



DOLLAR TREE STORES, INC.®

Vendor Quick Reference Guide *FOR TMS 4.0*

Please refer to the *Inbound Shipping Requirements and Regulations Guide* for additional information on Dollar Tree shipping policies.

Objective

The purpose of this document is to provide the vendor with step-by-step instructions for creating and tracking Routing Requests in Power TMS.

If a vendor believes that adhering to the following guidelines will result in additional transportation expense and/or cube loss, please contact the appropriate Dollar Tree representative. Please refer to the “News and Information” portlet upon login for current state assignments. The appropriate Dollar Tree representative is determined by the origin location of the Routing Request. Each instance will be reviewed and the best transportation decision will be made.

Disclaimer

Dollar Tree Stores, Inc has several affiliates. Among these affiliates are Dollar Tree Distribution, Inc., Greenbrier International, Inc., Deal\$-Nothing Over a Dollar, Dollar Tree Merchandising, Inc., and Dollar Tree Canada (Dollar Giant). All rules and regulations in this document apply to shipments for Dollar Tree and all of its affiliates.

Please also note this document along with the ‘Inbound Shipping Requirements and Regulations Guide’ will be available in the ‘News and Information’ box upon login

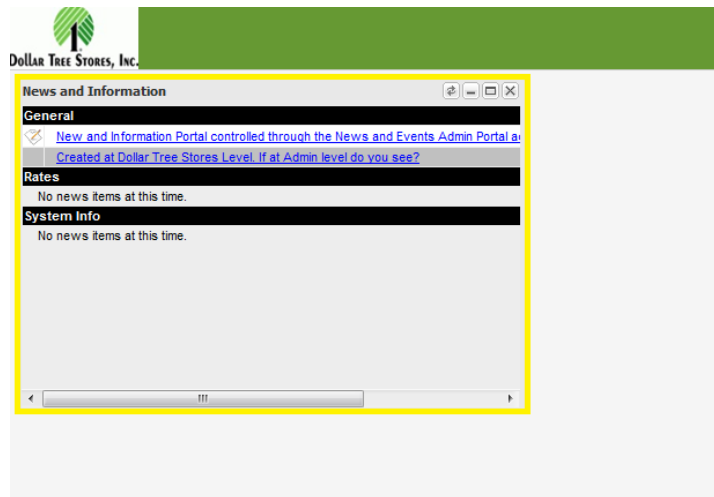


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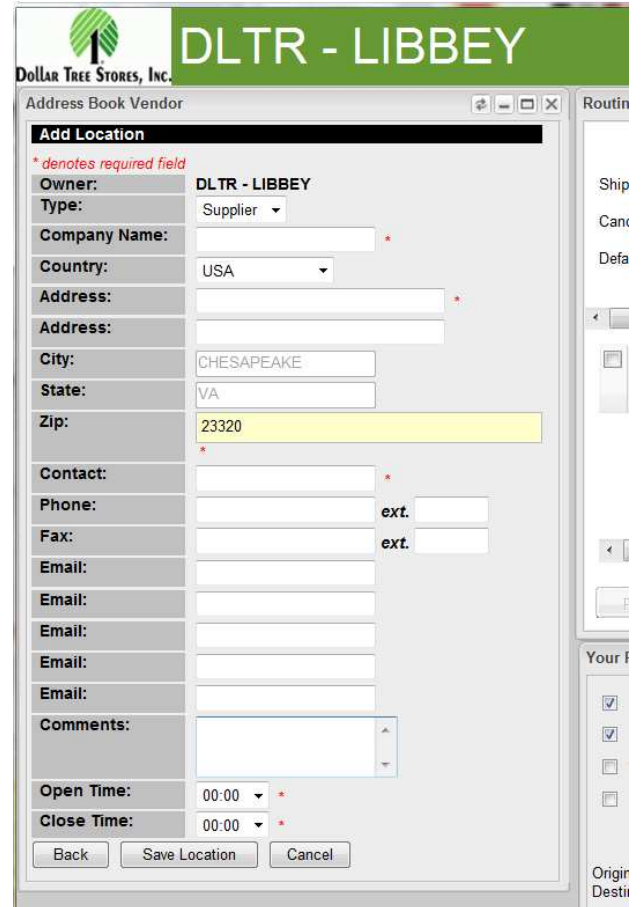
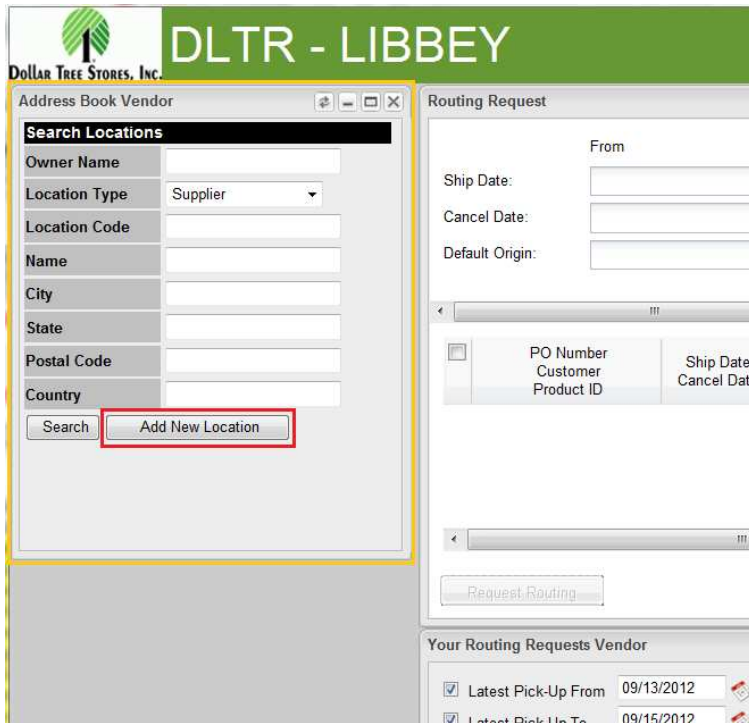
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To schedule delivery of prepaid freight, please refer to the Inbound Shipping Requirements and Regulations Guide.

Entering information in your address book

****This must be completed before creating any Routing Requests****



1. Upon login, you will see an Address Book block on your screen
2. Click the "Add New Location" button
3. Enter all information on the next screen including the physical address for the location that should be given to carriers for pick up. You will NOT need to enter the city and state. These fields will be populated based on the zip code entered
4. Enter the contact information for the person who the carrier should contact to schedule pick up appointments the email address entered will be automatically populated in the Routing Request when the address is selected.
5. Optional: You may enter your internal reference number to refer to the location if you choose and any other general information pertaining to the specific pickup location in the 'Comments' box. Example: DC 1; please call for pickup appointment 24 hours in advance
6. Enter your shipping hours
7. Click "Save Location"
8. A pop-up window will indicate that your location has been successfully saved.
9. NOTE: You will need to log out and back into the system for the address to be available for use when creating routing requests

Creating a Routing Request from a Purchase Order

1. Upon login, you will see a Routing Request block on your screen
2. Enter the PO number in PO number box (it is not necessary to include leading zeros) **or** enter the ship or cancel date ranges using the calendar icons. EX: Ship date 6/1/11 - From = 5/31/11 To = 6/2/11. Cancel date 6/5/11 - From = 6/4/11; To = 6/6/11
3. Click “Find” to search for the PO
4. Select the SKU(s) to be routed by clicking in the box to the left of the PO #
****If there is no check box, contact your buyer for a date extension. Routing Requests must be entered no later than 7 days before the opening of the ship window.****
5. Click “Request Routing” at the bottom of your page

The screenshot shows the 'Routing Request' interface. At the top, there are input fields for 'Ship Date' (09/23/2012) and 'To' (09/26/2012), both with calendar icons. There are also fields for 'Origin', 'City', 'State', 'PO Number', 'Customer Product ID', and 'Status'. A 'Find' button is located to the right of the PO Number field. Below these fields is a table with the following data:

PO Number Customer Product ID	Ship Date Cancel Date	Origin City / State Dest City / State	Item Description	Ordered Qty (pcs)	Cartons	Remaining Qty (pcs)
0000230121199001 928925	09/26/2012 10/03/2012	Chesapeake, VA	CLASSIC DOF SMOKE 12 CTN	7,884	657	7,884
0000230121199001 928927	09/26/2012 10/03/2012	Chesapeake, VA	CLASSIC COOLER SMOKE 12 CTN	15,540	1,295	15,540
0000230121199001 928929	09/26/2012 10/03/2012	Chesapeake, VA	CLASSIC GOBLET SMOKE 12 CTN	14,904	1,242	14,904
0000230121199002 928925	09/26/2012 10/03/2012	Olive Branch, MS	CLASSIC DOF SMOKE 12 CTN	9,816	818	9,816
0000230121199002 928927	09/26/2012 10/03/2012	Olive Branch, MS	CLASSIC COOLER SMOKE 12 CTN	19,320	1,610	19,320

At the bottom of the form, there is a 'Request Routing' button.

6. On the next screen, “Step 1”, choose the origin location from the drop down box. This will populate from the Address Book and will populate in the Origin box when one is selected
7. The destination information will be automatically populated
8. Using the grey calendar icons, populate the pick up date windows. These dates should match the dates listed on your PO and listed next to the boxes.
9. Enter any internal reference number that Dollar Tree or the carrier will need to reference this load in the “Pick up Number” box
10. You have the option to enter additional email addresses to receive information on this routing request. “Email Notify (Summary)”: Person will receive summary page generated at the completion of the routing request. “Email Notify (Instructions)”: Person will receive routing instructions and BOL when the load is booked with a carrier.
11. Enter any pickup instructions or special instructions in the boxes provided
12. In the Items section of your screen click the blue hyperlink for the pieces, weight and class to adjust. Please ensure accurate information is entered, failure to do so could result in a chargeback.
13. Loading Method: Choose “Pallets”, “Floor”, or “Slip Sheets” from the drop down menu.
14. Pallets: Enter Pallet count, pallet positions and weight. Pallet positions should be the number of standard sized pallet positions the pallets will occupy. If the product is on standard pallets and can be double stacked, 10 pallets should occupy 5 pallet positions. If the product is on 5 oversized pallets, the # of pallet positions should be greater than 5 depending on the size of the pallet
15. Floor: Enter Cubic Feet and weight of the load
16. Slip Sheets: Enter slip sheet count, cubic feet and weight

17. Click "Finish"
18. The next screen will display a summary document to view and/or print. This document will also be e-mailed to the e-mail addresses that were entered in the "Email Notify (Summary)" field.
19. To create additional Routing Requests, click the 'Finish' button the on final screen. This will take you back to the screen to begin searching for a PO.

Routing Request

Step 1: Select Origin and Enter Available Dates, References, Special Instructions and Loading Method

Origin

Location: ABC-XYZ Company 123 Main Street CHESAPEAKE, VA 23320

Address1: 123 Main Street
 Address2:
 City: CHESAPEAKE
 State: VA
 Postal: 23320
 Country: USA

Contact Name: John Doe
 Contact Phone: 555-555-5555
 Contact Fax:
 Contact Email: johnd@abc-xyz.com

Destination

Name: DOLLAR TREE STORE...

Address1: 151 Crossroads Pa...
 Address2:
 City: Savannah
 State: GA
 Postal: 31407
 Country: USA

Contact Name: Receiv...
 Contact Phone: 912-96...
 Contact Fax: 912-96...
 Contact Email:

From: 08/19/13 To: 08/26/13 08/19/2013 - 08/26/2013

Pickup Times: 00:00 - 23:30

Pickup Number: 123

Email Notify (Summary): johnd@abc-xyz.com

Email Notify (Routing Instructions): johnd@abc-xyz.com,johnd@abc-xyz.com

Pickup Instructions: Please call 24 hours in advance for pickup appt.

Special Instructions:

PO Number Customer Product ID	Item Description	Ordered Qty (pcs)	Cartons	Remaining Qty (pcs)	Ship Qty(pcs)	Weight	Freight Class
00002301211990... 928925	CLASSIC DOF SMOKE 12 CTN	7,884	657	7,884	12	3,000	150
00002301211990... 928927	CLASSIC COOLER SMOKE 12 CTN	15,540	1,295	15,540	12	5,000	200

Total Weight 8,000 of 45,000 allowed

Loading Method: Pallets Pallets: 9 Cube: 9 Pallet Positions: 9

Cancel Finish

Creating a Routing Request without a Purchase Order

1. Upon login, you will see a New Routing Request block on your screen
2. Use the Magnifying Glass icon to select address in your address book. Dollar Tree Distribution Centers are saved as address for your convenience
3. If you do not have addresses saved in your address book, you may manually type the locations
4. Enter the pickup date and time range
5. Enter the delivery date and time range
6. Click Next

Dollar Tree New Routing Request

Step 1: Enter Address and Date Information

Origin	DLTRVendor <input type="text"/> <input type="button" value="clear"/>		
	123 Main Street <input type="text"/>		
	Anytown <input type="text"/>	VA <input type="text"/>	12345 <input type="text"/>
	USA <input type="text"/>		
Comments	Please call 24 hours in advance <input type="text"/>		
Origin Contact	John Doe <input type="text"/>	555-555-5555 <input type="text"/>	555-555-1234 <input type="text"/> johnd@abc-xyz.com <input type="text"/> * (One of three fields required)
Early Pick-Up Date	01/03/2013 <input type="text"/>	08:00 <input type="text"/>	<input type="text"/>
Late Pick-Up Date	01/03/2013 <input type="text"/>	17:00 <input type="text"/>	<input type="text"/>
Destination	Distribution Center <input type="text"/>		
	DOLLAR TREE STORES INC. <input type="text"/> <input type="button" value="clear"/>		
	201 Dollar Tree Way <input type="text"/>		
	Address Line 2 <input type="text"/>		
	Marietta <input type="text"/>	OK <input type="text"/>	73448 <input type="text"/>
	USA <input type="text"/>		
Dest. Contact	Contact Name <input type="text"/>	Contact Phone <input type="text"/>	Contact Fax <input type="text"/> Contact Email <input type="text"/>
Delivery Date	09/15/2012 <input type="text"/>	08:00 <input type="text"/>	17:00 <input type="text"/>
<input type="button" value="Next"/>			

7. Enter all information necessary in the “Step 2” screen. Please note the first section is for the ship units. If you are shipping on pallets, please specify pallet positions.
8. The second section is for the item details. If you are shipping more than one item please use the “add more items” link
9. Please **DO NOT** select any liftgate services. If a liftgate is needed, please notate this in the Special Instructions Section

Dollar Tree New Routing Request

Step 2: Enter Item(s) and Service Information

From: DOLLAR TREE STORES INC. - DC1,1330 Executive Blvd, Chesapeake, VA 23320 USA
 To: DOLLAR TREE STORES INC. - DC8,201 Dollar Tree Way, Marietta, OK 73448 USA
 Weight: 3,000 lb

Items

Item Id	SKU 123 <input type="text"/> clear	Class	70.0 <input type="text"/>
Weight	3000 <input type="text"/> Total <input type="text"/> Pounds <input type="text"/>	Quantity	600 <input type="text"/> Carton <input type="text"/>
Dimensions	<input type="text"/> x <input type="text"/> x <input type="text"/> Inches <input type="text"/>		
Cube	330 <input type="text"/>		
Description	SKU 123 transfer to DC8 <input type="text"/>		

Item Id	<input type="text"/> <input type="text"/> clear	Class	050 <input type="text"/>
Weight	<input type="text"/> Total <input type="text"/> Pounds <input type="text"/>	Quantity	<input type="text"/> Piece <input type="text"/>
Dimensions	<input type="text"/> x <input type="text"/> x <input type="text"/> Inches <input type="text"/>		
Cube	<input type="text"/>		
Description	<input type="text"/>		

Item Id	<input type="text"/> <input type="text"/> remove	Class	050 <input type="text"/>
Weight	<input type="text"/> Total <input type="text"/> Pounds <input type="text"/>	Quantity	<input type="text"/> Piece <input type="text"/>
Dimensions	<input type="text"/> x <input type="text"/> x <input type="text"/> Inches <input type="text"/>		
Cube	<input type="text"/>		
Description	<input type="text"/>		

[add more items](#)

Ship Units

ShipUnit Id	Pallets <input type="text"/> clear	Class	70.0 <input type="text"/>
Weight	3000 <input type="text"/> Total <input type="text"/> Pounds <input type="text"/>	Actual Pieces	3 <input type="text"/> Pallet <input type="text"/>
Cube	330 <input type="text"/>		
Description	3 Pallets of SKU 123 <input type="text"/>		

[add more ship units](#)

Pallet Positions	3.0 <input type="text"/>
Services	<input type="checkbox"/> Lift Gate Origin <input type="checkbox"/> Lift Gate Destination

Back Next Cancel

10. Click Next

11. Enter all information necessary in the “Step 3” screen. Please add any necessary references using the drop down boxes
12. Please enter Store # & Activity Code (if known) in the References section
13. Click Next
14. At this point your Routing Request has been created and submitted for Dollar Tree routing. On the next screen you will be able to print the Routing Request Summary document
15. Click Finish to return to the “Step 1” screen to enter any additional Routing Requests

Step 3: Enter Special Instructions, References, and Contact Info

From: DLTR Vendor, 123 Vendor Road, Chesapeake, VA 23320 USA

To: DOLLAR TREE STORES INC. - DC8, 201 Dollar Tree Way, Marietta, OK 73448 USA

Weight: 5,000 lb

Special Instructions: Please call for pickup

Email Notify (Summary): johnd@abc-xyz.com

Email Notify (Instructions): johnd@abc-xyz.com

Reference #1	123456	Pickup Number
Reference #2	46582	PO Number
Reference #3		

[add more references](#)

Contact: Dollar Tree 555-555-1234 johnd@abc-xyz.com

Bill Terms: Collect

Bill To: Dollar Tree Stores, Inc.

Bill Address: c/o Continental Traffic Services
5100 Poplar Avenue, Ste 1750
Memphis, TN 38137
USA

Tracking Routing Requests and Printing BOLs

1. Upon login, you will see a Your Routing Request block on your screen
2. You can search by any of the available options. Use the 'Reference' box to search by the PO # (include leading zeros), Routing Request # (include "RR"), or Load #. Please note the toggle box next to each search option must be selected for the system to search on that information.
3. The status of the Routing Request will be displayed on the screen. If you wish to view more details, click the Routing Request number that is displayed as a blue hyperlink

Your Routing Requests Vendor

Latest Pick-Up From 09/13/2012 Status: Booked Cancelled

Latest Pick-Up To 09/15/2012 Delivered In Transit

Type Quote Pending

Reference 00002301211

Origin Name City State Postal Code
 Destination

Pri Ref▲	PO Number	Status	Origin	Earliest Pickup	Latest Pick-Up	1st Leg Carrier Name	1st Leg Load Ref
RR10004050(Shipment Number)	0000230121199001	Pending	Hot Springs, AR	09/24/2012	10/03/2012		8003300

4. Once a load is booked, you will see a "Print" tab within the details of the Routing Request. Here you will be able to print the Summary Document or the Instructions Document (containing the BOL).

Your Routing Requests Vendor

Routing Request Summary: RR10006467 (Shipment Number)

Shipment Status: Booked
 Loads: 8005774 (Load Number)

Locations		
Origin	Destination	Bill To
Supplier 267V-222 ABC-XYZ Company 123 Main Street CHESAPEAKE, VA USA 23320 Pickup Date: 08/19/2013 00:00 to 08/26/2013 23:30 Contact: John Doe phone: 555-555-5555 email: johnd@abc-xyz.com	Distribution Center 99005 DOLLAR TREE STORES INC. - DC5 151 Crossroads Parkway Savannah, GA USA 31407 Delivery Date: 08/28/2013 00:01 to 08/28/2013 23:59 Contact: Receiving phone: 912-965-1994 fax: 912-965-1270	Bill To BTDT Dollar Tree Stores, Inc. c/o Continental Traffic Services Inc. Memphis, TN USA 38137 Payment terms: Collect

Terminal Information	
Origin Terminal	Destination Terminal
Phone: Fax:	Phone: Fax:

Items							
Item ID	PO Number	HazMat	Class	NMFC	Weight	Act Qty	Descr
124765	0000280001799005	no	70.0		36000.0 lb	3600.0	CHICK O STICK 36 CTN

Events						
Type	Location	Status	Target Date	Current Date	Actual Date	Carrier
Pickup	CHESAPEAKE, VA USA	Pending	08/26/2013 23:30			SCHNEIDER NATIONAL CARRIERS INC
Drop	Savannah, GA USA	Pending	08/28/2013 23:59			SCHNEIDER NATIONAL CARRIERS INC

Status Messages		
Date	Status Code	Location
No messages.		

Activities					
Type	ID	Assigned To	Status	Planned Date	Completed Date
No Activities.					

Other: Services | Equipment | References | Rate Information | Special Instructions | Contact | **Print**

Print Documents

Select A Document: Routing Request Summary ▼

- Routing Request Instructions
- Routing Request Summary

Finish