



# **User Guide for the TMS Vendor Interface**

**Last Updated: 05/26/2004**

## Table of Contents

Table of Contents .....	2
TMS Vendor Interface .....	3
<i>Introduction</i> .....	3
Getting Started .....	3
<i>System Requirements</i> .....	3
Logging In.....	4
General User Guidelines.....	6
<i>Icon Definitions</i> .....	6
Navigating the Application.....	7
I. <i>Left Navigation Frame</i> .....	7
<i>Purchase Orders</i> .....	8
<i>Shipments</i> .....	8
<i>Last Activity Status</i> .....	8
II. <i>Right Content Frame</i> .....	9
III. <i>Column Headers</i> .....	9
IV. <i>Current Status</i> .....	10
Finding a Purchase Order to Release.....	10
Explaining the PO Release Screen.....	12
Steps for Releasing a Purchase Order for Shipment.....	14
Checking the Status of a Released Shipment .....	16
Address Keeper .....	18
<i>Add a New Address</i> .....	19
<i>Edit an Existing Address</i> .....	20
<i>Delete an Existing Address</i> .....	20
Glossary of Terms.....	21
Copyright Information .....	25

## TMS Vendor Interface

### Introduction

Welcome to AAFES's transportation management system (TMS) Vendor Interface. The AAFES TMS provides optimization, tender, track, and trace capabilities for its users via EDI or a web-based user interface.

TMS allows suppliers to release purchase orders or individual line items of purchase orders when goods are ready for shipment. Once a line item or an entire PO has been released for shipment, AAFES will tender the shipment to a carrier and provide the supplier with routing information. After the shipment has been picked up by the carrier, the supplier will be able to track the shipment while it is in transit and after it has been delivered, for up to 7 days.

The TMS is not a purchase order management system, so you will not be able to change purchase orders. If you have an issue with a purchase order, please contact your AAFES Contracting officer for resolution. Both the phone number and email address are listed under the contracting officer info in TMS when you look up your PO.

This user guide has been created to explain the user interface for non-EDI vendors. All you need to access this application is a PC, Internet Explorer 5.0 or higher, a company ID, a user name and a password. You may request a company ID, a user name and a password from AAFES.

### Getting Started

If you need assistance with the AAFES application, please contact: AAFES Help Desk

Phone #: 1-800-289-3800

Hours of Operation:	Monday – Thursday	24 hours per day
	Friday	0000 – 1700 (CT)
	Saturday	0700 – 1530 (CT)
	Sunday	0700 – 2400 (CT)

### System Requirements

- Internet Access with at least a 28.8 modem connection speed.
- Internet Explorer 5.0 or higher.

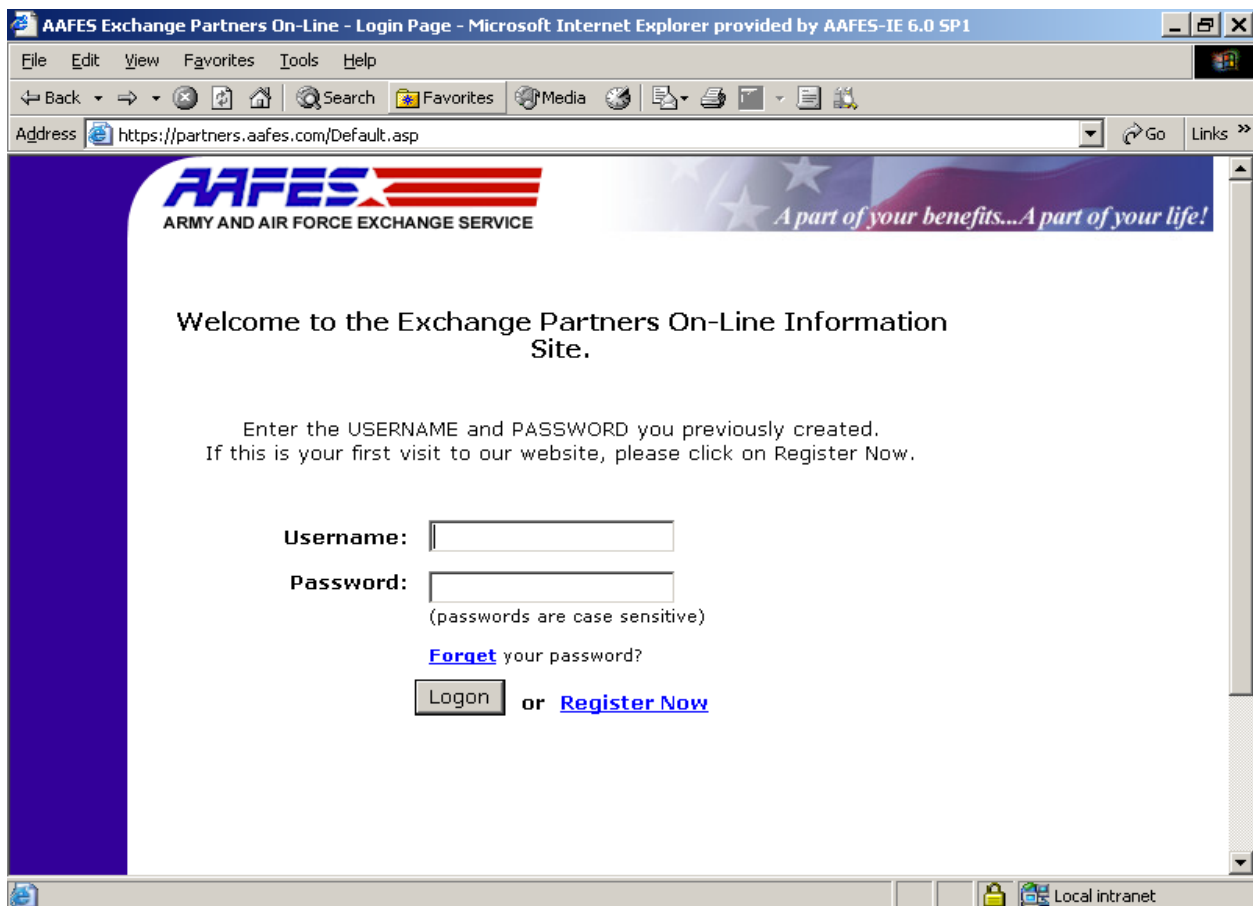
If you do not have a minimum of the above requirements, contact your System Administrator for resolution.

## Logging In

Enter the AAFES TMS through the following URL:

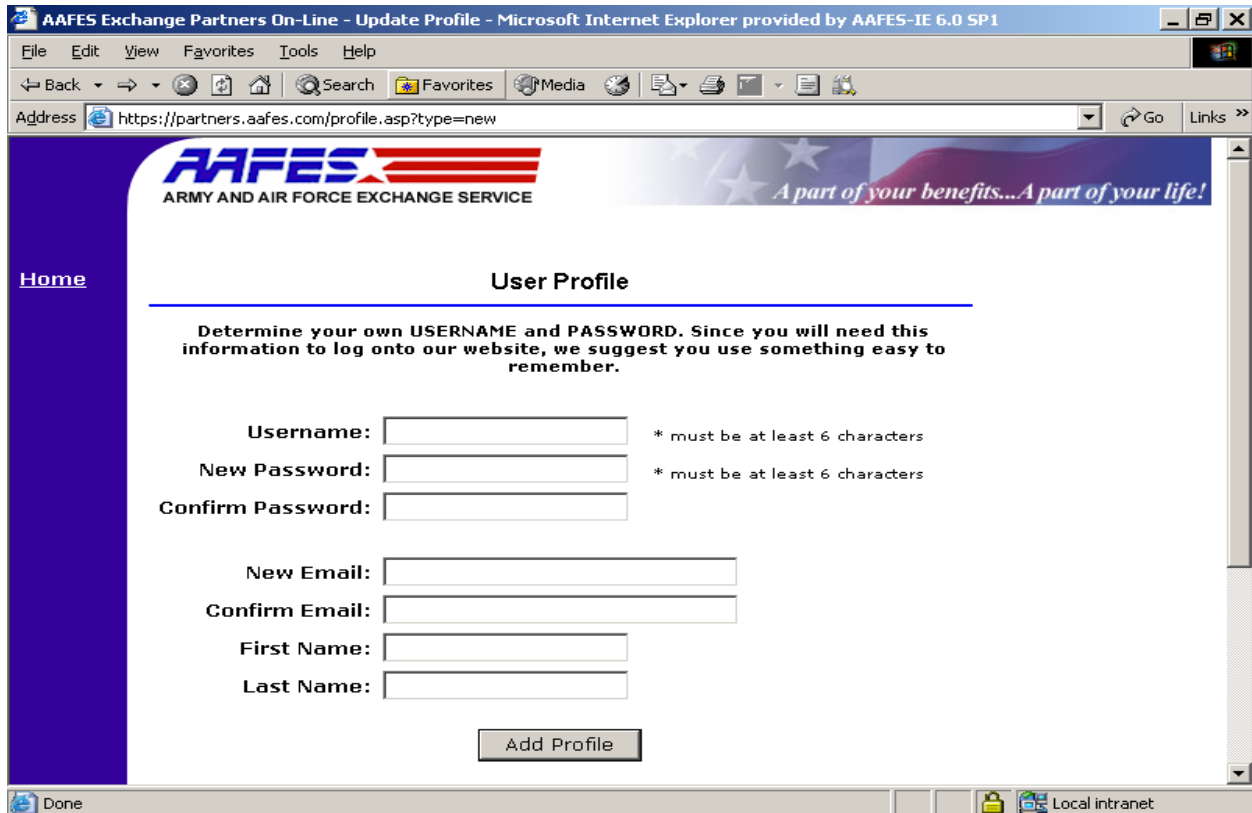
<http://partners.aafes.com>

When the login screen appears, enter your User Name and Password, as given to you by your AAFES contact. Login information is case sensitive. If you receive a message indicating your username or password is invalid, please contact AAFES for resolution.



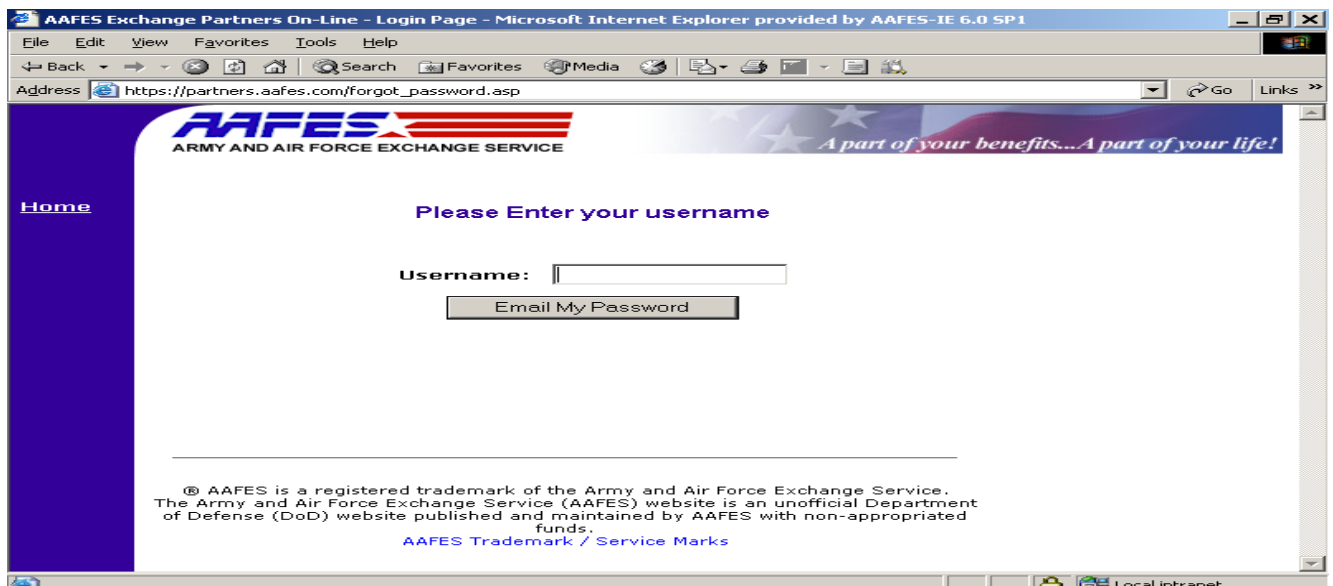
## First Time Users

First time users will need to click on Register Now. Once you have completed the user profile, click on Add Profile. Then you will be instructed to contact your AAFES point of contact.



## Forgotten Password

If you forget your password, click on forget. Enter your username and your password will be sent to the email address that is in your profile.



## General User Guidelines

The AAFES TMS is designed to allow you to intuitively navigate through the application. However, it is beneficial to review the following guidelines prior to beginning:

- **BROWSER BACK BUTTON** - Although you may be accustomed to using your browser's BACK button, it is important that you **DO NOT use the BACK button** as you navigate through the AAFES TMS application.
- **AUTOMATIC TIMEOUT** - To maintain the security of your data, always logoff after each session. The AAFES TMS will timeout after 1 hour of inactivity. If this occurs you will be asked to log back on.

## Icon Definitions

As you navigate through the AAFES application, you will notice many icons that are used frequently. Below is a list of those icons and their intended use.



### Edit / Open

Clicking this icon will open a shipment from a list. The shipment is then available for updating and editing.



### Address Keeper

This icon accesses the system's central address book, the Address Keeper. Clicking on this icon allows you to select an existing address or create a new one.



### Edit an Address

Clicking this icon will allow you to edit an existing address or to create another address for a specific shipment. Changes made using this function are one-time changes that will not be updated in the central Address Keeper.



### Delete

Click this icon to remove the adjacent line of data. Click Save to make the deletion permanent.



### Forward Arrow

When this icon is clicked, the screen advances to the next page of data. This feature is only available for displaying lists.



### Back Arrow

Clicking this icon moves the screen back to the previous page of data. This feature is only available for displaying lists.



**Right Arrow**

Clicking this icon allows the user to view expand the view in a section to include additional details. When the section is expanded, a downward arrow appears.



**Select an Address**

Click this icon to select an address from within the Address Keeper for a shipment.



**Status Change**

This icon appears when another user has updated the shipment since you last opened it. It indicates a change in the shipment since the user last viewed it.



**Last Activity Status**

Clicking this icon opens a new browser window that displays a log of activities for the current session. This function is located in the menu bar on the left-hand side of the application.

## Navigating the Application

### I. Left Navigation Frame

The Left Navigation Frame is the gray bar on the left-hand side of the application. It allows you to navigate through the application, to perform searches, and to move to different areas of functionality. To the right of the AAFES logo are the **About** and **Logout** menus. Click the **About** menu if you would like to know information about the browser or system. Click the **Logout** menu when you are ready to exit the application.



Just below the AAFES logo are two yellow oval buttons, **Save**, and **Discard**. These buttons control all actions made to a PO or a Shipment, including changing, updating and releasing shipments. Below these two buttons are menus and lists to help you locate the POs and shipments you would like to release or modify.

## Purchase Orders


The **Purchase Orders** menu allows you to view all **Open** and **Closed** Pos within the past two weeks and to **Search for PO** using more specific criteria.



## Shipments

The Shipments menu allows you to view shipments that are Unrouted, Routed, Enroute, or Delivered within the last 7 days. You also have the option of using the **Search** function to search for shipments using more specific criteria.

## Last Activity Status

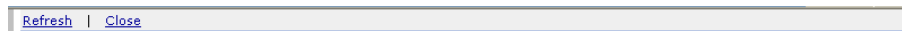
The Last Activity Status button at the bottom of the Left Navigation Frame serves two functions. First, clicking on the  icon directs the user to another window showing all actions taken since login. The activity log is especially useful if you performed an action, and the shipment did not update correctly. You can refer to the activity log for information regarding the action taken. Second, below the activity log icon is a text message describing the outcome of the last action performed on the Workspace. A message in red indicates an error in the processing of the last activity.

## II. Right Content Frame

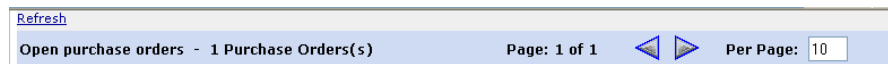
The Right Frame is where the user can view lists of purchase orders; lists of shipments, details of shipments and POs, and where the user can release purchase orders.

At the top left-hand corner of the Right Navigation Frame are two commands – Refresh and Close.

- **Refresh** - Refresh is similar to the Refresh command in Internet Explorer. Clicking on the Refresh field updates the information in the Right Navigation Frame with the most recent Data for that PO or shipment.
- **Close** – Close allows you to close the view of the PO you are currently in and return to the previous screen.



Located below these three text fields is a field containing information about the list shown, the total number of shipments in the list, the page number shown, and the total number of pages.



Click the right arrow to move to the next page, or click the left arrow to move to the preceding page. The far right box displays the largest possible number of shipments shown on the page. This number can be changed from the default of 10, up to 50, by entering the desired number and refreshing the screen.

## III. Column Headers

Column headers are located at the top of the application window and are identified by a blue background. These headers change according to the list selected.



**Sorting by Column Headers** – You may sort shipments and POs by clicking on any column header. Notice the small arrow pointing up or down at the top of one of the columns in the selected list. An arrow pointing up indicates that the column is sorted in ascending order (A-Z, smallest values at the top and largest values at the bottom). An arrow pointing down indicates that the column is sorted in descending order (Z-A, largest values at the top and smallest at the bottom). To change the order in which a column is sorted, click a second time on the column header.

## IV. Current Status

### Current Status

When a shipment is accessed and appears in the Right Content Frame, the Current Status field identifies the current stage in the shipment life cycle. If an action has been taken, the current status field changes to reflect the action.

**Note:** Click the Refresh field to view shipment changes made by other users.

## Finding a Purchase Order to Release

In order to release a purchase order for shipment, you will first need to locate the PO. Under the Purchase Orders menu, there are three different ways to locate a PO. If the PO you entered is not in the system, verify 1) the PO is FOB Origin and 2) the PO number was entered correctly. If you have verified both conditions, please contact your contracting officer for assistance.



1. **Search for PO** – Search for POs matching the specified criteria. To perform a search, click on the **Search for PO** menu in the Left Navigation Frame, and a Search window will open in the Right Content Frame.

**Search for Purchase Orders**

Search for purchase numbers matching the specified criteria:

PO Number:  Find purchase orders where the PO starts with the specified text.  
OR  
Find purchase orders where the PO matches one of a list of purchase order numbers. To specify a list, enter each PO separated by a comma (i.e. '11111, 22222, 33333').

Required Delivery Date Between:  and  Enter both dates. Range cannot be more than 31 days.


### Enter a specific PO number

Clicking on the Search menu allows you to input search criteria to locate specific POs. Enter all or part of a PO number and the application will return a list of POs that match that number. For example, if you wanted to find PO number 0348781715, you would enter 0348781715 and the application would return only that PO in the list. If you entered only 0348, you would receive a list of all POs beginning with the number 0348.

**Enter multiple PO numbers**

Enter a list of specific PO numbers, separated by commas, and the application will return a list of those POs. For example, you would enter A7895743, B7895241, W9073513, and the application would return a list of only these POs.



**Enter a Required Delivery Date range**

Enter a Required Delivery Date range to view all POs scheduled for delivery during that time. Enter the date using your keypad, or click on the calendar icon  to the right of the date box to choose a day from the calendar.

**Search for Purchase Orders**

Search for purchase numbers matching the specified criteria:

PO Number:  Find purchase orders where the PO starts with the specified text.  
OR  
Find purchase orders where the PO matches one of a list of purchase order numbers. To specify a list, enter each PO separated by a comma (i.e. 11111, 22222, 33333).

Required Delivery Date Between:   and   Enter both dates. Range cannot be more than 31 days.

Select “Go” to see search results displayed.

2. **Open**

Click on the **Open** menu in the left navigation frame to view a list of all Open POs. Scroll through the list to find a specific PO. If you would like to see the details of a particular PO, click on the PO number to view PO details.

PO Search Results - 5 Purchase Orders(s)			Page: 1 of 1		Per Page: <input type="text" value="10"/>	
PO Number	Vendor	Mark For	Contractor Ship Date	Required Delivery Date	Contract Ship From City	Status

3. **Sorting by Column Headers** – See Page 8

4. **Closed**

Click the **Closed** menu to view a list of all Closed POs. Scroll through the list to find a specific PO. If you would like to see the details of a particular PO, click on the PO number to view PO details.



## Explaining the PO Release Screen

[Refresh](#) | [Close](#)

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**Release Purchase Order**

PO Number: JBGJBG1708    Vendor Number: 71543000    Milstamp: 759Z5BCT    Status: Open  
 FOB Terms: Collect    Contract Ship From City: SANTA ANA    Important message regarding contracted ship from location

Ship From:       Mark For: EGL MAIN STORE  
 BLDG 1757  
 MEMORIAL LAKE TRAIL  
 EGLIN AFB, FL 32542 US

Available Date:  (mm/dd/yy)    Buyer: AAFES

Contractor Ship Date: 12/05/03 (mm/dd/yy)    Contact: WOYCIESJES ROBERT M.  
 Email: woyciesjes@aafes.com  
 Daytime Phone: (214) 312-2020

Required Delivery Date: 12/12/03 (mm/dd/yy)


Special Instructions:  [Preview](#)

Totals			
	Wt	Cube	Qty
Ordered:	242.0	2.42	11
Released:	150.0	1.3	5
To Be Released:	0	0	0

---

**Line Items**    [Select All](#) • [Deselect All](#) • [Show All](#)

#	UPC #	H/M	Description	Cases	Case Pack	Ordered			To Be Released			Released			Status
						Wt	Cube	Qty	Wt	Cube	Qty	Wt	Cube	Qty	
<input type="checkbox"/> 1	805529178670	<input checked="" type="checkbox"/>	369053	11	0.0	242.0	2.42	11	92.0		6	150.0	1.3	5	Open

Events 

### PO Release Screen

Shippers will release line-items for shipment from the PO using the screen shown above.


The following fields will already be populated with information from the PO:

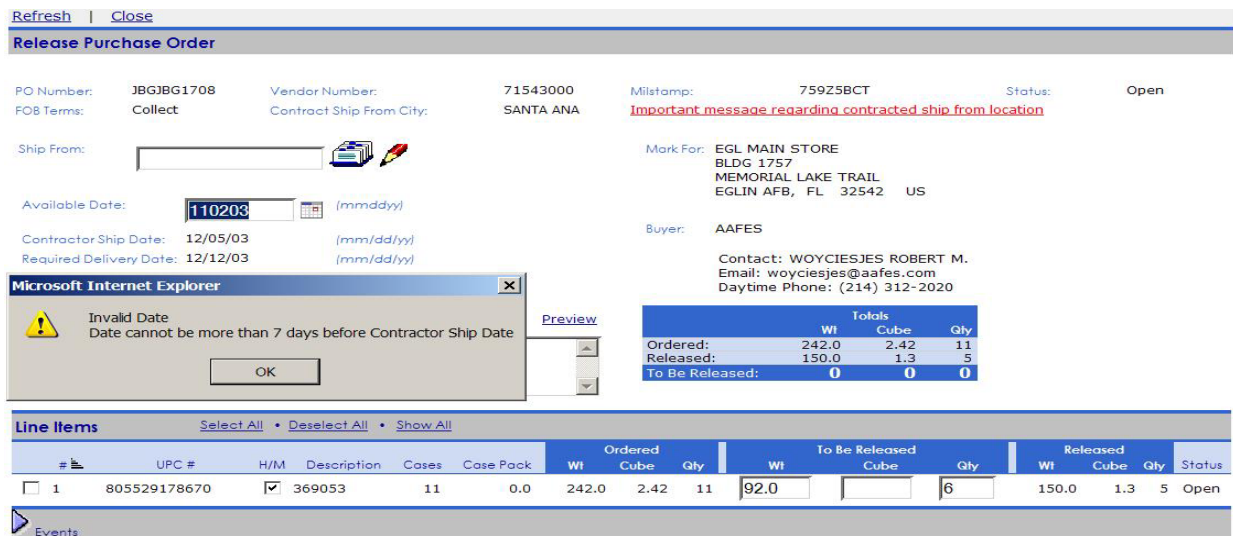
- **PO Number** – the Purchase Order number assigned by AAFES when the order was placed.
- **Vendor Number** - the Shipper’s AAFES vendor number.
- **FOB Terms**
- **Contract Ship From City** – if the actual Ship From City location is different than PO Ship From and AAFES incurs a higher transportation cost, the vendor will be charged the cost difference.
- **Contractor Ship Date**
- **Required Delivery Date**
- **Milstamp**
- **Status** – the current status of the purchase order. Pending, Open (partially released) and Released.
- **Mark For** – Final Destination
- **Contracting officer**
- **Totals** – The blue box below the Contracting officer’s name is a summary total of line items on this PO. The first line, **Ordered**, shows the total Weight, Cube, and Quantity ordered on this PO. The second line, **Released**, shows the total Weight, Cube, and Quantity of all items already released for shipment from this PO. The third line, **To Be**

**Released**, shows the total Weight, Cube, and Quantity of items yet to be released for this PO.

	Totals		
	Wt	Cube	Qty
Ordered:	0.00	46999988	47
Released:	0.0	0.0	0
To Be Released:	0.0	0.0	0

In order to release a PO, the shipper will need to complete the following information.



- **Ship From** – the location from which the shipment originates.
- **Available Date** – the earliest date the shipment will be available for pickup. Input this number using mmddyy format with no “/”, or click on the pop-up calendar icon  to select a date from the calendar. If you select a date range of more than 7 days prior, you will receive a message (see below).




Refresh | Close

**Release Purchase Order**

PO Number: JBGJBG1708 Vendor Number: 71543000 MILStamp: 759Z5BCT Status: Open  
 FOB Terms: Collect Contract Ship From City: SANTA ANA **Important message regarding contracted ship from location**

Ship From:   

Available Date:   (mmddyy)

Contractor Ship Date: 12/05/03 (mm/dd/yy)  
 Required Delivery Date: 12/12/03 (mm/dd/yy)

Mark For: EGL MAIN STORE  
 BLDG 1757  
 MEMORIAL LAKE TRAIL  
 EGLIN AFB, FL 32542 US

Buyer: AAFES  
 Contact: WOYCIESJES ROBERT M.  
 Email: woyciesjes@aafes.com  
 Daytime Phone: (214) 312-2020

**Microsoft Internet Explorer** Invalid Date  
 Date cannot be more than 7 days before Contractor Ship Date  
 Preview

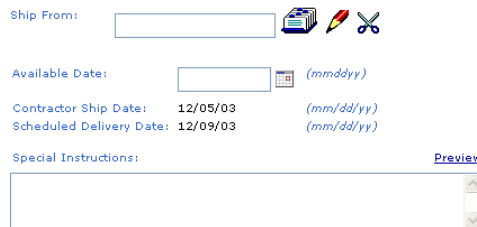
	Totals		
	Wt	Cube	Qty
Ordered:	242.0	2.42	11
Released:	150.0	1.3	5
To Be Released:	0	0	0




**Line Items** [Select All](#) • [Deselect All](#) • [Show All](#)


#	UPC #	H/M	Description	Cases	Case Pack	Ordered			To Be Released			Released			Status
						Wt	Cube	Qty	Wt	Cube	Qty	Wt	Cube	Qty	
<input type="checkbox"/> 1	805529178670	<input checked="" type="checkbox"/>	369053	11	0.0	242.0	2.42	11	92.0		6	150.0	1.3	5	Open

Events

- **Special Instructions (optional)** – Include any relevant special instructions, as appropriate.



Ship From:    

Available Date:   (mmddyy)

Contractor Ship Date: 12/05/03 (mm/dd/yy)  
 Scheduled Delivery Date: 12/09/03 (mm/dd/yy)

Special Instructions:  [Preview](#)



To view information in the “Special Instructions” section, select “preview” to the right of the special instructions box, in blue text.

Once the Shipper has completed the information above, they will move to the line-item section to release the PO. Below are the steps for releasing a PO.

## Steps for Releasing a Purchase Order for Shipment

Once you find the PO you would like to release for shipment, you will need to perform the following steps.

1. Provide a **Ship From** address

Click on the Address Keeper icon  to choose an address from the Address Keeper, or click on the pencil  icon to provide an address that is specific to this shipment.

**Address Short Name.** If you know the address short name, you may enter it the address field and click on the address keeper icon. Address Keeper will search for the addresses beginning with the specified text.




**Add an address:** If an address is not in the Address Keeper you can easily add an address by clicking on “Add”. This will take you to the address entry screen. The only required fields are the address short name and postal code. However, complete information in this dialog window is helpful, as this will assist users to search for the address by multiple search criteria. When you click “Save” this address will be added to the Address Keeper and the shipment.

### Provide an **Available Date**

Provide the date at which the shipment will be available for pickup. The available date may not be more than 7 days prior to the contractor ship date. Please advise the contracting officer if a shipment is going to be late. See page 13 for screenshot error message, when date range is greater than 7 days.


### Include any **Special Instructions** (optional)

If you have special instructions you would like to appear on the shipment, please include these here. Special Instructions will consist of the text entered in this box plus any instructions on the purchase order, plus hazardous material handling instructions, if they exist, for the selected line items. Use the Preview feature to inspect the complete special instructions which will appear on the shipment and which will be sent with any notifications.

Ship From:    

Morton Grove  
1546 Candy Lane  
Des Moines, IA 56423 US

Contact: Shelley Withers Ph: 534-456-7891  
Email: shelleyw@mortgrove.com (✓)

Available Date:   (mmddyy)

Contractor Ship Date: 12/05/03 (mm/dd/yy)  
Scheduled Delivery Date: 12/19/03 (mm/dd/yy)

Special Instructions:  [Preview](#)

- Update **Weight** and **Cube** information for each line item only if the actual differs from the information on the PO. Each line item will include default weight and cube information. If this information is not correct, please update it accordingly. In order for the release process to work properly, the TMS must have correct weight and cube information for each line item.
- Adjust **Quantity** information  
The PO quantity will automatically appear in the Quantity field for each line item. If you plan to release less than the total quantity of a line item, you must change the quantity field to reflect the amount you plan to release. You may not release more than the PO quantity. The first time a user changes the quantity on a pending or open purchase order, the user will be reminded that the weight and cube should be adjusted. All changes to quantities over and above the PO line quantity must be obtained in writing from the Contracting Officer listed on the purchase order.
- Release** specific line-items or all line-items for shipment  
When you are ready to release a line item, click the checkbox to the left of the line item. If you would like to release all line-items on a PO, click the **Select All** menu at the top of the PO, and all line-items will be selected. You may also select “**Deselect All**,” if you choose not to release multiple line items.

Line Items																
Select All • Deselect All																
#	UPC #	H/M	Description	Cases	Case	Pack	Ordered Wt	Ordered Cube	Qty	To Be Released Wt	To Be Released Cube	Qty	Released Wt	Released Cube	Qty	Status
<input checked="" type="checkbox"/>	1 038145597765	<input type="checkbox"/>	CA00590000 CHARM STARMOON	1	0.0	0.0	0.01	1	0.0	0.01	1	0.0	0.0	0	Pending	
<input type="checkbox"/>	2 038145722617	<input type="checkbox"/>	CA12880000 CHARM BAMBOO HAND	1	0.0	0.0	0.01	1	0.0	0.01	1	0.0	0.0	0	Pending	
<input checked="" type="checkbox"/>	3 038145606344	<input type="checkbox"/>	CXA21530000 CHR M LUCKY MULTI	1	0.0	0.0	0.01	1	0.0	0.01	1	0.0	0.0	0	Pending	
<input checked="" type="checkbox"/>	4 038145627714	<input type="checkbox"/>	CXA2208DG00 CHM JACK O LANTE	1	0.0	0.0	0.01	1	0.0	0.01	1	0.0	0.0	0	Pending	
<input checked="" type="checkbox"/>	5 038145650644	<input type="checkbox"/>	CXA2288AY00 CHARM WINETRIO	1	0.0	0.0	0.01	1	0.0	0.01	1	0.0	0.0	0	Pending	
<input checked="" type="checkbox"/>	6 038145649815	<input type="checkbox"/>	CXA2313GH00 CHARM ACCESTRIO	1	0.0	0.0	0.01	1	0.0	0.01	1	0.0	0.0	0	Pending	

- Save** your changes to **Release** the PO  
When you are ready to release the PO, click the yellow “Save” button at the top of the Left Navigation Frame. You have now released the selected items on this PO for shipment tendering.



- Optional: Check **Events**. Check the status of a purchase order by clicking the down arrow by the **Events** menu, located below the **Line Item** section. This will provide a summary of all actions made to the purchase order. Information includes the event date/time, name of event created, the author of the event and comments related to the PO.

Events			
Event Date	Action	Author	Comments
05/07/04 13:56	PO Item Released	defaultuser	Line Item 1: Purchase Order Item released

## Other Action Menu Options

Line Items										
<a href="#">Select All</a> • <a href="#">Deselect All</a> • <a href="#">Show All</a>										
#	UPC #	H/M	Description	Cases	Case Pack	Ordered Wt Cube Qty	To Be Released Cube Qty	Released Wt Cube Qty	Status	

**Deselect All** – Click on this menu to deselect all line-items on the PO.

**Show All** - Click on this menu to show both released and unreleased line-items. This is the default view when opening a PO that has been partially released.

**Hide Released/Cancelled** – Click on this menu to show only PO line-items that have not been released or cancelled.

**Sorting** - The user is able to sort PO's in the line item section, by selecting either “#,” “UPC #,” or “Description” in the column headers.

Line Items						
<a href="#">Select All</a> • <a href="#">Deselect All</a> • <a href="#">Show All</a>						
#	UPC #	H/M	Description	Cases	Case Pack	

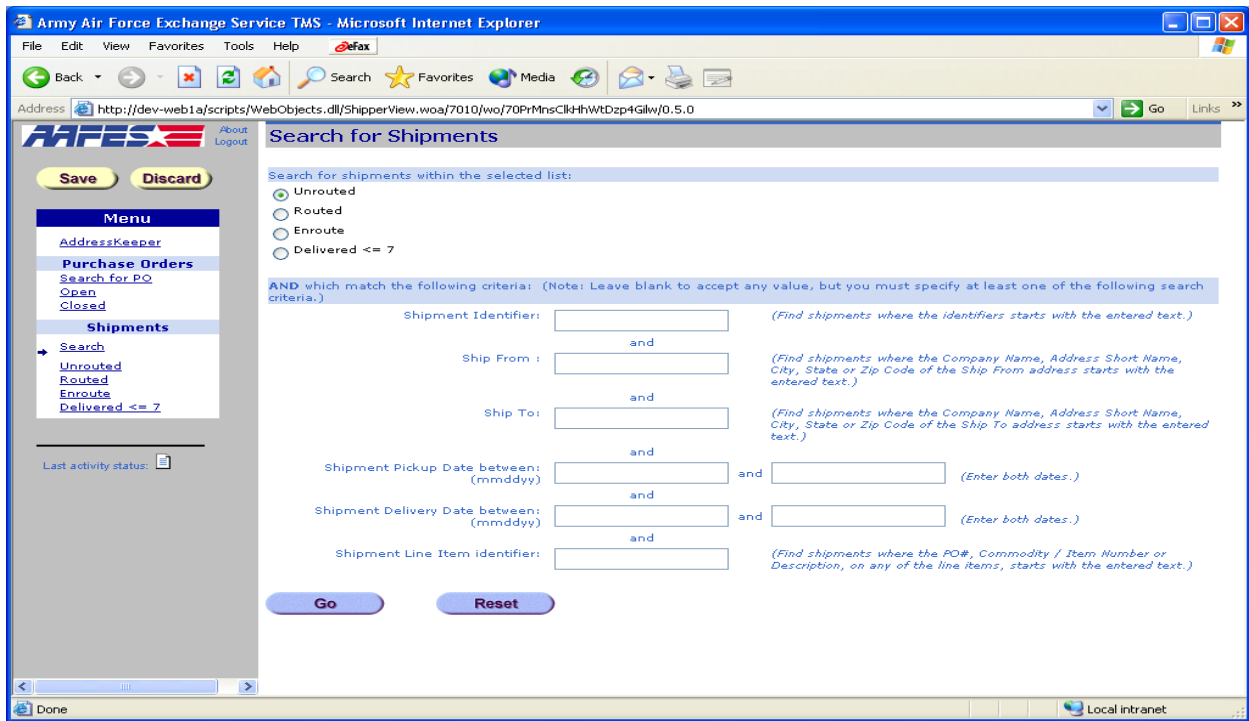
## Checking the Status of a Released Shipment

Once you release a purchase order and a shipment has been created for tendering, you can track the status of the shipment a number of ways.

From the Shipments menu in the Left Navigation Frame you may perform a search using the **Search** menu, or you may view lists of shipments that are “Unrouted,” “Routed,” “Enroute,” or “Delivered” in the last 7 days.

### Search

Search for a specific shipment or a list of shipments by clicking on the **Search** menu. After choosing the type of shipment you would like to search for (Unrouted, Routed, Enroute or Delivered <=7Days), you will be able to specify criteria to locate specific shipments.



## Shipment Identifier

Shipment identifiers, though not required, are very useful when searching for shipments, and you may find it convenient to enter a unique identifier in one or both of these fields. The shipment identifiers are:

- 1) **PO Number**
- 2) **Vendor Number**
- 3) **Shipment Reference Number**

## Requested Pickup Start Date (Available Date)

All dates are entered in the mmddyy format. Do not enter “/”, “:” or other characters in the date fields. Date windows must be entered in a logical time sequence. Pickup dates on single shipments should be before Delivery dates. If these rules are not followed, a warning message will appear under the Last Activity Status text in the Left Navigation Frame.

## Requested Delivery End Date (Required Delivery Date)

Search for Shipments with a specific Requested Delivery End Date, or within a range of Requested Delivery End Dates

## Ship From

Find shipments where the Company Name, Address Short Name, City, State, or Zip Code of the Ship From address starts with the entered text.

## Ship To

Find shipments where the Company Name, Address Short Name, City, State, or Zip Code of the Ship To address starts with the entered text

## Shipment Line Item Identifier

Find Shipments where the PO#, Commodity/Item number or Description on any of the line items starts with the entered text.

## Viewing Lists of Shipments

There are four ways to view shipments.

- **Unrouted**  
Click on the Unrouted menu to view a list of all shipments that have not yet received routing instructions.
- **Routed**  
Click on the **Routed** menu to view a list of all shipments that have been routed for delivery.
- **Enroute**  
Click on the **Enroute** menu to view a list of all shipments that are in transit.
- **Delivered <= 7 Days**  
Click on the **Delivered<=7Days** to view a list of all shipments that have been delivered in the past seven days.

## Address Keeper

The Address Keeper is a database that contains all addresses pertinent to the user's shipping needs. All column headers can be sorted and filters can be applied by defined address roles. Access the Address Keeper list by clicking on the **Address Keeper** button from the Left Navigation Frame of the screen. The first page to appear contains short name addresses starting with the letter A. Click on the arrow buttons to move through the alphabet or click on a letter or number to go directly to the address using its short name.

All blue column headers can be sorted on by clicking them. That column sort will persist when selecting different letters or numbers to search on until a new blue column head is chosen. The active column is shown on the top left of the screen along with the last letter that was selected.

A B C D E F G H I J K L M  
 N O P Q R S T U V W X Y Z  
 1 2 3 4 5 6 7 8 9 0 sp

**A - Short Names**

1 total addresses



From     To     Bill To  
 Notify     HQ

Edit Copy	Short Name	Company Name	Location	City	State	Zip	From	To	Bill To	Notify	HQ	
	AAA	AAFES				75038						X

**A - Short Names**

1 total addresses



To create a new address click on the blue **Add** button at the bottom of the Right Navigation Frame. Input the details based on the following fields:

Address Details	Contact Information
Short Name: <input type="text" value="AAA"/>	Contact Name: <input type="text" value="Contact Person"/>
Address Import Key: <input type="text"/>	Phone: <input type="text"/>
Company: <input type="text" value="AAFES"/>	After Hours: <input type="text"/>
Location: <input type="text"/>	Emergency: <input type="text"/>
Address: <input type="text"/>	Fax: <input type="text"/>
City: <input type="text"/>	Country Area Number
St./Prov: <input type="text"/>	Email: <input type="text" value="AAFES@aafes.com"/>
Postal Code: <input type="text" value="75038"/>	Country: <input type="text"/>
	Notify by Email: <input checked="" type="checkbox"/>
	Notify by Fax: <input type="checkbox"/>
	<b>Address Information for Rating</b>
	Rating Group: <input type="text"/>
	Division: <input type="text" value="0000"/>
	Location: <input type="text" value="0000"/>
<b>Address Roles</b>	
From: <input type="checkbox"/>	To: <input type="checkbox"/>
Bill To: <input type="checkbox"/>	Notify: <input type="checkbox"/>
	HQ: <input type="checkbox"/>

**Short Name (required)** – Name that is viewed from the drop down menus. The short name is typically a unique value used for adding addresses to a shipment quickly.  
**Company** – Enter the company name, as it will appear on all documentation.  
**Location** – The location is useful for sorting. It can be a location or other identifier (e.g., City, Store #, Dock #).

**Address**

**City**

**St./Prov**

**Country**

**Postal Code (required)** - This is a required field, and the address cannot be saved without a postal code.

**Contact Name**

**Phone**

**After Hours** – The name of an after hours contact.

**Emergency**– The name of an emergency contact.

**Fax** – A fax number is needed to send messages or notifications to this address via fax. Remember to enter the country code (1 is United States and Canada).

**Email** – An email address is needed to send messages or notifications to this address via email.

**Notify by Email** – If selected shipment notifications will go to the contact via email.


**Notify by Fax** – If selected shipment notifications will go to the contact via fax.

Note: Notifications can be both to Email and to Fax if both boxes are checked.


**Address Information for Rating** – Data needed to calculate rating for optimization function. (Not Applicable for AAFES)

**Address Roles** – Defines how the address is identified in the system and is specific to the following categories: From, To, Bill To, Notify, and HQ (Headquarters). Specifying these roles enables the use of filters when performing searches.

## Edit an Existing Address

Click on the **Address Keeper** button on the left navigation area of the screen. Select the address to update and click the  icon to the left of the address name. Edit information and click the **Save Changes** button to save the changes to the database. Address updates made in the **Address Keeper** do not impact addresses already on shipments. To modify an address on a shipment edit that address on that shipment.

## Delete an Existing Address

To delete an address from the **Address Keeper** click on the **Address Keeper** section on the Left Navigation Frame, and select the address to delete. Click on the  icon to the right of the selected address, and the address is deleted. NOTE: Once the delete icon is clicked, the address is permanently deleted from the **Address Keeper**. **Address Keeper** deletions do not affect existing shipments.

## Glossary of Terms

### ***Actual Pickup Date/Time***

The date/time the shipment was picked up by a carrier.

### ***Available Date***

The earliest date the shipment will be available for pick up.

### ***Bill of Lading***

A document prepared by the customer specifying the nature of the shipment and the contract terms and conditions under which the transportation will be performed.

### ***Browser***

A software product used to gain access, navigate, and view information on the Web. Examples are Internet Explorer and Netscape.

### ***Carrier***

A company engaged in the business of providing transportation services via air, ground, or water.

### ***Contracting Officer***

AAFES employee that has been empowered to negotiate, administer and execute contracts.

### ***Case Pack***

Number of selling units packaged within a shippable carton.

### ***Commodity***

Product being shipped

### ***Contractor Ship Date***

This is the date that is on the purchase order that represents the date that the goods are to be shipped.

### ***Contractor Ship From City***

This is the location that is on the purchase order that the goods are to be shipped from.

### ***Delivered <=7***

A list that displays shipments that have been delivered within the last 7 days.

### ***Enroute***

Shipments that have been picked up by the carrier and are currently in the process of being delivered

### ***FOB***

Specific terms of a shipment

### ***FOB Destination***

Specific terms of a shipment

***Hazardous Materials (H/M)***

A substance or material determined by the Department of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated.

***Internet***

An international network of computers, users, local area networks (LAN), or wide area networks (WAN) with no center or headquarter site. The Internet is the information super-highway.

***Less than Truckload (LTL)***

A shipment mode (service level) describing a motor carrier that transports shipments and do not constitute a full truckload quantity and do not qualify for the application of a truckload freight rate. Standard qualifications are shipments under 10, 000 pounds.

***Line items***

Detailed product information on a shipment.

***Logistics***

A set of functions associated with the flow of goods, information and payments among suppliers and consumers from the origination of raw material to final recycling or disposal of finished goods.

***Mark for***

The final destination where the goods will be delivered.

***Milstamp***

Military description of the commodity code, handling type and packaging requirements.

***Services (Mode)***

***Truck***

Carriers who specialize in over-the-road/truck transportation.

***Air***

Carriers who specialize in air transportation.

***Ocean***

Carriers who specialize in ocean transportation.

***Service Level***

LTL – Less than Truckload (usually less than 20,000 pounds).

TL – Truckload (usually more than 20,000 pounds).

BULK – Bulk product movement, i.e. liquid material (oil, chemicals) transported in tankers.

Parcel – Small package moves typically 75lbs or less.

***Payment Terms***

Payment terms refer to who will pay for the freight charges and what restrictions apply to the payment of those freight charges.

***PO #***

Purchase Order Number assigned by AAFES.

***Prepaid***

A payment term option used to identify freight charges paid by the ship from of the shipment.

***PRO Number***

A carrier's specific identification number assigned to a freight bill for a particular move. Used as a reference number.

***Purchase Order Number***

A customer's unique order number assigned to a shipment order. Used as a reference number.

***Requested Delivery end Date/Time between***

The delivery date/time originally assigned to the shipment or passed to the shipment order electronically. This is the delivery date/time requested by the owner of the shipment.

***Requested Pickup Date/Time between***

The pick up date/time originally assigned to the shipment order in Manage Order or passed to the shipment order electronically. This is the pickup date/time requested by the owner of the shipment.

***Required Ship Date***

The date that a shipment is required to have been shipped by.

***Routed***

A shipment that has been tender confirmed by the carrier.

***SCAC***

A four-character code used within the United States to identify each carrier. Carriers are assigned a unique SCAC when they register with NMFTA.

***Ship from***

Origin of a shipment.

***Shipment Identifier***

A shipment can have various identifiers. For uniqueness the shipper reference number should be used.

***Shipment Status***

***Pending***

Shipment has been created, but no designated carrier has been selected or shipment has not been tendered to a carrier.

***Rejected***

Shipment has been tendered to carrier, but carrier has refused acceptance of the shipment.

***Canceled***

Shipment has been tendered to a carrier, but shipment has subsequently been canceled with that carrier.

***Tendered***

Shipment has been given to a carrier for delivery.

***Enroute***

Shipment is currently in the process of delivery.

***Delivered***

Shipment has arrived at destination

***Shipper***

The company or individual from where the shipment originates.

***Short name***

The abbreviated name of an organization that is maintained in the address keeper. The short name allows the user to type in the name, select the address keeper icon, and have the appropriate organization appear in the selected field.

***Special instructions***

Any special instructions regarding the shipment that the user would like the carrier or vendor to view in the notification.

***Tender Confirmed***

Carrier has accepted the shipment for delivery.

***Trading Partners***

A term used to describe the companies and organization with which business is conducted. In the SSA GLOBAL context, the trading partners are those companies and organizations that exchange EDI documents such as purchase orders, tender, tender accepts/rejects and status messages.

***Truckload***

A shipment mode that describes a motor carrier that transports shipments constituting a full truckload quantity – usually in excess of 10,000 pounds. When used in connection with freight rates, the quantity of freight necessary to qualify a shipment for a truckload rate.

***Unrouted***

A shipment that has not been tendered to a carrier.

***UPC #***

Universal Product Code. This identification number uniquely identifies a product.

***User ID***

The unique identifier (like your logon name) used to identify the user on a computer.

***Vendor Number***

unique number assigned to a vendor for designation purposes (in effect, a user ID).

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