



Bluejay Control Tower Manual

Version 9.0

Date: 09 /2023

Table of Contents

- Bealls Transportation Program 3
 - Transportation Program Overview 3
 - Vendor Expectations..... 3
- Transportation Planning 3
 - Transportation Planning Overview 3
 - Purchase Order Planning 3
 - Important Contacts and Links 4
 - Expected Timeline..... 5
 - Collect Vendors..... 5
 - Prepaid Vendors 5
 - Bealls Vendor Routing Portal 5
 - Purchase Orders..... 6
 - Website Best Practices 6
 - Registration..... 6
 - Logging into Control Tower for the first time 6
 - Home Navigation Bar 8
 - Routing Purchase Orders for Shipment 9
 - Your Home Page task List 10
 - Creating a Routing Request 11
 - Step 1 – Choosing and Dispatching the P.O..... 11
 - Step 2 – Filling out your T.O. Header 12
 - Step 3 – Adding a Pickup Location..... 12
 - Step 4 – Filling out the T.O. Item Section 15
 - Load Confirmation 16
 - Process Rules Not Satisfied..... 17
 - Cancel a Routing 17
 - Make Changes to a Routing..... 17
 - Tracking my Orders..... 18
 - Advanced Search Options and Results 18
 - Track and Trace Search – PO and TO and Helpful Hints 19
- Frequently Asked Questions (FAQ)..... 22

Bealls Transportation Program

Transportation Program Overview

Bealls uses the Blujay Transportation Management System (“TMS”) to manage transportation operations. We have partnered with Blujay as the provider of the TMS software. This partnership brings a proven system from Blujay and a wealth of experience in managing all aspects of the transportation operations from Bealls. Our goal is to engage with you, our valued vendor community, in the implementation and execution of this system and facilitate the effective management of transportation activities of our business. To effectively achieve this desired result, we need your commitment to support the activities that will be outlined in this document. We realize there will be significant cross-functional tasks between your company, Blujay and Bealls that will need to be accomplished to implement the system in a timely and efficient manner. We ask that you review this document and incorporate these new procedures into your daily routine when processing shipments to Bealls.

Vendor Expectations

Vendors will connect with Bealls via the Blujay Control Tower application (Also referred to as the ‘Bealls Vendor Routing Portal’ in this document). It is a web-based vendor routing portal.

This document will help to get you registered and will provide instructions for navigating in the Blujay Control Tower application. Vendors will be responsible for ensuring the timely submission and accuracy of the information provided in Control Tower. The information provided by the vendors will be the foundation for the planning of shipment routing and receiving activities. Vendors are also required to notify Bealls of any changes in their distribution network, information services system, etc. that will impact the communication and execution of the TMS System a minimum of 30 days prior to the implementation of any such changes.

Transportation Planning

Transportation Planning Overview

The Bealls Vendor Routing Portal, Control Tower, is integrated into the Purchase Order Process and will be used to facilitate transportation planning for all freight. Whether your freight is prepaid or collect; information will be required to provide visibility to Bealls. The goal of this integrated process is to achieve the best routing solution for all freight and to ensure product arrives in a timely manner to our Distribution Centers and ultimately to our guests.

Vendors are a critical link in successful transportation planning. The timeliness and accuracy of the information you provide will be the foundation for transportation planning.

Purchase Order Planning

Suppliers receiving Purchase Orders will be required to provide specific information so that transportation planning can be completed. For each Purchase Order that you receive, you will be creating a routing request and Bealls will fulfill the routing request.

The accuracy of the information each vendor provides is critical. If inaccurate data is provided, it could negatively impact transportation costs or add additional complexity into the supply chain. The information required is detailed in section Creating a Routing Request.

With the Vendor Order information as the foundation, the planning process will begin. The information for each of your origin and destination pairs will be loaded into the TMS by Bealls. Each lane will have multiple carriers identified as alternatives to move both Truckload and LTL quantities. With full visibility of orders and the dates associated with them, Bealls will be looking to develop the most efficient transportation solution. Orders will get turned into shipments once the best solution is identified. These shipments will then be tendered out to carriers based on the mode identified.

Carriers will be ranked and prioritized so an automated selection can be made, and loads can be tendered to the preferred carriers first. All carriers supporting Bealls inbound moves will be connected to the TMS and will receive all tenders electronically.

Once a carrier has accepted the load and the vendor receives the Load Tender Confirmation email, the vendor needs to contact the carrier to arrange for a pick-up appointment that allows them to deliver the load on time. Once the carrier picks up the load, they will provide a status update (or update through the portal) that will feed into the TMS, so confirmation exists that the load was picked up. Carriers will also provide status updates (or updates through the portal) en route as appropriate and then upon delivery at the DC. These status updates feed into the TMS and Control Tower so that Bealls has timely information and only focuses on exceptions.

There are alerts that get monitored to highlight if an event has not occurred or a load may be at risk. Bealls will manage any exceptions and work to keep the activities on schedule or work with the appropriate parties to communicate any changes.

Important Contacts and Links

- Bealls Vendor Services Help Link <https://www.beallsinc.com/beallsinc/partners>.
- Supply Chain Inbound: SupplyChainInbound@Beallsinc.com
- Bealls Vendor Routing Portal/Control Tower Website Address: <https://app.controltower.BluJaysolutions.net/GTN/CT/BEALLS>

Expected Timeline

Collect Vendors

Receipt of PO from Bealls	Vendor creates Routing Request in Control Tower	TMS planning activity by Bealls	Carrier Transit Time	Receipt at Bealls Distribution Center
Prior to Planned Departure Date	Ahead of ship window	Minimum of 1 Days Prior to Planned Pickup Date	1-10 Days Prior to Planned Arrival Date	Delivery within Planned Arrival Window

Prepaid Vendors

Receipt of PO from Bealls	Vendor creates Routing Request in Control Tower	Vendor Initiates Shipment	Carrier Transit Time	Receipt at Bealls Distribution Center
Prior to Planned Departure Date	Ahead of ship window	Ship Date	1-10 Days Prior to Planned Arrival Date	Delivery within <u>Required</u> Arrival Window

Bealls Vendor Routing Portal

Bealls is using the BluJay Control Tower application for exchanging electronic information about the purchase orders that Bealls has initiated with your organization.

From your point of view, the ‘Bealls Vendor Routing Portal’ is a Web site that you use to submit routing requests to the Bealls Transportation team. This system is intended for Shipping Managers and contains basic Purchase Order information (PO number, ship window, etc.). This system does not replace the current way in which you obtain POs from the Bealls buying team.

If you have problems, it is important to understand that your use of the Bealls Vendor Routing Portal site involves your Internet provider, your browser application, Bealls, and BluJay Solutions.

- Your Internet provider and your browser application support your access to any Web site, including the Bealls Vendor Routing Portal site. Problems with your provider or browser can affect your ability to access or use the Bealls Vendor Routing Portal.
- BluJay Solutions is responsible for the technical operation of the website. If you have problems with the site, please use the Support Request option to send an email regarding your issue. This feature can be found by selecting your name from the upper right corner and then selecting Support Request.
- Application help is available from the main Account Menu. This feature can be found by selecting your name from the upper right corner and then selecting the Help option. A new window will open with an interactive website where you can review and search for help on the application and options for using.

Purchase Orders

Whenever a new Purchase Order is written, or an existing Purchase Order is maintained (for your company), Bealls will send these PO's over to Control Tower. In the case in which an existing PO is updated, it will overlay the prior instance of a PO. A PO will be deleted from your Task List if Bealls cancels the PO. A PO will be deleted from your Task List after the PO cancel date has passed.

Website Best Practices

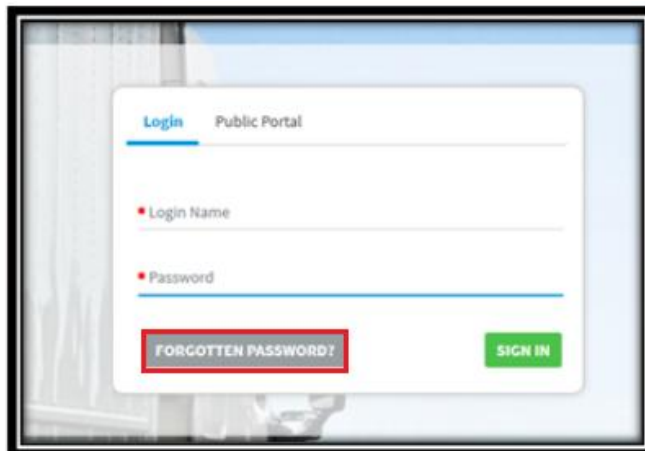
1. The application works best with the Google Chrome Browser.
2. Links within the application utilize single clicks.

Registration

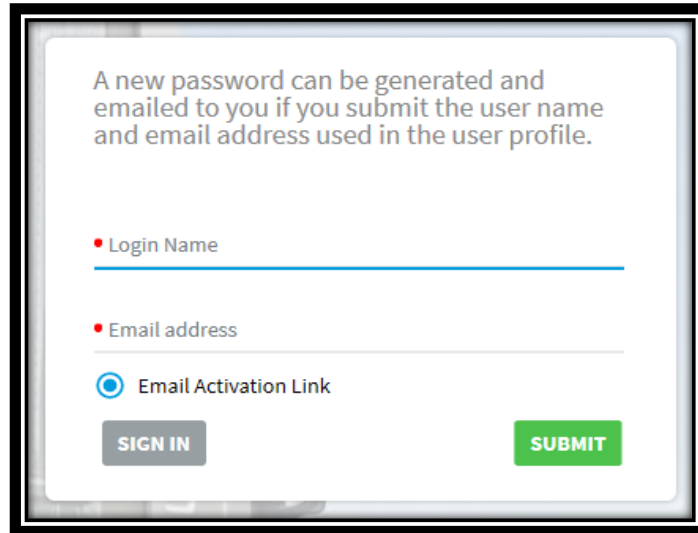
1. Visit <https://www.beallsinc.com/beallsinc/partners>, select "Support Team ticket", then enter an **RC1** Support Team Ticket to begin your registration process.
2. Once the Bealls Transportation team has completed the registration, you will receive an email confirmation from Bealls to the email address you provided with your userid and a link to the website with instructions. This is also your confirmation that your active Bealls Purchase Orders have been loaded into the system and it is ready to use.
 - a. Please make note of the userid as you will need this to login.
 - b. Please do not change your userid as it can cause issues with your account – leave it as the default number assigned.
 - c. Each person must have their own userid that is tied to their email address. Sharing of userid(s) is not allowed.
 - d. If you do not receive the email, please check in your spam / junk folders, and then with your IT department to ensure the email has not been blocked.
 - e. For vendors with multiple DUNS#, you will be able to view and route all from the same userid in the same vendor portal.

Logging into Control Tower for the first time

1. Go to the Bealls Vendor Routing Portal/Control Tower Website Address: <https://app.controltower.BluJaysolutions.net/GTN/CT/BEALLS>
2. Click on the "Forgotten Password?" Link.



- Vendors will be taken to this screen.



A new password can be generated and emailed to you if you submit the user name and email address used in the user profile.

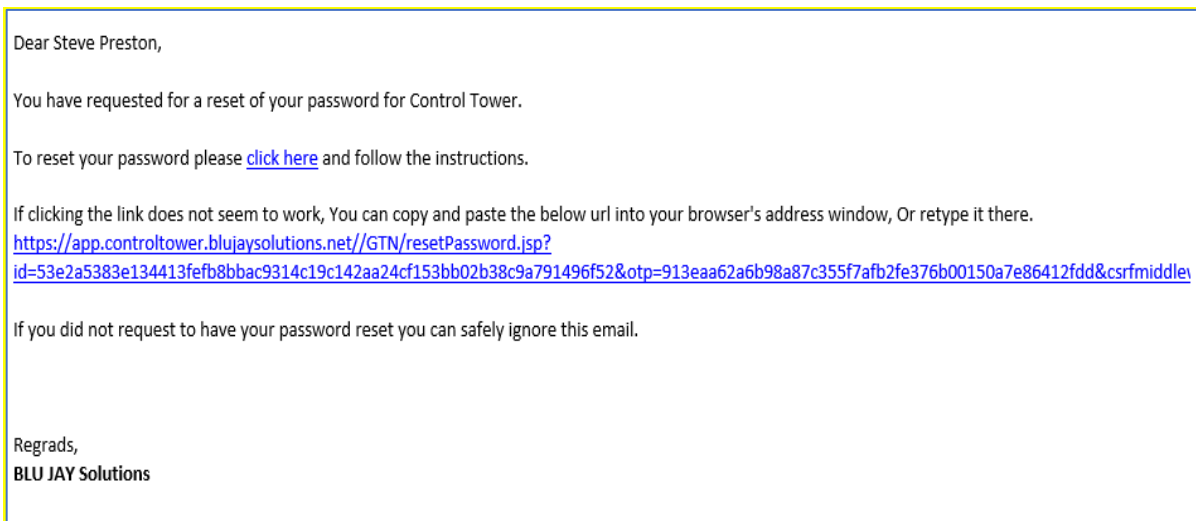
• Login Name

• Email address

Email Activation Link

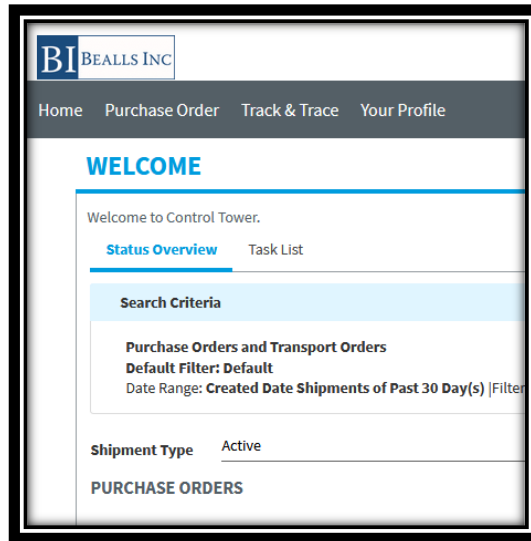
SIGN IN SUBMIT

- Enter the Login name provided by the Bealls team from initial setup (you cannot change your login name). Enter the email address used for setup of the profile, then hit submit.
- An activation notification will be sent to this email. Please follow the instructions to change the password.
 - Please check in your spam / junk folders and then with your IT department if you do not receive the email to reset your password.** A sample email is provided below.

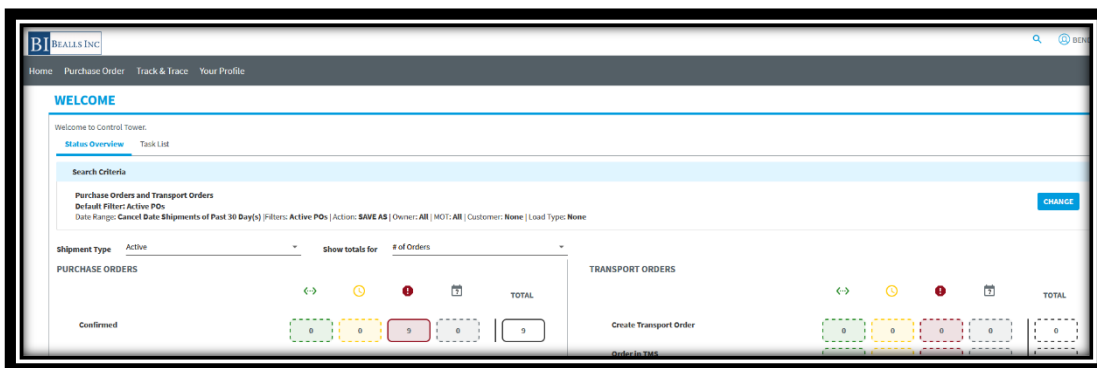


Home Navigation Bar

When you log into Control Tower/Bealls Vendor Routing Portal, the Welcome page displays as shown below.



- The **Home** selection will return you to the initial screen shown above. This allows you to click on the **Task List** and to see all your current Purchase Orders and Transport Orders.
- The **Track & Trace** option allows you to search for a purchase order or transport order and view current milestones in the transportation process.
- The **Your Profile** option allows you to customize Control Tower based on the information you want to see and change your password.
- As you move through the site, click **Home** in the upper left to return to the *Home* page. **ALWAYS CLICK SAVE when leaving a PO or TO screen, or other users will be unable to access it.**
- When you finish working, click your name in the upper right corner and select the logout option.



This screen above shows your dashboard for a quick look at where your POs are based on the shipping dates. You can customize the date ranges. From this page you can drill down into each Purchase Order or Transport order.

Note: On your first login, this is empty. To customize, please consult the Control Tower Help Option

Routing Purchase Orders for Shipment

There are three shipment types that do not qualify to be routed in TMS. If your shipment falls into any of the categories below, please do not route it in Control Tower:

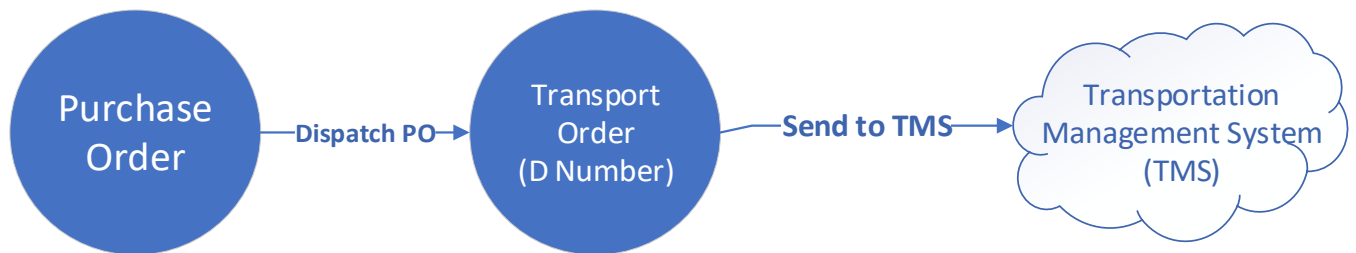
1. Small Parcel Shipments (See number 18 in FAQ at end of this document for additional details)
2. Import shipments
3. Direct to Store Shipments

Using the Bealls Vendor Routing Portal/Control Tower, you will dispatch purchase orders, provide pickup date, pickup location, other shipment details and send the routing information to the Bealls BluJay TMS. Please do not submit routing requests until you have 100% confirmed you will have the goods available, or if you already have the goods in house to ship. Bealls TMS Support team can extend cancel dates for extenuating circumstances such as goods held up at customs, containers late into port, weather delays, etc. Please submit an RC5 [Transportation Support Team Ticket](#) if you need a PO extended.

<https://www.beallsinc.com/beallsinc/partners>

There are date-based restrictions that apply to all vendors.

1. Vendors must route POs ahead of the ship window (ship window is defined as Ship Start date – Cancel date)
2. Routing requests must be submitted 48 hours prior to the requested pickup date.
3. Vendors cannot route POs within 72 hours of the cancel date.
4. Any Purchase Order with an Ad Date must have a routing request that is at least 30 days before the PO cancel date.



Your Home Page task List

The “*Task List*” is a feature that allows users to see their Purchase Orders (PO) and Transport Orders (T.O.) in distinct categories. Below is a list of all the categories that you can see in the “*task list*”:

- **P.O.s To Be Dispatched** - P.O.’s available to be routed. P.O.’s are available 7 days prior to the “start ship” date.
- **T.O.s Failed to Load Into TMS** - P.O.’s that are dispatched (attached to a T.O.) but incorrect data was entered that caused a failure.
- **T.O.s Successfully Posted to TMS** - P.O.’s that are dispatched (attached to a T.O.) and successfully submitted to TMS.
- **T.O.s Pending Response from TMS** - P.O.’s that are dispatched (attached to a T.O.) and:
 - Are temporarily pending, prior to moving into the “*Successfully Posted to TMS*” list.
 - Were previously in the “*Successfully Posted to TMS*” list, have been updated, and need to be **RESENT TO TMS**.
- **T.O.s To Be Sent to TMS** - P.O.’s that are dispatched (attached to a T.O.) and need to be “*Sent to TMS*” after all necessary information has been added.

***** You should never navigate away from your portal until you have confirmed all orders have successfully Posted to TMS. As a best practice, never leave orders in "Pending response from TMS", "Failed to Load Into to TMS", or "To Be Sent TMS" lists. *****

WELCOME

Welcome to Control Tower.

Status Overview **Task List**

> Filter to-do list

> **13** P.O.s To Be Dispatched

Transport Orders

> **1** T.O.s Failed To Load Into TMS

> **94** T.O.s Successfully Posted To TMS

> **1** T.O.s Pending Response From TMS

> **1** T.O.s To Be Sent To TMS

Creating a Routing Request

Step 1 – Choosing and Dispatching the P.O.

In your P.O.s To Be Dispatched; find the Purchase Order you wish to route. You can sort by each column header to order by that heading. P.O.s with a green font are within the allowable time frame to be routed. If the font is not green, you must enter a [Transportation Support Team Ticket](#) and request a cancel date extension before proceeding any further.

Note the Important Fields

- PO Number
- Ship Window (Start and End)
- PO Cancel Date

1. Click anywhere on the line to select the PO to be routed.

	Destination	Created Date	Due Date	CT Ref. #	Ship Date	P.O. No	Order Date	Cancel Date
<input type="checkbox"/>	USBBI	06/05/2020	10/20/2020	3439	10/12/2020	384392_20200130	01/30/2020	10/16/2020
<input type="checkbox"/>	USBBI	06/05/2020	10/20/2020	3440	10/12/2020	384398_20200130	01/30/2020	10/16/2020
<input type="checkbox"/>	USBBI	06/05/2020	10/20/2020	3454	10/12/2020	384518_20200130	01/30/2020	10/16/2020
<input type="checkbox"/>	USBBI	06/05/2020	10/20/2020	3455	10/12/2020	384521_20200130	01/30/2020	10/16/2020
<input type="checkbox"/>	USBBI	06/05/2020	10/20/2020	3456	10/12/2020	384527_20200130	01/30/2020	10/16/2020
<input type="checkbox"/>	USBBI	06/05/2020	10/20/2020	3457	10/12/2020	384536_20200130	01/30/2020	10/16/2020

2. Simply Chose ONE option for the next step.

- Confirm and Dispatch** – The PO is ready to be routed (you can request from the support team to create another routing request later if you have an additional shipment). Bealls HIGHLY RECOMMENDS working a single PO at a time.
- Save** – Close without changes. You must click Save every time you exit a PO or TO screen, or other users will be unable to access the PO/TO until you have re-opened it and saved it.

3. If you Confirmed & Dispatched, the PO selected has now been converted to a Transportation Order.

BEALLS PO

P.O.s To Be Dispatched | P.O. Header | P.O. Parties | P.O. Items | P.O. Workflow Processes

Purchase Order: 707227_20210223_3 | CT Reference #: 296842

Order Date: 02/23/2021 00:00 | PPD/COL: Collect

Ship Date: 07/05/2021 00:00 | Cancel Date: 07/06/2021 00:00

AD Date: |

Quantity: |

Remarks: POE-N City: St: | Instructions: |

Origin: BRADENTON (USBBI) | Destination: BRADENTON (USBBI)

Mode Of transport: ROAD

Dispatch No Earlier Than: 06/28/2021 00:00 | Ship No Later Than: 07/08/2021 00:00

P.O. Parties: |

P.O. Item: |

Step 2 – Filling out your T.O. Header

Note: After you have clicked the Confirm & Dispatch button, the system will automatically navigate into the TO screen, but if you cannot complete the routing request right away you will still be able to access it later by following numbers 1-3 below. Otherwise, continue to number 4.

Always click the save button to exit a PO or TO screen, or other users will be unable to access the PO/TO screen.

1. Expand the *T.O.s To Be Sent to TMS* category from the Task List by clicking on it.
2. Note that the PO number is **NOT** visible on this screen. Again, Bealls recommends you request routing one (1) PO at a time. You can still search by PO number for the proper TO number. This will be discussed later in the Track and Trace section of this document. **NOTE:** The TO number in this screen. This number is made up of a D plus a numeric value.
3. Click on the TO line to open the Transportation Order details/

1 T.O.s To Be Sent to TMS							
<input type="checkbox"/>	Customer	CT Ref. Number	TMS Order Number	Cancel Date	Ready to Pick up on	Supplier	Consignee
<input type="checkbox"/>	BEALLS, INC	000001027	D000607	09/20/2020 00:00	-	GOLD TOE BRANDS	Bealls Stores

4. Enter a valid Ready to Pick up on date. Leave the time field blank. To allow time for tendering and pick up appointment scheduling, PO's should be routed at least 72 hours prior to the cancel date. Enter any necessary comments (i.e. stackable, oversized pallets, needs refrigeration etc.).

SEND ORDER TO TMS

T.O.s To Be Sent To TMS | Header | Parties | T.O. Items | Import Documents | File Share / uploads

Order ID D378386

Ship Date 07/05/2021 00:00

Origin BRADENTON (USBBI)

Mode Of transport ROAD

Ready to Pick up on 07/05/2021 00:00

Quantity 1

Weight lb

Comments

CT Reference Number 000697922

Cancel Date 07/08/2021 00:00

Destination BRADENTON (USBBI)

Terms Free On Board

PPD/COL

Volume ft.3

Net Weight lb

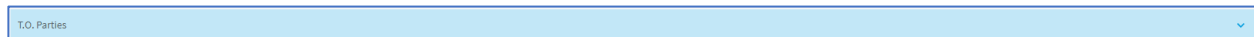
T.O. Parties

T.O. Item

Step 3 – Adding a Pickup Location

Creating a New Pickup Location

1. Click on the blue T.O. Parties banner to open the Parties section of the T.O.





NOTE: The Consignee, Customer, Shipper, and Supplier parties (below) are already added. These parties are administrative and are added to every TO by default. **Also NOTE** - Supplier and Shipper do **NOT** represent where the PO is to be picked up from.

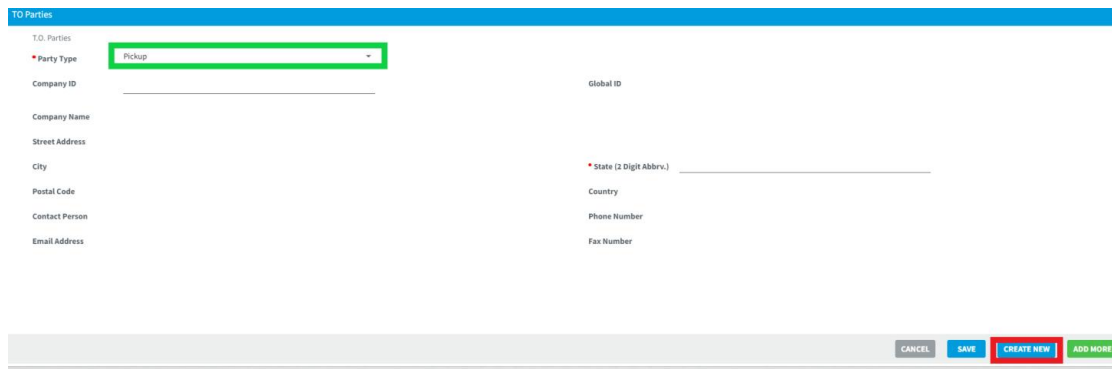
2. Click on the green plus sign.

T.O. Parties

Party Type	Company name
Consignee-Leave As Is	Bealls Bradenton DC - STR115
Customer-Leave As Is	BEALLS, INC
Shipper- Leave As Is	UNIQUE PETZ LLC
Supplier Leave As Is	UNIQUE PETZ, LLC

3. The Party type will populate as “Pickup”. Click on the “Create New” button.



4. Name the pickup, per the instructions below.
 - a. Do not use generic names such as “Bealls Pick up” or “Warehouse Pick up”. It needs to be unique and must include the supplier’s name. For example, Trendsetters Inc. Or Trendsetters Inc. pickup. If you have more than one location, you will want to list it as Trendsetters Inc followed by either the street name or city name. If you are a smaller company and will only be shipping from one location, it is sufficient to just list the company name as the pick-up party name).
 - b. ***** For 3PL locations it must read in the format of Supplier c/o 3PL and follow the same rules as above if needed (i.e. Trendsetters Inc C/O ABC Logistics) *****
 - c. Do not exceed 35 characters in this field. Enter the street address, the city, the state abbreviation, and choose USA from the drop down. Add the contact’s name, phone # and email that will be used for scheduling the pickup. The phone number field cannot exceed 20 characters. Click the blue “Save” button.

TO Parties

Company Name (Max 35): Bealls Pickup - Bradenton

Address: 2100 47TH TER E

State (2 digit Abbr.): FL

Country: USA

Post Code: 34203

Phone (Max 20 Char.): 999-888-7777

Email: JOESMITH@DOMAIN.COM

Contact Person: JOE SMITH

Buttons: CANCEL, SAVE, ADD MORE

- After you click save, the system will return you to the main TO screen. If you click the blue TO Parties row again, you will see you now have 5 party types. Your newly created pickup location has now been added to the TO.

T.O. Parties

	Party Type	Company name
1.	ConsigneeLeave As Is	Bealls Stores
2.	Customer-Leave As Is	BEALLS, INC
3.	Pickup	Bealls Pickup - Bradenton
4.	Shipper- Leave As Is	UNITED LEGWEAR CO LLC
5.	Supplier Leave As Is	PUMA NORTH AMERICA INC.

+ ⚙️

Choosing a Previously Created Pickup Location

It is important that your web browsers autofill is turned off. This location must populate from Control Tower, not your web browser.

- Click on the blue T.O. Parties banner to open the Parties section of the T.O. and then click on the green plus sign.

T.O. Parties ✓

T.O. Parties

	Party Type	Company name
	ConsigneeLeave As Is	Bealls Bradenton DC - STR115
	Customer-Leave As Is	BEALLS, INC
	Shipper- Leave As Is	UNIQUE PETZ LLC
	Supplier Leave As Is	UNIQUE PETZ, LLC

+ ⚙️

- In the Company ID field, begin typing the name of the pickup location you wish to add to the T.O., then select it from the drop-down list. It will automatically fill in all the fields with your pickup location information. Click the “Save” button to return to the main T.O. screen.

The screenshot shows the 'TO Parties' form with the following fields and values:

- Party Type: Pickup
- Company ID: Bealls Pickup
- Company Name: Bealls Pickup - Bradenton (-) (24548) (-) (BRADENTON) (USA)
- Street Address: Bealls Pickup - Largo (-) (24549) (-) (Largo) (USA)
- City: (empty)
- Postal Code: (empty)
- Contact Person: (empty)
- Email Address: JOESMITH@DOMAIN.COM
- Global ID: (empty)
- State (2 Digit Abbrev.): FL
- Country: US
- Phone Number: 999-888-7777
- Fax Number: (empty)

Buttons: CANCEL, SAVE, CREATE NEW

- Your “Pickup Party” has now been added to the T.O. You can again click on the blue “T.O. Parties” row to check which Pickup location has been added.

	Party Type	Company name
1.	Consignee-Leave As Is	Bealls Stores
2.	Customer-Leave As Is	BEALLS, INC
3.	Pickup	Bealls Pickup - Bradenton
4.	Shipper- Leave As Is	UNITED LEGWEAR CO LLC
5.	Supplier Leave As Is	PUMA NORTH AMERICA INC.

Buttons: +, ⚙️

Step 4 – Filling out the T.O. Item Section

The maximum allowable entries in the section are 30 pallets, 40,000 lbs., and 3200 cubic feet. If your shipment exceeds one or more of these parameters, you will route the first load in Control Tower, “Send To TMS”, and then submit a [Transportation Support Team Ticket](#) to request the PO to be re-added to your “Task List”, to allow for another routing request.

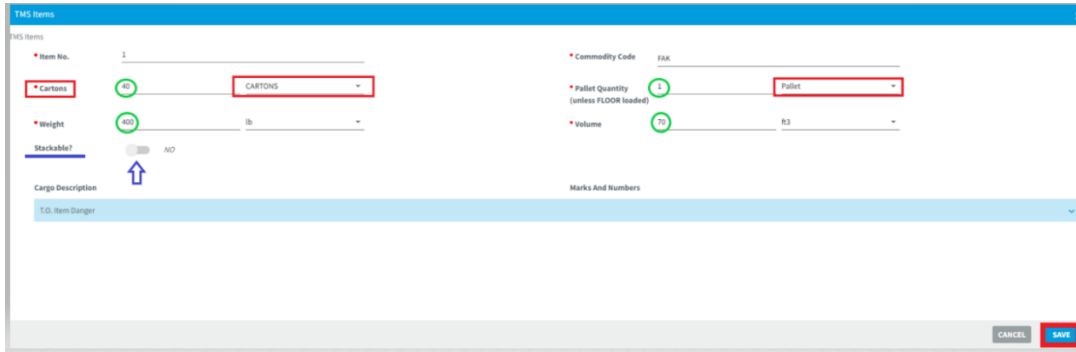
- Click on the blue “T.O. Item” banner to open the Item section of the TO.
 - NOTE: If you need to find out what PO is associated with the T.O., you can look on the lower left side. The PO is the left 6-digits of the order number. Click anywhere on this line to open the TMS Items screen.

Order Number	supplier	Part No	SKU No	Goods Description	No of Cartons	No of Packages	Weight	Volume	Suppliers Reference	Ready Date	Req. ETD_+6	Req. ETA_+8	Quantity
405467_2020 0311						900	lb	ft3			08/14/2020	08/20/2020	900 Units

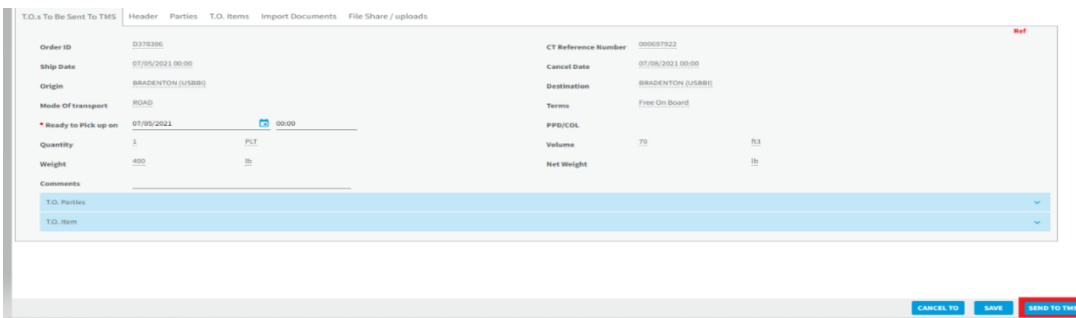
Buttons: ⚙️

Page 1 of 1 < >

2. Enter the carton count and choose “carton” from the drop down. Enter the number of pallets and choose “Pallet” from the drop down. Enter the weight and cu. ft.
 - a. If you have multiple PO’s shipping on one pallet, list the cartons, weight, and cu. ft. for each PO, and list 1 Pallet for the pallet quantity on the first PO, and 0 pallets and Floor Loaded remaining POs that are on the same pallet. Leave Item No. and Commodity code as is. If stackable, toggle to yes. Click the blue “Save” button.



2. Now click Send To TMS. Confirm your T.O. moves to the Successfully Posted TO TMS list.



Load Confirmation

1. Once the TO is Successfully Posted to TMS you will receive your load confirmation via email 24-48 hours prior to your requested pickup date. PLEASE DO NOT reopen the TO and “Update Request” if you haven’t yet received you load confirmation.
2. Load confirmation emails go to ALL email addresses that have a user ID login for a supplier’s portal.
3. The load confirmation will have a “ship to” address that must be used on the BOL. This address is often not the address listed on your PO as most Bealls merchandise is first assigned to a consolidation center prior to being routed to the destination listed on your PO.
4. A list of the P.O.’s and the attached T.O.’s along with the weights and measures entered will be attached to the load confirmation. It is important that you confirm this information is accurate.
5. Carrier contact information is listed in the email, and it is your responsibility to contact the carrier for pickup appointments scheduling. Bealls does not schedule pickups.
6. You must use a VICS BOL, Bealls does not create the BOL for you. Complete one BOL per load ID and do not use a Master BOL. Chargebacks will be assessed for any noncompliance of the BOL requirements, up to and including full transportation costs.

Process Rules Not Satisfied

When you see this screen, as it says up top, "Process rules not Satisfied". It could be because of one or more of the following –

1. You are trying to route the same day as, or past > the cancel date. You will need to cancel this order, request an extension, and reroute the P.O. >
2. The ready to Pick up on Date needs to be prior to < or equal = to the cxl.
3. The weight needs to be less than< or equal to = 40,000 lbs.
4. The total Volume/Cu. Ft. needs to be less than < or equal to = 3200
5. The Lading or pallet count needs to be less than < or equal to = 30

Priority	Field Name	Operant	Value	Next Process
1	Cancel Date	>	System Date	Supplier>T.O.s Pending Response From TMS
	Ready to Pick up on	<=	Cancel Date	
	Total Weight	<=	40000	
	Total Volume	<=	3200	
	Total Lading Quantity	<=	30	

Cancel a Routing

1. Locate the TO in your "TO's Successfully Posted to TMS" banner.
2. Open the T.O.
3. Press "Send Cancel" in the bottom right corner.
4. Your routing will then be cancelled. If it is already assigned to a load, it will come off automatically.

Make Changes to a Routing

1. Open the T.O. from the "T.O.'s Successfully Posted To TMS" section of the task list.
2. Update the T.O. with whatever changes are needed.
3. Click the blue "Update Request" button in the bottom right part of the T.O.
4. The T.O. will move into a new category of the task list "T.O.'s Pending Response from TMS".
5. Reopen the T.O. from the new pending category.
6. Click the blue "Resend to TMS" button in the bottom right part of the T.O.
7. The T.O. should then successfully post to TMS.
8. Verify the T.O. moves into the Successfully Posted to TMS Section of your task list.

***** You should never navigate away from your portal until you have confirmed all orders have successfully Posted to TMS. As a best practice, never leave orders in "Pending response from TMS", "Failed to Load Into to TMS", or "To Be Sent TMS" lists. *****

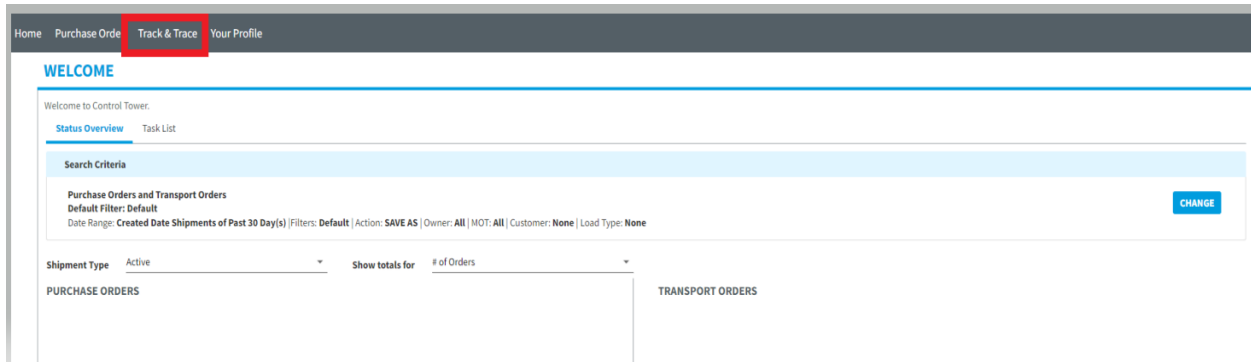
Tracking my Orders

The Bealls Vendor Routing Portal/Control Towers offers a Track and Trace function that allows you to:

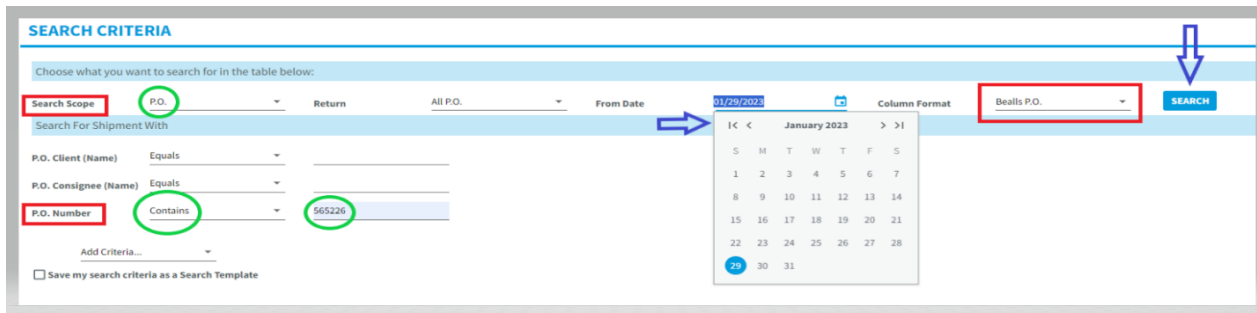
- Search for Purchase Orders and Transport Orders
- Create search templates that are user specific or Global.
- See current state details on each Purchase Order or Transport Order

Advanced Search Options and Results

1. From the Home/Welcome Page, select the *Track & Trace* option and then *New Search*.



2. Select PO from the *Search Scope*.
3. Change PO Number search criteria to *“Contains”*.
4. Enter the PO number.
5. Change *“Column Format”* to Bealls PO.
6. Click *“Search”*.
7. **HELPFUL HINT** – Change the *“From Date”* (reduce it by one year) if your PO search returns no results.



- If the PO has been routed there will be multiple options to choose from for the same PO. You can click on the arrow to the left of the PO number to expand the section and see the TO number attached to it. Click on the T.O. that has been routed to see additional information.

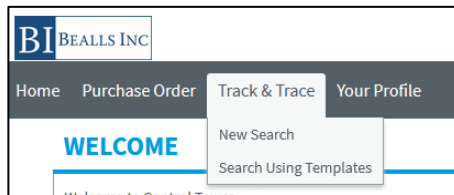
SEARCH RESULT

You searched for P.O.No.: 720341

SNO	MOT	Transaction N.O.	Reference No	Urgency	Created Date	Req. ETA												
1	ROAD	720341_20210309	184811	On Time	2021-03-09	2021-03-26												
<table border="1"> <thead> <tr> <th>Transaction N.O.</th> <th>Reference No</th> <th>MOT</th> <th>Transaction Type</th> <th>Origin Location</th> <th>POL</th> </tr> </thead> <tbody> <tr> <td>D049516</td> <td>000361122</td> <td>ROAD</td> <td>-</td> <td>ROBBINSVILLE</td> <td>USRBV</td> </tr> </tbody> </table>							Transaction N.O.	Reference No	MOT	Transaction Type	Origin Location	POL	D049516	000361122	ROAD	-	ROBBINSVILLE	USRBV
Transaction N.O.	Reference No	MOT	Transaction Type	Origin Location	POL													
D049516	000361122	ROAD	-	ROBBINSVILLE	USRBV													
2	ROAD	720341_20210309_2	203118	On Time	2021-03-21	2021-03-26												

Track and Trace Search – PO and TO and Helpful Hints

- From the Home Bar, select the Track & Trace option and then New Search



- Once the search window opens, you select the Search Scope P.O. for Purchase Order or T.O. for Transport Order (D Number). The search options change based on the selection.
 - PO Search

SEARCH CRITERIA

Choose what you want to search for in the table below:

Search Scope	P.O.	Return	All P.O.
Search For Shipment With			
P.O. Client (Name)	Equals		
P.O. Consignee (Name)	Equals		
P.O. Number	Equals		

- TO Search

SEARCH CRITERIA

Choose what you want to search for in the table below:

Search Scope	T.O.	Return	Only Active T.O.
Search For Shipment With			
T.O. Client (Name)	Equals		
T.O. Control Tower Ref No	Equals		
TMS Load ID	Equals		
TMS Order Number	Equals		

3. You can now enter the search criteria you want. Here are some tips.
 - a. PO number is made up of the PO number _ PO Create date in YYYYDDMM format _ Sequence number. Make sure to use the “Contains” rather than equal if you are only entering the PO number.

P.O. Number	Contains ▼	821533
--------------------	-------------------	---------------

- b. Use the Add Criteria option to search on other fields.

SEARCH CRITERIA

Choose what you want to search for in the table below:

Search Scope	P.O. ▼	Return	All P.O. ▼
--------------	--------	--------	------------

Search For Shipment With

P.O. Client (Name)	Equals ▼		
P.O. Consignee (Name)	Equals ▼		
P.O. Number	Contains ▼	821533	

⊖ Add Criteria... ▼

⊖ P.O. Req. ETA From ▼ Greater Than ▼ 12/31/2019 📅

⊖ P.O. Req. ETD To ▼ Less Than ▼ MMDDYYYY 📅

⊖ Add Criteria... ▼

Save my search criteria as a Search Template

- c. Some of the fields provide help to complete

SEARCH CRITERIA

Choose what you want to search for in the table below:

Search Scope	P.O. ▼	Return	All P.O. ▼
--------------	--------	--------	------------

Search For Shipment With

P.O. Client (Name)	Equals ▼		
P.O. Consignee (Name)	Equals ▼		
P.O. Number	Equals ▼		

⊖ P.O. Status ▼ Equals ▼

Cancelled
 Confirmed
Delivered
 Partially Delivered
 Partly Confirmed
 Pending

⊖ Add Criteria... ▼

Save my search criteria as a Search Template

- d. Note the date formats are in MMDDYYYY

⊖ P.O. Req. ETD From ▼ Equals ▼ 12/31/2019 📅

⊖ Add Criteria... ▼

Save my search criteria as a Search Template

- e. You can also save the search criteria as a Search Template by selecting the checkbox. You will be prompted to give the search a name.

SEARCH CRITERIA

Choose what you want to search for in the table below:

Search Scope: P.O. Return: All P.O. From Date: 12/18/2019

Search For Shipment With

P.O. Client (Name) Equals
 P.O. Consignee (Name) Equals
 P.O. Number Equals

P.O. Req. ETD From Greater Than 06/01/2020

Add Criteria...

Save my search criteria as a Search Template

Please specify a Name for the Set of Criteria.
 ETD June or Greater
 OK Cancel

- 4. Once you have your criteria setup, select the Search button. The results display.

P.O. (ALL P.O.)

Criteria : P.O. Req. ETD From > 31-12-2019

	Origin port	Customer	Ship Date	Destination port	Cancel Date	Supplier	P.O. No	Status	MOT	Consignee	Earliest Ship Date
1.	BRADENTON	BEALLS, INC	03/01/2020 00:00	BRADENTON	05/01/2020 00:00	-	326699_20191025	Pending	ROAD	Bealls Stores	03/07/2020 00:00
2.	BRADENTON	BEALLS, INC	03/01/2020 00:00	BRADENTON	05/01/2020 00:00	-	326720_20191025	Pending	ROAD	Bealls Stores	03/07/2020 00:00
3.	BRADENTON	BEALLS, INC	03/01/2020 00:00	BRADENTON	05/01/2020 00:00	-	326738_20191025	Pending	ROAD	Bealls Stores	03/07/2020 00:00
4.	BRADENTON	BEALLS, INC	03/01/2020 00:00	BRADENTON	05/01/2020 00:00	-	326756_20191025	Pending	ROAD	Bealls Stores	03/07/2020 00:00
5.	BRADENTON	BEALLS, INC	07/27/2020 00:00	BRADENTON	07/31/2020 00:00	-	346028_20191126	Pending	ROAD	Bealls Stores	08/02/2020 00:00
6.	BRADENTON	BEALLS, INC	08/24/2020 00:00	BRADENTON	08/28/2020 00:00	-	346031_20191126	Pending	ROAD	Bealls Stores	08/30/2020 00:00
7.	BRADENTON	BEALLS, INC	09/28/2020 00:00	BRADENTON	10/20/2020 00:00	-	346034_20191126	Pending	ROAD	Bealls Stores	10/04/2020 00:00
8.	BRADENTON	BEALLS, INC	07/27/2020 00:00	BRADENTON	07/31/2020 00:00	-	346055_20191126	Pending	ROAD	Bealls Stores	08/02/2020 00:00
9.	BRADENTON	BEALLS, INC	08/24/2020 00:00	BRADENTON	08/28/2020 00:00	-	346058_20191126	Pending	ROAD	Bealls Stores	08/30/2020 00:00
10.	BRADENTON	BEALLS, INC	09/28/2020 00:00	BRADENTON	10/02/2020 00:00	-	346070_20191126	Pending	ROAD	Bealls Stores	10/04/2020 00:00
11.	BRADENTON	BEALLS, INC	07/27/2020 00:00	BRADENTON	07/31/2020 00:00	-	346088_20191126	Pending	ROAD	Bealls Stores	08/02/2020 00:00
12.	BRADENTON	BEALLS, INC	08/24/2020 00:00	BRADENTON	08/28/2020 00:00	-	346097_20191126	Pending	ROAD	Bealls Stores	08/30/2020 00:00
13.	BRADENTON	BEALLS, INC	09/28/2020 00:00	BRADENTON	10/02/2020 00:00	-	346100_20191126	Pending	ROAD	Bealls Stores	10/04/2020 00:00
14.	BRADENTON	BEALLS, INC	07/27/2020 00:00	BRADENTON	07/31/2020 00:00	-	346133_20191126	Pending	ROAD	Bealls Stores	08/02/2020 00:00

- 5. You can scroll through the results using the arrows at the bottom of the page.

Bealls Stores 08/02/2020 00:00

1 - 14 of 75 | < Page 1 of 6 > |

- 6. You can Export the results to Excel, a PDF file, or start a new search.

NEW SEARCH **EXPORT TO XLS** **EXPORT TO PDF**

Frequently Asked Questions (FAQ)

1. What is the web address for the Bealls Vendor Routing Portal or Control Tower?

<https://app.controltower.BluJaysolutions.net/GTN/CT/BEALLS>

2. What if I don't remember my User ID or password?

Please submit an RC2 [Transportation Support Team Ticket](#).

3. Why does the system say "Invalid Credentials" when I try to reset my password?

Please be sure to input your email address and userid correctly. There should be no spaces behind your userid.

4. How do I update my user profile?

To change your profile, select Your Profile option. Please consult the Control Tower Help for additional information about customizing Control Tower.

5. Does each user have a separate logon or is there a "single sign-on" per vendor?

Each person must have their own userid for security purposes. Sharing of IDs is not allowed. If you are using the login for someone who has left your company, please submit an RC2 [Transportation Support Team Ticket](#).

6. Is the Bealls Vendor Routing Portal available 24/7?

Unless there is system maintenance, the Bealls Vendor Routing Portal/Control Tower is available 24/7. The Bealls Transportation team will notify all users of any Bealls Vendor Routing Portal/Control Tower outages or downtime.

7. If I'm shipping Prepaid, do I still need to submit a routing request through the Bealls Vendor Routing Portal/Control Tower?

Prepaid shipments direct to Bealls DC must be pre-approved and **DO NOT** get routed in the Control Tower portal. Prepaid shipments to a consolidator must be routed in the Control Tower portal.

8. Are there any other shipment types that do not need to be routed through the Bealls Vendor Routing Portal/Control Tower?

Shipment types that do not need to be routed in Control Tower are:

- Small Parcel (See number 9 below for additional details)
- Import shipments
- Direct to store shipments (See number 10 below for additional details)

9. What are the parameters for shipping small parcel shipments to a Bealls DC?

Bealls requirements for a small parcel shipment to a Bealls DC

- **Carton count:** The entire shipment (sum of all cartons for all PO's) must be less than or equal to 8 Cartons.
- **Carton weight:** The entire shipment (sum of all cartons for all PO's) must be less than or equal to 100 lbs.
- **Carton dimensions:** The cartons must be less than 48 in. on the longest side AND less than 30 in. on the second longest side.

If the shipment meets the requirements for a small parcel shipment:

- Submit an RC9 [Transportation Support Team Ticket](#).
- Bealls small parcel shipment carrier is FedEx Ground.
- Bealls prohibits more than one small parcel shipment per week.

10. What are the parameters for small parcel Direct to Store shipments?

Bealls requirements for a small parcel shipment:

- **Carton count:** The entire shipment (sum of all cartons for all PO's) must be less than or equal to 24 Cartons.
- **Carton weight:** The entire shipment (sum of all cartons for all PO's) must be less than or equal to 250 lbs.
- **Carton dimensions:** The cartons must be less than 48 in. on the longest side AND less than 30 in. on the second.

11. Who do I contact should the carrier not respond for an appointment request or doesn't show to pick up freight?

- If you have not received a response from the carrier for an appointment at least 24 hours prior to the expected departure time or, if the carrier scheduled an appointment with you but doesn't show up, you should first contact the carrier to determine why they are late and when they are expected to arrive. If you can't get resolution or the carrier will be unable to make the delivery commitment, then you should contact Bealls by submitting a [Transportation Support Team Ticket](#).
- If you have any issues with carriers regarding consistent poor performance, lack of professionalism, equipment concerns or other matters concerning you about the carrier, contact Bealls by submitting a [Transportation Support Team Ticket](#), and provide them with specifics regarding your concern. They will ensure the necessary action takes place to remedy the situation or make a carrier change.

12. What if a PO is missing from my Task List?

Submit an RC3 [Transportation Support Team Ticket](#).

13. How do I route a PO a second time?

If a PO needs to be routed again, please submit an RC3 [Transportation Support Team Ticket](#) to request for the PO to be added back to your task list.

14. Why is the PO Quantity listed as 1 on my PO in Control Tower?

This quantity is set to 1 by default in Control Tower and will show on the PO Items and TO items in the Packages and Lading Quantity fields. This does not reflect actual PO quantity – please refer to your PO hardcopy to confirm number of pieces to be shipped.

15. Where can I find my TMS Load Number and Carrier Information?

This information is sent in the load confirmation emails.

16. What is the cutoff time for routing a PO?

Routing requests should be submitted 72 hours prior to the cancel date.

17. How many PO's can I route at a time?

Users will need to create the request for each PO. It is best to Confirm/Dispatch the PO, complete and send the TO to TMS, and then any subsequent POs one at a time.

18. What are the different categories of issues to select from when submitting a ticket through the Vendor Partnership Guide?

- RC1 – Need to Onboard to Control Tower
- RC2 – User ID, Password or Access Issue with Control Tower
- RC3 – Cannot Locate Purchase Order in Control Tower
- RC4 – Cannot Complete Routing in Control Tower
- RC5 – Purchase Order Dates Require Change
- RC6 – Pickup Location Issues
- RC7 – Have Not Received Carrier & Tender Confirmation
- RC8 – Carrier Missed Pickup
- RC9 – Small Parcel
- RC10 – Need to Make Changes to a Load