

Family Dollar Vendor Ready-to-Ship Web Interface

Family Dollar is excited to offer its freight collect vendors a single web page to enter ready-to-ship freight information. This will replace calling the eight distribution centers for freight routing. This document instructs you how to use the web application and answers some questions about communicating with the centralized routing center.

To Use the Vendor Ready-to-Ship Interface


1. Go to www.familydollar.com.
2. Click on the "Distribution" button in the Navigation bar on the right-hand side of your screen.
3. From the Distribution Centers homepage, click on the link under "Transportation Management System" (TMS) to open the TMS Access and Information page.
4. From Family Dollar's Transportation Management System Access and Information page, click on the access link to the Transportation Management System.

NOTE: If you experience difficulties in accessing the URL from Family Dollar's website, open the web browser on your computer. Copy and paste, or type the following URL on the address line of your web browser:

gc3.familydollar.com

5. When the login screen appears, you will want to bookmark this site for future use.
6. Turn on your Caps Lock.
7. Click in the User Name field.
8. Type your User Name.
9. Tab to or Click in the Password field.
10. Type your Password.
11. Press Enter or Click on **go** ➤

Address <http://gc3-fd.glog.com/servlets/glog.webserver.servlet.umt.Login>

FAMILY DOLLAR 

Transportation Management System

User Name
FD.1111_VNAME

Password

go ➤

version 3.7

12. Once you are logged in, you will click on “Ready to Ship” on the left side of the screen.



13. A search screen will appear next.


14. Type your Purchase Order number in the first field.

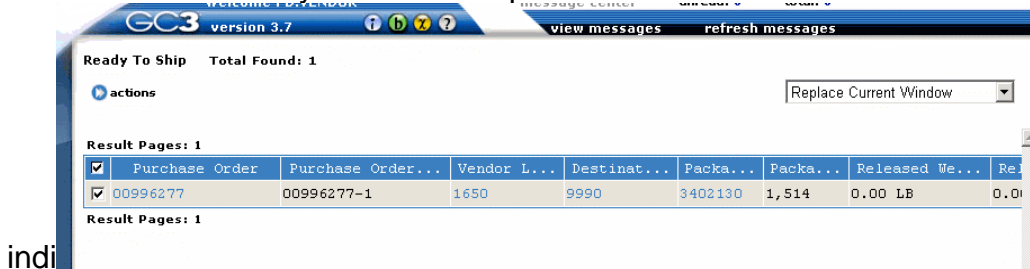
NOTE: If your PO number is not 8 digits, add zeros before the number to make it 8 digits.


15. Type the Destination DC id in the next field. (This will be on the purchase order you received from Family Dollar.)



| DC ID | City, State |
|-------|-----------------|
| 9990 | Matthews, NC |
| 9520 | W. Memphis, AR |
| 9530 | Odessa, TX |
| 9540 | Front Royal, VA |
| 9550 | Marianna, FL |
| 9560 | Duncan, OK |
| 9570 | Rome, NY |
| 9580 | Morehead, KY |
| 9590 | Maquoketa, IA |

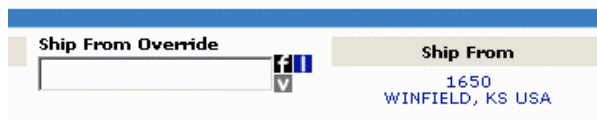
16. Click on  at the bottom of the screen.
17. Your Purchase Order line items will appear in the next screen. (Each line will refer to a SKU on your PO.)
 - a. If they do not, click Ready to Ship again and retype the information.
 - b. If you continue to have problems, call the Family Dollar Transportation Operation Center – (704) 847-6961 option #8.
18. If you want to select all shipping lines, click on the top . This will populate all of the 's. If you want to choose individual lines, click on the 's next to the lines you wish to ship.



19. Click on  Ready To Ship.
20. Begin populating this screen by selecting the shipping location. If the location shown is correct, you can skip the next section which explains how to change a shipping location.

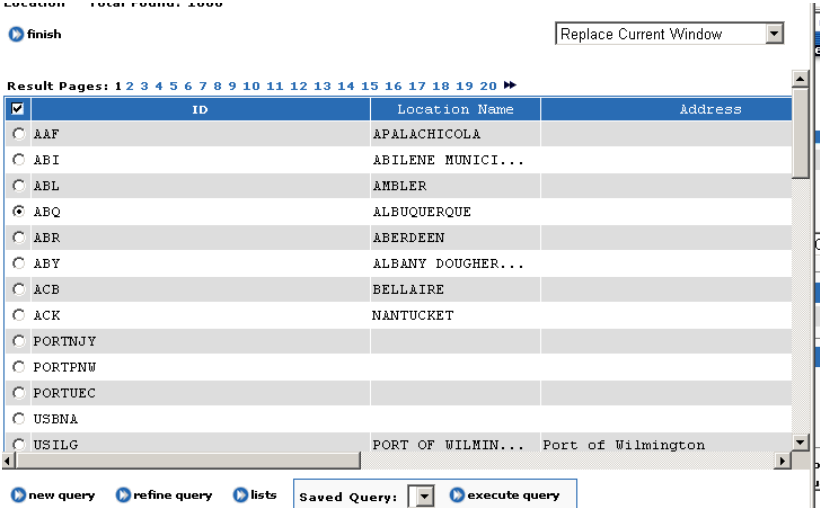
To Change a Shipping Location

- a. Click on the "I" in the blue box of the boxes to the side of the Ship From Override. (I stands for list)

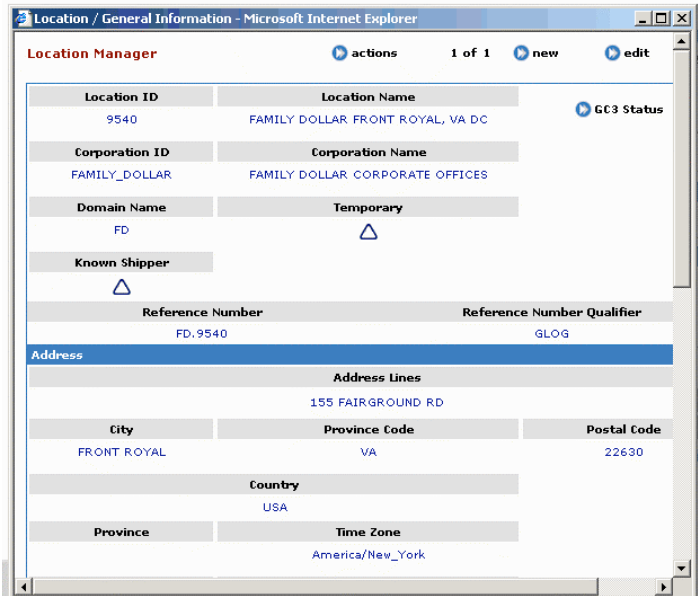


b. You will see all of your shipping locations. Choose your shipping location from the list by clicking on the circle to the left of the location id. **Do not choose a Family Dollar location.**

c. Click on  finish.



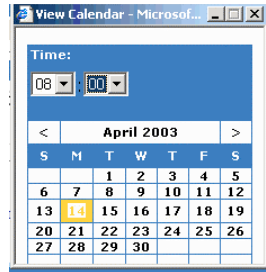
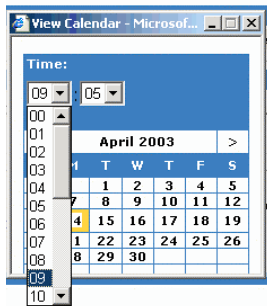
d. The Shipping Location ID will populate in the field.
 e. Click on “v” in the grey box beside the Ship From Override to see the full address. (v stands for view.)



21. Next you will need to enter the date that the freight will be ready for pick up.

22. Click on the  beside the Ready to Ship Early Date.

23. Choose a time from the dropdown and date from the calendar. (The arrows at the top of the calendar will move you forward and backward through the months.)



24. Repeat steps 21 and 22 for the Ready to Ship Late Date. Please give as large a window as possible.
25. Type the weight in the weight field. You must enter this in pounds.
- DO NOT ENTER AN AMOUNT GREATER THAN A TRUCKLOAD: 46,000lbs. (If you have a PO for more than one truckload, you will need to release the freight one truckload at a time. When entering the weight DO NOT type in commas.)
26. Type the volume in the volume field. You must enter this in cubic feet **ONLY** if freight will be floor loaded.
- DO NOT ENTER AN AMOUNT GREATER THAN A TRUCKLOAD: 3300cft. (If you have a PO for more than one truckload, you will need to release the freight one truckload at a time. When entering the volume DO NOT type in commas.)
 -
27. If you are shipping pallets,
- YOU MUST LEAVE TOTAL VOLUME BLANK IF SHIPPING ON PALLETS.**
 - Skip over **Total Volume** and click the down arrow for the **Transport Handling Unit**.
 - Chose either DOUBLE STACK PALLET or SINGLE STACK PALLET.
 - Enter the number of pallets in the **Ship Unit Count** field.
 - The system will determine the Total Volume from the entry of the **Transport Handling Unit** and the **Ship Unit Count**.
 - DO NOT enter pallets in the remark area.
 - If you need to release BOTH DOUBLE AND SINGLE STACK PALLETS on the same purchase order, YOU MUST CREATE TWO (2) SEPARATE RELEASES.

Ready To Ship


| | | | | | |
|---|---|--|---|---------------------------|--------------------------------|
| PO 04402561 | Ship From Override <input type="text"/> | Ship From 49317 ELIZABETH, NJ USA | Ship To 9520 WEST MEMPHIS, AR USA | | |
| Ready To Ship Early Date 2005-10-03 09:33:00 | Ready To Ship Late Date 2005-10-07 09:34:00 | Total Weight 36000 LB | Total Volume <input type="text"/> CU FT | | |
| Transport Handling Unit <input type="text"/> | Ship Unit Count 20 | | | | |
| <input type="text"/> <ul style="list-style-type: none"> DOUBLE STACK PALLET SINGLE STACK PALLET | | | | | |
| Remark Qualifier ID | | Remark Text | | | |
| <input type="text"/> | | <input type="text"/> | | | |
| Order Release Remarks | | | | | |
| *Remark Qualifier ID | *Remark Text | | | | |
| <input type="text"/> | <input type="text"/> | | | | |
| | | | <input type="button" value="save"/> | | |
| Packaged Item ID | Early Pickup | Late Pickup | Ordered Quantity | Remaining Quantity | Ship Complete |
| 3203296 | 2005-10-03 00:01:00 | 2005-10-07 23:59:59 | 12 | 12 | <input type="text"/> |
| Total | | | | | <input type="text" value="0"/> |

28. If you have other information that you want Family Dollar or the carrier to know, Click on the dropdown in the Remark field and select **REMARK** and type your information in the text area. ***(ONLY TYPE 80 CHARACTERS IN THE REMARKS TEXT.)**

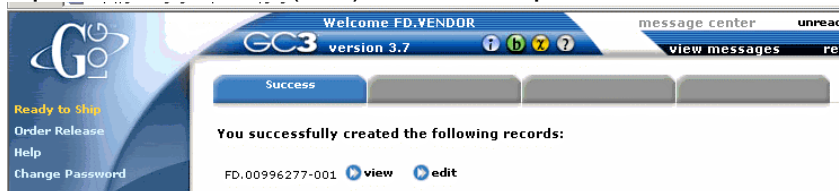
29. Click to the right of the Remarks Text to save your remarks.

30. Next you need to enter the Ship Quantity by typing the number of CASES you will be shipping of each SKU. (If you are releasing multiple shipments from a PO, the Remaining Quantity will be less than the Ordered Quantity. If the Remaining Quantity is 0, you cannot release any more.)

The screenshot shows a web form for releasing a purchase order. At the top, it displays the PO number 00996277 and shipping details: Ship From (1650 WINFIELD, KS USA) and Ship To (9390 MATTHEWS, NC USA). Below this are fields for Ready To Ship Early Date (2003-04-16 08:00:00) and Ready To Ship Late Date (2003-04-21 17:00:00). The Total Weight is 40000.00 LB and Total Volume is 3000.00 CU FT. There are sections for PO Remarks and Order Release Remarks, each with a Remark Qualifier ID and Remark Text field. A summary row shows TOTAL_PALLETS: 24 and a REMARK: P/U#: ABC12345 REQUIRED FOR PICKUP. At the bottom, there is a table with columns: Packaged Item ID, Early Pickup, Late Pickup, Ordered Quantity, Remaining Quantity, and Ship Complete Ship Quantity. The table contains one row for item 3402130 with an ordered quantity of 1514 and a remaining quantity of 1514. A 'Total' row shows a remaining quantity of 0. At the very bottom, there are 'save', 'cancel', and 'reset' buttons.

31. Once you have entered all of your information, click on  at the bottom of the screen.

32. You will receive a message that you have successfully created the order release. If you receive an error, call the Family Dollar Transportation Operation Center – (704) 847-6961 option #8.



32. To input information for another PO, click on Ready to Ship on the left to start again.

Frequently Asked Questions

The following is included to help you understand what to expect and better understand the system.

What is the phone number for the Family Dollar Transportation Operation Center?

704-847-6961 option 8 Monday – Friday 8am – 5:00pm eastern time

What's next after I successfully enter my freight?

We will notify you of the carrier selection by email within 2 business days of the Ready to Ship Early Date. If you want to look up the information you have released to us, you can search for them by clicking on Order Release on the left side.

When will I be notified of the carrier?

You will be notified within 2 business days of the Ready to Ship Early Date.

How will I be notified of the carrier?

An email will be sent to the email account of the primary contact submitted for your vendor number.

Does this replace calling the Family Dollar distribution centers?

Yes. Once you have started using the website, you will not need to call the DC's. If you have any issues with PO's that you have called into a DC, please contact the DC to resolve.

What do I do if I need to make changes or have questions?

Call the Family Dollar Transportation Operation Center at 704-847-6961 option 8.

How soon after I receive the PO will I be able to release the freight on the Family Dollar website?

Your PO's will be on the website within 24 hours.

If I have multiple truckloads on a single PO, how should I release my freight?

You should perform the Ready to Ship process for each truckload. Include the appropriate ready-to-ship date, weight, volume, cases and shipping remarks for each shipment.

How do I change my password?

After you login, click on Change Password on the left. Make sure your Caps Lock is on. Type the new password in each password field and click on save at the bottom of the page.