

**05 March 2008**

To All TMS Vendors-

When you request TMS routing for the first time, please make sure to complete the TMS address keeper. Create a short name, enter address information, and save this information in the TMS. After the first time, you will not be required to retype the POC information on subsequent orders, but simply enter your short name. If you are a location that has multiple ship points, each ship address must be set up in the Address Keeper. If you ever need to make changes to the address, simply select the address keeper, make changes, and save.

An order must be released to AAFES logistics **at least 72 hours prior to the first available ship date**. For example, if an order has a "first available date" of 30 September, we need the order released by 27 September. The "first available ship date" is the first day you will have an order ready to be picked up... it is a date that you will enter. **Please do not enter the "first available ship date" as the same day that you have released the order**. Also, an order can only **be shipped 72-hours before or after the contractor ship date**. You will not receive routing instructions immediately. You should receive instructions 48 hrs prior to the "first available ship date" that you have requested. If the dates on the purchase order are out of this time frame, please contact your buyer and have the PO amended.

Another important piece of releasing orders is to ensure that the correct weight and cube is showing for each item/order in the TMS. Incorrect weights and cubes will only delay the pick up of your available orders. Please check the weights and cubes of your orders before releasing them into the TMS. To keep from having to correct weights and cubes on orders in the future, you will need to contact the AAFES buyer to have them correct the weight and cube of a particular item in our Item Master File. Once this is done, you will not have to adjust dimensions to this item in the TMS again. An order in TMS must be released in shippable orders. Truckload quantities in TMS are defined as less than 45,000 pounds and 3,000 cubic feet. Any order released in TMS for more than 45,000 pounds or 3,000 cubic feet will be CANCELLED and released back to you to correct and release as TL quantities. Also, please ensure that the AAFES Shipper Reference Number (the number that is given to each shipment in TMS) and PO number(s) **MUST be on the bill of lading** or otherwise will be subject to a charge back.

It is important that when you receive routing instructions that you follow these simple rules. If routing is for a TL carrier the TL carrier will call you to set an appointment. If the routing is for a LTL carrier or parcel shipments, **YOU** must call and set the appointment with them. Please do not mistake TMS for a system that will set appointments for you. It only tells you which carrier to use. If you have any questions about the routing instructions you receive, please send an email to [zzlgtms@aafes.com](mailto:zzlgtms@aafes.com). The user guide for TMS is located at <http://www.aafes.com/edi> and select TMS user guide.

We thank you for your cooperation in these matters and look forward to working with you in the future.

Thank you,

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