

## MercuryGate FAQ

January 2020

### What is MercuryGate?

**MercuryGate** is Tuesday Morning's new Transportation Management System (TMS) that will be implemented on January 27<sup>th</sup>, 2020. MercuryGate will replace our current TMS, ATOM.

Like ATOM, MercuryGate is a web-based system that our supplier and carrier partners will be able to access from anywhere. One of the main benefits of the transition to MercuryGate is increased visibility for our supplier partners into the status of their shipments. One example is that suppliers will now receive an email notification once their shipment has been scheduled with a carrier. Additionally, MercuryGate will allow us to better communicate with our partners through a News & Information section that can be updated in real time.

Link to MercuryGate: <https://tuesdaymorning.mercurygate.net/MercuryGate/login/spLogin.jsp>

### How do I log in to MercuryGate?

Beginning on January 20<sup>th</sup>, 2020, all existing users of ATOM will have access to MercuryGate. Your username will be your 5 character Vendor ID (one Letter + four digits). This is the same as your current ATOM system username. If you do not know your Vendor ID, it can be found on your Tuesday Morning Purchase Order worksheets you've received from us.

The first time you log in please use the following:

User ID: (Vendor ID#)

Password: password (all lowercase)

You will not be able to login prior to 1/20, and you will be prompted to change this password once you do log in.

If the above doesn't work, you will need to use the "Forgot Password?" option. The **main contact email** for the Vendor ID will receive an email detailing how to set up the password. If no one in your organization receives this email within 24 hours, please contact [TMSVendors@tuesdaymorning.com](mailto:TMSVendors@tuesdaymorning.com) to have your password manually reset.

Notes on logging in:

- MercuryGate is configured the same way as ATOM, meaning there is one login and password per Vendor.
- If you have multiple people in your organization responsible for routing, you will be responsible for ensuring all users have the same information. Resetting the password will reset it for all users.
- If you are responsible for routing shipments for multiple Vendors, each one will have a unique login.

**Where can I find training materials on MercuryGate?**

A user's guide for MercuryGate can be found on <https://www.tuesdaymorningvendors.com/> . On the right hand side of the screen there is a section for "Documents." The MercuryGate materials are the 5<sup>th</sup> link down in that column.

The training sessions were recorded and the videos can be viewed here:

[https://envistacorp.zoom.us/rec/share/4OVYLZjK9FNITomTt131VP4AHN\\_MT6a8h3NK-fsPxUo-hhLacYt-U\\_8ylldSvo\\_f](https://envistacorp.zoom.us/rec/share/4OVYLZjK9FNITomTt131VP4AHN_MT6a8h3NK-fsPxUo-hhLacYt-U_8ylldSvo_f)

This information is also available in the News and Information section in MercuryGate.

### **Will all of my shipping locations be available in MercuryGate?**

Any location that was set up in ATOM by January 5<sup>th</sup>, 2020 will be automatically set up in MercuryGate for you. Please refer to pgs 9 & 10 in the Vendor SOP for instructions on how to view and change the Ship From address for a shipment.

Going forward, you will be able to enter new addresses during the routing process. Please note that these are only valid for the shipment you are working on and are not stored in MercuryGate for future use. If you need an address permanently added to your profile (available to select on the "Select Location" screen), you will need to contact Tuesday Morning to add it to your profile.

Please send the following information to [TMSVendors@tuesdaymorning.com](mailto:TMSVendors@tuesdaymorning.com):

Your User ID

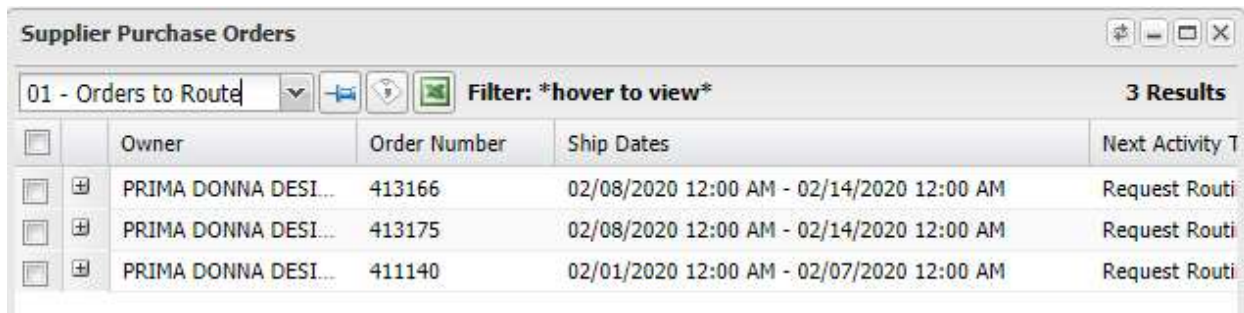
Location Name (if different than company name)

Full Address

Contact Name, email, and Phone number for that location




### **I don't see the PO I want to route/Where can I find my PO?**

Your POs are viewable in the window "Supplier Purchase Orders" which should be in the center of the screen when you log in. Use the drop-down to select "01-Orders to Route" to see POs that have a ship date within the next 14 days:



|                          | Owner               | Order Number | Ship Dates                                | Next Activity T |
|--------------------------|---------------------|--------------|---|-----------------|
| <input type="checkbox"/> | PRIMA DONNA DESI... | 413166       | 02/08/2020 12:00 AM - 02/14/2020 12:00 AM | Request Routi   |
| <input type="checkbox"/> | PRIMA DONNA DESI... | 413175       | 02/08/2020 12:00 AM - 02/14/2020 12:00 AM | Request Routi   |
| <input type="checkbox"/> | PRIMA DONNA DESI... | 411140       | 02/01/2020 12:00 AM - 02/07/2020 12:00 AM | Request Routi   |

To see all your POs, including those with future ship dates, select "Unreleased PO report" from the drop-down:

| Supplier Purchase Orders   |              |                 |                    |                           |
|--|--------------|-----------------|--------------------|---------------------------|
| Unreleased PO report    <b>Filter:</b> Act Stat: Request Routing = Pending; Status <> |              |                 |                    |                           |
| <input type="checkbox"/>   | Order Number | Ref: Buyer Name | Ref: Customer Acct | Origin Name               |
| <input type="checkbox"/>   | 411140       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 414289       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 414290       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 414291       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 413166       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 413169       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 413170       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 413175       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 413187       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 413188       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 413192       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 414042       | CATHY SAINZ     | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 413168       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |
| <input type="checkbox"/>   | 413186       | MELISSA CAME... | TM_P0597           | PRIMA DONNA DESIGNS, INC. |

Notes on POs:

- You can release future POs early from the “Unreleased PO report.” Please do not release any shipment before it is ready for pick up.
- If you don’t see a specific PO in either report, please email the PO number to [TMSVendors@tuesdaymorning.com](mailto:TMSVendors@tuesdaymorning.com) and someone will research and correct.

### Can I change the quantities I am shipping? How do I change quantities?

You do have the ability to change shipping quantities during the routing process. In the screen below, you would update the values in “Actual Qty”

| Items                  |                        |          |                       |              |        |
|------------------------|------------------------|----------|-----------------------|--------------|--------|
| Owner:                 | Manufacturer Part Num: | Item Id: | Description:          | Actual Qty:* |        |
| 412123 (PurchaseOrder) | 352075                 | 2236353  | EMBOSS STAMPS THANKFL | 792          | Pieces |
| 412123 (PurchaseOrder) | 352077                 | 2236354  | EMBOSS STAMPS JUST BE | 648          | Pieces |
| 412123 (PurchaseOrder) | 352078                 | 2236355  | EMBOSS STAMPS CONGRA  | 648          | Pieces |
| 412123 (PurchaseOrder) | 352079                 | 2236356  | EMBOSS STAMPS HOORAY  | 576          | Pieces |

Please note that you cannot enter a value greater than the amount left to ship for that SKU. In the example above, you could change SKU 2236353 to be 791, 500, or 100, for example, you **cannot** change it to be 793, or any other value greater than 792. If you are shipping greater than the quantity shown, you need to notify your Tuesday Morning Buyer before releasing.

**Has anything else changed about Tuesday Morning's transportation guidelines?**

Nothing else has changed at this time. Routing deadlines and PO cancel dates still apply, as does our guidance on palletizing shipments when possible. Please continue to work with your Tuesday Morning Buyer Coordinator if you have questions regarding ship windows and cancel dates. Any other questions can be answered by our support team at [TMSVendors@tuesdaymorning.com](mailto:TMSVendors@tuesdaymorning.com) .