

# How To Release A Purchase Order in TMS

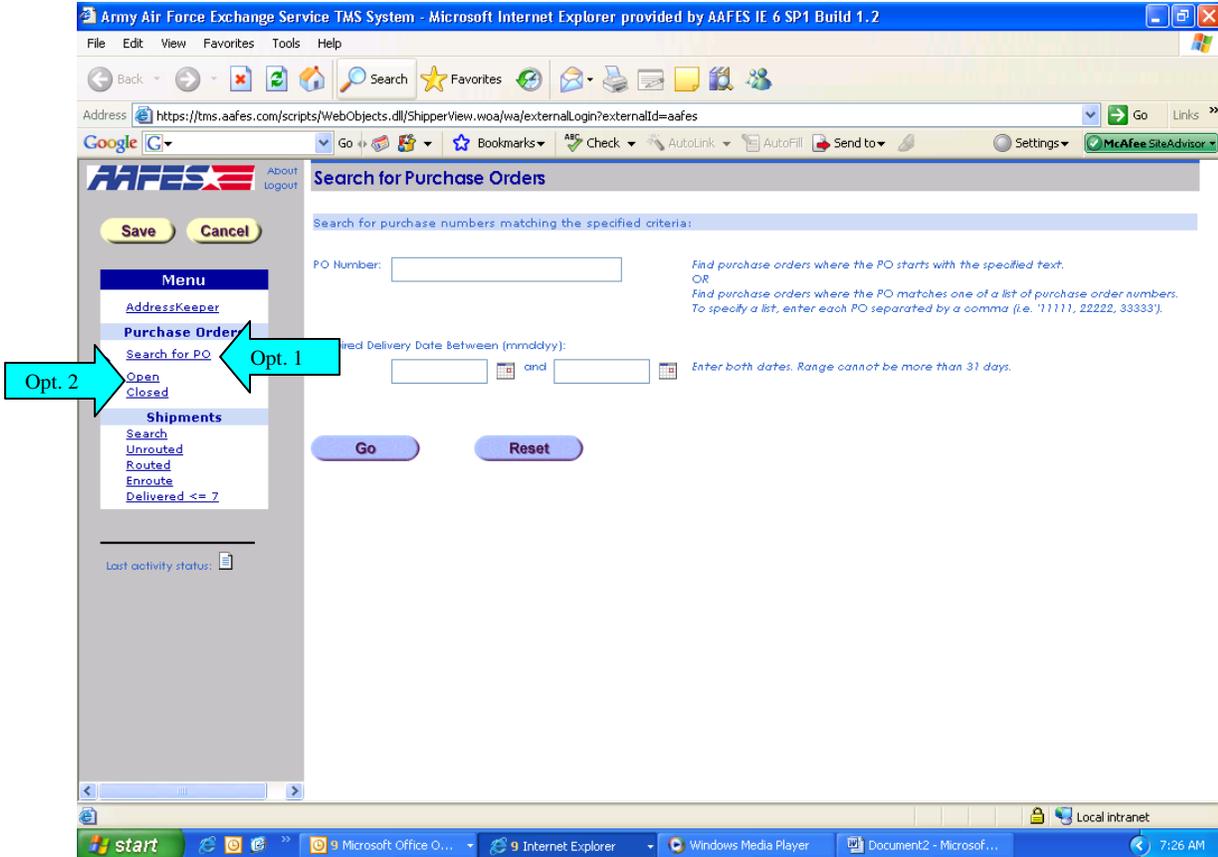
## Table of Contents

<a href="#"><u>How to log in</u></a> .....	<a href="#"><u>2</u></a>
<a href="#"><u>Creating your address</u></a> .....	<a href="#"><u>4</u></a>
<a href="#"><u>Entering your First Available Ship Date</u></a> .....	<a href="#"><u>5</u></a>
<a href="#"><u>Releasing order by total weight, cube and quantity</u></a> .....	<a href="#"><u>7</u></a>
<a href="#"><u>How to Find Routing</u></a> .....	<a href="#"><u>9</u></a>
<a href="#"><u>When To Contact Buyer for an Amendment</u></a> .....	<a href="#"><u>6</u></a>
<a href="#"><u>TMS Contacts</u></a> .....	<a href="#"><u>9</u></a>

[Return to Top](#)

## How to Release a Purchase Order

1. Log onto <https://partners.aafes.com>
2. Enter Username and Password
3. Click on Transportation Managements System Link
4. Click on Search for PO

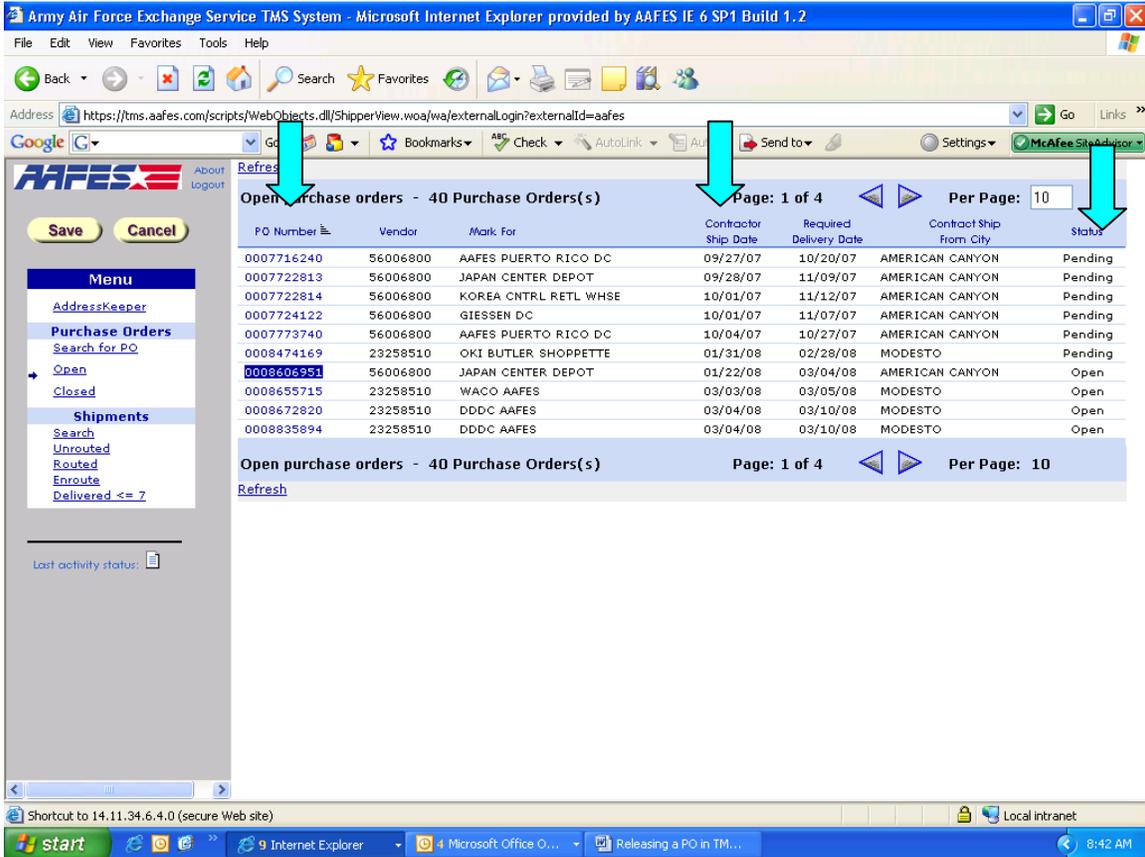


5. Enter PO and Select Go

### Option 2

1. Click on OPEN (this will give you all Purchase orders that are in TMS)
2. Organize screen by Contractor Ship Date (this date is the date that the PO must ship by; this will put the PO's in order from oldest to newest)

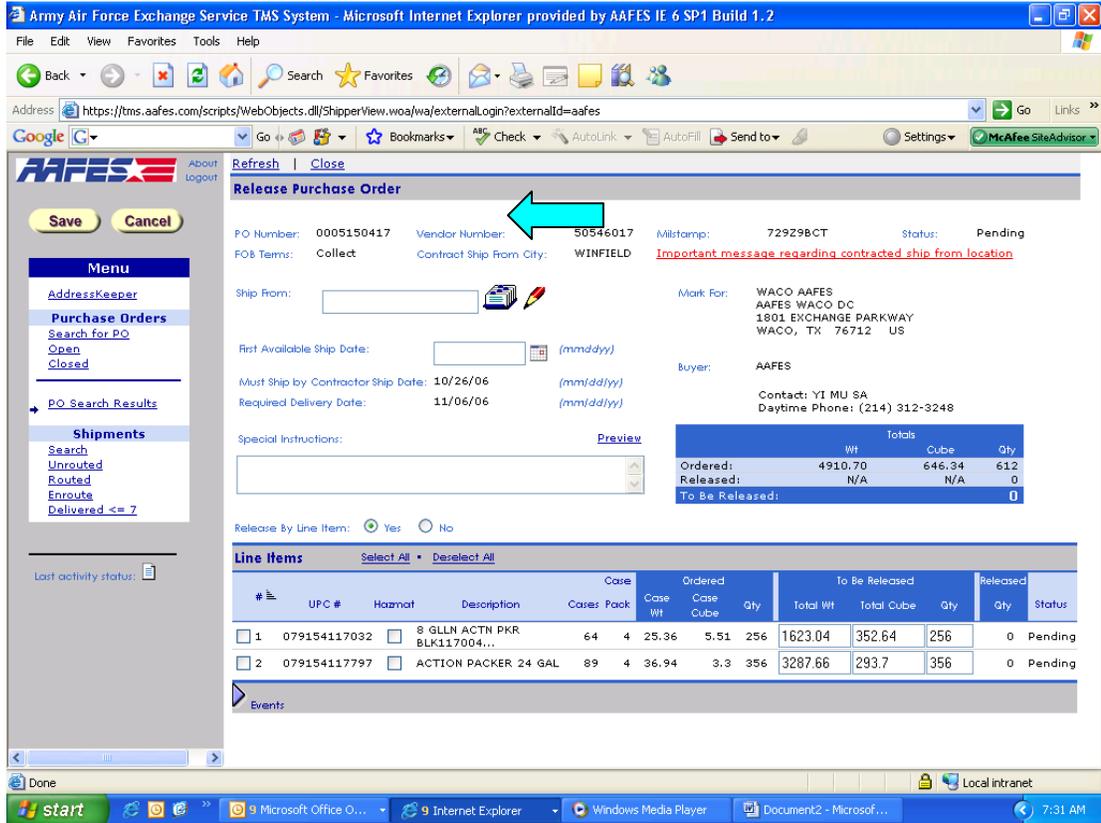
[Return to Top](#)



6. Click on PO number (it will be underlined like a hyperlink)
7. Enter ship from location

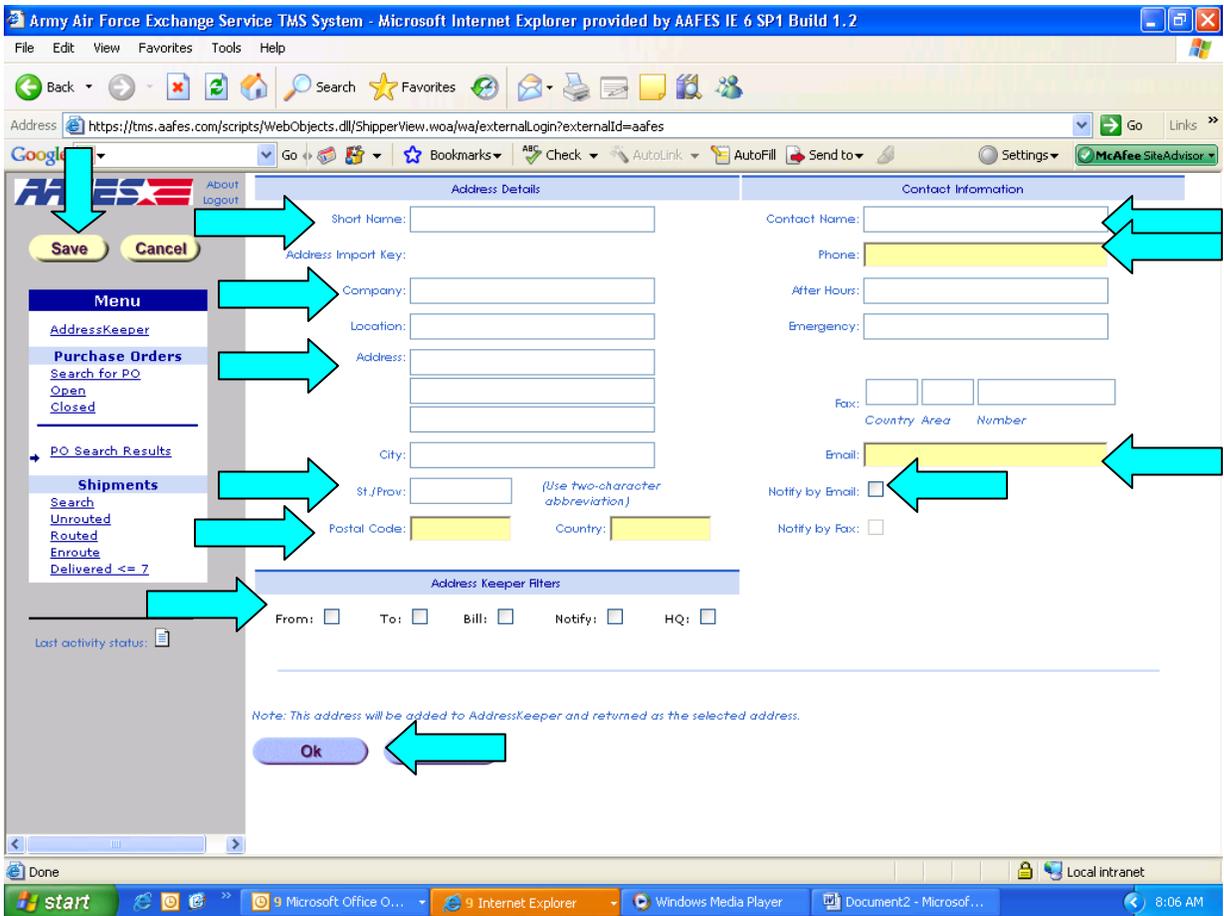
[Return to Top](#)

- A. If you have already set up ship from location simply enter **Short name** and click roledex.



- B. If you do not have an address set up follow these steps.
- I. Click on Roledex
  - II. Click Add
  - III. Enter Short name first (something short to ID company name)
  - IV. Enter Full company name
  - V. Enter Street Address
  - VI. Enter City
  - VII. Enter State (**use 2 character abbreviation**)
  - VIII. Enter Zip Code
  - IX. Enter Country (**use 2 character abbreviation**)
  - X. Enter POC (name and phone)
  - XI. Enter Email
  - XII. Check **notify by email** (this is how you will receive routing instructions)
  - XIII. Do not check fax, it does not work
  - XIV. Click ADD , your address should now populate
  - XV. Click From in the address keeper filters

[Return to Top](#)



8. Enter **FIRST AVAILABLE SHIP DATE – MUST GIVE AAFES 72 HR NOTICE** (this date should be within 3 days (prior or after) the **MUST SHIP BY CONTRACTOR SHIP DATE**)

First Available Ship Date:

(mmddyy)

**Must Ship by Contractor Ship Date:**

**10/26/06**

(mm/dd/yy)

Required Delivery Date:

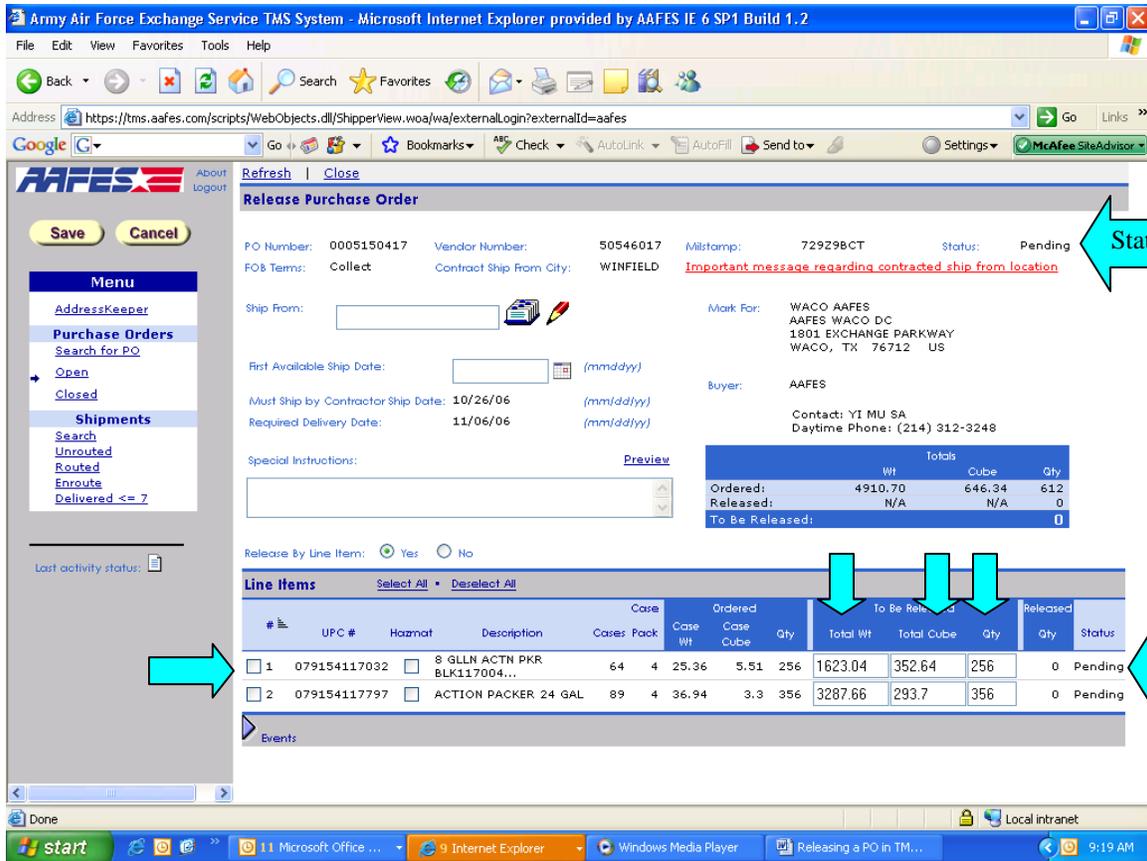
11/06/06

(mm/dd/yy)

9. Select Lines to be released (if releasing multiple line items or weight and cube is incorrect see [Releasing order by total weight, cube and quantity](#))

10. Enter **correct quantity, weight and cube for each line** (if incorrect) or see Instructions on how to release by total weight, cube and quantity. **\*\*TMS does not allow you to release more than PO was written for**

[Return to Top](#)



11. Click Save

12. Now your status (top right hand corner) will show either

- A. Pending – No line has been released
- B. Open – At least one line has been released
- C. Released – Entire PO has been released

13. Routing instructions should be sent to you 48-96 hrs prior to your FIRST AVAILABLE SHIP DATE (if no routing instructions are sent to your email, see [instructions on how to find your routing](#))

#### When to call buyer for an amendment

- A. TMS will not allow you to enter first available ship date.
  - I. Ask buyer for amendment to extend Contractor Ship date and Required Delivery Date (RDD)
  - II. **Amendments cannot be done on an OPEN PO**
- B. You are trying to release more than the PO is written for

[Return to Top](#)

# Release By Total Weight, Cube and Quantity

1. Release by line item – Select  
NO

Army Air Force Exchange Service TMS System - Microsoft Internet Explorer provided by AAFES IE 6 SP1 Build 1.2

Address: https://tms.aafes.com/scripts/WebObjects.dll/ShipperView.woa/wa/externalLogin?externalId=aafes

**Release Purchase Order**

PO Number: 0009286591 Vendor Number: 26983505 Miltstamp: 71229BCT Status: Pending  
 FOB Terms: Collect Contract Ship From City: DALLAS **Important message regarding contracted ship from location**

Ship From: [ ] Mark For: WACO AAFES  
 AAFES WACO DC  
 1801 EXCHANGE PARKWAY  
 WACO, TX 76712 US

Buyer: AAFES  
 Contact: MCKINLEY RANDY S  
 Daytime Phone: (214) 312-3251

First Available Ship Date: [ ] (mm/dd/yy)  
 Must Ship by Contractor Ship Date: 03/30/08 (mm/dd/yy)  
 Required Delivery Date: 04/08/08 (mm/dd/yy)

Special Instructions: [ ] Preview

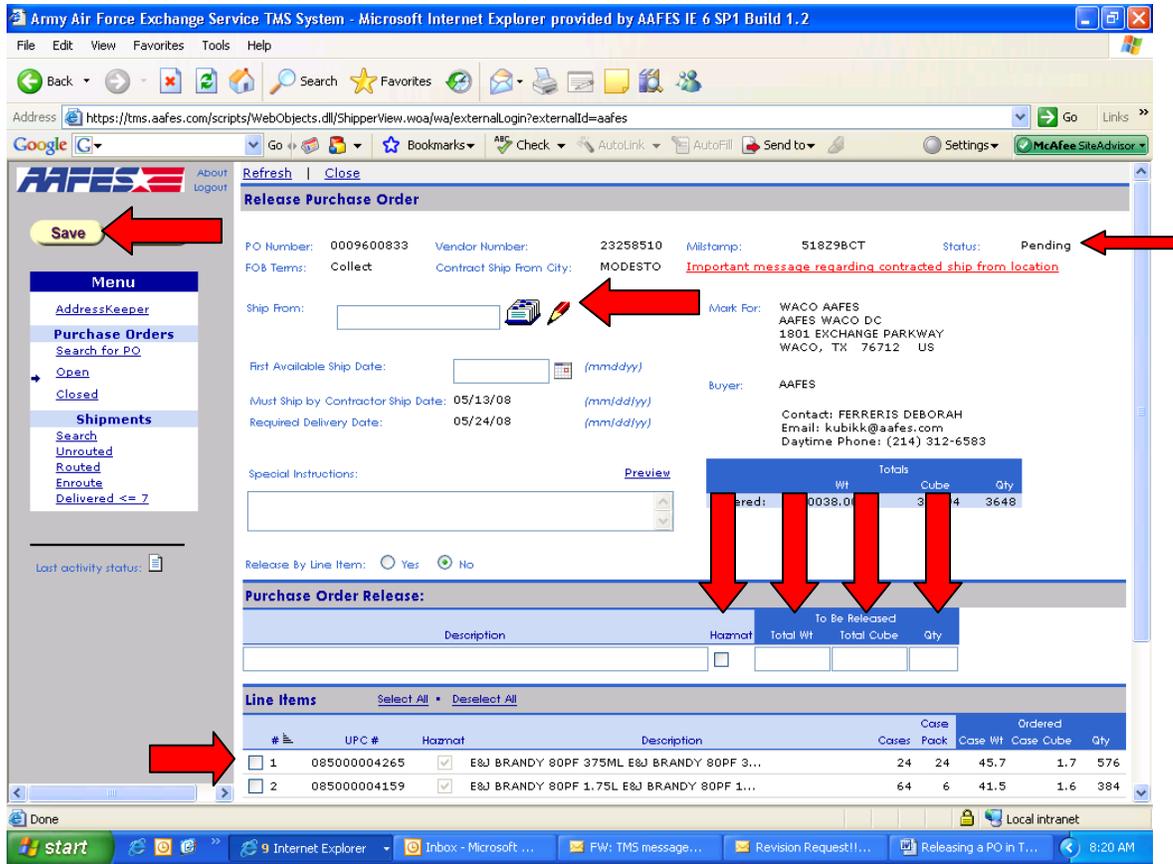
		Totals		
		Wt	Cube	Qty
Ordered:	15206.00	27.77	481	
Released:	N/A	N/A	0	
To Be Released:			0	

Release by Line Item:  Yes  No 

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

#	UPC #	Hazmat	Description	Case		Ordered			To Be Released			Released Qty	Status
				Cases	Pack	Case Wt	Case Cube	Qty	Total Wt	Total Cube	Qty		
<input type="checkbox"/>	1	094325000456	<input type="checkbox"/> BED FRAME TWIN METAL 738R	6	25	700.0	1.48	150	4200.0	8.88	150	0	Pending
<input type="checkbox"/>	2	094325000463	<input type="checkbox"/> FRAME BED FULL SIZE METAL	4	25	750.0	1.71	100	3000.0	6.84	100	0	Pending
<input type="checkbox"/>	3	094325000470	<input type="checkbox"/> BED FRAME QUEEN METAL 761...	4	25	1125.0	1.71	100	4500.0	6.84	100	0	Pending
<input type="checkbox"/>	4	094325000487	<input type="checkbox"/> BED FRAME KING 777R ...	3	25	1150.0	1.69	75	3450.0	5.07	75	0	Pending
<input type="checkbox"/>	5	094325006458	<input type="checkbox"/> 1004 HD/FTBD TWN/FULL W/L...	2	28	28.0	0.07	56	56.0	0.14	56	0	Pending

[Return to Top](#)



2. A drop down will appear and you will fill in the prompts
3. Enter a brief description (do not have to)
4. Enter correct weight, cube and quantity for entire order
5. Put a check in the Hazmat box, if merchandise is Hazmat
6. You MUST also check at least one line item, so check box 1
7. Click Save
8. When screen is refreshed, status will show OPEN

[Return to Top](#)

## How To Find Routing

1. Log into TMS
2. Click on Search

Search for Shipments

Search for shipments within the selected list:

Unrouted  Routed  Enroute  Delivered <= 7  All Shipments

Match Criteria:

Starts With  Exact Match

AND which match the following criteria: (Note: Leave blank to accept any value, but you must specify at least one of the following search criteria.)

Shipment Identifier:

(Find shipments where any of the identifiers match the entered text OR where any of the identifiers match one or more of a list of values. To specify a list, enter each identifier separated by a comma (i.e. '1111, 2222, 3333'). The list-of-identifiers feature operates as an exact match regardless of the exact match/starts with criteria.)

Equipment:  (Find shipments where the Trailer Number starts with the entered text.)

Requested Pickup Start Date between:  and  (Enter both dates.) (mmddyy)

Requested Delivery End Date between:  and  (Enter both dates.) (mmddyy)

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.)

3. Select All Shipments
4. Type your PO in the Shipment Identifier (you can type up to 3, separated by commas)
5. Press Enter
6. If this does not pull up your PO, give us a call and we can assist.

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[Return to Top](#)