

Kohl's Transplace OMS 2.0 2015



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OMS 2 Enhancements

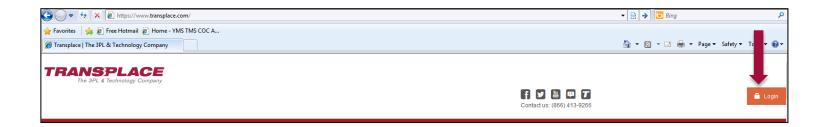
Transplace OMS 2.0 Enhancements:

- 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.



Logging into Transplace

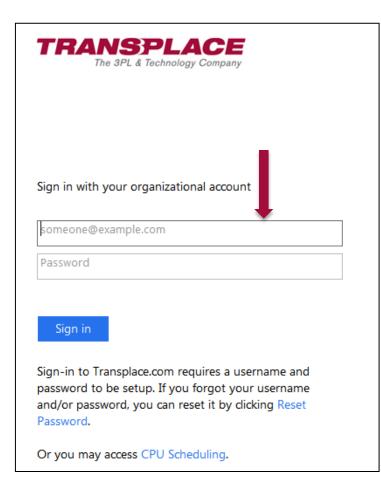
• Log on to <u>www.transplace.com</u> and click Login





Logging into Transplace

• Enter User ID and Password and Click Sign In



Logging into Transplace

• Select Order Management 2.0 (New) from Menu





PO Search

• Enter PO number (Enter multiple POs separated with commas)

Search Templates			General	
No templates available			PO 9287774,9453990,9289913 PO Status V Product #	
Origin	📑 Load	Save 😢 Delete	Destination	
Location ID(s)			Location ID(s) DC0840	16
Vendor ID 1031		Clear		Clear
Dates				
Pickup 02/08/15	- 02/12/15		Clear	
Delivery 📃	-		Clear	
Created	-		Clear	_

- 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"

]	PO 🔤	PO Status ⇔	Created Time	Vendor ⊽	Product(s) ⇔
2	9287774 DC0840 🧿	OPEN	01/21/2015 16:20	1031 MADENFORMUL-CORPORATE	9287774 🔒
]	9289913 DC0840 🕥	OPEN	01/21/2015 16:20	NEDT NUMBER/ORMOL/CORPORATE	9289913 🖴
]	9453990 DC0840 🕥	OPEN	01/30/2015 17:16	NAMES OF COMPORTS	9453990 🔍
1 4	Rows 1-3 of 3				



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

PO Sea	rch PO Search Results	Pending Releases (1)	Release Search	
	Rows 1-9 of 9			
	P 0 <i>マ</i>	PO Status ⇔	Created Time ⇔	Vendor ⇔
	9434969 DC0890 🕥	OPEN	01/19/2015 17:18	147280 VANHEUSIE108-CONPORET
	9434969 DC0885 🕥 🥥 👝	OPEN	01/19/2015 17:18	147280



- Click PO to release
- You will reach the Pending Release screen shown on Page 11

PO Se	PO Search Results Pending Releases (1) Release Search							
	P0 🗠	Product(s) ⇔	Available Quantity	Release Quantity	Weight	Cube ⇔	Origin	
	9434969 DC0885	9434969	85.00 PCS					
Mu	ultiple PO Edit & Releas	se 📝 Mass Edit Stops	⇒ Release 🤤 Remove From	Pending Releases				



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

ling 94349	969 DC0885 53 FT DRYV	/AN 🔽 [1-728 - sceneduran rais con	Ver	ndor Inbound					
os										
ype	Location ID/Nan	ne	Location Address	Earlie	stTime	Late	st Time			
kup		9		01/26/15	00:00	01/31/15	00:00			
	0C0885 OHL'S DC 885		2065 KEYSTONE PACIFIC PKWY PATTERSON, CA 95363 USA	02/02/15	00:00	01/31/16	00:00			
	△ Product #	cription 🗧 /	Available 🕸 Quantity		/eight	Cube		Indling Unit	LTL Class Hazi	mat Pick
		cription 🕀 🛛	Available Quantity 85.00 PCS PCS		leight			CTN V		mat Pick
e Items (△ Product #	cription 🔶 🛛								mat Pick

The 3PL & Technology Company

<u>Pickup Location ID/Name</u> – 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 <u>TMS@Kohls.com</u> to get the shipping location added

<u>Earliest Time/Latest Time</u> – 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 <u>Cubic Feet</u> 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

<u>Reason Code</u> – Enter as needed

Reason Comment – Enter as needed



• After all of the information is entered, Click "<u>Release</u>"

nding rele	ease for PO	9434969 DC0885										1
itatus PO ending 943		Equipment 5 53 FT DRYVAN	Hot Vendor	100000000000000000000000000000000000000		der Type ndor Inbound						
Stops												
Туре	Lo	ocation ID/Name	-	ation Address	Earlie	est Time	Lat	est Time				
Pickup					01/26/15	00:00	01/31/15	00 🖾	00			
Dropoff	DC0885 KOHL'S DC 8	885		STONE PACIFIC PKWY DN, CA 95363 USA	02/02/15	00:00	01/31/16		00:00			
Line Item	is (1)											
Avail	able 🕀	Quantity	Weight	Cube	Han	dling Unit	LTL Class	Hazmat	Pickup Numb	er	Reason Code	
85	.00 PCS	10.00 PCS 🗸	100.00 LBS	50.00 CF	✓ 2	2.00 PLT 🗸						~
							<u>1</u> 1					
<												>
									110			
										🗸 Update	⇒ Release 🔰	Canc



- 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

Type Location ID/Name Location Address Earliest Time Latest Time Pickup 01/26/15 00:00 01/31/15 00:00	
Pickup 01/26/15 700:00 01/31/15 700:00	
Dropoff DC0885 2065 KEYSTONE PACIFIC PKWY PATTERSON, CA 95363 USA 02/02/15 00:00 01/31/16 00:00	



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

Pending release for PO TESTSPAPR130	3							
 Review warnings, then redo acti Insufficient Lead Time: The orde Too Late Pickup Date: Release L Pickup date/time is after delivery There are stops or line items with Status PO Equipment Pending TESTSPAPR1303 53 FT DRYVAN Stops 	r(s) shou atest Pic / date/tin h errors	ld be released at least 5 days p kup date is after PO Latest Ship ne: 2015-04-28 00:00 > 2015-04-	o da	te 🖌	e (4/20/15	12:00 AM).		
Errors/Warnings	Туре	Location ID/Name		Location Address	Earlie	est Time	Late	st Time
	Pickup	AMERICALD_D2 AMERICAN TEXTILE UD	1	10 N LINERA ST DUGUESHE, PA 10110 USA	04/28/15	00:00	04/28/15	00:00
Too Early Deliver Date: 04/22/15 00:00	Dropoff	DC0810 KOHL'S DC 810		7855 COUNTY ROAD 140 FINDLAY, OH 45840 USA	04/22/15	00:00	04/22/15	00:00



- 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

PO Search PO Search Results Pending Releases (0)	Release Search
Search Templates	General
No templates available	PO 9287774,9453990,9289913 PO Status V Product #
Corigin	Destination
Location ID(s)	Location ID(s) DC0840
Vendor ID 1031	Clear
Dates	
Delivery	Clear Clear Clear
	Search CReset



- 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

PO Se	arch PO Search Resu	Its Pending Releases (0) Release Search		
**	Rows 1-3 of 3				
~	P0 \$	PO Status ⇔	Created Time	Vendor 🗢	Product(s) ⇔
•	9287774 DC0840 🕥	OPEN	01/21/2015 16:20	1951 IK-ADENP CHMINI-COMPONENTE	9287774 😫
•	9289913 DC0840 🕥	OPEN	01/21/2015 16:20	1831 MARDONFORMOLICORPORTS	9289913 😫
	9453990 DC0840 🕥	OPEN	01/30/2015 17:16	1021 MARENPORMELCORPORATE	9453990 😫
44	C S SS Rows 1-3 of 3				
O Ad	d To Pending Releases 🛛 🕝	Revalidate 🔄 Refresh	Rows Per Page 15	~	
	N.				



- 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	arch PO Search Result	Pending Relea	ases (3) Release Search	
Y	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	
Mu	Iltiple PO Edit & Release	Mass Edit Stops	⇒ Release	Pending Releases



- Click on Spyglasses to find Shipping Location
- If correct location does not appear or a new shipping location needs to be added, contact <u>TMS@Kohls.com</u>.

dit stops for	3 pending release(s)			
Туре	Location ID/Name	Location Address	Earliest Time	Latest Time
Pickup	6			
Dropoff				
		· · · · · ·		Vpdate 🗶 Cance



- 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

E	dit stops	for 3 pending release(s)			×
	Туре	Location ID/Name	Location Address	Earliest Time	Latest Time
2	Pickup		BRE TECHNOLOGY DR PAVETTEVALE, NC DEDRE USA		
	Dropoff				
					Vpdate Cancel
7			0		



<u>Pickup Location ID/Name</u> – 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 <u>TMS@Kohls.com</u> to get the shipping location added

<u>Earliest Time/Latest Time</u> – This date <u>must</u> 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 <u>Cubic Feet</u> 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



- 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

	PO 🗢	Vendor 🕀		Origin	Destination	Pickup	Earliest	Picku	p Latest	Dropot	ff Earlies
1	9287774 DC0840	1031	Including the second		DC0840	02/09/15	00:00	02/11/15	00:00	02/16/15	
	9289913 DC0840	1031	Include the other		DC0840	02/09/15	00:00	02/11/15	00:00	02/16/15	00
	9453990 DC0840	1031		18	DC0840	02/09/15	00:00	02/11/15	00:00	02/16/15	
	3423830 DC0240	1001								1	Provide C
	34223330 DC0040	1031									

• 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-XXXXXXXX . You may search by Release # or any other criteria as shown.

PO Search Pending Releases (0) Release Search					
Search Templates Search Templates No templates available Corigin Location ID(s) Vendor ID Clear	General Release Number Release Status PO 9434969 Product # Destination Location ID(s) Clear				
Delivery	Clear Clear Clear Clear				
«« « » »» Rows 1-1 of 1	Release Search Results eated By Created Time PO hort 01/22/2015 14:38 6629521 DC0865				
PM-REL-7000409 OPEN Jake 3 <<< >>> Rows 1-1 of 1 Rows Per Page 15 🗸	01/22/2013 14:30 0025321 00005				



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

	Releases		Ordere	ed Quantity ⇔	Available	Quantity (>	Origin	Destinati	on 🗧	Pic
PM-REL	PM-REL-7061086 🔒			3.00 PC	s	0.00 PCS			DC0860 KOHL'S DC 86	DC0860 KOHL'S DC 860	
	Click image to		w releases	5							
		Release	Status	Created By	Created Time	Quantity	Weight	Cube	Origin	Destinati	ion
		PM-REL-706108	6 OPEN	Kohls Test User1	04/23/2015 09:48	3.00 PCS	3.00 LBS	33.00 CF	VANHEUS00104	DC0860	

PO Se	arch PO Search Results	Pending Release	s (0) Release Search	Release Search Results		
	« » »» Rows 1-9 of 9					
	PO 🛆	PO Status 🗢	Created Time 🕀	Vendor 🕀	Product(s) ⇔	Releases
	6629521 DC0810 🕥	OPEN	10/09/2014 13:10	71565 VFIMAGE00100-CORPORATE	6629521 🙈	
	6629521 DC0830 🕥	OPEN	10/09/2014 13:10	71565 VFIMAGE00100-CORPORATE	6629521 🗟	_
	6629521 DC0840 📀	OPEN	10/09/2014 13:10	71565 VFIMAGE00100-CORPORATE	6629521 🖴	
	6629521 DC0855 📀	OPEN	10/09/2014 13:10	71565 VFIMAGE00100-CORPORATE	6629521 🙈	
	6629521 DC0860 💿	OPEN	10/09/2014 13:10	71565 VFIMAGE00100-CORPORATE	6629521 🖴	-
	6629521 DC0865 🕥	OPEN	10/09/2014 13:10	71565 VFIMAGE00100-CORPORATE	6629521 🚔	PM-REL-7060469
	6629521 DC0875 🕥	OPEN	10/09/2014 13:10	71565 VFIMAGE00100-CORPORATE	6629521 🖴	
	6629521 DC0885 🕥	OPEN	10/09/2014 13:10	71565 VFIMAGE00100-CORPORATE	6629521 😫	
	6629521 DC0890 🕥	OPEN	10/09/2014 13:10	71565 VFIMAGE00100-CORPORATE	6629521 🚔	
-00 -00	« » »» Rows 1-9 of 9					



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

Release PM-REL-70	61085					×
Status PO		lot Vendor	Order Type			
	C0860 53 FT DRYVAN	1	Vendor Inbound			
Comment						
Stops						**
Туре	Location ID/Name	Location Addre	ss	Earliest Time	Latest Time	
Pickup		ACCOUNTY AND A REPORT OF A REP	LINES OF DETEMBINE STORE	04/23/15 🛅 00:00	04/25/15 🔚 23:59	
Dropoff COS6	50 S DC 860	1600 N BUSINESS 45 CORSICANA, TX 75110 USA		04/27/15	04/25/16 23:59	
	Product # ⇔ Description ⇔	Quantity Weight	Cube	Handling Unit LTL (Class Hazmat Pickup N	« umber
<					↓ ↓ ↓	> tte Cancel



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 <u>TMS@Kohls.com</u> to update your release
- You must contact <u>TMS@Kohls.com</u> 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



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

		TRANSPLACE The 3PL & Technology Company	
		UAT	
	Group	Kohl's Vendor	V
Customer Portal		Supplier Portal	Personal
Shipment Monitorin	g	Order Management	Update Your Account
External Shipment I	Monitoring	Order Management 2.0 (New)	Change Password
Distance and Rates		Extranet and Business Intelligence	
Distance Lookup		Dashboard, Reports, and Documen	ts



- 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

Search Tem	plates	Criteria	Report Type
		Transplace Load/Mode Execution ID(s): Reference(s): TMS Purchase Order Include All References on ME	Load Freight/PO Line Item/Products
		Support Info(s):	Misc Search Criteria
1	🔛 Load 🔚 Save 🥝 Dele	SKU/Product Number(s): Trailer #(s): te	✓ Include Unplanned □ Crossdock Report Order Type: Select Business Unit: ✓
Origin (Outb	ound)	Destination (Inbound)	Carrier
Location ID(s City: State: Zip: Country: Vendor(s):		Location ID(s): City: State: Zip: Constry: Consignee(s):	Mode: Air Air Intermodal Cosan Parcel Rail TL SCAC(s):
Dates			Bill To
Pickup: Delivery:		23:59 Clear 23:59 Clear	Bill To(s):
Domains		Accounts	Status
		ALL KOHLS DEPARTMENT STORES INC	Asigned Cancelled Delivered Hold In-Transit



- 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





• Click on Paper Icon

<< < > > >	Rows: 1	-1						
P Load Number	Mode +	Load Status +	SCAC \$	Total Distance +	Hot \$	HazMat +	TMS Purchase Order \$	Origin ID +
60737281	TL	Tender Accept	840S 🗭	27 Miles			3227696 DC0840 🦻	RALLBARE_
(c 3 28	Rows: 1	-1						
xport Preference	s						×	Export

- 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.



Printing the Kohl's Manifest

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

	KOHLS DE	EPARTMENT STORE	S INC								
	Master Manifest										
Pickup Beg Date:01-23-2015 09:41	Print Date: 01-23-20	015 14:59	TP Load Number: 460	737281							
Pickup End Date:01-24-2015 09:41											
Carrier: KOHLS 840 BACKHAUL - SWET	SCAC: 8100		Trailer #: <u>W5029</u>								
Carrier Contact:	Carrier Phone:	421-5217	Contact Email:	IN BACKHALL	NCHES (1.00					
Shipper Details:											
Stop		Shipper			Pi	ckup Date	•				
1 HALLMARK MARKETING CORP.	2101 N LIGHTBURNE S	LIBERTY MC 1818			01	-23-2015					
Receiver Details:											
Stop		Receiver			De	livery Da	te				
FINAL KOHL'S DC 840, 2015 E JEFFERS	ON RD , GRAIN VALLE	Y, MO, 64029			02	-20-2015					
Stop Manifest P-Bill Number Vendor Pick- TM Number Up Date	IS PO Delivery Order	Vendor Vendor Nam Shipment Number	e Comments	Quantity (handling unit	1	Cube	% of Truck (pallets)				
	227731 C0840		1	14 CTN	114	17	0.47%				
FINAL 32	227697 C0840			13 CTN	31	11	0.31%				
FINAL 32	227696 C0840			41 CTN	96	34	0.94%				
				Totals: 68 ctns	5 241	62	1.72%				
TP Load Number: 460737281						Page	1 of 1				



Contacts

- TMS <u>TMS@Kohls.com</u>
 - Main contact regarding training or system questions
- Transplace <u>SAAS@Transplace.com</u> 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

