DESCARTES™   American
                                        HOTEL REGISTER COMPANY

<u>American Hotel Register Company – Descartes Supplier Training Manual</u>

In an effort to better serve our suppliers and our customers, American Hotel Register Company will be updating the Descartes Transportation Management System (TMS) Dec 8th, 2018. Enclosed is a detailed explanation of how to effectively utilize the updated version ofDescartes TMS.

<u>Video clips are availible for step by step instructions on using Descartes</u>

<u>American Hotel Register contacts</u>

Inbound Transportation   847-743-6012

For questions about Descartes TMS, including login and password information please email inbound@americanhotel.com.

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Logging into Descartes TMS

➢ Required to use Google Chrome for browser. 🌐

➢ Go to http://tms.americanhotel.com

➢ Enter *Company Name, Login Name,* and *Password* and click the "Login" button.
   Note: *Company Name* will always be **American**

Viewing New or Partially Fulfilled Orders

A. Select Orders → Orders

   a. The Orders page appears, listing new and / or partially fulfilled PO's that were loaded during the past 7 calendar days.

Current Status	PO Number	Sales Order Number	Line Count	Promised Date
Partially Fulfilled	4500259624		21	11/26/2018 12:00 AM
Partially Fulfilled	4500259625		25	11/26/2018 12:00 AM
New	4500259626		17	11/26/2018 12:00 AM
New	4500259628		21	11/26/2018 12:00 AM
New	4500259629		29	11/26/2018 12:00 AM

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Performing an Advanced Search

The **Advanced Search** page allows the user to search for any order with various search criteria. You can view historical orders in the system, or you can narrow the listing of orders to a date range.

To search for orders:

A. Select **Orders →Advanced Search** from the main menu.

The **Advanced Search** page appears.

NOTE: Always click the "New Search" button first before entering new info in the available fields. This will clear out all of the previous information that was entered during the last Advanced Search.

B. Under **Date Ranges**, enter the desired date range information you want to search by.

C. Under **Rules**, enter the desired rules information you want to search by.

D. Under **Line Items**, enter the desired line item information you want to search by.

E. Under Origin, enter the origin information if you want to search by origin.

F. Under **Destination**, enter the destination information if you want to search by destination.

G. Under Conditions, select the condition information you want to search by.

NOTE: Any combination of the above mentioned categories can be filled out to customize a search.

H. Click **Search**.

The Advanced Search / Orders page appears with the result of the search. This is an example of searching "Vernon Hills" in the Destination City field

Order Management / Advanced Search / Search

Search

Current Status	PO Number	Line Count	Promised Date	Vendor	Origin	Destination
200 - Partially Fulfilled	4500217550	31	9/24/2018 12:00 AM	1888 Mills	, , , , ,	American Hotel Register Company, 210 S MILWAUKEE AVE, Vernon Hills, IL, 60061, US
200 - Partially Fulfilled	4500227608	30	10/8/2018 12:00 AM	1888 Mills	, , , , ,	American Hotel Register Company, 210 S MILWAUKEE AVE, Vernon Hills, IL, 60061, US
200 - Partially Fulfilled	4500183537	31	8/6/2018 12:00 AM	1888 Mills	, , , , ,	American Hotel Register Company, 210 S MILWAUKEE AVE, Vernon Hills, IL, 60061, US

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Using My Saved Searches for Orders

Users can save frequently used search criteria using the My Saved Searches function.

To set up a saved search:

A. Select **Orders →My Saved Searches**.
B. Right-click in the **My Saved Searches** list page and select **New Option Set** from the right-click menu.

   The **New Option Set** page appears.

C. Give the saved search a name and description.

   a. Example – Predefine a search for all incomplete orders shipping to Vernon Hills
      i. *Option Set Name*: Ship to Vernon Hills
      ii. *Description*: New or partially fulfilled orders shipping to Vernon Hills
      iii. *DESTINATION ADDRESS group – City*: Vernon Hills
      iv. *Current Status*: New and Partially Fulfilled boxes are checked.
D. Fill in the desired search criteria.
E. Click **Save and Close**.

To run a saved search, right-click on an item on the **My Saved Searches** list page and select **Select** from the right-click menu. Saved search examples below:

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Fulfilling Orders

Fulfilling an order refers to entering the quantities that are ready to ship which allows American Hotel to plan the shipment of your order. An order is completely fulfilled when the entire quantity on every line has been entered as ready to ship, or **fulfilled**. If there are lines that are partially fulfilled, or still in new status, then that order will still show up in your **Available Orders** screen.

Do not click on Quick Fill. This function does not work properly for American Hotel's set up. If Quick Fill is clicked by mistake, the system will generate 1 shipment per line on the order. If this happens, American Hotel will need to cancel the shipments which will send them back to New Status and they will need to be fulfilled all over again.

To Fulfill An Order:
 Select **Orders** from the main menu.

The **Orders** page appears, listing new and partially fulfilled orders that were entered within the last 7 calendar days. Right-click and select **Select Date Range** to pull up more orders.

WHEN SHIPPING PALLETIZED ORDERS, ENTER "PALLETS" AS CONTAINER TYPE

A. To fulfill all of the lines on an order, right-click the order you want to fulfill and select **Fulfill** from the right-click menu. *This should only be used when the entire PO is ready to ship complete.*
- Quantity, Weight, and Volume will auto-populate on each line to **completely fulfill** that line
- Freight Class will auto-populate to 92.5. This will need to be manually adjusted if necessary.
- Container Quantity and Container type auto-populate to 0.00 pallets
  - For a multi-line order, only the first line needs to be adjusted for container quantity.
  - You will need to enter the total pallet count for the entire order on the first line.
  - The rest of the lines will need to be changed to 0.01 pallets or the line will <u>NOT</u> be fulfilled.
  - Once the first line's information is entered, if the rest of the lines are shipping complete, you will need to click on each line to verify the information is accurate, adjust container quantity to 0.01 and adjust the freight class if necessary.
  - If there are lines that are not shipping complete, the quantity and weight need to be adjusted accordingly.

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B. Fulfilling Indivual Lines

To fulfill individual lines on an order, right-click on a PO and select <u>Edit Order</u> from the right-click menu.

Once you are brought to the Edit Order screen and select edit line, right-click on the line(s) you want fulfilled and select Fulfill from the right-click menu.

a. To select multiple lines in order to fulfill them, hold control OR shift and click each desired line, then right-click and select fulfill. This can be seen below.

The **Fulfill** dialog box appears using either method.

C. Enter the date range for the order's availability for shipment in the Earliest Available and Latest Available Date fields, and include the earliest time for pick up in the Earliest Available Date field and the latest time for pick up in the Latest Available Date field, which informs American Hotel of the window (date and time) for picking up this PO.

Tip— Click the calendar icon to the right of the fields and select the date you want from the pop-up calendar.

NOTE: If the Latest Delivery Date is not after the Latest Available Date, then there will be an error message that states "Start Date should not be greater than the End Date." This means that the Latest Delivery Date needs to be changed to be a date after the Latest Available Date.

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D. Select an origin address from the drop down menu address book.

  If the order is shipping from a location that is not already loaded into Descartes, please contact

  a. inbound@americanhotel.com and the address will be added to your account prior to fulfillment.

E. Click the Check Box to the left **New/Edit Address** in the **Origin Address** area. This will expand the Origin Address field to allow you to edit. **Do not edit the address itself**

Origin Address

New/Edit Address ▼ 🏦

John Smith   Loc #: 999
1888 Mills
150 Main Street
Chicago, IL, 60612, United States

  a. There is a **Notes** field here, where Case Quantity and Pallet Quantity will need to be manually entered
  b. Verify that the Pickup Days and Operation Hours are accurate (*see screenshot below*)

Notes:	80 cases, 5 pallets						
Pickup Days:	☐ Sunday	✓ Monday	✓ Tuesday	✓ Wednesday			
	✓ Thursday	✓ Friday	☐ Saturday				
Delivery Days:	✓ Sunday	✓ Monday	✓ Tuesday	✓ Wednesday			
	✓ Thursday	✓ Friday	✓ Saturday				
Operation Hours:	Open: 0800		Close: 1700				

F. Once everything is accurately filled in, click **Fulfill**.

G. The American Hotel Transportation Team will plan your shipment and an email will be sent once a carrier has been selected providing the information you will need in order to ship.

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WHEN POTENTIALLY SHIPPING UPS GROUND, ENTER "CASES" AS CONTAINER TYPE

If you expect an order to ship via UPS Ground, the order will need to be fulfilled using **Cases** as the *container type*, not **Pallets.**

Orders must meet ALL of the below criteria:

- "UPSable" meaning that the order meets requirements on UPS website
- Less than 150 lbs per package
- Less than 500 lbs per shipment
- 40 cases or less
- Need to fulfill all lines on order with CASE quantity
- Required to enter case Dimensions
- Need to change Unit of Measure to = Case

A. When fulfilling an order in case quantities, every line will need to be fulfilled with that line's individual case quantity, unlike when using pallets where only the first line needs to have the entire order's total pallet count.
   a. Example:
      i. Line 10 = 3 cases
      ii. Line 20 = 4 cases
      iii. Line 30 = 1 case
B. If the line is not being completely fulfilled, then the quantity and weight will need to be adjusted accordingly
C. Select an origin address from the drop down menu address book.
   a. If the order is shipping from a location that is not already loaded into Descartes, please contact inbound@americanhotel.com and the address will be added to your account prior to fulfillment.
D. Click the Check Box to the left **New/Edit Address** in the **Origin Address** area. This will expand the Origin Address field to allow you to edit. **Do not edit the address itself**
   a. There is a **Notes** field, where the total Case Quantity for the entire order will need to be manually entered
E. Once everything is accurately filled in, click **Fulfill**.
F. The American Hotel Transportation Team will plan your shipment and an email will be sent once a carrier has been selected providing the information you will need in order to ship.

NOTE: Even though you will be fulfilling these orders with case quantities and you expect them to ship UPS Ground, please wait for the confirmation email from the inbound email address before you physically ship them with UPS. There are instances where it may be best to ship LTL, in which case you will be notified.

Any questions should be directed to inbound@americanhotel.com

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