Boscov's

Vendor Ready To Ship

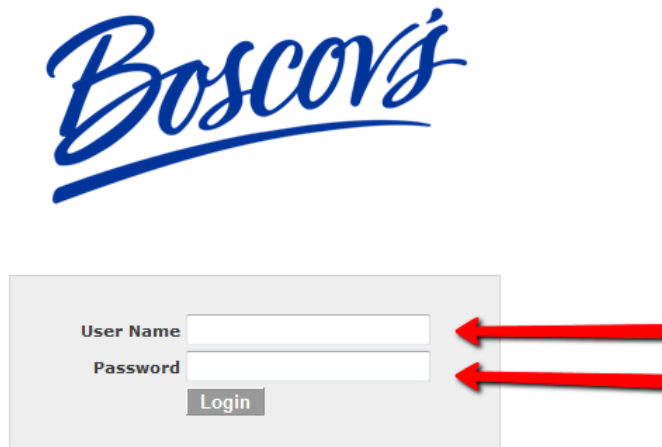# Table of Contents

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Sign-in URL

> ➢ The URL for the Boscov's TMS is:
> - https://boscovsotm-usboscovsdepa96546.otm.oraclecloud.com/GC3/glog.webserver.servlet.umt.Login?ct=751288466
> - You will be prompted for your Username and Password.
>   - o Your username will be your Boscov's assigned Vendor Number (DB2#)
>   - o Your Password will be "CHANGEME" in all caps.

Screenshot: Login

Main Page Features

- ➢ User Menu Links
  - Menus consist of direct links to Screensets
  - PO Search
    - o Contains the Purchase Orders assigned to you by Boscov's
  - Order Search
    - o Contains the Purchase Orders that have been released
    - o Order Update – Quantity – make weight or carton count changes
    - o Order Update – Date – make changes to ready to the ship date
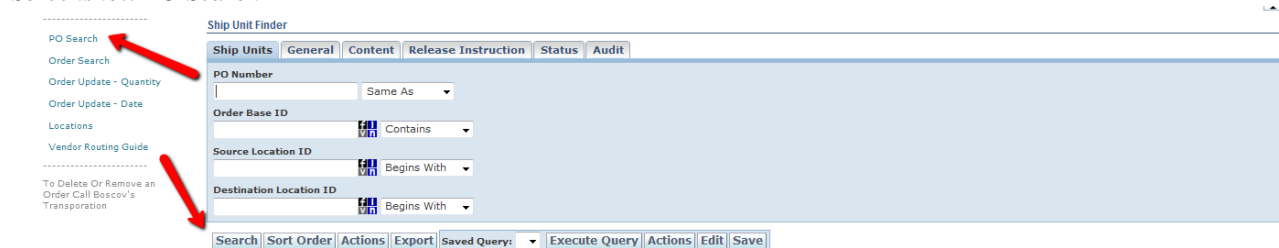 - Locations – you can view your available ship locations

Screenshot: Main Page
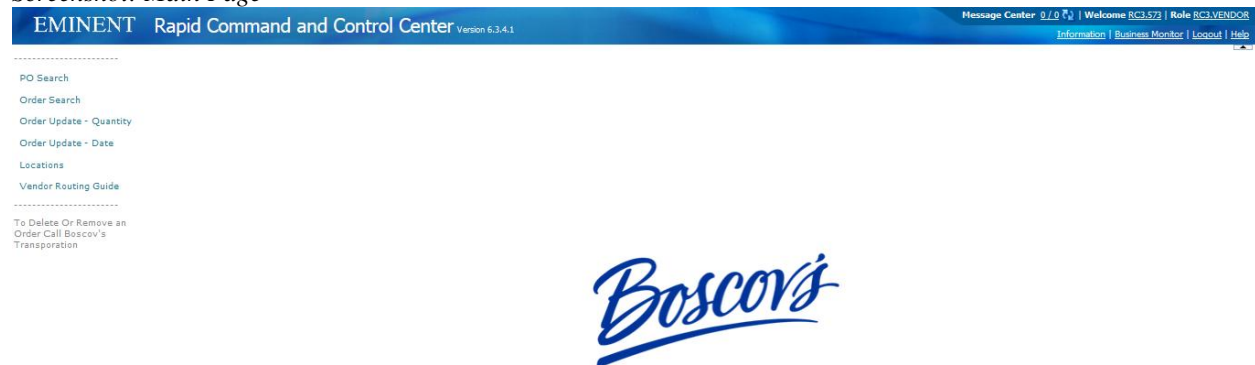
Passwords

- ➢ Passwords are initially set to "CHANGEME".

Screenshot: PO Search

PO Search

➢ Using the menu will bring you to the PO search screen
  • The PO Search screen allows you to specify PO's or all by leaving fields blank and clicking Search at the bottom of the screen.

➢ To view the purchase order, select it by simply clicking the ID or you can check the box next to your PO and select the view button at the top of your screen.
  o You will see the details of your purchase order on this screen.
  o Under release instructions you will see the details of your previous releases against this purchase order.

Ready To Ship Action

➢ To release a PO, select it by checking the box and clicking the Actions button at the top of your screen.
  o Then select the Ready To Ship link

➢ Here you will enter all of the information related to your purchase order release.
  o *Note – anything with a red asterisk is a required field*
  o Vendor Ready to Ship Date – the date your order is ready for pick up, you can click the calendar icon to select a date. The date must be within the Start ship and Cancel date.

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- o **Ship From Location** – **you must remove the Vendor ID that is there** (this is only your login and will not be a ship from location), then select the blue l and your list of available location will appear:
- o Pallets (Y/N) – use the dropdown to select if this PO is on pallets or not on pallets.
- o Weight – enter your total weight (decimal is not allowed)
- o Cube – enter your total cube (decimal is not allowed)
- o Total Package Count - Enter your total package count
- o Total Pallets – Enter your total pallet count
  - ▪ If your order is not on pallets, enter "0" for the pallet count
- o When complete, click the save button at the **left bottom** to confirm your entry

https://boscovsotm-test-usboscovsdepa96546.otm.oraclecloud.com/GC3/glog.webserver.finder.ResultServlet/1431

Location   Total Found: 5   **Finish**   Replace Current Window

Pages 1

	ID	Location ID	Location Name	Location D
⦿	RC3.11211	11211	SOFT-TEX	
○	RC3.16932	16932	SOFT-TEX MANUFACT...	
○	RC3.13422	13422	SOFT-TEX MANUFACT...	
○	RC3.17274	17274	SOFT-TEX MANUFACT...	
○	RC3.46132	46132	SOFT-TEX MANUFACT...	

Clicking on the blue l will bring up a box with your available locations

Screenshot: Search Screen

Order Search

> ➢ Select the Order Search to view a list of PO's that you have released.
>   o Click search to return all results

> ➢ Select the checkbox and the view or click on the ID to view the details of the order release.

Order Update - Quantity

➢ Order Update – Quantity – if you need to make a change to your order quantity select the link, search, then select the order in which you wish to change.

➢ You can make changes to the Weight, Carton or Pallet count by clicking on the pencil (remember to click the save button if you make a change to the Pallet count).

➢ You can also make the changes to Weight, Carton or Volume by double clicking on the field as shown below. Click ok to accept the changes then the save button at the top of the screen.

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Order Update - Date

➢ You can make a change to your ready ship date (provided it is within the Boscovs ship window).
   o Select the Order Update – Date – link and click search.
   o Double clicking on the Vendor Ready Date will enable you to edit the date.
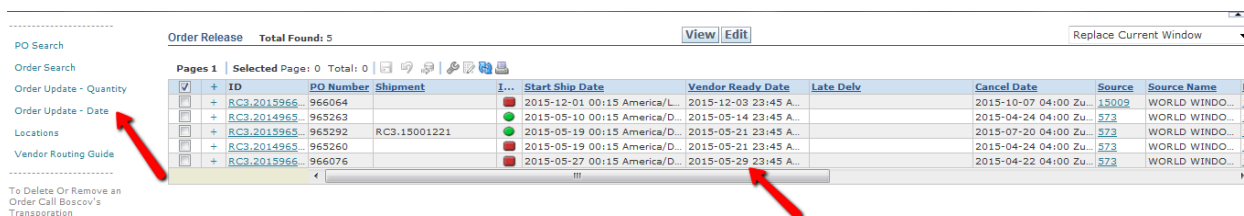
➢ Select the calendar icon and choose your date.
   o Note – if the there is a green indicator you will not be allowed to change the date.
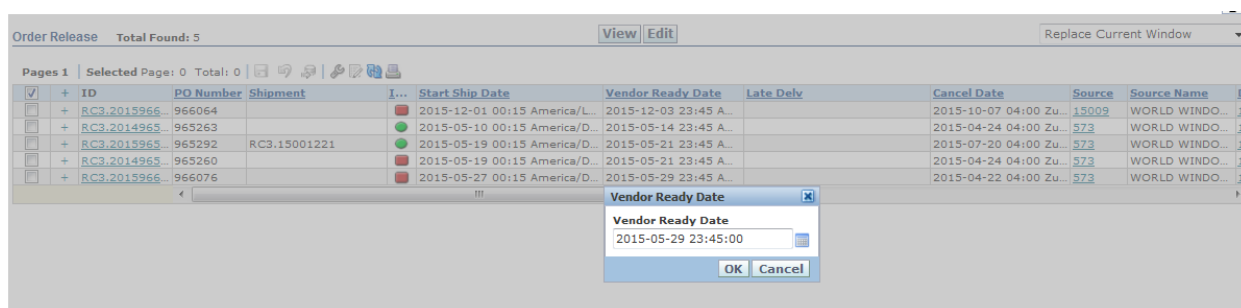
➢ When you click ok your order will be saved and appear in green. Click close.

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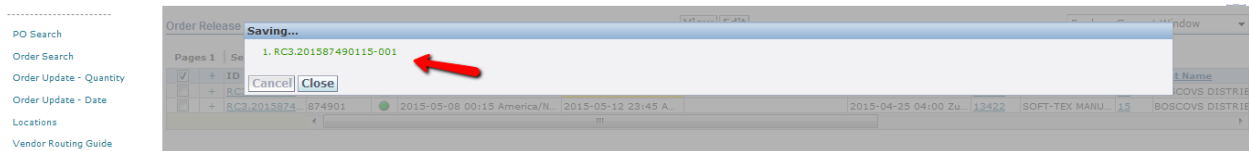
> Choosing an order that is green (on a shipment and transmitted information to a carrier for pickup) and trying to save will return the order in red, showing you that it is not permitted.
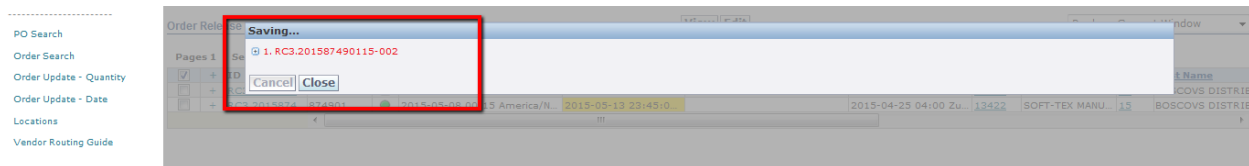
Locations

> Selecting Locations then search will show you a list of your available ship from locations. Select the checkbox and view or simply click on the location to view the details.
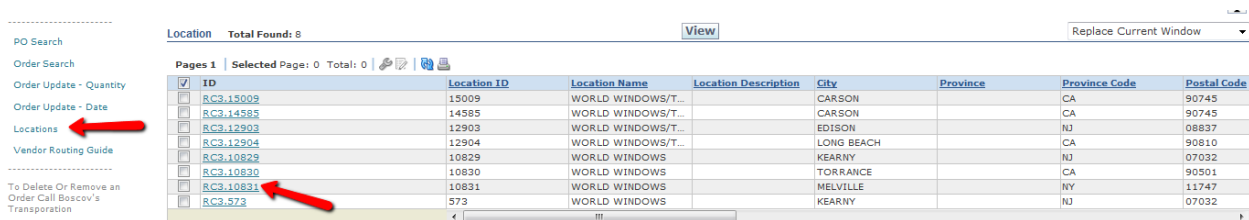
Vendor Routing Guide

> Selecting the Vendor Routing Guide will open a new window in your browser that will allow you to view Boscovs Vendor Routing Guide.

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PO Search

Order Search

Order Update - Quantity

Order Update - Date

Locations

Vendor Routing Guide

To Delete Or Remove an
Order Call Boscov's
Transporation

Vendor Information

Vendor Portal > | Home Delivery Invoicing Login | Boscov's Routing Guides > | Common Pages All Vendors > | Store Page

**Welcome to Boscov's Vendor
Information Area!**

Dear Trading Partner,

Boscov's Department Store compiled this information to assist you in addressing our purchase order
requirements and preparing your merchandise shipments for delivery to our company. Our distribution
supply chain is committed to delivering your products to our stores in a timely and efficient manner. To
achieve this goal, the mutual efforts of supplier and retailer must be focused on implementing the industry
standards put forth by GS1 (formerly VICS). An integral element of complying with industry standards is the
transmission and receipt of business documents via EDI.

Our required method of sending and receiving business documents is through EDI transmissions. This is the
most efficient and accurate way to communicate vital information obtained through purchase orders and
sales. Please see the EDI Trading Manuals posted in the vendor section of our web site for more details. Our
EDI partnerships are currently enabled by OpenText Inc. (formerly GXS Corporation). OpenText Inc. can
assist you in becoming EDI-enabled. They can be reached at www.OpenText.com or 1-877-446-6847.

This Routing Guide describes Boscov's corporate requirements for shipping, packaging, and preparing
imported and domestic merchandise for our receipt. Failure to comply with these guidelines will result in an
expense offset fee, as outlined in our guide.

The Guide follows the Retail Price Marking, Hanger Application Floor, Shipment Packaging, and Receipt