

Vendor Routing Instructions



Step 1 – Searching for the PO you wish to route:

1. Make sure you are in *Transportation Life Cycle Management*. If you are not, click the 3 little bars on the upper left of the page and change to *Transportation Life Cycle Management*.
2. Under “Filter” input Purchase Order, equal sign, and your PO # with 2 leading zeroes (i.e. 0095461742 not 95461742). Multiple PO’s can be entered by separating with a comma (i.e. 0095461742,0095473510).
3. Click *Apply*

Checkmark the PO number you want to route (not multiple PO’s). *If you can ship multiple PO’s together that will fit on the same trailer, going to the same DC, see the PDF titled “Vendor Did You Know” on how to do this.*

1. Click “Create RTS from PO Lines” on the bottom of the screen.

***If your PO does not populate following these steps, please refer to the FAQ guide at the end of this document with steps to follow.**

The screenshot shows the 'Transportation Life Cycle Management' interface. On the left, a filter panel is open for 'Purchase Order Amanda'. Under 'Primary Fields*', the filter is set to 'Purchase Order = 0089097520'. Under 'Optional Fields', the condition is 'All are met (AND)'. At the bottom of the filter panel are buttons for 'Clear Fields', 'Add Condition', and 'Advanced'. Below the filter panel are 'Column Selection' and 'Sorting' options. The main table displays one record with the following columns: Delivery End, Pickup Start, Due Date, Pickup End, Delivery Start, Appointment Time, and Purchase Order. The record values are: 1/18/2020 23:59 EST, 1/2/2020 00:00 GMT, 1/18/2020 23:59 G..., 1/13/2020 00:00 EST, and 0089097520. A 'Create Appointment' link is visible in the Appointment Time column. At the bottom of the interface, a toolbar contains buttons for 'View', 'Edit Header', 'Add', 'Cancel', 'Create RTS From PO Lines' (highlighted), 'Add to DO', 'Lock', 'Build LPNs and Ready to Ship', and 'Create Appointment'. The bottom status bar shows 'Preview'.

Step 2 – Routing your PO

(instructions for routing 1 shipment/trailer ONLY)

*If you need to route 2 trucks refer to the FAQ guide at the end of this document.

1. Before entering your routing information for multiple lines, click the top left check mark box to select all boxes below it. This will allow you to “copy” information from the very top row to all rows below by clicking on “copy to selected lines.” This is especially helpful for origin facility and the pickup start dates.
 - o *You do not have to complete this step if you only have one SKU line. If you have multiple SKU’s on the PO that you are routing, though, this will help you route MUCH FASTER!*

Ready to Ship - Add Ready to Ship

Actions ▾ | Tools ▾ | Role: **Shipment Plann**

Business Partner: 🔍

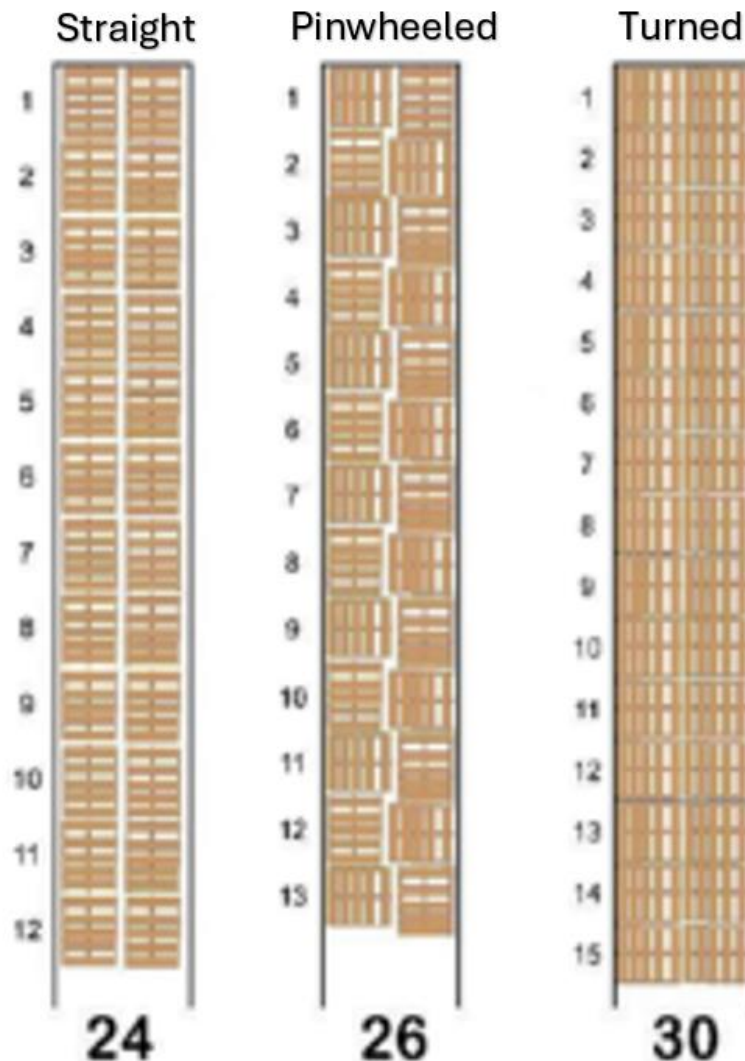
<input type="checkbox"/>	PO ID <input type="text" value=""/> Copy to Selected Lines	Line Number
<input type="checkbox"/>	<input type="text" value="0089097520"/> 🔍	
<input type="checkbox"/>	<input type="text" value="0089097520"/> 🔍	
<input type="checkbox"/>	<input type="text" value="0089097520"/> 🔍	
<input type="checkbox"/>	<input type="text" value="0089097520"/> 🔍	
<input type="checkbox"/>	<input type="text" value="0089097520"/> 🔍	

Add **Delete**

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Step 3: Enter in routing information

1. **PO Line ID** – This is already populated for you.
2. **Item** – This is already populated for you.
3. **Quantity** – routed in units.
 - a. Item quantities will not change for routing 1 truck (leave as is). *If you are routing multiple trailers/shipments, please see the FAQ section on how to do this FIRST.*
 - b. If you see a discrepancy in your item quantities, please reach out to your buyer BEFORE routing. *(If you route and then the buyer makes changes to the PO, your routing will be deleted and you will have to reroute).*
4. **Weight** – enter total weight including the pallet weight, etc.
5. **Cube** – for tips on calculating cube see “NMFC Freight Classification Information” on pages 9-11.
6. **Pallet positions** (based off a standard, 48” x 40” pallet)
 - a. Pallet positions are the number of spaces your pallets will take up on the trailer.
 - b. If your pallets are not “standard size”, route based on the pallet spaces they will take up using the 48” x 40” as a guide. *(i.e. if your pallets are 48” x “80”, each pallet would be taking up 2 pallet spaces, not one, etc.).*
****If you are not shipping regular sized pallets, please reach out to vendor compliance for approval BEFORE routing.**
 - c. A 53’ trailer only has 30 “pallet positions”, which is why we can only route a max of 30.
 - d. If the pallets are stackable, you can ship a max of 60 standard pallets. **Please reference picture below on how to fit the max pallets when needed.*
 - e. If you are shipping “slip” OR “floor” loaded enter “0” for pallets.



7. You can enter weight, cube, and pallet positions two (2) different ways, by item or total amount for the truck on line 1 and zeroes on remaining items. We add each line amount together for the total.

Totals on first line:

Weight	Lbs	Cube	Ft3	Pallet Position: MAX 30	
<input type="text" value="100"/>	<input type="text" value="Lbs"/>	<input type="text" value="100"/>	<input type="text" value="Ft3"/>	<input type="text" value="30"/>	Pps
Copy to Selected Lines		Copy to Selected Lines		Copy to Selected Lines	
<input type="text" value="0"/>	<input type="text" value="Lbs"/>	<input type="text" value="0"/>	<input type="text" value="Ft3"/>	<input type="text" value="0"/>	Pps
<input type="text" value="0"/>	<input type="text" value="Lbs"/>	<input type="text" value="0"/>	<input type="text" value="Ft3"/>	<input type="text" value="0"/>	Pps
<input type="text" value="0"/>	<input type="text" value="Lbs"/>	<input type="text" value="0"/>	<input type="text" value="Ft3"/>	<input type="text" value="0"/>	Pps
<input type="text" value="0"/>	<input type="text" value="Lbs"/>	<input type="text" value="0"/>	<input type="text" value="Ft3"/>	<input type="text" value="0"/>	Pps

Maximum Routing Amounts

30 pallet spaces
3,300 cube.
45,000 lbs.

Amount per item/SKU:

Weight	Lbs	Cube	Ft3	Pallet Position: MAX 30	
<input type="text" value="20"/>	<input type="text" value="Lbs"/>	<input type="text" value="20"/>	<input type="text" value="Ft3"/>	<input type="text" value="6"/>	Pps
Copy to Selected Lines		Copy to Selected Lines		Copy to Selected Lines	
<input type="text" value="20"/>	<input type="text" value="Lbs"/>	<input type="text" value="20"/>	<input type="text" value="Ft3"/>	<input type="text" value="6"/>	Pps
<input type="text" value="20"/>	<input type="text" value="Lbs"/>	<input type="text" value="20"/>	<input type="text" value="Ft3"/>	<input type="text" value="6"/>	Pps
<input type="text" value="20"/>	<input type="text" value="Lbs"/>	<input type="text" value="20"/>	<input type="text" value="Ft3"/>	<input type="text" value="6"/>	Pps
<input type="text" value="20"/>	<input type="text" value="Lbs"/>	<input type="text" value="20"/>	<input type="text" value="Ft3"/>	<input type="text" value="6"/>	Pps

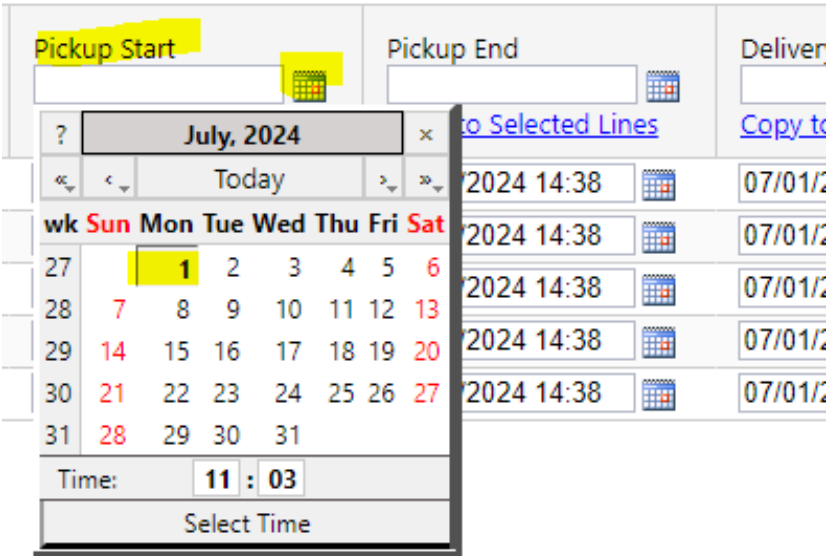
8. **Cartons** – this column should remain blank.

9. **Origin** – pickup location.

- a. Click top magnifying glass.
- b. Under “Find Facility,” type your vendor # followed by an asterisk.
- c. Click your desired pickup location from the bottom box (shown below).
- d. Click select
- e. Under the origin column click “copy to selected lines” (make sure all items are checked if button does not work)

The screenshot shows a software interface with a table and a 'Find Facility' dialog box. The table has columns for Remaining Qty, Weight, Cube, Pallet Position, Cartons, and Origin. The 'Find Facility' dialog box is open, showing a search for '1064656*' and a list of results including '00001 (2837 WINCHESTER PIKE, COLUMBUS, Drop, OH, 43232, United St...'. The 'Find' button is highlighted in yellow.

- 10. Scroll to the right in the routing portal (scroll bar is at the bottom of the page)
- 11. Destination – This is already populated for you.
- 12. Line Hazardous Material – Only mark if shipping HAZMAT load.
- 13. Pickup start (the only date you will change). This is the date your product will be ready for pickup.
 - a. Click the top calendar button.
 - b. Select pickup start date.
 - c. Click “copy to selected lines.”
 - d. The pickup start date cannot be the current date or outside of the PO window.



NMFC Freight Class – This is set to a default of 85, check that the freight class is correct for your items being shipped. (For questions regarding freight class “NMFC Freight Classification Information” on pages 9-11).

- 14. Product Class – This is already populated for you.
- 15. Protection Level – Options are PALLET/SLIP/FLOOR
 - a. You must email Vendor Compliance to ship FLOOR LOADED LTL sized freight, unless you are already a floor load approved vendor for LTL. (See FAQ for more information).
- 16. Designated Mode – this column should remain blank.
- 17. Designated Carrier – this column should remain blank.
- 18. Pickup Number – optional
 - a. A “pickup number” gives a reference to carriers in addition to the Big Lots shipment and PO number.
 - b. Can be any combination of numbers/letters of your choice.
- 19. ASN Match # - Only required if you’re an EDI enabled vendor.
 - a. NOT visible to the carrier.
 - b. Picked by the vendor.
 - c. Can be the same or different than the “pickup number” (see FAQ for more information).
- 20. Memo – Please include a memo if the following apply:
 - a. Double Stacking pallets – “DBL STACKING # of pallets”
 - b. Special Equipment (i.e. vented trailer, swing door trailer, reefer)
 - c. Any additional special information for carrier (closures, different hours, etc.).

To save your routing, click “save” in the bottom right of the portal. It is recommended that you note your RTS number that populates for your reference.

Vendor FAQs

Routing FAQs

1. My PO is not populating. What am I doing wrong?

- Make sure you are keying in the two leading zeros and then hitting apply.
- Make sure you are logged into the vendor number your buyer wrote the PO under.
- If you still cannot find a PO email Inbound Logistics at inboundlogistics@biglots.com for assistance, providing detailed information. Let us know you have already verified steps 1 & 2 above. Screenshots are very helpful when emailing as well.

2. Once I route my PO, will I get an email after my routing has been accepted by a carrier?

- Yes. You will receive an email that contains the carrier and shipment number. This email will be sent to the contact you indicated as primary contact for your facility. If this contact needs updated, please email inboundlogistics@biglots.com for assistance. The carrier will also be reaching out to schedule the pickup appointment. If you do not hear from the carrier, please email Inbound Logistics.

3. Help, I need to route 2 trucks.

- If you need to route more than one trailer to ship, you will adjust the quantity you are shipping to match what you are shipping on that trailer and route the weight, cube, pallet spaces, etc. based on that quantity.
- You will save that routing and then refresh your PO screen to route another trailer and so on for each shipment that you need until you have fully routed your PO.
- **Please fill trucks to capacity before routing additional trucks.** Chargebacks will occur if you do not do so.

Maximum Routing Amounts

30 pallet spaces

3,300 cube.

45,000 lbs.

4. Help, I received an error message when I tried to save my routing.

- Make sure each item in your order has information filled in.
- Make sure your pickup start date is a date in the future.
- If this does not resolve, please email inboundlogistics@biglots.com for assistance.

5. 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 "pallet positions" you would need on the trailer. It is on the vendor to stack those pallets. It is not on the carrier to set this up with the vendor.

None	Pallet Position	C
ies	<input type="text"/>	C
	Copy to Selected Lines	
t3	1	Pps

6. 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.
 2. You'll use that same value in the REF 2I segment on the ASN.

7. 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.

8. 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.

9. What if multiple lines fit on 1 pallet?

- You would put 1 pallet in for SKU line 1 and then 0 for all remaining SKU lines.

10. Can I edit my routing?

- Yes, you can edit the routing yourself if the routing is still in "Unplanned" status. Please email inboundlogistics@biglots.com for instructions if you do not know how to edit an unplanned routing.
- If your routing is "Planned" please email inboundlogistics@biglots.com with a request to cancel the routing.

11. What if I have a floor/slip loaded shipment, how do I tell if it is considered "LTL" and I should palletize?

- All collect shipments below the following attributes must be palletized:
 1. Under 25,000 lbs. gross weight
 2. At or below 2,133 cube
 3. At or below 20 non-stackable pallets, or 40 stackable pallets (40"x48")
- We recognize there may be exceptions based on product type; any exceptions to this must be preapproved by Vendor Compliance (vendorcompliancemanager@biglots.com) prior to shipping.
- Failure to comply with this requirement may result in a Freight Payment compliance deduction of \$250 per shipment.
- *This information is found on page 21 of our Vendor Routing and Compliance Guide, provided to you during onboarding as well as when it is updated.*

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Manhattan Portal

1. Who is the administrator for our group?

- The Admin for your account is the person designated within your organization who will control access to our TMS routing portal. They are responsible for setting up users for routing and deleting users as needed.
- This can be any person within your organization, in any function. If you do not know who the administrator is, email inboundlogistics@biglots.com to request this information.

2. How do you create a new user?

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

3. How can I change the administrator?

- Please email inboundlogistics@biglots.com with this request and we will submit this request to Manhattan.

4. How do I login to my account initially?

- Website: <https://tpe.logistics.com>
- User = vendor number
- Password = Password1!
- *If this doesn't work, please email inboundlogistics@biglots.com for assistance.*

Labeling FAQs

Please email Vendor Compliance at vendorcompliancemanager@biglots.com for all labeling questions.

Important contacts

Vendor questions:

InboundLogistics@biglots.com

Delivery appointment requests/reschedules (*prepaid vendors ONLY*):

TMSAppointments@biglots.com

Vendor Compliance:

VendorComplaine@biglots.com

Inbound team phone:

1-614-278-4618

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NMFC Freight Classification Information

Freight Density (pounds per cubic foot) – weight divided by cubic feet

<https://www.gokoho.com/freight-class#NMFC-Classification>

Vendors can file with the NMFTA to verify NMFC

<https://store.nmfta.org/category/interpretations>

Great sites with explanations on freight class:

<https://www.approvedforwarders.com/importance-freight-class-shipping-goods/>

<https://www.freightpros.com/blog/freight-class-explained/>

How to calculate volume correctly:

<https://www.omnicalculator.com/conversion/cubic-feet#and-how-to-calculate-cubic-feet-from-inches>

Volume – using inches of the pallet(s)

Volume = length × width × height

When using inches to calculate volume, divide the volume value by 1,728 to get the cubic feet for routing.

What determines Freight Class?



DENSITY

Density can be defined by your shipment's dimensions and weight. Class 100 freight should have a density that is between 9 to 10.5 pounds.



STOWABILITY

Handling is the amount of labor necessary to transfer your class 100 freight shipments to each LTL (less-than-truckload) terminal.



LIABILITY

The worth and probability of your class 100 freight shipment being damaged or stolen is what we call liability.



HANDLING

The stowability is how easily your freight class 100 shipment can be packed with other freight. The NMFC (National Motor Freight Classification) class code can be affected if your shipment needs special handling.

The Classes of Freight

There are 18 possible NMFC classifications for LTL freight, the lowest being 50, and the highest being 500. Freight that is dense, easy to handle and store and with minimal liability will be classified lower, while freight that is fragile, uniquely shaped, or susceptible to damage or theft will be classified higher. Usually, the more dense the item, the lower the freight classification. The NMFTA publishes a list of freight class designations for commonly shipped items. To use the NMFC list, you'll need to become a member of the NMFTA, and you can do that [here](#).

If you don't have access to the NMFC list or don't want to subscribe, the next best option is to estimate your freight class based on the density of your shipment (how much your shipment weighs per cubic foot). To do this you can use the freight class density table (see **What if an item does not have a NMFC Classification?** *below*).

Freight Density (pounds per cubic foot)	Freight Class
Less than 1	<u>400</u>
1 but less than 2	<u>300</u>
2 but less than 4	<u>250</u>
4 but less than 6	<u>175</u>
6 but less than 8	<u>125</u>
8 but less than 10	<u>100</u>
10 but less than 12	<u>92.5</u>
12 but less than 15	<u>85</u>
15 but less than 22.5	<u>70</u>
22.5 but less than 30	<u>65</u>
30 or greater	<u>60</u>

Freight Class Tips & Tricks

- ALWAYS include the NFMFC code on the BOL so the carrier can see it.
- ALWAYS include the freight description on the BOL to the best of your ability. Something labeled “shipping item” is much more likely to be re-classed, as the carrier has no idea what the freight is and therefore no idea what class is correct.
- Class calculators can give the exact density of a shipment; however, their classes are always estimates. Not all items have density-based classes!
- Be aware of carrier habits. All carriers are not created equal and some are harder on re-classes and inspections than others. Know the limitations of the carriers you’ll be using.
- BE HONEST. Resist the urge to cheat on your freight class to fool the freight shipping companies. In the long run (like Vegas) the house always wins and you’ll end up paying penalties for constant re-classes.