



Prepaid Purchase Order

Pre-Planning Process



Prepaid PO Pre-Planning Process

This document will explain the process vendors shipping prepaid must go through in order to make prepaid POs active in Lean Logistics to allow for scheduling at the TRU DCs.

NOTE: The Groveport, OH (6201) DC is excluded from scheduling in Lean Logistics.

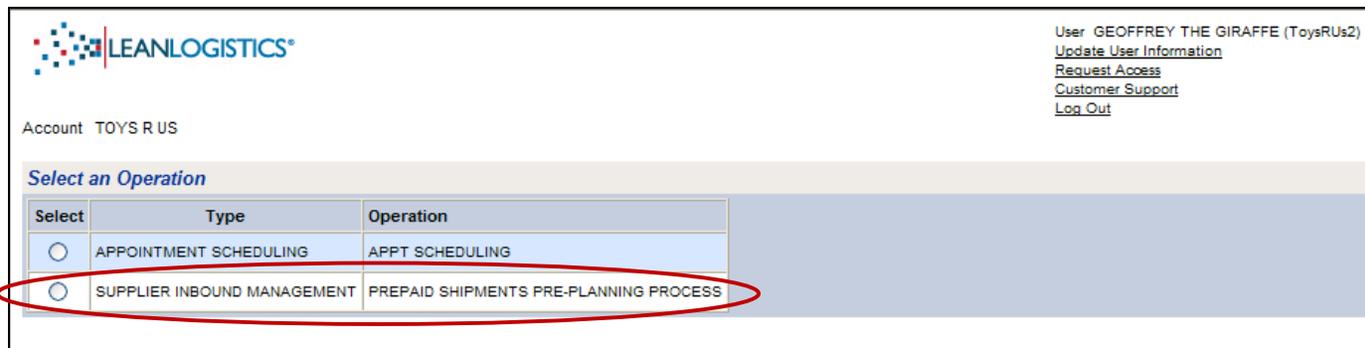
- A. The process to prepare POs in Lean Logistics “ready to ship” (called the Pre-Planning Process).
 - I. This requires “building of shipments” according to how the purchase order plans to ship.
- B. Associate the TRU PO number (or group multiple PO numbers together) with the Bill of Lading number.
 - I. This will allow TRU to link the Lean Appointment with the ASN of the shipment.
 - a. The POs should be grouped according to how the ASN will be sent to TRU.
 - II. If necessary, how to make changes to a grouping (change or void a consolidation).
- C. Appendix
 - I. Additional information regarding the pre-planning process.
 - II. Advanced search criteria

Prepaid Shipments Pre-Planning Process

A. Accessing the Shipments Pre-Planning Process

1. Log-in to the Lean Logistics website using the Username and Password you registered with Lean Logistics.
 - a. If you do not have a Username and Password, please view the document describing the Lean Logistics Registration Process. The document will explain the process that is required to request access from Toys R Us on the Lean Logistics website (Note: May take up to 24-48 hours to be granted access by a Toys R Us Team Member).

2. Select “Supplier Inbound Management”.
 - a. Note: If you are a Vendor and not directed to this screen immediately after Log-in, you have not been give the appropriate access level. Please contact “leanlogistics@toysrus.com” to help resolve this issue.



B. Searching for Orders to Update

1. Select the “Orders by Reference Numbers(s) (all statuses)” radio button.
 - a. Type the 10-digit PO in the “Order #(s)” field.
2. Click Search

The screenshot shows the LEANLOGISTICS user interface. At the top left is the LEANLOGISTICS logo. On the top right, the user is identified as "User: GEOFFREY THE GIRAFFE (ToysRUs2)" with links for "Update User Information", "Request Access", "Customer Support", and "Log Out". Below the logo, the account is listed as "Account: TOYS R US" and the current operation is "Operation: PREPAID SHIPMENTS PRE-PLANNING PROCESS". A "Search" button is visible in the top left of the main content area. The main section is titled "Search for Orders" and includes a "Saved Search: -- Choose --" dropdown menu with "Save" and "Manage" links. Under "Search For:", three radio button options are listed: "Orders by Reference Numbers(s) (all statuses)" (which is selected), "Orders available to update", and "Order Shipping Status (updated orders)". Below this, the "Search By Reference Number(s)" section contains two input fields: "Order #(s)" and "Order Ref #". A red oval highlights the "Order #(s)" field. To the right of these fields are "Search" and "clear" buttons.

C. Order Search Results

1. The search results of the PO will be displayed on a new tab.

Account TOYS R US Operation : SUPPLIER INBOUND MANAGEMENT

Search Results

Results [Select All](#) [Open Selected](#)

Order # 8801646083 (Open)

Requested Ship From	Requested Deliver To	Order Contact	Requested Ship Date	Requested Delivery Date	Reference Numbers
ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	8801 MCDONOUGH MCDONOUGH, GA 30252 US	Jim Stockdale	08/19/2012	08/25/2012	Order #: 8801646083 Unique #: 08801-0646083-20120722

Update Shipments

Details

“Closed” PO

If a PO is showing “Closed”, please confirm with the TRU planner that the PO is still valid or written as a prepaid PO.

- a. The “Ship From” location will always be Wayne, NJ.
- b. The requested ship and delivery date is the window of dates that the PO is expected to arrive at the DC.
- c. Clicking “details” folder displays product information associated with the summary of the purchase order.



[Type text]



Details								
Fgt Class	Pieces	Pallets	Weight	Volume				
FAK	141	0	831.9 lb	70.5 cu ft				
Line #	Product Code	Description	Fgt Class	Package Qty	Lading Qty	Weight	Volume	
0	409157	GUESS WHO STAR WARS	FAK	141 CTN	0 --	832 lb	71 cu ft	

2. Click "Update Shipments" link to allow the user to pre-plan the PO.



[Type text]



Confirming the Purchase Order (Building Shipments)

Note: Changes to the item quantities of the PO does not affect the Master Purchase Order Agreement.

Changes in the pre-planning process is only used by the DC staff to plan accordingly for the unload.

All items of the Purchase Order will be displayed in the exact carton quantities that the PO is written.

- ***If the PO will ship in multiple shipments (shipping on multiple trucks)....***
Please skip to step B on how to pre-plan a PO that must be split into multiple shipments.

- ***If the PO will ship on one truck....***
Start at step A



[Type text]



A. Confirming the Purchase Order

1. Verify that the carton count (under the “Package Qty” column) for each item of the PO is correct.
 - a. TRU item number and description are listed on the left side of each row.

IF CORRECT - Not shipping in a different quantity than what the PO is written,
Change the ship status code from “None” to “Shipment Complete”.

IF DIFFERENT - Carton quantities differ from the amount the PO is written or if an item is not shipping.

- Adjust the “Package Qty” to reflect the carton count that will actually be shipping.
- If an item is not shipping, click the “delete” link to remove the line from the shipment.

2. **Note:** It is not necessary to adjust “Planned Ship Date”, “Lading Qty”, “Weight”, or “Volume”. “Planned Ship Date” can be left blank as it will automatically default to the ship window for which the PO was written. The comments field is optional and can be left blank.



[Type text]

Account TOYS R US Operation : PREPAID SHIPMENTS PRE-PLANNING PROCESS

Search Results Submissions Order: 8801508057

Supplier Shipping Status Update - Detail
Order # 8801508057 (Open)

Requested Ship From	Requested Deliver To	Order Contact	Requested Ship Date	Requested Delivery Date	Reference Numbers
ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	8801 MCDONOUGH MCDONOUGH, GA 30252 US	Dan Chon 973-617-5544	12/18/2011 12/24/2011		Order #: 8801508057 Unique #: 08801-0508057-20111213

add shipment delete shipment

Sales Order #	Ship From	Shipment Contact	Planned Ship Date	Planned Delivery Date	Hazmat	Ship Status Code	Shipping Comment
--	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	8801 MCDONOUGH MCDONOUGH, GA 30252 US	Date to Date		No	None	

Product Code	Description	Frgt Class	Package Qty*	Lading Qty	Weight (lb)	Volume (cu ft)	
051020	SPANISH MONOPOLY	FAK	80 Carton	0	1109.6	96	delete
071859	DORA CANDYLAND	FAK	96 Carton	0	826.56	86.4	delete
081608	HP CLUE	FAK	88 Carton	0	1070.96	88	delete
128015	BOGGLE JR	FAK	22 Carton	0	108.02	13.2	delete
156592	MONOPOLY DEAL	FAK	89 Carton	0	305.27	8.9	delete
160811	EX CANDYLAND DELUXE ED	FAK	160 Carton	0	1392	144	delete
230944	CANDYLAND	FAK	231 Carton	0	1898.82	207.9	delete
230952	BATTLESHIP	FAK	50 Carton	0	500	40	delete

- Click "Save", to confirm the PO. A submissions tab will appear confirming the submission.
- Please now skip to the section regarding "Associating the Bill of Lading Number with the TRU PO Number".

Account TOYS R US Operation : PREPAID VENDOR

Run Shipment Schedule Report
Customer Support
Log Out

Search Results Submissions - 2

Submitted Results Print Results Clear Results

Entry Date Time	Ref. Number	Status	Actions
08/26/2011 22:24	5601346320	Saved	
08/26/2011 22:24	5601346320	Saved	reopen print



[Type text]



B. Updating a PO that will Ship on MORE than 1 Truck

This step allows for a single PO to be segmented into multiple shipments. This must be done to allow for multiple delivery appointments (one for each truck) to be secured for a single PO. Ignore this section if the PO will not span multiple trucks.

The purchase order that is “built” in Lean should be a direct reflection of how the PO will be shipped.
When adjusting the carton quantity in the “Package Qty” field of items on shipments, it is **not necessary** to adjust the “Lading Qty”, “Weight”, or “Volume”.

1. Click the “Add Shipment” link in the top right corner of the page, and an additional shipment will be added below the existing shipment. Add the appropriate number of additional shipments that the Purchase Order will be broken into.

Account TOYS R US Operation : PREPAID SHIPMENTS PRE-PLANNING PROCESS

Search Results Submissions Order: 8801508057

Supplier Shipping Status Update - Detail
Order # 8801508057 (Open)

Requested Ship From	Requested Deliver To	Order Contact	Requested Ship Date	Requested Delivery Date	Reference Numbers	add shipment
ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	8801 MCDONOUGH MCDONOUGH, GA 30252 US	Dan Chon 973-617-5544	12/18/2011	12/24/2011	Order #: 8801508057 Unique #: 08801-0508057-20111213	delete shipment

Sales Order #	Ship From	Shipment Contact	Planned Ship	Planned	Hazmat	Ship Status Code
Pickup #		Delivery To	Date	Delivery Date		Shipping Comment
--	ORIGIN NOT APPOINTED HERE	8801 MCDONOUGH	Date		No	None
--	WAYNE, NJ 07470 US	MCDONOUGH, GA 30252 US	to Date			

Product Code	Description	Frgt Class	Package Qty*	Lading Qty	Weight (lb)	Volume (cu ft)	
051020	SPANISH MONOPOLY	FAK	80 Carton	0	1109.6	96	delete
071859	DORA CANDYLAND	FAK	96 Carton	0	826.56	86.4	delete
081608	HP CLUE	FAK	88 Carton	0	1070.96	88	delete
128015	BOGGLE JR	FAK	22 Carton	0	108.02	13.2	delete
156592	MONOPOLY DEAL	FAK	89 Carton	0	305.27	8.9	delete
160811	EX CANDYLAND DELUXE ED	FAK	160 Carton	0	1392	144	delete
230944	CANDYLAND	FAK	231 Carton	0	1898.82	207.9	delete
230952	BATTLESHIP	FAK	50 Carton	0	500	40	delete



[Type text]

Requested Ship From		Requested Deliver To		Order Contact		Requested Ship Date		Reference Numbers	
ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US		8801 MCDONOUGH MCDONOUGH, GA 30252 US		Den Chon 973-917-5544		01/29/2012 02/04/2012		Order #: 8801500848 Unique #: 0830110800848-201111230	
add shipment									
Sales Order #	Ship From	Shipment Contact	Planned Ship Date	Planned Delivery Date	Hazmat	Ship Status Code	Shipping Comment		
---	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	8801 MCDONOUGH MCDONOUGH, GA 30252 US	Date to Date		No	None	<input type="text"/>		
								delete shipment	
Product Code	Description	Frgt Class	Package Qty*	Lading Qty	Wweight (lb)	Volume (cu ft)			
294629	LPS BABIES THEMED PACK ASST	FAK	114 Carton	0	210.9	45.6	delete		
409672	LPS BABY & MOMMY ASST	FAK	120 Carton	0	195.6	24	delete		
918094	LPS TEENSIES INTRO PACK	FAK	71 Carton	0	166.85	21.3	delete		
294664	LPS SPRING PET ASST	FAK	0 Carton	0	0	0	delete		
917985	SSC STYLIN DOLL AST	FAK	148 Carton	0	356.68	74	delete		
690350	LPS WALKING PETS THEMED PKAST	FAK	45 Carton	0	207	22.5	delete		
690321	LPS WALKING PETS ASRT	FAK	81 Carton	0	145.8	24.3	delete		
726313	MLP SO SOFT BABIES AST	FAK	157 Carton	0	384.65	62.8	delete		
Choose <input type="text"/>							<input type="text"/> add		
Sales Order #	Ship From	Shipment Contact	Planned Ship Date	Planned Delivery Date	Hazmat	Ship Status Code	Shipping Comment		
---	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	8801 MCDONOUGH MCDONOUGH, GA 30252 US	Date to Date		No	None	<input type="text"/>		
								delete shipment	
Product Code	Description	Frgt Class	Package Qty*	Lading Qty	Wweight (lb)	Volume (cu ft)			
Choose <input type="text"/>							<input type="text"/> add		

2. Edit the carton count of the original shipment in the "Package Qty" field for each item by reducing or deleting the quantities of cartons. If an item will not be shipping on the original shipment, the line must be deleted.
 - a. **Note:** A Package Qty of "Zero" is not allowed for any line item. The line must be deleted before saved.

3. Add items to the additional shipments to reflect what will be riding on each trailer.
 - a. Add an item to a shipment by selecting the product code of the item from the drop down menu.
 - b. Enter the carton count of the item in the "Package Qty" field.
 - c. Lading Qty, Weight, and Volume can be left at zero.
 - d. Click the "Add" button to add the item to the shipment.



[Type text]

- Review and verify the information is correct for each shipment.
- Select "Partial Shipment, Back Order to Follow" in the drop down menu for the first shipment (If more than 2 shipments - select "Partial Shipment, Back Order to Follow" for all shipments except the last). Select "Shipment Complete" for the last shipment.

Sales Order #	Ship From	Shipment Contact	Planned Ship Date	Planned Delivery Date	Hazmat	Ship Status Code	Shipping Comment	delete shipment
--	ORIGIN NOT APPOINTED HERE	8801 MCDONOUGH	Date		No	Partial Shipment; Back Order to Follow		
--	WAYNE, NJ 07470 US	MCDONOUGH, GA 30252 US	to	Date				

Product Code	Description	Frgt Class	Package Qty*	Lading Qty	Weight (lb)	Volume (cu ft)	
294829	LPS BABIES THEMED PACK ASST	FAK	114	0	210.9	45.8	delete
918094	LPS TEENSIES INTRO PACK	FAK	71	0	188.85	21.3	delete
917985	SSC STYLIN DOLL AST	FAK	148	0	358.88	74	delete
690350	LPS WALKING PETS THEMED PK AST	FAK	45	0	207	22.5	delete
690321	LPS WALKING PETS ASRT	FAK	81	0	145.8	24.3	delete
726313	MLP SO SOFT BABIES AST	FAK	157	0	384.85	82.8	delete

Choose [v] [add]

Sales Order #	Ship From	Shipment Contact	Planned Ship Date	Planned Delivery Date	Hazmat	Ship Status Code	Shipping Comment	delete shipment
--	ORIGIN NOT APPOINTED HERE	8801 MCDONOUGH	Date		No	Shipment Complete		
--	WAYNE, NJ 07470 US	MCDONOUGH, GA 30252 US	to	Date				

Product Code	Description	Frgt Class	Package Qty*	Lading Qty	Weight (lb)	Volume (cu ft)	
409872	LPS BABY & MOMMY ASST	FAK	120	0	195.6	24	delete
726313	MLP SO SOFT BABIES AST	FAK	157		384.85	82.8	add

[Save]



[Type text]

6. Click "Save", to confirm the PO. A submissions tab will appear to confirm the submission.
7. Please now skip to the section regarding "Associating the Bill of Lading Number with the TRU PO Number".

Account TOYS R US		Operation : PREPAID VENDOR		Run Shipment Schedule Report
				Customer Support
				Log Out
Search Results		Submissions - 2		
Submitted Results				<input type="button" value="Print Results"/> <input type="button" value="Clear Results"/>
Entry Date Time	Ref. Number	Status	Actions	
06/26/2011 22:24	5601346320	Saved		
06/26/2011 22:24	5601346320	Saved	reopen print	

Associating the Bill of Lading Number with the TRU PO Number

This step is required by the Vendor for linkage to the ASN

This process needs to be completed for Single POs on a BOL as well as Multiple POs on a BOL.

A. Access the Appointment Scheduling Area

1. If the user is in the Supplier Inbound Management module, the operations page can be accessed by clicking the link next to operation.



2. Select the "Appointment Scheduling" operation.

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

User GEOFFREY THE GIRAFFE (ToysRUs2)
[Update User Information](#)
[Request Access](#)
[Customer Support](#)
[Log Out](#)

B. Search for PO(s) to Associate with its BOL Number

1. Type the 10-digit PO in the “TRU PO#” field.
 - a. If multiple POs are on **ONE BOL**, search all POs at the same time by separating each PO# by a comma.

[Type text]

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

2. Enter the Geography of the destination DC by clicking on the “City, ST/PRV” link.

Name	City	St./Prv.	Postal Code	Country
<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="v"/>

Search

No results found.

3. Click “Search” with no search criteria entered.

[Type text]

Name	City	St./Prv.	Postal Code	Country	
<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>
Name	City	St./Prv.	Postal Code	Country	Select
5801 RIALTO	RIALTO	CA	92378	US	<input type="radio"/>
5801 STOCKTON	STOCKTON	CA	95208	US	<input type="radio"/>
6001 JOLIET	JOLIET	IL	60435	US	<input type="radio"/>
6301 MT OLIVE	FLANDERS	NJ	07838	US	<input type="radio"/>
7701 MIDLOTHIAN	MIDLOTHIAN	TX	76065	US	<input type="radio"/>
8301 FREDERICK	FREDERICK	MD	21704	US	<input type="radio"/>
8801 MCDONOUGH	MCDONOUGH	GA	30252	US	<input checked="" type="radio"/>
9201 YOUNGSTOWN	YOUNGSTOWN	OH	44509	US	<input type="radio"/>
9501 LEES SUMMIT	LEES SUMMIT	MO	64082	US	<input type="radio"/>

- Select the radio button of the destination DC.
- The city and state will populate into the Geography field.

[Type text]

Account TOYS R US Operation : APPOINTMENT 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

6. Click "Search"

C. "Match" the BOL Number with TRU Purchase Order Number

1. Once the search provides the results, select the check box of the POs that will be consolidated, and click the "Consolidate Selected" button.
 - a. **Note:** Follow this same process if matching only One TRU PO Number with the BOL Number.

[Type text]

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 ?

Unappointed and not grouped

Delivery Location	Ref #	Status Plan Date	Pickup Location	Priority	Pieces	Pallets	Weight	Volume	Select
8801 MCDONOUGH MCDONOUGH, GA 30252 US 📍	TRU PO#: 8801508057	Open 12/24/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	--	5,697	0	49,484.52 lb	5,119.2 cu ft	<input checked="" type="checkbox"/> Select All
	TRU PO#: 8801496691	Open 12/17/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	--	410	0	963.5 lb	164 cu ft	<input checked="" type="checkbox"/>
Selected Total					6,107		50,448.02	5,283.2	<input type="button" value="Appoint Selected"/> <input checked="" type="button" value="Consolidate Selected"/>

2. Shipment Information Page

- a. Enter the bill of lading number in the "Consolidation Reference" field and input the 4 letter SCAC code in the "Carrier" field for the carrier who will be making the delivery.
 - i. **Note:** If you do not have a BOL Number at this time, you can enter another internally generated #. **The important take away is that whatever # you enter into this field, is the exact same number entered in the REF BL/BM/CN segment of the ASN for the shipment.** (To be discussed further in the ASN Matches with Lean Logistics section)

[Type text]

Appointment Information

Delivery Location: 8801 MCDONOUGH, GA 30252

Shipment Information

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.

Consolidation Reference: Carrier:

Ref #	Status Plan Date	Pickup Location	Pieces	Pallets	Weight	Volume	Sequence		
TRU PO#: 8801508057	Open 12/24/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470	5,697	0	49,484.52 lb	5,119.2 cu ft	0	<input checked="" type="checkbox"/>	Adding
TRU PO#: 8801496691	Open 12/17/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470	410	0	983.5 lb	164 cu ft	0	<input checked="" type="checkbox"/>	Adding
Total			6,107	0	50,448.02	5,283.2			

3. Click "Update Shipments" to group the PO(s) under the BOL number.

4. The user will receive acknowledgement that the PO(s) have been grouped under the BOL Number.

Account: TOYS R US

Shipment Grouping modified.

Appointment Information

Delivery Location: 8801 MCDONOUGH, GA 30252



[Type text]



The Shipments are now Pre-planned and “Ready to Schedule” in Lean.

See below screen shots to verify that it was done correctly. The Last section of the Appendix references more details about ASN matching.

Please see the Scheduling Document on how to properly schedule a delivery appointment at a TRU DC.

POs Not Grouped under BOL Number (Screen Shot from the Appointment Scheduling Search Page)

Before POs are grouped under the BOL, they will show in the “not grouped” section of the search results.

Unappointed and not grouped								
Delivery Location	Ref #	Status Plan Date	Pickup Location	Priority	Pieces	Pallets	Weight	Volume
8801 MCDONOUGH 830 HIGHWAY 42 SOUTH MCDONOUGH, GA 30252 US	TRU PO#: 8801508057	Open 12/24/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	--	5,697	0	49,484.52 lb	5,119.2 cu ft
	TRU PO#: 8801496691	Open 12/17/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	--	410	0	983.5 lb	164 cu ft



[Type text]



PO Grouped under BOL Number (Screen Shot from the Appointment Scheduling Search Page)

Once a PO or POs are associated under a BOL number it will now appear in the “pre-grouped” section of the search results.

In the example the 2 POs are grouped under BOL Number 1817165. The SCAC for the grouping is: ABCD

Appointed or pre-grouped									
Delivery Location	Ref #	Status Plan Date	Pickup Location	Priority	Pieces	Pallets	Weight	Volume	Select
8801 MCDONOUGH 830 HIGHWAY 42 SOUTH MCDONOUGH, GA 30252 US	TRU PO#: 8801508057	Open 12/24/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	--	5,697	0	49,485 lb	5,119 cu ft	
Consolidation Ref : 1817165 Carrier: ABCD		Open 12/17/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	--	410	0	984 lb	164 cu ft	Single Appointment Action -- Choose -- <input type="button" value="Go"/>
									Manage Combined Appointment <input type="checkbox"/>
Total				--	6,107	0	50,448 lb	5,283 cu ft	

Additional Information Regarding the Prepaid PO Pre-Planning Process

A. Alternate Searching Methods when searching for Purchase Orders to Update

1. Search order by “Orders Available to Update”
 - a. Select the “Orders available to update” radio button.
 - (a) In the “Search by Organization” scroll box, click the appropriate Supplier (multiple suppliers can be selected by holding Ctrl).
 - (i) The orders can be searched by Date and/or Geography.
 - (ii) The orders can be searched by Shipping Date and/or Delivery Date.
 - (a) Enter the date range or select a range from “Quick Search”.
 - (b) The orders can be searched by “Shipping From” and/or “Delivery To” location.
 - (iii) Enter at minimum the State and Country fields for geography.
 - (b) Click “Search” to provide results.

The screenshot shows the LEANLOGISTICS web application interface. At the top left is the LEANLOGISTICS logo. The user is identified as 'GEOFFREY THE GIRAFFE (ToysRU2)'. The account is 'TOYS R US' and the operation is 'PREPAID SHIPMENTS PRE-PLANNING PROCESS'. The page title is 'Search for Orders'. There are navigation links for 'Update User Information', 'Request Access', 'Customer Support', and 'Log Out'. The search criteria are set to 'Orders available to update'. The 'Search By Organization' dropdown is open, showing 'HASBRO BOYS AND GIRLS - 22121', 'HASBRO GAMES - 12450', and 'HASBRO INC - 36390'. The 'Update Status' is set to 'All'. The 'Search By Date' section has 'Shipping' and 'Delivery' dates set to 'Date' and 'Quick Search' dropdowns set to 'CHOOSE'. The 'Search By Geography' section has 'Shipping From' and 'Delivery To' fields with 'search' and 'clear' buttons respectively. A 'Search' button is located on the right side of the form.

2. Searching Multiple POs Order Search Results

- a. Multiple POs can be searched at one time by putting a comma between each 10-digit PO number.

User: GEOFFREY THE GIRAFFE (ToysRU2)
[Update User Information](#)
[Request Access](#)
[Customer Support](#)
[Log Out](#)

Account: TOYS R US Operation: PREPAID SHIPMENTS PRE-PLANNING PROCESS

Search

Search for Orders Saved Search: -- Choose -- [Save](#) [Manage](#)

Search For:

- Orders by Reference Numbers(s) (all statuses)
- Orders available to update
- Order Shipping Status (updated orders)

Search By Reference Number(s)

Order #

Order Ref #

[Search](#) [clear](#)

- b. The search results will be displayed.

Account TOYS R US Operation : **PREPAID SHIPMENTS PRE-PLANNING PROCESS**

User: GEOFFREY THE GIRAFFE (ToysRU2)
[Update User Information](#)
[Request Access](#)
[Customer Support](#)
[Log Out](#)

Search Results

Search Result [select all](#) [open selected](#)

Requested Ship From	Requested Deliver To	Order Contact	Requested Ship Date Requested Delivery Date	Reference Numbers	update shipments <input type="checkbox"/>
ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	8801 MCDONOUGH MCDONOUGH, GA 30252 US	Dan Chon 973-617-5544	12/18/2011 12/24/2011	Order #: 8801508057 Unique #: 08801-0508057-20111213	<input type="checkbox"/>
Details					
Order # 8801519494 (Open)					
Requested Ship From	Requested Deliver To	Order Contact	Requested Ship Date Requested Delivery Date	Reference Numbers	update shipments <input type="checkbox"/>
ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	8801 MCDONOUGH MCDONOUGH, GA 30252 US	Dan Chon 973-617-5544	01/15/2012 01/21/2012	Order #: 8801519494 Unique #: 08801-0519494-20120104	<input type="checkbox"/>
Details					
Order # 8801520210 (Open)					
Requested Ship From	Requested Deliver To	Order Contact	Requested Ship Date Requested Delivery Date	Reference Numbers	update shipments <input type="checkbox"/>
ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	8801 MCDONOUGH MCDONOUGH, GA 30252 US	Dan Chon 973-617-5544	01/29/2012 02/04/2012	Unique #: 08801-0520210-20120106 Order #: 8801520210	<input type="checkbox"/>
Details					

- c. Click the “select all” link or check the boxes of the POs the user would want to update.
- d. Click the “open selected” link.

B. Definitions and More Information Regarding the Pre-Paid Shipments Pre-Planning Process

1. Fields with a red * next to it indicates a required entry for that field.
2. Planned Ship Date: Planned ship date from the Vendor’s facility. This is not a required field. It will default to the ship window that the purchase order was written.
3. Ship Status Code: (Required) – to communicate to TRU what the status is for the order. The options include:
 - a. Shipment Complete – The Order is shipping in full.
 - b. Partial Shipment; No Backorder – The PO is shipping short, and no addition items are planned to be shipped.

[Type text]

- c. Partial Shipment; Backorder to follow – The PO is shipping short, but a later shipment will bring the shorted items.
 - d. Backorder from previous shipment – A PO was shipped short, and this is the shipment bringing the additional items.
4. Shipping Comment: Free form comment that will be communicated to TRU users.
 5. Package Qty: (Required if there is a change) – If there is a change in the number of cartons being shipped, the quantity must be changed on this screen.
 - a. Appointment durations are calculated based on the number of cartons. By not updating carton quantities, it can greatly affect the duration calculation.
 6. Lading Qty: The number of pallets. Not necessary to update as carton quantity is more valuable to the DC.
 7. Weight: Weight of an item number.
 8. Volume (Cube): Volume of an item number.
 9. Delete Link: (Required if a product is no longer riding with the shipment) – If an item number is not riding on the shipment the entire line can be deleted by selecting the “delete” hyperlink. Lines must be deleted is the quantity of cartons are zero.



[Type text]



C. Manage Groupings (Existing Consolidations)

IF THE EXISTING CONSOLIDATION HAS ALREADY BEEN APPOINTED, THE GROUPING MUST BE VOIDED BEFORE ADDING THE ADDITIONAL PO(s).

Please note that voiding the grouping will cause the appointment to be cancelled.

A. Adding a PO to a Grouping

1. Search for existing consolidated shipment by typing the BOL number in the “Route ID, PRO#, BOL#” field.
2. Type the PO number(s) that will be added to the existing consolidation in the “TRU PO #” field. Multiple POs can be added by separating each by a comma.
3. Enter the destination city and state of the DC into the “Geography” field by using the “City, ST/PRV” link.



[Type text]



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 ?

Unappointed and not grouped

Delivery Location	Ref #	Status Plan Date	Pickup Location	Priority	Pieces	Pallets	Weight	Volume	Select
8801 MCDONOUGH MCDONOUGH, GA 30252 US	TRU PO#: 8801511286	Open 12/31/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	--	734	0	1,844.84 lb	265.8 cu ft	<input checked="" type="checkbox"/> Select All
Selected Total					734		1,844.84	265.8	<input type="button" value="Appoint Selected"/> <input type="button" value="Consolidate Selected"/>

Select shipments which are not appointed or grouped and click 'Appoint' to request an appointment. To add a shipment to a grouping, select the shipment and choose 'Manage Grouping' from the drop down selections below.

Appointed or pre-grouped

Delivery Location	Ref #	Status Plan Date	Pickup Location	Priority	Pieces	Pallets	Weight	Volume	Select
8801 MCDONOUGH MCDONOUGH, GA 30252 US	TRU PO#: 8801508057	Open 12/24/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	--	5,697	0	49,485 lb	5,119 cu ft	
Consolidation Ref : 1234567 Carrier: ADCB	TRU PO#: 8801496691	Open 12/17/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	--	410	0	964 lb	164 cu ft	Single Appointment Action -- Choose -- -- Choose -- Manage Grouping Manage Appointment
Total					6,107	0	50,448 lb	5,283 cu ft	<input type="button" value="Go"/>

- Select the check box of the PO(s) that will be added to the existing consolidated.
- Select "Manage Grouping" from the drop down menu and click "Go".



[Type text]

Account TOYS R US Operation : APPT SCHEDULING

Appointment Information

Delivery Location 8801 MCDONOUGH
MCDONOUGH, GA 30252

Shipment Information

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.

Consolidation Reference Carrier

Ref #	Status	Plan Date	Pickup Location	Pieces	Pallets	Weight	Volume	Sequence	
TRU PO#: 8801508057	Open	12/24/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470	5,697	0	49,484.52 lb	5,119.2 cu ft	0	<input checked="" type="checkbox"/>
TRU PO#: 8801498691	Open	12/17/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470	410	0	983.5 lb	164 cu ft	0	<input checked="" type="checkbox"/>
TRU PO#: 8801511286	Open	12/31/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470	734	0	1,844.84 lb	265.8 cu ft	0	<input checked="" type="checkbox"/> Adding
Total				6,841	0	52,292.86	5,549		

6. Verify the "Consolidation Reference" field and "Carrier" field and click "Update Shipments" to add the PO to the grouping.

B. Removing PO(s) or Voiding an Existing Consolidation

Removing POs from a Grouping

1. Search for existing consolidated shipment by typing the BOL number in the "Route ID, PRO#, BOL#" field.
2. Enter the destination city and state of the DC into the "Geography" field by using the "City, ST/PRV" link.

[Type text]

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 ?

Delivery Location	Ref #	Status	Plan Date	Pickup Location	Priority	Pieces	Pallets	Weight	Volume	Select	
8801 MCDONOUGH MCDONOUGH, GA 30252 US	TRU PO#: 8801498691	Open	12/17/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	--	410	0	954 lb	164 cu ft		
Consolidation Ref : 1234567 Carrier: ABCD	TRU PO#: 8801511286	Open	12/31/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470 US	--	734	0	1,845 lb	266 cu ft	Single Appointment Action -- Choose -- -- Choose -- Manage Grouping Manage Appointment	
Total						--	1,144	0	2,808 lb	430 cu ft	

3. Select "Manage Grouping" from the drop down menu and click "Go".
4. Uncheck the PO(s) that are being removed from the grouping.

Weight	Volume	Sequence	
963.5 lb	164 cu ft	0	<input type="checkbox"/> Removing
1,844.84 lb	265.8 cu ft	0	<input checked="" type="checkbox"/>
1,844.84	265.8		

5. Click "Update Shipments" to save the changes



[Type text]



- a. If the user wants to remove PO(s) from a consolidation, Unselect the check box next to the PO(s) being removed.
- b. Click "Update Shipments".

Voiding (Cancelling) the Grouping

- c. Click the "Void Grouping" button at the bottom of the page.

Shipment Information								
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.								
Consolidation Reference								
1234567		Carrier ABCD						
Ref #	Status Plan Date	Pickup Location	Pieces	Pallets	Weight	Volume	Sequence	
TRU PO#: 8801496691	Open 12/17/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470	410	0	963.5 lb	164 cu ft	0	<input checked="" type="checkbox"/>
TRU PO#: 8801511286	Open 12/31/2011	ORIGIN NOT APPOINTED HERE WAYNE, NJ 07470	734	0	1,844.84 lb	265.8 cu ft	0	<input checked="" type="checkbox"/>
Total			1,144	0	2,808.34	429.8		
<input type="button" value="Update Shipments"/> <input type="button" value="Update Shipments and Manage Appointment"/> <input type="button" value="Void Grouping"/> <input type="button" value="Cancel"/>								

- 6. Click "Ok" to confirm that the associated appointment will be voided.
 - a. Note: The dialog box will appear even if an appointment for the consolidated shipment has not been made.