Tuesday Morning Vendor SOP

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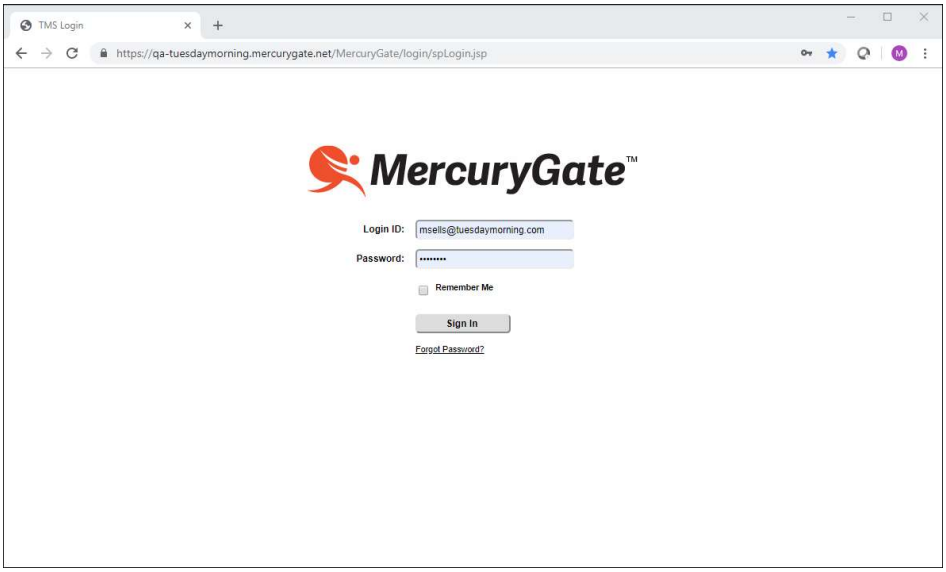
Log into MercuryGate

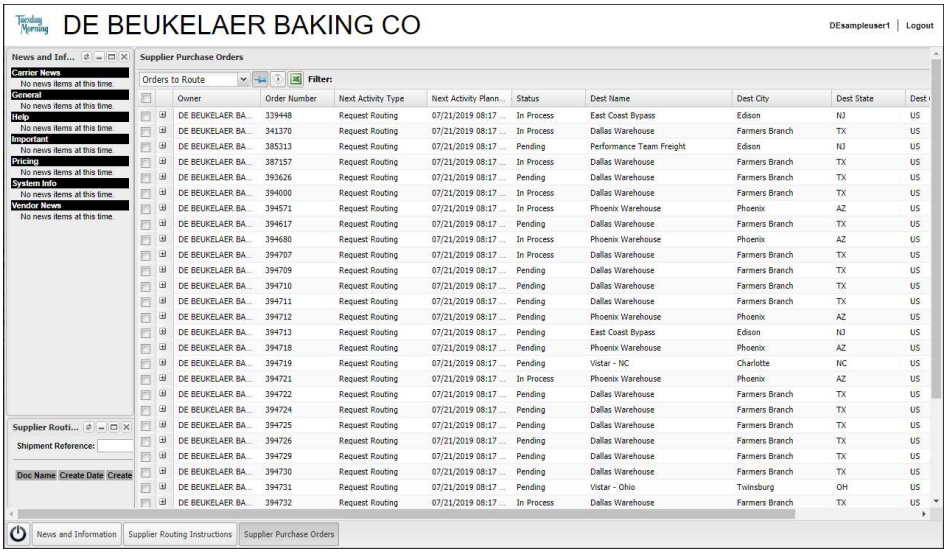
1. Using your web browser, go the following URL

   https://tuesdaymorning.mercurygate.net/MercuryGate/login/spLogin.jsp

2. Enter your Login ID
3. Enter your Password
4. Click Sign In

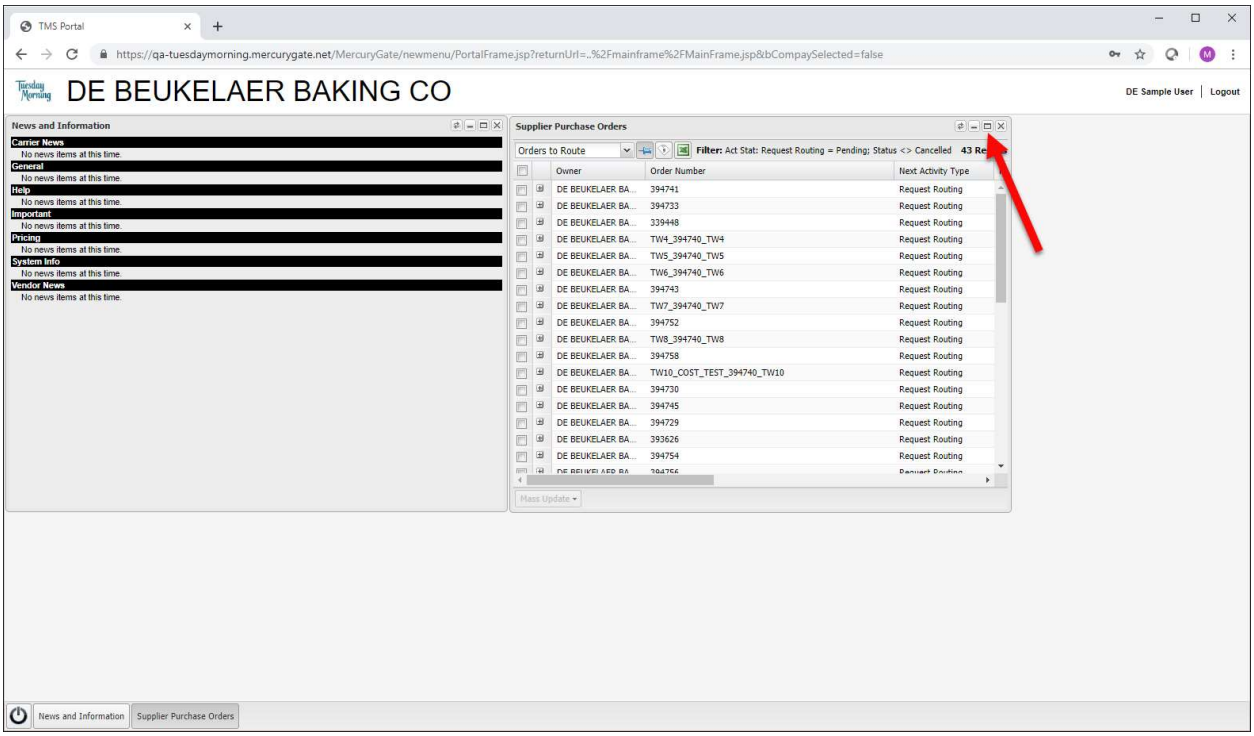


5. After logging in, your screen will appear as shown below.



View your Purchase Orders

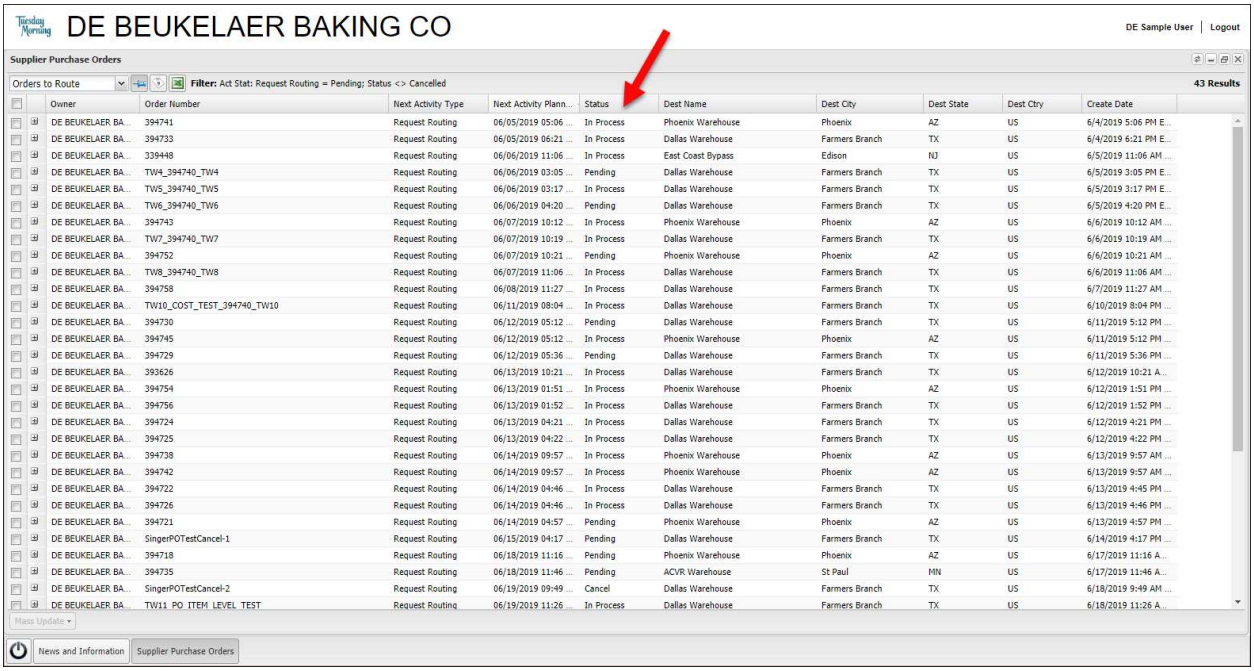
1. Click the Maximize icon in the Supplier Purchase Orders portlet



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.



Request Routing from Tuesday Morning for one Purchase Order

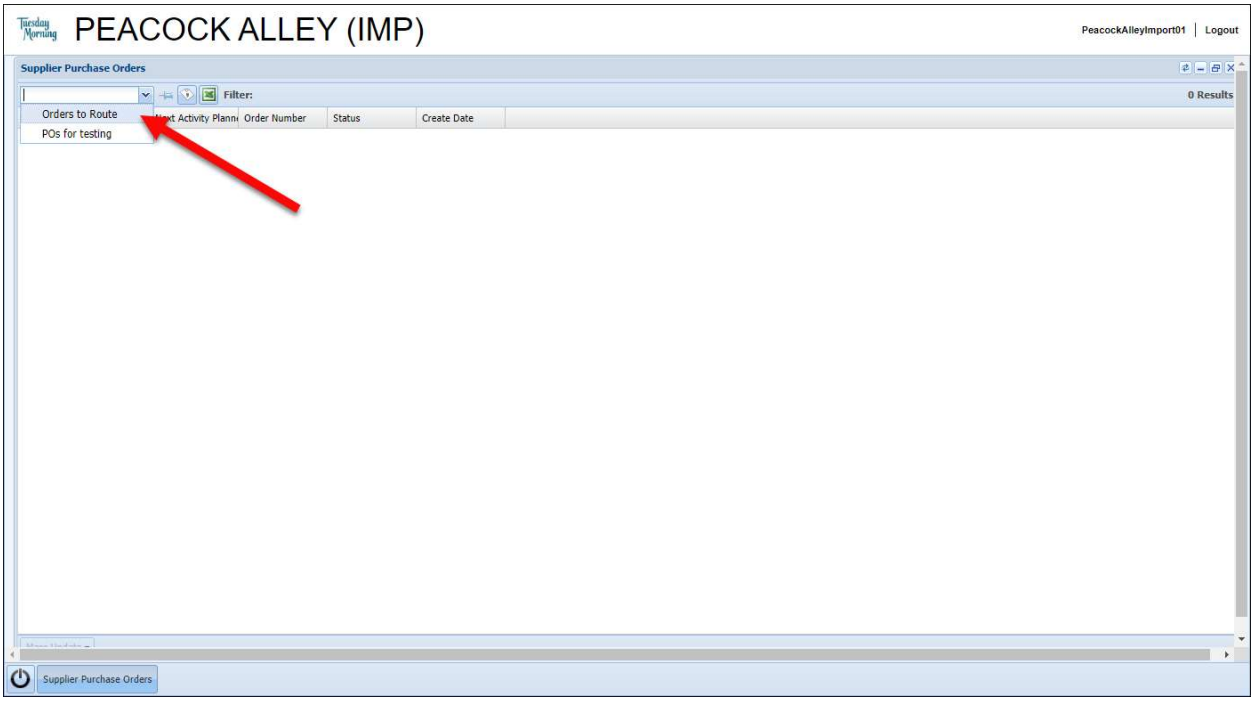
Only request routing for one PO at a time. Tuesday Morning Transportation planners may combine a PO's shipment with another PO if they can fit on one trailer.

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.

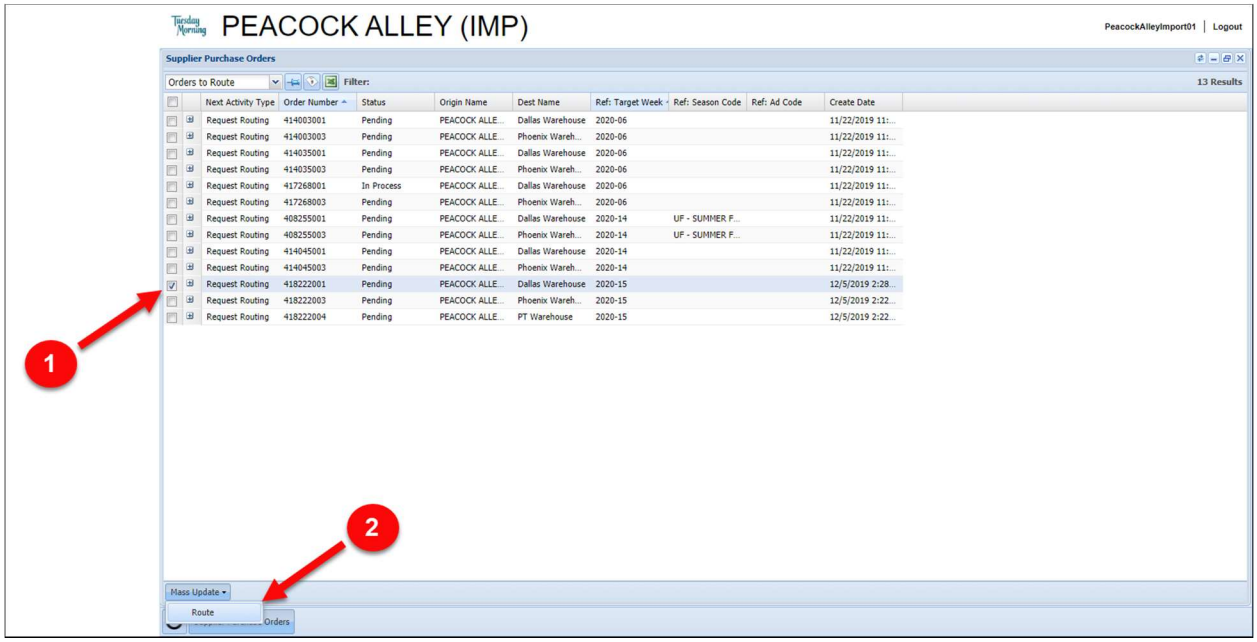
You can request routing from Tuesday Morning for items from one PO on a trailer.

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

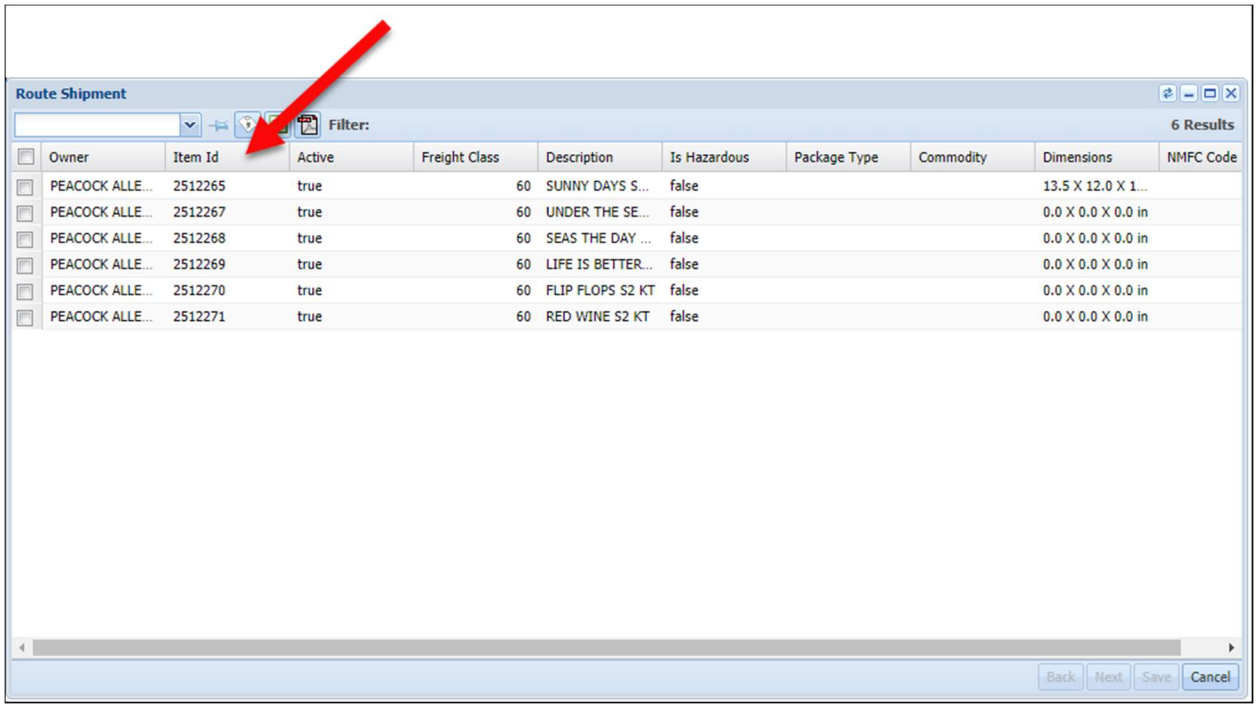
1. Select Orders to Route in the drop down



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.

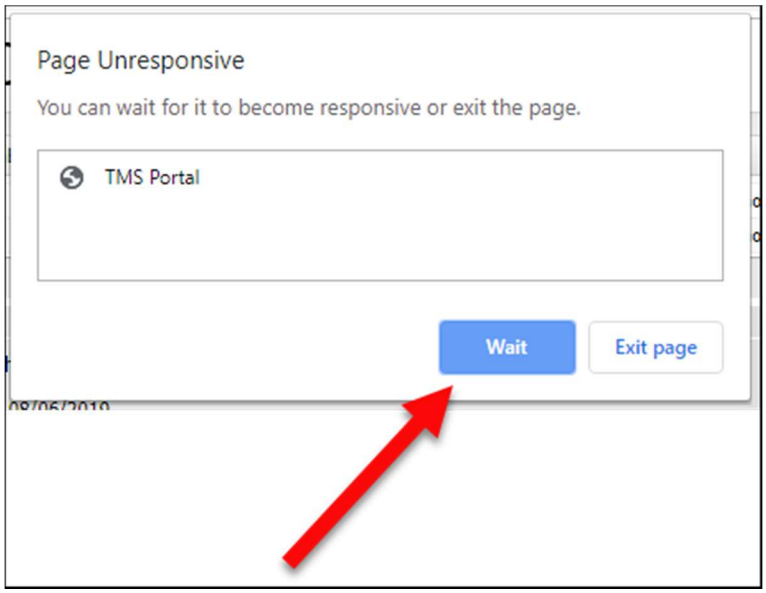


5. The items associated with the selected PO are displayed



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.

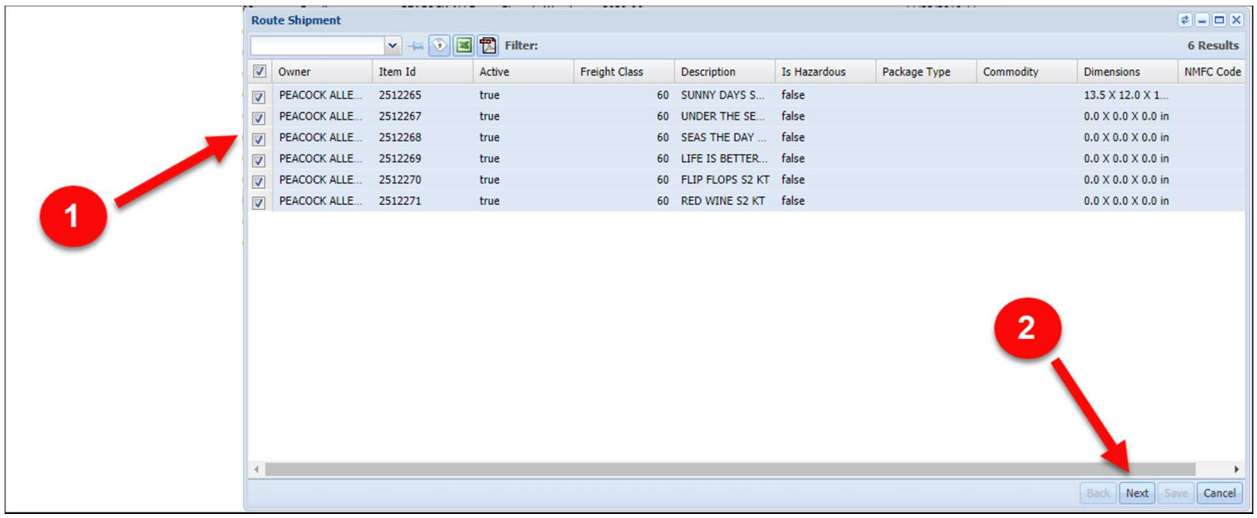
Click the Wait button.



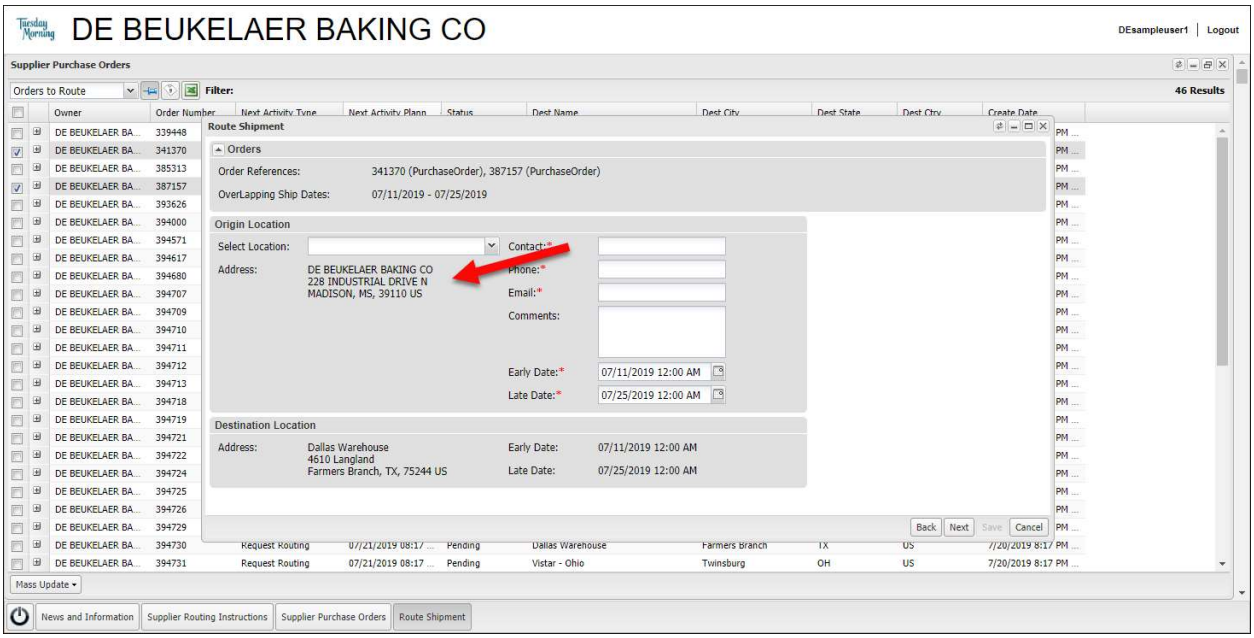
6. Click the check box beside the item(s) you're putting on the trailer.

   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.

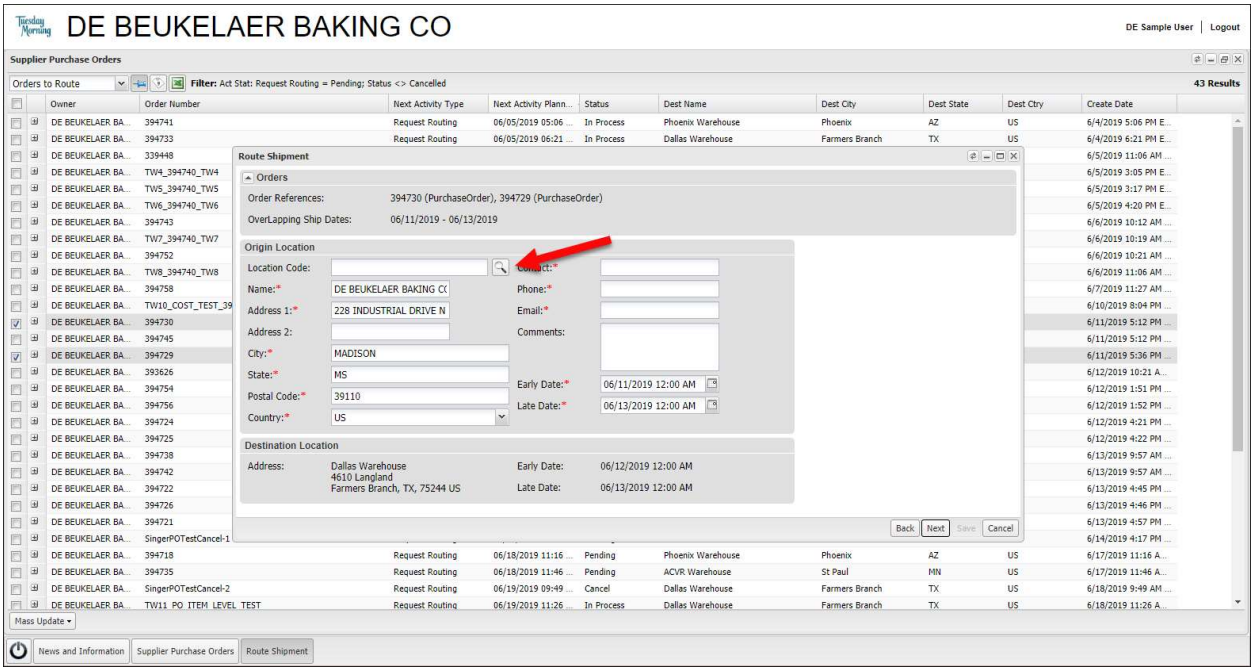
7. Click the Next button.



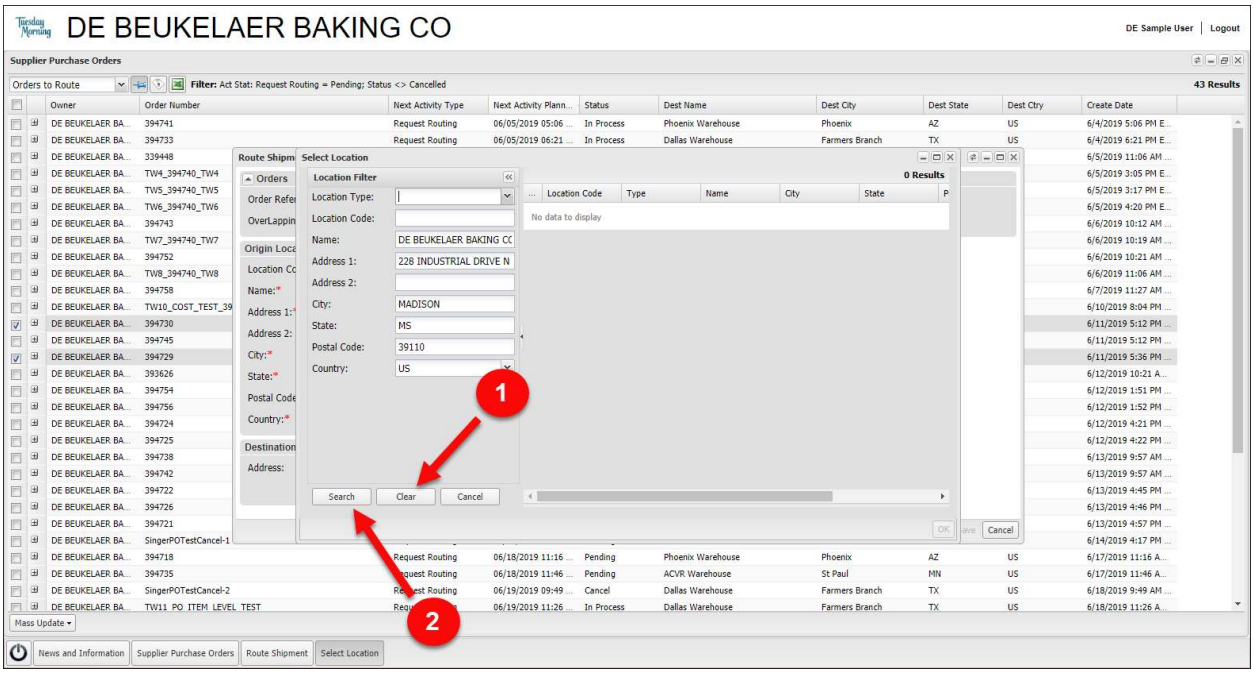
8. Ensure the shipping address for the Origin Location is correct. If it is correct, skip to step 14.



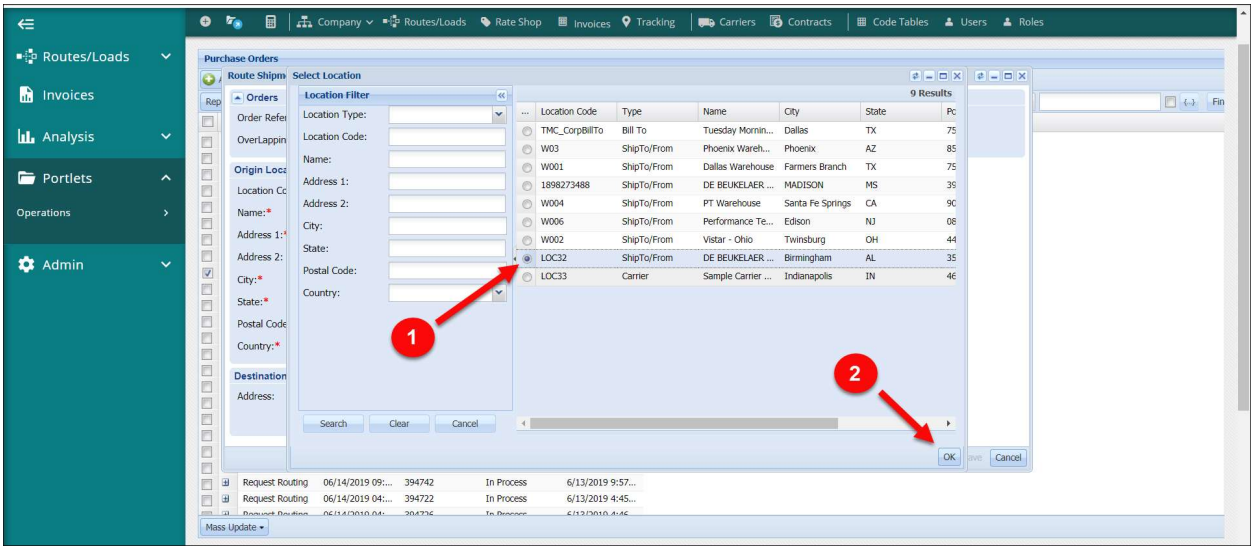
9. If the shipping address is not the correct one, click the Location Code magnifying glass icon



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

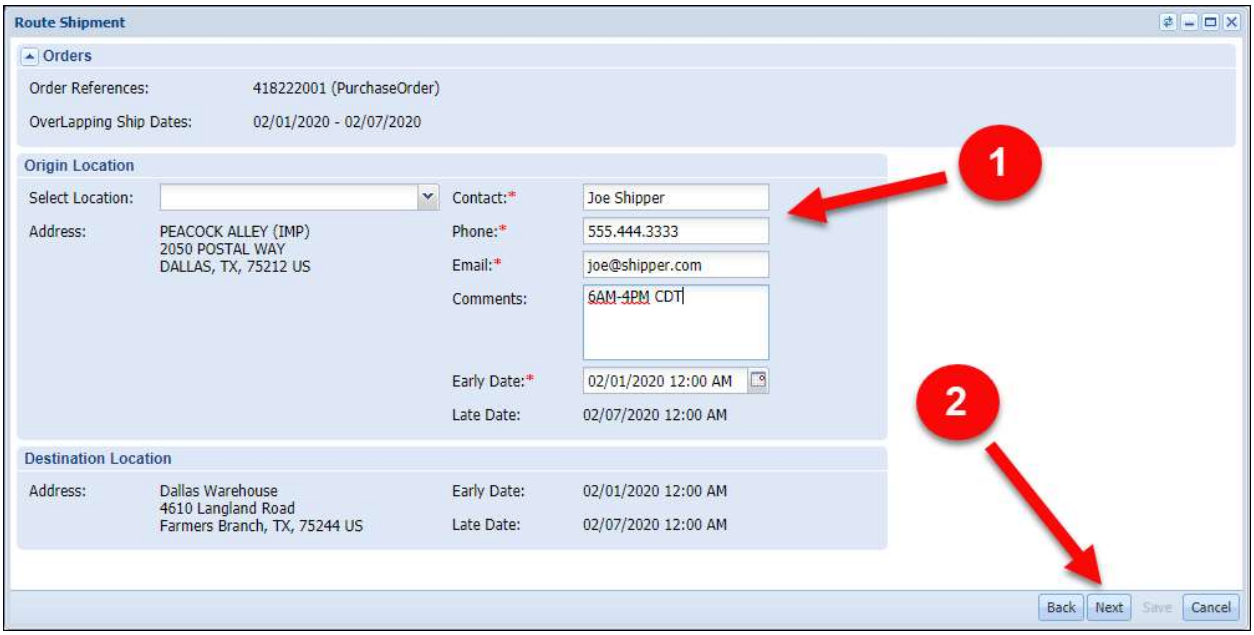


12. If your shipping address is listed, click the radio button and click OK. Continue on step 13.
13. If your shipping address is not listed, contact your Tuesday Morning Transportation Representative and ask them to add your shipping location's address. After your shipping location's address is added,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

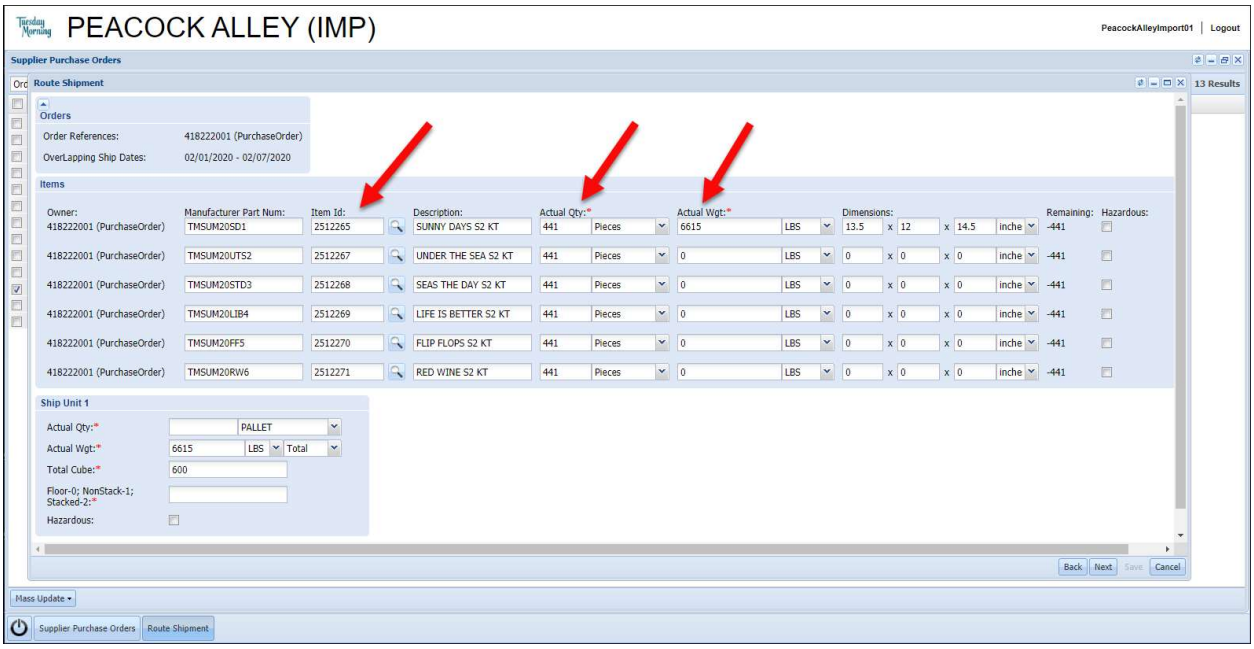


14. Enter a Contact name for the shipment that Tuesday Morning can contact with questions about the shipment.
15. Enter the Contact's phone number.
16. Enter the Contact's email.
17. If necessary, update the Early Date the shipment is ready for pickup.
18. Click the Next button.

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



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



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.

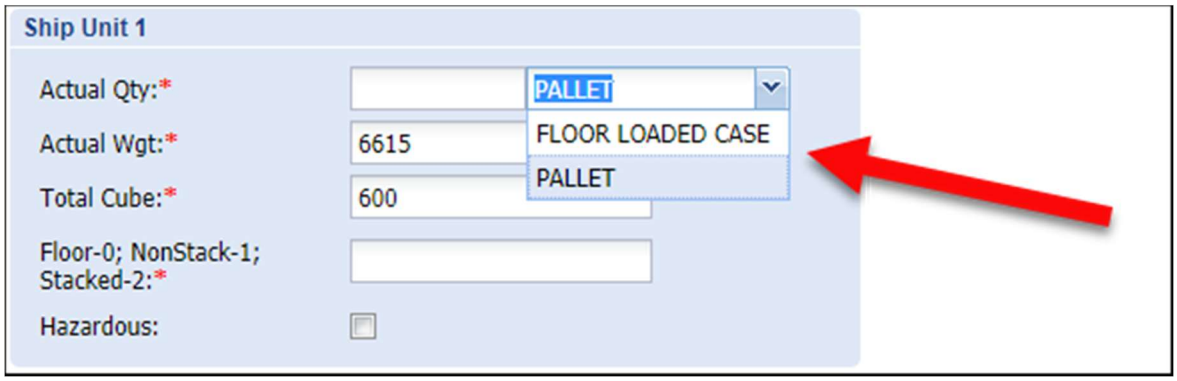
    For example, a PO line has an ordered quantity of 441. This will display in the Remaining field as -441.

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

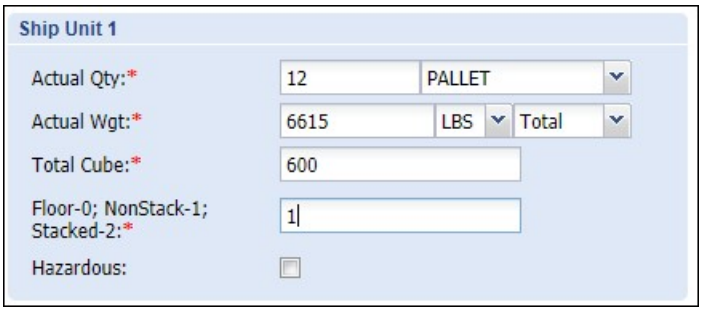
21. For each item, update Actual Weight in pounds if necessary. The Actual Weight is the total weight for all the item's units that are being shipped.

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

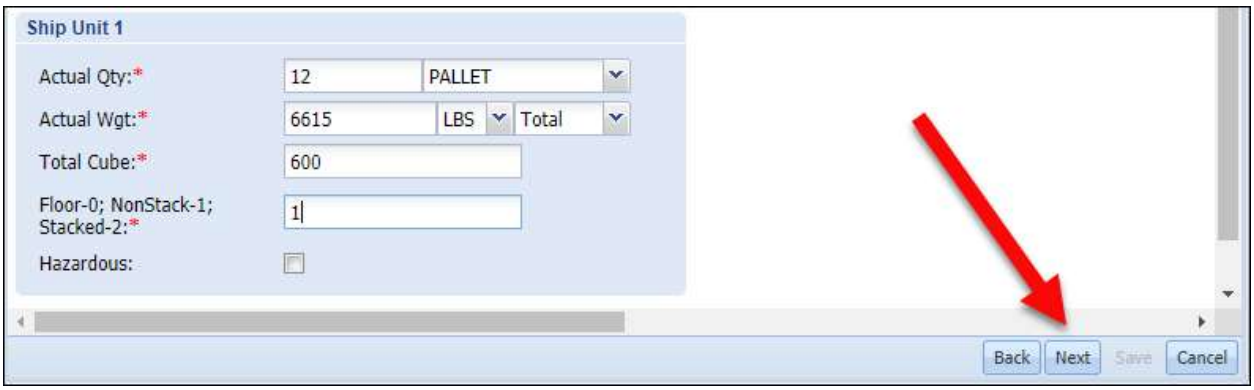
23. At the bottom of the page, in Actual Qty
    a. Select PALLET if you're shipping the product on pallets and enter the number of pallets.
    b. Select FLOOR LOADED CASE if you're floor loading the product. The system calculates the number of cases. You can override the calculated quantity if necessary.



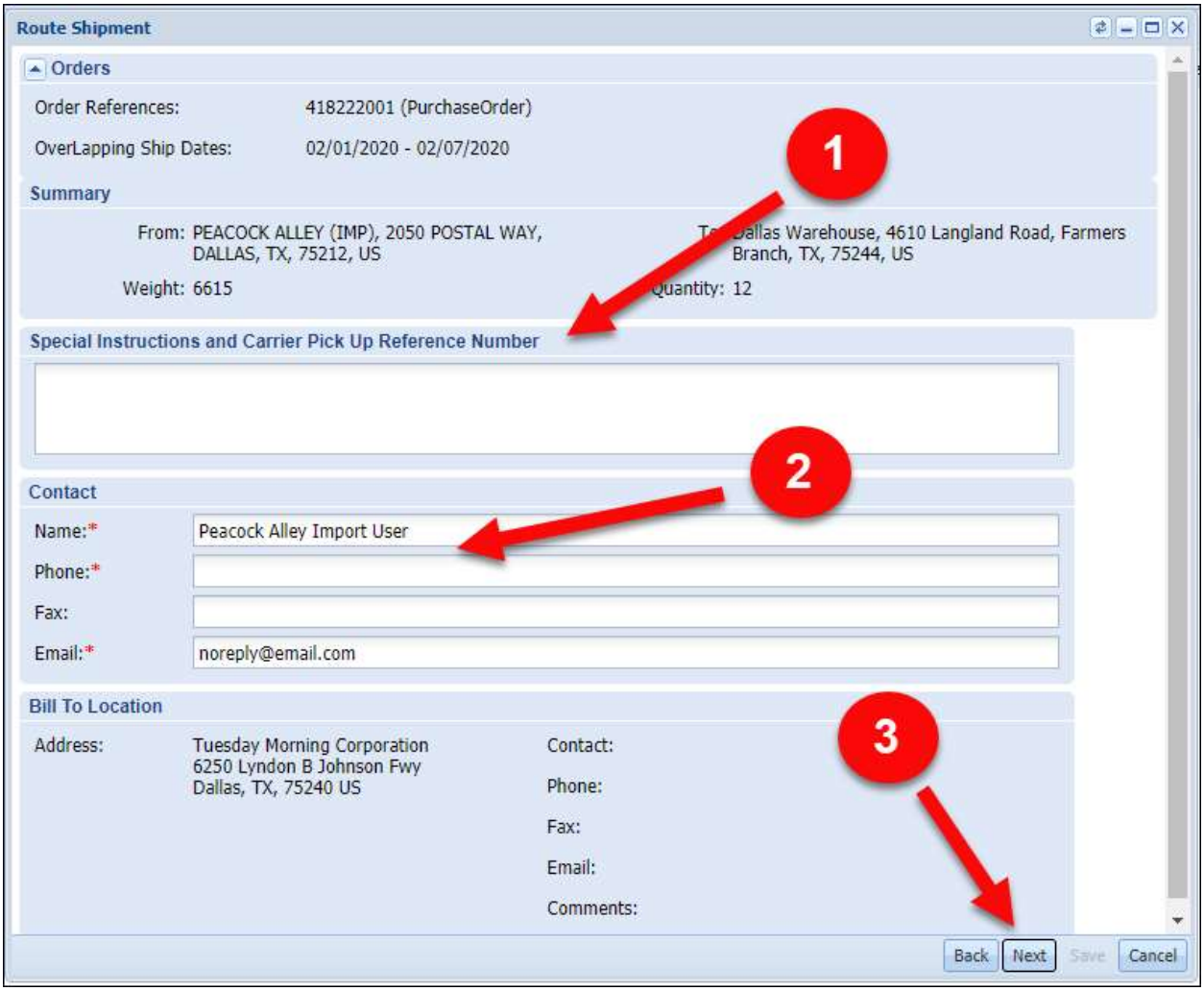
24. At the bottom of the page in Actual Wgt, the system calculates the total weight of the shipment in pounds. You can override the calculated shipment weight if necessary.
25. At the bottom of the page in Total Cube, the system calculates the total cube of the shipment in cubic feet. You can override 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.



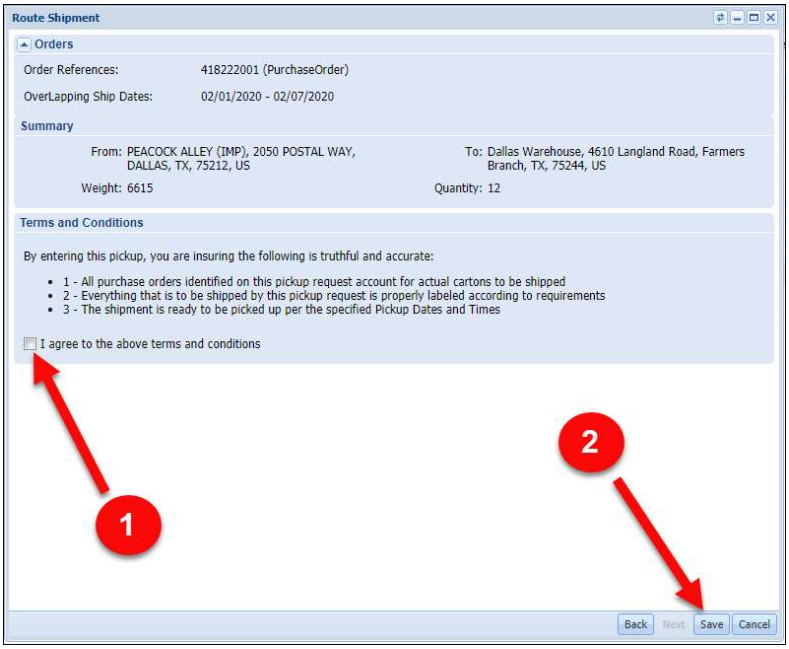
27. At the bottom right of the page, click the Next button.



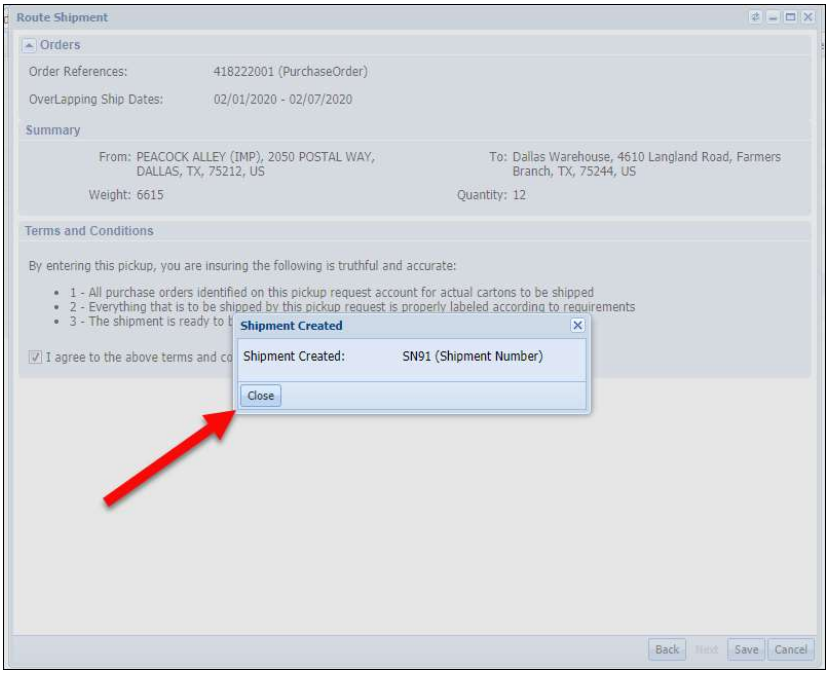
28. Enter the following in special instructions
    a. Carrier Pick Up Reference Number
    b. Hours of operation
    c. Special scheduling needs such as 24-48 hour lead time before driver arrives for pickup
29. Enter your Name, Phone and Email.
30. Click the Next button.



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.

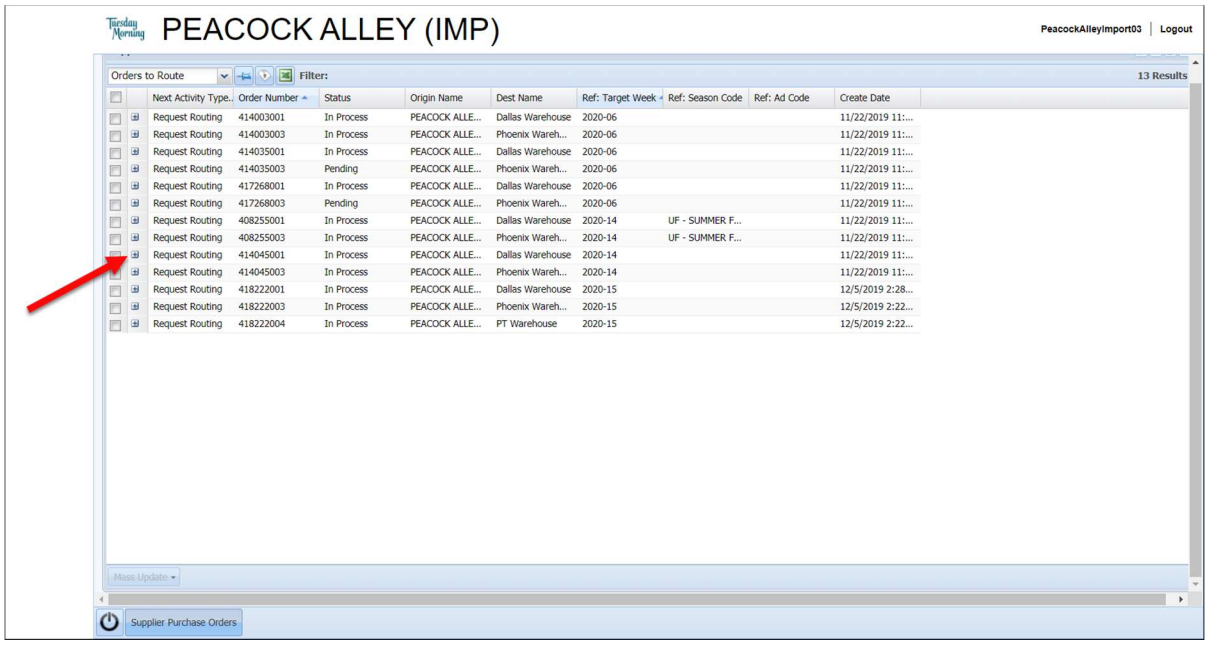


33. A shipment is created, and your shipment number is displayed.
34. Click the Close button.
35. Tuesday Morning Transportation team is alerted that you have requested routing for your shipment.



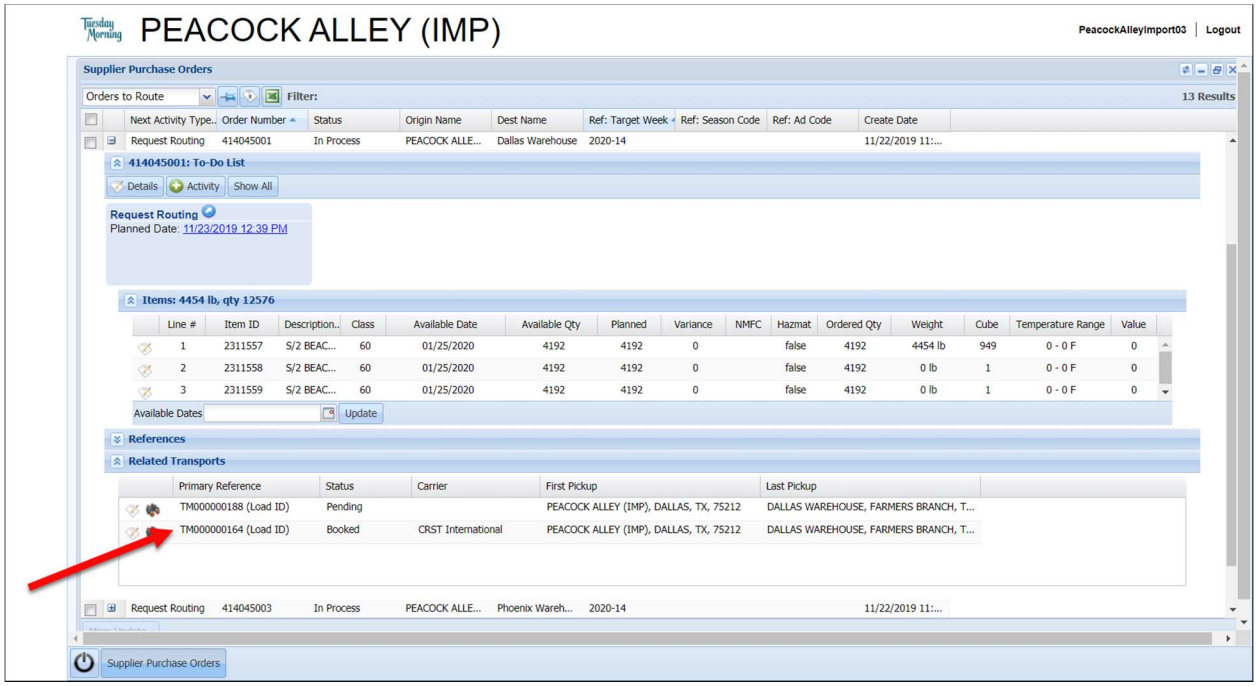
Determine which Carrier will pick up your Shipment

1. Click the Expand icon beside your PO.



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.



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

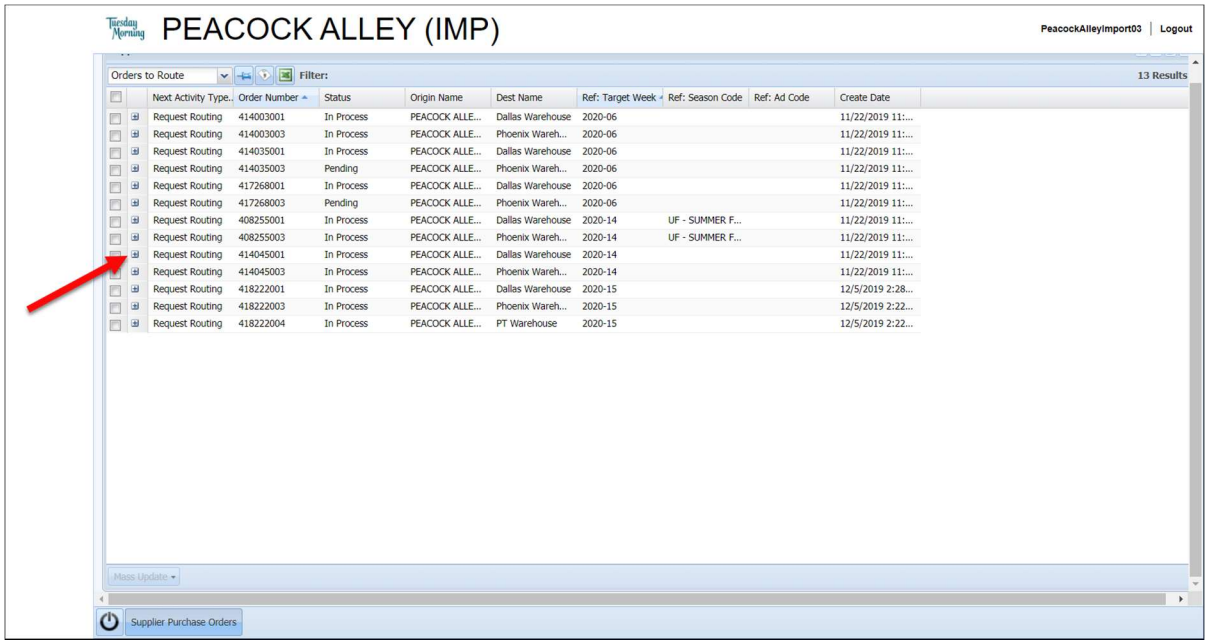
Print your Vendor Authorization Form and BOL

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.

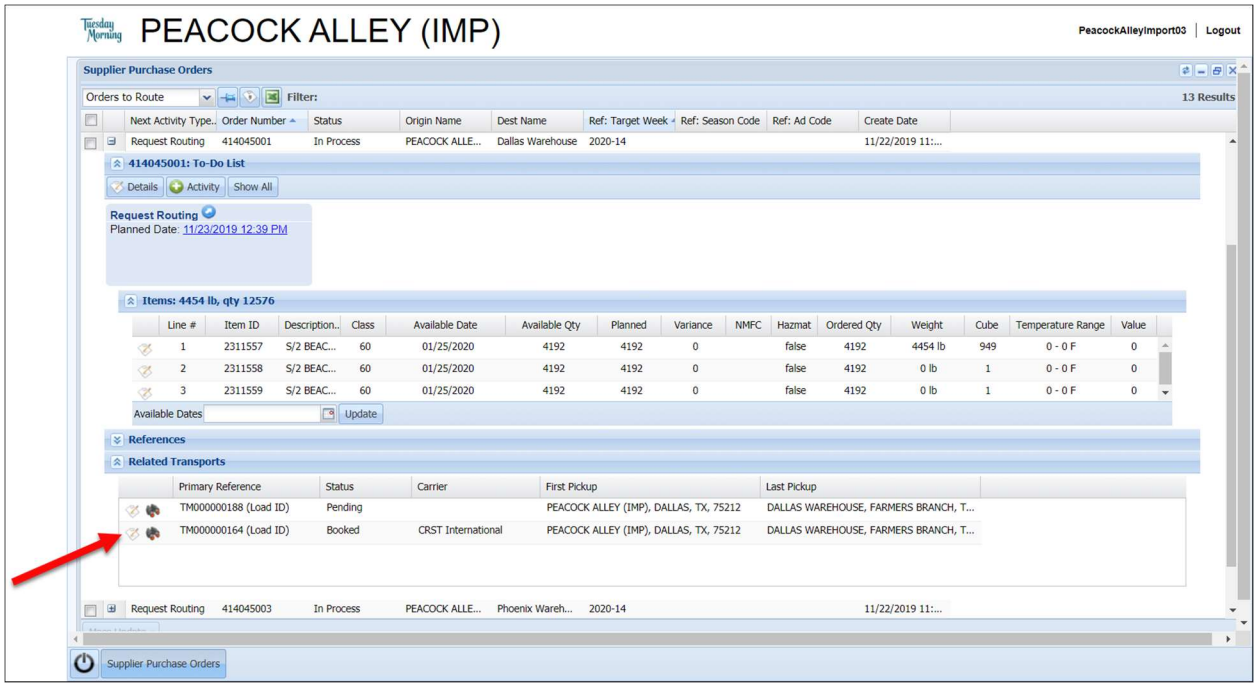
If you haven't received the email or don't have access to the email account, you can print your PO's Vendor Authorization Form and BOL using the following steps.

1. Click the Expand icon beside your PO.



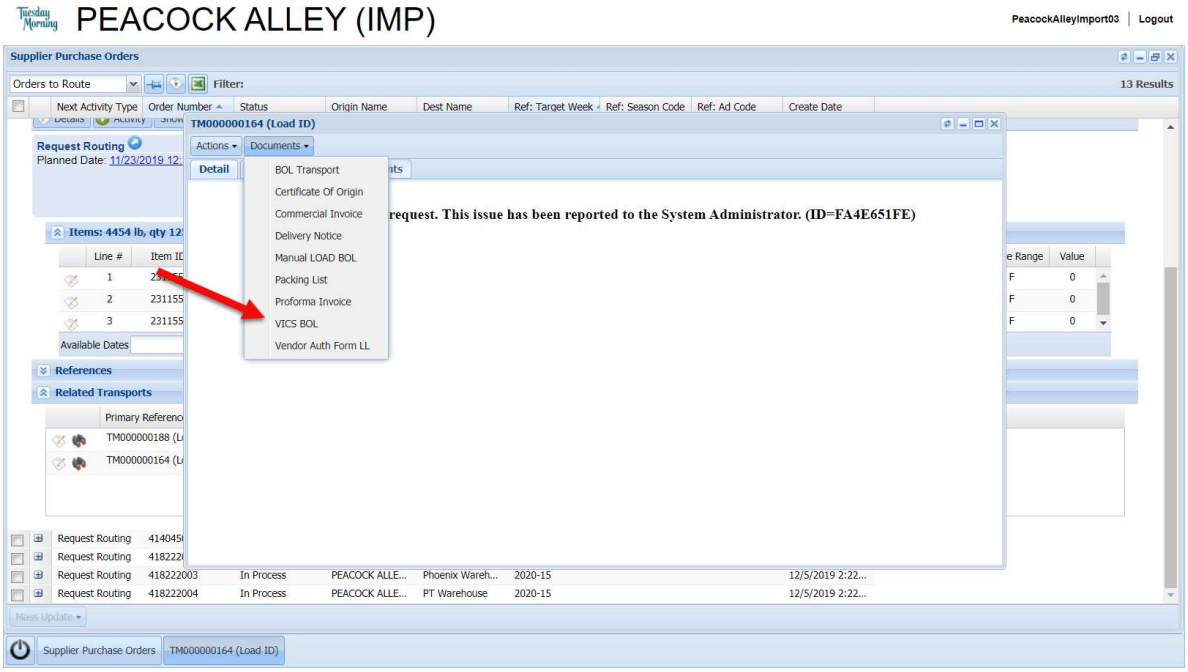
2. In Related Transports, the loads created by Tuesday Morning for your PO are listed with the assigned carrier and each load's status.

   Click the Edit icon beside your load.



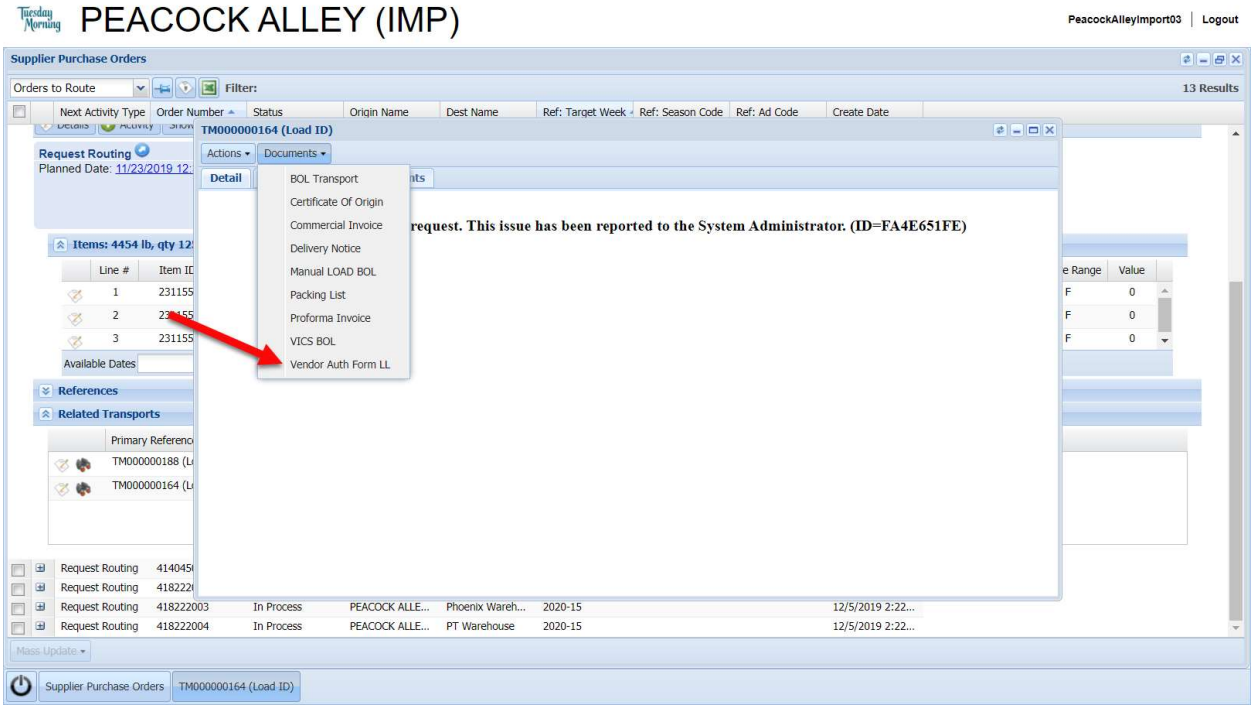
3. To get the BOL
   Click Documents > VICS BOL

   The BOL is downloaded as a pdf to your browser



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



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** _____

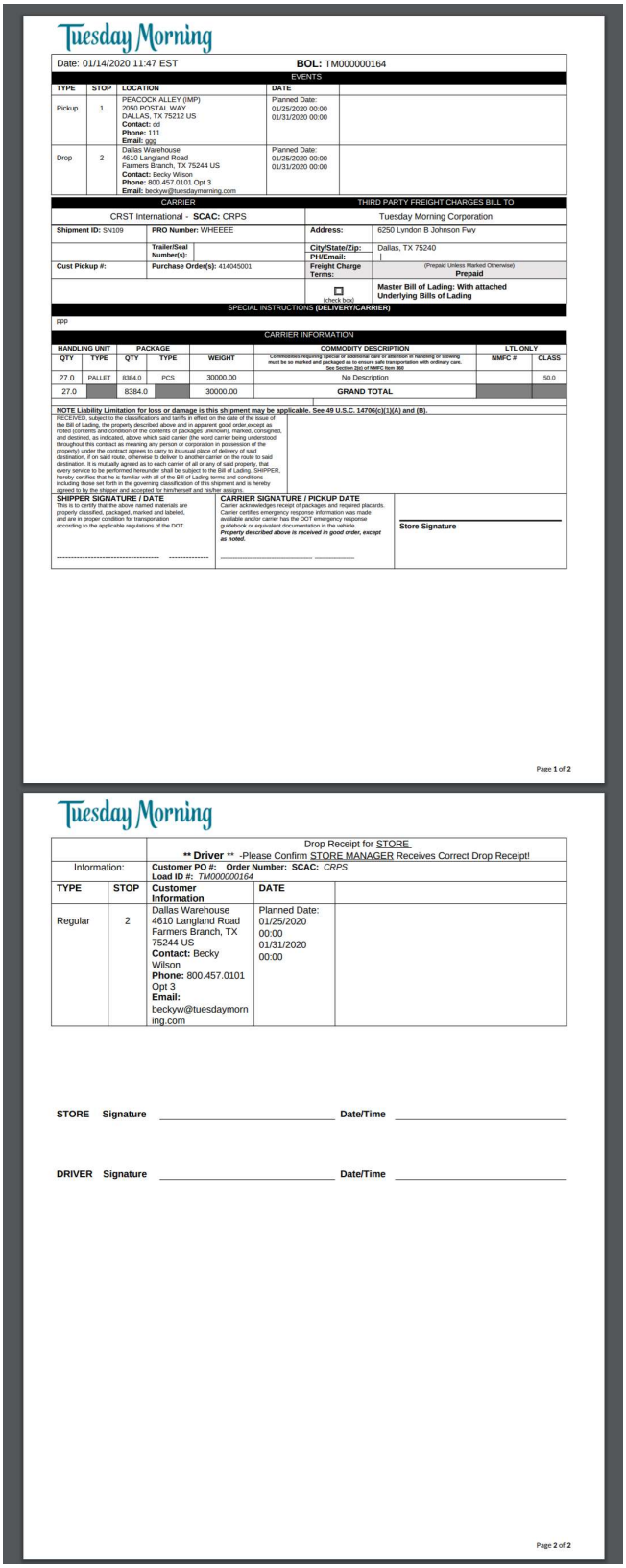
Shippers Signature _____ **Date** _____

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



Tuesday Morning

Date: 01/14/2020 11:47 EST **BOL:** TM000000164

EVENTS

TYPE	STOP	LOCATION	DATE	
Pickup	1	PEACOCK ALLEY (IMP) 2050 POSTAL WAY DALLAS, TX 75212 US **Contact:** dd **Phone:** 111 **Email:** ggg	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	Tuesday Morning Corporation
Shipment ID: SN109 **PRO Number:** WHEEEE	**Address:** 6250 Lyndon B Johnson Fwy
Trailer/Seal Number(s):	**City/State/Zip:** Dallas, TX 75240
Cust Pickup #: **Purchase Order(s):** 414045001	**PH/Email:** |
	Freight Charge Terms: (Prepaid Unless Marked Otherwise) **Prepaid**
	☐ (check box) **Master Bill of Lading: With attached Underlying Bills of Lading**

SPECIAL INSTRUCTIONS **(DELIVERY/CARRIER)**

ppp

CARRIER INFORMATION

HANDLING UNIT QTY	HANDLING UNIT TYPE	PACKAGE QTY	PACKAGE TYPE	WEIGHT	COMMODITY DESCRIPTION	LTL ONLY NMFC #	LTL ONLY CLASS
					Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360		
27.0	PALLET	8384.0	PCS	30000.00	No Description		50.0
27.0		8384.0		30000.00	**GRAND TOTAL**		

NOTE Liability Limitation for loss or damage is this shipment may be applicable. See 49 U.S.C. 14706(c)(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 in apparent good order, except as noted (contents and condition of the contents of packages unknown), marked, consigned, and destined as indicated, above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property) under the contract agrees to carry to its usual place of delivery of said destination, if on said route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of said property, that every service to be performed 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 governing classification of this shipment and is hereby agreed to by the shipper and accepted for him/herself and his/her assigns.

SHIPPER SIGNATURE / DATE	CARRIER SIGNATURE / PICKUP DATE	
This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.	Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. ***Property described above is received in good order, except as noted.***	**Store Signature**
---------- ----------	_____ _____	

Page 1 of 2

Tuesday Morning

	Drop Receipt for STORE ** **Driver** ** –Please Confirm STORE MANAGER Receives Correct Drop Receipt!
Information:	**Customer PO #:** **Order Number:** **SCAC:** *CRPS* **Load ID #:** *TM000000164*

TYPE	STOP	Customer Information	DATE	
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	

STORE Signature _____ **Date/Time** _____

DRIVER Signature _____ **Date/Time** _____

Page 2 of 2

Helpful Hints

Setting the Purchase Orders Portlet to be More Easily Visible

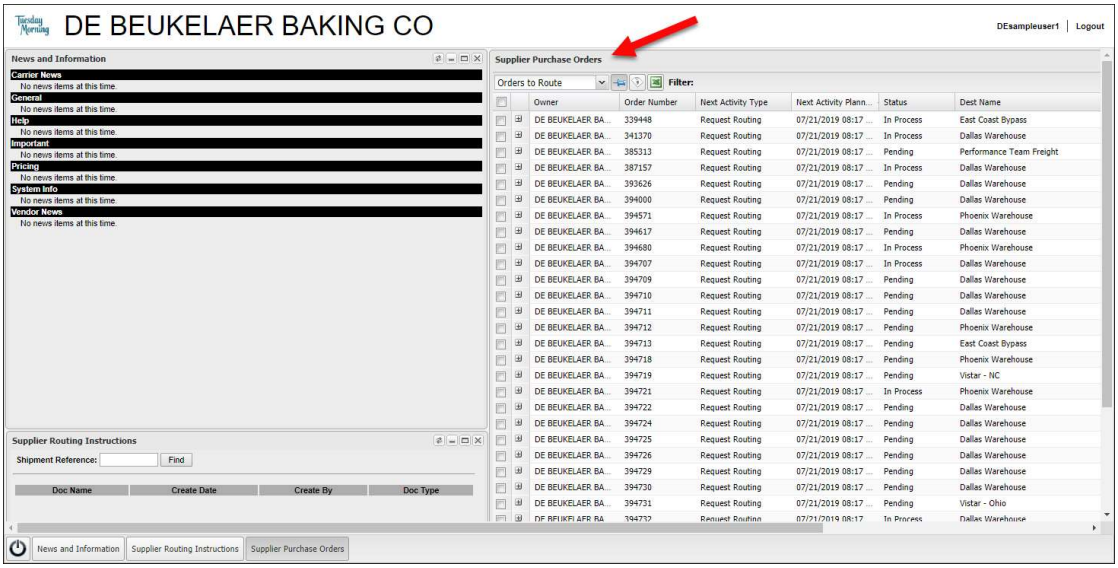
If you want the Purchase Orders portlet to be visible when you log into MercuryGate, you can position it as you like and save the positioning using the following steps.

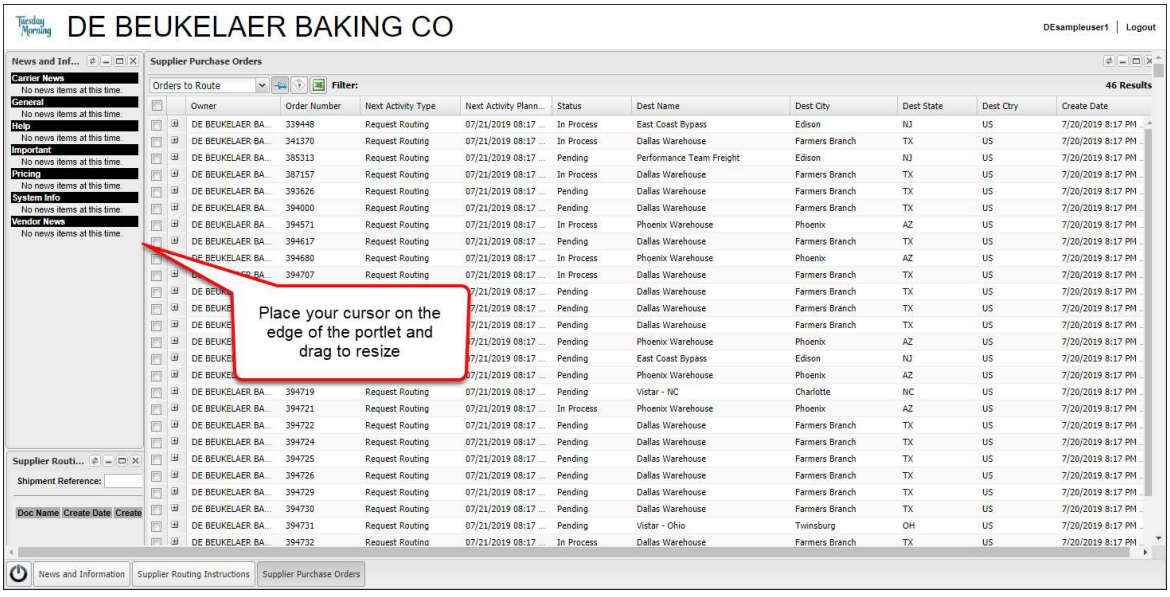
1. Position the Purchase Orders portlet as desired. You can maximize, minimize, or resize any portlet using the buttons at the top right of each portlet.

   Minimize

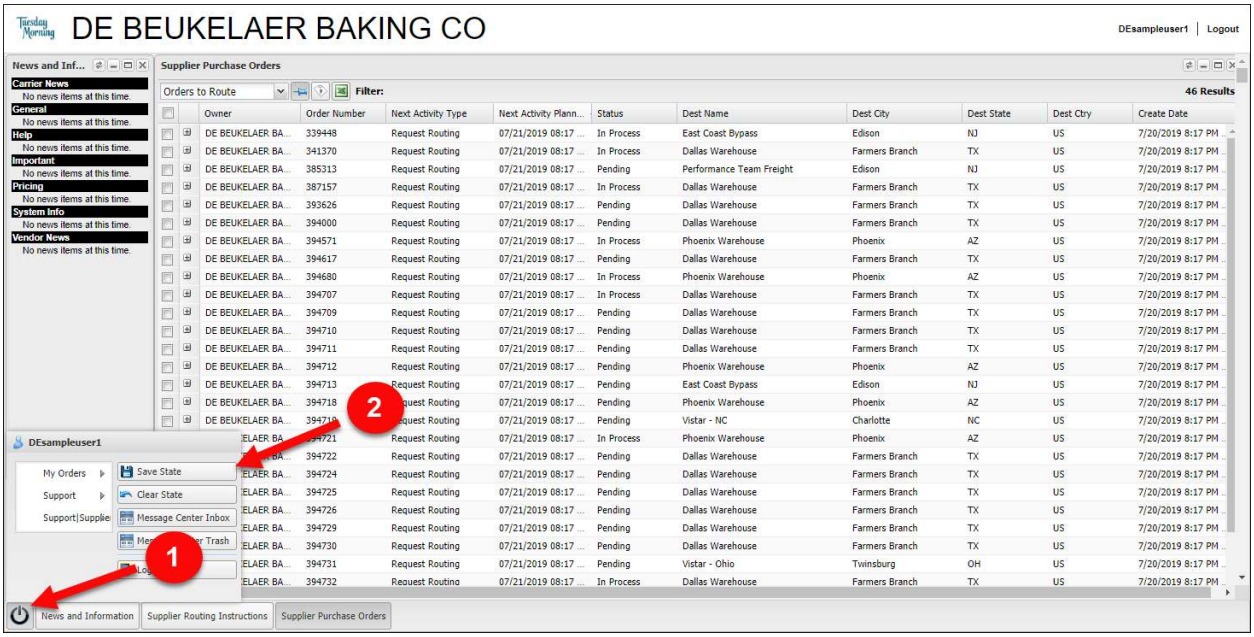
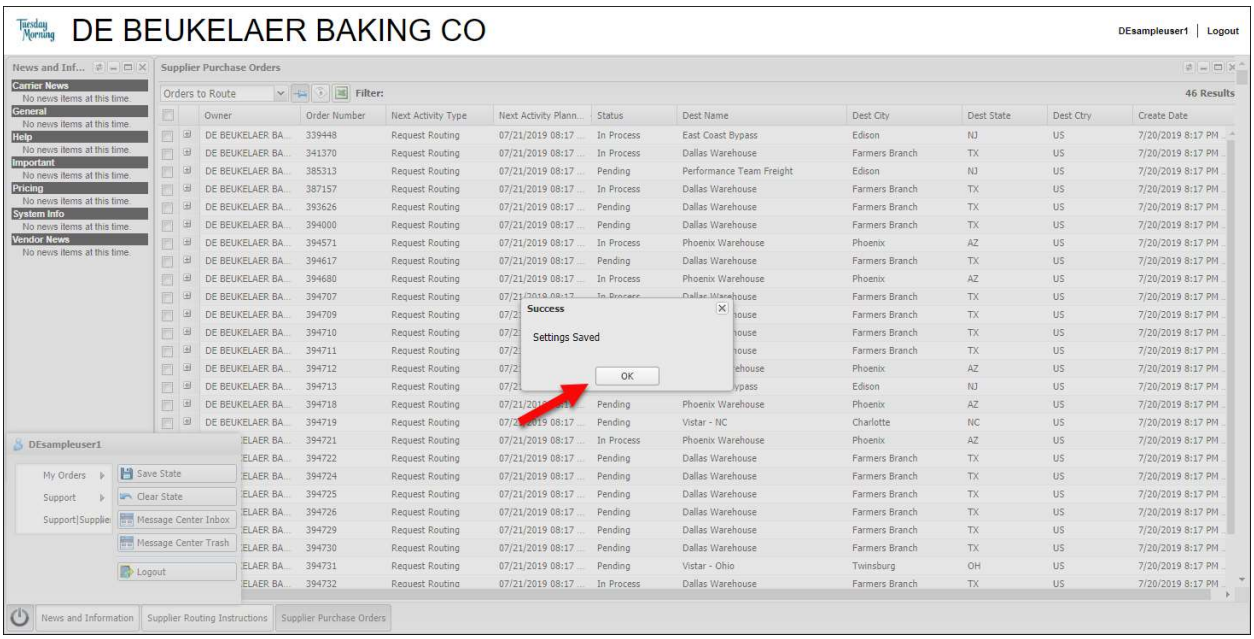
   Maximize

   Resize Drag the edges of any portlet





2. Click the Power icon.
3. Click the Save State button.



4. Confirmation message is displayed.
5. Click OK.