Averitt Express Supply Chain Solutions
One Averitt Express Drive
Nashville, Tennessee 37211

TUESDAY MORNING VENDOR PORTAL

STANDARD OPERATING PROCEDURE

TABLE OF CONTENTS

Contents

Averitt Express Supply Chain Solutions
One Averitt Express Drive
Nashville, Tennessee 37211

Vendor Process Overview

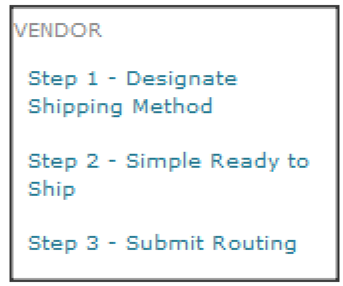
This page provides an overview of a process which is detailed in the subsequent pages of this SOP. If this is your first time using the system or you need more explanation, please read the entire guide.

Connect with Tuesday Morning: WWW.ATOMSYSTEM.COM/TUESDAYMORNING

The username and password required for login are provided in the Tuesday Morning Vendor Packet.

Releasing From A Purchase Order: Use Steps 1-3

Step 1: Designate a Shipping Method-You must indicate if the product is floor-loaded or palletized. Enter your PO number and select "Search". Check the box next to the PO in the results page and select "Actions", and then select either "Floor-Loaded" or "Palletized".



Step 2: Simple Ready to Ship-After selecting "Step 2", enter your PO number or other information to search for the PO, and hit the "search" button. Each PO line represents an individual SKU. **EACH TRUCKLOAD OF FREIGHT WILL REQUIRE A SEPARATE ROUTING REQUEST**

Put a check mark in the box to the left of every PO you would like to release, and click the "Ready to Ship" button at the top of the page.

Required Fields for All PO's:
Ready to Ship Early Date
Ready to Ship Late Date
Ship Quantity
Change Shipping Location.

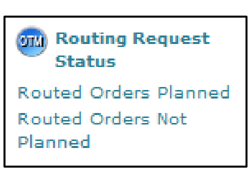
Once on the "Simple Ready to Ship" page, the fields listed (see image left) are required on every PO. Regarding "Change Shipping Location", you can select from previously entered locations by clicking the "L" button. If you need to enter a new location, please see section 2.3 of this guide.

For Floor-Loaded PO's you'll also need to enter the Total Volume in cubic feet and the Total Weight. For Palletized, you'll need to indicate if the number of pallets and if they are stackable or non-stackable.

Step 3: Submit Routing- Before they can be scheduled as a shipment, POs must be submitted for routing. Submit Routing for a PO when 100% of the product, or everything Tuesday Morning will be receiving, has been released.

Enter your PO in the search screen and hit "search". Select all PO's you want to submit for routing and then click the "Submit Routing" button at the top of the page. You will get a confirmation page that you've submitted the PO(s).

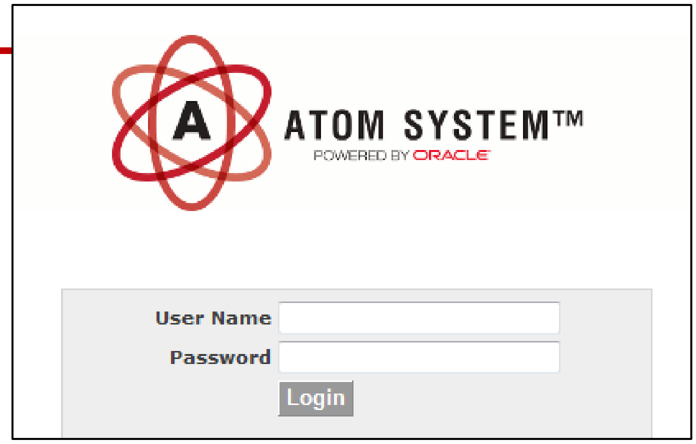
Viewing Previously Released Purchase Orders and Vendor Authorization Forms



Select the "Routing Request Status" button on the menu to reveal two choices, "Routed Orders Planned" and "Routed Orders Not Planned". After selecting your choice, enter your PO number and search. You'll get a results page with all applicable PO's. Click the check box beside each Planned PO, and select the "Generate Vendor Form" button at the top of the page. The form will open in PDF format. Once filled out and printed, fax it to Tuesday Morning at **(972) 233-5327**.

For issues with PO's, Vendor Forms, or other operational questions, contact Tuesday Morning at **800-457-0101** or by email at **trafficinbound@tuesdaymorning.com**.

1.0 CONNECT WITH TUESDAY MORNING



Use the link below to connect to the Tuesday Morning Transportation Management System:

www.atomsystem.com/tuesdaymorning

The username and password required for login are provided in the Tuesday Morning Vendor Packet.

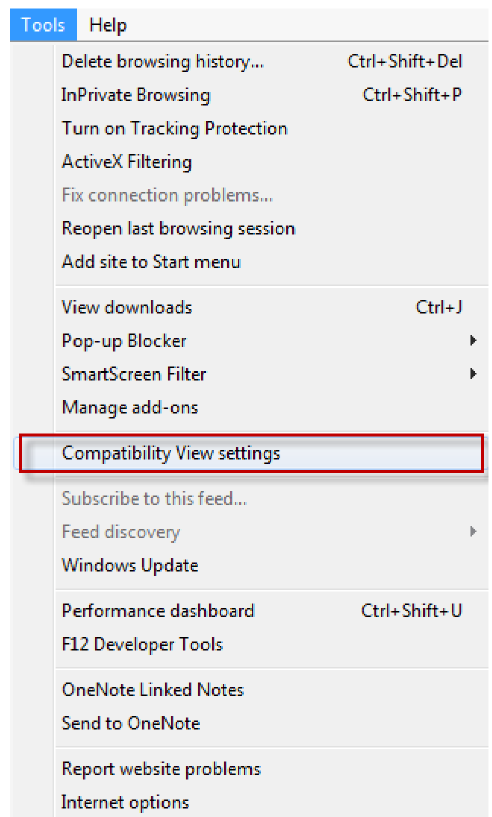
1.1 COMPATIBLE WEB BROWSERS

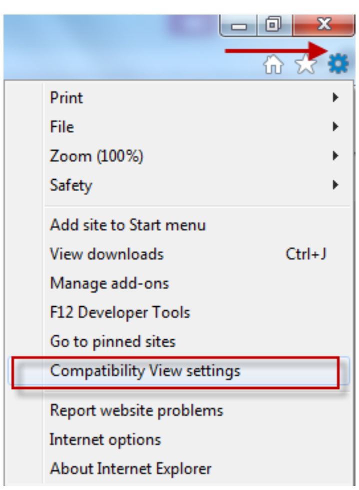
The Atom System is compatible with the following web browsers:

- INTERNET EXPLORER 8
- INTERNET EXPLORER 9
- INTERNET EXPLORER 10 & 11 (COMPATIBILITY MODE)
- FIREFOX VERSION 17+
- APPLE SAFARI 5.1 (DESKTOP)
- APPLE SAFARI 5.1 (IOS)
- ANDROID WEB BROWSER 4.2 (ANDROID)

Google Chrome is not a supported browser at this time.

Internet Explorer 10 and Internet Explorer 11 may also be used in compatibility mode. To enable this, make sure you are on the ATOMS login page and click the “Tools” menu bar and select the “Compatibility View settings” menu option (as shown to the right).





If you do not see a “Tools” menu bar in Internet Explorer, pressing the “Alt” button one time will cause it to appear.

You can also locate the “Compatibility View settings” menu by clicking on the “gear” icon in the top right of your browser page (see left).

1.1 Compatible Web Browsers (Continued)

Once you are in the Compatibility View Settings window you should see a field to add websites to your compatibility list:

"mavenwire.com" should already be populated in the "Add this website:" field (1). If it is not, add it.

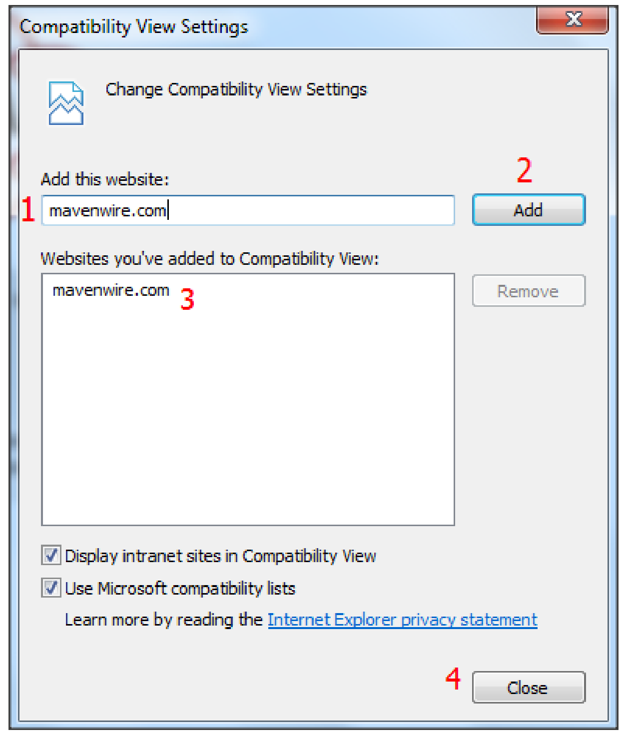
Click the "Add" button (2).

Confirm that "mavenwire.com" is now in the "Websites you've added to Compatibility View" section (3).

Leave the two check boxes at the bottom as whatever they were. There should be no need to change these settings.

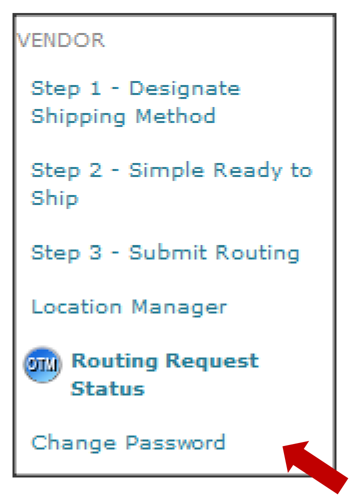
Click the "Close" button for this window (4).

You may need to reload the login page if it does not refresh automatically.



1.2 Changing Passwords

To change the password used to log in, click the "Change Password" link in the user menu.



It is recommended that the password be changed during the first log-in session.

The link will open a password entry screen. To change your password, enter your current login password in the "Old Password" field.

Enter the new password you wish to use in the "Password" field and then confirm that password in the "Retype Password" field. To submit your new password click the "Update Password" button at the bottom of the page.

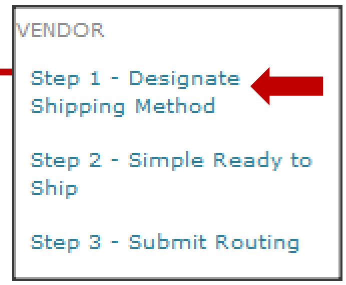
2.0 Releasing From a Purchase Order

Tuesday Morning will require that all vendors use the ATOM system, instead of fax or email, for routing requests. This will allow Tuesday Morning to plan for incoming product with greater accuracy, and will allow vendors to efficiently and accurately communicate routing requests with Tuesday Morning.

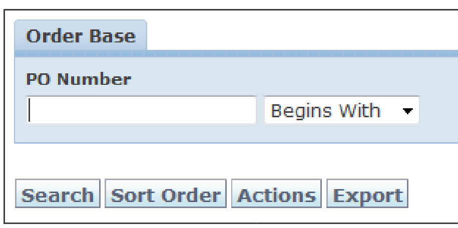
Please review this process for releasing product in detail. **If you have any questions, contact the Tuesday Morning transportation department at 800-457-0101 or trafficinbound@tuesdaymorning.com.**

> **TIP: Each full truckload of product inbound to Tuesday Morning will need to be entered into the ATOM System separately. Follow the steps in this document for each truckload. Each Purchase Order may only have one pickup location. Multi-stop pickups are not accepted.**

2.1 Step 1 - Designating Shipping Method

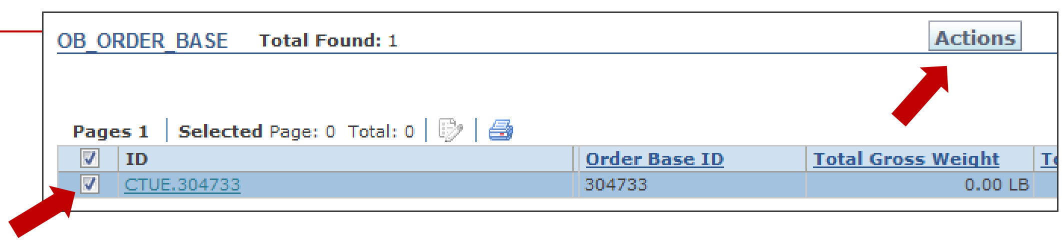


The first step of releasing a PO is to indicate whether the released product will be either palletized or floor-loaded. To make your selection, click the **"Designate Shipping Method"** link in the user menu.

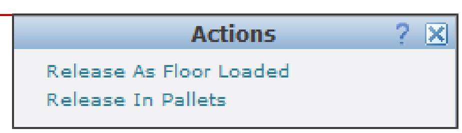


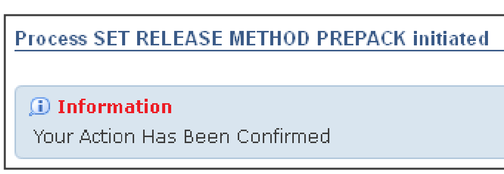
You should see the screen on the left. Enter the PO number that is being released into the "PO Number" field and then hit the enter key or click the **"Search"** button at the bottom of the page.

Check the box next to the PO and click the **"Actions"** button at the top of the page.



After clicking "Actions" select "**Release Floor Loaded Product**" or "**Release In Pallets**" depending on how the PO will be shipped.



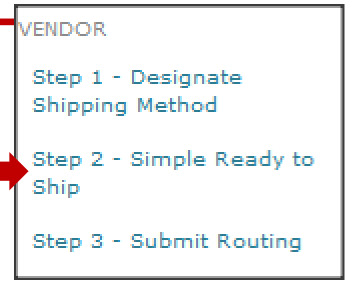


The screen to the left will confirm that the PO has changed to the selected release method.

2.2 Step 2 - Simple Ready To Ship

After specifying whether the load is palletized or floor-loaded, the product will need to be released.

To release product select menu option 2, "**Simple Ready to Ship**" as seen to the right. This will open the search screen shown below.

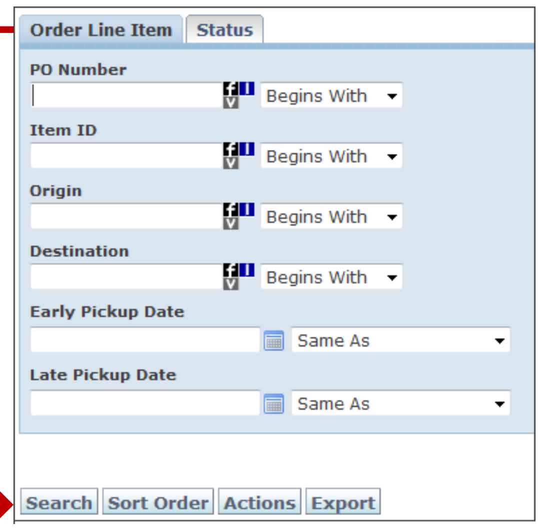


Search for the PO

If the PO number is known, input it into the PO Number field on the Ready to Ship search screen. If only a portion of the PO number is known, input the partial number and then change the drop-down menu on the right of the PO entry box from "Begins With" to "Contains" in order to find the needed PO.

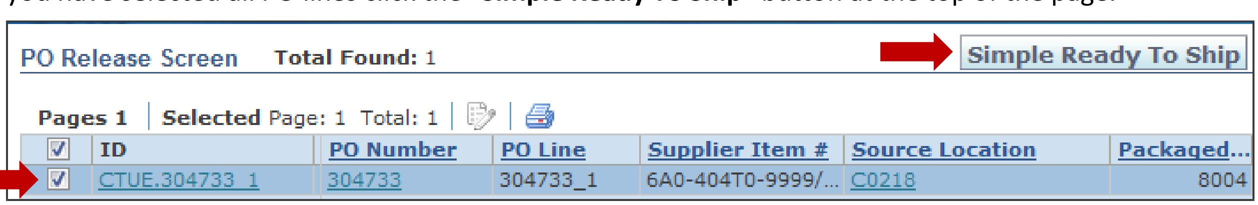
> **TIP**: Additional criteria (origin, destination, early pickup date, late pickup date) can be used to narrow your search if needed.

After entering the needed search criteria click "**Search**" at the bottom of the page to view the search results.



The results screen will display all PO lines matching the search criteria entered on the previous page. Each line represents an individual SKU and the line numbering will correspond with the information sent by the buyer. Clicking on the PO line will show additional details, including a breakdown of what portions of the PO line have already been released. Each page of the search results will display 200 PO lines. If a PO has more lines than 200 lines, the subsequent groups of will be found on page 2, 3, etc.

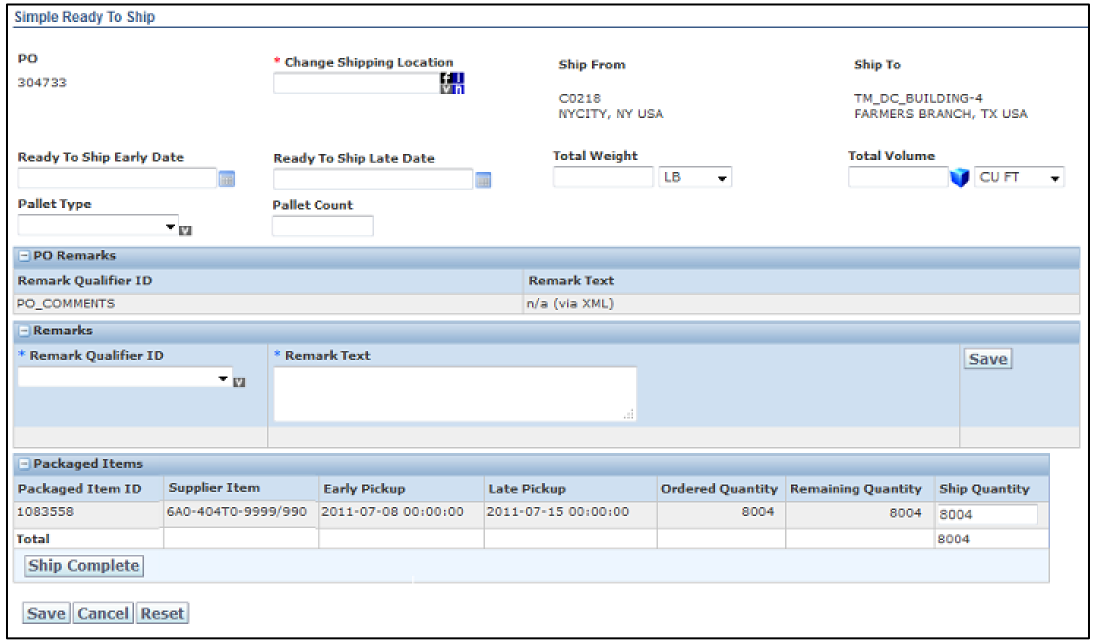
From the search results screen click the checkbox next to the PO line that you wish to release. When you have selected all PO lines click the "**Simple Ready To Ship**" button at the top of the page.



> **TIP**: Clicking the checkbox next to "ID" will select or deselect all items on that page. If you select a different page number, items that were checked on previous pages will stay selected. "**Selected** Page: # Total: #" notes the number of items selected on the page and in total (possibly on other pages).

2.2 Step 2 - Simple Ready To Ship (Continued)

The Simple Ready to Ship screen is shown below.



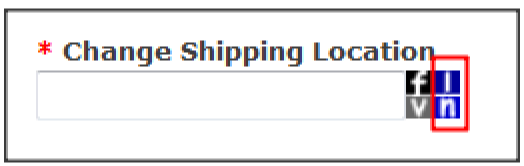
<u>The following fields will need to be entered for all routing requests:</u>

Ready to Ship Early Date – Enter the earliest day the routed product will be available for pickup

Ready to Ship Late Date – Enter the PO's cancel date

Ship Quantity – This is the quantity of each SKU that will be shipped. You can enter in an exact amount for each line or the "Ship Complete" button can be used to populate all fields with the maximum quantity ordered if all items on the PO will be shipped.

Change Shipping Location –



This will be used to either select a previously created location or create the physical address where the shipment will need to be picked up. To view previously entered locations click the "L" button for a list.

To enter a new location, click the "N" button.

NOTE: When selecting your shipping location, do not select the base location whose ID is only your vendor code. This location is used by the system and may not have the necessary contact information or pickup comments. Always select a user-created location. These will be shown as your vendor code and end in *-0001, -0002,* etc.

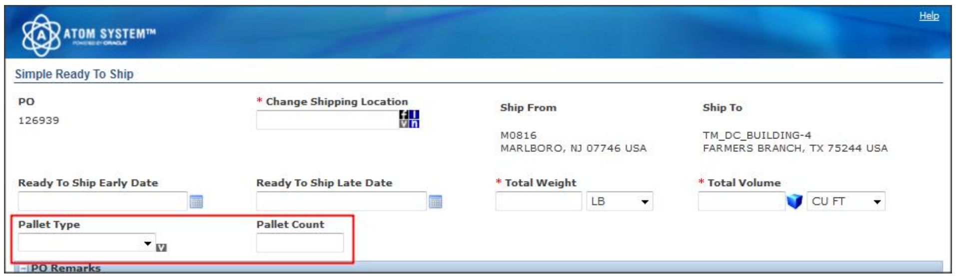
If this is your first time using the system you will need to create a new location, even if the existing base location is at the same address. Instructions for creating new locations can be found in the next section, **2.3 Creating a New Source Location**.

2.2 Step 2 - Simple Ready To Ship (Continued)

<u>Depending on the type of load the following information will also be required:</u>

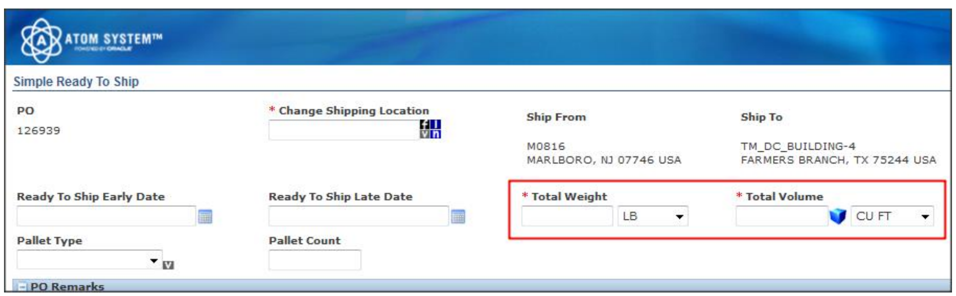
<u>FOR PALLETIZED PRODUCT</u>:

Pallet Type - Select whether the pallets will be stackable or non-stackable
Pallet Count - Number of pallets to be shipped
Total Volume - Volume in cubic feet
Total Weight - Total weight of shipped product



<u>FOR FLOOR LOADED PRODUCT</u>:

Total Volume - Volume in cubic feet
Total Weight - Total weight of shipped product

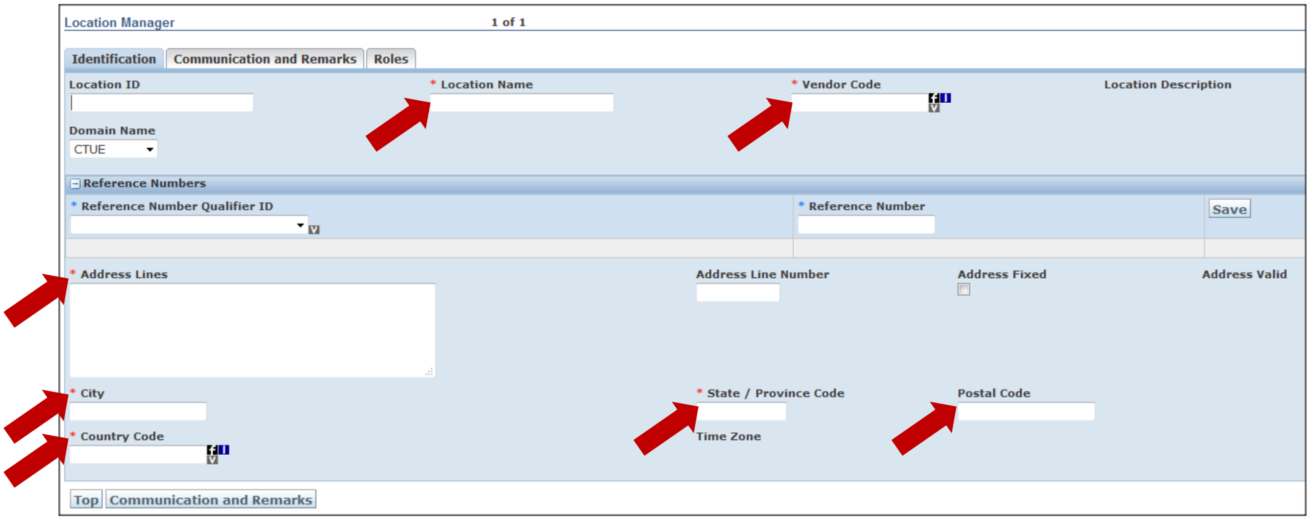


SAVE – Once you have entered all of the required information on the Simple Ready to Ship screen, click the "Save" button in the bottom left of the screen. Sometimes the save process can take a few seconds. Do not click the button more than once.

TIP: Each full truckload of product inbound to Tuesday Morning will need to be entered into the ATOM System separately. Follow the steps in this document for each truckload.

2.3 Creating a New Source Location

Below you can see what the "create new source location" screen looks like:



The following fields are required under the **"Identification"** tab.

(Note that **Location ID** is not required. This will be generated automatically by the system.)

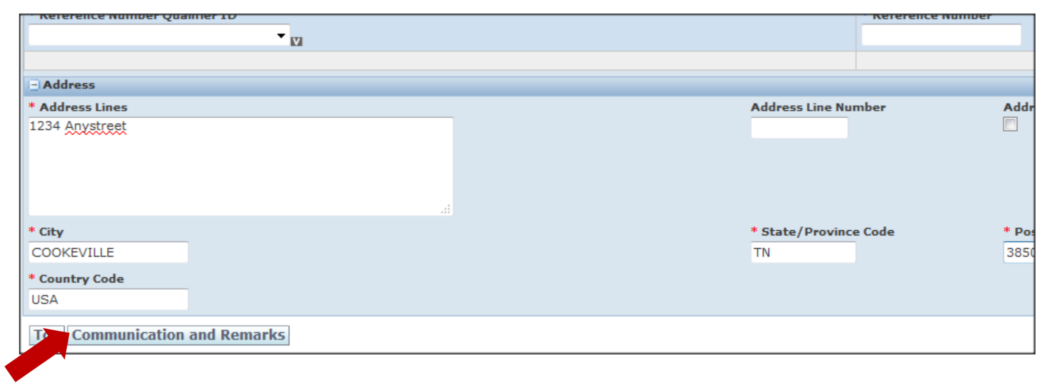
Location Name: Use this field to create an identifier for each location. For example, if an order is shipping out of Company A in Jonesboro, Arkansas the Location Name code could be "Company A Jonesboro Warehouse".

Vendor Code: This ID should be the same as the User ID/Vendor Code previously used to log in. This number needs to be entered correctly for the location to be visible.

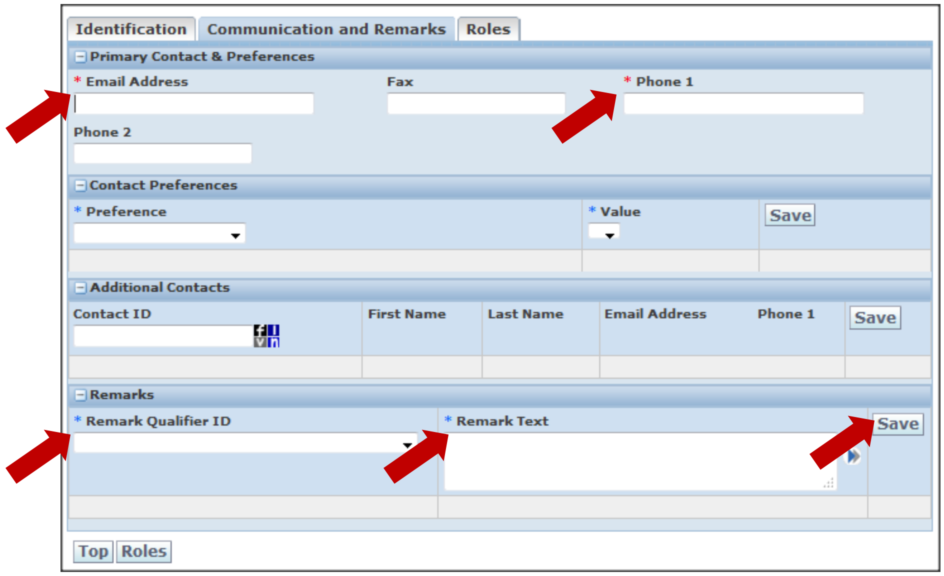
Address Lines, **City, Province Code (or State)**, **Postal Code** and **Country Code** are also required.

Reference Number Qualifier ID: Unless instructed to do so, do not enter any information in any **Reference Number** fields from the Qualifier ID drop down menu.

After this information has been entered, click the **"Communications and Remarks"** button at the bottom of the page to continue.



2.3 Creating a New Source Location (Continued)



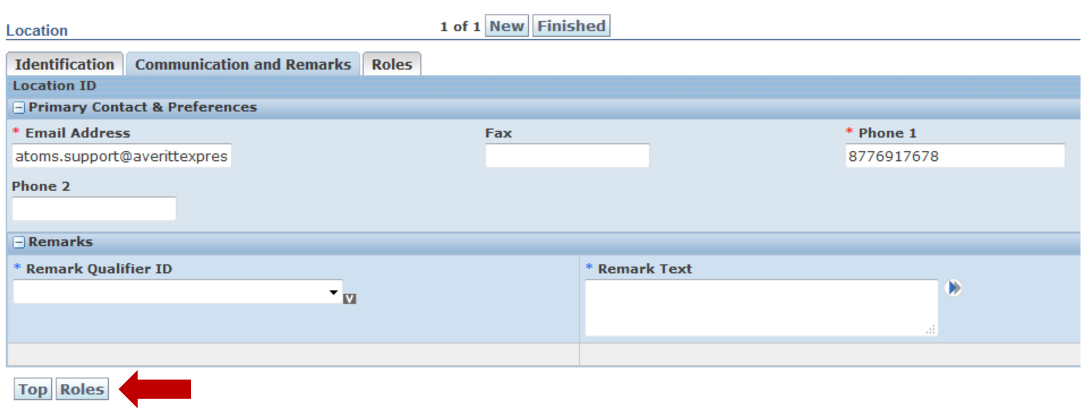
A contact **email address**, and **phone number** is required for each new location.

Location Remarks – Select "**PICKUP_COMMENTS**" from the "**Remark Qualifier ID**" drop-down menu (noted in the bottom left of the above picture). Information entered in the "**Remark Text**" box to the right will be transmitted to the carrier. Example information includes shipping hours, whether an appointment is required, or an alternate contact. After you have entered your pickup instructions click the **SAVE** button just to the right of the Remark Text box to save your pickup instructions.

If you have no pickup comments to enter you may skip the Location Remarks step.

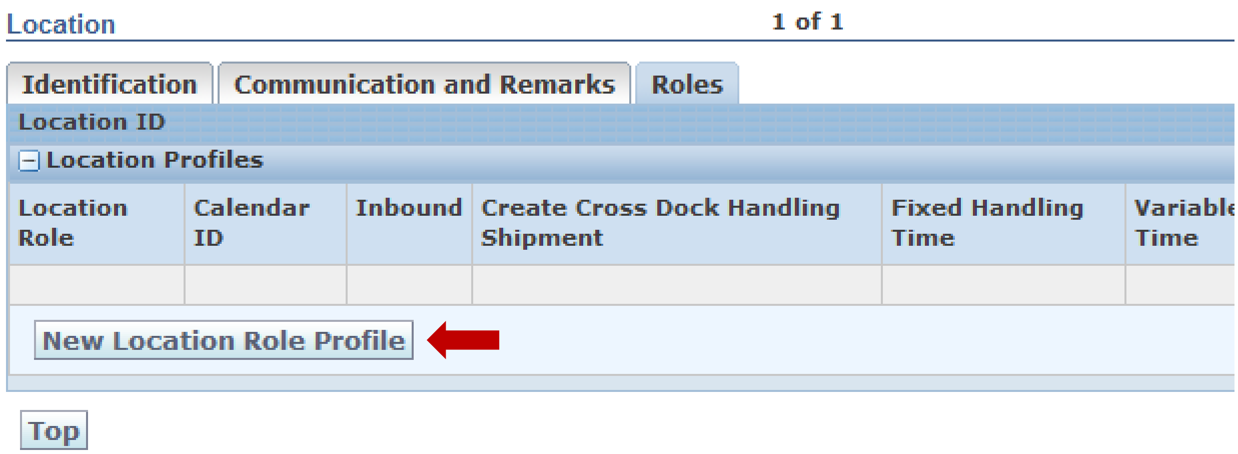
IF YOU ARE ONLY ABLE TO COMMUNICATE VIA EMAIL:
Enter communication instructions (including email address) in the Remark Text field for PICKUP_COMMENTS while creating your shipping location. These instructions will be transmitted to the carrier when they accept the shipment.

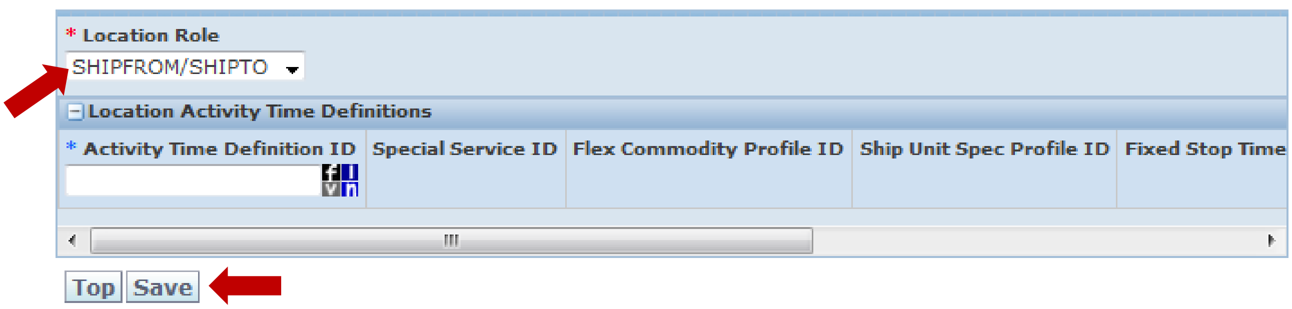
Roles - Next, click on "Roles" at the bottom of the screen. This will take you to the next tab.

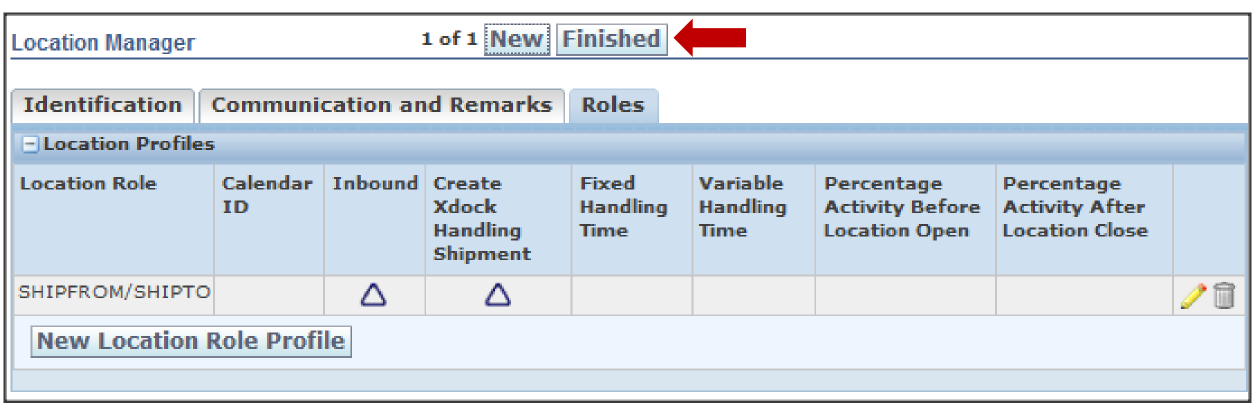


2.3 Creating a New Source Location (Continued)

On the “Roles” tab, click the “**New Location Role Profile**” button and select “**SHIPFROM/SHIPTO**” from the drop-down menu. Click **“Save”** to continue. **Without the SHIPFROM/SHIPTO role, your new location will not work correctly.** Do not add any additional fields, such as Calendars, to this role.







2.4 Errors or Changes to Orders

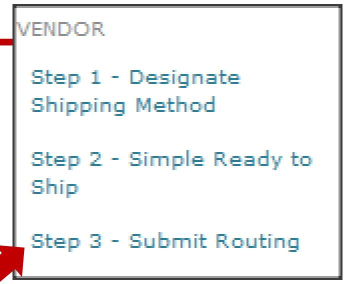
After completing the **2.2 Simple Ready to Ship** step by clicking the "Save" button, you may realize that some of the information on the order was incorrect or needs to be changed (such as an incorrect or updated quantity, weight, volume, etc). In rare cases it is possible to receive a red error message on the confirmation screen.

If any of these happen, do not complete **2.2 Simple Ready to Ship** for the same PO again unless instructed to do so by Tuesday Morning. Even if you have not completed **Step 3 – Submit Routing**, completing Simple Ready to Ship again for the same PO may create a duplicate order in the system.

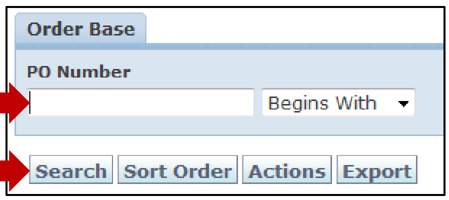
To make any changes or corrections to released orders you will need to contact Tuesday Morning's inbound transportation group at trafficinbound@tuesdaymorning.com or via phone at **800-457-0101.**

WHAT TO DO IF YOU SEE AN ERROR:
If you see an error message instead of the normal confirmation screen, try to take a picture of the screen. Make sure you have the window with the error open and press the PrintScreen (PrntScrn) key on your keyboard (usually located above the backspace key on most keyboards). This will capture a picture of your current screen to your clipboard. In most email clients you can Ctrl+V paste this screenshot into an email to Tuesday Morning.

2.5 Step 3 – Submit Routing

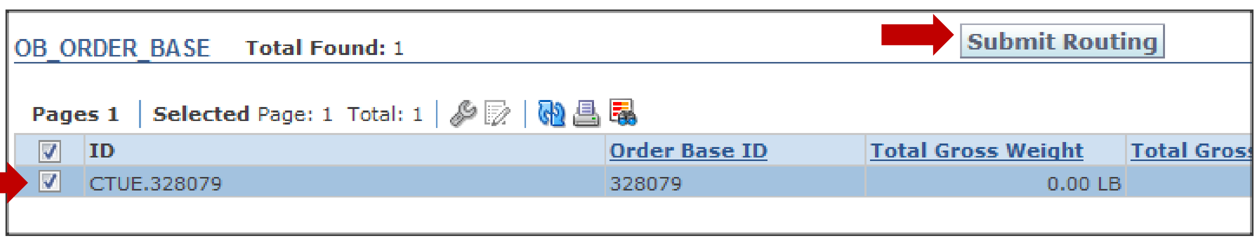


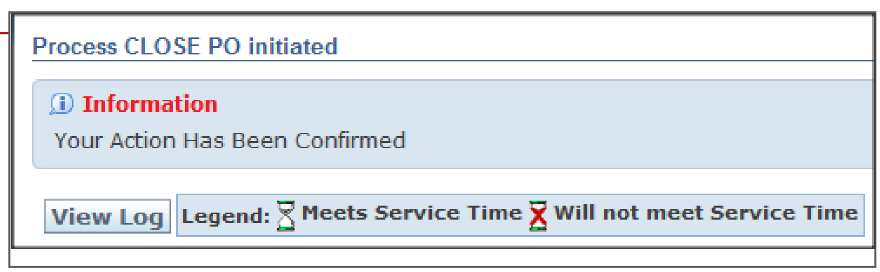
Before the Tuesday Morning Transportation Management System can schedule a shipment for a PO, the PO must first be submitted for routing. POs should be submitted when either 100% of the product has been released (from Step 2) or if everything that Tuesday Morning will be receiving on the PO has been released (Step 2). To submit a PO, select the **"Submit Routing"** option from the menu on the left-hand side of the screen.



Clicking "**Submit Routing"** from the menu will open a search screen. Locate the PO that is ready to be submitted by inputting the PO number and clicking "Search."

The results page will display all POs matching the search criteria in a format similar to the screenshot below. Click the check box next to the POs that are ready to be submitted and then click the **"Submit Routing"** button at the top of the screen. To view additional details click the PO number.

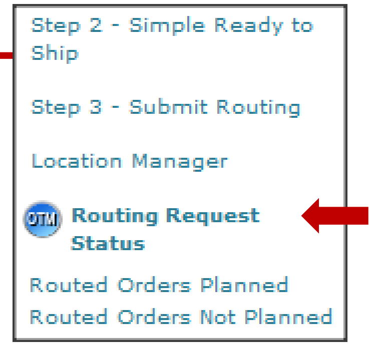




When the PO is successfully submitted for routing, the screen to the right will be displayed. The PO will now be available to be planned for shipment by the Tuesday Morning Transportation Management System. The "PO Status" of this order will now show up as "PO CLOSED" in all future search results.

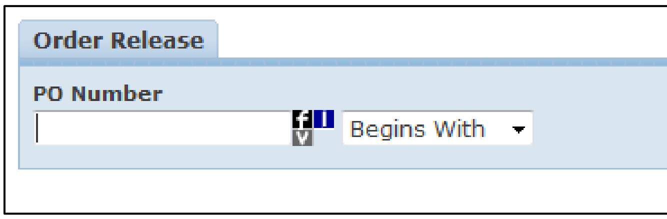
Refer to the Tuesday Morning Vendor Compliance Document, pages 28 and 29, for additional details concerning the shipping process.

3.0 Viewing Previously Released Purchase Orders



POs previously released for shipment are viewable through the Tuesday Morning Transportation Management System. There are two different statuses of routing requests: "Planned" and "Not Planned".

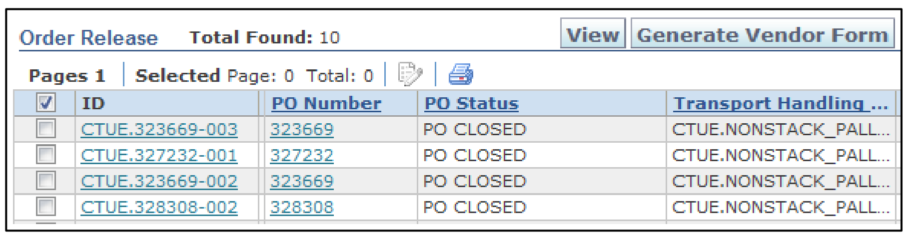
Both are found under the "Routing Request Status" menu option.



Both the "Routed Orders Planned" and "Routed Orders Not Planned" selections result in this page (shown to the left) where you can enter the PO number in question. (Leaving "PO Number" blank will search for all POs.)

After a PO number is entered a results screen will be displayed. This results screen will show any order releases for the PO you've entered, the pallet count and type, and the status.

PO numbers that can be found in the "Routed Orders Not Planned" results page have not yet been planned to a shipment by Tuesday Morning's inbound transportation department. If you have a question about one of these orders please contact Tuesday Morning's inbound transportation group at trafficinbound@tuesdaymorning.com or via phone at **800-457-0101.**



Order Release Total Found: 10 | View | Generate Vendor Form

Pages 1 | Selected Page: 0 Total: 0

	ID	PO Number	PO Status	Transport Handling ...
	CTUE.323669-003	323669	PO CLOSED	CTUE.NONSTACK_PALL...
	CTUE.327232-001	327232	PO CLOSED	CTUE.NONSTACK_PALL...
	CTUE.323669-002	323669	PO CLOSED	CTUE.NONSTACK_PALL...
	CTUE.328308-002	328308	PO CLOSED	CTUE.NONSTACK_PALL...

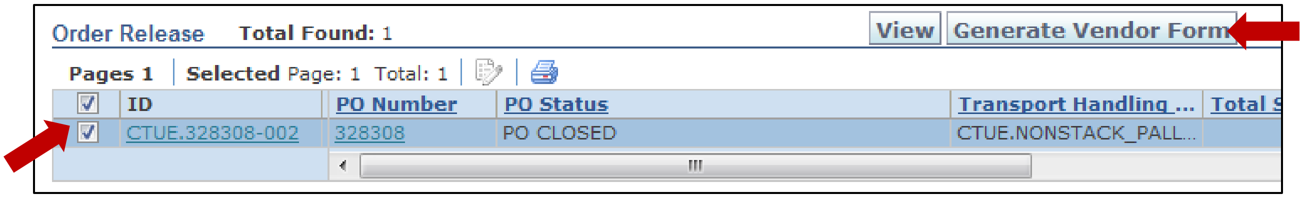
If you are unable to find a PO in the "Routed Orders Not Planned" results page it may have been planned to a shipment. To view planned routed orders use the "Routed Orders Planned" search page. Enter the PO you wish to search for and then click the search button at the bottom of the screen. From here you can view more information about a shipment, or generate a Vendor Form as detailed in Section 4.0 of this document.

NOTE: A "PO Status" of "PO CLOSED" signifies that an order has been *submitted* to Tuesday Morning for routing via the "Submit Routing" action but may still need to be reviewed and planned by Tuesday Morning.

4.0 VENDOR AUTHORIZATION FORMS

Tuesday Morning vendors are required to complete vendor authorization forms when shipping to Tuesday Morning. Once the forms are completed they are to be sent via fax to **(972) 233-5327**.

Vendor authorization forms can be obtained through the system once a shipment has been planned. To generate the required vendor form, select the "**Routed Orders Planned**" menu option as shown in Section 3.0 on the previous page, enter the PO number, and press "Enter" or click the "Search" button.

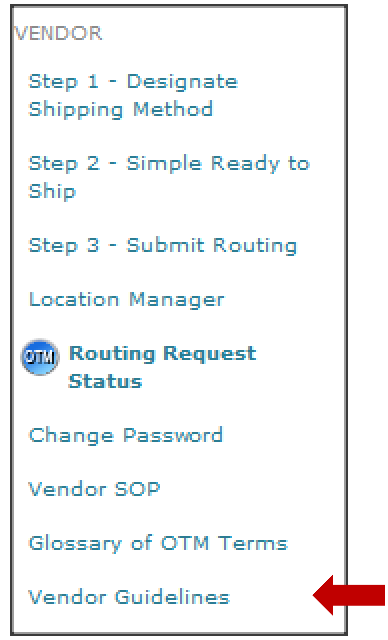


In the search results screen check the box next to the PO and click "Generate Vendor Form" at the top of the page. The vendor form will attempt to open in PDF format. Adobe Reader will be required to view/print the vendor form.

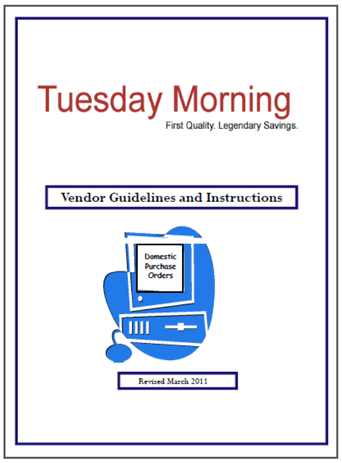
TIP: Vendor authorization forms will NOT be available until the order has been planned on a shipment and accepted by a carrier. Please contact Tuesday Morning for any issues generating the form or for specific questions concerning shipment status at **trafficinbound@tuesdaymorning.com**.

5.0 VENDOR COMPLIANCE DOCUMENT

Tuesday Morning's Vendor Compliance Document is available online if required. Click the **"Vendor Guidelines"** link on the left hand menu to access this document.



The Vendor Guidelines contain several important pieces of information including:



- Requirements for PO processing
- Purchase order terms and conditions
- Pre-ticket instructions
- Carton packing and labeling
- Shipping preparation
- Routing for distribution center shipments
- Pallet specifications and requirements
- Shipping document requirements
- Invoice requirements
- Non-conformance chargeback fees