

# TRANSPORTATION MANAGEMENT VENDOR ROUTING TOOL – QUICK GUIDE

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Ross Stores, Inc.

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The Ross/dd's transportation uses Manhattan TMS for Inbound shipments. This guide provides quick reference steps on the processes of first-time login and use of the routing tool.



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## **1.1 User Set Up**

- Each person that will need to access the Ross/dd's Routing Tool will need to have a username and password established.
- Multiple users for the same vendor are not permitted to share usernames and passwords.
  - Vendors can have multiple usernames.
- The Ross TMS Admins will generate usernames and passwords. Usernames will be your company email address. Passwords can be changed upon first time login.
- New vendors should contact [ross.transportation@ros.com](mailto:ross.transportation@ros.com) to have a username and password created. Allow 2 business days for new usernames and passwords requests to be generated.

## **1.2 System Requirements**

- The vendor routing page runs on Microsoft Windows 7 operating system and supports Google Chrome.

## **1.3 Password Expiration**

- Passwords will expire every 90 days.
- Notification will be sent 16, 10 and 4 days prior to expiration so users can reset password in the tool.
- After 120 days, your account will be locked if no password reset by the user is performed. Click on the "Need Help Signing In" and then click on "Unlock My Account."
  - Make sure to use your email to unlock your account. SMS will not work.

## **1.4 Routing and Shipping Details**

- Refer to the Routing Guides and Packaging/Shipping Guidelines on the [Ross Partners Website](#) prior to requesting routing through the Vendor Routing Tool.

## **1.5 Troubleshooting Tips**

- If you are experiencing any difficulty accessing the TMS or logging into it, try these tips:
  - **Use Google Chrome.** Internet Explorer 11 is not supported by the TMS.
  - Type out the Website Address completely instead of having the computer "auto fill it in"  
<https://logistics.ros.com>
  - Type out your username exactly how it appears in the email you receive.
  - Type out the password exactly how it appears in the email you receive (Ensure there are no spaces following the password when entering it into the field).
  - When changing your password, be sure that the new password meets the required criteria that is listed in fine print on that screen (once you reach that screen).
  - Do not bookmark the TMS until you have completed setting up the 'Add RTS' shortcut as described in this guide.
  - Clear browsing history EVERY time you receive an error for 'ALL TIME'.

## **1.6 Seals**

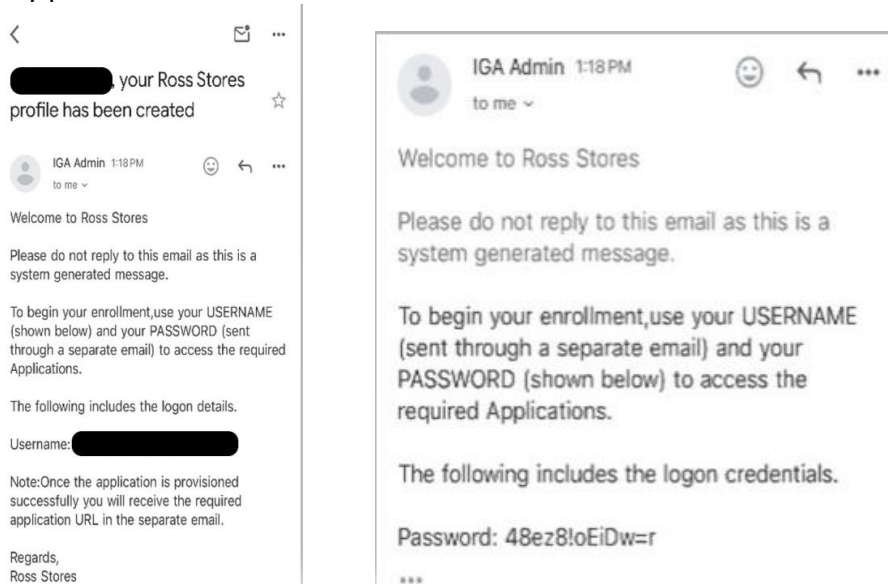
- Shippers are responsible for putting a seal on the trailer prior to carrier pick-up.

## **1.7 Issue Escalation**

- For issues, please contact Ross/dd's at [ross.transportation@ros.com](mailto:ross.transportation@ros.com) or 803-396-2232.

## 1.8 First Time Login and Registration

- New TMS users will receive a username and password from Tms System Administrators, [Tms.Administrators@ros.com](mailto:Tms.Administrators@ros.com). Two automated emails will come from IGA Admin with your username and temporary password.



- If you haven't received these emails, be sure to check your spam/junk folders. After waiting 30 minutes for either of these emails, please follow up with the TMS Admins.
- Users will need to access <https://logistics.ros.com> to access the TMS portal. The login screen will like the following:

The screenshot shows the login page for the TMS PRD system. At the top, it says 'Connecting to' with a gear icon and 'Sign in with your account to access TMS PRD'. Below this is the Ross Stores logo. The page is for 'Ross Stores Inc.' and has two input fields: 'Username' and 'Ross Password'. A blue 'Sign In' button is at the bottom. A link for 'Need help signing in?' is also present.

- Type in your username and the temporary password.
  - Please manually type in every character. Do not copy and paste. Copying and pasting can unintentionally include extra spaces or punctuation.
- After successfully typing in your username and temporary password, click on "Sign In." The system should prompt you to create your own password.

Your Okta password has expired

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Password can't be the same as your last 4 passwords

Old password



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New password

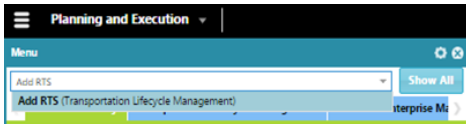
Repeat password


Change Password

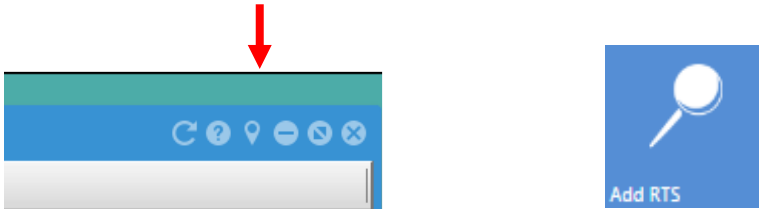
- Type in your old password.
  - This is the temporary password.
- Create a new password with the password requirements. Retype the new password and then click on "Change Password."
- After this, you will be redirected to the TMS portal.



- Click on the Menu Button
  -
- Type "Add RTS" in the search bar and then press enter.
  - RTS=Ready to ship



- Click on  symbol to make Add RTS as a shortcut on your workspace. Close window to see the shortcut.

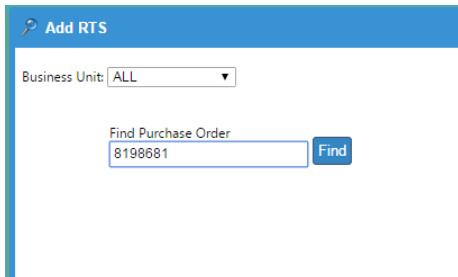


### **1.9 CREATE RTS – READY TO SHIP (TRACER)**

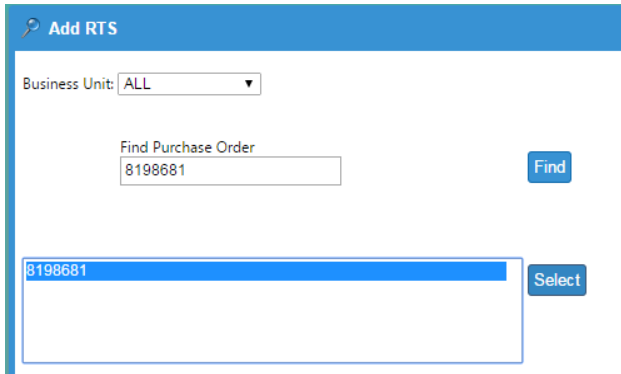
- Enter <https://logistics.ros.com> in the web browser.
  - Google Chrome is the preferred browser.
- Enter in your username and password.
- Double click on the “Add RTS” shortcut created during first time login.



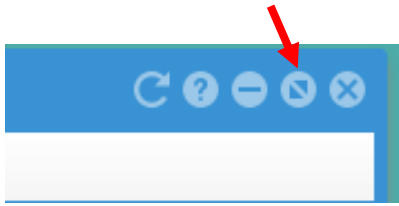
- Enter the PO and click on “Find.”



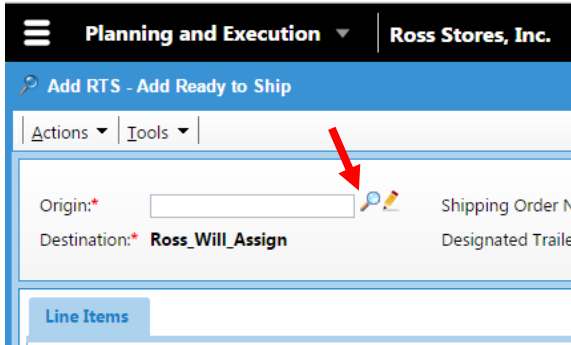
- Highlight the Purchase Order by clicking on it in the lower box and then click on Select



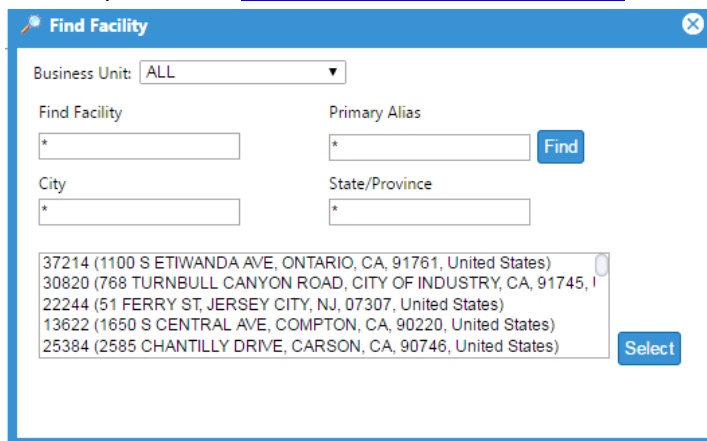
- The Add RTS window will open. Click on maximize to view in full window.



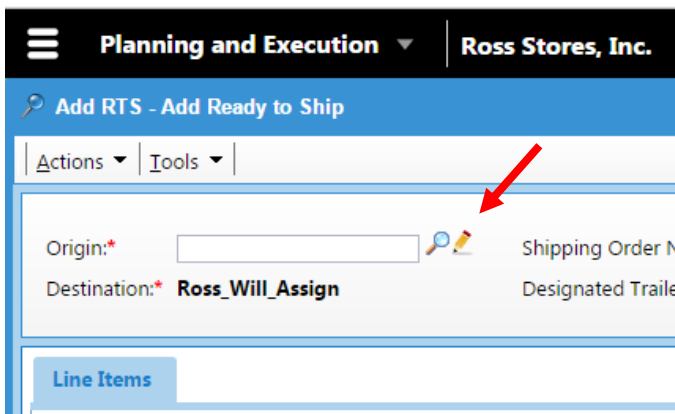
- Click on the magnifying glass after the origin field. A window with origin facilities listed will pop open.



- Highlight the Correct Origin Facility by clicking on it then click on Select. If needed origin is not listed, then contact Ross Transportation, [ross.transportation@ros.com](mailto:ross.transportation@ros.com)



- Click on the Pencil Icon. A window will pop up with vendor contacts related to the PO.



- The email address listed is where the carrier load email will be sent to. If this incorrect, please contact Ross Transportation or TMS Admins.

**Do not delete the Ross Transportation contact listed.**

**Edit Facility**

Facility ID: 11111 Primary Alias Name: XV7 Business Unit:

**Contacts**

Facility Contact List

Displaying 1 - 1 of 1 (0 selected)

First Name	Last Name	Phone Number	Contact Type
John	Smith	444.444.4444	

Please provide shipper contact information in the Details section below.

Add Delete

**Details**

First name: Telephone number: Email address:

Middle Name: Mobile number: Notes:

Last name: Fax number:

Save

- Review the **PO ID, Vendor Name, Start Ship Date, and Cancel Date**. These cannot be changed from this screen and are pulled from the actual purchase orders.

**A RTS CANNOT be Submitted more than 3 Weeks Before the Start Ship Date or After the Cancel Date.**

**Line Items**

* PO ID	Vendor Name	Start Ship Date	Cancel Date
8198681	ARGENTO SC	08/12/16 12:00	11/15/16 12:00

Add Delete

- In the column labeled “RTS Exist,” it will be NO if this is the first RTS created for the PO. If it has a YES, then click on the YES to view details on previous RTS submitted for the Purchase Order.

**Please note Ross and DD's POs cannot be combined on same RTS. Ross and DD's PO's will need to be routed separately.**

Number: Comments:

Number:

Cancel Date	RTS Exist	Product Type	*Quantity
11/15/16 12:00	NO	505	



- For the portion of the Purchase Order that is ready to ship enter the Quantity of Units, Carton Count, Weight in Pounds, and Cube Volume.

S:  **Do not ship on pallets unless your product is fragile**

*Quantity	*Cartons	*Weight	*Cube
<input type="text" value="3200"/> UNIT	<input type="text" value="400"/>	<input type="text" value="20400"/> LBS	<input type="text" value="2500"/> FT3

↑ ↑ ↑ ↑

- Only ship on pallets if merchandise is fragile. If shipping on Pallets, fill in the Pallet Count, Choose Stackable Yes or No, and Check the Fragile Box. The calculation of the cube will automatically update based on the pallet information entered.

**Do not ship on pallets unless your product is fragile**

*Cube	*Package Type	Pallets	*Stackable	Equipment	Fragile	Com
<input type="text" value="1800"/> FT3	<input type="text" value="CTN"/>	<input type="text" value="15"/>	<input type="text" value="No"/>	<input type="text" value="None"/>	<input checked="" type="checkbox"/>	

↓ ↑ ↑ ↑

- If vendors enter their own Cube amount, move on to package type.
  - Stop after confirming Package Type if you are **not** shipping on pallets and click save.

*Cube	*Package Type
<input type="text"/>	<input type="text" value="CTN"/>

- If vendors are shipping on pallets, enter the pallet amount and TMS will automatically generate the cube specifications.

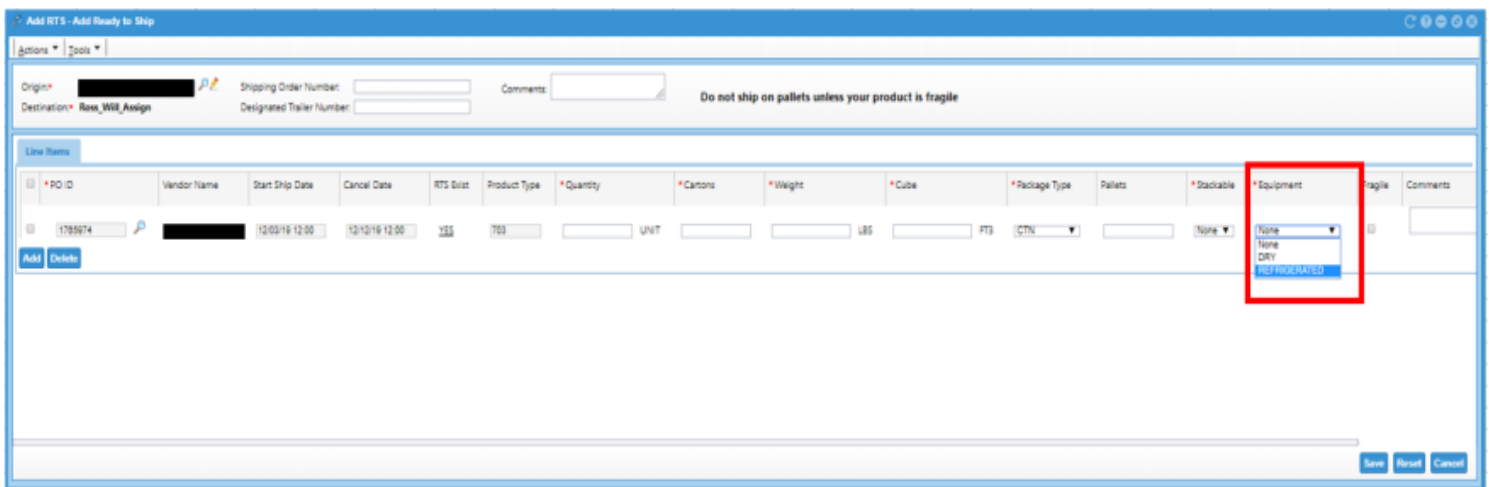
- After choosing your pallet count, go to the Stackable column and select yes or no.

\* Stackable

None ▼

- Click Save and the Cube will automatically populate.
- Choose the Package Type and the Equipment Type. Use Refrigerated to protect goods from melting. Input any Comments Specific to the Purchase Order on that line.
  - **The hazardous material indicator is from the Purchase Order and cannot be edited from this page.**



- These fields in the header are Optional:
  - Shipping Order Number – vendor specific pick-up #.
  - Designated Trailer Number – drop or pre-loaded trailers only.
  - Comments – any comments related to all Purchase Orders that will be put on the RTS.

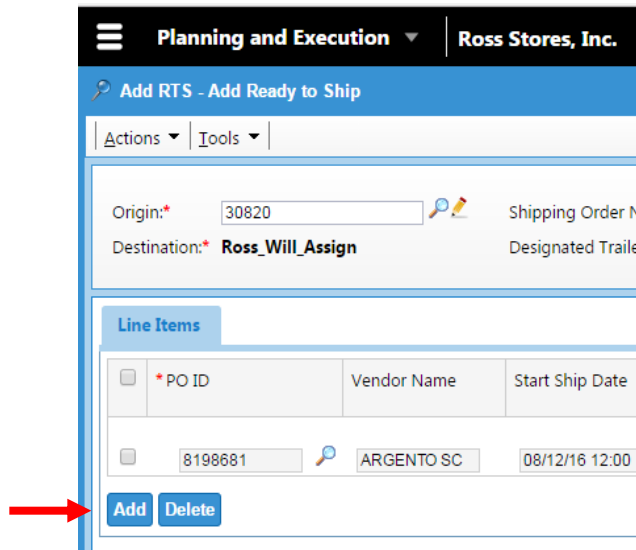
**Ross Stores, Inc.**

Shipping Order Number:

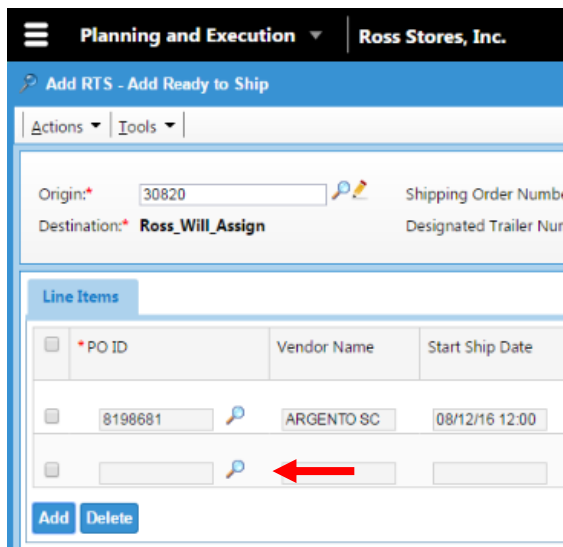
Designated Trailer Number:

Comments:

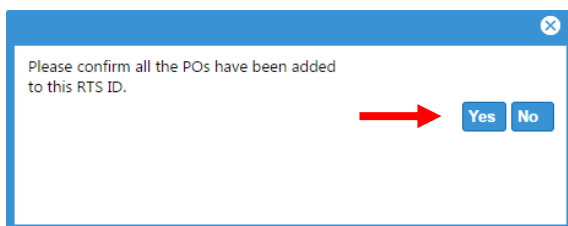
- Do not save the RTS until you have added all Purchase Orders. When trying to Save, a pop-up message will prompt for confirmation that there are no more Purchase Orders to add to the RTS. To add another Purchase Order to the same RTS, click on the Add Button.



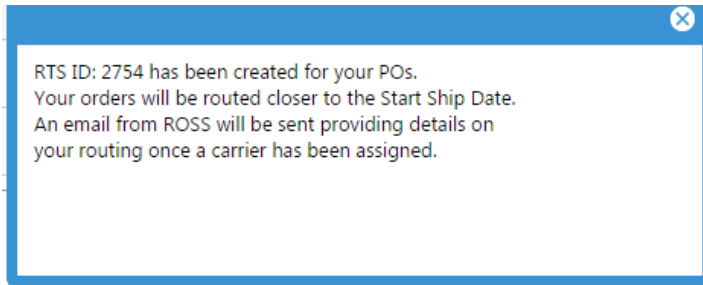
- The maximum allowed is 40k lbs., 3500 cube, 26 non stackable pallets (52 stackable). If your order exceeds this amount, please submit the remaining on the next line.
- Another line will display for the additional Purchase Order. Click on the magnifying glass icon next to the PO ID field. The process of adding the Purchase Order information will start again (see steps above) beginning with the PO Search field pop up window.



- When all Purchase Orders have been added to the RTS, click on Save. At the pop-up window confirm there are no more Purchase Orders to add by clicking YES. Once saved, RTS cannot be edited or viewed, and additional Purchase Orders cannot be added.



- A pop up will display the RTS number that has been created. Log the RTS number for reference. An e-mail with routing details will be sent to the associated vendor contacts once a carrier has been assigned.
  - The ship window is designed as a timeframe for which goods should be called in by vendors.



- To start a new RTS, close the window of the completed one and click on the "Add RTS" shortcut tile again. The process will start again from that point.
- RTS will be created but freight will not be routed if it is for a shipment <3,000 lbs. or <900 ft<sup>3</sup> and in the geographic areas designated for consolidation (NY/NJ and LA Metro Areas). Instead of routing information, an e-mail will be sent notifying of the need to contact the consolidator and arrange for routing directly with the consolidator.