VM Innovations Online Receiving Page User Guide

Updated 7.25.2017

Website Address: http://receivingscheduler.m2.spreetail.org/

See last page for frequently asked questions.

Main Page

vm INNOVATIONS

Delivery Appointment Scheduler

| Schedule a Shipment | Takes you to schedule your shipment. |

| Request Reference Number | Assists you if you are unable to schedule a shipment with the reference numbers provided to you. |

| Contact Us | Helpful information regarding e-mail addresses by location, addresses and hours of operation. |

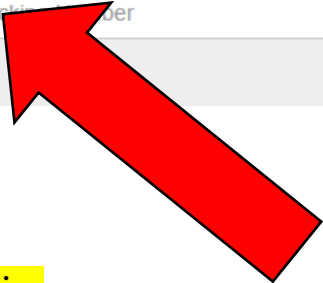| Help | Help Guide – Inbound Transportation Guide – FAQ's |

Schedule a Shipment

1. Find Shipment

Enter your reference number.

You can search using the following criteria:

- P.O. #
- Delivery ID #
- Tracking
- Pro
- Container #
- Order #

Confirm Shipment

Find Your Shipment

If you are unable to find your shipment, then contact us here.

19480	Search

Please confirm this information is correct before continuing:

VMInnovations PO Number: 19480
Vender PO Number: EXX091916-NV
Destination: Nevada Marion
Shipment Size: LTL
Pro/Tracking Number:

Number of Pallets/Skids: [3] ☐Unknown

You are able to view the details of your shipment you are scheduling after the system has recognized your reference number. Please verify to ensure that the shipment size and destination address are accurate.

LTL Shipments

It is important that you select the number of pallets/skids you are delivering. If you do not select the correct amount, your shipment could easily be refused.

Containers

This system is set up to prevent carriers from delivering a shipment that will accrue non-authorized charges like storage or demurrage. If you do not have capacity to deliver on or before the LFD and do not plan on charging VM for extra freight expenses, simply extend the LFD so you can select an appointment. If charges will accrue, please contact VM.

LTL Shipments – Scheduling Multiple Shipments to the Same Warehouse at Once

1) Enter your first reference number, hit search and allow time for it to populate.
2) Once populated, enter the number of pallets for that shipment.
3) Confirm pallet count is correct
4) Go back to the search bar for your second shipment. Hit search and allow system to populate.
5) Repeat as many times as you need.

Find Your Shipments

If you are unable to find your shipment, then Request a Reference Number here.

You can now schedule multiple Purchase Orders at once. Look up each PO individually in the search box. **They must have the same destination.**

24009	Search

Purchase Orders Selected For Scheduling:

Purchase Order: 24021   Deselect PO

VMInnovations PO Number:	24021
Vender PO Number:	E1201101-1606
Destination:	1001 W Upland
Shipment Size:	LTL
Pro/Tracking Number:	10651205394
Number of Pallets/Skids:	✱

☐ ✱The skid/pallet amount entered is an accurate estimate to the best of my knowledge, and I acknowledge that if the delivered amount deviates greatly from the amount specified, the shipment may be Refused at the Carrier's expense.

Purchase Order: 24009   Deselect PO

VMInnovations PO Number:	24009
Vender PO Number:	CHVT061517NE
Destination:	1001 W Upland
Shipment Size:	LTL
Pro/Tracking Number:	193337658
Number of Pallets/Skids:	✱

Earliest Delivery Date

This page will allow you to select which date or time frame you would prefer to deliver your shipment. Select your first preferred day to deliver.

1. Find Shipment	2. Last Free Date (Containers Only)	3. Earliest Delivery Date	4. Appointment Time
5. Contact Info	6. Confirm		

Select Your Earliest Delivery Date

November 2016

today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

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Select your date and time.

1. Find Shipment	2. Last Free Date (Containers Only)	3. Earliest Delivery Date	4. Appointment Time
5. Contact Info	6. Confirm		

Select An Appointment Time (CST)

**** All times listed are in Central Standard Time - Please adjust according to your specific time zone ****

From: 11/22/2016   **To:** 11/30/2016   More Times

11/28/2016

7:30 CST 9:00 CST 13:00 CST

11/29/2016

8:00 CST 9:00 CST 13:00 CST 14:30 CST

11/30/2016

7:00 CST 8:00 CST 9:00 CST 12:30 CST 13:00 CST 14:00 CST 14:30 CST

If the chosen shipment date/time incurs additional costs for any reason, please contact us to schedule this with the assistance of a VM associate. If this is not done, neither VM nor the shipper will be responsible for any additional charges.
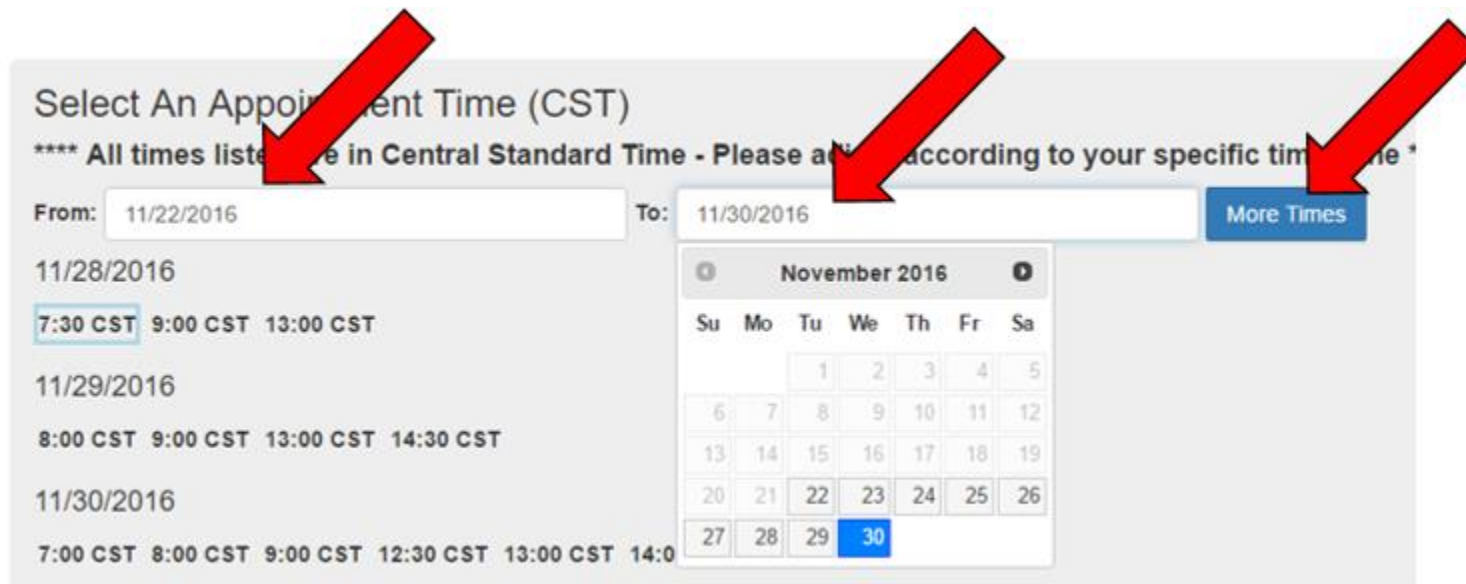
Previous   Next

**All times are listed locally.

No Dates/Times are Available

Simply adjust your date range if you do not see any appointments available. Once you have your desired date range, refresh your array by selecting "More Times."

If you do not see the date and time that you prefer, then we are full during that time. Please select another option.

Contact Information

Enter in your contact information in case we need to reach you regarding the shipment that you scheduled. A valid e-mail is required and will be what our system uses to send you a confirmation e-mail regarding the scheduled shipment.

1. Find Shipment	2. Last Free Date (Containers Only)	3. Earliest Delivery Date	4. Appointment Time
5. Contact Info	6. Confirm		

Contact Information

Your Name:

Graham

Carrier/Broker Name:

VM Innovations

Phone Number:

402-444-4444

Email:

graham.nott@vminnovations.com

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Confirmation

Please ensure to save your confirmation number. It is e-mailed to you as soon as you have hit the final submission button. That is to be presented by the driver upon time of delivery. If you reschedule, you will need a new confirmation number. If you do not receive a confirmation number, your shipment was most likely not scheduled. Please reach out to VM if you have any issues.

KMS, INC. PO 23817 Scheduled   June 19, 2017 12:29 PM

From: no-reply@vminnovations.com

To: graham nott | Nick Hoefer | kylearnold@echo.com | ⊞ receiving-ne@vminnovations.com

Tags: 🏷 Receiving NE ×

This is to notify you that PO 23817 has been scheduled for delivery on 06/23/2017 13:00 PM CDT by Receiving Scheduler.

Warehouse: 1001 W Upland

Address: 1001 W Upland Way Lincoln, NE 68521

Supplier: KMS, INC.

Confirmation Number: AI5UF

Shipment Type: Palletized Truckload

Carrier Contact: kyle arnold

Carrier Contact Number: 6784126333

Frequently Asked Questions

Q: The system is not recognizing my <u>reference</u> numbers. What do I do?

- Ensure that you've attempted to populate the shipment with all available reference numbers including:

    - P.O. #
    - Delivery ID #
    - Tracking # (No dashes or spaces)
    - Pro # (No dashes or spaces)
    - Container #
    - Order #

- Visit our "Request a Reference Number" page and follow the directions on the screen.

Q: My shipment is running <u>late</u>. Who do I contact?

- Visit our "contact" page. Advise of your situation. If we are unable to take in as a work-in, the shipment will need to be rescheduled.

For LTL carriers…..

Q: I have <u>multiple delivers</u> to schedule from several different companies. Do I have to schedule each one by itself?

- No, you can handle all at once. See page 4

Q: I have an <u>existing appointment</u> already and a new shipment has arrived to my terminal. How do I add this new shipment to my current appointment?

- Simply schedule the second shipment during the same date/time. If that option is not available, then that date and time is full. It is imperative that each BOL has its' own appointment with a confirmation code.

Q: The next available appointment is too far out and I need to charge the consignee <u>storage</u>. How do I handle?

Please reach out to us via the contact information on the contact tab. We will try and move something around to bring you in sooner. If you do not advise of this issue beforehand, VM nor the shipper will authorize payment for storage.