



PERFORMANCE TEAM - EAST
145 TALMADGE ROAD, EDISON, NJ 08817 / PH: (732) 379-6050

PERFORMANCE TEAM - WEST
12816 SHOEMAKER AVE., SANTA FE SPRINGS, CA 90670 / PH: (562) 741-1300

Last Update: 07-22-2011

Performance Team Website – How to Enter a Pick Up via the Internet

1. Log In to the website Address: <http://www.ptgt.net>

http://www.ptgt.net/Client_Zone.html

PT PERFORMANCE TEAM

CLIENT ZONE

SERVICES
DECONSOLIDATION
DISTRIBUTION
TRANSPORTATION
SUPPLY CHAIN LOGISTICS

HUB CITIES

CONTACT

CAREERS

CLIENT ZONE

AWARDS

PROUDLY GREEN

UP-TO-THE-MINUTE STATS, SHIPMENT TRACKING AND RATE QUOTES

Welcome to the Client Zone for current customers. Simply enter your name and private user password for access to your secure account information.

TMS MEMBERS CLICK HERE →

WMS MEMBERS CLICK HERE →

2. Click on Client Zone.
3. Go to the right and click on “TMS Members Click Here”.

CLIENT ZONE

AWARDS

PROUDLY GREEN

UP-TO-THE-MINUTE STATS, SHIPMENT TRACKING AND RATE QUOTES

Welcome to the Client Zone for current customers. Simply enter your name and private user password for access to your secure account information.

TMS MEMBERS CLICK HERE →

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- You will be directed to- <http://64.164.61.155/softweb/> (You may go directly to this website).



Welcome

To GET a password or open a new account send an E-mail request to GTCustomerService@ptqt.net

[Click here to Login](#)

- Select [Click here to Login](#)
PLEASE NOTE: We require ONE Log In per SHIPPING VENDOR for 3PL / Warehouses shipping multiple vendors. This is due to Customer Reporting.
- Enter your User ID and Password and click on “Login”.

Login	
User ID:	<input type="text"/>
Password:	<input type="password"/>

- A- Be extremely careful when using your browser’s “back” button, information entered may not be saved at all times. Please use RETURN TO MAIN MENU to start over.
- B- To make any changes to the data entered or to cancel the pick up entered via the website, please call us at: 562-741-1300. There will be a small delay- select CSR.



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C- If you have more than one vendor profile- you will need to click on the “Account” and select the appropriate vendor profile shipping location. Do NOT change the Division.

Menu

Select from the following options

- [Receiving Status](#)
- [Pickup Status](#)
- [Pending Shipments](#)
- [Manifests](#)
- [Tracing](#)
- [Import Tracking](#)
- [Work Study](#)

Division:

Account:

- {All accounts}
- Test Account
- Test Shipper



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TO ENTER A PICK UP

- 1- Click on “[Pickup Scheduling](#)” and do NOT change the Division.

Menu

Select from the following options

[Tracing](#)

[Import Tracking](#)

[Pickup Scheduling](#)

Division:

Account:

Logoff

- 2- You will get the following screen and should now click on “New Pickup”

Pickup Scheduling

[Return to Menu](#)

 **New Pickup**

[Return to Menu](#)



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- 3- You will be required to complete the following 4 fields. Use your “TAB” key on the keyboard to move field to field. **NOTE: here will be a small delay between entries- please be patient thru the system processing.**

A- Contact: The system requires a contact person’s name.

B- Ready Date: This is the Date that you want us to do the Pick Up. Enter the date by selecting from drop down list the day of the week or type the date in the next field.

C- Ready Time: This is the Time that you will have the freight Ready for us to pick up on the Ready Date. Enter the time the freight will be ready to pick up in the field after the Ready Date. Use Military Time or indicate AM or PM
(for example, for 10AM, please enter 10:00 am).

D- Time Open: If missing, please enter. **Close:** If missing, please enter.

E- Comment (Optional):- This field is used to indicate special considerations that Dispatch needs to know. For example: Closed for lunch 12–1pm, liftgate req’d, Bobtail req’d, etc...

F- Ref ID (Limited Vendors):- This is a mandatory entry for all Limited consolidation vendors. It is called a “Shipment Identification Number” by Limited.



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4- Click on "New Consignee".

Pickup Details

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Conf #/Date: {New Pickup}	02/06/2010	Ref ID:	<input type="text"/>
Name:	<input type="text" value="Test Account"/>	Contact:	<input type="text" value="Name Goes Here"/>
Address 1:	<input type="text"/>	Phone,Ext:	<input type="text" value="(201)332-3333"/> <input type="text"/>
Address 2:	<input type="text" value="Address"/>	Ready Date:	Tue <input type="text" value="02/09/2010"/> Time: <input type="text" value="12:35"/>
City,St,Zip:	<input type="text" value="Santa Fe Springs"/> <input type="text" value="CA"/> <input type="text" value="90670"/>	Time Open:	<input type="text" value="09:00"/> <input type="text" value="15:00"/>
Comment:	<input type="text" value="Lunch 12-1pm"/>		

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###	Consignee	BOL	Pieces	Ctn/Goh	Weight	Cube	Appt #	Edit
			0		0.00	0.00		





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5- You will be taken to the “Pickup Consignee” menu.

Pickup Consignee

[Return to Menu](#)

[Consignee:](#)

BOL:

Pieces:

Ctn/Goh:

Weight:

Cube: *See Chart Below

6- You have two options here:

- a- In the “Consignee” field- type in the first 3 letters of the consignee name and hit the “Tab” key on your keyboard OR
- b- Click on “Consignee Name”. You will be taken to another menu where you will type in the first 3 letters of the consignee name and hit “Search”

Consignee Name:

Either choice will result in a small delay while system looks for all the Consignee’s beginning with the letters you keyed.

Consignee is the name of Customer you are shipping to (Neiman Marcus)



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7- Click on the “Select” button from the list of Consignee’s displayed.

Pickup Consignee Lookup

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Consignee Name:

Results

Name	Address	City	State	Zip	Select
Shopko Stores/De Pere Wi #999A	1717 Lawrence Drive	De Pere	WI	54115	Select
Shopko Strs/Boise #997C	1001 E. Gowen Road	Boise	ID	83716	Select
Shopko Strs/Omaha #998B	10808 South 132nd St.	Omaha	NE	68138	Select

8- Either option chosen above (“a” or “b”) will result in the “Pickup Consignee” screen below.

Pickup Consignee

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Consignee:

BOL:

Pieces:

Ctn/Goh:

Weight:

Cube: *See Chart Below



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- 9- Enter the BOL # in the "BOL:" field if you have it.
- 10- Enter the total number of cartons for the entire shipment in the "Pieces" field.
- 11- Select if CTN (carton) or GOH (Garment On Hanger). There will be a small delay after.
- 12- Enter the total weight in pounds for the entire shipment.
- 13- Enter the cube (cubic feet) for the entire shipment. This is mandatory for proper load planning. Your customer and our company use this number to plan how many trailers are needed for us to pick up & to load out. A full load is 3200 cube and anything greater must be scheduled as a separate pick up.

Determining CUBE:

Measure the carton: length * width * height in inches.

Divide that number by 1728 to convert to cubic feet.

Multiply that number by the number of cartons with the same dimensions.

That number is the "CUBE".

Do not schedule more than one trailer per dispatch record. We will void it if you do.



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14- Click on “Add/Update PO” at this point.

Pickup Consignee

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Consignee:

BOL:

Pieces:

Ctn/Goh: ▼

Weight:

Cube: *See Chart Below





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15- You will need to enter the PO: / Cartons: / Weight.

- **Belk, dressbarn, Limited, Neiman and Sak's require a more detailed PO entry. See the entry detail described in Step 15A thru 15D.**
- Most Customers just require you to enter each PO along with the Carton and Weight. Add one PO at a time (Do NOT key leading zero's) along with its Carton and Weight.

Pickup Purchase Order (Standard)

[Return to Menu](#)

PO: 7365897B	Dist: 0998
Store:	Dept:
Style:	Units: 0
Cartons: 121	Weight: 271

15a- Neiman Marcus: You are required to add one PO# at a time and then update each separate PO# with the proper cartons / weight.

Pickup Purchase Order (Standard)

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PO: 30919262	Dist: 091
Store:	Dept:
Style:	Units: 0
Cartons: 0	Weight: 0.00




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15b- You will see the following grid showing all PO's with an "Edit- Select" option. Click on "Select" for each PO in order to update the Cartons and Weight per PO#.



PO	Style	Dept	Store	Dist	Cartons	Units	Weight	Edit
131000616				091	0	0	0.00	Select
					0	0	0.00	

15c- After you click "Select" you will enter the Cartons and Weight per PO#.



PO: Dist:

Store: Dept:

Style: Units:

Cartons: Weight:



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15d. After all PO's have the proper Cartons / Weight, you should see all of them in a grid just below the Pickup Purchase Order (Standard) screen. If it is correct, click "Done".

Pickup Purchase Order (Standard)

[Return to Menu](#)

PO:	<input type="text"/>	Dist:	<input type="text" value="091"/>		
Store:	<input type="text"/>	Dept:	<input type="text"/>		
Style:	<input type="text"/>	Units:	<input type="text" value="0"/>		
Cartons:	<input type="text" value="0"/>	Weight:	<input type="text" value="0.00"/>		
<input type="button" value="PO List"/>		<input type="button" value="Add"/>		<input type="button" value="Done"/>	



PO	Style	Dept	Store	Dist	Cartons	Units	Weight	Edit
30919262				091	150	0	500.00	Select
					150	0	500.00	



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16- Regardless, Click on “Add” after each PO # and it’s Cartons / Weight is entered.

17- Only **AFTER** all PO #'s and breakdown are keyed- click on “**Done**”. If you did it correctly, you will see the PO #'s and corresponding cartons/weight and a Total.

Pickup Purchase Order (Standard)

[Return to Menu](#)

PO: Dist:

Store: Dept:

Style: Units:

Cartons: Weight:

PO	Style	Dept	Store	Dist	Cartons	Units	Weight	Edit
974979218					10	0	125.00	Select
974979210					5	0	25.00	Select
					15	0	150.00	



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18- You will be directed back to the “Pickup Consignee” screen.

19- Click **“Add”** to finalize that particular DC.

If you need to to modify or add more PO’s- you would click on the “Add/Update PO” button.

Pickup Consignee

[Return to Menu](#)

Consignee:

BOL:

Pieces:

Ctn/Goh:

Weight:

Cube: *See Chart Below

Add

Cancel

Purchase Order #	Display
1234	Show

Add/Update PO

Show All



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20- You will be returned to the “Pickup Details” screen.

- A. If you have more consignee destinations you must select “**New Consignee**” and repeat steps #5 thru #20.
- B. If you do NOT have more consignee destinations proceed to step 21.



Pickup Details

[Return to Menu](#)

Conf #/Date: {New Pickup}	09/19/2006	Ref ID:	<input type="text"/>
Name:	<input type="text" value="Test Shipper"/>	Contact:	<input type="text" value="test"/>
Address 1:	<input type="text"/>	Phone,Ext:	<input type="text" value="(562)741-1111"/> <input type="text"/>
Address 2:	<input type="text" value="Address"/>	Ready Date:	<input type="text" value="Wed"/> <input type="text" value="09/20/2006"/> Time: <input type="text" value="09:00"/>
City,St,Zip:	<input type="text" value="LA/LB"/> <input type="text" value="CA"/> <input type="text" value="91670"/>	Time Open:	<input type="text" value="08:00"/> <input type="text" value="17:00"/>
Comment:	<input type="text"/>		

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###	Consignee	BOL	Pieces	Ctn/Goh	Weight	Cube	Edit
1	PTGT, Bldg 2	1234	10	Ctn	150.00	1,850.00	Select
			10		150.00	1,850.00	



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21- Once finished entering all pick up information, click on [Add Pickup.](#)

Pickup Details

EAM

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Conf #/Date: {New Pickup}	12/13/2007	Ref ID:	<input type="text"/>
Name:	<input type="text" value="Brighton Footwear"/>	Contact:	<input type="text" value="ralph"/>
Address 1:	<input type="text"/>	Phone,Ext:	<input type="text" value="(866)961-9381"/> <input type="text"/>
Address 2:	<input type="text" value="216 N. Willow Ave."/>	Ready Date:	<input type="text" value="Thu"/> <input type="text" value="12/13/2007"/> Time: <input type="text" value="13:00"/>
City,St,Zip:	<input type="text" value="La Puente"/> <input type="text" value="CA"/> <input type="text" value="91746"/>	Time Open:	<input type="text" value="06:00"/> Close: <input type="text" value="16:30"/>
Comment:	<input type="text"/>		

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###	Consignee	BOL	Pieces	Ctn/Goh	Weight	Cube	Edit
1	Belk Stores- South Carolina DC	45611255	15	Ctn	150.00	25.00	Select
2	Belk Stores/ Mississippi DC	4567111215	15	Ctn	150.00	190.00	Select
			30		300.00	215.00	



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22- Your confirmation will appear in the upper left corner.

TEAM

Pickup Details

[Return to Menu](#)

Conf #/Date:	{New Pickup}	12/13/2007	Ref ID
Name:	Brighton Footwear		Contact

23- End