

## Ross Stores and dd's Discounts - Transportation Management Vendor Routing Tool - Quick Guide

*Revised 2/25/22*

The Ross/dd's transportation uses Manhattan TMS for Inbound shipments. This guide provides quick reference steps on the processes of first-time login and use of the routing tool.

### User Set Up:

- Each person that will need to access the Ross/dd's Routing Tool will need to have a username and password established.
- Multiple users for the same vendor are not permitted to share usernames and passwords.
- Ross IT will generate usernames and passwords. Usernames will be your company e-mail address. Passwords can be changed upon first time login.
- New vendors should contact [ross.transportation@ros.com](mailto:ross.transportation@ros.com) to have a username and password created. Allow 2 business days for new usernames and passwords requests to be generated.

### System Requirements:

- The vendor routing page runs on Microsoft Windows 7 operating system and supports the following browsers: Google Chrome, Microsoft Windows Internet Explorer 9 (Native Mode only), Microsoft Windows Internet Explorer 10 (Native Mode only), and Mozilla Firefox. Internet Explorer 11 is not supported.

### Password Expiration:

- Passwords will expire every 90 days.
- Notification will be sent 16, 10 and 4 days prior to expiration so users can reset password in the tool.

### Routing and Shipping Details:

- Refer to the Routing Guides and Packaging/Shipping Guidelines at the link below prior to requesting routing through the Vendor Routing Tool.  
<http://partners.rossstores.com/index.html>

### Troubleshooting Tips:

- If you are experiencing any difficulty accessing the TMS or logging into it, try these tips:
  - **Use Google Chrome.** Internet Explorer 11 is not supported by the TMS.
  - Type out the Website Address completely instead of having the computer "auto fill it in"  
<https://transportation.ros.com>
  - Type out your username exactly how it appears in the email you receive.
  - Type out the password exactly how it appears in the email you receive (Ensure there are no spaces following the password when entering it into the field).
  - When changing your password, be sure that the new password meets the required criteria that is listed in fine print on that screen (once you reach that screen).
  - Do not bookmark the TMS until you have completed setting up the 'Add RTS' shortcut as described in this guide.
  - Clear browsing history EVERY time you receive an error for 'ALL TIME'.

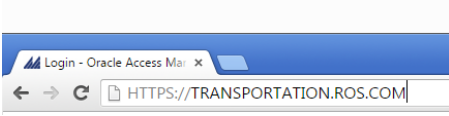

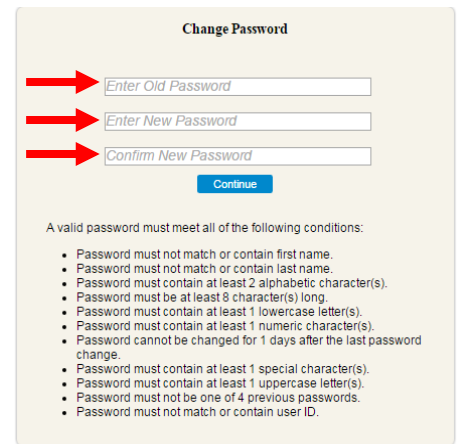
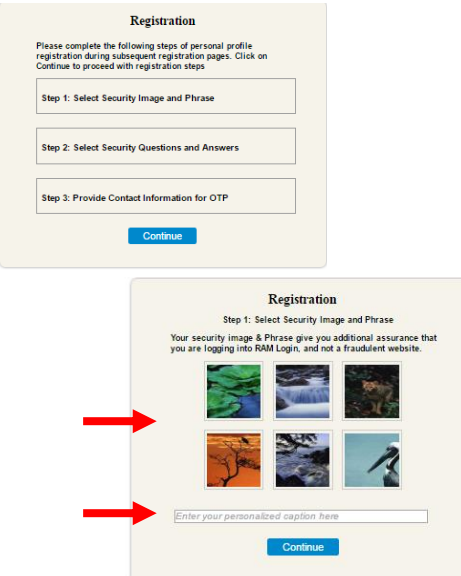
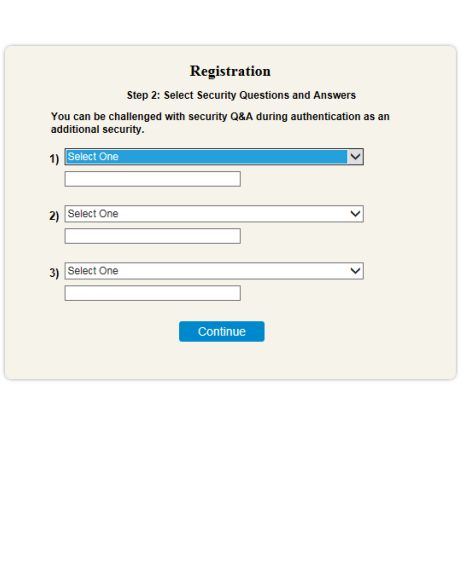
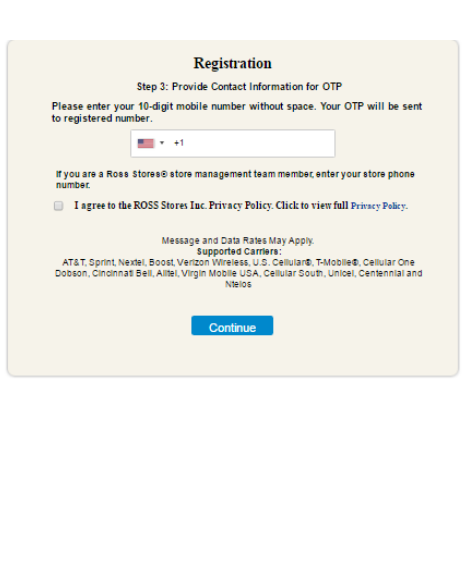
### Seals:

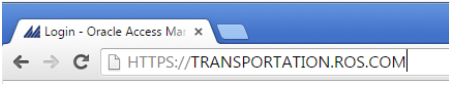
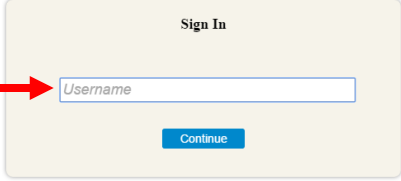
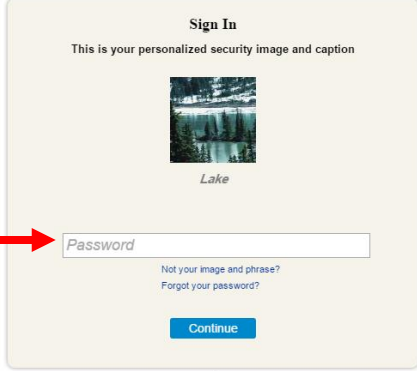
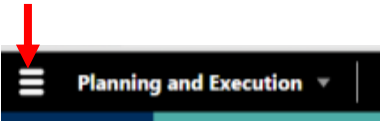
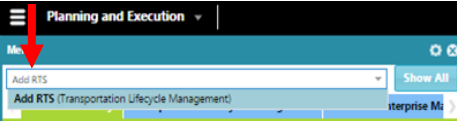
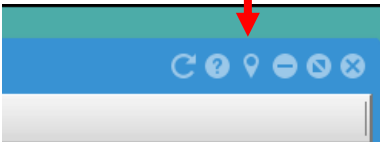

- Shippers are responsible for putting a seal on the trailer prior to carrier pick-up.

### Issue Escalation:

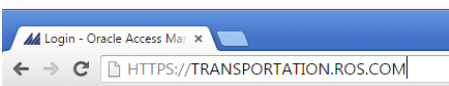
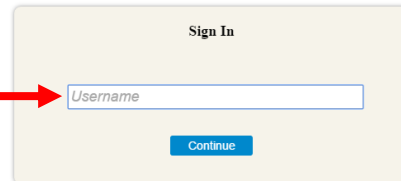
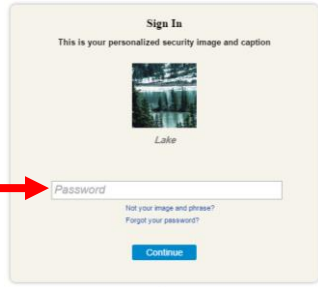
- For issues please contact Ross/dd's at 803-396-2232 or [ross.transportation@ros.com](mailto:ross.transportation@ros.com).


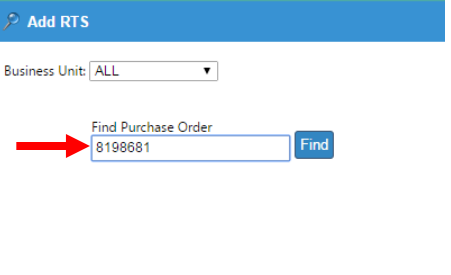
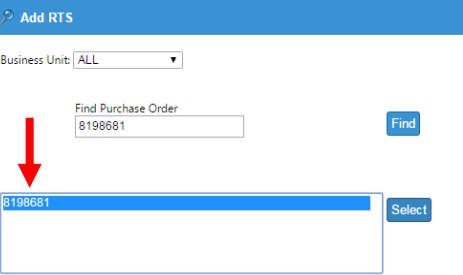
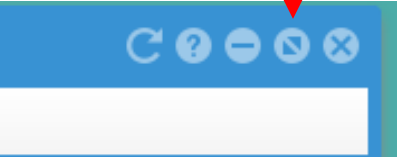
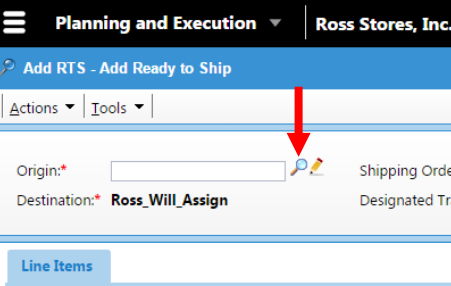
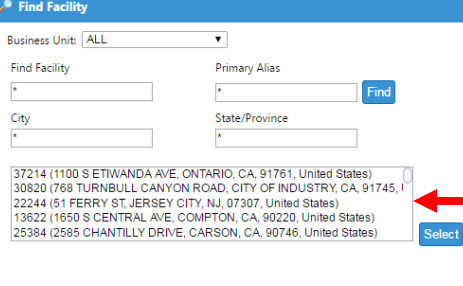
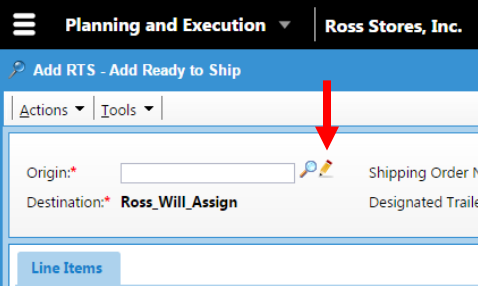
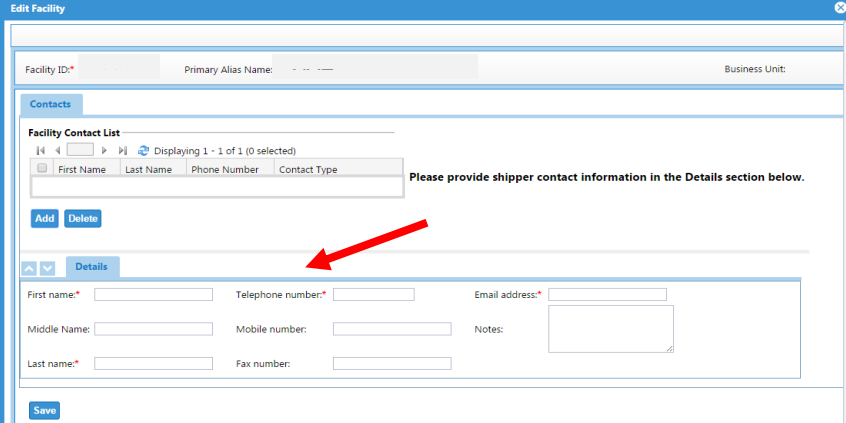
## FIRST TIME LOGIN AND REGISTRATION

<p><b>1</b></p>	<p><b>2</b></p>	<p><b>3</b></p>
		 <p>A valid password must meet all of the following conditions:</p> <ul style="list-style-type: none"> <li>• Password must not match or contain first name.</li> <li>• Password must not match or contain last name.</li> <li>• Password must contain at least 2 alphabetic character(s).</li> <li>• Password must be at least 8 character(s) long.</li> <li>• Password must contain at least 1 lowercase letter(s).</li> <li>• Password must contain at least 1 numeric character(s).</li> <li>• Password cannot be changed for 1 days after the last password change.</li> <li>• Password must contain at least 1 special character(s).</li> <li>• Password must contain at least 1 uppercase letter(s).</li> <li>• Password must not be one of 4 previous passwords.</li> <li>• Password must not match or contain user ID.</li> </ul>
<p>After Ross IT provides a username and password, enter the following URL in web browser: <a href="https://TRANSPORTATION.ROS.COM">HTTPS://TRANSPORTATION.ROS.COM</a></p>	<p>At sign in screen, enter <b>username</b> and click <b>continue</b>. At 2<sup>nd</sup> sign in screen, enter <b>password</b> and click on <b>continue</b>. Be careful to not copy extra spaces if doing a copy and paste.</p>	<p>Passwords must be reset. Enter <b>old password</b>, enter <b>new password 2x</b>, then click on continue.</p>
<p><b>4</b></p>	<p><b>5</b></p>	<p><b>6</b></p>
		
<p>Click on <b>continue</b> to begin registration. Choose <b>security image</b> and <b>write in a word or phrase</b> then click on <b>continue</b>.</p>	<p>Choose from the dropdowns to answer <b>3 security questions</b>. Click on <b>continue</b>.</p>	<p>Enter <b>9999999999</b> without any spaces or dashes. Select the <b>checkbox</b> to agree to Ross terms and conditions. Click on <b>continue</b> to complete first time registration process.</p>

<p>7</p> 	<p>8</p> 	<p>9</p> 
<p>Enter URL in web browser <a href="https://TRANSPORTATION.ROS.COM">HTTPS://TRANSPORTATION.ROS.COM</a> (Only necessary if had closed window or page does not automatically open)</p>	<p>Enter <b>username</b> and click on <b>continue</b>.</p>	<p>Enter <b>password</b> and click on <b>continue</b>.</p>
<p>10</p> 	<p>11</p> 	<p>12</p> 
<p>Click <b>menu</b> button.</p>	<p>Type <b>Add RTS</b> in search bar and then press <b>enter</b>. <b>RTS = Ready to Ship</b></p>	<p>Click on  symbol to make <b>Add RTS</b> as a shortcut on your workspace. Close window to see the shortcut.</p>

## CREATE RTS – READY TO SHIP (TRACER)

<p>1</p> 	<p>2</p> 	<p>3</p> 
<p>Enter <b>URL</b> in web browser <a href="https://TRANSPORTATION.ROS.COM">HTTPS://TRANSPORTATION.ROS.COM</a></p>	<p>Enter <b>username</b> and click on <b>continue</b>.</p>	<p>Enter <b>password</b> and click on <b>continue</b>.</p>

<p><b>4</b></p> 	<p><b>5</b></p> 	<p><b>6</b></p> 
<p>Double click on the <b>Add RTS shortcut</b> created during first time login.</p>	<p>Enter the <b>PO</b> and click on <b>Find</b></p>	<p><b>Highlight the Purchase Order</b> by clicking on it in the lower box and then click on <b>Select</b></p>
<p><b>7</b></p> 	<p><b>8</b></p> 	<p><b>9</b></p> 
<p>The Add RTS window will open. Click on <b>maximize</b> to view in full window.</p>	<p>Click on the <b>magnifying glass</b> after the origin field. A window with origin facilities listed will pop open.</p>	<p><b>Highlight the Correct Origin Facility</b> by clicking on it then click on <b>Select</b>. If needed origin is not listed, then contact <a href="mailto:ross.transportation@ros.com">ross.transportation@ros.com</a></p>
<p><b>10</b></p> 	<p><b>11</b></p> 	
<p>Click on the <b>Pencil Icon</b>. A window will pop up with vendor contacts related to the PO.</p>	<p><b>Edit, add or delete contacts</b> as needed. <b>Make sure all contacts including name and e-mail address are listed or added!</b> Each contact saved will be on the email distribution for the carrier routing information. <b>DO NOT DELETE THE ROSS TRANSPORTATION CONTACT LISTED!</b></p>	

**12** **13**

**Line Items**

<input type="checkbox"/>	* PO ID	Vendor Name	Start Ship Date	Cancel Date
<input type="checkbox"/>	8198681	Vendor name	08/12/16 12:00	11/15/16 12:00

**Add** **Delete**

Number:  Comments:

Number:

Cancel Date	RTS Exist	Product Type	* Quant
11/15/16 12:00	NO	505	

Review the **PO ID, Vendor Name, Start Ship Date, and Cancel Date**. These cannot be changed from this screen and are pulled from the actual purchase orders.

**A RTS CANNOT be Submitted more than 3 Weeks Before the Start Ship Date or After the Cancel Date.**

In the column labeled **RTS Exist**, it will be NO if this is the first RTS created for the PO. **If it has a YES, then click on the YES** to view details on previous RTS submitted for the Purchase Order.

**14**

Do not ship on pallets unless your product is fragile

*Quantity	*Cartons	*Weight	*Cube
3200 UNIT	400	20400 LBS	2500 FT3

**15**

Do not ship on pallets unless your product is fragile

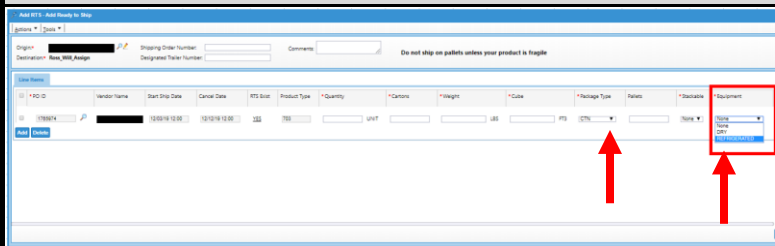
Cube calculation will update when are fields are selected.

*Cube	*Package Type	Pallets	*Stackable	Equipment	Fragile	Com
1800 FT3	CTN	15	No	None	<input checked="" type="checkbox"/>	

For the portion of the Purchase Order that is ready to ship enter the **Quantity** of Units, **Carton** Count, **Weight** in Pounds, and **Cube** Volume.

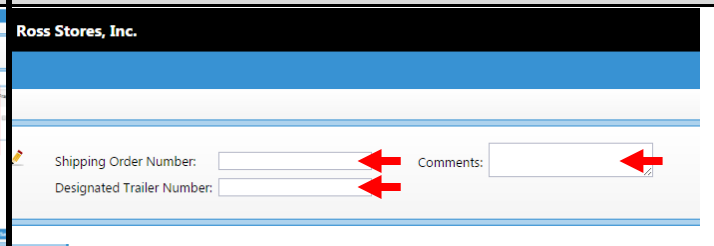
**Only ship on pallets if merchandise is fragile.** If shipping on **Pallets**, fill in the **Pallet Count**, **Choose Stackable Yes or No**, and Check the **Fragile Box**. The calculation of the cube will automatically update based on the pallet information entered.

16



Choose the **Package Type** and the **Equipment Type**. Use **Refrigerated** to protect goods from melting. Input any **Comments Specific to the Purchase Order** on that line.  
Note: The hazardous material indicator is from the Purchase Order and cannot be edited from this page.

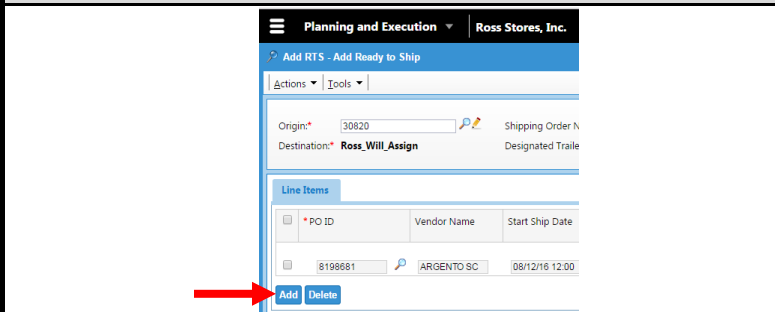
17



These fields in the header are **Optional**:

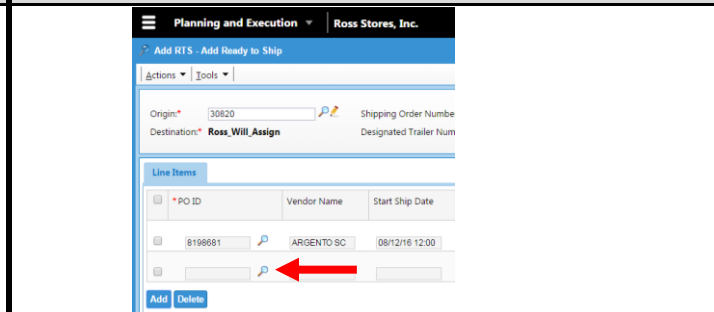
- **Shipping Order Number** – vendor specific pick-up #
- **Designated Trailer Number** – drop or pre-loaded trailers only
- **Comments** – any comments related to all Purchase Orders that will be put on the RTS

18



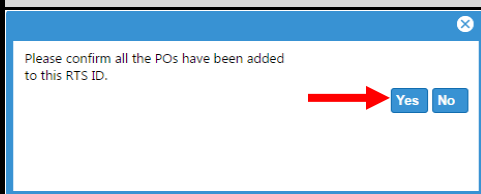
**Do not Save the RTS until you have added all Purchase Orders** to be on it. When trying to Save, a pop-up message will prompt for confirmation that there are no more Purchase Orders to add to the RTS. To add another Purchase Order to the same RTS, click on the **Add Button**.

19



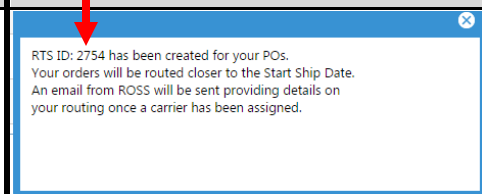
Another line will display for the additional Purchase Order. Click on the **magnifying glass icon** next to the PO ID field. The process of adding the Purchase Order information will start again (See step 5 above) beginning with the **PO Search field pop up window**.

20



When all Purchase Orders have been added to the RTS, click on **Save**. At the pop-up window confirm there are no more Purchase Orders to add by clicking **YES**. **Once saved, RTS cannot be edited or viewed and additional Purchase Orders cannot be added.**

21



A pop up will display the **RTS number** that has been created. **Log the RTS number for reference. An e-mail with routing details will be sent** to the associated vendor contacts once a carrier has been assigned.

22

To start a new RTS, close the window of the completed one and click on the "Add RTS" shortcut tile again. The process will start again from that point.

RTS will be created but freight will not be routed if it is for a shipment <3,000 lbs. or <900 ft<sup>3</sup> and in the geographic areas designated for consolidation (NY/NJ and LA Metro Areas). Instead of routing information, an e-mail will be sent notifying of the need to contact the consolidator and arrange for routing directly with the consolidator.

**Thank You!**