About Transportation, Planning & Execution: TMS Logistics Software

TP&E is transportation management system (TMS) that assists OSJL in managing transportation activities occurring throughout its supply chain. OSJL has deployed this software to gain real-time information and tools that help it plan, optimize and execute inbound shipments.

Suppliers Not Doing Business with OSJL Today:

Prior to scheduling your first shipment to OSJL, you must contact RTS@osjl.com to schedule training on the TP&E system. OSJL will not accept any appointment requests from vendors who have not participated in this mandatory training.

Suppliers Doing Business with OSJL Today:

Your company is already loaded in TP&E, if you are an active supplier to OSJL, receiving purchase orders, invoicing and getting paid by OSJL for orders. Please contact RTS@osjl.com if you would like to confirm your active supplier status at OSJL.

Suppliers will be responsible to sign into TP&E, and enter shipment information, for OSJL purchase orders that are ready to ship. OSJL will route each shipment once the Supplier enters accurate “Ready to Ship” information into TP&E. Please review the following pages of this reference guide, which will provide you with step-by-step instructions on how to sign in and use this web-based solution.

Important note: Shipments will not be routed by OSJL, unless and until you have entered accurate READY TO SHIP (RTS) information in TP&E.

IMPORTANT NOTE REGARDING YOUR USE OF TP&E:

For best results, use Internet Explorer 8 and a screen resolution of 1024 x 768 or higher. If you do not have Internet Explorer 8, you will need to use your current Internet Explorer version in Compatibility Mode.
You may need to change the compatibility setting on your internet browser to achieve full functionality within TP&E.
Step 1: Go to https://tpe.osjl.com/

Step 2: Enter your User ID and Password. These fields are case sensitive.

Your USER ID and Password will be supplied to you during your initial orientation to OSJL’s TP&E program. Please contact RTS@osjl.com for future User ID and Password assistance.

Please Enter Your Information and Click “Sign In” to Continue
Step 3: Click on the Transportation Planning and Execution link in the upper left hand corner of the screen.
Step 4:
- In the “Purchase Order ID” box, you have two choices depending on your needs:
  1. Key three zeros plus your 7 digit purchase order (PO) number (or four zeros plus your 6 digit purchase order (PO) number) and press ‘Enter’.

Example:

000 + 1234567

Skip Step 5 and proceed to Step 6.

2. OR Key an * and click on the magnifying glass next to the “Purchase Order ID” box to see all of your open purchase orders. Proceed to Step 5.
Step 5:
- Find your PO # in the “find results” box and select the PO# by clicking once. The PO# will now be highlighted in blue.
- In the same window, click on the ‘Select’ box. The ‘Find Purchase Order’ window will now close.
- In the right hand top corner you will see a green box, “Apply”, click on that.
Step 6: In the next screen that appears.

- Your PO will appear in the Purchase Order ID field. Status should be “created” and ready to ship should be “No”.

If everything is correct, double click on PO under the “Purchase Order ID”. Verify the Facility Information to ensure the carrier arrives at the correct pick up location.
Step 7: This will be the next screen to appear.

- See tabs in blue starting with “General”, “Lines”, etc.
- Click on the “Lines” tab and your SKU information will appear on the next screen.
Note: Placeholder for new info re: Collect Shipper instructions.

Scroll to the bottom left of the page and verify the pickup address is correct. Click the blue i button and a box will pop up, verify the contact name and phone # then click the red x to close the window.
Step 8: Under “Item” in blue you will see OSJ SKU’s for this PO. Please make sure this information matches the PO you are entering.

- If you are shipping ‘Complete’. Click the box next to “Line Number” to pick all SKU’s.
- If you are only shipping some items just click the boxes next to those SKU’s.
- After you choose your SKU’s the “Create RTS” box will turn green.
- Click on the “Create RTS” box to take you to the next screen.

NOTE:
A separate RTS is required for each Truckload shipment.

Example: If you are shipping two truckloads against the same PO, you will have to enter RTS details for each truckload. Each carrier arriving at OSJL’s Distribution Center is required to have a truckload specific RTS to receive an appointment.
Step 9: This will be your next screen. Please confirm the Origin Facility ID is correct before completing this next step. The top half of the screen above the blue line will need to be filled out next. Starting from the top fill out the following boxes:

- **Cartons:** Enter the total amount of cases (or shipping units) being shipped.
- **Load Configuration:** Click on the down arrow to see options. You must choose from pallets, floor, clamp or slip-sheet.
- **Pallets:** Amount of pallets for this load. Leave blank for Floor loads.
- **Pickup Start:** This will default to midnight of the current date. ENTER THE ACTUAL DATE THE SHIPMENT WILL BE READY FOR PICKUP.
- **Pickup End:** This will default to the purchase order cancel date.

Note: Always be sure to provide the correct weight and cube for your shipments. Weight and Cube are important factors for Transportation, especially for floor loads. Accurate information enables us to schedule pick up and delivery appointments accurately, without the risk of a chargeback.

Ready to Ship Capacity:
- **Weight:** Enter the Total weight of load.
- **Volume:** Enter the Total number of cubic feet for the load.
- **Method of Cubing Trailer:** Select “cu.ft.” for all types of load configuration.
- When all information is applied to above boxes, click the green box that says, “Calculate”. This will disperse your weight and cube information to the SKU lines below.
Step 10: This will be your next screen. It looks just like the last screen, but this time you will be focusing on what needs to be entered under the blue line for SKU’s.

- On the blue line see the “RTS Quantity” box. **Always enter the exact number of units that are being shipped, not what was ordered.** Cases x case pack = total units. If you are shipping partial then the amount will need to be changed to reflect what is being shipped. (The amount that shows automatically is total quantity on the Purchase Order, not necessarily what you are shipping).
- **Next find the “Cases” box.**
  Enter the number of cases for this SKU.
- Once you are done, click on the box all the way to the left on the blue line to **select all items**.
- Click on the green “Save” button on the bottom right.

**Note:**
If you haven’t selected all lines that you are shipping, they will not be saved.

Use grey bar to scroll right and left of screen to see all options above.

When you click the “save” button your RTS # will appear, as shown on the next screen. Write this number down and keep for your records.
• Click the green “OK” button and you will be brought back to your original PO.
• At this point you can either enter your next PO you need to RTS or click on “sign out” above to the right.

Once RTS has been completed -

**Pre-paid shipments**
The vendor assigned carrier can call **401-295-2672 ext 1042** or submit an "OSJL appointment request form" via e-mail to appointments@osjl.com