

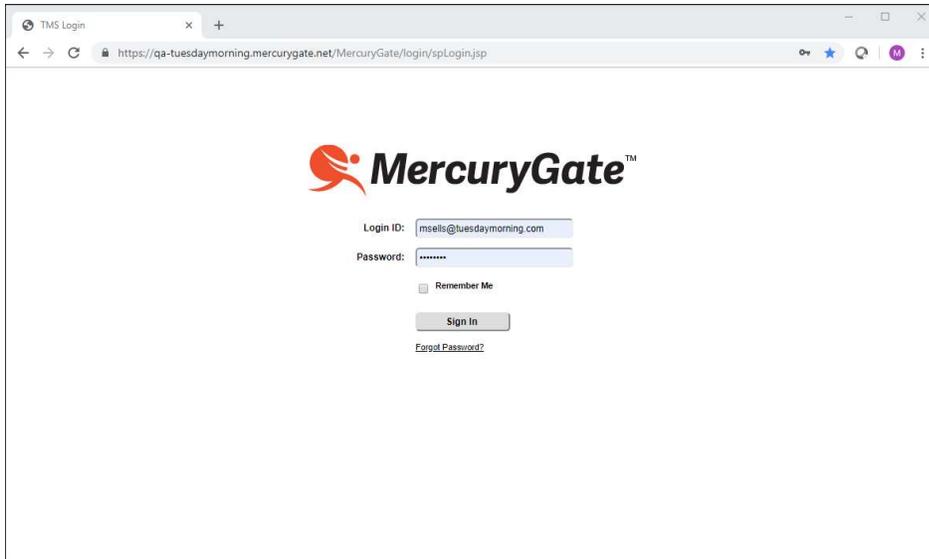
Tuesday Morning Vendor SOP

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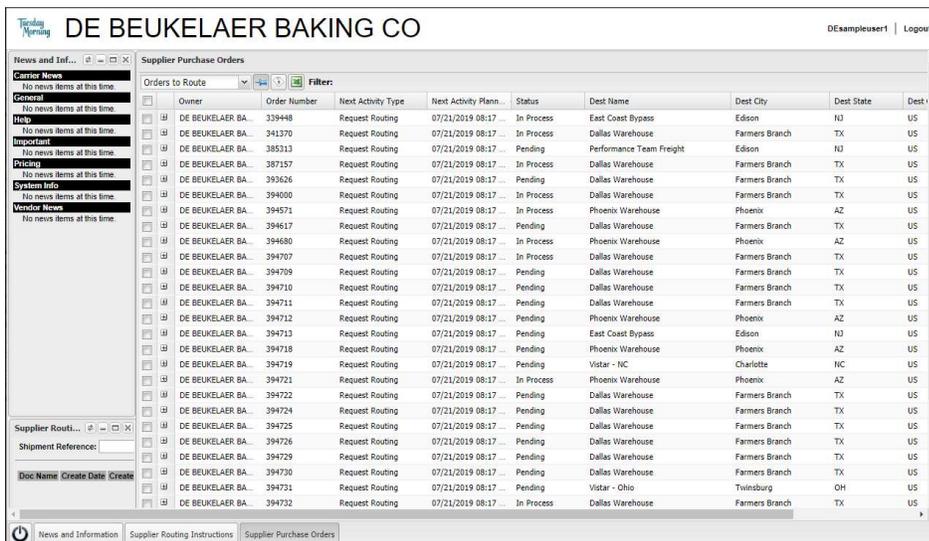
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Log into MercuryGate

1. Using your web browser, go the following URL
<https://tuesdaymorning.mercurygate.net/MercuryGate/login/spLogin.jsp>
2. Enter your Login ID
3. Enter your Password
4. Click Sign In

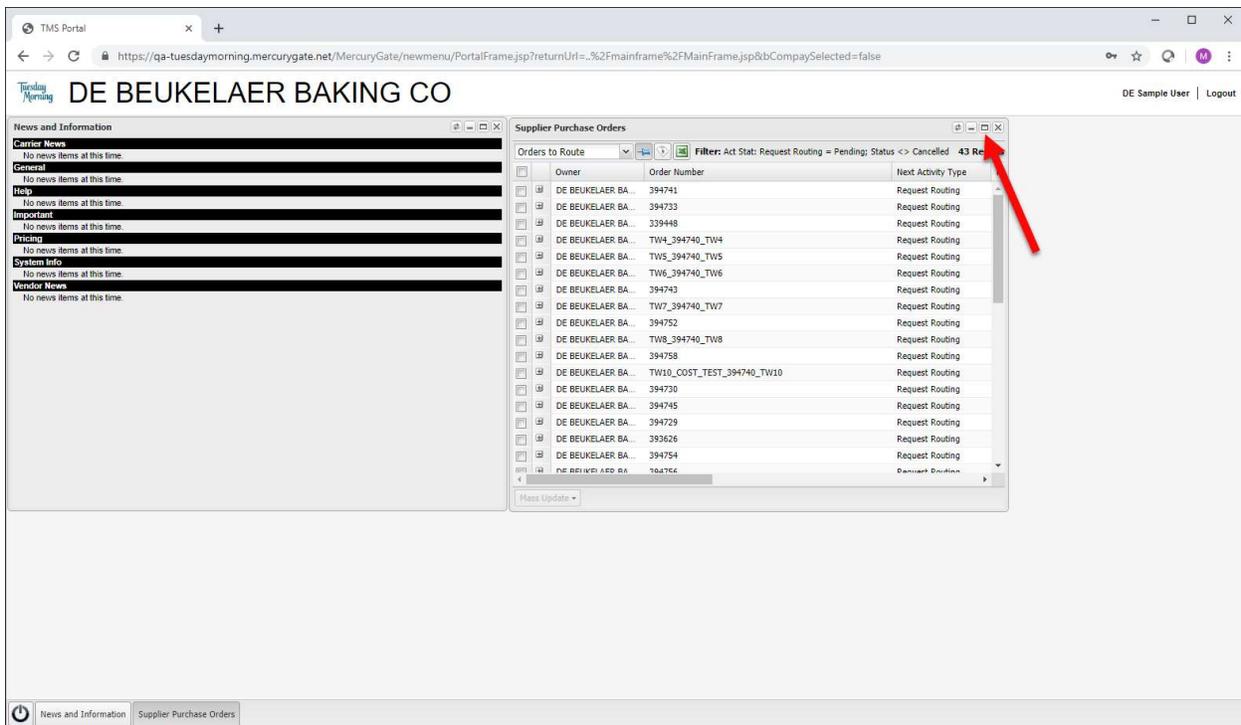


5. After logging in, your screen will appear as shown below.



View your Purchase Orders

1. Click the Maximize icon in the Supplier Purchase Orders portlet 



2. Your Purchase Orders are displayed

Purchase Orders with a Status of Pending have not yet been routed. This means that the Purchase Order has PO line(s) with outstanding order quantities that have not yet been submitted to Tuesday Morning indicating that they are ready to be shipped but are in need of routing instructions.

Purchase orders with a Status of In Process may have PO lines with some remaining order quantities to be routed.

DE BEUKELAER BAKING CO

Supplier Purchase Orders

Filter: Act Stat: Request Routing = Pending; Status <-> Cancelled

Owner	Order Number	Next Activity Type	Next Activity Plann...	Status	Dest Name	Dest City	Dest State	Dest Ctry	Create Date
DE BEUKELAER BA...	394741	Request Routing	06/05/2019 05:06 ...	In Process	Phoenix Warehouse	Phoenix	AZ	US	6/4/2019 5:06 PM E...
DE BEUKELAER BA...	394733	Request Routing	06/05/2019 06:21 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/4/2019 6:21 PM E...
DE BEUKELAER BA...	339448	Request Routing	06/06/2019 11:06 ...	In Process	East Coast Bypass	Edison	NJ	US	6/5/2019 11:06 AM ...
DE BEUKELAER BA...	TW4_394740_TW4	Request Routing	06/06/2019 03:05 ...	Pending	Dallas Warehouse	Farmers Branch	TX	US	6/5/2019 3:05 PM E...
DE BEUKELAER BA...	TW5_394740_TW5	Request Routing	06/06/2019 03:17 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/5/2019 3:17 PM E...
DE BEUKELAER BA...	TW6_394740_TW6	Request Routing	06/06/2019 04:20 ...	Pending	Dallas Warehouse	Farmers Branch	TX	US	6/5/2019 4:20 PM E...
DE BEUKELAER BA...	394743	Request Routing	06/07/2019 10:12 ...	In Process	Phoenix Warehouse	Phoenix	AZ	US	6/6/2019 10:12 AM ...
DE BEUKELAER BA...	TW7_394740_TW7	Request Routing	06/07/2019 10:19 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/6/2019 10:19 AM ...
DE BEUKELAER BA...	394752	Request Routing	06/07/2019 10:21 ...	Pending	Phoenix Warehouse	Phoenix	AZ	US	6/6/2019 10:21 AM ...
DE BEUKELAER BA...	TW8_394740_TW8	Request Routing	06/07/2019 11:06 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/6/2019 11:06 AM ...
DE BEUKELAER BA...	394758	Request Routing	06/08/2019 11:27 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/7/2019 11:27 AM ...
DE BEUKELAER BA...	TW10_COST_TEST_394740_TW10	Request Routing	06/11/2019 08:04 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/10/2019 8:04 PM ...
DE BEUKELAER BA...	394730	Request Routing	06/12/2019 05:12 ...	Pending	Dallas Warehouse	Farmers Branch	TX	US	6/11/2019 5:12 PM ...
DE BEUKELAER BA...	394745	Request Routing	06/12/2019 05:12 ...	In Process	Phoenix Warehouse	Phoenix	AZ	US	6/11/2019 5:12 PM ...
DE BEUKELAER BA...	394729	Request Routing	06/12/2019 05:36 ...	Pending	Dallas Warehouse	Farmers Branch	TX	US	6/11/2019 5:36 PM ...
DE BEUKELAER BA...	393626	Request Routing	06/13/2019 10:21 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/12/2019 10:21 A...
DE BEUKELAER BA...	394754	Request Routing	06/13/2019 01:51 ...	In Process	Phoenix Warehouse	Phoenix	AZ	US	6/12/2019 1:51 PM ...
DE BEUKELAER BA...	394756	Request Routing	06/13/2019 01:52 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/12/2019 1:52 PM ...
DE BEUKELAER BA...	394724	Request Routing	06/13/2019 04:21 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/12/2019 4:21 PM ...
DE BEUKELAER BA...	394725	Request Routing	06/13/2019 04:22 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/12/2019 4:22 PM ...
DE BEUKELAER BA...	394738	Request Routing	06/14/2019 09:57 ...	In Process	Phoenix Warehouse	Phoenix	AZ	US	6/13/2019 9:57 AM ...
DE BEUKELAER BA...	394742	Request Routing	06/14/2019 09:57 ...	In Process	Phoenix Warehouse	Phoenix	AZ	US	6/13/2019 9:57 AM ...
DE BEUKELAER BA...	394722	Request Routing	06/14/2019 04:46 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/13/2019 4:45 PM ...
DE BEUKELAER BA...	394726	Request Routing	06/14/2019 04:46 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/13/2019 4:46 PM ...
DE BEUKELAER BA...	394721	Request Routing	06/14/2019 04:57 ...	Pending	Phoenix Warehouse	Phoenix	AZ	US	6/13/2019 4:57 PM ...
DE BEUKELAER BA...	SingerPOTestCancel-1	Request Routing	06/15/2019 04:17 ...	Pending	Dallas Warehouse	Farmers Branch	TX	US	6/14/2019 4:17 PM ...
DE BEUKELAER BA...	394718	Request Routing	06/18/2019 11:16 ...	Pending	Phoenix Warehouse	Phoenix	AZ	US	6/17/2019 11:16 A...
DE BEUKELAER BA...	394735	Request Routing	06/18/2019 11:46 ...	Pending	ACVR Warehouse	St Paul	MN	US	6/17/2019 11:46 A...
DE BEUKELAER BA...	SingerPOTestCancel-2	Request Routing	06/19/2019 09:49 ...	Cancel	Dallas Warehouse	Farmers Branch	TX	US	6/18/2019 9:49 AM ...
DE BEUKELAER BA...	TW11_PO_ITEM_LEVEL_TEST	Request Routing	06/19/2019 11:26 ...	In Process	Dallas Warehouse	Farmers Branch	TX	US	6/18/2019 11:26 A...

News and Information | Supplier Purchase Orders

Request Routing from Tuesday Morning for one Purchase Order

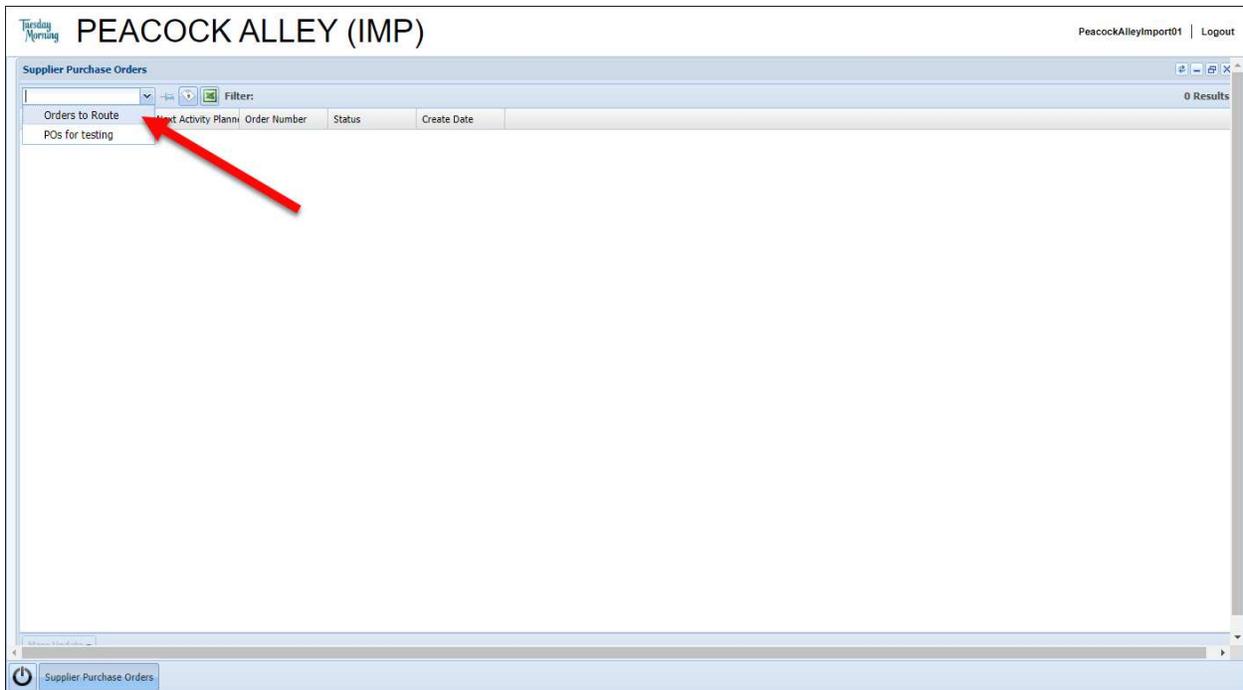
Only request routing for one PO at a time. Tuesday Morning Transportation planners may combine a PO's shipment with another PO if they can fit on one trailer.

If a PO will span more than one trailer, request routing for the item(s) and quantities that will fit on one trailer. This will require you to request routing more than once for the PO.

You can request routing from Tuesday Morning for items from one PO on a trailer.

In the example below, we're requesting routing for items from PO (414003003)

1. Select Orders to Route in the drop down



2. Click the check box beside the PO you're putting on the trailer.
3. Click the Mass Update button.
4. Click the Route button.

Supplier Purchase Orders

Orders to Route Filter: 13 Results

<input type="checkbox"/>	Next Activity Type	Order Number	Status	Origin Name	Dest Name	Ref: Target Week	Ref: Season Code	Ref: Ad Code	Create Date
<input type="checkbox"/>	Request Routing	414003001	Pending	PEACOCK ALLE...	Dallas Warehouse	2020-06			11/22/2019 11:...
<input type="checkbox"/>	Request Routing	414003003	Pending	PEACOCK ALLE...	Phoenix Wareh...	2020-06			11/22/2019 11:...
<input type="checkbox"/>	Request Routing	414035001	Pending	PEACOCK ALLE...	Dallas Warehouse	2020-06			11/22/2019 11:...
<input type="checkbox"/>	Request Routing	414035003	Pending	PEACOCK ALLE...	Phoenix Wareh...	2020-06			11/22/2019 11:...
<input type="checkbox"/>	Request Routing	417268001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-06			11/22/2019 11:...
<input type="checkbox"/>	Request Routing	417268003	Pending	PEACOCK ALLE...	Phoenix Wareh...	2020-06			11/22/2019 11:...
<input type="checkbox"/>	Request Routing	408255001	Pending	PEACOCK ALLE...	Dallas Warehouse	2020-14	UF - SUMMER F...		11/22/2019 11:...
<input type="checkbox"/>	Request Routing	408255003	Pending	PEACOCK ALLE...	Phoenix Wareh...	2020-14	UF - SUMMER F...		11/22/2019 11:...
<input type="checkbox"/>	Request Routing	414045001	Pending	PEACOCK ALLE...	Dallas Warehouse	2020-14			11/22/2019 11:...
<input type="checkbox"/>	Request Routing	414045003	Pending	PEACOCK ALLE...	Phoenix Wareh...	2020-14			11/22/2019 11:...
<input checked="" type="checkbox"/>	Request Routing	418222001	Pending	PEACOCK ALLE...	Dallas Warehouse	2020-15			12/5/2019 2:28...
<input type="checkbox"/>	Request Routing	418222003	Pending	PEACOCK ALLE...	Phoenix Wareh...	2020-15			12/5/2019 2:22...
<input type="checkbox"/>	Request Routing	418222004	Pending	PEACOCK ALLE...	PT Warehouse	2020-15			12/5/2019 2:22...

Mass Update ▾

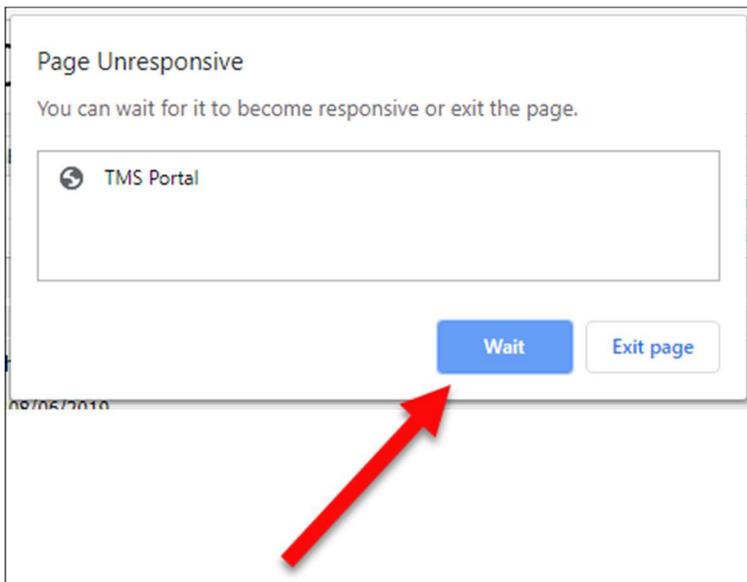
Route Orders

5. The items associated with the selected PO are displayed

Owner	Item Id	Active	Freight Class	Description	Is Hazardous	Package Type	Commodity	Dimensions	NMFC Code
PEACOCK ALLE...	2512265	true	60	SUNNY DAYS S...	false			13.5 X 12.0 X 1...	
PEACOCK ALLE...	2512267	true	60	UNDER THE SE...	false			0.0 X 0.0 X 0.0 in	
PEACOCK ALLE...	2512268	true	60	SEAS THE DAY ...	false			0.0 X 0.0 X 0.0 in	
PEACOCK ALLE...	2512269	true	60	LIFE IS BETTER...	false			0.0 X 0.0 X 0.0 in	
PEACOCK ALLE...	2512270	true	60	FLIP FLOPS S2 KT	false			0.0 X 0.0 X 0.0 in	
PEACOCK ALLE...	2512271	true	60	RED WINE S2 KT	false			0.0 X 0.0 X 0.0 in	

If your PO has a large number of PO lines, you may see the following message if the webpage is taking a long time to replicate.

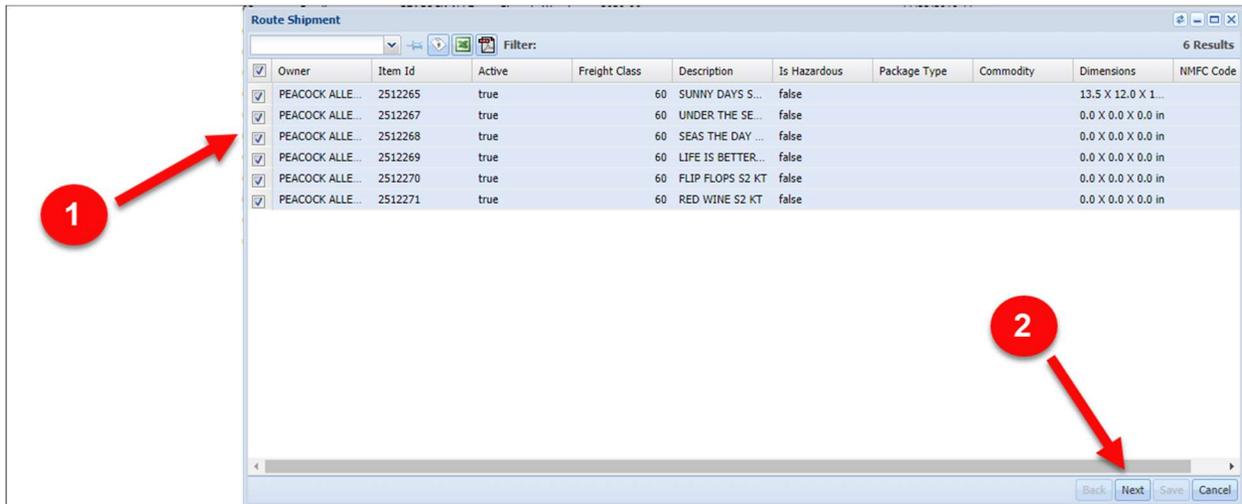
Click the Wait button.



6. Click the check box beside the item(s) you're putting on the trailer.

If you want to ship all the items, click the Select All check box above the individual item check boxes; this selects all the item check boxes.

7. Click the Next button.



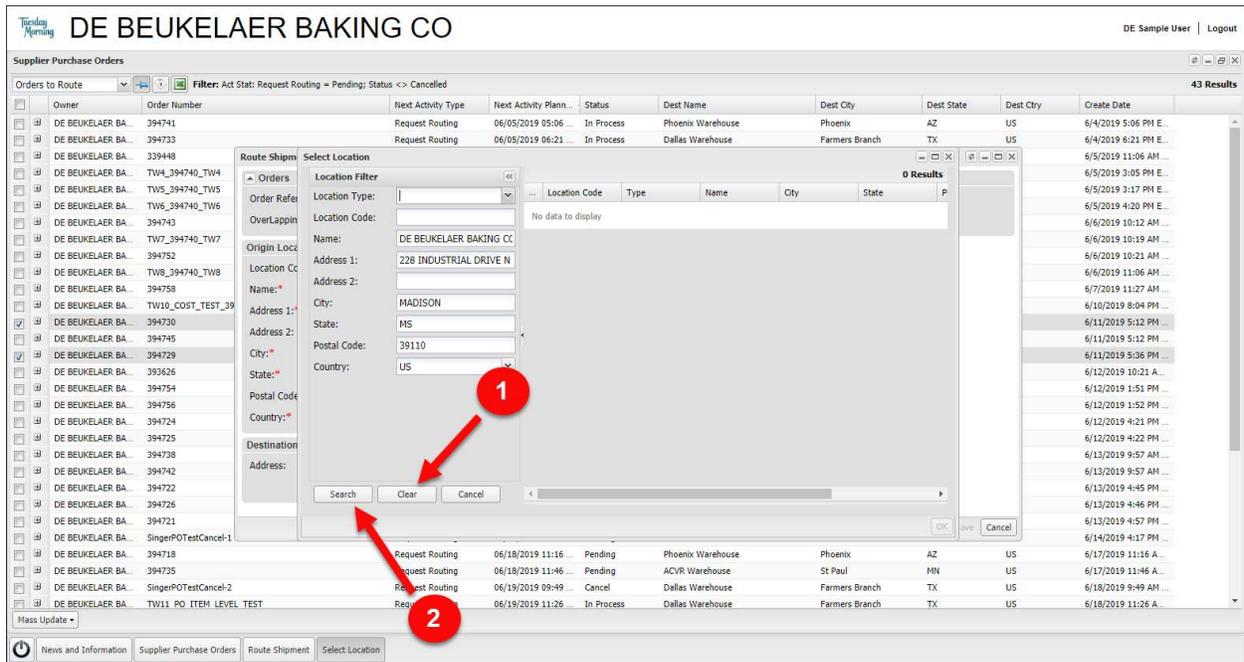
8. Ensure the shipping address for the Origin Location is correct. If it is correct, skip to step 14.

The screenshot shows the MercuryGate interface for 'DE BEUKELAER BAKING CO'. A 'Route Shipment' dialog box is open, showing details for an order. The 'Origin Location' section is highlighted, with a red arrow pointing to the address: 'DE BEUKELAER BAKING CO, 228 INDUSTRIAL DRIVE N, MADISON, MS, 39110 US'. Other fields include 'Contact', 'Phone', 'Email', and 'Comments'. The 'Destination Location' is also visible, showing 'Dallas Warehouse, 4610 Langland Farmers Branch, TX, 75244 US'. The background shows a list of orders with columns for Owner, Order Number, Next Activity Type, Next Activity Plan, Status, Dest Name, Dest City, Dest State, Dest Ctry, and Create Date.

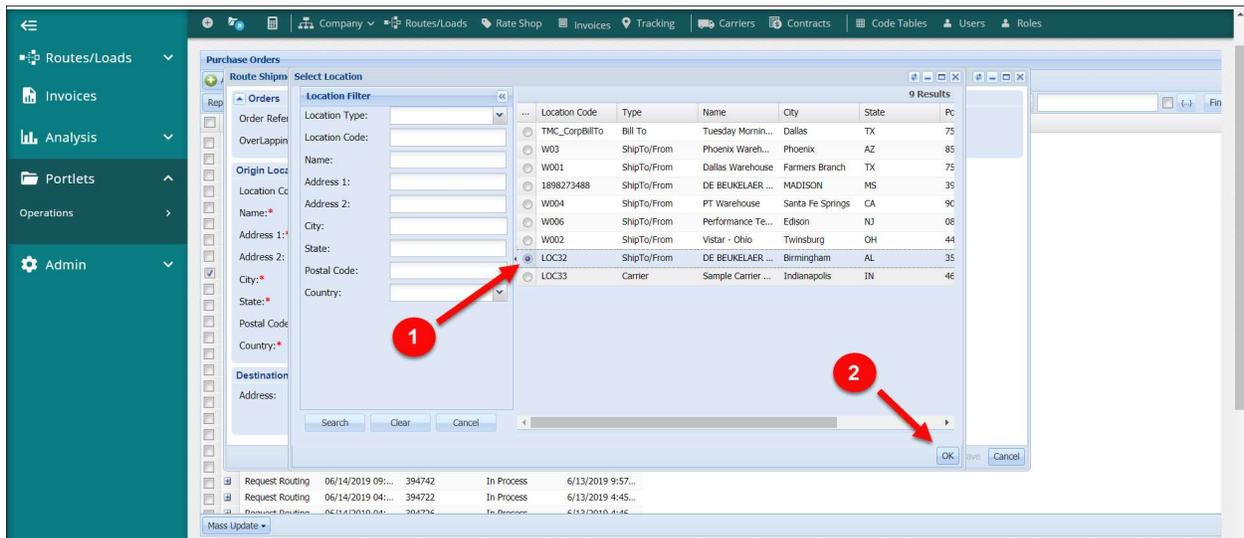
9. If the shipping address is not the correct one, click the Location Code magnifying glass icon 

The screenshot shows the MercuryGate interface for 'DE BEUKELAER BAKING CO'. A 'Route Shipment' dialog box is open, showing details for an order. The 'Origin Location' section is highlighted, with a red arrow pointing to a magnifying glass icon next to the 'Location Code' field. The address is 'DE BEUKELAER BAKING CO, 228 INDUSTRIAL DRIVE N, MADISON, MS, 39110 US'. Other fields include 'Contact', 'Phone', 'Email', and 'Comments'. The 'Destination Location' is also visible, showing 'Dallas Warehouse, 4610 Langland Farmers Branch, TX, 75244 US'. The background shows a list of orders with columns for Owner, Order Number, Next Activity Type, Next Activity Plan, Status, Dest Name, Dest City, Dest State, Dest Ctry, and Create Date.

10. Click the Clear button.
11. Click the Search button.



12. If your shipping address is listed, click the radio button and click OK. Continue on step 13.
13. If your shipping address is not listed, contact your Tuesday Morning Transportation Representative and ask them to add your shipping location's address. After your shipping location's address is added, it will appear in the list.



14. Enter a Contact name for the shipment that Tuesday Morning can contact with questions about the shipment.
15. Enter the Contact's phone number.
16. Enter the Contact's email.
17. If necessary, update the Early Date the shipment is ready for pickup.
18. Click the Next button.

Note – If the Late Date has already passed, you will be prevented from proceeding. Contact Tuesday Morning for corrective action.

Route Shipment

Orders

Order References: 418222001 (PurchaseOrder)

Overlapping Ship Dates: 02/01/2020 - 02/07/2020

Origin Location

Select Location: Contact: **1**

Address: PEACOCK ALLEY (IMP)
2050 POSTAL WAY
DALLAS, TX, 75212 US Phone:

Email:

Comments:

Early Date:

Late Date:

Destination Location

Address: Dallas Warehouse
4610 Langland Road
Farmers Branch, TX, 75244 US Early Date:

Late Date:

Back Next Save Cancel **2**

19. The items you selected are displayed with the number of units outstanding for each item and the total weight of the item.

Supplier Purchase Orders

Route Shipment

Order References: 418222001 (PurchaseOrder)
Overlapping Ship Dates: 02/01/2020 - 02/07/2020

Owner:	Manufacturer Part Num:	Item Id:	Description:	Actual Qty:	Actual Wgt:	Dimensions:	Remaining:	Hazardous:
418222001 (PurchaseOrder)	TMSUM20SD1	2512265	SUNNY DAYS S2 KT	441 Pieces	6615 LBS	13.5 x 12 x 14.5 inche	-441	<input type="checkbox"/>
418222001 (PurchaseOrder)	TMSUM20UTS2	2512267	UNDER THE SEA S2 KT	441 Pieces	0 LBS	0 x 0 x 0 inche	-441	<input type="checkbox"/>
418222001 (PurchaseOrder)	TMSUM20STD3	2512268	SEAS THE DAY S2 KT	441 Pieces	0 LBS	0 x 0 x 0 inche	-441	<input type="checkbox"/>
418222001 (PurchaseOrder)	TMSUM20LIB4	2512269	LIFE IS BETTER S2 KT	441 Pieces	0 LBS	0 x 0 x 0 inche	-441	<input type="checkbox"/>
418222001 (PurchaseOrder)	TMSUM20FFS	2512270	FLIP FLOPS S2 KT	441 Pieces	0 LBS	0 x 0 x 0 inche	-441	<input type="checkbox"/>
418222001 (PurchaseOrder)	TMSUM20RW6	2512271	RED WINE S2 KT	441 Pieces	0 LBS	0 x 0 x 0 inche	-441	<input type="checkbox"/>

Ship Unit 1

Actual Qty: PALLET
Actual Wgt: 6615 LBS Total
Total Cube: 600
Floor-0; NonStack-1; Stacked-2;
Hazardous:

Back Next Save Cancel

Supplier Purchase Orders Route Shipment

- 20. For each item, update the number of Pieces (Units) you're putting on the trailer in the Actual Qty if you're shipping fewer units than the PO line's outstanding quantity.

The Remaining quantity displays a negative value that indicates how many units have not yet been shipped against the PO line.

For example, a PO line has an ordered quantity of 441. This will display in the Remaining field as -441.

If you ship a quantity of 100, the next time you ship against the PO line the Remaining field will display as -341.

The screenshot shows a software interface for item management. A red arrow points to the 'Actual Qty' field, which contains the value '441'. The unit is set to 'Pieces'. Other fields include 'Owner: 418222001 (PurchaseOrder)', 'Manufacturer Part Num: TMSUM20SD1', 'Item Id: 2512265', 'Description: SUNNY DAYS S2 KT', 'Actual Wgt: 6615', 'Dimensions: 13.5 x 12 x 14.5 inches', and 'Remaining: -441'.

- 21. For each item, update Actual Weight in pounds if necessary. The Actual Weight is the total weight for all the item's units that are being shipped.

The screenshot shows the same software interface as above. A red arrow points to the 'Actual Wgt' field, which contains the value '6615'. The unit is set to 'LBS'. All other fields are identical to the previous screenshot.

22. If the item is hazardous, select the Hazardous check box and enter the hazardous item information.

Items

Owner: 418222001 (PurchaseOrder)	Manufacturer Part Num: TMSUM20SD1	Item Id: 2512265	Description: SUNNY DAYS S2 KT	Actual Qty: 441 Pieces	Actual Wgt: 6615 LBS	Dimensions: 13.5 x 12 x 14.5 inches	Remaining: -441	Hazardous: <input type="checkbox"/>
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23. At the bottom of the page, in Actual Qty
- a. Select PALLET if you're shipping the product on pallets and enter the number of pallets.
 - b. Select FLOOR LOADED CASE if you're floor loading the product. The system calculates the number of cases. You can override the calculated quantity if necessary.

Ship Unit 1

Actual Qty:*	<input type="text"/>	PALLET
Actual Wgt:*	6615	FLOOR LOADED CASE
Total Cube:*	600	PALLET
Floor-0; NonStack-1; Stacked-2:*	<input type="text"/>	
Hazardous:	<input type="checkbox"/>	

24. At the bottom of the page in Actual Wgt, the system calculates the total weight of the shipment in pounds. You can override the calculated shipment weight if necessary.
25. At the bottom of the page in Total Cube, the system calculates the total cube of the shipment in cubic feet. You can override the calculated shipment cube if necessary.
Enter the total cube of the shipment in cubic feet.
26. At the bottom of the page In Floor-0; NonStack-1; Stacked-2
 - a. Enter 0 if you're floor loading the product.
 - b. Enter 1 if you're shipping the product on pallets and ARE NOT stacking pallets on top of each other.
 - c. Enter 2 if you're shipping the product on pallets and ARE stacking pallets on top of each other.

Ship Unit 1

Actual Qty:* 12 PALLET

Actual Wgt:* 6615 LBS Total

Total Cube:* 600

Floor-0; NonStack-1; Stacked-2:* 1

Hazardous:

27. At the bottom right of the page, click the Next button.

Ship Unit 1

Actual Qty:* 12 PALLET

Actual Wgt:* 6615 LBS Total

Total Cube:* 600

Floor-0; NonStack-1; Stacked-2:* 1

Hazardous:



Back **Next** Save Cancel

- 28. Enter the following in special instructions
 - a. Carrier Pick Up Reference Number
 - b. Hours of operation
 - c. Special scheduling needs such as 24-48 hour lead time before driver arrives for pickup
- 29. Enter your Name, Phone and Email.
- 30. Click the Next button.

The screenshot shows the 'Route Shipment' form in MercuryGate. It is divided into several sections: 'Orders', 'Summary', 'Special Instructions and Carrier Pick Up Reference Number', 'Contact', and 'Bill To Location'. At the bottom right, there are buttons for 'Back', 'Next', 'Save', and 'Cancel'. Three red callouts with white numbers are present: '1' points to the 'Special Instructions' text area; '2' points to the 'Name' input field in the 'Contact' section; and '3' points to the 'Next' button.

Orders	
Order References:	418222001 (PurchaseOrder)
Overlapping Ship Dates:	02/01/2020 - 02/07/2020

Summary

From: PEACOCK ALLEY (IMP), 2050 POSTAL WAY, DALLAS, TX, 75212, US	To: Dallas Warehouse, 4610 Langland Road, Farmers Branch, TX, 75244, US
Weight: 6615	Quantity: 12

Special Instructions and Carrier Pick Up Reference Number

Contact

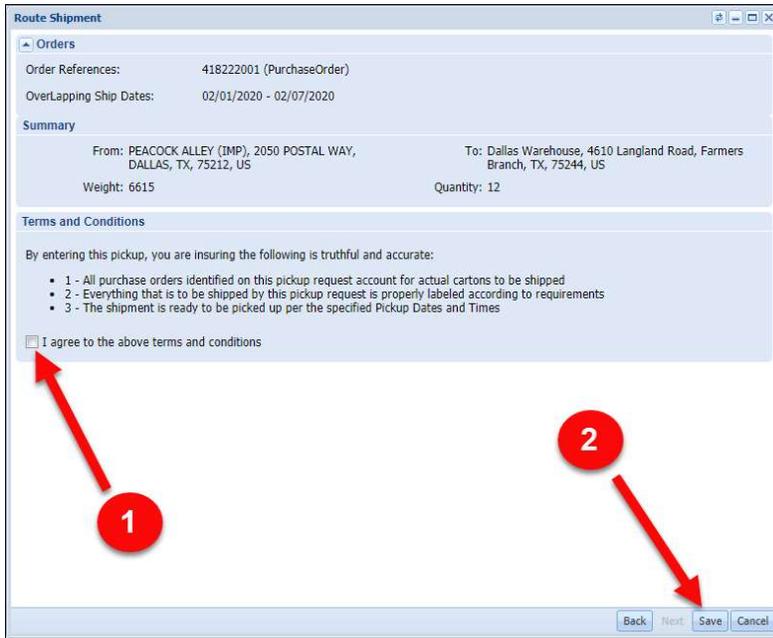
Name:*	Peacock Alley Import User
Phone:*	
Fax:	
Email:*	noreply@email.com

Bill To Location

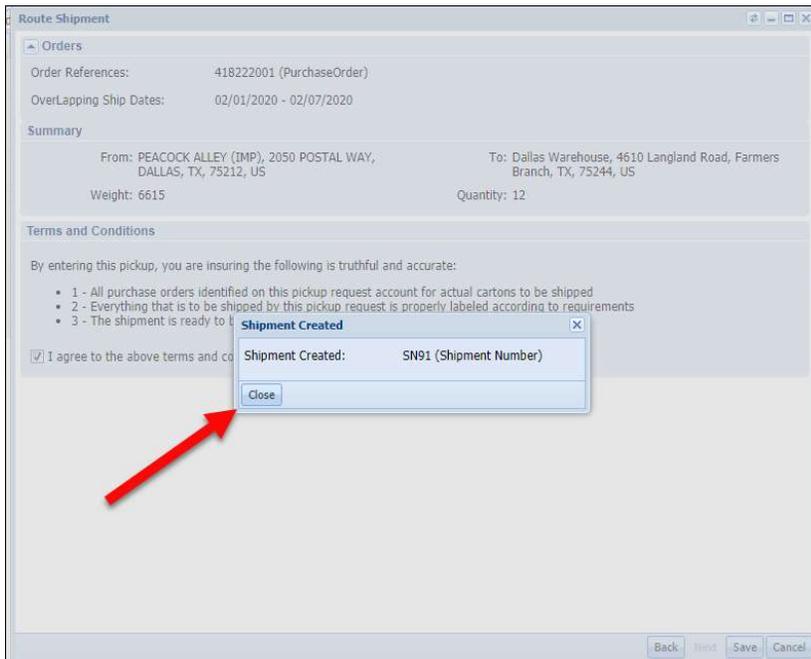
Address:	Tuesday Morning Corporation 6250 Lyndon B Johnson Fwy Dallas, TX, 75240 US	Contact:	
		Phone:	
		Fax:	
		Email:	
		Comments:	

Buttons: Back, Next, Save, Cancel

31. Read the Terms and Conditions and click the check box to indicate you agree to the Terms and Conditions.
32. Click the Save button.

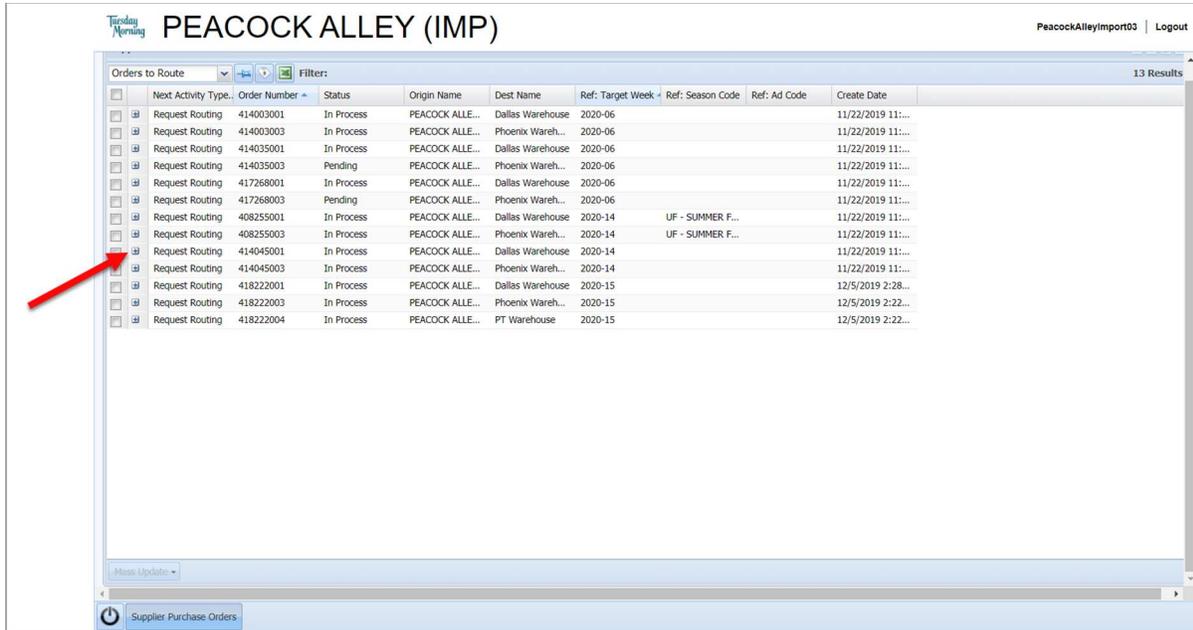


33. A shipment is created, and your shipment number is displayed.
34. Click the Close button.
35. Tuesday Morning Transportation team is alerted that you have requested routing for your shipment.



Determine which Carrier will pick up your Shipment

1. Click the Expand icon  beside your PO.

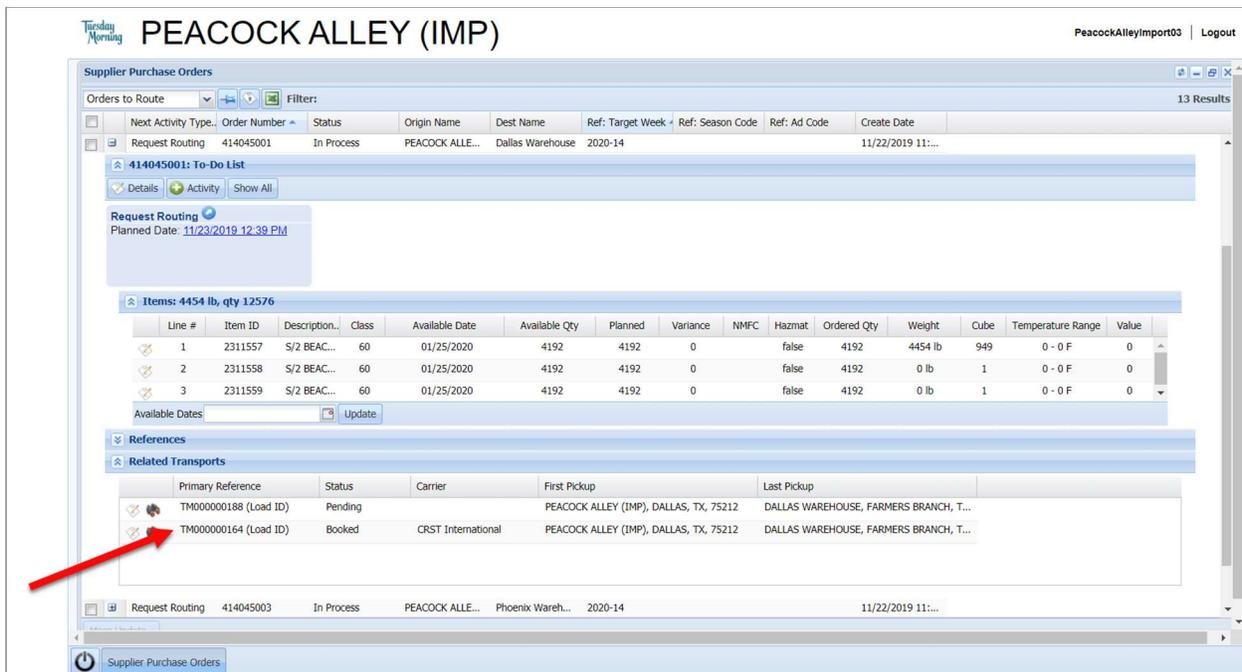


The screenshot shows the 'PEACOCK ALLEY (IMP)' page with a table of 'Orders to Route'. The table has columns for Next Activity Type, Order Number, Status, Origin Name, Dest Name, Ref: Target Week, Ref: Season Code, Ref: Ad Code, and Create Date. A red arrow points to the expand icon (a small square with a plus sign) next to the PO number 414045001 in the 'Order Number' column.

Next Activity Type	Order Number	Status	Origin Name	Dest Name	Ref: Target Week	Ref: Season Code	Ref: Ad Code	Create Date
Request Routing	414003001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-06			11/22/2019 11:...
Request Routing	414003003	In Process	PEACOCK ALLE...	Phoenix Wareh...	2020-06			11/22/2019 11:...
Request Routing	414035001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-06			11/22/2019 11:...
Request Routing	414035003	Pending	PEACOCK ALLE...	Phoenix Wareh...	2020-06			11/22/2019 11:...
Request Routing	417268001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-06			11/22/2019 11:...
Request Routing	417268003	Pending	PEACOCK ALLE...	Phoenix Wareh...	2020-06			11/22/2019 11:...
Request Routing	408255001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-14	UF - SUMMER F...		11/22/2019 11:...
Request Routing	408255003	In Process	PEACOCK ALLE...	Phoenix Wareh...	2020-14	UF - SUMMER F...		11/22/2019 11:...
Request Routing	414045001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-14			11/22/2019 11:...
Request Routing	414045003	In Process	PEACOCK ALLE...	Phoenix Wareh...	2020-14			11/22/2019 11:...
Request Routing	418222001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-15			12/5/2019 2:28...
Request Routing	418222003	In Process	PEACOCK ALLE...	Phoenix Wareh...	2020-15			12/5/2019 2:22...
Request Routing	418222004	In Process	PEACOCK ALLE...	PT Warehouse	2020-15			12/5/2019 2:22...

2. In Related Transports, the loads created by Tuesday Morning for your PO are listed with the assigned carrier and each load's status.

If you don't see any loads listed, this indicates that Tuesday Morning Transportation has not yet created them.



The screenshot shows the 'Supplier Purchase Orders' page for PO 414045001. The 'Request Routing' section shows a planned date of 11/23/2019 12:39 PM. Below this, the 'Items' section lists three items. The 'References' section is expanded to show 'Related Transports', which lists two loads:

Primary Reference	Status	Carrier	First Pickup	Last Pickup
TM000000188 (Load ID)	Pending		PEACOCK ALLEY (IMP), DALLAS, TX, 75212	DALLAS WAREHOUSE, FARMERS BRANCH, T...
TM000000164 (Load ID)	Booked	CRST International	PEACOCK ALLEY (IMP), DALLAS, TX, 75212	DALLAS WAREHOUSE, FARMERS BRANCH, T...

A red arrow points to the 'Booked' status of the second load.

Load Statuses

Status	Description
Pending	Tuesday Morning has received your shipment's routing request
Scheduled	Tuesday Morning has created a load but it has not yet been tendered to a carrier
Rated	Tuesday Morning has rated the shipment for the preferred carrier but it has not yet been tendered to a carrier
Tendered	Tuesday Morning has tendered the shipment to a carrier
Booked	Carrier has accepted the shipment
In Transit	Carrier has informed Tuesday Morning that the shipment has been picked up from the vendor
Delivered	Carrier has informed Tuesday Morning that the shipment has been delivered to the destination facility

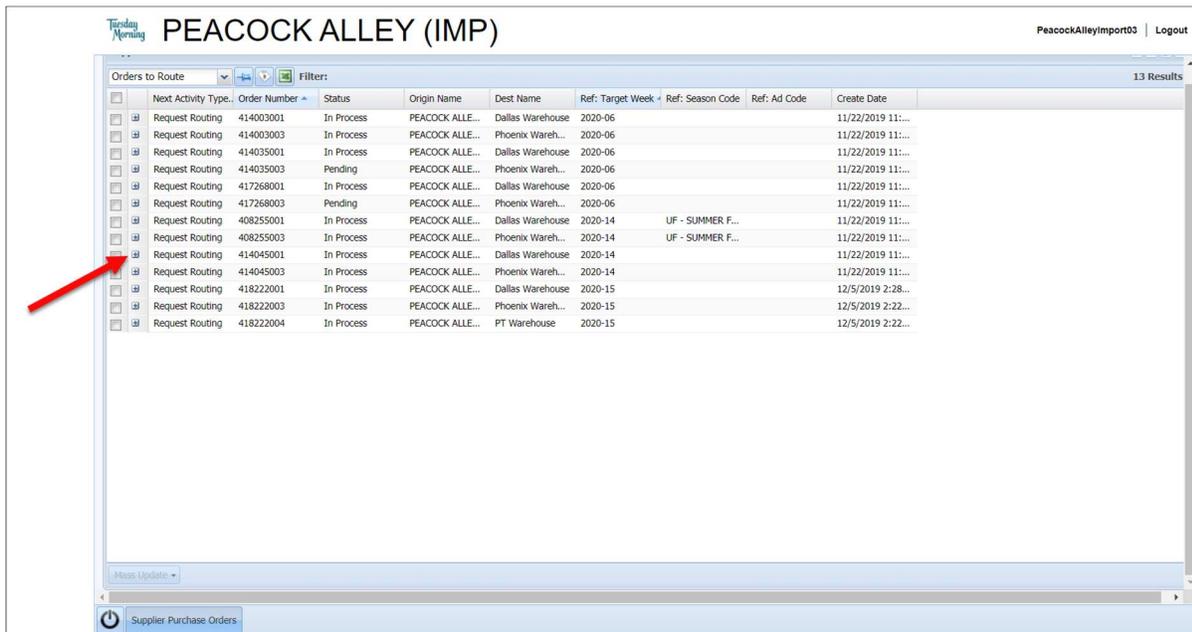
Print your Vendor Authorization Form and BOL

After your shipment has been tendered by a Tuesday Morning Transportation team member to a carrier and the carrier has accepted it, you will receive an email with the Vendor Authorization Form and BOL attached to it.

Your Vendor Authorization Form and BOL is automatically emailed to your company’s contacts.

If you haven’t received the email or don’t have access to the email account, you can print your PO’s Vendor Authorization Form and BOL using the following steps.

1. Click the Expand icon  beside your PO.

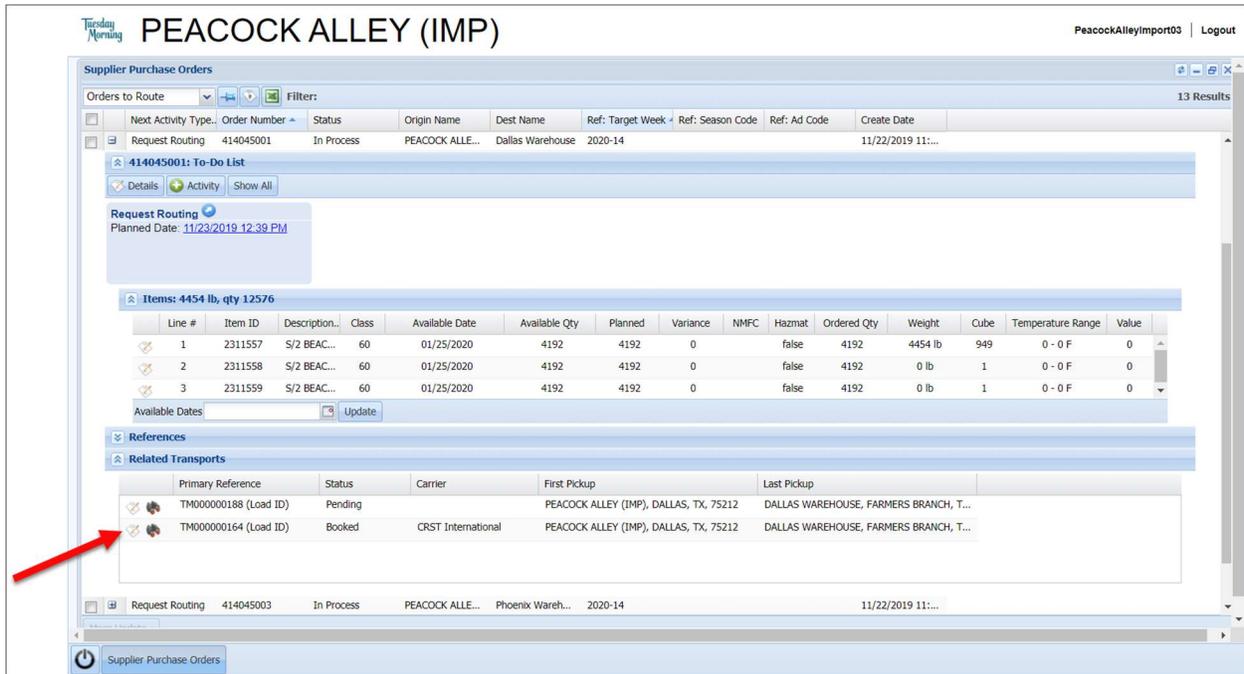


The screenshot shows the 'PEACOCK ALLEY (IMP)' interface with a table of 'Request Routing' orders. The table has columns for Next Activity Type, Order Number, Status, Origin Name, Dest Name, Ref: Target Week, Ref: Season Code, Ref: Ad Code, and Create Date. A red arrow points to the expand icon (+) next to the first order.

Next Activity Type	Order Number	Status	Origin Name	Dest Name	Ref: Target Week	Ref: Season Code	Ref: Ad Code	Create Date
Request Routing	414003001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-06			11/22/2019 11:...
Request Routing	414003003	In Process	PEACOCK ALLE...	Phoenix Wareh...	2020-06			11/22/2019 11:...
Request Routing	414035001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-06			11/22/2019 11:...
Request Routing	414035003	Pending	PEACOCK ALLE...	Phoenix Wareh...	2020-06			11/22/2019 11:...
Request Routing	417268001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-06			11/22/2019 11:...
Request Routing	417268003	Pending	PEACOCK ALLE...	Phoenix Wareh...	2020-06			11/22/2019 11:...
Request Routing	408255001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-14	UF - SUMMER F...		11/22/2019 11:...
Request Routing	408255003	In Process	PEACOCK ALLE...	Phoenix Wareh...	2020-14	UF - SUMMER F...		11/22/2019 11:...
Request Routing	414045001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-14			11/22/2019 11:...
Request Routing	414045003	In Process	PEACOCK ALLE...	Phoenix Wareh...	2020-14			11/22/2019 11:...
Request Routing	418222001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-15			12/5/2019 2:28...
Request Routing	418222003	In Process	PEACOCK ALLE...	Phoenix Wareh...	2020-15			12/5/2019 2:22...
Request Routing	418222004	In Process	PEACOCK ALLE...	PT Warehouse	2020-15			12/5/2019 2:22...

- In Related Transports, the loads created by Tuesday Morning for your PO are listed with the assigned carrier and each load's status.

Click the Edit icon  beside your load.



Supplier Purchase Orders

Orders to Route: Filter: 13 Results

Next Activity Type	Order Number	Status	Origin Name	Dest Name	Ref: Target Week	Ref: Season Code	Ref: Ad Code	Create Date
Request Routing	414045001	In Process	PEACOCK ALLE...	Dallas Warehouse	2020-14			11/22/2019 11:...

414045001: To-Do List

Request Routing
Planned Date: 11/23/2019 12:39 PM

Items: 4454 lb, qty 12576

Line #	Item ID	Description...	Class	Available Date	Available Qty	Planned	Variance	NMFC	Hazmat	Ordered Qty	Weight	Cube	Temperature Range	Value
1	2311557	S/2 BEAC...	60	01/25/2020	4192	4192	0	false		4192	4454 lb	949	0 - 0 F	0
2	2311558	S/2 BEAC...	60	01/25/2020	4192	4192	0	false		4192	0 lb	1	0 - 0 F	0
3	2311559	S/2 BEAC...	60	01/25/2020	4192	4192	0	false		4192	0 lb	1	0 - 0 F	0

Available Dates: Update

References

Related Transports

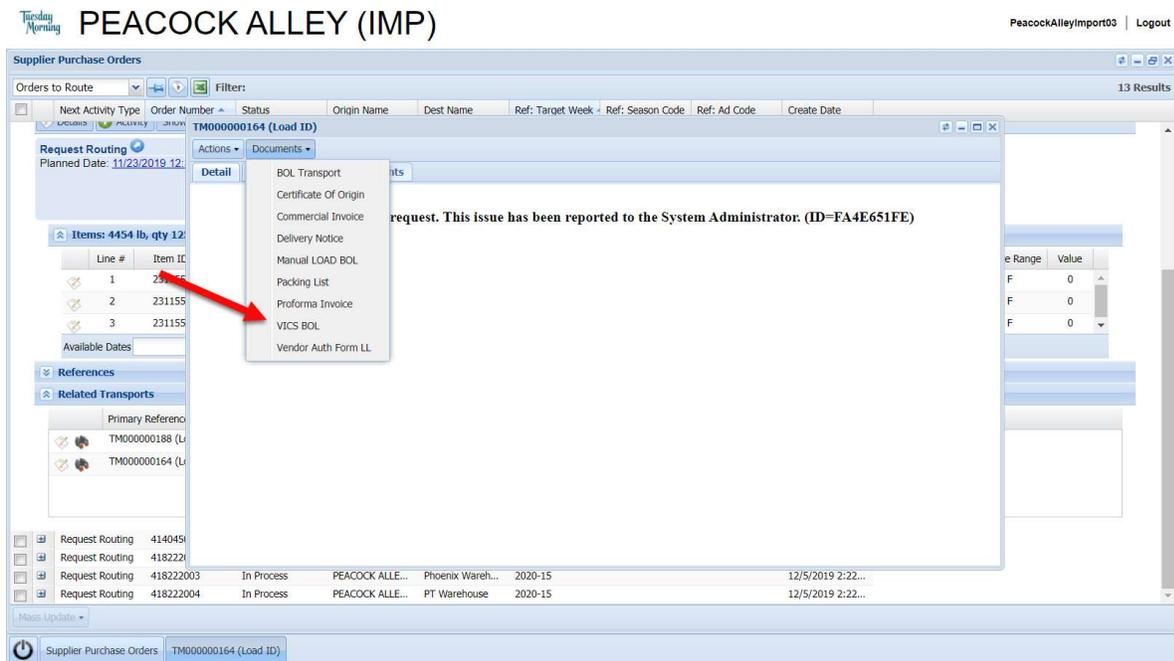
Primary Reference	Status	Carrier	First Pickup	Last Pickup
TM000000188 (Load ID)	Pending		PEACOCK ALLEY (IMP), DALLAS, TX, 75212	DALLAS WAREHOUSE, FARMERS BRANCH, T...
TM000000164 (Load ID)	Booked	CRST International	PEACOCK ALLEY (IMP), DALLAS, TX, 75212	DALLAS WAREHOUSE, FARMERS BRANCH, T...

Request Routing 414045003 In Process PEACOCK ALLE... Phoenix Wareh... 2020-14 11/22/2019 11:...

Supplier Purchase Orders

- To get the BOL
Click Documents > VICS BOL

The BOL is downloaded as a pdf to your browser



Supplier Purchase Orders

Orders to Route: Filter: 13 Results

TM000000164 (Load ID)

Request Routing
Planned Date: 11/23/2019 12:39 PM

Items: 4454 lb, qty 12576

Line #	Item ID	Description...	Class	Available Date	Available Qty	Planned	Variance	NMFC	Hazmat	Ordered Qty	Weight	Cube	Temperature Range	Value
1	2311557	S/2 BEAC...	60	01/25/2020	4192	4192	0	false		4192	4454 lb	949	0 - 0 F	0
2	2311558	S/2 BEAC...	60	01/25/2020	4192	4192	0	false		4192	0 lb	1	0 - 0 F	0
3	2311559	S/2 BEAC...	60	01/25/2020	4192	4192	0	false		4192	0 lb	1	0 - 0 F	0

Available Dates: Update

References

Related Transports

Primary Reference	Status	Carrier	First Pickup	Last Pickup
TM000000188 (Load ID)	Pending		PEACOCK ALLEY (IMP), DALLAS, TX, 75212	DALLAS WAREHOUSE, FARMERS BRANCH, T...
TM000000164 (Load ID)	Booked	CRST International	PEACOCK ALLEY (IMP), DALLAS, TX, 75212	DALLAS WAREHOUSE, FARMERS BRANCH, T...

Request Routing 414045003 In Process PEACOCK ALLE... Phoenix Wareh... 2020-14 11/22/2019 11:...

Request Routing 418222003 In Process PEACOCK ALLE... FT Warehouse 2020-15 12/5/2019 2:22...

Request Routing 418222004 In Process PEACOCK ALLE... FT Warehouse 2020-15 12/5/2019 2:22...

Supplier Purchase Orders TM000000164 (Load ID)

- 4. To get the Vendor Authorization Form
Click Documents > Vendor Authorization Form LL

The Vendor Authorization Form is downloaded as a pdf to your browser

The screenshot shows the MercuryGate Supplier Purchase Orders interface. The main window title is 'Supplier Purchase Orders' and the page header includes 'Tuesday Morning' and 'PEACOCK ALLEY (IMP)'. The user is logged in as 'PeacockAlleyImport03'. The interface displays a list of orders with columns for 'Next Activity Type', 'Order Number', 'Status', 'Origin Name', 'Dest Name', 'Ref: Target Week', 'Ref: Season Code', 'Ref: Ad Code', and 'Create Date'. A 'Request Routing' window is open, showing a 'Planned Date' of 11/23/2019 12:00. A 'Documents' menu is open, listing various document types: BOL Transport, Certificate Of Origin, Commercial Invoice, Delivery Notice, Manual LOAD BOL, Packing List, Proforma Invoice, VICS BOL, and Vendor Auth Form LL. A red arrow points to 'Vendor Auth Form LL'. The main window also displays a table of items with columns for 'Line #', 'Item IC', and 'Quantity'. The table shows three items with quantities of 1, 2, and 3. The interface also includes a 'References' section and a 'Related Transports' section. The bottom of the interface shows a 'Mass Update' button and a 'Supplier Purchase Orders - TM000000164 (Load ID)' button.

Example Vendor Authorization Form

Ship to: Dallas Warehouse
 4610 Langland Road
 Farmers Branch, TX 75244 US

Phone: (800) 457-0101
Email: tms@tuesdaymorning.com

TO ALL VENDORS:

This document is to be used along with your Bill of Lading. Please fill this out and email back after the trailer has been loaded.

ATTN: INBOUND TMS@tuesdaymorning.com **LOAD #'s:** TM000000164

Requested Pickup Date: Carrier will contact you within 3 business days to arrange for pickup

Attention: _____ **Phone Number:** _____

Tuesday Morning Auth # SN109 **Ship #'s** SO275

Tuesday Morning Purchase Order # 414045001

Carrier: CRST International - SCAC: CRPS **Phone Number:** _____

Carrier Instructions: 27 Non-Stack Pallet(s) / 2700.0 cu ft / 30000lb / 8384 pcs
 (The carrier will call to schedule an appointment for the above Authorization Number.)

Pickup Date: _____ **Appointment Time:** _____ **To** _____

Arrival Time: _____ **Departure Time:** _____

Carrier pickup appointments are suggested to avoid possible driver detention fees, please load trucks within 2 hours. If floor loading please have them install either straps or load locks after loading.

To avoid a charge back, make sure a packing list is attached to the last pallets loaded on the trailer. If floor loading match packing list to the last carton loaded on the trailer.
DO NOT give packing list to the driver.

Vendors and Drivers Must Complete Selection Below

Please print clearly

Was a seal on the trailer? Yes No Carrier Trailer Number _____

Seal # on the trailer upon arrival _____

Your seal# _____ PO Completed Yes No

Carton Count _____ Pallet Count _____ Weight _____

Shippers Signature _____ Date _____

Drivers Signature _____ Date _____

IF PO is not complete call the Tuesday Morning Traffic Department

Phone # (800) 457-0101, select option 2 for Inbound.
 Then select the extension for the region you are in.
 West Coast x 4345 Midwest x 7027 East Coast x 7027

Example BOL

TYPE		STOP	LOCATION	DATE	EVENTS
Pickup	1	PEACOCK ALLEY (MP)	2050 POSTAL WAY DALLAS, TX 75232 US Contact: ot Phone: 111 Email: ogp	Planned Date: 01/25/2020 00:00 01/31/2020 00:00	
Drop	2	Dallas Warehouse	4610 Langland Road Farmers Branch, TX 75244 US Contact: Becky Wilson Phone: 800.457.0101 Opt 3 Email: beckyw@tuesdaymorning.com	Planned Date: 01/25/2020 00:00 01/31/2020 00:00	

CARRIER		THIRD PARTY FREIGHT CHARGES BILL TO	
CRST International - SCAC: CRPS	PRO Number: WHEEEE	Tuesday Morning Corporation	
Shipment ID: SK1209	Trailer/Seal Number(s):	Address:	6250 Lyndon B Johnson Fwy
Cust Pickup #:	Purchase Order(s): 414045001	City/State/Zip:	Dallas, TX 75240
		Freight Charge Terms:	Prepaid
		Master Bill of Lading: With attached Underlying Bills of Lading	

HANDLING UNIT		PACKAGE		WEIGHT		COMMODITY DESCRIPTION	LTL ONLY
QTY	TYPE	QTY	TYPE	WEIGHT			CLASS
27.0	PALLET	8384.0	PCS	30000.00		Commodities requiring special or additional care or attention in handling or stacking must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 204 of DOT's 49 CFR 396.	50.0
27.0		8384.0		30000.00		No Description	
GRAND TOTAL							

NOTE: Liability Limitation for loss or damage to this shipment may be applicable. See 49 U.S.C. 14706(g)(1)(A) and (B).

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of the Bill of Lading, the property described above and to appear good order except as noted (contents and condition of the contents of packages unknown), marked, consigned, and delivered, as indicated, above which said carrier (the "motor carrier" being understood throughout this contract as meaning the party or parties to the contract) is not liable for loss or damage to the property under the contract except to the extent of the actual value of the property at the time of loss or damage, if it is mutually agreed as to such carrier of all or any of said property, but every receipt for the property hereunder shall be subject to the Bill of Lading. Shipper, hereby certifies that he is familiar with all of the Bill of Lading terms and conditions including those set forth in the general classification of this shipment and to hereby agree to be bound by the terms and conditions of the contract and to indemnify and hold the carrier harmless.

SHIPPER SIGNATURE / DATE	CARRIER SIGNATURE / PICKUP DATE

Store Signature _____

TYPE		STOP	LOCATION	DATE	EVENTS
Regular	2	Dallas Warehouse	4610 Langland Road Farmers Branch, TX 75244 US Contact: Becky Wilson Phone: 800.457.0101 Opt 3 Email: beckyw@tuesdaymorning.com	Planned Date: 01/25/2020 00:00 01/31/2020 00:00	

**** Driver ** - Please Confirm STORE MANAGER Receives Correct Drop Receipt!**

Information: Customer PO #: Order Number: SCAC: CRPS
Load ID #: TM00000164

STORE Signature _____ Date/Time _____

DRIVER Signature _____ Date/Time _____

Helpful Hints

Setting the Purchase Orders Portlet to be More Easily Visible

If you want the Purchase Orders portlet to be visible when you log into MercuryGate, you can position it as you like and save the positioning using the following steps.

1. Position the Purchase Orders portlet as desired. You can maximize, minimize, or resize any portlet using the buttons at the top right of each portlet.

Minimize 

Maximize 

Resize Drag the edges of any portlet

