



Bluejay Control Tower Quick Reference Guide

Version 9.0

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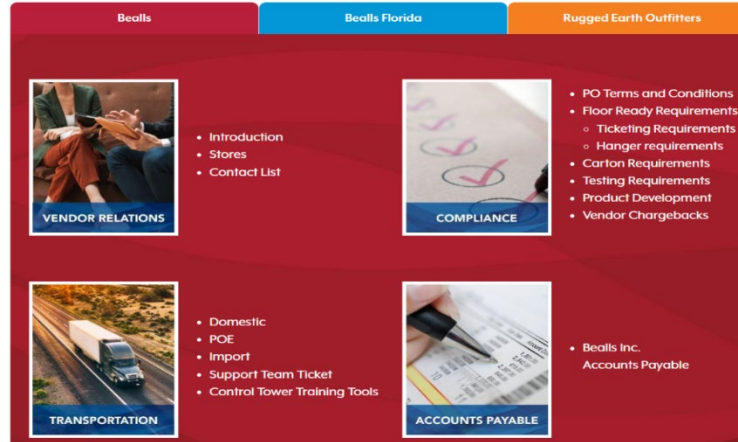
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Bealls Vendor Partnership Guide

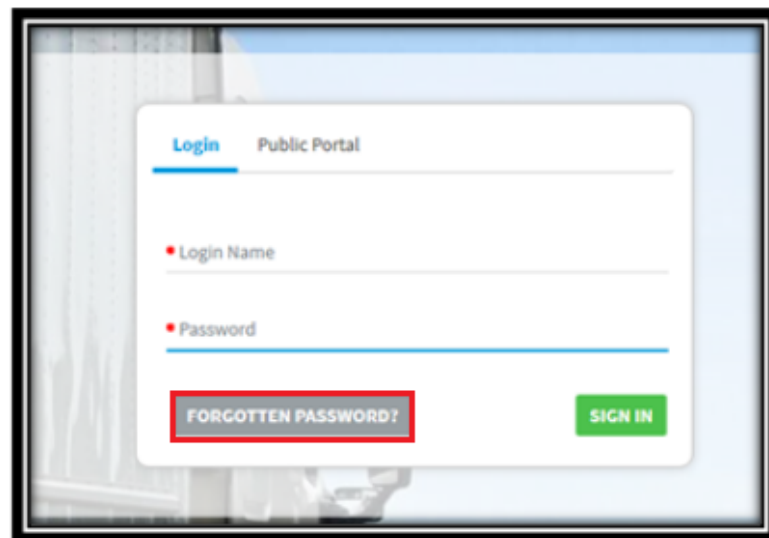
Link - <https://www.beallsinc.com/beallsinc/partners>

- At the above link you will also find our Support Team ticket for reporting problems or to request assistance for issues related to Control Tower.
- A Control Tower Training Video.
- Our Domestic Routing Guide.
- A Full training manual with a troubleshooting guide and an FAQ section.

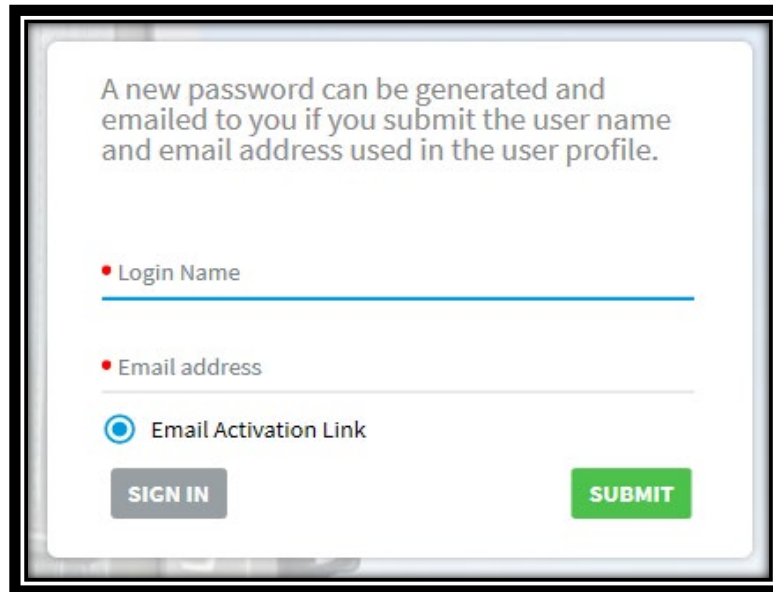


Logging into Control Tower for the first time

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.



3. 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

4. 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.
5. An activation notification will be sent to this email, please follow instructions to change the password.
6. **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.

Dear Steve Preston,

You have requested for a reset of your password for Control Tower.

To reset your password please [click here](#) and follow the instructions.

If clicking the link does not seem to work, You can copy and paste the below url into your browser's address window, Or retype it there.
<https://app.controltower.blujaysolutions.net//GTN/resetPassword.jsp?id=53e2a5383e134413fefb8bbac9314c19c142aa24cf153bb02b38c9a791496f52&otp=913eaa62a6b98a87c355f7afb2fe376b00150a7e86412fdd&csrfmiddle>

If you did not request to have your password reset you can safely ignore this email.

Regrads,
BLU JAY Solutions

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 14 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 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 Support Team Ticket and request a cancel date extension before proceeding any further.

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

WELCOME

Welcome to Control Tower.

Status Overview **Task List**

> Filter to-do list

69 P.O.s To Be Dispatched

<input type="checkbox"/>	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. Once you have selected the P.O. to be routed, click on the “Confirm and Dispatch” button.

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 Ref

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

Ship Date: 07/05/2021 00:00 Cancel Date: 07/08/2021 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

Now that you have Confirmed & Dispatched the P.O., the P.O. selected is now attached to a Transportation Order, or T.O. At this stage the order is in the “T.O.s To Be Sent to TMS” list. The T.O. number is the Order ID. You may want to record this #.

1. 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

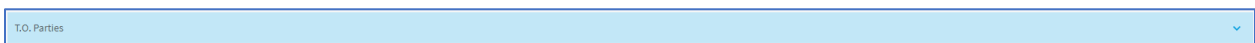
Order ID	D378386	CT Reference Number	000697922
Ship Date	07/05/2021 00:00	Cancel Date	07/08/2021 00:00
Origin	BRADENTON (USBBI)	Destination	BRADENTON (USBBI)
Mode Of transport	ROAD	Terms	Free On Board
Ready to Pick up on	07/05/2021 00:00	PPD/COL	
Quantity	1	Volume	ft3
Weight	lb	Net Weight	lb
Comments			

T.O. Parties
T.O. Item

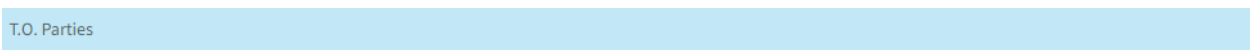
Step 3 – Adding a Pickup Location

Creating a New Pickup Location

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



2. Click on the green plus sign.



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.

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

T.O. Parties		
Party Type	Pickup	
Company ID		Global ID
Company Name		
Street Address		
City		State (2 Digit Abbrv.)
Postal Code		Country
Contact Person		Phone Number
Email Address		Fax Number

Buttons: CANCEL, SAVE, CREATE NEW (highlighted), ADD MORE

4. Name the pickup, per the instructions below.

- a. Do not use generic names such as “Bealls Pickup” or “Warehouse Pickup”. 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.

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

Company Name (Max 35)	Bealls Pickup - Bradenton	Nick Name	
Address	2100 47TH TER E	City (Mandatory)	BRADENTON
State (2 digit Abbr.)	FL	Post Code	34203
Country	USA	Phone (Max 20 Char.)	999-888-7777
Fax	USA	Email	JOESMITH@DOMAIN.COM
Web URL		Contact Person	JOE SMITH

Buttons: CANCEL, SAVE, ADD MORE

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.

1. 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.

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

2. 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.

3. 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.

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 ticket to the TMS Support Team to request the PO to be re-added to your “Task List”, to allow for another routing request.

1. Click on the blue “T.O. Item” banner to open the Item section of the TO.
 - a. 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. ETA ₊₆	Req. ETA ₊₈	Quantity
405467_2020 0311						900	lb	ft3			08/14/2020	08/20/2020	900 Units

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.

3. 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 your 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.

Cancel a Routing

1. Locate the TO in your “*T.O.’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. *****

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	

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	
		Transaction N.O.	Reference No	MOT	Transaction Type	Origin Location	POL
		1	D049516	000361122	ROAD	ROBBINSVILLE	USRBV
2	ROAD	720341_20210309_2	203118	* On Time	2021-03-21	2021-03-26	

- Click on the Item Details line.

No	Carrier BL	House BI N.O.	SKU No	Part No	Quantity	Cartons	No Packages	Container No	Vehicle/Vessel	ETD	ETA	Status
1	113792180				5,124 Units							Order Loaded Into TMS4S

- Review the Search Results.