

[Type text]



Vendor and Carrier Account Set-Up and 3rd Party Access



Vendor and Carrier Account Set-Up and 3rd Party Access

This section reviews account set up for carriers and vendors, as well as the process of gaining 3rd party access (authorizing carriers and vendors to schedule Toys R Us purchase orders).

New Lean Logistics 3rd Party User

If you are a “New User” to Lean Logistics please follow all of the steps in this document to create a new account and request access for scheduling at Toys R Us Distribution Centers.

Existing Lean Logistics 3rd Party User

- If you are a “Current User” of Lean Logistics for another customer, please skip to a Page 21 for “Existing User Setup” steps. Requesting access from Toys R Us is only necessary for existing Lean Logistics users.

Please Note:

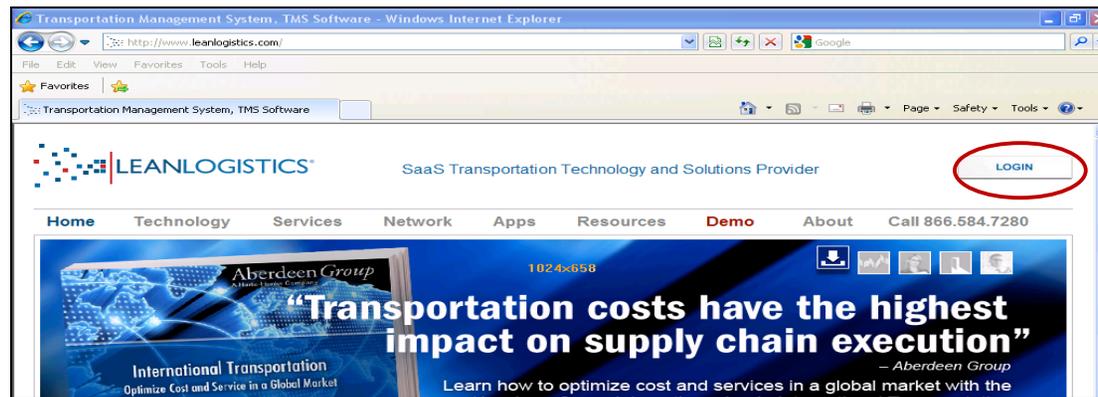
- Registration does not conclude until access is granted by a Toys R Us Team Member.
- Prepaid vendors are responsible for setting up their own carriers.

Issues with Access Request

If you are experiencing issues requesting access to the appointment scheduling site after reading this document, please contact a Toys R Us Team Member. The contact email address is provided on the last page of this document.

I. Accessing the Registration Page

- A. Visit the Lean Logistics website at: <http://www.leanlogistics.com/>
- B. Click on the “Login” button in the upper right hand corner of the webpage.



- C. Click on the “North America” link in the “On Demand TMS” section of the webpage.





[Type text]



D. At the User Log-In Screen, click on “Third Party Registration”.

Language: -- Choose --

LEANLOGISTICS®

User Log-In

Username [Forgot Username?](#)

Password [Forgot Password?](#)

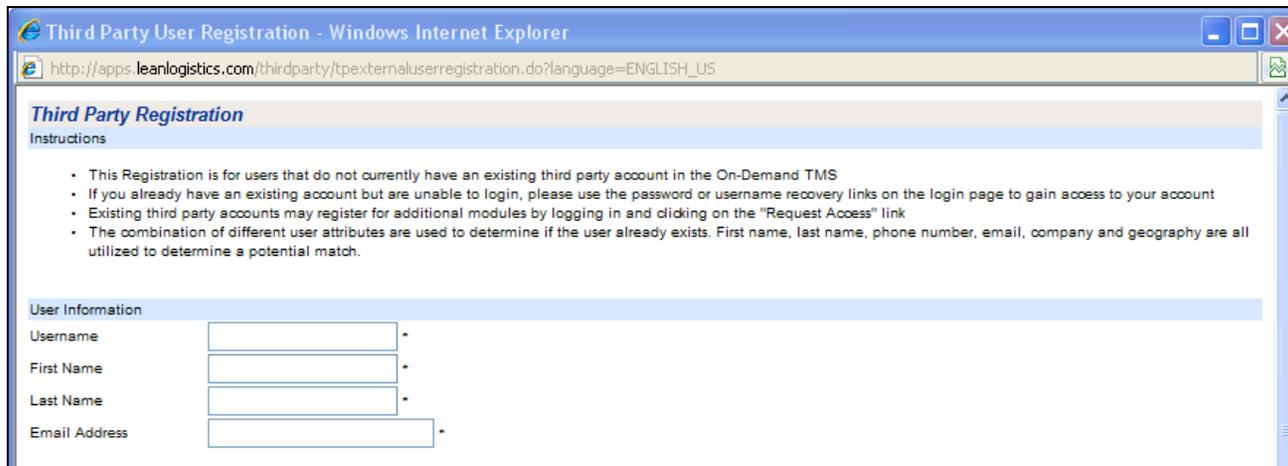
On-Demand TMS® uses popup windows to display information. Please disable any popup blockers for this site. Thank you.

[A Brambles Company](#) [Home](#) [Privacy Policy](#) [Contact Us](#) [Third Party Registration](#)

II. Submission of Information – Third Party Registration Page

A. User Information Section

1. All fields of the “User Information” section must be completed. (Note: Only one email address per username.)
 - a. Username is case sensitive
 - b. Please create separate accounts for each user of the organization.



Third Party User Registration - Windows Internet Explorer

http://apps.leanlogistics.com/thirdparty/tpexternaluserregistration.do?language=ENGLISH_US

Third Party Registration

Instructions

- This Registration is for users that do not currently have an existing third party account in the On-Demand TMS
- If you already have an existing account but are unable to login, please use the password or username recovery links on the login page to gain access to your account
- Existing third party accounts may register for additional modules by logging in and clicking on the "Request Access" link
- The combination of different user attributes are used to determine if the user already exists. First name, last name, phone number, email, company and geography are all utilized to determine a potential match.

User Information

Username *

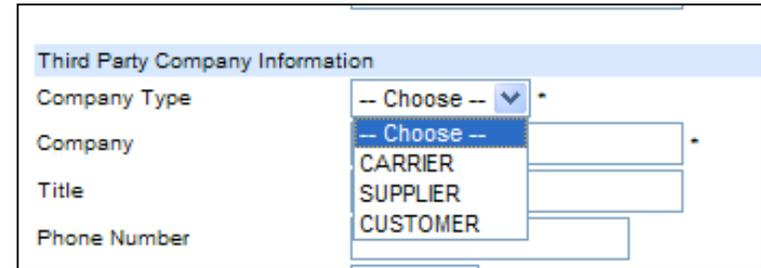
First Name *

Last Name *

Email Address *

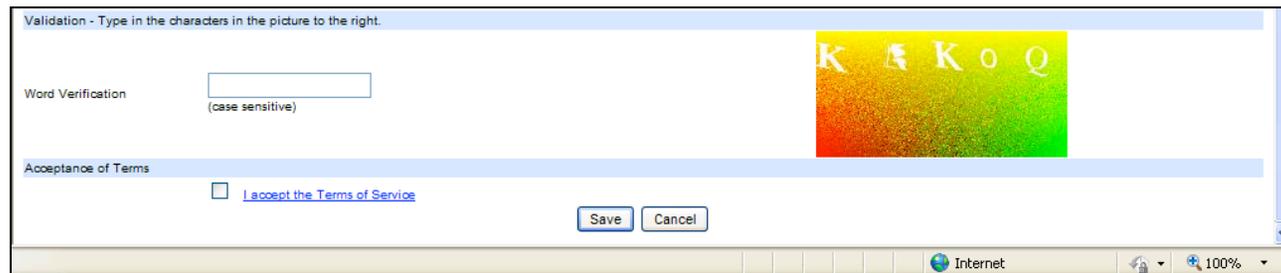
B. Third Party Company Information Section

1. Scroll down and complete the “Third Party Company Information” section. (Note: Only fields with an asterisk are required for registration).
 - a. “Company Type” drop down menu:
 - i. If you are a **VENDOR**, select “**SUPPLIER**”
 - ii. If you are a **CARRIER**, select “**CARRIER**”
2. “Company” Field: Enter the name of your organization.
3. “Receive Advisor Email”: Please **check this box**. Selecting the box will subscribe the email provided to account update alerts. These alerts are vital as they alert the user changes to the appointment by DC Staff and Administrators.



C. Validation Section

1. For security purposes, enter the letters in the security image. (Note: Case Sensitive)



D. Acceptance of Terms Section

1. Read the Terms of Service and then click the selection box.

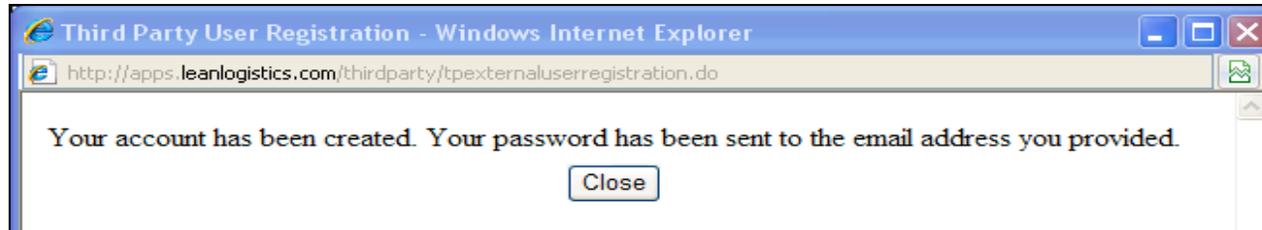
E. Click Save

[Type text]

1. If any information is entered incorrectly an error message will be displayed at the top of the screen. Edit or make changes to the field(s) with error(s), and click “save” again.

F. Account Created

1. You will be directed to the below page once you successfully submit the required information.



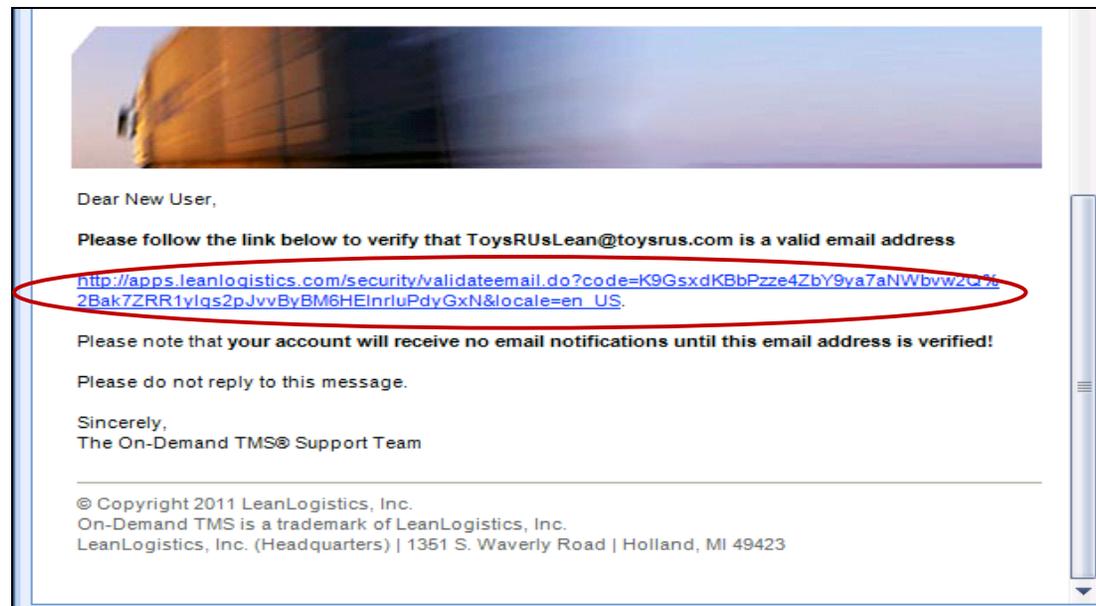
III. Verification of Email Account Provided

A. Access the Email Account that was provided during the registration process

1. Once registration is complete, Lean Logistics will send out 2 emails confirming the email account. The two emails that will be received are “An On-Demand TMS account has been created for you” and “Please verify your On-Demand TMS email address”.
2. If the 2 emails are not received, check the “spam” or “bulk” mail folder. Emails will be sent from the email account: “security@leanlogistics.com”

B. Email 1: “Please verify your On-Demand TMS email address”

1. Click on the link in the body of the email to verify the email address provided.
 - a. You must verify the email account before you initially log-in to Lean Logistics.



2. Once you have clicked on the link you will be directed to the below page confirming email validation.



3. Clicking on “here” will direct your web browser to the log-in screen for Lean Logistics.

C. Email 2: “An On-Demand TMS account has been created for you”

1. The email provides the User Name and the Password for the initial log-in. (Note: Password will be changed to user’s preference after initial log-in. The password is case sensitive.)



[Type text]

Your account on the On-Demand TMS® has been created.

Dear New User,

Your username and password are below.

User Name: ToysRUs1
Password: Gle5peEJ

Your account was created with the following details.:

Your account was created with the following details.: Toys R US
Geoffreyville, NJ 32246

Please log into On-Demand TMS at the following address: <http://apps.leanlogistics.com/Login.jsp>. You may be asked to choose a new password the first time you log in.

Please do not reply to this message.

Sincerely,
The On-Demand TMS® Support Team

IV. Initial Log-In to Lean Logistics Site

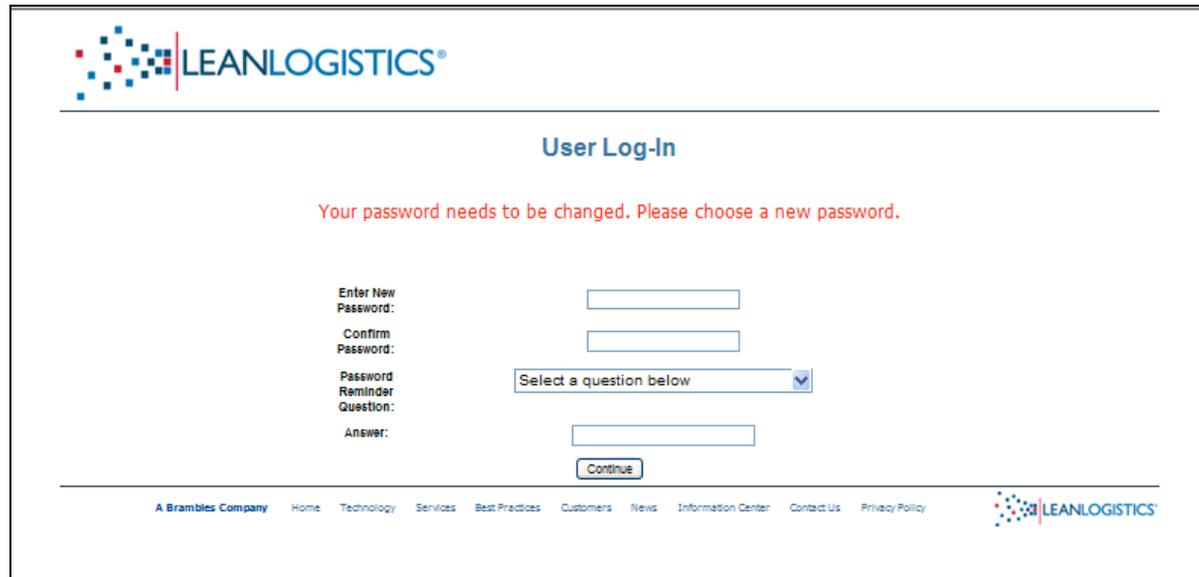
A. Accepting the User Agreement

1. After the first successful log-in the browser will be directed to an agreement page.
2. The window scroll bar must be at the bottom before the “accept” and “decline” buttons become active.
3. Read the document and click “accept” to agree to the terms and conditions.



B. Change Password Page

1. Once the agreement has been accepted, the user must change the password of the account.
2. The password is case sensitive, and must contain at least one upper case letter, one lower case letter, and one number.
3. Create a reminder question and answer in the event the user forgets his or her password.



The screenshot displays the LEANLOGISTICS user interface. At the top left is the LEANLOGISTICS logo. Below it, the text "User Log-In" is centered. A red message states: "Your password needs to be changed. Please choose a new password." The form contains the following fields and elements:

- Enter New Password:
- Confirm Password:
- Password Reminder Question:
- Answer:
- Continue button

The footer includes the text "A Brambles Company" followed by a navigation menu: Home, Technology, Services, Best Practices, Customers, News, Information Center, Contact Us, Privacy Policy. The LEANLOGISTICS logo is also present in the bottom right corner.

V. Request Access to the Toys R Us Account

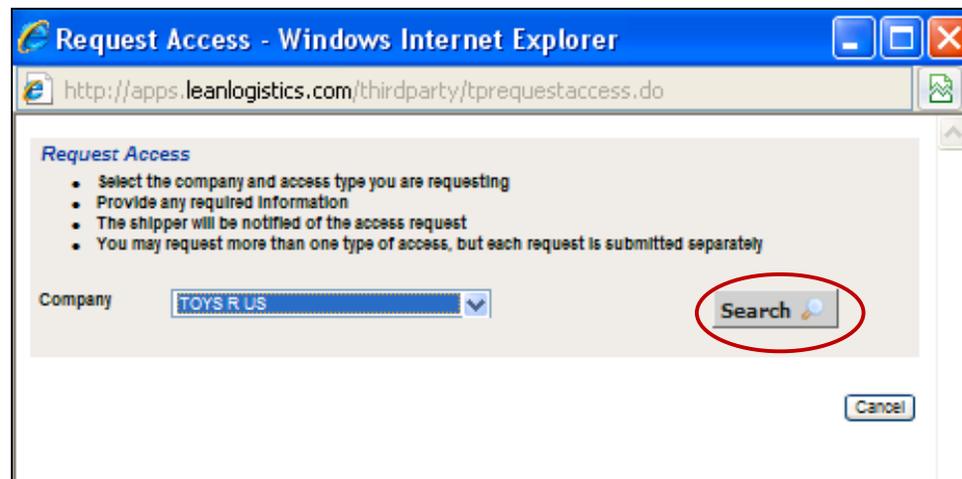
A. Request Access Link

1. Once the user's password has been changed, click on the "Request Access" link in the upper right hand corner of the page.



B. Request Access Page

1. Select "Toys R Us" from the drop down menu and click "Search".





[Type text]



C. Available Access Page

1. Once "Search" is clicked, the "Available Access" section of the window appears. The three text boxes need be filled in BEFORE the user clicks "Request Access".
 - i. Question 1 – Please Provide Your Phone Number
 - a. Vendor – Enter your phone number
 - b. Carrier – Enter your phone number
 - ii. Question 2 – Enter Your Vendor ID
 - a. Vendor – Enter your organization's Vendor ID
 - b. Carrier – Enter "N/A" in the text box
 - iii. Question 3 – If Carrier, Please Provide SCAC Code
 - a. Vendor – Enter "N/A" in the text box
 - b. Carrier – Enter your organization's SCAC Code in the text box
2. Click the "Request Access" button once all of the text boxes are filled out.

[Type text]

Request Access

- Select the company and access type you are requesting
- Provide any required information
- The shipper will be notified of the access request
- You may request more than one type of access, but each request is submitted separately

Company

Available Access

Company	Description	Type	Profile	Action
TOYS R US	3RD PARTY ACCESS REQUESTS PLEASE ENTER TELEPHONE NUMBER AND ALL TRU VENDOR NUMBERS YOU WILL BE MANAGING READY TO SHIP INFORMATION FOR (IF REQUESTOR IS A VENDOR)	APPOINTMENT SCHEDULING	APPT SCHEDULING	<input type="button" value="Request Access"/>
Question 1	PLEASE PROVIDE YOUR PHONE NUMBER (REQUIRED) <i>Answer Required</i>		<input type="text"/>	<input type="button" value="Up"/> <input type="button" value="Down"/>
Question 2	ENTER YOUR VENDOR ID (If unknown, please contact your system administrator) <i>Answer Required</i>		<input type="text"/>	<input type="button" value="Up"/> <input type="button" value="Down"/>
Question 3	IF CARRIER, PLEASE PROVIDE SCAC CODE		<input type="text"/>	<input type="button" value="Up"/> <input type="button" value="Down"/>

D. Access Request Submitted

1. Once the request is successfully submitted you will receive confirmation at the top of the page.

[Type text]

• Access request submitted

Request Access

- Select the company and access type you are requesting
- Provide any required information
- The shipper will be notified of the access request
- You may request more than one type of access, but each request is submitted separately

Company

Access Request History

Company	Description	Profile	Date	Status
TOYS R US	3RD PARTY ACCESS REQUESTS	APPT SCHEDULING	01/09/2012	Waiting

PLEASE PROVIDE YOUR PHONE NUMBER (REQUIRED) 973-123-4567
 ENTER YOUR VENDOR ID (If unknown, please contact your system administrator) 12345
 IF CARRIER, PLEASE PROVIDE SCAC CODE N/A

- An email from “advisorcheck@leanlogistics.com” will also be sent to the provided email account confirming submission of access request.

User: GEOFFREY THE GIRAFFE (GeoffreyToysRUs) Access Module: 3RD PARTY ACCESS REQUESTS This user has initiated a request to allow data access. The shipper will review this request through the On-Demand TMS®. The request can be approved or denied.

VI. Review and Confirmation of Requested Account by Toys R Us Team Member

A. Toys R Us Response

1. Please allow 24-48 hours from submission for a Toys R Us Team Member to confirm the new access request.
2. If the request access page appears when you try to log-in, access has not yet been granted by a Toys R Us Team Member.

B. Access Request Approved Email

1. An email will be sent from “advisorfrom@leanlogistics.com” to the provided email account acknowledging that the Toys R Us Team Member has approved the account access request.

```

From: advisorfrom@leanlogistics.com

Subject: Access Request Approved.

Access Request Approved.
Requested On: 01/06/2012
Requested By: ToysRUs1
Access Type: APPOINTMENT SCHEDULING
Description: 3RD PARTY ACCESS REQUESTS
YOU HAVE BEEN ALLOWED ACCESS TO THE TRU APPOINTMENT SCHEDULING SITE.
APPOINTMENTING AT TRU DISTRIBUTION CENTERS WILL BEGIN AUGUST 1, 2011
    
```

VII. Initial Log-in View after Approval

A. Carriers View After Log In.

User: GEOFFREY THE GIRAFFE (GeoffreyToysRUs)

[Update User Information](#)

[Request Access](#)

[Advisor Management](#)

[Customer Support](#)

[Log Out](#)

Account: TOYS R US Operation: APPT SCHEDULING

Appointment Scheduling Shipment Search

Appointment Stop Type: Delivery Search Clear

Search by a Reference Number(s)

SEARCH BY TRU ROUTING ID, PURCHASE ORDER NUMBER OR PRO NUMBER - VALIDATE SEARCH BY ENTERING CITY AND STATE OF DESTINATION OR SELECTING DESTINATION DC FROM LIST

ROUTE ID, PRO#, BOL# Geography * [CITY, ST/PRV](#)

TRU PO#

Search by Appointment(s)

ALL APPOINTMENTS MUST BE SET WITHIN THE ETA WEEK OF THE TRU PURCHASE ORDER(S). IF AN APPOINTMENT IS NOT AVAILABLE WITHIN THE ETA WEEK, REQUEST THE EARLIEST POSSIBLE APPOINTMENT DATE AND CONTACT TRU BY SELECTING THE "REQUEST ASSISTANCE ICON."

Confirmation # Geography * [CITY, ST/PRV](#)

My Appointments

B. Vendors (Suppliers) View After Log In

User: GEOFFREY THE GIRAFFE (GeoffreyToysRUs)

[Update User Information](#)

[Request Access](#)

[Customer Support](#)

[Log Out](#)

Account: TOYS R US

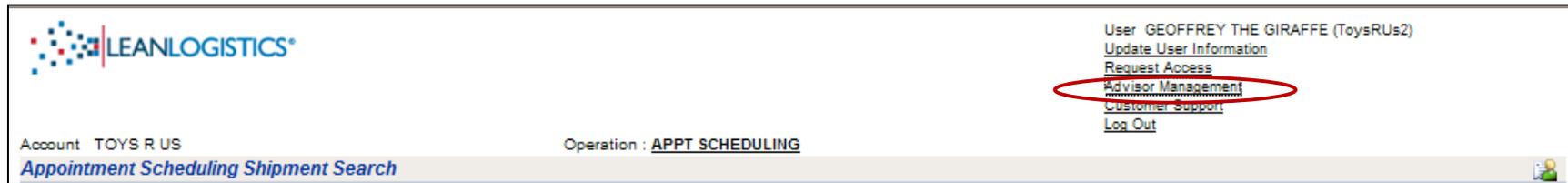
Select an Operation

Select	Type	Operation
<input type="radio"/>	APPOINTMENT SCHEDULING	APPT SCHEDULING
<input type="radio"/>	SUPPLIER INBOUND MANAGEMENT	PREPAID SHIPMENTS PRE-PLANNING PROCESS

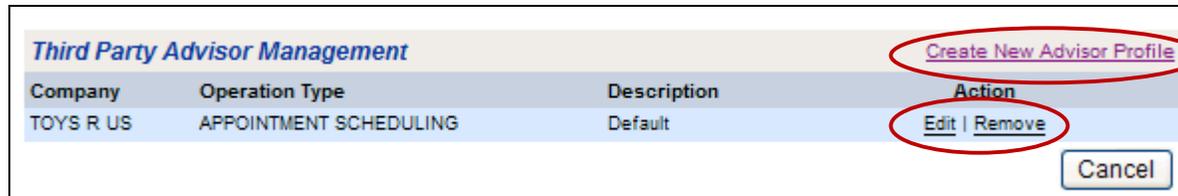
VIII. Creating Appointment Alerts

- Please create a profile for each Lean Logistics username.
- **Creating an account and setting up alerts for a username is vital.** Changes to the appointment (by DC Staff or Administrators) are communicated to the user through these alerts.

1. Select the “Advisor Management” link in the top right of the page (Vendors: located in the Appointment Scheduling Operation).



2. Existing profiles can be edited or removed by clicking the “Edit” or “Remove” link. If no profiles are created, select the “Create New Advisor Profile” link.



3. Enter a description for the Alert and verify “Toys R Us” is selected in the drop down menu for Company. Select all of the event check boxes for notifications. Click “Submit” to save the preferences.

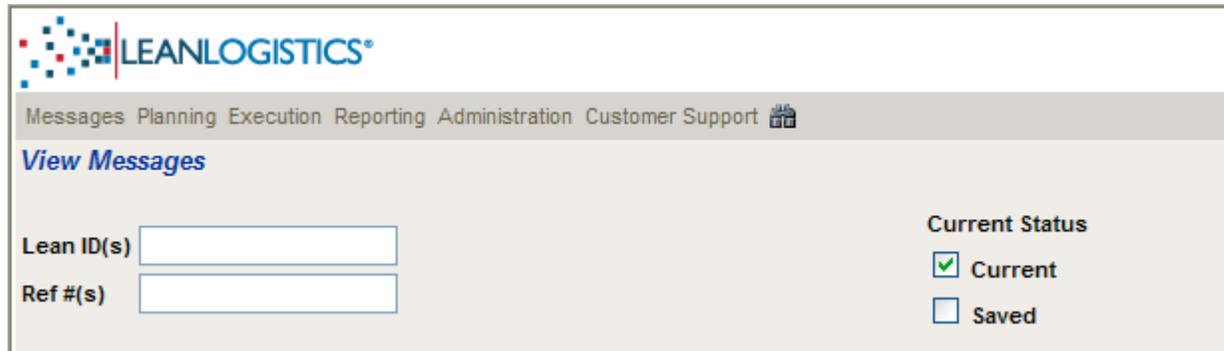


[Type text]

Third Party Advisor Management	
Description	Default
Company	TOYS R US
Operation Type	APPOINTMENT SCHEDULING
Filters	<input checked="" type="checkbox"/> My appointment activities
	<input checked="" type="checkbox"/> Other's appointment requests to my appointments
Events	<input checked="" type="checkbox"/> Other's appointment confirmation to my appointments
	<input checked="" type="checkbox"/> Cancellation of my appointments
	<input checked="" type="checkbox"/> Shipment change to my appointments
Last Modified	--

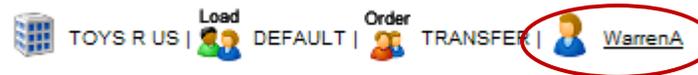
IX. Steps for Existing Users of Lean Logistics

1. Log-in to Lean Logistics using your current Username and Password.
2. If you are directed to a “View Messages” page when you first log-in to Lean, it is an administrative account, and 3rd party access must be turned on. If “View Messages” is not the first page when you log-in, please skip to step 3 of this section.



How to turn on 3rd party access for administrative accounts

- i. Click on the link of the username in the top right of the page.



- ii. In the “User Information” section of the page, click on the “Enable” link for “Third Party Access”.

[Type text]

Messages Planning Execution Reporting Administration Customer Support 05/15/2012 08:04 EDT | [Log Out](#)

View Account Information

User Information	Contact Information Modify	Location Information Modify
Username trjstockdale Access Level Administrator Job Profile ADMINISTRATOR Third Party Access <input checked="" type="checkbox"/> Enable Current IP Address 173.251.33.91	Title Name James Stockdale Email Address James.Stockdale@toysrus.com Text Address Phone Number Fax Number Mobile/Pager Number	Name TOYS R US Address ONE GEOFFREY WAY WAYNE, NJ 07470 US Time Zone America/New_York

Change Password

Current Password *

New Password *

Confirm New Password *

Group Information [Modify](#)

Load Groups	Order Groups
DEFAULT (Default)	DOM COL DOM PP IMPORT TRANSFER (Default)

Related Pages

[Manage Advisors](#)

iii. The “3rd Party” Link will now be active in the top right of the screen. Click on the link to access the 3rd party area of Lean Logistics.

TOYS R US | DEFAULT | TRANSFER | WarrenA

05/15/2012 09:32 EDT | [3rd Party](#) | [Log Out](#)

3. Select “Request Access” on the main screen.
4. Start at “Step V.” to request access to the Toys R Us account for appointment scheduling.
5. Please allow 24-48 hours from submission for a Toys R Us Team Member to confirm the new request.



[Type text]



X. Issues with New and Existing Toys R Us Account Requests

- Please contact “Leanlogistics@toysrus.com” if you experience any issues with account requests.