Vendor Ready To Ship

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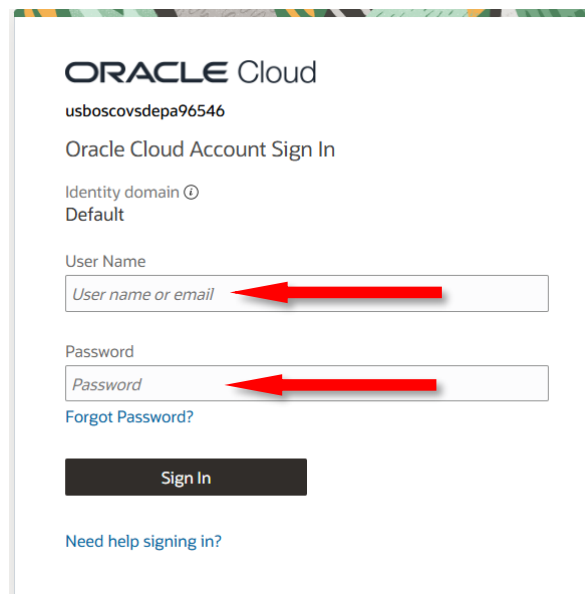
Ready To Ship

Sign-in URL

- ➢ The URL for the Boscov's TMS is:
  - • https://otmgtm-usboscovsdepa96546.otmgtm.us-phoenix-1.ocs.oraclecloud.com/
  - • You will be prompted for your Username and Password.
    - ○ Enter your login and password as assigned through your Oracle single-sign-on (SSO). If you do not have a SSO assigned, please email traffic@boscovs.com.

Screenshot: Login

Main Page Features

- ➢ User Menu Links
  - • Menus consist of direct links to Screensets. To return to the main page, click the house 🏠 icon.
  - • PO Search
    - ○ Contains the Purchase Orders assigned to you by Boscov's
  - • Order Search
    - ○ Contains the Purchase Orders that have been released/routed in the in the TMS with required information.
  - • Order Update – Quantity
    - ○ Make weight or carton count changes
  - • Order Update – Date
    - ○ Make changes to ready to the ship date
  - • Locations
    - ○ Search for available ship from locations

Ready To Ship:

Screenshot: Main Page
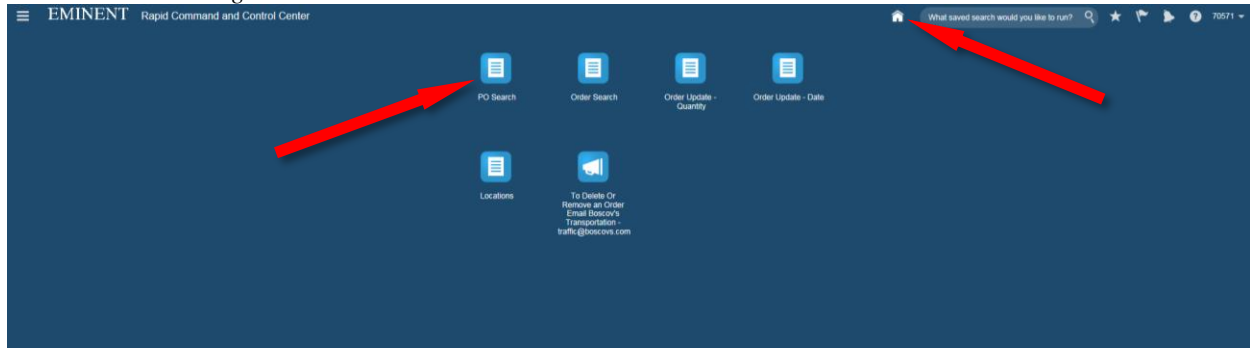
Screenshot: PO Search

PO Search

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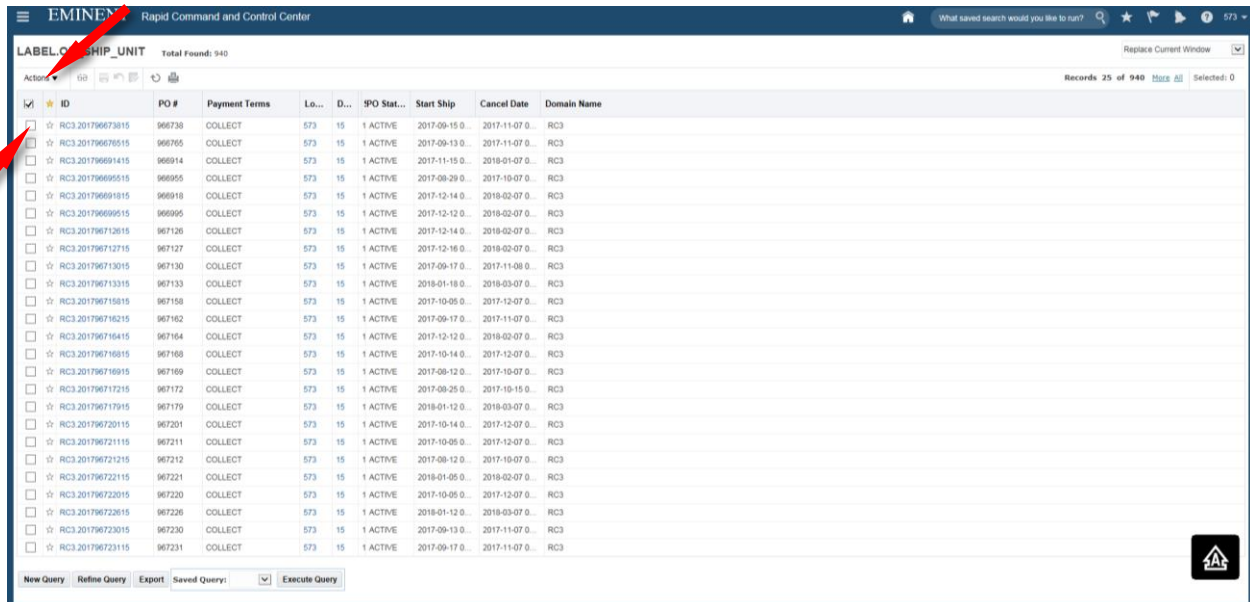

➢ To view the purchase order, select it by simply clicking the ID or you can check the box next to your PO and click eye glass button - 👓 to view.
   o You will see the details of your purchase order on this screen.
   o Under release instructions you will see the details of your previous releases against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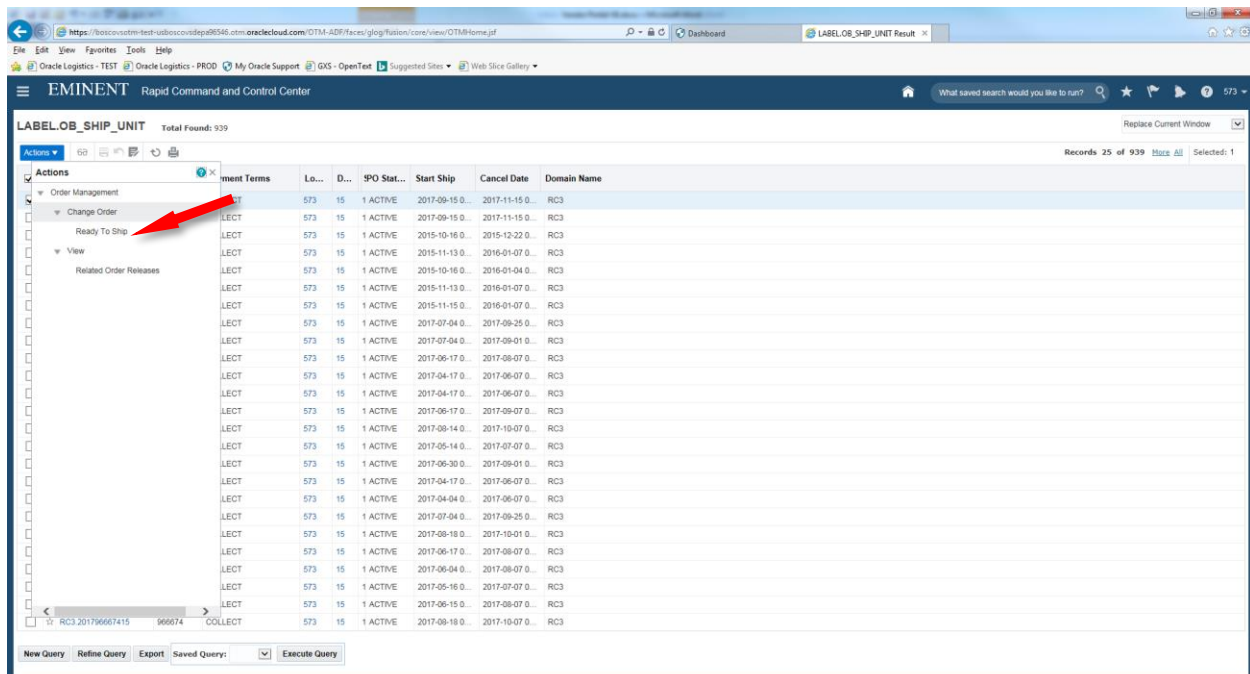
Ready To Ship Action

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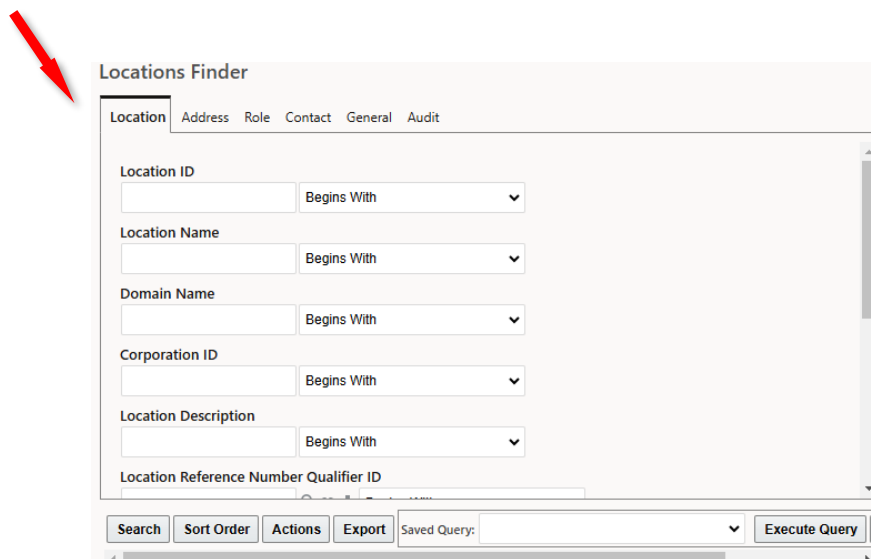>> o Then select the Ready To Ship option

➤ 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. Click the calendar icon to select a date. The date must be within the Start ship and Cancel date window, and CANNOT be back dated; it CANNOT be PRIOR to the current date.
    ▪ If the current date is 12/12/17, you CANNOT enter a date such as 12/11/17. The system will not arrange a truck for your PO. No routing confirmation will be provided.
  o **Ship From Location** – **you must remove the Vendor ID that is currently in that field.** (The vendor ID is only your login and will not be a ship from location ID)

    ▪ When the field has been cleared, there are 3 options to provide the ship-from location ID.
      • First, if the ship-from location ID is known, simply type it into the field.
      • Second, click on the magnifying glass 🔍 . A search screen will open. Clear the search button at the bottom of the screen for an option search to list all ship-from locations available. Scroll through the list until the correct ship-from location presents. Click the radial button for the appropriate ship-from location and click the Finish button at the top of the window.
      • Third, click on the magnifying glass 🔍 . A search screen will open. Select the Address tab at the top of the search screen. Enter the ship-from postal code in the Postal Code field, and the street number in the Address Field. Click the Search button. Based on the provided postal

code and the street number all available ship-from locations based on that information will list. Click the radial button for the appropriate ship from location and click the Finish button at the top of the window.

Clicking on the Magnifying glass icon will bring up a box with your available locations

- 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 Volume – enter your total cubic feet (decimal is not allowed)
- o Total Carton Count - Enter your total number of cartons
- 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

Order Search

- ➢ Select Order Search to view a list of POs that you have released/routed.
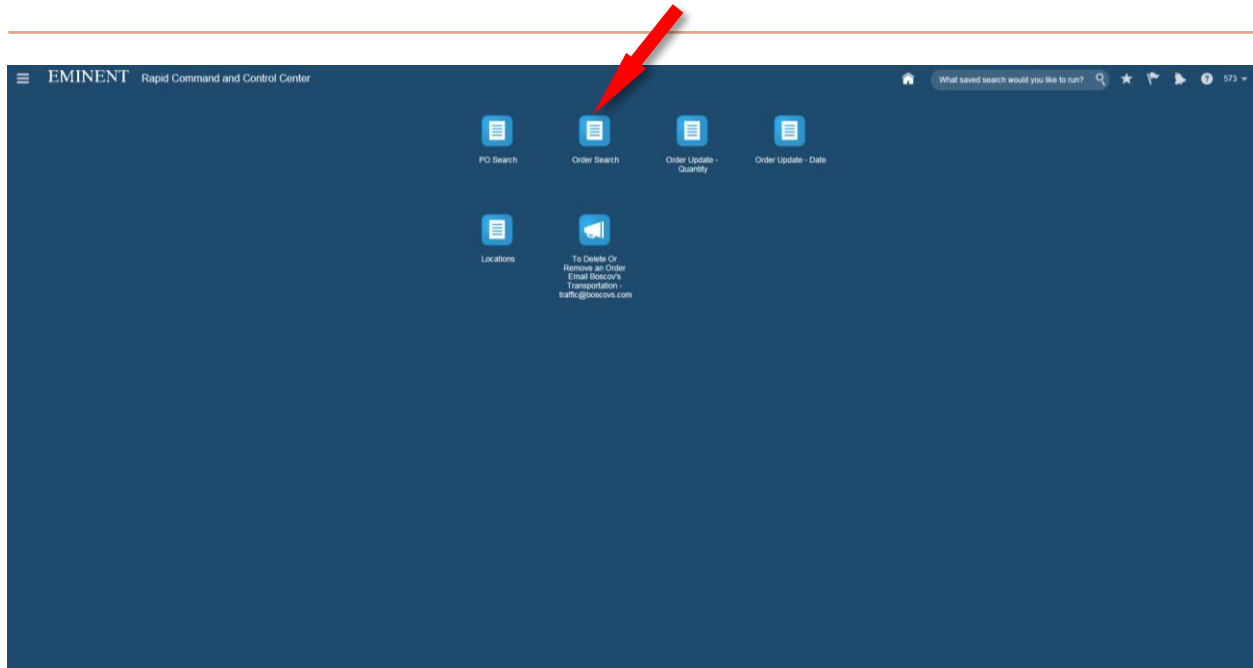
> ➢ To review the details of a specific order release, select the order release by simply clicking the ID or you can check the box next to your PO and click eye glass button - ⊟ to view.

Order Update - Quantity

➢ Order Update – Quantity – if you need to make a change to your order quantity select the link.
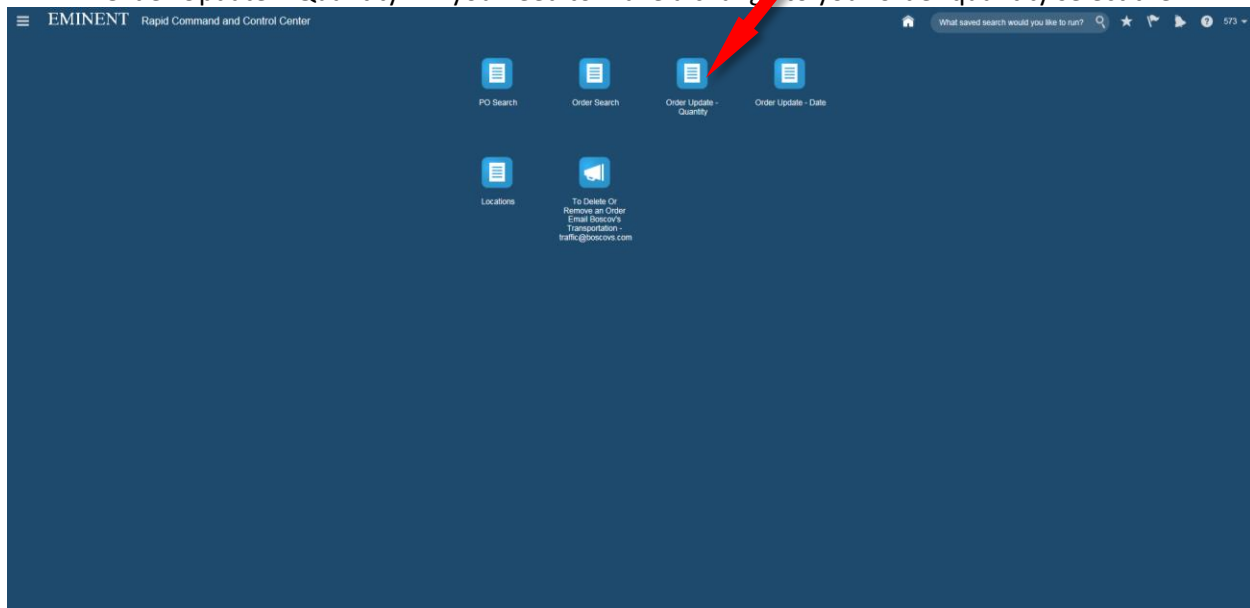
> ➢ Click the Search button at the bottom of the screen to list all released/routed POs.

> ➢ Select the order in which you wish to change.   Changes to Weight, Carton or Volume are made by double-clicking on the field as shown below. Click ok to accept the changes then the save ▦ icon at the top of the screen.

Ready To Ship:

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.
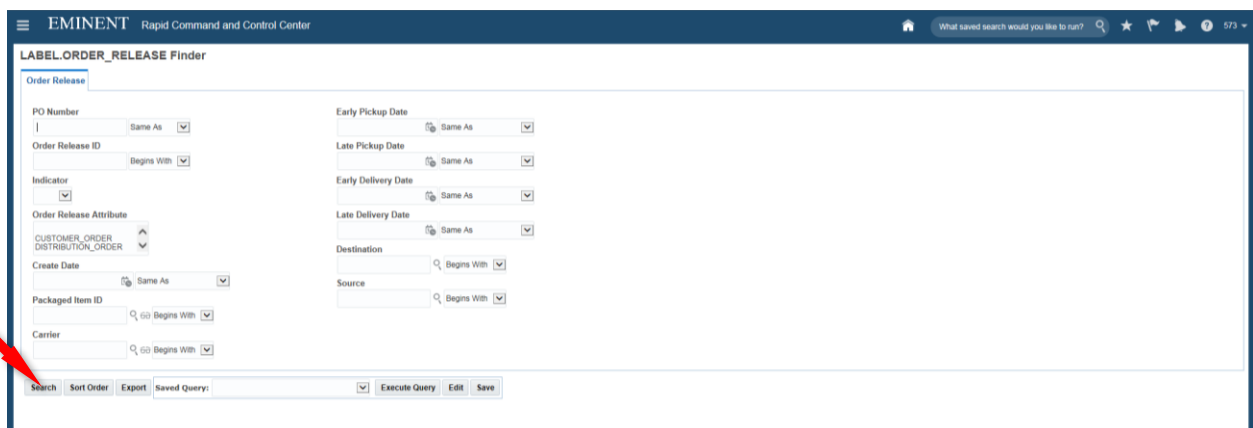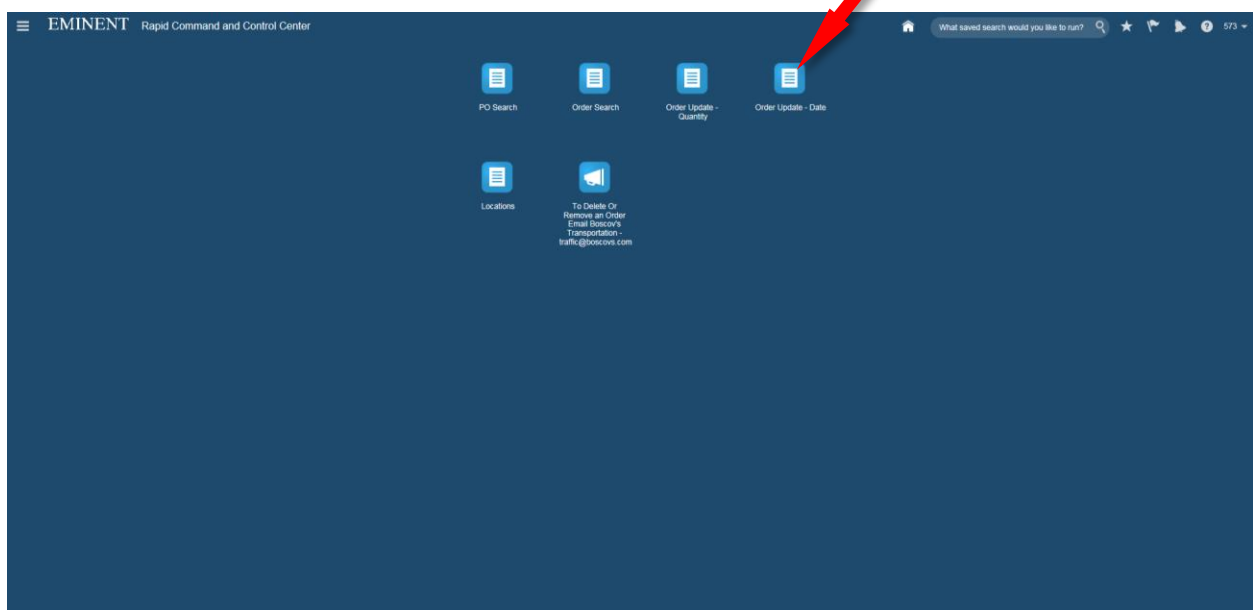
➢ Vendor Ready date – double-click on the Vendor Ready Date will enable you to edit the date.

> ➢ 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.

> ➢ Click ok and save 💾 the change.

> ➢ When you click ok your order will be saved and appear in green. Click close.
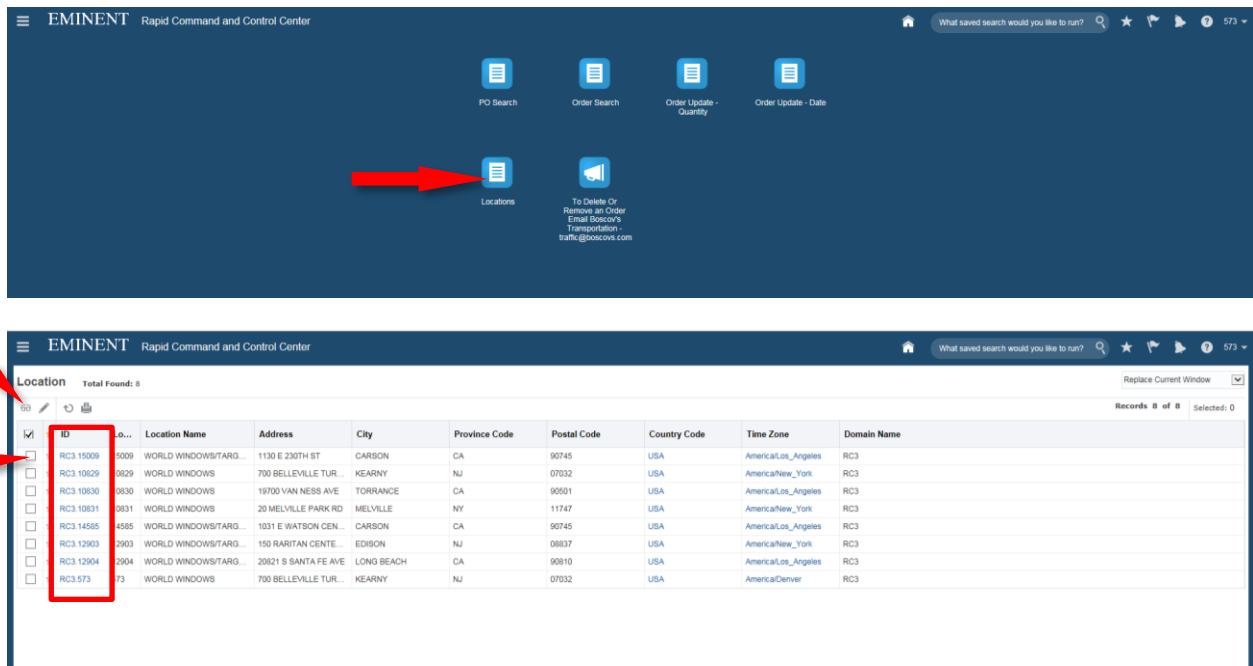
> ➢ Choosing an order that is green (on a shipment and transmitted information to a carrier for pickup) and trying to save will return the order in red, showing you that it is not permitted.

Locations

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

➢ If your location is not listed, you have moved, please email the traffic@boscovs.com to have the new location created in TMS.