

Chapter 6 A: Domestic Transportation

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CHAPTER OVERVIEW

SHIPPING PREPARATION & RELEASING PO FOR DC SHIPMENTS

Tuesday Morning will pick-up shipments from vendor locations using contracted carriers. After vendors input information regarding size of shipment, the date when a shipment will be ready, and close the PO in the Vendor Portal, Inbound Transportation will arrange appropriate truck(s) or truck space and pick-up. Carriers use trailers 53'x110" tall and shipments less than a full load will be combined with other vendor shipments. Dock requirements for the size trailer are shown below.

Follow the process detailed in the Vendor Portal Process Guide section to release PO lines and close completed POs in the Vendor Portal. This will notify Inbound Transportation that product is ready to ship. POs must be closed before the required purchase order due date. To access the website please go to the following link: www.atomsystem.com/tuesdaymorning

Cubic Feet Calculations

For assistance calculating cubic feet of the shipment, please use this cubic feet calculator:

<http://www.estes-express.com/tools/density.html>

Specific details for shipping to the DC:

- All Purchase Orders need to be shipped within the ship/cancel window.
- The latest date of releasing PO is 48 hours prior to the start of the ship date.
- Input the required information into the Tuesday Morning Vendor Portal and close the PO.
 - Use the atom system to check for carrier status. Always double check your PO release entry. Vendors are held accountable for their entry.

You can check on the status as follows:

1. Routing Request Status
2. Routed Orders Planned
3. Enter the PO# and search.
4. If record of shipment appears, this means a carrier accepted the load. Check mark the box next to shipment and click on "Generate Vendor Form" at top of screen. This form will have TM AUTH#/ Carrier Name and phone. The carrier will contact the shipper to schedule pickup, or you may call the carrier. This must be printed prior to loading product.

If no record is shown, then the system is still optimizing your shipment or a carrier has not accepted the load yet.

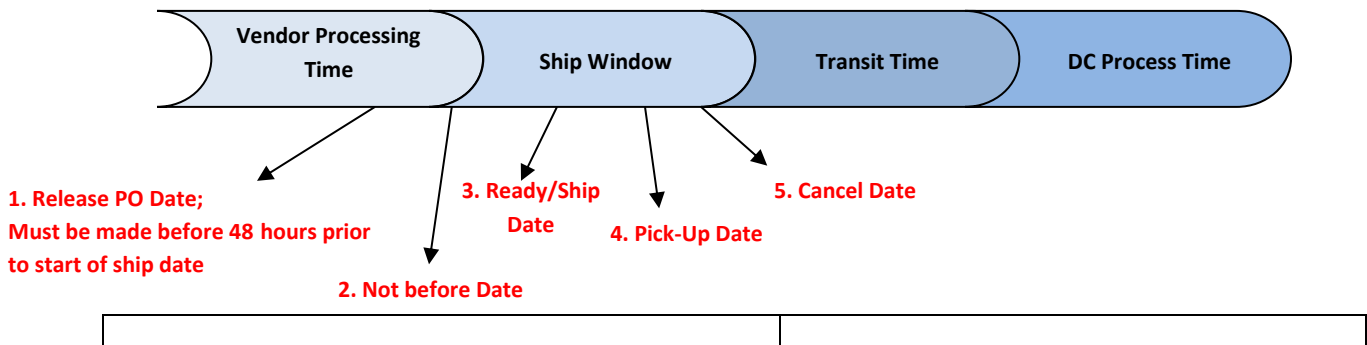
- Pallet size and loading instructions are covered in the Pallet Specifications and Requirements Section found below.
- When the PO has been closed in the vendor portal the Tuesday Morning Transportation Management System will plan the load and secure a Carrier for the next available pick-up in the area.
- Vendor will be able to print off the Authorization # through the TMS portal. Please refer to the SOP for instructions.
- Carrier will contact vendor for an appointment to pick-up merchandise

- If vendor dock is available, it would need to be able to accommodate a 53' trailer that is 110" tall. Tuesday Morning core carriers do not have lift gate trucks.
- Without vendor dock accommodations, be prepared with necessary loading equipment-forklift, pallet jack, manpower, etc. to load truck.
- Please keep in mind that Carriers are not contracted to load trucks nor are they allowed to make pick-up in residential areas. This large size trailer is restricted from residential streets.
- Contact Inbound Transportation Coordinator with any questions at (800) 457-0101 and dial extension for appropriate pick-up area below:

Mid-West / East Coast Coordinator - Ext. 7027

West Coast Coordinator - Ext. 4345

Shipping Window Example:



NOTE: 1) Unauthorized shipments will be refused until all required information is received by Inbound Transportation and an authorization number has been assigned

2) Live unloads are strictly prohibited and will be scheduled only for extreme emergencies based on needs of the business. Live unloads May only be scheduled by the Inbound Transportation Coordinator and must be on the schedule **48** hours in advance

Loading Trailer for delivery

- Vendor is responsible for loading the trailer. Carrier is not contracted to do this but must sign the BOL acknowledging the quantity loaded.
- Federal regulations hold the carrier responsible for safe loading. Vendor should comply with all carrier instructions regarding safe loading of equipment even if those instructions conflict with the requirements in this Chapter. Vendor must exercise discretion to ensure that loading is performed safely, even if that means failure to strictly comply with the guidelines set forth herein.
- When routing pallets as double stackable, vendor must load double stacked in order for carrier to be able to handle additional pick-ups.

- **Load should be organized by sku until full.**
- Load pallets by SKU# (PO line item)
- Load heavier merchandise on bottom and lighter items on top
- Each truck must be loaded within a 2 hour time frame or subject to carrier detention chargeback.
- Vendor should put **packing list** (load list) on last carton loaded into truck

After loading the trailer

- Vendor is responsible for sealing the trailer and complete bottom portion of the load form with the trailer # and seal #
- Both vendor (shipper) and driver will sign the vendor form (printed from the website: www.atomsystem.com/tuesdaymorning) as verification trailer was sealed
- Bill of lading (BOL) should have actual carton count, weight and cube for each purchase order loaded on truck and should be emailed to: Trafficinbound@tuesdaymorning.com
- DO NOT list items that are not available for shipment. This will eliminate the need for the receiving person to verify a shortage that was not shipped.
- When **more than one purchase order** (PO) is being picked-up, each purchase order must have a separate packing list to ensure accuracy when receiving in the Warehouse.
- When **more than one truck load** is being shipped for the same PO, each truck must have a load specific packing list attached to last carton loaded for each load and visible when trailer doors are opened.

NOTE:

- 1) Do not route your PO unless your order is packed and ready to ship.
- 2) Tuesday Morning does not accept back orders after the cancel date.

PALLET SPECIFICATIONS AND REQUIREMENTS

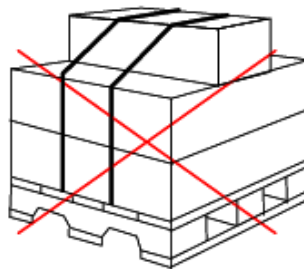
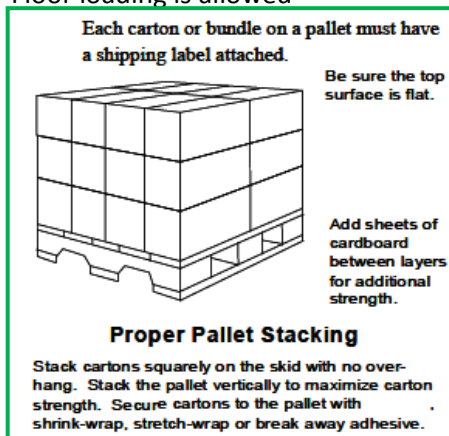
Loading and Stacking Pallets

The proper marking, loading and stacking of cartons for shipment is essential for merchandise to be received without damages. Cartons need to be marked as follows: Tuesday Morning name; address, Phone #---PO#, Tuesday Morning SKU#, Manuf Style #, IP QTY (# of pcs per inner carton), MP QTY (# of pcs per master carton), Pre-Priced (Yes/No), Fragile (Yes/No), and Country of Origin. All information must match the PO. **Please ensure employees responsible for performing loading and stacking understand the requirements and comply with the following guidelines:**

- Use 40"x48" pallets with no overhang
- Pallets may be loaded up to 96 inches high
- Pallets can be double stacked as long as they are secure
- Pack multiple cases of the same item together in the truck
- When pallets are mixed product, load one style until complete
- Pack lighter items on top and heavier items on the bottom
- KD furniture packed flat may be too heavy when stacked high. All furniture must be in cartons unless otherwise approved by Buyer
- All furniture (contained in cartons) must be palletized upright regardless of the height
- Tuesday Morning does not return or pay for pallets sent by vendors
- All exception requests regarding compliance with these stacking and loading guidelines, except those requested by the carrier on safety grounds, must be directed to and approved by the Transportation Inbound department at 1-800-457-0101 option 2.

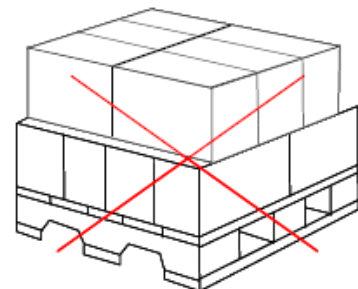
NOTE: TM cannot accept product loaded on slip sheets.

Floor loading is allowed



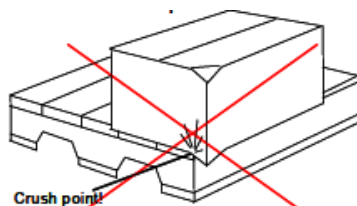
Top Surface Not Flat

Damage may occur if the pallet does not have a flat top surface. Pallet stacking is not possible, which may cost more to ship.



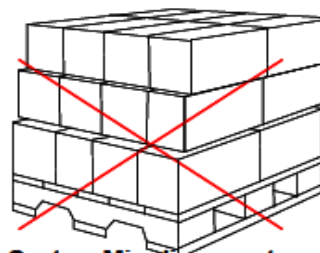
Interlocking Cartons

Interlocking cartons can reduce utilizing maximum cube space and reduce compression strength.



Pallet Overhang

Pallet overhang can reduce compression strength by up to 32 percent.



Carton Misalignment

Misalignment can reduce compression strength by up to 30 percent.

SHIPPING DOCUMENT REQUIREMENTS

Packing List Requirements

A specific Packing List must be attached to each PO load. The packing list provides detailed information concerning the shipment at item level. A standard pre-formatted form may be used and should list only the items that are actually shipped with each load. Please make employees responsible for performing this function aware of these requirements in order to avoid issues after TM received the merchandise.

Packing lists must include vendor name and address, PO#, SKU#, Mfg. Item/Style Number, Item Description, Master Pack & Inner Pack quantities and quantity being shipped. Bill of Lading Requirements

A Bill of Lading (BOL) must accompany **every shipment**. The document provides information from the carrier regarding what and when the shipment was picked-up from the vendor. A standard pre-formatted BOL form may be used and must include the following information:

- TM purchase order number
- Number of cartons, pallets, total cubic feet, and total weight
- Must have the driver's signature and the trailer number.

FREQUENTLY ASKED QUESTIONS & ANSWERS

Q: Where do I go to release a load?

A: You go to the website: www.atomsystem.com/tuesdaymorning to route loads.

Q: What is my user ID and Password for us to access the vendor portal?

A: Your user name has been set up in TMS.

Username is your Vendor Code

Password is PASSWORD (all in caps)

Q: Where do I get a copy of your Vendor Portal Process Guide?

A: Our Vendor portal Process Guide can be found in the website under menu item "VENDOR SOP."

Q: I am trying to release PO xxxxxx and when I go to "Simple Ready to Ship" I receive an error message. What do I do?

A: The PO is past cancel window. Therefore, the PO release system will not allow you to release PO. Please contact the TM buyer and coordinator for adjustment.

Q: Where do I get instructions on how to change a location ID?

A: Once on the 'simple ready to ship' screen, next to the "change shipping location" there are 4 small squares, click on the 'n' icon to create a new location.

Q: I need a Reference Qualifier ID and Reference Number, where do I get these?

A: You do not need to enter a location ID, but please enter the location name and corporation ID (username logged into the system)

Q: I am following the directions, and when I search for the PO in the first step, it says 1 found. There is no information to check the box in order to take action to change it to pallets. What do I do?

A: Please check your internet browser; it seems you are using an unsupported browser.

Mozilla Firefox and Internet Explorer are compatible with the system. If you are using Internet Explorer you may need to view in compatibility mode (found in the 'tools' menu in the browser toolbar). Google Chrome is not a supported browser.

Q: I went through the web portal and I am not too sure how to see if the pickup went through or has been scheduled. How can I check this?

A: To check the status of a PO please log into the system and go to "Routing Request Status". Click 'routed orders' then search for the PO#. If your PO is visible, a carrier has accepted the load and you can check the box and click "Generate Vendor Form" to print the authorization forms with the load# and carrier information.

Q: What is the maximum pallet height?

A: Depending on the type of product, the maximum pallet height is "96."

Q: Can I mix SKUs on a pallet?

A): Per Tuesday Morning Vendor Manual, SKUs cannot be mixed on a pallet without prior authorization by vendorrelations@TuesdayMorning.com

Q: What is required on the carton markings?

A: TM Name, Address, Phone #---PO#, TM SKU#, MANUF STYLE #, IP QTY (# of pcs per inner carton), MP QTY (# of pcs per master carton), Pre-Priced (Yes/No), Fragile (Yes/No), Country of Origin---All information must match the PO.