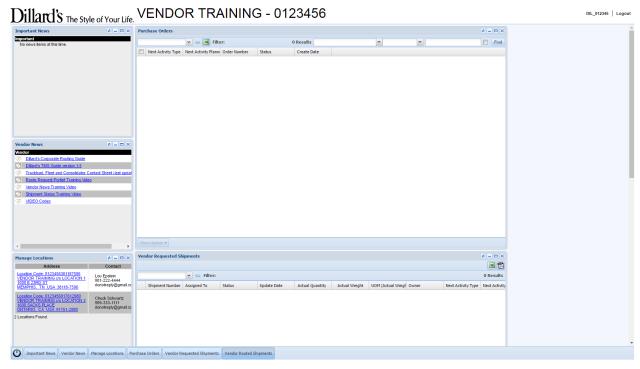# TMS Dashboard

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

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**

Vendor News	⇄ − □ X
Vendor	
✎ Dillard's Corporate Routing Guide	
✎ DIllard's TMS Guide version 1.5	
✎ Truckload, Fleet and Consolidator Contact Sheet (last updat	
✎ Route Request Portlet Training Video	
✎ Vendor News Training Video	
✎ Shipment Status Training Video	
✎ VIDEO Codec	

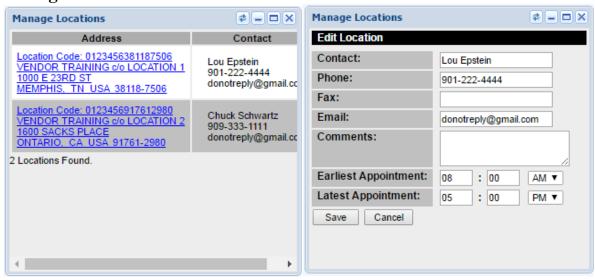| Important News	⇄ − □ X
Important	
NEW Updated TMS Dashboard and Routing Request: Effec	

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 locations 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.
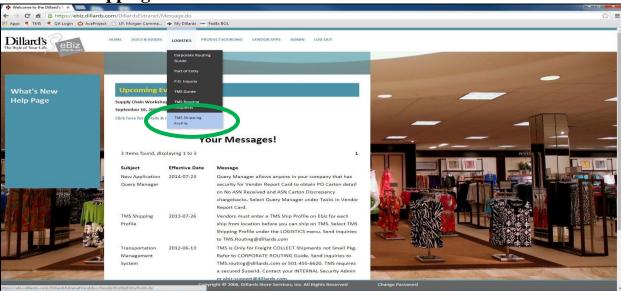
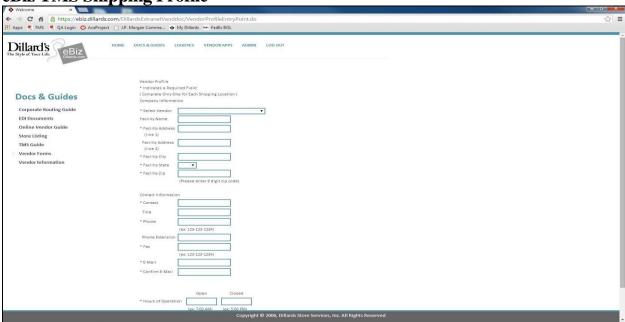## **Manage Locations Portlet**

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
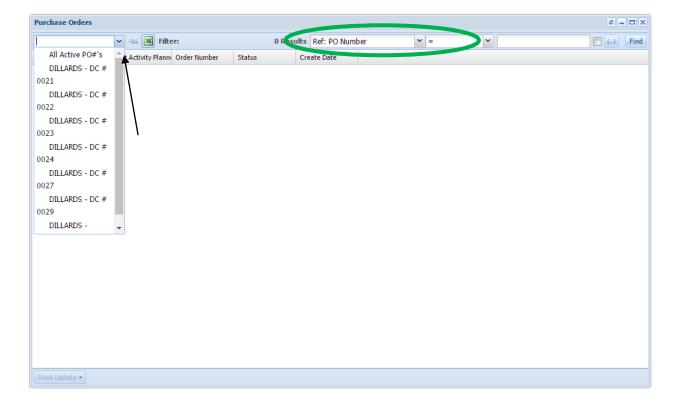

eBiz TMS Shipping Profile

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.

Please note the PO#'s ship dates as well as the destination information. You can only route PO#'s with the same destination together.
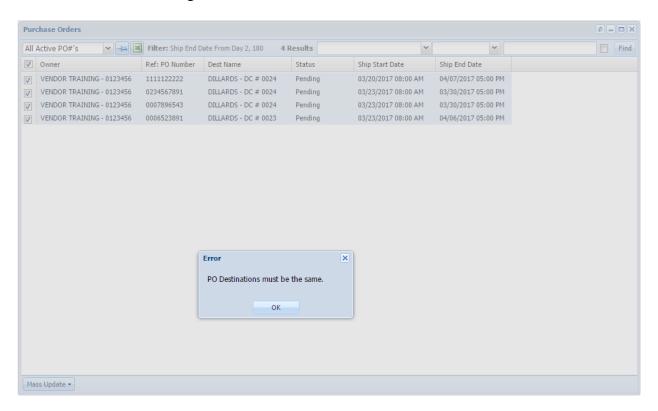
Route Shipment – Screen 2

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#.

Once the location is selected the contact information will prepopulate.

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

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

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.

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.

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.

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.

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.

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.

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.

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.

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

*Non Routed Shipmen ▾   Filter: *hover to view*   2 Results

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.

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.

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

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 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...	SHP100_016	DIL1322313	52.00	550.00	lb	03/27/2017 08:...	03/27/2017 08:...	1600 SACKS PL...	ONTARIO
⊞	VENDOR TRAIN...	SHP100_017	DIL1322314	1000.00	10000.00	lb	03/27/2017 08:...	03/27/2017 08:...	1000 E 23RD ST	MEMPHIS

Vendor Routed Shipments

*Routed Shipments   Filter: *hover to view*   2 Results   Find

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

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

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

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

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 <u>shipment is in a Booked Status</u>. 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 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 . ** 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 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