# Kohl's Transplace OMS 2.0 2015

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**Click item below to go to subject page**

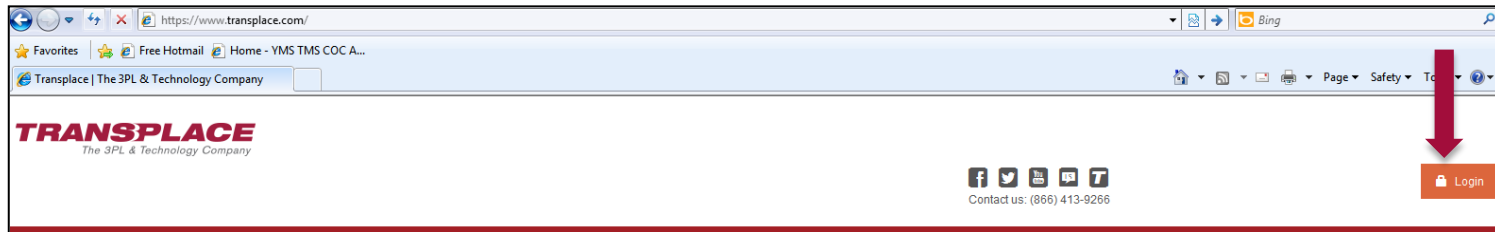**TRANSPLACE**
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# OMS 2 Enhancements

**Transplace OMS 2.0 Enhancements:**

- JAVA is no longer needed
- No changes to shipment monitoring and external shipment monitoring
- OMS 2.0 is case sensitive
- No changes to Kohl's vendor requirements. Refer to Vendor Compliance charges for specific details.

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# Logging into Transplace

- **Log on to www.transplace.com and click Login**

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# Logging into Transplace

- **Enter User ID and Password and Click Sign In**

# Logging into Transplace

- **Select Order Management 2.0 (New) from Menu**

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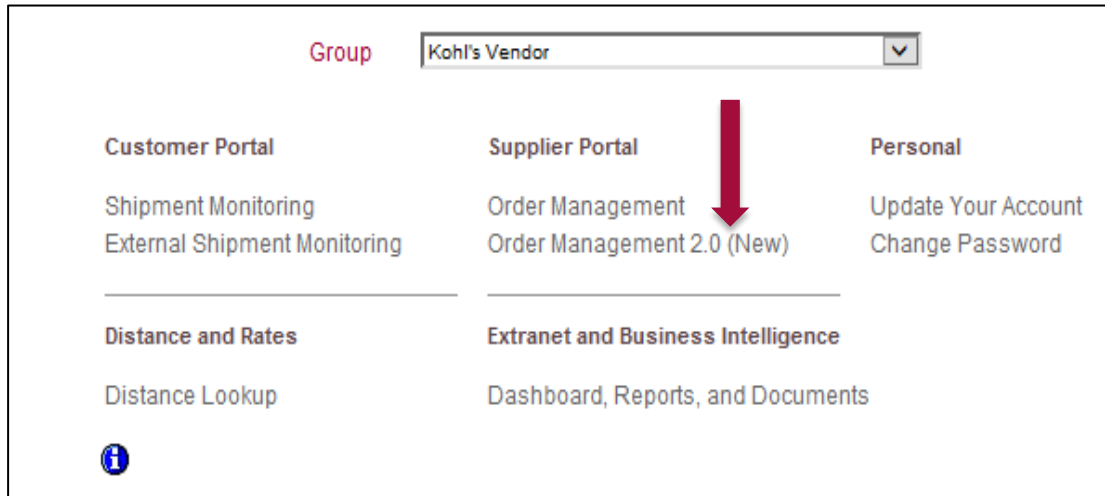
# PO Search

- **Enter PO number (Enter multiple POs separated with commas)**



- **Option to search by Date, Vendor ID, Origin, Destination, or PO Status**

- **Click Search**

- **Search templates can be setup and loaded using the Search Template box (Create and) Save or Load buttons**

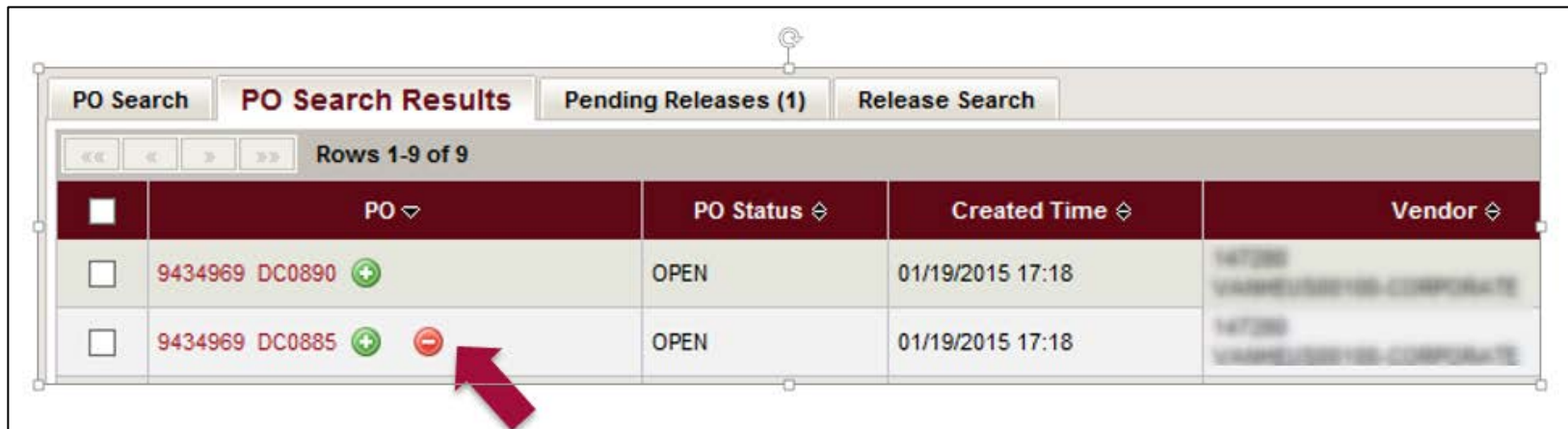- **The Search Results tab is only visible when Search Results are present**

# PO Search

- **If PO is not "open", contact appropriate Buying Office**

- **Check box next to "open" PO**

- **Click "Add To Pending Releases"**

# Remove From Pending Releases

- **To remove PO from Pending, click on "—"minus sign**

- **Or check the box next to the PO.  Click "Remove From Pending Releases" button**

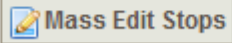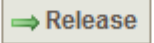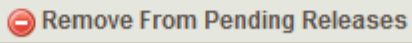- **This will move the PO back to Pending Status and remove from the Pending Releases Screen**

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# Single PO Release

- **Click PO to release**

- **You will reach the Pending Release screen shown on Page 11**

| PO Search | PO Search Results | Pending Releases (1) | Release Search | | | | |
|---|---|---|---|---|---|---|---|
| ☐ | PO △ | Product(s) ⇕ | Available Quantity ⇕ | Release Quantity ⇕ | Weight ⇕ | Cube ⇕ | Origin ⇕ |
| ☐ | 9434969 DC0885 | 9434969 | 85.00 PCS | | | | |

[✎ Multiple PO Edit & Release] [✎ Mass Edit Stops] [→ Release] [⊖ Remove From Pending Releases]

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# Single PO Release

- **Pending Release Screen:  Fill in the information required   (listed on page 12)**

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# Single PO Release

**Pickup Location ID/Name** – Vendors must search for their Shipping Location. Click the spyglasses to see the locations that you are associated with. If your shipping location is not listed, contact TMS@Kohls.com to get the shipping location added

**Earliest Time/Latest Time** – This date **must** be changed to reflect your shipping availability within your given ship window. Refer to TMS Tips December 2014: TMS Routing Best Practices

**Quantity** of Pieces

Total **Weight** of shipment

Total **Cubic Feet** of the shipment – For cube calculations formula, refer to TR-01 cube calculation guidelines in Kohl's connection website. If your freight is more than a truck load. Enter for 3,600 CF first, and then enter cube for remaining.

**Handling Unit** – Can change to PLT (Pallet) Only if pallet approved vendor

**Hazmat** – Check the box if product is considered Hazmat

**Reason Code** – Enter as needed

**Reason Comment** – Enter as needed

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# Single PO Release

- **After all of the information is entered, Click "Release"**

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# Single PO Release

- **You may get warnings such as Insufficient Lead Time, etc.  Reference Vendor Compliance charges for more information on requirements**

- **Correct the errors that appear and click Release again**

# Important Information about PO Cancel Dates

- **If a PO is entered past the cancel date, the user will get a hard error (see below) and it will not go through the system. NO routing will be returned**

- **Contact your Buying office to obtain an extension on the cancel dates**

- **Wait until the extension is <u>VISIBLE</u> in OMS 2 before re-releasing**

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# Releasing Multiple POs at Once

- **Enter PO number  (Enter multiple POs with commas)**

- **Or type the vendor ID and DC Location ID with ship window**

- **Define search as needed**

- **Set a Search Template for frequent search criteria**

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# Releasing Multiple POs at Once

- **Check top box to select ALL POs**

- **Click Add To Pending Releases button**

- **Note: This will select ALL in the Search Results screen, not just those POs showing on the first page**

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# Releasing Multiple POs at Once

- **From Pending Releases tab, check top box to select ALL POs**

- **Click Multiple PO Edit & Release button**

- **Note: This will select ALL in the Search Results screen, not just those PO's showing on the first page.  Only choose the POs that you want to release together.**
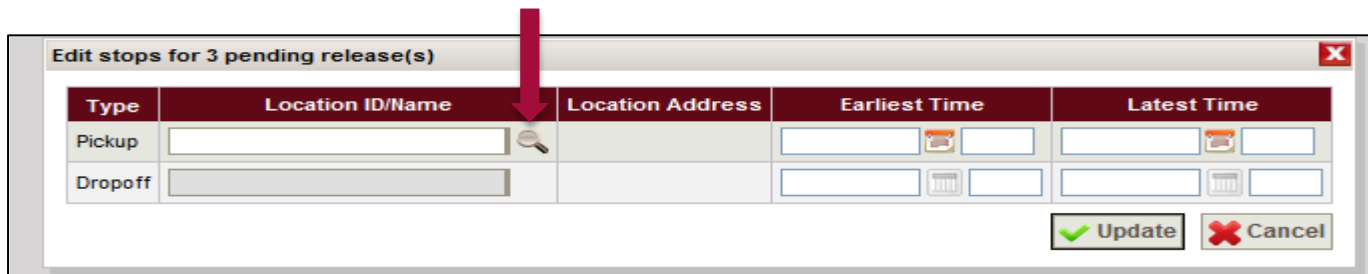
| ☑ | PO △ | Product(s) ⇕ | Available Quantity ⇕ | Release Quantity ⇕ | |
|---|------|--------------|----------------------|--------------------|---|
| ☑ | 9287774 DC0840 | 9287774 | 1,087.00 PCS | | |
| ☑ | 9289913 DC0840 | 9289913 | 395.00 PCS | | |
| ☑ | 9453990 DC0840 | 9453990 | 5,386.00 PCS | | |

PO Search | PO Search Results | Pending Releases (3) | Release Search

Multiple PO Edit & Release | Mass Edit Stops | ⇒ Release | ⊝ Remove From Pending Releases

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# Releasing Multiple POs at Once

- **Click on Spyglasses to find Shipping Location**

- **If correct location does not appear or a new shipping location needs to be added, contact TMS@Kohls.com .**

# Releasing Multiple POs at Once

- **Click on Location ID # and click Update**

- **If you have <u>not</u> filled in all other support information, then you will receive warning messages until all other required information has been filled in**

- **Continue tabbing through and enter in all required information to release shipments**

# Releasing Multiple POs at Once

**Pickup Location ID/Name** – Vendors must search for their Shipping Location. Click the spyglasses to see the locations that you are associated with. If your shipping location is not listed, contact TMS@Kohls.com to get the shipping location added

**Earliest Time/Latest Time** – This date **must** be changed to reflect your shipping availability within your given ship window. Refer to TMS Tips December 2014: TMS Routing Best Practices

**Quantity** of Pieces

Total **Weight** of shipment

Total **Cubic Feet** of the shipment – For cube calculations formula, refer to TR-01 cube calculation guidelines in Kohl's connection website. If your freight is more than a truck load. Enter for 3,600 CF first, and then enter cube for remaining

**Handling Unit** – Can change to PLT (Pallet) Only if pallet approved vendor

**Hazmat** – Check the box if product is considered Hazmat

**Reason Code** – Enter as needed

**Reason Comment** – Enter as needed

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# Releasing Multiple POs at Once

- **After all required information is filled in, click the Release button and your POs will be released**

- **POs can be reviewed while scrolling by hovering over the Product # listed**
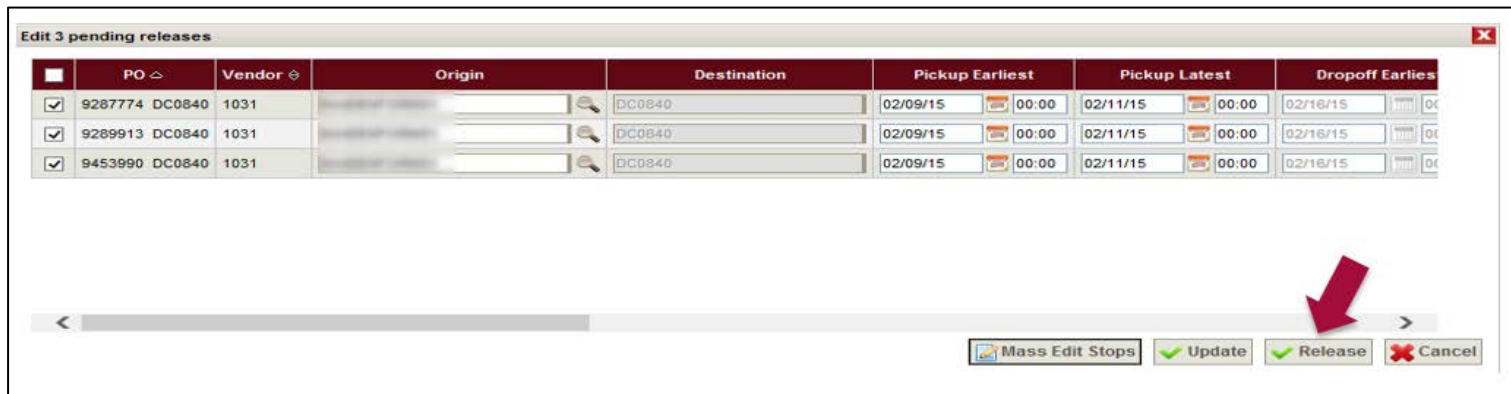


- **Your shipment and/or shipments are now released and will be routed**

# Searching for PO Releases

- **To check on your PO Release, click on the Release Search tab**

- **Enter PO and click search. If the PO information does not appear, you did not release it. If your release was successful, it will appear with the PM-REL-XXXXXXX . You may search by Release # or any other criteria as shown.**

# Searching for PO Releases

- **You can also search the PO Search Screen, if the PO has been released, the PM-REL-XXXXXXX will appear in the Release Column**
- **While hovering over the icon it will give you all Released information**
- **Click on the icon and it will take you to the Release Search Results tab to the specific Release**

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# Editing PO Releases

- **On the Release Search Tab, enter the Release number. (Enter multiple Releases separated with commas).**

- **Option to search by PO, Date, Vendor ID, Origin, Destination, or Release Status**

- **Click on the Release that needs to be updated and the Release Update screen will be visible**

- **Update needed fields and click Update**

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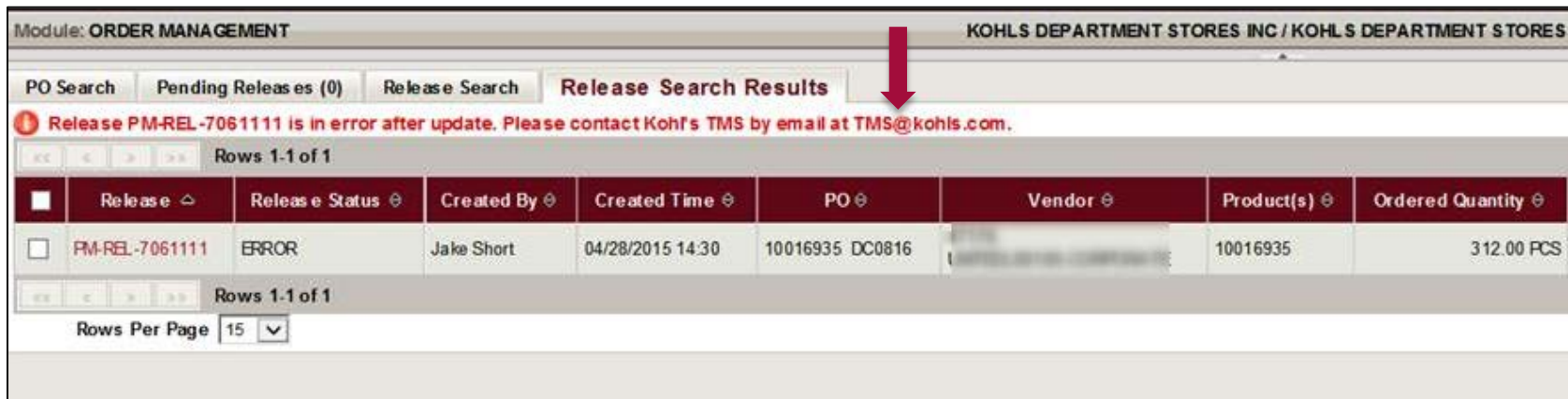
# Editing PO Releases

- **Parcel updates will not be accepted once the PO has been released**

- **If your update was unable to be processed, you will receive an Error message, you must contact TMS@Kohls.com to update your release**

- **You must contact TMS@Kohls.com  if:**

  - **Any changes are needed after the initial PO Release**

  - **You receive an error when trying to release**

  - **You need to update an existing release and are unable to release**

- **When e-mailing TMS PM-REL-XXXXXXX  must be included**

| Module: **ORDER MANAGEMENT** | | | | | KOHLS DEPARTMENT STORES INC / KOHLS DEPARTMENT STORES | | |
|---|---|---|---|---|---|---|---|
| PO Search | Pending Releases (0) | Release Search | **Release Search Results** | | | | |

Release PM-REL-7061111 is in error after update. Please contact Kohl's TMS by email at TMS@kohls.com.
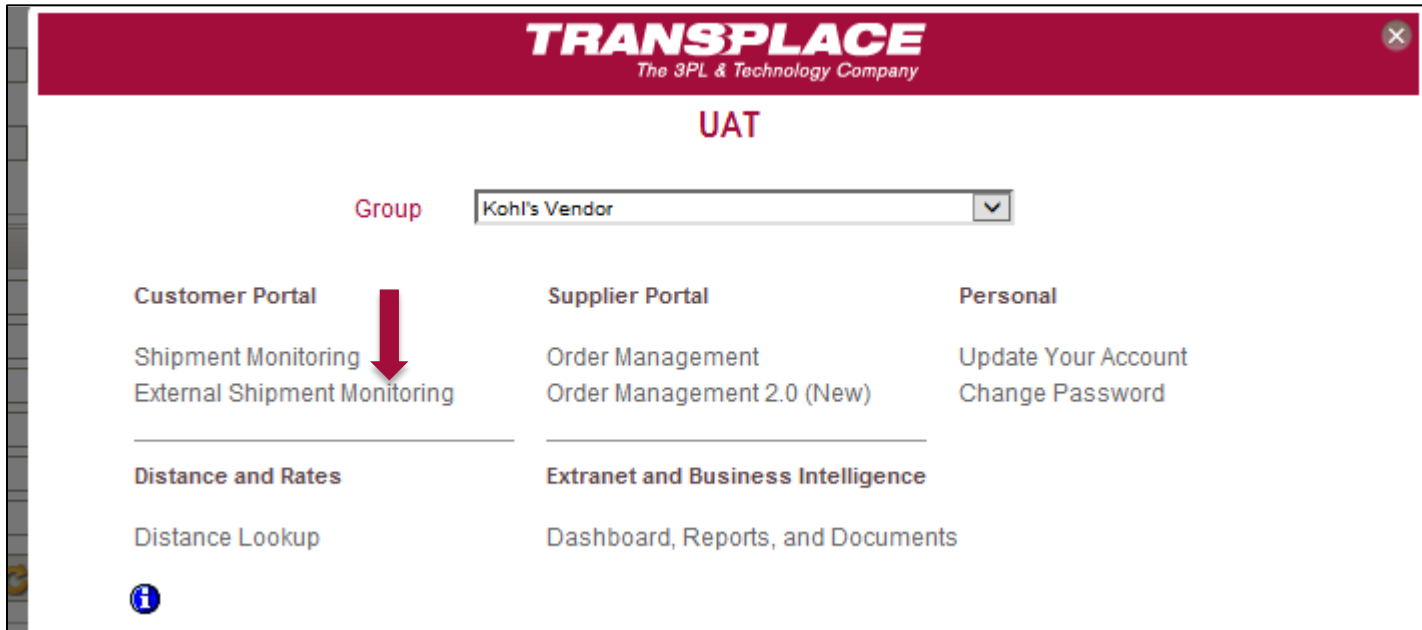
Rows 1-1 of 1

| ☐ | Release ⌃ | Release Status ⊖ | Created By ⊖ | Created Time ⊖ | PO ⊖ | Vendor ⊖ | Product(s) ⊖ | Ordered Quantity ⊖ |
|---|---|---|---|---|---|---|---|---|
| ☐ | PM-REL-7061111 | ERROR | Jake Short | 04/28/2015 14:30 | 10016935 DC0816 | | 10016935 | 312.00 PCS |

Rows 1-1 of 1

Rows Per Page 15 ▾

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# Viewing the Kohl's Manifest

**Log on to www.Transplace.com then click on External Shipment Monitoring**

# Viewing the Kohl's Manifest

- **In the "Criteria" section, select TMS Purchase Order in "Reference(s)"**

- **Key in PO number and DC Number (formatting is KEY) 9099799  DC0870**

  - **Double space between PO and DC**

  - **Must enter DC with 0 in front of location number**

- **You may also search by PM-REL Release # (Delivery Order Number)**

- **Clear out date ranges and check the box marked "Include Unplanned"**

- **Click Search**

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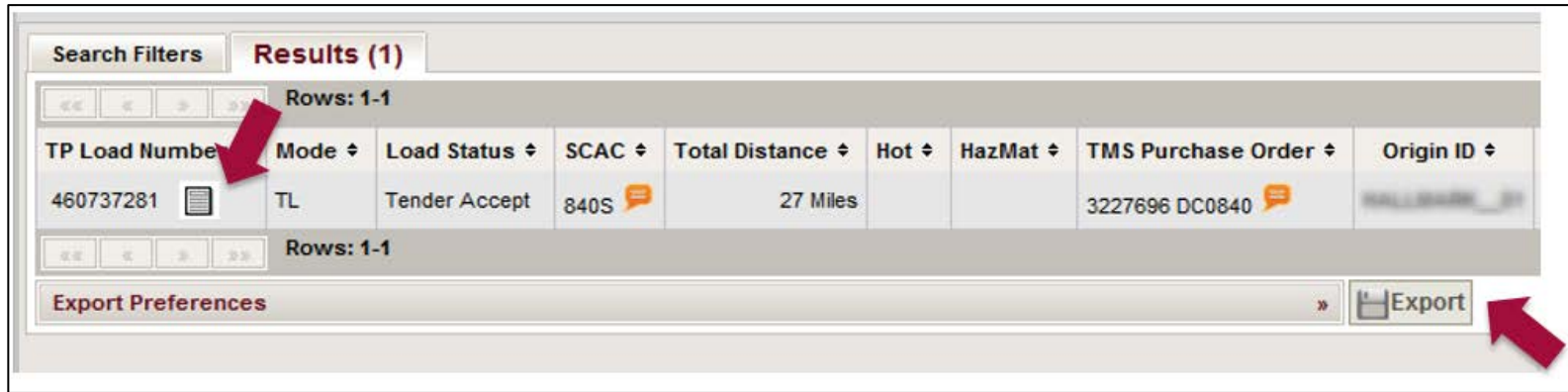
# Viewing the Kohl's Manifest

- **Check for Carrier Assignment in the "Load Status" column**

    – **Null:  Has not yet been assigned – No Action Necessary**

    – **Pending:  Has not yet been assigned – Do not contact Carrier**

    – **Tender Accept:  Select Manifest Icon – Contact Carrier**

    – **Delivered:  Shipment has been Delivered – No Action Necessary**

    – **Cancelled:  Indicating Cancelled Load Status – No Action Necessary**

- **Be aware that the load could change after it is in TENDER ACCEPT status with a carrier as you or another vendor on the load may update information.**

    **Best Practice:  Always double check manifest in Transplace before shipping.**

- **If you receive the below warning message that the load is not Accepted by the Carrier  – The carrier information is subject to change**

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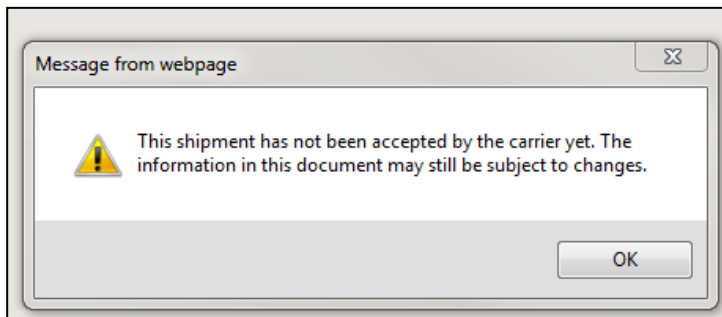
# Viewing the Kohl's Manifest

- **Click on Paper Icon**



- **Click Open to view the manifest**

- **Manifest will be in a PDF format.  If there is no Transplace Load Number, the load is not planned and there is no manifest.**

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# Printing the Kohl's Manifest

- **Manifest will be in PDF form.  You may now print or save it.**

# Contacts

- **TMS – TMS@Kohls.com**

    - **Main contact regarding training or system questions**

- **Transplace – SAAS@Transplace.com or 214-436-8193**

    - **Only contact Transplace for Username Set up**

    - **Users can now Reset own password on Transplace website on the main login page**

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