CVP Quick Reference Guide
for Releasing Collect and Prepaid Purchase Orders

Please refer to the *Inbound Shipping Requirements and Regulations Guide* for additional information on Dollar Tree shipping policies and *Routing Shipping Packaging Instructions* for additional information on Family Dollar shipping policies.

Objective

The purpose of this document is to provide our vendor partners with step-by-step instructions for creating and tracking Order Releases for collect and prepaid purchase orders.

If a vendor believes that adhering to the following guidelines will result in additional transportation expense and/or cube loss, please contact the appropriate Dollar Tree or Family Dollar representative. The appropriate representative is determined by the origin location of the Order Release. Each instance will be reviewed and the best transportation decision will be made.

Disclaimer

Dollar Tree Stores, Inc has several affiliates. Among these affiliates are Dollar Tree Distribution, Inc., Family Dollar Stores, Greenbrier International, Inc., Deal$-Nothing Over a Dollar, Dollar Tree Merchandising, Inc., and Dollar Tree Canada (Dollar Giant). All rules and regulations in this document apply to shipments for Dollar Tree and all of its affiliates.

Web Portal Link

https://cvp.dollartree.com

Browser Compatibility

Google Chrome, Internet Explorer V11 or higher, Microsoft Edge, Mozilla Firefox, and Safari

Navigation Tips

- Do NOT use the browser back button. Using the browser back button will log you out of the system
- The "Cancel" button will bring you back to the previous screen
- Video help guides are available by selecting the question mark located on the top left corner of the screen

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To schedule delivery of prepaid freight after you have created your order release, please refer to the *C3 Reservations Quick Reference Guide.*

Adding a Shipping Location
This must be completed before creating any Order Releases

1. Upon login, you will see a Menu Selection on your screen
2. Click the *"New Location"* button
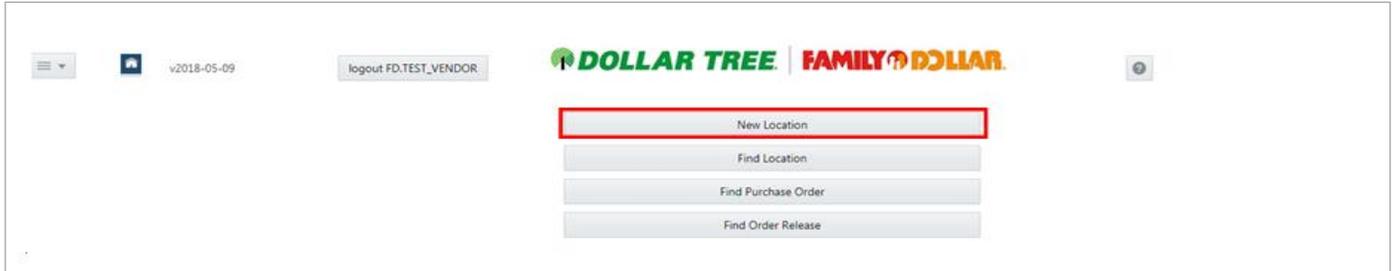
3. Enter the physical address for the location that should be given to carriers for pick up including the zip code and country.

    *You will *NOT* be able to enter the city and state. These fields will be populated upon the address validation

4. Enter the contact information for who the carrier should contact to schedule pick up appointments
5. Calendar ID will default to "Weekday 8 to 5". If your warehouse hours differ, you may enter them into the Remarks box
6. Optional: You may enter any other general information pertaining to the specific pickup location in the *"Remarks"* box. Example: "Please call for pickup appointment 24 hours in advance." The Remark entered will be automatically populated on the Order Release when the address is selected
7. Click the *"Validate"* button

8. You will be presented with the matching physical address. Click on the physical address. This will bring you back to the Location Manager screen where the city and state will now be populated
    ***If the address is not found, please use maps.google.com to determine the Google valid address*
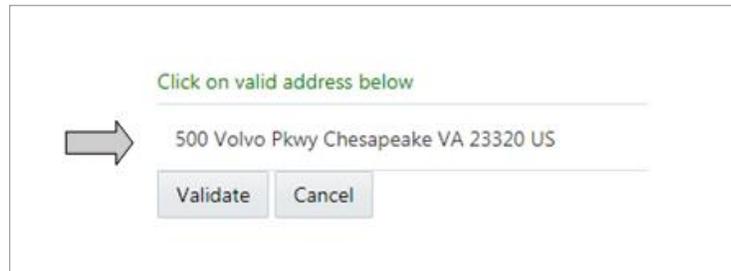
9.   Additional Contacts will now be populated with the warehouse contact information that was entered above. This information can be changed based on who should receive information for this location. *"Release Summary":* Person will receive summary page generated at the completion of each order release. *"Tender":* Person will receive order release instructions and BOL when a shipment is assigned to a carrier. *"Warehouse":* Person the carrier should contact to schedule pick up appointments
    ***Clicking "Add Contact" will allow you to list more than one person for each Contact Type*

10. Click the *"Finished"* button.

11. Your location is now saved.

Find/Edit a Shipping Location

1. Upon login, you will see a Menu Selection on your screen
2. Click the *"Find Location"* button
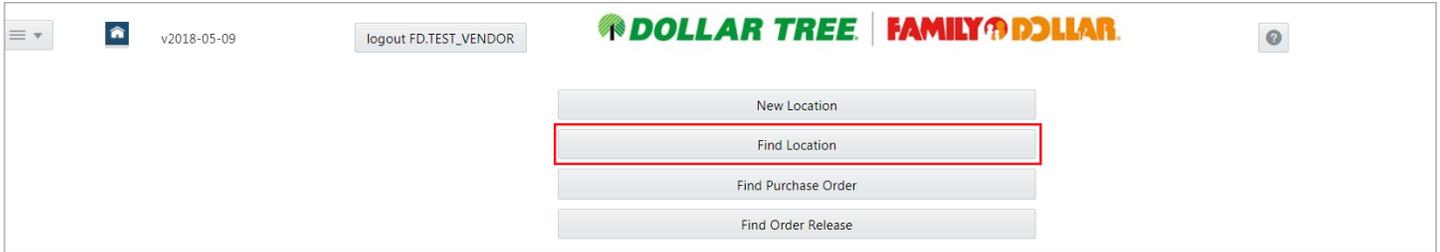
3. You can use the search fields or select *"Find"* which will display all saved locations.

4. To view or edit your location, select the Location GID number. This is a unique location number that is generated for each of your shipping locations

Location Gid	Location Xid	Street	City	Province	Postal Code	Country Code
FD.812857606	812857606	1209 TREELAND TERRACE	CHESAPEAKE	VA	23322	USA
FD.593377520	593377520	7860 HACKS CROSS RD	OLIVE BRANCH	MS	38654	USA

5. You are not able to change the shipping address once a location is created. If you have never released an order against the shipping location, you may select *"Delete"* at the bottom of the screen to delete the location
   **Once you have released an order for a location, you can no longer delete the location. If you will be shipping from a different location, you must go back to the Menu Selection screen and create a New Location
6. You may edit the Warehouse Contact information and the information located under *"Additional Contacts"* at any time
7. Once all changes have been finalized, select the *"Finished"* button

Creating an Order Release

1. Upon login, you will see a Menu Selection on your screen
2. Click the *"Find Purchase Order"* button
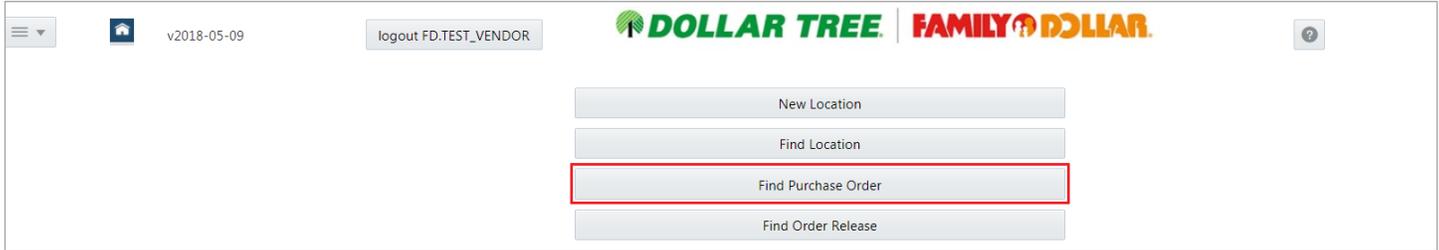
3. Enter the PO number in Purchase Order ID box **or** enter the date ranges on the Purchase Order by using the calendar icons.
4. Click *"Find"* to search for the PO
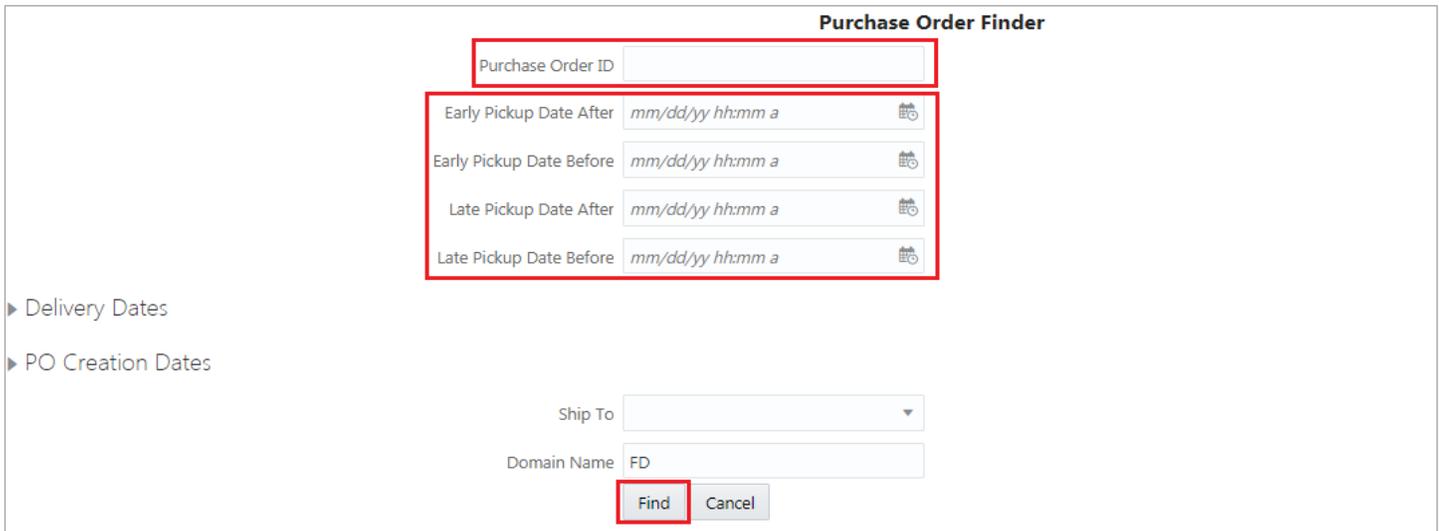
5. Select the PO number to be released.
   **If a warning message appears that states "The Purchase Order you are about to view is locked",* *you may be attempting enter the release too late or there is no remaining quantity to release.*

6. The Early Ship Date and Late Ship Date are populated based on the dates listed on your PO. You may change these dates *(as long as the dates are within the Early and Late date range)* by selecting the calendar icon

7. Choose the origin location from the *"Ship From Override"* drop down box. This will display your saved Locations and will populate in the Ship From Override box once selected

8. The destination information will be automatically populated based on the Purchase Order

9. The Planning Group field will automatically be populated based on the terms of your Purchase Order

10. Optional: Enter any internal reference number that the carrier will need to reference for this load in the *"Pickup Number"* box

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Ready To Ship Manager

Vendor ID TEST_VENDOR	Purchase Order ID 0123461413699001
* Early Ship Date 06/02/18 12:01 AM	* Late Ship Date 06/07/18 11:59 PM Planning Group COLLECT
Ship From Override 120551360 5000 MAIN ST HOUSTON TX 77002	Ship From DEFAULT Ship To 99001 CHESAPEAKE VA
Pickup Number	

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11. In the Items section of your screen, enter the number of pieces shipping in the *"Ship Qty"* box. Adjust the NMFC class and Hazmat option if different than what is shown. Please ensure accurate information is entered. Failure to do so could result in a chargeback.

    **If you will be shipping the entire PO in full, please click "*Ship Complete*"

12. Click the "*Recalc ShipUnits*" button

    **After clicking "*Recalc ShipUnits*", if any information was entered incorrectly on the Line Item level, please click the "*Clear ShipUnits*" button. This will allow you to edit the Ship Qty, NMFC Class, and HazMat fields. Once corrected, you must reselect the "*Recalc ShipUnits*" button

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Ship Complete

Item ID	Item Descr	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Ordered Qty	Remaining Qty	Ship Qty	QtyPerCarton	Cartons	NMFC Class	Hazmat?
DTR_825924	FOAM CUP 8.5Z	06/02/18 12:01 AM	06/07/18 11:59 PM	06/04/18 12:01 AM	06/09/18 11:59 PM	1,848	1,224	0	24	0	70.0	N
DTR_955210	8.5Z 45CT FOAM CUPS	06/02/18 12:01 AM	06/07/18 11:59 PM	06/04/18 12:01 AM	06/09/18 11:59 PM	1,848	1,224	0	24	0	70.0	N

Ship Unit ID	NMFC Class	Load Method	Pallets/SlipSheets	Pallet Spaces	Volume	Override Volume	Weight	Cartons
No data to display.								

Recalc ShipUnits   Clear ShipUnits

Finished   Cancel

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13. Load Method: Choose *"Pallet"*, *"Slip_Sheets"*, or *"Floor_Load"* from the drop down menu.
      ***Max weight per truckload is 45,000lbs and 3300 cubic feet. If your purchase order is greater than one truckload, you will need to create multiple order releases*

14. Pallets: Enter Pallet count, pallet spaces and weight.
      Pallet positions should be the number of standard sized pallet positions the pallets will occupy. If the product is on standard pallets and can be double stacked, 10 pallets should occupy 5 pallet positions. If the product is on 5 oversized pallets, change the cubic feet in the Override Volume field to reflect the correct amount of space the pallets will occupy on the trailer

15. Slip_Sheets: Enter slip sheet count, cubic feet in the Override Volume field *(if different than what is displayed in the Volume field),* and weight of the shipment

16. Floor_Load: Enter Cubic Feet in the Override Volume field *(if different than what is displayed in the Volume field),* and weight of the shipment

17. Enter any pickup instructions or special instructions for this order release in the *"Vendor Remarks"* box. Any Remarks entered when creating the Location will be displayed in the *"Ship From Override Remarks"* field

18. Select *"Finish"*

Ship Unit ID	NMFC Class	Load Method	Pallets/SlipSheets	Pallet Spaces	Volume	Override Volume	Weight	Cartons
0	70.0	PALLET ▾	0	0	547.37	0	771.61	102

Recalc ShipUnits   Clear ShipUnits

Finished   Cancel

PO Remarks

Vendor Remarks

Ship From Override Remarks   Please call 48 hours in advance to schedule a pick up appointment

19. You will receive a pop up message that your order release was successfully created and you are provided with your Order Release number. A summary document will be emailed to the email addresses that were entered in the *"Release Summary"* field

20. You will then be taken back to the view Purchase Orders screen. To search for a new purchase order, select *"Cancel"* at the bottom of the screen. This will take you back to the Purchase Order Finder screen to begin searching for a new PO.

Find Order Releases/Shipments

1. Upon login, you will see a Menu Selection on your screen
2. Click the *"Find Order Release"* button

☰ ▾	🏠 v2018-05-09 logout FD.TEST_VENDOR **🌲 DOLLAR TREE** | **FAMILY ☺ DOLLAR.** ❓

New Location

Find Location

Find Purchase Order
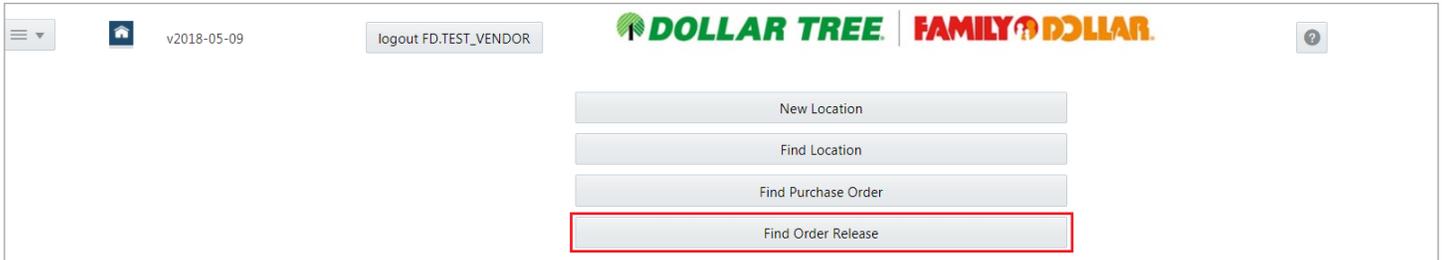
Find Order Release

3. You can search by entering the PO number or Order Release number in the Order Release ID field. Or you can enter the date ranges by using the calendar icons.
4. Click *"Find"* to search for the Order Release

Order Release Finder

Order Release ID	
Early Pickup Date After	mm/dd/yy hh:mm a 🗓
Early Pickup Date Before	mm/dd/yy hh:mm a 🗓
Late Pickup Date After	mm/dd/yy hh:mm a 🗓
Late Pickup Date Before	mm/dd/yy hh:mm a 🗓

▸ Delivery Dates

▸ Order Release Creation Dates

Ship To	▾
Domain Name	FD

Find   Cancel
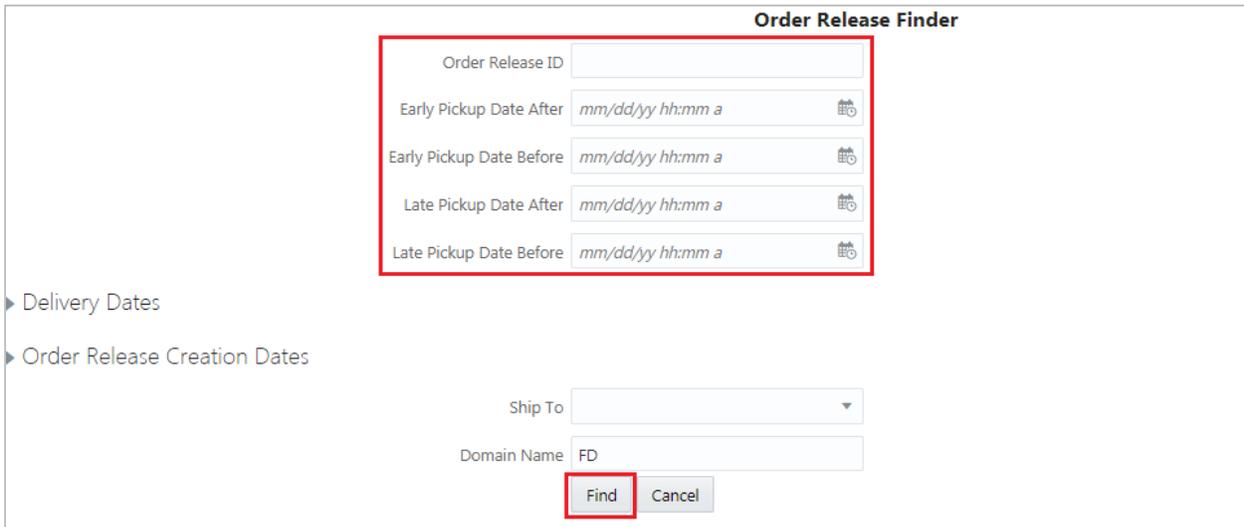
5. The Order Release(s) will now be displayed along with the Status of the Order Release.
   "Planning_New" and *"Planning_Unscheduled":* The order has been released to OTM and is waiting planning/re-planning
   "Planning_Planned-Final": The order has been placed on a shipment and is waiting carrier assignment
   "Planning_Excecuted-Final": The order has been accepted by a carrier
6. To view more details, click the Order Release number that is displayed

Order Releases

Order Release Gid	Status
FD.5536124809515-001	PLANNING_EXECUTED - FINAL
FD.5536124809515-002	PLANNING_EXECUTED - FINAL
FD.0123461383099012-001	PLANNING_EXECUTED - FINAL

7. If the order release status is *"Planning_New"* there will be a *"Delete"* button displayed. This will allow you to delete the order release and re-release if you discovered any errors were made when releasing.
   **If the order release is in any other status, you will NOT be able to delete the order release. If anything needs to be changed on the order release, please contact your transportation representative*

Order Release Manager

Vendor ID TEST_VENDOR	Order Release ID 0123461413699001-002	Ship From FD.2070637367	Ship To FD.99001
Planning Group FD.COLLECT			
Early Pickup 06/02/18 12:01 AM	Late Pickup 06/07/18 11:59 PM	Early Delivery 06/02/18 12:01 AM	Late Delivery 06/07/18 11:59 PM
Total Weight 24,589	Total Volume 1,100	Pallet Spaces 10	Total Cartons 50
LB	CUFT		

Item ID	Item Descr	Ship Qty	Cartons	Hazmat?
FD.DTR_825924	FOAM CUP 8.5Z	600	25	N
FD.DTR_955210	8.5Z 45CT FOAM CUPS	600	25	N

Shipment Gid	Carrier Gid	Enroute Status
No data to display.		

Cancel   Delete

8. If the order release status is *"Planning_Executed-Final"* you will see the Shipment # and carrier that is assigned to the shipment

9. **For Prepaid orders**; the order release will automatically be assigned to a shipment. The carrier displayed will be PRPD. You will need the shipment number to schedule a delivery appointment in our appointment scheduling system *(C3 Reservations).* Please refer to the Inbound Shipping Requirements and Regulations Guide to schedule a delivery of prepaid freight.

Order Release Manager

Vendor ID TEST_VENDOR	Order Release ID 0123460985899411-001	Ship From FD.1898075565	Ship To FD.99411
Planning Group FD.COLLECT			
Early Pickup 05/21/18 12:01 AM	Late Pickup 05/28/18 11:59 PM	Early Delivery 05/30/18 12:01 AM	Late Delivery 06/06/18 11:59 PM
Total Weight 42,500	Total Volume 2,860	Pallet Spaces 26	Total Cartons 3
LB	CUFT		

Item ID	Item Descr	Ship Qty	Cartons	Hazmat?
FD.DTR_983924	CHICKN SOUP SOUL WORDFIND 112P	90	3	N

Shipment Gid	Carrier Gid	Enroute Status
FD.11014478	FD.HJBI	FD.ENROUTE_COMPLETED

Cancel

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