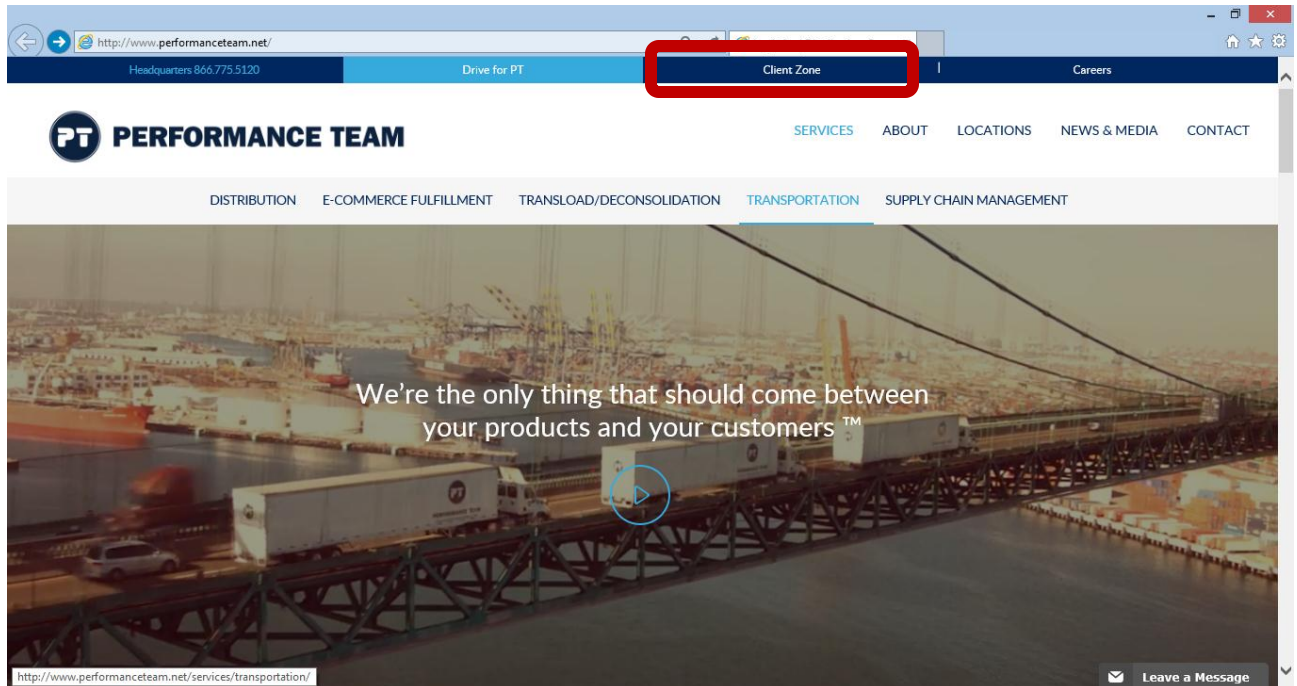




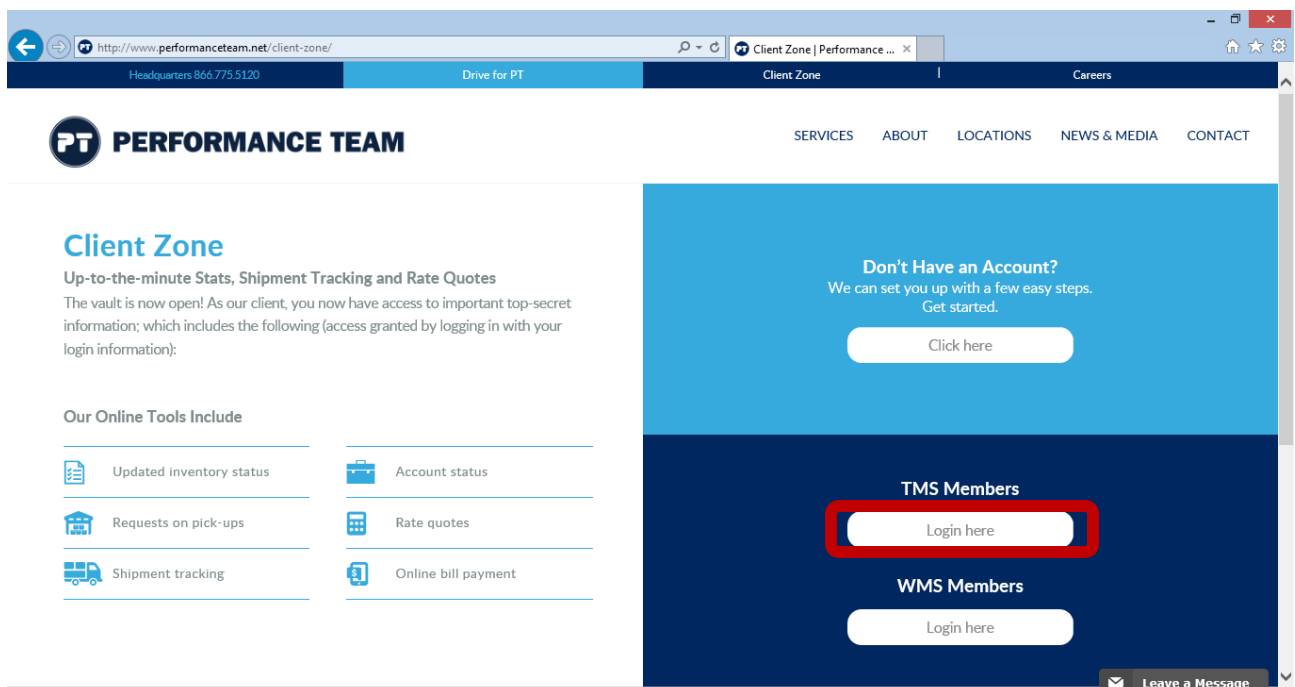
Revised: 04-20-2016

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

- Log In to the website Address: <http://performanceteam.net>
- Click on “Client Zone”



- Go to the right and click on “Login here” under “TMS Members”.





IMPORTANT: We require ONE Log In per SHIPPING VENDOR for 3PL / Warehouses shipping multiple vendors. This is due to Customer Reporting and data integrity. The Log In credentials used must be for the specific vendor and shipping location where the freight is.

- Enter your User ID and Password and click on “Login”.

The screenshot shows a login form with the title "Login" centered at the top. Below the title, there are two input fields: "User ID:" followed by a text box, and "Password:" followed by a text box. The form is enclosed in a simple rectangular border.

- The only retailers scheduled on our web-site are listed below with our contact info:

Retail Customer	East Coast Customer Service		West Coast Customer Service	
	Main Phone: 732-379-6050	Ext	Main Phone: 562-741-1300	Ext
Belk Stores	BELKNJ@performanceteam.net	6069	BELKCA@performanceteam.net	1313
Bergdorf	NMGOPS@performanceteam.net	6075	Not Valid	
Catherines	AscenaPTEast@performanceteam.net	2066	AscenaPTWest@performanceteam.net	1365
dd's Discounts	ddsPTE@performanceteam.net	6057	Rosssdd@performanceteam.net	1368
Lane Bryant	AscenaPTEast@performanceteam.net	2066	AscenaPTWest@performanceteam.net	1365
Maurices	AscenaPTEast@performanceteam.net		AscenaPTWest@performanceteam.net	1365
Neiman Marcus	NMGOPS@performanceteam.net	6075	NeimanCA@performanceteam.net	1373
Ross Stores	Not Valid	n/a	Rosssdd@performanceteam.net	1368
Saks Fifth Avenue	SAKSNJ@performanceteam.net	6070	SAKSCA@performanceteam.net	1345
Urban Outfitters	Not Valid		Urban-DPU_CA@performanceteam.net	
All Other Inquiries:	PTEastCSR@performanceteam.net		GTCustomerService1@performanceteam.net	

* IF emailing for "All Other Inquiries" - please reference which customer you are shipping to.

- Be 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.
- To make any changes to the data entered or to cancel the pick up entered via the website, please contact the above appropriate CSR Rep and/or call us at:
 - If shipping to PT Edison, NJ call: 732-379-6050
 - If shipping to PT Santa Fe Springs, CA call: 562-741-1300
- **Do NOT change the Division.** If you have more than one vendor profile- you will need to click on “Account” and select the appropriate vendor shipping location.



Revised: 04-20-2016



Menu

Select from the following options

Division: {All divisions} ▾

Account: {All accounts} ▾
{All accounts}
ABC TEST
Test Shipper

ENTERING A PICK UP or DELIVERY:

- 1- Click on "Pickup Scheduling". **Deliveries may be scheduled:** you will simply put the word "Delivery" in the comment line of next menu.



Menu

Select from the following options

[Tracing](#)

[Import Tracking](#)

[Pickup Scheduling](#)

[Verify Purchase Order](#)

Division: Performance Team ▾

Account: Test Shipper ▾

Logoff



2- On the “Pickup Scheduling” screen- click on “New Pickup”.



Pickup Scheduling

[Return to Menu](#)



New Pickup

3- All **BOLD** fields are mandatory entries as shown below by the red arrows. Use your “TAB” key on the keyboard or your mouse to move field to field. **NOTE: There will be a small delay between entries- please be patient thru the system processing.**

Pickup Details

[Return to Menu](#)

All **Bold** Fields are Required

Conf #/Date: {New Pickup}	03/27/2014	Ref ID:	<input type="text"/>
Name: Gale Triangle	Contact:	<input type="text"/>	<input type="text"/>
Address 1:	Phone,Ext: (562)741-1302	<input type="text"/>	<input type="text"/>
Address 2: 12816 Shoemaker Ave.	Ready Date:	<input type="text"/>	Time:
City,St,Zip: Santa Fe Springs CA 90670	Time Open: 08:00	<input type="text"/>	Time Close: 17:00
Email:	Pallets:	<input type="text"/>	<input type="text"/>
Comment:	<input type="text"/>		

Deliveries are scheduled here also: put the word “Delivery” in the comment line. Once the details of the entry are validated by PT Customer Service, an email confirmation is sent.

- **Failure to do so will result in a \$75 Dry Run if our Driver attempts pick up.** We will offer Delivery Appointment scheduling on our web-site in the future.



Entering Data in the Pickup Details screen:

- A- Contact:** Normally the Shipper contact person.
- B- Phone, Ext:** A valid phone number.
- C- Ready Date:** This is the Date the Shipper will have the freight ready for Pick Up by PT or the desired date to Deliver to PT. Enter the date by selecting the day of week from the drop down list or type the date in the next field.
- D- Ready Time:** This is the Time the Shipper will have the freight ready for Pick Up by PT or the desired time to Delivery to PT. Select the time from the drop down menu.
 - Freight must be ready for the Driver upon arrival. If not, our Driver may be pulled within 15 minutes of arriving if not being loaded.
 - If our Driver is pulled, we will asses a \$75 Dry Run.
 - If Driver is detained, we will assess \$60 per Hour for Driver Detention.
- E- Time Open:** Start time of the Shipper; if missing- please enter.
- F- Time Close:** End time of the Shipper; if missing- please enter.
- G- Email:** A valid email address is needed.
- H-** Only Belk mandate this; it is the Belk SID # which must be keyed in the BOL field too.

Comment: This field is used to indicate special considerations that Dispatch needs to know such as:
“Delivery” if you are delivering to PT Closed for lunch 12–1pm
Liftgate Req’d Bobtail Req’d, etc...



4- Click on "Add Consignee / Destination"



Pickup Details

All **Bold** Fields are Required

Conf #/Date: **{New Pickup}** 06/22/2014 Ref ID:

Name: Contact:

Address 1: Phone,Ext:

Address 2: Ready Date: Mon 06/23/2014 Time: 8:30 AM

City,St,Zip: Time Open: 08:00 Time Close: 17:00

Email: Pallets:

Comment:

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



5- You will be taken to the "Consignee" menu.



Consignee

Consignee:

BOL:

Ctn/Goh:

Type:

Weight:

Cube: *See Chart Below



- 6- You have two options here to select the proper Consignee which is the name of the Retail Customer you are shipping to (Belk Stores, Bergdorf, dd's Discounts, Maurices, Neiman Marcus, Ross Stores, or Saks Fifth Avenue).
 - 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".

[Return to Menu](#)

Consignee:

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

- 7- If it does not auto-populate, the available options will appear below in a grid. "Select" from the list of Consignee's displayed and click on "Select".



Consignee Lookup

Consignee Name:

Click on the "Select" button to choose the proper consignee



Results

Name	Address	City	State	Zip	Select
Neiman - Fast Breakdown	2301 Neiman Marcus Pkwy	Longview	TX	75602	Select
Ross - Fast Breakdown	123 Test Only St.	Santa Fe Springs	CA	90670	Select
Saks - Fast Breakdown	12816 Shoemaker Ave.	Santa Fe Springs	CA	90670	Select



Revised: 04-20-2016

8- Once the Consignee is "Selected", the "Consignee" screen will appear:



Consignee

Consignee:

BOL:

Ctn/Goh:

Type: ▼

Weight:

Cube: *See Chart Below



9- The “**Type**” field must be selected to proceed to “Add/Update PO” (Not illuminated yet):

- **Type:** Ctn = Cartons / Shippers should only select “Ctn”.
- **BOL:** Enter your Bill of Lading # to be used or your customer specific requirement:
 - **Belk** = must enter the Belk SID # (issued by Mercury Gate / NOT the Load #)
 - **Urban Outfitters** = must enter your Pack List #
- **Cube:** Enter the Total shipments cube here or per PO in the next menu.



Consignee

Consignee:

BOL:

Ctn/Goh:

Type:

Weight:

Cube: *See Chart Below



Purchase Order Entry

- Every PO along with the correct Cartons – Weight and Cube must be entered.
 - **Units are only mandatory for dd's Discounts and Ross Stores**



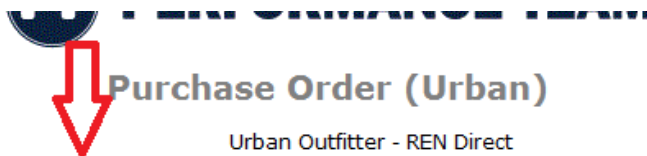
Purchase Order (Fast)

Ross- SWDC Cartons Prepaid

PO #	Cartons	Units	Weight	Cube	
					<input type="button" value="Add"/>
Totals:	0	0	0.00	0.00	

By scheduling on our web-site, you acknowledge your order is PREPAID at your expense and agree to pay us for the pickup or you will deliver via apt. Allow upto 36 hrs for us to confirm. Your PO is valid if entered in our web on/before its Cancel Date.

- 10- Each PO # and info is keyed one line at a time. Click on “Add” to actually add the PO line.
- All valid PO’s will be permitted entry or an “Error Message” will display.
 - **Urban Outfitters Orders** - vendors must enter their Packing List # per PO#. Multiple PO’s may be entered here if going to the same destination but each must have a Packing List # entry.



Urban Outfitter - REN Direct

PO #	Packing List #	Cartons	Units	Weight	Cube
0000999036	4569995	123		985	85
Totals:		0	0	0.00	0.00



11- Cube: Enter the cube (cubic feet) for each PO here (if the entire shipment's cube was not entered in the "Consignee" menu").

- This is mandatory for proper load planning used by Dispatch and each Retailer to plan the number of trailers needed for pick up and load out.
 - Measure the carton: length * width * height in inches.
 - Divide that number by 1728 to convert to cubic feet.
 - Multiply that # by the # of cartons with those dimensions to get "cube".
 - 10 Carton example at: 24" L * 18" W * 18" H = 45 cube
- **There is a Cube Calculator on the web "Consignee" screen for Shippers Use.**
- **A full trailer = 3200 cube; anything more requires a separate pick up record.**
- **One standard 40" * 45" * 48" pallet is approximately 50 cube.**

12- Any PO Line may be Edited or Deleted by clicking on the correct button.

- Do not key and leading zero's in your PO# when scheduling.
- dd's Discount = Your PO is valid if you submit it to us on / before Cancel Date.
- Ross Stores = Your PO is valid if you submit it to us on / before Cancel Date.



Purchase Order (Fast)

Test Ross - Fast Breakdown

PO #	Cartons	Units	Weight	Cube		
5177568	10	20	100.00	10.00	Edit	Delete
5177394	18	36	180.00	15.00	Edit	Delete
					Add	
Totals:	28	56	280.00	25.00		

13- Once ALL PO's are entered, click on "Continue" to proceed to the "Consignee" page.



14- There are 4 buttons to select.

- Notice the fields “Ctn/GOH”, “Weight”, and “Cube” contain the summed totals..
- If finished with PO entry, click on “Add” to proceed or any of the other 3 buttons:



Consignee

Consignee:

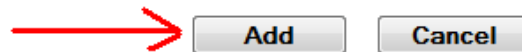
BOL:

Ctn/Goh:

Type:

Weight:

Cube: *See Chart Below



Purchase Order #	Display
5177568	Show
5177394	Show

- Add = Proceed to finish entry in the “Pickup Details” screen.
- Cancel = Cancel PO entry and Start Over at “Pickup Details” page.
- Add/Update PO = Add more PO’s or Edit an existing PO entry.
- Show All = Permits user to see all PO entries but not Edit any.



15- In the “Pickup Details” screen, there are 2 options – only pick 1:

- Finalize this pick up entry and click on, “**Add Pickup**” or,
- Click “**Add Consignee/Destination**” and repeat steps #5 thru #15 for another entry.



Pickup Details

All Bold Fields are Required

Conf #/Date: **{New Pickup}** 06/22/2014 Ref ID:

Name: Test Shipper **Contact:** Test Only - GG

Address 1: **Phone,Ext:** (562)741-1300

Address 2: Any Address - Test Only **Ready Date:** Mon 06/23/2014 **Time:** .

City,St,Zip: Santa Fe Springs CA 90670 **Time Open:** 08:00 **Time Close:** 17:00

Email: gary.griffin@performanceteam.net **Pallets:**

Comment:

Add Pickup

Cancel

Average cube per carton is 1.000, if this is not correct please adjust prior to adding pickup

ONLY ONE OPTION IS
SELECTED HERE

###	Consignee	BOL	Pieces	Ctn/Goh	Weight	Cube	Appt #	Edit
1	Test Ross - Fast Breakdown		28	Ctn	280.00	28.00		Select
			28		280.00	28.00		

Add Consignee/Destination

16- If “Add Pickup” was clicked and all required entries / fields were done, a confirmation will appear as a separate screen.

Pickup Scheduling

[Return to Menu](#)

Pickups

Conf #	Ref ID	Date	Status	Select
61267656		12/31/2011	Approved	Select