Beall's – Inbound Transportation

Transportation Management System ("TMS")

Vendor Operating Manual

Version Date: 2/1/16

Table of Contents

1. Beall's Inbound Transportation Program 3
1.1 Inbound Transportation Program Overview 3
1.2 Vendor Expectations 4
1.3 Contact List 5
2. Bealls Vendor Portal 6
2.1 Registration 7
2.2 Bealls Vendor Portal - Account Setup and Help 8
2.3 Bealls Vendor Portal Navigation 10
2.4 Creating a Routing Request (Collect Orders) 13
2.4.1 Setting up 'Ship From' Location(s) 15
2.5 Creating a Routing Acknowledgement (Prepaid Orders) 17
2.6 Purchase Orders in the Bealls Vendor Portal 19
2.7 Exceptions 21
3. Transportation Planning 24
3.1 Transportation Planning Overview 24
3.2 Collect Purchase Orders 25
3.3 Prepaid Orders 25
4. Frequently Asked Questions (FAQ) 26
5. Appendix A - Vendors Requesting 'Covered Shipment' Email 29

1. Beall's Inbound Transportation Program

1.1 Inbound Transportation Program Overview

Beall's is implementing our Transportation Management System ("TMS") to manage the Inbound Transportation operations. We have partnered with Sterling Commerce as the provider of the TMS software. This partnership brings a proven system from Sterling Commerce and a wealth of experience in managing all aspects of the transportation operations from Beall's. Our goal is to engage with you, our valued vendor community, in the implementation and execution of this system and facilitate the effective management of the inbound transportation activities of our business. To effectively achieve this desired result, we need your commitment to support the activities that will be outlined in this document. We realize there will be significant cross-functional tasks between your company, Sterling Commerce and Beall's that will need to be accomplished in order to implement the system in a timely and efficient manner. We ask that you review this document and incorporate these new procedures into your daily routine when processing shipments to Beall's.

1.2 Vendor Expectations

Vendors will connect with Beall's via Sterling WebForms™, (also referred to as the 'Bealls Vendor Portal' in this document), a web-based vendor portal application.

This document will help to get you registered and will provide instructions for navigating in the Sterling Commerce system. Vendors will be responsible for ensuring the timely submission and accuracy of the information provided to the web-based vendor portal. The information provided by the vendors will be the foundation for the planning of shipment routing and receiving activities. Vendors are also required to notify Beall's of any changes in their distribution network, information services system, etc. that will impact the communication and execution of the TMS System a minimum of 30 days prior to the implementation of any such changes.

Expected Timeline:

COLLECT VENDORS

Receipt of PO from Bealls	Vendor creates Routing Request in WebForms	TMS planning activity by Bealls	Carrier Transit Time	Receipt at Bealls Distribution Center
Prior to Planned Departure Date	At least 24 hours Prior to Planned Departure Date	Minimum of 2 Days Prior to Planned Departure Date	1-10 Days Prior to Planned Arrival Date	Delivery within Planned Arrival Window

PREPAID VENDORS

Receipt of PO from Bealls	Vendor Initiates Shipment	Vendor creates Routing Acknowledgment in WebForms	Carrier Transit Time	Receipt at Bealls Distribution Center
Prior to Planned Departure Date	Ship Date	Ship Date	1-10 Days Prior to Planned Arrival Date	Delivery within Required Arrival Window

1.3 Contact List

Beall's, Inc.

(941) 744-4658

Traffic@BeallsInc.com

Sterling Commerce

Please contact Beall's Administrator for initial support (contact information above)

2. Bealls Vendor Portal

What is the Bealls Vendor Portal?

Beall's, in conjunction with Sterling Commerce, has developed a custom secure mailbox for value-added operations for exchanging electronic versions of business documents, such as purchase orders, routing requests and routing acknowledgements. Beall's wants to exchange electronic versions of business documents just like people use e-mail to exchange electronic versions of letters or messages. If you are familiar with receiving and sending e-mails, you will understand how to use your Bealls Vendor Portal mailbox to receive and send business documents electronically.

From your point of view, the 'Bealls Vendor Portal' is a Web site that you use for only one purpose: to send routing requests to the Bealls Transportation team. This system is intended for Shipping Managers and contains basic Purchase Order information (PO number, ship window, etc). This system does not replace the current way in which you obtain PO's from the Bealls buyer. The process that has changed is the manual routing that used to occur. Instead of completing a routing request on paper and faxing it to us, you will instead open up the PO in your Inbox, fill out the required fields, and click 'Send' to route your PO to Bealls Transportation.

If you have problems, it is important to understand that your use of the Bealls Vendor Portal site involves your Internet provider, your browser application, Beall's, and Sterling Commerce.

- Your Internet provider and your browser application support your access to any Web site, including the Bealls Vendor Portal site. Problems with your provider or browser can affect your ability to access or use the Bealls Vendor Portal.
- Beall's worked with Sterling Commerce to sponsor and set up the site. As a result, Beall's determines the documents to be exchanged and other functionality offered on the site. If you have questions about using or completing a document, contact Beall's directly.
- Sterling Commerce is responsible for the technical operation of the site, such as the functioning of your Inbox, Outbox, and other features that allow you to open, complete, send, delete, and archive documents. If you have problems with these issues, contact Sterling Commerce WebForms™ Customer Support. In the United States and Canada, dial 1-888-432-7382.

2.1 Registration

Vendors that have selected the Bealls Vendor Portal option will be asked to walk themselves through the registration process. Once they are finished, Beall's TMS System Administrator will receive an e-mail stating that the vendor is on boarded, and what their Vendor Portal ID is for EDI mapping purposes.

To register:

1. Go to URL: www.SterlingWebForms.com
2. Click on the register button
3. Community Password for Registration: Bealls_swf
4. Fill out the Contact information, email address, etc on the form.
5. Follow the steps on the series of screens to the end. For your users, that will basically be agreeing to the Sterling network agreement.

Please Note: Generally speaking, each vendor will register only once in the Bealls Vendor Portal. So, if there is a team of three individuals responsible for routing to Bealls, only one registration is needed and the User ID/Password can be shared across the team.

However, there are some instances in which a vendor (generally larger vendors with multiple locations) want to register each location separately. If you have questions about the best way to register, please contact Bealls at (941) 744-4658.

Once the user completes the registration process online, an email is sent back to Beall's. We then take up to 24 hours to complete you setup and send your 'active' PO's to your Inbox. Once you receive an email from us informing you that you have PO's in your Inbox, you're ready to use the new system. Simply follow the instructions in the email for setting up 'Ship From' locations, etc.

2.2 Bealls Vendor Portal - Account Setup and Help

The Bealls Vendor Portal is a very user friendly web service, and is very easy to navigate through. Once the vendor is registered, they are encouraged to go into their profile and set up their account to fit their needs.

There is an online help document and FAQ under the "Help" dropdown menu. Users may also create an online customer support request email from the Help menu in the portal.

How do I contact Customer Support?

If you have a problem, follow these steps to isolate the problem and contact the best resource to help you:

- Check all connections and plugs on your computer.
- Check your Internet connection. Can you access a Web site other than the Bealls Vendor Portal? Can you access another Web site that is secure? If you have problems, contact your Internet Service Provider.
- Verify that you are using the correct Internet browser and that it is configured correctly. The Bealls Vendor Portal displays a message if you are not using the correct Internet browser. If you experience any issues with your browser and WebForms, contact WebForms support at 1-888-432-7382 for assistance.
- If none of the above issues apply, contact Sterling Commerce WebForms™ Customer Support. You can submit support requests without leaving the Bealls Vendor Portal and without incurring support fees. Select **Help > Create a Support Request**. Afterwards, you can track your request, including adding additional notes. Select **Help > View Support Requests**.

Fig 2.2.1 Use online help options to learn more about The Bealls Vendor Portal and to answer frequently asked questions.

- Is your problem related to understanding or completing a particular business document? If so, please contact Beall's at Traffic@BeallsInc.com.

The vendor is also encouraged to set up their profile and settings as well. This customization can be found in the Bealls Vendor Portal under the Options Tab.

Fig 2.2.2 Setup profile settings to automatically receive notifications of new PO in your email, add contacts, set time zone, or update user name and password information.

2.3 Bealls Vendor Portal Navigation

When you log into the Bealls Vendor Portal, the Home page of your site summarizes the contents of your mailbox.

- The **Inbox** holds documents you have received from Beall's. The Home page indicates how many documents you have opened and read and how many new documents you have to examine. To open your Inbox, select **Inbox**.
- The **Outbox** holds documents you sent to Beall's. The Home page indicates how many documents have been acknowledged by the receiver (if your community supports this function). To open your Outbox, select **Outbox**.
- Use the menus at the top of the page to open other sections of your mailbox. The **Drafts** section holds unfinished documents that you have not sent. **Archive** holds documents you want to store on the site. **Trash** holds documents that you deleted from one of the other boxes.
- The **Sponsor Announcements** area holds announcement messages from your sponsor. You can collapse and expand this area by clicking on the minus (-) or the plus (+) in the upper right corner of the area.
- The **Alerts** and **System Information** areas hold messages from Sterling Commerce. You can collapse and expand this area by clicking on the minus (-) or the plus (+) in the upper right corner of the area.
- As you move through the site, click **Home** in the upper right to return to the Home page.
- When you finish working, click **logout** in the upper right to exit the site.

Inbox

The Inbox displays all of the documents you receive from Beall's. Your documents are organized on virtual pages, with each page displaying a predetermined number of documents. The total number of pages in your Inbox depends on the number of documents you receive.

The most recent documents will be displayed first. To navigate through all of your documents, click the numbered page links at the bottom of your Inbox.

To open a received document:

1. From the menu bar, select: **Inbox**
2. From the list, select the underlined form name of the document you want. The selected document opens. For longer documents, you may need to use the scroll bar to view the entire document.
3. *Optional*. To open another document, select **Inbox**. Notice the status for the document you just viewed changed from Unread to Read.

Note: Do not use your browser's Back button to view the Inbox. The Inbox will not be refreshed and the previous document status will remain Unread.

To print a document using the Print option in your Internet browser, follow these steps:

1. From the menu bar, select: **Inbox**
2. From the list, select the underlined form name of the document you want.
3. Do one of the following:
   - If you are using Microsoft® Internet Explorer, click the **Print** button on the Explorer toolbar or select **Print** from the **File** menu.
   - If you are using Netscape® Navigator, click the **Print** button on the Netscape toolbar or select **Print Frame** from the **File** menu.

Outbox

The Outbox displays all of the documents you have sent to Beall's. Your documents are organized on virtual pages, with each page displaying a predetermined number of documents. The total number of pages in your Outbox depends on the number of documents you have sent.

The most recent documents will be displayed first. To navigate through all of your documents, click the numbered page links at the bottom of your Outbox.

After you send a document, a copy is placed in your Outbox. The Outbox opens with the most recently sent document first.

To open a sent document:

1. From the menu bar, select: **Outbox**
2. From the list, select the underlined form name of the document you want. The selected document opens. For longer documents, you may need to use the scroll bar to view the entire document.

Drafts

When you create a document, you can save it as a draft before sending it to your trading partners. The Drafts folder displays all of these documents. Your documents are organized on virtual pages, with each page displaying a predetermined number of documents. The total number of pages in your Drafts folder depends on the number of documents you have saved as drafts.

The most recent documents will be displayed first. To navigate through all of your documents, click the numbered page links at the bottom of your Drafts folder.

To open a draft document:

1. From the menu bar, select: **Drafts**
2. From the list, select the underlined form name of the document you want.

   The selected document opens. For longer documents, you may need to use the scroll bar to view the entire document.
3. Make changes as needed.
4. Do one of the following:
   - Select **Save Draft**. To replace the existing draft copy, type the same file name in the **Save As** field. To save it as a new draft, type a new name in the **Save As** field. Click **OK**. The document is saved in the Drafts folder. The Save Complete page opens.
   - Select **Send Form** to send the document to Beall's. A copy is placed in your Outbox. The Send Complete page opens.

Turning Documents

Turning allows you to open one document and click a button to automatically create a new document that includes some of the information from the original document. Suppose Beall's sends you a purchase order. When you open the purchase order, you can use the turn options to create a Routing Request (Collect Order) or create a Routing Acknowledgement (Prepaid Order) and send it back to Beall's.

Additional Features

To learn more about additional features within the Bealls Vendor Portal application, please see the online help guides. Some of the additional options include archiving key documents and using the trash bin to remove old documents from Inbox or Outbox locations.

2.4 Creating a Routing Request (Collect Orders)

In order to turn a document to create a routing request, you will first need to locate the correct purchase order in the Inbox. Once located, open the purchase order by selecting the form name of the document that you wish to turn. At the bottom of the PO screen, the user will see the **Create Routing Request** option.

Fig 2.4.1 From viewing the Purchase Order, select 'Create Routing Request' to turn the document.

** The message at the top means that the PO has been updated in some way (ex. Ship window dates, Ad date, Shipment Method of Payment, etc).

Fig 2.4.2 Enter information for all fields marked with a red asterisk.

Enter the following information to create the Routing Request:

- Ready for Pickup Date
- Confirm Shipping Hours for Pickup
- Total Order Cartons
- Total Order Weight
- Total Order Cubic Feet
- Total Order Pallets
- Freight Class (select Freight Class from drop-down list)
- Load Method (select 'Floor Load' or 'Pallet Load' from drop-down list)
- Pallet Configuration (select 'Stackable' or 'Non-Stackable' from drop-down list)
- Pickup notes – any information relevant to pickup.

Notes:

- Required information is denoted on the Routing Request page with a red asterisk (*****).
- Date Management: The vendor will not be permitted to request that the shipment be ready for pickup prior to the 'Do Not Ship Before' date or after the 'Do Not Ship After' date. In addition, the vendor will not be allowed to enter a pickup day that is less than 24 hours in the future. (Note: There is a noon cutoff time. Anything submitted after noon (local vendor time) counts as 'next day.' The 24 hours will then calculate from then).
- All purchase orders that have an 'Ad date' that is less than 28 days from the ready for pickup date submitted by the vendor shall be considered Prepaid.

2.4.1 Setting up 'Ship From' Location(s)

- Ship From Location, Address, & Contact Information (**Note**: Beall's will permit the vendors to maintain their ship from location information in the Bealls Vendor Portal. Vendors will be allowed to add/delete new locations as their business network changes. To add a new 'Ship From' location, follow these steps:
  - A 'Ship From' location can be added or deleted from the 'Create Forms' menu.
  - Select 'Maintain Ship From Locations.'
  - To add a location, click the 'Add Location' button.
  - Location ID: When adding a new location, vendor should use their DUNS# + 5 digit Zip Code. (This is provided to you in the email from Bealls informing you that your setup is complete and your PO's are in your Inbox).
  - Location Name: Please include the vendor name in your Location Name.
  - Fill out the remaining fields and click 'Save.' Your new 'Ship From' location has been created.
  - Note: The 'Ship From' location(s) can also be added as you're creating your Routing Request. To do this, click the 'Add a New Location' button in the 'Ship From' section of your request.

	UserID	LocationID	LocationName	Address1	Address2	Address3	Address4	City	State	Zip	Country	ContactName	ContactEmail
☐	10315	7788	Test Ship-From Location	4600 Lakehurst Ct.				Dublin	OH	43216	US	Joe Sample	joe@sample.com
☐	10315	0022	Western PA DC Steve	216 Bainbridge Drive				Aliquippa	PA	15001	US	Joe Vendor Jr	lpaul@beallsinc.com
☐	10315	002	Western NC DC	3001 Vhestnut Drive				Hendersonville	NC	28739	US		
☐	10315	456-789	AMY TEST	22222 Main Street				Sarasota	FL	33569	US	Amy Lenhart	alenhart@beallsinc.com
☐	10315	18942323-54220	Sample Supplier - WI	100 Main Street				Green Bay	WI	54220	US	Jim Sample	jim@sample.com
☐	10315	313498739-60005	Sample Distribution Center	1000 Main Street				Chicago	IL	60005	US	Jim Sample	jim@sample.com

Once information entry is completed, the user may select **Send** to transmit the Routing Notification to Beall's or **Save to Drafts**, to save the work and return to complete the transmission at a later time.

Fig 2.4.3 Send or Save a Draft of the Routing Notification.

Once sent, the document will appear in your **Outbox**. If the **Save to Drafts** option is used, the document will appear in the **Drafts** folder.

2.5 Creating a Routing Acknowledgement (Prepaid Orders)

In order to create a routing acknowledgement, you will first need to locate the correct purchase order(s) in the Inbox. Once located, open the purchase order(s) by selecting the form name of the document that you wish to turn. At the bottom of the PO screen, the user will see the **Create Routing Acknowledgement** option.

Fig 2.5.1 From viewing the Purchase Order, select 'Create Routing Request' to turn the document.

Enter the following information to create the Routing Acknowledgment:

- Total Order Pallets
- Total Order Cartons
- Total Order Weight
- Total Order Cubic Feet
- Carrier (if your carrier is not listed, please select 'Miscellaneous')
- SCAC
- Carrier Mode (Truckload, LTL)
- Departure from Origin Date
- PRO# for LTL Shipments (Carrier Reference Number)

- Trailer/Container # and Seal # for TL Shipments
- Load Method ('Floor Load' or 'Pallet Load')
- Pallet Configuration ('Stackable' or 'Non-Stackable')
- Pickup notes – any information relevant to pickup.
- 'Ship From' Location. For instructions on how to add/edit/delete a location, see p.15 (Section 2.4.1) of this manual.

Fig 2.5.2 Enter all required information noted by the red asterisk. Also enter any optional information that you may have. Required elements may vary based on mode of transportation.

Fig 2.5.3 Send or Save a Draft of the Routing Notification.

Once information entry is completed, the user may select **Send** to transmit the Routing Notification to Beall's or **Save to Drafts**, to save the work and return to complete the transmission at a later time.

Once sent, the document will appear in your **Outbox**. If the **Save to Drafts** option is used, the document will appear in the **Drafts** folder.

2.6 Purchase Orders in the Bealls Vendor Portal

Whenever a new Purchase Order is written or an existing Purchase Order is maintained (for your company), Bealls will send these PO's over to your Inbox. In these cases, you will receive an email notifying you of this. See sample email below.

Notification

-----Original Message-----
From: Sterling Web Forms
[mailto:webforms_notifications@stercomm.com]
Sent: Thursday, December 04, 2008 2:14 PM
To: Sample, Joe
Subject: Sterling WebForms™ Notification

NOTIFICATION FROM Sterling WebForms at
https://www.sterlingwebforms.com/webforms

New Form(s) received for: Sample Supplier
Sent by: Bealls, Inc.
Received on: 12/04/2008 14:14:03 EST

Mailbox status as of 12/04/2008 14:14:03 EST
Inbox:
Unread: 78
Read: 0
Total: 78

Outbox:
Acknowledged: 0
Unacknowledged: 0
Total: 0

Copyright (c) 2008 Sterling Commerce, Inc. All Rights Reserved.
Sterling WebForms is a trademark of Sterling Commerce.

In the case in which an existing PO is updated, it will overlay the prior instance of a PO. When that PO is selected, the system will notify the user with the following message.

Sterling Web Forms

Customer Test Center

Home | Privacy Policy | Terms of Use | Log out

Inbox | Outbox | Create Forms | Drafts | Archive | Trash | Options | Help

BEALLS
beallsflorida.com

Purchase Order

* Important Message *
This Purchase Order is an update and replaces any previously received versions. All previous versions of this PO matching the Purchase-Release have been deleted.

Original PO Information

Purchase Order # :	0397181	Purchase Order Date :	12/11/2008
Ad Goods :	No	Do Not Ship Before :	12/15/2008
Shipment Method Of Payment :	Collect	Do Not Ship After :	12/30/2008

Ship To

The only exception to this is when a PO has been 'archived.' In this case, the updated PO comes into the Inbox, but the 'old' PO still remains in the archived folder. If the PO in the archived folder is restored to the Inbox, there will appear to be two iterations of the same PO. However, when you select one of the PO's, the system will notify you that all prior versions have been deleted, and then only one iteration of the PO will display in the Inbox.

A PO can be deleted from your inbox if:

1) Bealls cancels the PO. This automatically deletes the PO from your Inbox.

   Please note: When a Bealls buyer cancels a PO, that PO is automatically removed from your Inbox. When this occurs, you will also receive an automated email from Sterling notifying you of this change. These automated emails are sent every time a PO is written, updated, cancelled, or re-instated.

   Please use the emails as a general guide for checking the status of your Inbox. There may be a case in which you receive an email notifying you of a change, but it doesn't appear that you have any new/updated PO's. This is because a PO was cancelled and removed from your Inbox.

   Our goal is to make the experience for our vendor as user-friendly as possible. We feel that the automated 'cleanup' of your Inbox helps us achieve that goal. If you have any questions, please contact the Bealls Transportation Dept (941) 744-4658.

2) You delete the PO from your Inbox by selecting it and clicking the 'Delete Forms' link.

If you're missing a PO from your Inbox, please contact the Bealls Transportation team.

2.7 Exceptions

Below are examples of exceptions that the vendor may encounter while creating a 'Routing Request' or 'Routing Acknowledgment' within The Bealls Vendor Portal.

1) Beall's requires the vendor to provide at least 24 hours lead time for a 'Routing Request.' If the vendor, for example, attempts to enter a 'Ship Date' within 24 hours of today's date, the system will display the following message.
   a. Solution: The vendor can click the 'Return' button and adjust the 'Ready to Ship Date' to reflect something at least 24 hours in the future. Note: There is a 'noon' cutoff time. So, if routing is sent at 12:01pm (local vendor time), it counts as 'next day' and the 24 hours starts calculating from then.

2) Beall's requires the vendor ship within the Purchase Order's 'ship window.' So, in the example below, the ship window is 1/25/09-1/30/09. If you attempt to ship on 1/1/09, the system will display the following error.

    a. Solution: The vendor can click the 'Return' button and adjust the 'Ready to Ship Date' to reflect something within the ship window.

3) If a Purchase Order is setup as 'Collect' in The Bealls Vendor Portal, but the vendor would prefer to send 'Prepaid.'

    a. Solution: The vendor should contact the Beall's Transportation office @ 941-744-4658.

4) If a Purchase Order has an Ad Date within 28 days of 'Ship Date,' the system will not allow a 'Routing Request' to be created. The 'Create Routing Request' button will not display on the screen. See screenshot below.

    a. Solution: The vendor should contact the Beall's Transportation office @ 941-744-4658.

Sterling Web Forms

Customer Test Center

Home | Privacy Policy | Terms of Use | Log out

Inbox | Outbox | Create Forms | Drafts | Archive | Trash | Options | Help

BEALLS beallsflorida.com

Purchase Order

Original PO Information

Purchase Order # :	9405320	Purchase Order Date :	11/26/2008
Ad Goods :	Yes	Do Not Ship Before :	11/21/2008
Shipment Method Of Payment :	Collect	Do Not Ship After :	11/26/2008

Ship To

Ship To ID : 050
TMS Location Code : 01000810
810 - DISTRIBUTION CENTER
1806 38th Ave E
Bradenton, FL 34208
USA

Instructions to Vendor

With minimum lead time, the Ready to Ship Date can be no earlier than 12/4/2008 . Promotional Ad Date cannot be less than 28 days from the Ready To Ship Date. Please contact Bealls Transportation Office to resubmit Purchase Order, in order to ship.

previous order | next order | printer-friendly version

3. Transportation Planning

3.1 Transportation Planning Overview

The TMS system is integrated into the Purchase Order Process and will be used to facilitate transportation planning for collect freight. Prepaid freight will continue to be managed and controlled by the Vendor, but information will be required to provide visibility to Beall's. The goal of this integrated process is to achieve the best routing solution for all freight and to ensure product arrives in a timely manner to our Distribution Centers, so that we can continue to keep merchandise in the stores to satisfy our end customers.

Vendors are a critical link in successful transportation planning. The timeliness and accuracy of the information you provide will be the foundation for transportation planning of Collect orders.

3.2 Collect Purchase Orders

Suppliers receiving Collect Purchase Orders will be required to provide specific information so that transportation planning can be completed. For each Purchase Order that you receive, you will be creating a routing request and Beall's will fulfill the routing request.

The accuracy of the information each vendor provides is critical. If inaccurate data is provided, there is a possibility that a bad decision will be made and it could negatively impact transportation costs or add additional complexity into the supply chain. The information required is detailed in Section 2.4, Creating a Routing Request.

With the Vendor Order information as the foundation, the planning process will begin. The information for each of your origin and destination pairs will be loaded into the TMS by Beall's. Each lane will have multiple carriers identified as alternatives to move both Truckload and LTL quantities. With full visibility of orders and the dates associated with them, Beall's will be looking to develop the most efficient transportation solution. Orders will get turned into shipments once the best solution is identified. These shipments will then be tendered out to carriers based on the mode identified.

Carriers will be ranked and prioritized so an automated selection can be made, and loads can be tendered to the preferred carriers first. All carriers supporting Beall's inbound moves will be connected to the TMS and will receive all tenders electronically. The first carrier tendered the load with have a preset amount of time (90 minutes) in which to respond to the tender. If the first carrier rejects the tender or does not respond within the defined time frame, the next ranked carrier will systematically be tendered the load. This sequence will continue until a carrier accepts the tender.

Once a carrier has accepted the load, the carrier will contact the vendor to arrange for a pick up appointment that allows them to deliver the load on time. The carrier will then work with the Beall's DC to arrange a delivery appointment. Once the carrier picks up the load, they will provide a 214 status update (or update through the portal) that will feed into the TMS, so confirmation exists that the load was picked up. Carriers will also provide 214 status updates (or updates through the portal) en route as appropriate and then upon delivery at the DC. All these status updates feed into the TMS so that Beall's has timely information and only focuses on exceptions.

There are alerts that get monitored to highlight if an event has not occurred or a load may be at risk. Beall's will manage any exceptions and work to keep the activities on schedule or work with the appropriate parties to communicate any changes.

3.3 Prepaid Orders

Suppliers receiving Prepaid Purchase Orders will be routing their own freight to meet the delivery expectations required by Beall's. The routing process for Prepaid Purchase Order is the responsibility of the vendor. However, to ensure visibility of the transportation information, vendors with prepaid orders will be required to provide specific information as well. The information required is detailed in Section 2.5, Creating a Routing Acknowledgement.

4. Frequently Asked Questions (FAQ)

1. How do I logon to the Vendor Portal?

Before logging onto the Bealls Vendor Portal, a vendor must register for the Bealls eCommunity. Instructions for registration can be found in the Vendor Manual in Section 2.1 on page 7.

2. What is the URL for the Bealls Vendor Portal?

Production - https://www.sterlingwebforms.com

3. What if I don't remember my password?

In The Bealls Vendor Portal, a user can obtain his/her password by one of two methods, submitting a request via the "Forgot Password?" link on the login page or by calling Sterling WebForms™ Customer Service at 800-677-3027.

4. How do I update my user profile?

Update your user profile by logging into the Bealls Vendor Portal and selecting "Edit User Profile" from the "Options" menu.

5. How do I make a change to a submitted Routing Request?

Please contact Bealls Transportation @ (941) 744-4658 or Traffic@BeallsInc.com

There is a way to 'Cancel' a routing request in WebForms. To do this, select the routing request from your Outbox and click the 'Send Cancellation' button. But, please call Bealls Transportation to also make them aware of this cancellation.

6. Does each user have a separate logon or is there a "single sign-on" per vendor?

Generally, there is a single logon per vendor that will be shared for all PO's. However, some larger vendors with multiple locations may choose to register each location separately.

7. Is the Bealls Vendor Portal available 24/7?

Yes, the Vendor Portal will be available to the vendor community 24 hours per day, 7 days per week, with the exception of scheduled maintenance windows.

8. How will planned system maintenance and downtime be communicated to users?

Bealls will communicate downtime notifications to the vendor community through message notifications on the 'Home' page of the Vendor Portal.

9. Who do I contact if I encounter systems-related issues with the Bealls Vendor Portal?

Sterling Commerce is responsible for the technical operation of the site, such as the functioning of your Inbox, Outbox, and other features that allow you to open, complete, send, delete, and archive documents. If you have problems with these issues, contact Sterling Commerce WebForms™ Customer Support. In the United States and Canada, dial 1-888-432-7382.

If you have questions about PO's, routing requests, ship windows, carriers, etc., please contact your Bealls representative at (941) 744-4658 or Traffic@BeallsInc.com

10. Who do I contact should the carrier not call for an appointment or doesn't show to pick up freight?

- *If you have not received a call from the carrier for an appointment at least 24 hours prior to the expected departure time, you should contact Bealls Transportation (941) 744-4658. They can be reached between the hours of 7:00am and 5:00pm Eastern Time. Non urgent matters can be sent to Traffic@BeallsInc.com..*
- *If the carrier scheduled an appointment with you but doesn't show up, you should first make contact with the carrier to determine why they are late and when they are expected to arrive. This allows you to develop a solution that works for you and the carrier to accommodate the pickup. If you can't get resolution or the carrier will be unable to make the delivery commitment, then you should contact Bealls.*
- *If you have any issues with carriers regarding consistent poor performance, lack of professionalism, equipment concerns or other matters concerning you about the carrier, contact Bealls and provide them with specifics regarding your concern. They will ensure the necessary action takes place to remedy the situation or make a carrier change.*

11. If I'm shipping Prepaid and my carrier isn't listed, what do I do?

Bealls will maintain a valid list of carriers for the community. If your Prepaid carrier is not listed in the search window in the Bealls Vendor Portal, please contact Bealls Transportation at (941) 744-4658 or Traffic@BeallsInc.com. *The Bealls team will manage the process of adding the carrier to the Bealls Vendor Portal and TMS applications*.

12. How do I add a 'Ship From' location in the Vendor Portal?

Locations can be added within the Bealls Vendor Portal. Refer to the Vendor Training Manual (p. 15).

13. What is the impact of the Vendor Compliance Program (as referenced in the Bealls Routing Guide) on my company?

TMS will be the primary source for the data collection aspect supporting the Vendor Compliance Program.

14. Do I use this new system for 'Direct to Store' shipments?

No. You will use your current process for Direct to Store shipments. These will NOT go through the new TMS system.

15. Do I use this new system for shipments under 250 pounds?

No. As the routing guide states, you will continue to use UPS for shipments under 250 pounds. These will NOT go through the new TMS system.

16. Will each of my 'ship from' facilities have to register individually?

No. There is one registration per vendor. So, if multiple individuals/locations need to access the Bealls Vendor Portal, they will all share the same User ID/Password. Because this account will be shared, it is important to make the email address a 'group email' so that multiple people can receive system notifications.

17. What if some of my PO's are missing from my Inbox?

If a PO is missing from your Inbox, it could be related to the following:

1) *The PO was cancelled by Bealls, which automatically deletes the PO from your Inbox.*
2) *The PO was deleted from your inbox by one of your portal users.*
3) *The PO was never sent to your Inbox because the incorrect DUNS# was used when Bealls completed your registration. To avoid this, please provide any/all correct DUNS's to Bealls upon registration.*

Please contact the Bealls Transportation team if you feel a PO is missing from your Inbox.

(941) 744-4658 or Traffic@BeallsInc.com.

18. How do I receive notification when Bealls has tendered to a carrier?

If you would like to receive an email notifying you of the carrier Bealls has tendered your shipment to, please fill out the 'Covered Shipment Alert' form (see Appendix A of this document) and submit to Bealls Transportation at:

(941) 747-4378 (fax) or Traffic@BeallsInc.com.

5. Appendix A - Vendors Requesting 'Covered Shipment' Email

This will send an email when Bealls tenders their shipment to a carrier and they accept the tender. If you're interested in receiving an email for every shipment's carrier selection, fill out this form and return to Bealls Transportation. Either email to Traffic@BeallsInc.com or fax to (941) 747-4378.

Vendor Name: _____

Location Code *	Location Name	Address	City	State	Zip	Contact **	Email Address **

* Location Code is setup in the Bealls Vendor Portal when a new 'Ship From' location is added. The vendor should use their DUNS# + 5-digit zip code as their Location Code. Ex. DUNS# = 1234567 and Zip Code = 93612. Location Code should be 1234567-93612.

** Contact name and email address should be the individual who should receive the email notifying them of Bealls carrier choice.