TJX E-Routing User Manual

E-Routing
User Manual

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Table of Contents

I. Disclaimer ........................................................................................................................... 3
II. Hardware/Software Requirements...................................................................................... 3
III. Support ............................................................................................................................. 3
IV. Welcome to US Vendor E-Routing.................................................................................... 4
V. Before You Start Checklist ................................................................................................. 4
VI. How to Log In to TJX E-Routing ................................................................................... 5
VII. How to Create Multiple PO Request ............................................................................ 7
VIII. How to Create a Single PO Request .............................................................................. 10
IX. How to look up an existing Routing Request ................................................................. 11
I. Disclaimer
   All companies accessing the TJX E-Routing site must have agreed to the TJX Website Terms of Use document. By accessing the Site, you are indicating your acknowledgement and acceptance of these Terms of Use.

II. Hardware/Software Requirements
   1) TJX E-Routing requires a PC with Internet Access. PC processor speed and/or Web connection speed can affect the performance of the application.
   2) TJX's site is designed to work with Internet Explorer 6.0 or later and Firefox 1.5 or later. If you use another browser or a different version of IE or Firefox, you may experience difficulties in using the site. Firefox is free to download.
   3) Browser set up options:
      - Browsers must accept cookies
      - Browsers must allow pop-ups.
      - Browser Security setting must be at/below Medium Security.
      - JavaScript must be enabled.

III. Support

For all questions and issues regarding TJX E-Routing, please call:

The TJX Inbound Transportation Department
800-333-1510

IMPORTANT: DO NOT e-mail the Inbound Domestic Transportation mailbox with issues or questions, unless prompted by an e-mail from that box.

Unsolicited e-mails sent to that address will be deleted without response.
IV. Welcome to US Domestic Vendor E-Routing
US Vendor E-Routing is a streamlined routing request process. This tool allows users to enter their own Purchase Orders for routing directly into the TJX Transportation system.

A few things to know about E-Routing:

- **E-MAILED ROUTING REQUESTS WILL NOT BE ACCEPTED**, unless authorized by a representative of the Inbound Transportation Department at 800-333-1510.

- Each person accessing E-Routing **MUST** have their own User ID and password. Per Sarbanes-Oxley federal regulations, sharing of IDs is prohibited.

- Your ID will be able to access all chains that you ship for. You will be able to ship for Marshalls, TJMaxx, and HomeGoods, all with one ID.
  - TKMaxx, Sierra Trading, Winners, and HomeSense and all container shipments (imports/international shipments) coming into a port are **NOT** supported at this time.

V. Before You Start Checklist

- Do you have a valid Purchase Order?
- Do you know what chain your Purchase Order is for?
- **TJMaxx, Marshalls, and HomeGoods:**
  - Verify that your pickup location is not in the commercial zones or meets the criteria before proceeding with E-Routing. Please reference the Commercial Zone section of the Logistics and Routing Guide tab on the home page of tjxlogistics.com
  - All shipments 200 pounds or under and 10 cartons or less, per destination, do not get E-Routed. Please reference the Shipment Sizes section on our the Logistics and Routing Guide tab for how to ship
- **TJMaxx.com:** ALL orders are E-Routed with the exception of D18/Fine Jewelry.

- Do you know what distribution center(s) your freight is going to?
- Is your shipment completely packed and ready to be picked up?
  - **Required** information:
    o Unit count (planned quantity)
    o Carton count
    o Weight (in lbs.)
    o Pallet count (and whether they are stackable or unstackable)
      - Pallets must be built to four (4) feet high to facilitate stacking and to maximize trailer utilization. If freight cannot be Double Stacked, pallets must be built to 7 feet high to maximize trailer utilization.
      - Multiple destinations cannot be combined on the same pallet.
    o Cubic feet (if your shipment is floor loaded)
    o Ready Date (the date your shipment will be ready for pickup; it cannot be before the start ship date and it cannot be after the consolidator cancel date)
VI. How to Log In to TJX E-Routing

1) Open your Internet Browser
2) Type http://www.tjxlogistics.com in the address bar in Internet Browser and hit enter.
3) Enter your user name and password and hit Submit.

4) Click on the appropriate "I want to route PO's for..." link, located in the lower right-hand corner of the screen.

Select TJ Maxx/Marshalls/Homegoods, TJX Canada, or TJX Australia/Trade Secret

Remember: Your User ID and password are case sensitive. 3 failed login attempts will make your account inactive.

If your User ID or Password is not working, please click on the “Forgot User ID/Password” link on the right side of the page and follow the prompts. You will be able to reset your password and log in. If you forgot your user ID, an e-mail will be sent with your ID.
5) Click on the hyperlink “Provided by TJX” under **Assigned Carrier** column. (Where the black arrow is pointing towards)

6) Click once on Purchase Order Manager under Solution Navigation on the left.
7) The next screen to appear should be the Purchase Order Manager Screen, shown below. This is where you can search on your PO(s). There are two tabs—Purchase Orders and Routing Requests; please ensure that you stay in **Purchase Orders** to be able to search on your PO(s).
How to Create Multiple PO Request - for multiple POs all going to the same destination
(Using this method to enter them all at once will make the routing process faster and is preferred)

1) In the “PO #” field below, enter the Distribution Center prefix (Two Digits) followed by PO numbers (Providing more digits of the PO # will help limit the search results). Lastly, put “%” after the PO numbers as it acts as a wild card for TJX chains (HMG, MMX, and TJM) and the rest of the PO digits.
   (Example: 60% will search for all POs for TJ Maxx Worcester)

2) Select each Purchase Order that is part of the shipment together by placing a check in the box next to each PO on the left side of the results.

3) Click on Build Shipment icon located in the Actions box right above the “View Routing Request” column.

4) WHERE? Select the Origin by clicking on the magnifying glass icon to the right of ‘Origin’. Please select your pickup location and press “DONE” at the bottom of the Location Information window. The E-mail address listed in the origin selected will receive both Confirmation and Shipping Instruction e-mails.

If you do not see your pick up address as one of the selections or the contact information is incorrect, contact the Transportation Department (800-333-1510) to have it added. DO NOT select an address that is not your pick up address or a blank address.

If your search shows more than one page of POs, you can select POs from multiple pages to build one Routing Request.
5) **WHEN?** Change the “Vendor Ready Date” to the date you will be ready to ship your freight. Change the “Confirm Vendor Ready Date” to match the Vendor Ready Date you just entered.

➤ **IMPORTANT:** The vendor ready date must be today’s date or later and cannot be later than the PO Cancel date.

- Requests for routing MUST be submitted at least 72 hours prior to the Vendor ready date (in e-Routing). Merchandise must be available to ship on the requested ship date.
- If you have a PO that is past the consolidator cancel date, please contact the buyer to request an extension.
- **DO NOT** enter a ready date before you are ready to ship or it may result in a chargeback.

6) **WHAT?** Enter Shipment Quantities for each PO on the request (Units, Cartons, Weight, etc.)

- When you enter the weight and hit the Tab key, a popup will appear:

  ![Inaccurate information could result in a chargeback.
  Is this order palletized?  Yes  No
  Are the pallets double stackable?  Yes  No
  Cancel  Done](image)

  This popup will change depending upon your selections, and will automatically fill in the pallet and/or cube fields for you:

  ![Inaccurate information could result in a chargeback.
  Is this order palletized?  Yes  No
  Are the pallets double stackable?  Yes  No
  Enter volume (-3700) blank
  Cancel  Done](image)

  ![Inaccurate information could result in a chargeback.
  Is this order palletized?  Yes  No
  Are the pallets double stackable?  Yes  No
  Enter number of pallets (1-26) blank
  Cancel  Done](image)

  You will NOT be able to enter anything into the cube and/or pallet fields outside of this popup. This ensures that we always have accurate cube information when dealing with shipments on pallets.

  **DO NOT** state that your order is not on pallets in order to enter a different cube than what the website provides. Orders that are entered as floor loaded, but are loaded on pallets will result in chargebacks.
• Shipments that are over 40,000 lbs or more than 3700 cube (26 pallets) are more than a truckload and will need to be split. Calculate your full truckload, enter it and click ‘Done’. Select Build Routing Request for that same PO and enter the next full truckload or the remainder of your shipment.

7) Click on “Done” and you will be brought back to the Purchase Order Manager. A message will appear in the upper left-hand corner of the page, saying, “Shipment________has been successfully created,” and it will give you a shipment number. A confirmation E-mail will be sent to the E-mail address listed in the Origin that was selected within 1 hour.

8) You will receive Shipping Instructions in an email at least 48 hours prior to the purchase order’s cancel date as long as the purchase order is submitted in advance.
VII. How to Create a Single PO Routing Request

1) In the “PO #” field, type your 8-digit PO number, and put a % after the PO numbers as it acts as a wild card for TJX chains (HMG, MMX, and TJM). No Spaces or dashes. The PO Start and PO Cancel Date fields should be left blank.

2) Click on the Go Icon in the upper left-hand corner Actions box, or press the Enter key to search for your PO.

3) Select the PO by clicking on the Build Routing Request Icon located directly to the left of the PO (third column).

4) WHERE - Select you pick-up address (see Multiple PO Entry for instructions on page 7)

5) WHEN - Modify Ready Date & Confirm Date. (see Multiple PO entry for instructions on page 8)

6) WHAT - Enter quantities for PO (see Multiple PO entry for instructions on page 8)

7) Click on “Done” and you will be brought back to the Purchase Order Manager. A message will appear in the upper left-hand corner of the page, saying, “Shipment_______ has been successfully created,” and it will give you a shipment number. A confirmation e-mail will be sent to the e-mail address listed in the Origin that was selected within 1 hour.

8) You will receive Shipping Instructions in an email at least 48 hours prior to the purchase order’s Cancel Date as long as the purchase order is submitted in advance.

VIII. How to look up an existing Routing Request

- You will see one of two PO statuses under “PO Status” column when you bring up a purchase order:
  - “Open”: The purchase order has not had any routing requests entered against it.
  - “In Progress”: The purchase order has had one or more routing requests entered against it.

- When all the units for a PO have been routed, the Build Routing Request icon will be greyed out and an additional Routing Request cannot be entered.

Please call the TJX Transportation Department at 800-333-1510, option 2, for unit adjustment for additional

Hold the Shift Key and press the number 5 at the top of your keyboard for “%” --i.e. 12345678%
1. Routing requests may be viewed by searching for the PO entered and clicking on the “View Routing Request” icon.

2. You will be able to see all routing requests entered for that purchase order, along with the date each routing request was entered.

- You may also view details of any routing requests listed by clicking on the View Routing Request Details icon to the left of the Routing Request #.
- This will allow you to see everything entered for that routing request, including all orders that were on that request.

If there are no Routing Requests against a PO, the “View Routing Request” icon will be greyed out and you will not be able to click on it.