



Custom Vendor Portal User Guide May 2026

Overview

This is a reference guide for the Custom Vendor Portal (CVP) to manage Supplier Routing Request (SRR) quantities for shipments to our distribution centers.

CONTENTS

INTRODUCTION 3

Welcome and Purpose: 3

Technical Requirements: 3

Navigation Tips 4

CREATING AN ACCOUNT 5

HOME SCREEN FEATURES 5

NAVIGATING THE CVP HOME SCREEN 5

CREATING NEW SHIPPING LOCATIONS/ORIGINS 7

MODIFYING EXISTING LOCATIONS..... 13

SEARCHING FOR PURCHASE ORDERS AND CREATING SUPPLIER ROUTING REQUESTS 19

CREATING SUPPLIER ROUTING REQUESTS WITH MULTIPLE SUPPLIER PURCHASE ORDERS 27

SEARCHING FOR EXISTING SUPPLIER ROUTING REQUESTS AND SHIPMENTS 30

EDITING EXISTING SUPPLIER ROUTING REQUESTS 36

FREQUENTLY ASKED QUESTIONS 40

Introduction

Welcome and Purpose:

Whether providing exciting merchandise for our customers, supplying quality fixtures and goods for our stores, or moving products to our Distribution Centers, Dollar Tree relies on strong vendor partnerships to ensure our success. We believe in building mutually beneficial relationships with all our vendors, both current and future, based on a solid foundation of honesty and trust.

The Dollar Tree logistics network encompasses the operation of solid and scalable distribution centers, management of import and domestic transportation, and distribution to thousands of stores across 48 contiguous U.S. states and five Canadian provinces. We are committed to providing exceptional service to our stores through continual improvements in operating costs, quality, and safety.

Within this document, we outline instructions for our Custom Vendor Portal (CVP), for vendors to communicate Prepaid and Collect shipping details, track Supplier Routing Requests (SRR), and convey changes.

Once a PO is released, your path of action will vary whether prepaid or collect.

For prepaid, this process will provide SRR information and Shipment Identification (SID) number to create your delivery appointment within C3 Reservations for the destination distribution center, [C3 Reservations Quick Reference Guide](#)

For collect shipments, upon supplier routing request and follow-on shipment ID (SID) creation, correspondence and documents will flow to the vendor provided points of contact for each tactical action, to include carrier appointment scheduling for pick up and bills of lading (BOL's).

A 'contact us' section is available to engage to Dollar Tree with any technical questions. Prior to reaching out, a Frequently Asked Questions section should be reviewed to see if your specific issue is already covered with a self-help solution.

Please note, included within scope of this process are purchase orders for all company affiliates, to include but not limited to Dollar Tree Stores, Inc., Dollar Tree Distribution, Inc., Greenbrier International, Inc., Deal\$-Nothing Over a Dollar, Dollar Tree Merchandising, Inc., and Dollar Tree Canada (Dollar Giant).

Your support of these processes is appreciated.

Technical Requirements:

[CVP](#)

- System is compatible with browsers Chrome, Edge, Safari, Mozilla Firefox (US version)

- Do not use any EDI incompatible characters when entering data; authorized special characters are { } _ ^ [] \ @ = ; / . - , + () % \$ # and !

Navigation Tips

- Using the browser's back button will take you to the prior screen but will not save any previously used search criteria.
- There is a button on all screens to log out of CVP in the top right corner of each screen.
- Imbedded hyperlinks navigate to a new screen.
- You can change screen viewing size by adjusting the standard browser zoom settings.

Creating an Account

Email vendorlogin@dollartree.com with the purchase order number you are planning to release. You will receive a username and password before close of business next business day.

Home Screen Features

- Header ribbon with easy clickable drop down menu options and navigation
- Frequently Asked Questions (FAQ's)
- User guide (inside FAQs)
- Points of contact

Navigating the CVP Home Screen

1. Navigate to URL <https://cvp.dollartree.com>
2. At the login screen, enter your user ID and password.



LOG IN

MANHATTAN ACTIVE[®]

SUPPLY CHAIN

Welcome! Please log in.

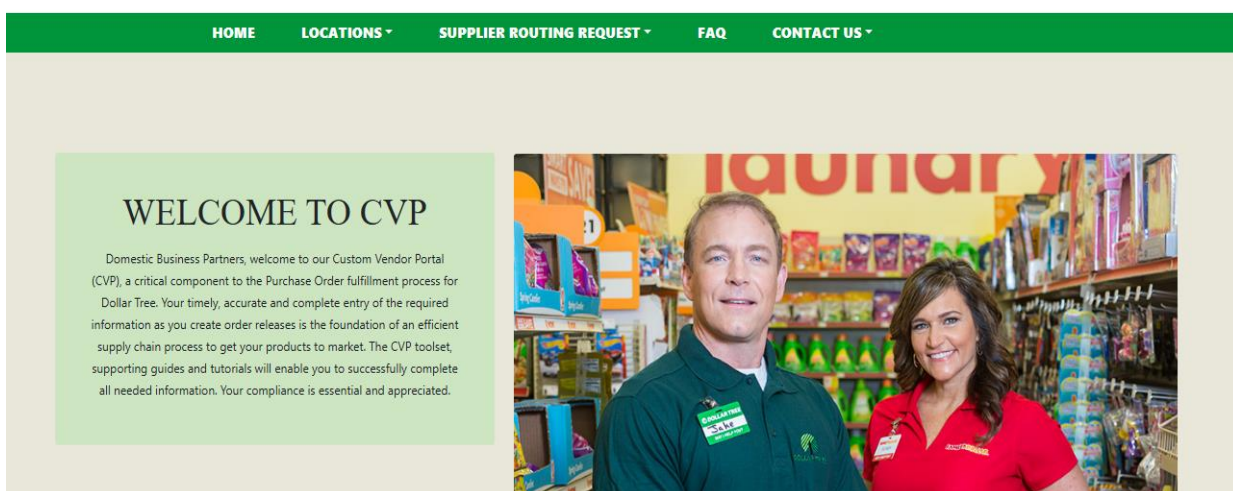
Username

Password

Forgot Password?

LOG IN

3. To request or reset a new username and/or password, email Vendor Login Vendorlogin@dollartree.com with the following:
 - a. Your Company Name
 - b. Your First and last name
 - c. Any Dollar Tree PO number associated with your company.
4. Upon login, the following home screen and menu selection items will display in the header ribbon.



5. The header ribbon is the primary navigation bar to perform tasks within the application.

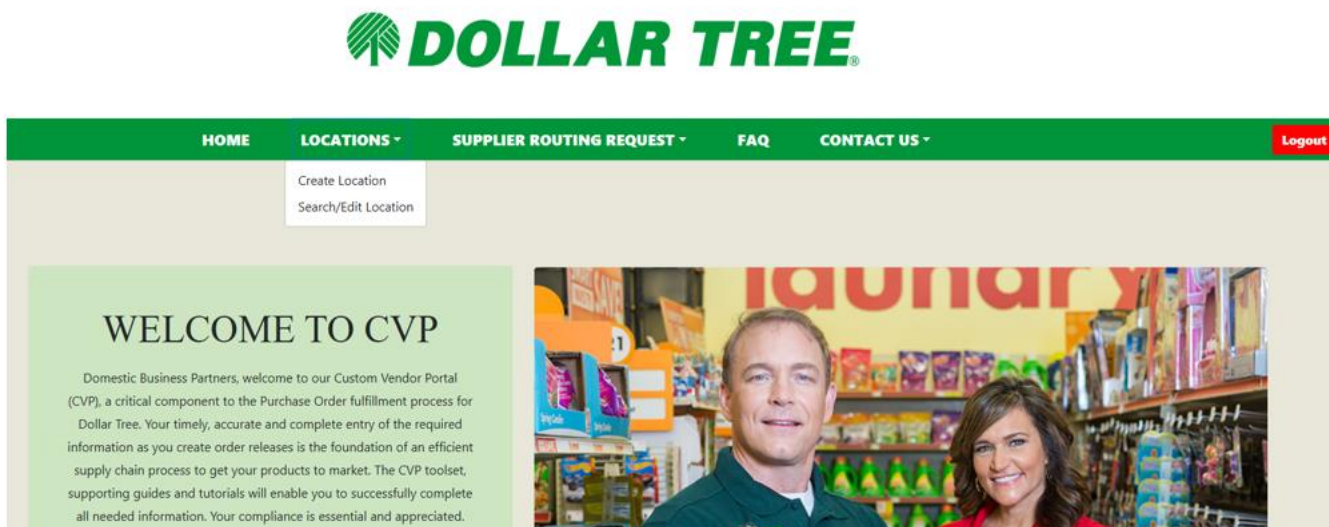
Creating New Shipping Locations/Origins

A vendor shipping location must first be created before you can create a supplier routing request. CVP supports the creation of vendor locations using a vendor's own naming convention and operational details, to include:

- Population and validation of the city, state, and country
- Creation of a primary location point of contact.
- Creation of additional contacts beyond the primary
- Addition of tailored "Default Shipping Origin Remarks" for each location that may be needed for the carrier to best support your Supplier Routing Request.
- Addition of daily hours of operation

Creating a Shipping Location

1. From the home screen Select **'Locations,'** then from the dropdown select **'Create Location'**



2. The **'Location Manager'** screen will display.

LOCATION MANAGER

CORPORATION ID: 019790

LOCATION ID: C1771443865777

CALENDER ID: VENDOR_WEEKDAY_8TOS

* LOCATION NAME

* STATE/PROVINCE

* POSTAL CODE

* STREET ADDRESS

* CITY

COUNTRY CODE: USA

* FACILITY TYPE: ☒ VENDOR MANAGED ☐ 3RD PARTY MANAGED

ADDITIONAL ADDRESS LINES

DEFAULT SHIPPING ORIGIN REMARKS

Validate Address

Location availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time							
End time							

Go to errors

Create Location

3. Enter your desired location name and the location's physical street address and zip code.
 - a. All locations names must be unique and will be visible on carrier's routing instructions.
 - b. Do not use special characters.
 - c. Some fields are EDI character limited and will display the limitation when exceeded.
4. Please note the Facility Type:
 - a. Vendor Managed – Actual vendor employees in the warehouse
 - b. 3rd Party Managed – 3rd Party employees in the warehouse



LOCATION MANAGER

CORPORATION ID: 019790

CALENDAR ID: VENDOR_WEEKDAY_8TOS

LOCATION ID: C1771443865777

* STREET ADDRESS

* LOCATION NAME

* CITY

* STATE/PROVINCE

COUNTRY CODE: USA

* POSTAL CODE

* FACILITY TYPE: ☒ VENDOR MANAGED ☐ 3RD PARTY MANAGED

DEFAULT SHIPPING ORIGIN REMARKS

ADDITIONAL ADDRESS LINES

Validate Address

Location availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time							
End time							

Go to errors

Create Location

5. Click '**Validate Address**', the city, state/province and country code will then populate.
 - a. The street address will be systemically validated.
 - b. Warehouse Contact will be auto-replicated to contacts section.
6. The system will validate and populate the city, State/Province, and Country Code. The completed address will appear in a pop-up window below. Upon completion and review, click on the displayed address to use it and continue.



[HOME](#)
[LOCATIONS -](#)
[SUPPLIER ROUTING REQUEST -](#)
[FAQ](#)
[CONTACT US -](#)

LOCATION MANAGER

CORPORATION ID

LOCATION ID

* LOCATION NAME

* STATE/PROVINCE

* POSTAL CODE

DEFAULT SHIPPING ORIGIN REMARKS

CALENDER ID

* STREET ADDRESS

* CITY

COUNTRY CODE

* FACILITY TYPE
☒ VENDOR MANAGED ☐ 3RD PARTY MANAGED

ADDITIONAL ADDRESS LINES

Location availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time							
End time							

- Enter information pertaining to the pickup location in the **'Default Shipping Origin Remarks'** field. Example: "Please call for pickup appointment 24 hours in advance." The remark entered will be automatically populated on all orders for that location.
- The Calendar ID is preset and defaults to "VENDOR_WEEKDAY_9TO5". If your warehouse hours differ, you may enter them within the **'Location Availability'** dropdowns

9. Enter the operating hours and days in the **'Location Availability'** fields shown below. By day, select the start and end operating hours for this location. Note: the calendar ID in the upper right defaults to and remains "VENDOR_WEEKDAY_9TO5".

Location availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time							
End time	Start time 01:30 PM 02:00 PM 02:30 PM 03:00 PM 03:30 PM 04:00 PM						

Go to errors

Create Location

10. Add, adjust, or delete any contact information for each of the activity areas below.

Areas:

- **RELEASE_SUMMARY:** Individual to receive a summary report of Supplier Routing Request creation.
- **TENDER:** Individual will receive bill of lading (BOL) and instructions when shipment is assigned to carrier
- **WAREHOUSE:** Individual the carrier will contact when scheduling, changing, or confirming pickup appointments

To add additional contacts, please select **'Add Contact.'**

A contact is required for each type but can be the same person.

You are limited to a maximum of three active WAREHOUSE contacts. However, this restriction does not extend to other contact types such as RELEASE_SUMMARY and TENDER; you are free to have as many of those as necessary.

You may utilize the active/inactive toggle for a contact. Inactive will keep the information in CVP but emails will not be sent to that email address.

Release Summary Contacts ⓘ

Active

Contact ID	Contact Name	Contact Type	Email Address	Phone Number	
RE1772140967439	Dred Scott	RELEASE_SUMM	DS@example.com	3146551700	Delete

Add Contact

Tender Contacts ⓘ

Active

Contact ID	Contact Name	Contact Type	Email Address	Phone Number	
TE1772140967441	Virginia Minor	TENDER	VM@example.com	3146551700	Delete

Add Contact

Warehouse Contacts ⓘ

Active

Contact ID	Contact Name	Contact Type	Email Address	Phone Number	
WH1772140967442	Dred Scott	WAREHOUSE	DS@example.com	3146551700	Delete
WH1772141271384	Virginia Minor	WAREHOUSE	VM@example.com	3146551700	Delete

Add Contact

No errors

Create Location

11. When all required fields have been completed, select **'Create Location'**. A success message will display confirming your location creation. The location will now be immediately available.

Modifying Existing Locations

Overview

Features

- Searching for locations using various attributes
- Changing of the vendor preferred Location Name for the shipping location.
- Changing of the primary warehouse contact name, phone number or email address
- Updating or adding additional contacts for the location
- Editing the Default Shipping Origin Remarks field
- Updating the daily operating hours using the Location Availability feature
- Deleting a location only if there have been no orders released from this location.
- Inactivating a location if the location is no longer a valid shipping location.
- Reactivating a location that exists but was previously made inactive.

Modifying an existing shipping location

1. From the home screen Select **'Locations,'** then from the dropdown select **'Search/Edit Location'**



2. A search screen will display.

The screenshot shows the Dollar Tree CVP 'LOCATION FINDER' search screen. At the top is the Dollar Tree logo. Below it is a green navigation bar with links: HOME, LOCATIONS (with a dropdown arrow), SUPPLIER ROUTING REQUEST (with a dropdown arrow), FAQ, and CONTACT US (with a dropdown arrow). Below the navigation bar, the title 'LOCATION FINDER' is centered. Below the title is a search form with the following fields: 'Location Name', 'City', 'State or Province', 'Postal Code', 'Country Code' (a dropdown menu with 'None' selected), 'Location ID', and 'Is Active' (a dropdown menu with 'All' selected). A green 'Find' button is centered below the form. At the bottom of the screen is a table header with the following columns: 'Location Name', 'Street Address', 'City', 'State or Province', 'Postal Code', 'Country Code', 'Location ID', and 'Is Active'.

3. Type in any selection criteria within the fields and select the **'Find'** button to tailor the search or leave all fields blank to return a list of all locations.

4. If the search criteria are met, a listing of search results will be displayed. Click the hyperlink under the location name to display or edit details for the selected location within the location manager screen. Depending on the entered search criteria, the listing may be lengthy and will need to scroll down to display all available data.
- If you do not find the needed location, adjust/remove the search criteria.



HOME LOCATIONS - SUPPLIER ROUTING REQUEST - FAQ CONTACT US -

LOCATION MANAGER

CORPORATION ID
019790

LOCATION ID
C1772140747838

* LOCATION NAME
OLD COURTHOUSE

☒ ACTIVE

* STATE/PROVINCE
MO

* POSTAL CODE
63102

DEFAULT SHIPPING ORIGIN REMARKS
BOL NOTES

CALENDER ID
VENDOR_WEEKDAY_8T05

* STREET ADDRESS
11 NORTH 4TH STREET

* CITY
SAINT LOUIS

COUNTRY CODE
USA

* FACILITY TYPE
☒ VENDOR MANAGED ☐ 3RD PARTY MANAGED

ADDITIONAL ADDRESS LINES

Location availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		09:00	09:00	09:00	09:00	09:00	
End time		17:00	17:00	17:00	17:00	17:00	

5. All fields can be edited within the limitations below:
- All locations names must be unique.
 - Email address and phone number will be systemically validated as they were during record creation.
 - Do not use special characters, only authorized characters are { } _ ^ [] \ @ = ; / . - , + () % \$ # and!
 - Some fields are limited in length and will display the limitation when exceeded.
 - Street addresses cannot be modified. If the address is incorrect, delete or inactivate the existing location and create a new one.

Location availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		09:00	09:00	09:00	09:00	09:00	
End time		17:00	17:00	17:00	17:00	17:00	

Release Summary Contacts ⓘ

	Contact ID	Contact Name	Contact Type	Email Address	Phone Number	
☒ Active	RE1772140967439	DRED SCOTT	RELEASE_SUMM	DS@EXAMPLE.CC	3146551700	
☒ Active	RE1772143200316		RELEASE_SUMM			Delete
				Email is not valid.	Phone Number is 10 digits.	
Add Contact						

Tender Contacts ⓘ

	Contact ID	Contact Name	Contact Type	Email Address	Phone Number	
☒ Active	TE1772140967441	VIRGINIA MINOR	TENDER	VM@EXAMPLE.CC	3146551700	
☒ Active	TE1772143199340		TENDER			Delete
				Email is not valid.	Phone Number is 10 digits.	
Add Contact						

Warehouse Contacts ⓘ

	Contact ID	Contact Name	Contact Type	Email Address	Phone Number	
☒ Active	WH1772140967442	DRED SCOTT	WAREHOUSE	DS@EXAMPLE.CC	3146551700	
☒ Active	WH1772141271384	VIRGINIA MINOR	WAREHOUSE	VM@EXAMPLE.CC	3146551700	
☒ Active	WH1772143198229		WAREHOUSE			Delete
				Email is not valid.	Phone Number is 10 digits.	
Add Contact						

Update Location
Back

6. Under **'Location Availability'** fields, within any contact fields, you may edit these fields or delete a contact; the same limitations apply to edits as with creation.
 - a. There is a contact for each of the three types. Hovering over the contact type fields provides an explanatory message for the definition of each Contact Type.
 - b. You can add more contacts by clicking on the **'Add Contact'** button.
 - c. You can delete a contact by clicking the red **'Delete'** button to the right of each additional contact's row.

Tender Contacts

	Contact ID	Contact Name	Contact Type	Email Address	Phone Number	
☒ Active	TE1772140967441	VIRGINIA MINOR	TENDER	VM@EXAMPLE.C	3146551700	
☒ Active	TE1772143199340		TENDER			Delete

Email is not valid. Phone Number is 10 digits.

[Add Contact](#)

Warehouse Contacts

	Contact ID	Contact Name	Contact Type	Email Address	Phone Number	
☒ Active	WH1772140967442	DRED SCOTT	WAREHOUSE	DS@EXAMPLE.CC	3146551700	
☒ Active	WH1772141271384	VIRGINIA MINOR	WAREHOUSE	VM@EXAMPLE.C	3146551700	
☒ Active	WH1772143198229		WAREHOUSE			Delete

Email is not valid. Phone Number is 10 digits.

[Add Contact](#)

[Update Location](#) [Back](#)

When edits are complete, click the **'Update Location'** button. NOTE: if the update button does not click, a required field needs to be adjusted or populated.



LOCATION MANAGER

CORPORATION ID: 019790

LOCATION ID: C1772140747838

* LOCATION NAME: OLD COURTHOUSE

☒ **ACTIVE**

* STATE/PROVINCE: MO

* POSTAL CODE: 63102

DEFAULT SHIPPING ORIGIN REMARKS: BOL NOTES

CALENDER ID: VENDOR_WEEKDAY_8T05

* STREET ADDRESS: 11 NORTH 4TH STREET

* CITY: SAINT LOUIS

COUNTRY CODE: USA

* FACILITY TYPE: ☒ VENDOR MANAGED ☐ 3RD PARTY MANAGED

ADDITIONAL ADDRESS LINES:

Location availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		09:00	09:00	09:00	09:00	09:00	
End time		17:00	17:00	17:00	17:00	17:00	

- To inactive a location, select the **'Inactive'** toggle within the location manager (the default is 'active').

- a. Locations flagged inactive will no longer show as available when creating new supplier routing requests.

Searching for Purchase Orders and Creating Supplier Routing Requests

Overview

Purchase Order Searching

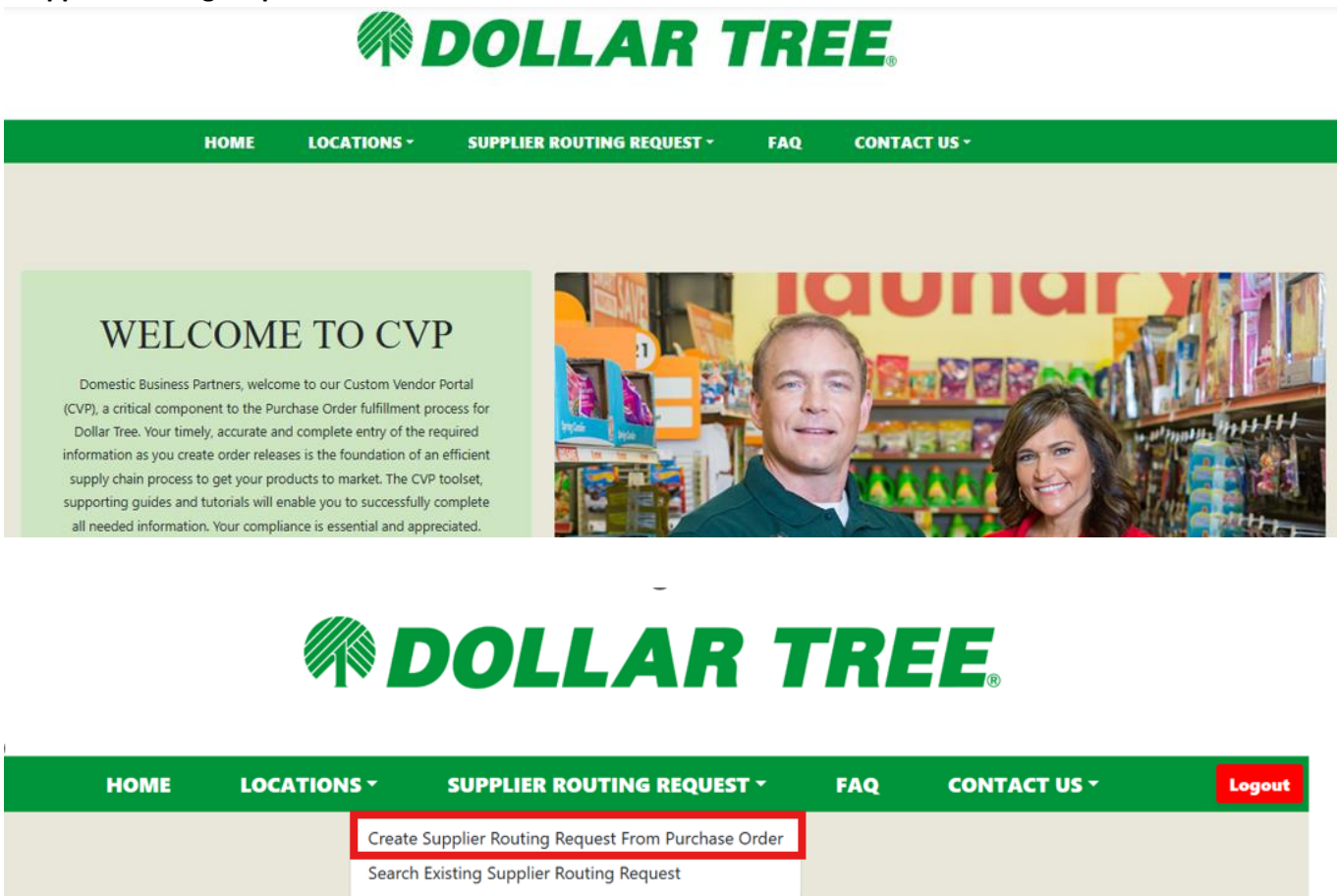
- Search by PO creation date, pickup date, or delivery date
- Search by PO number
- Include or exclude canceled POs within searches.
- Include or exclude POs with no remaining quantity

Create Supplier Routing Requests

- Indicate when product will be available by date for carrier pickup
 - Correct date information is required for efficient goods movements. Incorrect date details could result in delays and possible financial penalty for non-compliance.
- Identify which items are available to ship.
 - Correct quantities and product information is required. Incorrect quantities or bad input data could result in financial penalty up to and including charge backs for incurred freight or handlings costs.
- Select the vendor shipping location applicable to the products being released.
- Indicate if an item is classified as hazardous / dangerous goods for shipping.
- Include a pickup number
- Free form field for additional Supplier Routing Request remarks (80-character max). This will be in addition to default location remarks.

Searching for Purchase Orders and Creating Supplier Routing Requests

1. From the home screen, select **'Supplier Routing Request'**, then from the dropdown select **'Create Supplier Routing Request From Purchase Order'**



2. The **'Purchase Order Finder'** screen will display.



HOME LOCATIONS ▾ SUPPLIER ROUTING REQUEST ▾ FAQ CONTACT US ▾

PURCHASE ORDER FINDER

Purchase Order ID

DC# CITY STATE
ALL ▾

PO Creation On or After

PO Creation On or Before

Early Pickup On or After

Early Pickup On or Before

Late Pickup On or After

Late Pickup On or Before

Early Delivery On or After

Early Delivery On or Before

Late Delivery On or After

Late Delivery On or Before

☒ Exclude PO's with No Remaining Quantity to Release

☒ Exclude Canceled POs

Find

Purchase Order ID	Ship To	Remaining Qty	Locked/Unlocked Status	Locked Reason	Early Ship Date	Late Ship Date	Freight Terms	PO Status
-------------------	---------	---------------	------------------------	---------------	-----------------	----------------	---------------	-----------

3. To display all purchase orders, select **'Find'** with all search options blank.
4. To search for a specific purchase order, enter the **'Purchase Order ID'** or date criteria.
 - a. To further refine the search:
 - i. Indicate whether to include or **'Exclude PO's With No Remaining Quantity to Release'** using the check box. The default is to only include POs with open quantities.
 - ii. Indicate whether to include or **'Exclude Canceled PO's'** using the check box. The default is to only include valid, open POs.
5. In the example below, the search criteria used on or after 3/2/2026 as the **'Early Pickup On or After'** and you can use any combination of the search fields to reduce the PO search results. All PO's that meet this date criteria will be listed at the bottom of the screen. In this case, only one PO met the date search criteria.



HOME LOCATIONS SUPPLIER ROUTING REQUEST FAQ CONTACT US

PURCHASE ORDER FINDER

Purchase Order ID

DC# CITY STATE
ALL

PO Creation On or After

PO Creation On or Before

Early Pickup On or After
03/02/2026

Early Pickup On or Before

Late Pickup On or After

Late Pickup On or Before

Early Delivery On or After

Early Delivery On or Before

Late Delivery On or After

Late Delivery On or Before

☒ Exclude PO's with No Remaining Quantity to Release

☒ Exclude Canceled POs

Find

Purchase Order ID	Ship To	Remaining Qty	Locked/Unlocked Status	Locked Reason	Early Ship Date	Late Ship Date	Freight Terms	PO Status
00014412294-99015	99015	67800	UNLOCKED		2026-03-11	2026-03-15	Prepaid	ACTIVE

6. Click the **'Purchase Order ID'** hyperlink for the PO to be released, and the **'Ready to Ship Manager'** screen will display to allow supplier routing request generation.
 - a. COLLECT Purchase Orders "LOCK" if Supplier Routing Request is trying to be created within 7 days of PO Early Ship Date. Contact your buyer to ensure the product is still needed and have appropriate date adjustments applied.
 - b. PREPAID Purchase Orders that are over 90 days late will "LOCK".
 - c. Zero or negative quantities will also "LOCK" a PO.
 - d. Note: If searching for the PO doesn't return results, this issue normally occurs when there is a mismatch between the user's permissions and the company listed on the PO. Email Vendor Login (venderlogin@dollartree.com), provide the PO number.



PURCHASE ORDER FINDER

Purchase Order ID: 00014412294-99015

DC# CITY STATE: ALL

PO Creation On or After: [Calendar Icon]

PO Creation On or Before: [Calendar Icon]

Early Pickup On or After: [Calendar Icon]

Early Pickup On or Before: [Calendar Icon]

Late Pickup On or After: [Calendar Icon]

Late Pickup On or Before: [Calendar Icon]

Early Delivery On or After: [Calendar Icon]

Early Delivery On or Before: [Calendar Icon]

Late Delivery On or After: [Calendar Icon]

Late Delivery On or Before: [Calendar Icon]

☒ Exclude PO's with No Remaining Quantity to Release

☒ Exclude Canceled POs

Find

Purchase Order ID	Ship To	Remaining Qty	Locked/Unlocked Status	Locked Reason	Early Ship Date	Late Ship Date	Freight Terms	PO Status
00014412294-99015	99015	67800	UNLOCKED		2026-03-11	2026-03-15	Prepaid	ACTIVE

7. Select the Purchase Order ID hyperlink for the PO to be released, the **'Ready to Ship Manager'** screen will display to allow for released quantities, or entire PO, to be released.

READY TO SHIP MANAGER

Feasible Ship With POs: ☐ Purchase Orders ☐ Remaining Qty

Vendor ID: 010790

Vendor Name: DTDORCK USA

Early Product Ready Date: 03/11/2026

Late Product Ready Date: 03/11/2026

Ship From Location: [Dropdown]

Pickup Number: [Text]

Purchase Order ID: 00014412294-99015

Early Pickup Date: 03/11/2026

Late Pickup Date: 03/11/2026

Freight Terms: Prepaid

Freight Type: 99015 MARSHALL OIL

PO ID	Item ID	Item Description	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Ordered Qty	Remaining Qty	Ship Complete	Ship Qty	Qty Per Carton	Cartons	NMFC Class	Hazmat?	UFI Code
00014412294-99015	150670-12		2026-03-11	2026-03-15	2026-03-13	2026-03-17	7,200	7,200	0		12	0	70	No	
00014412294-99015	150671-12		2026-03-11	2026-03-15	2026-03-13	2026-03-17	3,000	3,000	0		12	0	70	No	
00014412294-99015	155103-12		2026-03-11	2026-03-15	2026-03-13	2026-03-17	23,760	23,760	0		12	0	70	No	
00014412294-99015	155108-12		2026-03-11	2026-03-15	2026-03-13	2026-03-17	7,820	7,820	0		12	0	70	No	
00014412294-99015	162036-12		2026-03-11	2026-03-15	2026-03-13	2026-03-17	7,820	7,820	0		12	0	70	No	
00014412294-99015	234300-12		2026-03-11	2026-03-15	2026-03-13	2026-03-17	7,820	7,820	0		12	0	70	No	
00014412294-99015	315000-12		2026-03-11	2026-03-15	2026-03-13	2026-03-17	4,800	4,800	0		12	0	70	No	
00014412294-99015	355004-12		2026-03-11	2026-03-15	2026-03-13	2026-03-17	5,280	5,280	0		12	0	70	No	

NMFC Class: Load Method: Pallets/Slp/Sheets: Pallets/Slp/Sheets: Volume (cu ft): Weight (lbs): Cartons:

Additional Supplier Routing Request Remarks: [Text Area]

Default Shipping Origin Remarks: [Text Area]

Go to errors **Submit** **Back**

8. Verify **'Freight Terms'** field is correct. 'Freight Terms' is auto populated from the terms on the PO as either 'Collect' or 'Prepaid'. Hovering the cursor over this field shows the definition. If terms are incorrect, **STOP! and contact the buyer on the PO.**
9. Verify default **'Early Product Ready Date'** or select a later date by clicking the Calendar Icon.

- a. If 'Early PO Ship Date' is in the future, select the date the product will be first available for shipping. This must be between the Early PO Ship Date and Late PO Ship Date. If the product will be ready after the PO Late Ship Date, contact your buyer for a date modification.
10. **Late Product Ready Date:** Not editable. This date will be automatically set to be the Early Product Ready Date plus three (3) business days. The days are inclusive of the Early Product Ready Date.
 11. Select the product origin from the '**Ship from Location**' dropdown field. If your shipping location is not visible in the dropdown, first verify the location is not inactive through location search and change it to active; otherwise create the location.
 12. Enter vendor reference number (optional), use the '**Pickup Number**' field. This field will only allow certain special characters, authorized special characters are {} _ ^ [] \ @ =; / . -, + () % \$ # and!
 13. Enter the quantities by SKU to release from the PO line(s) in the '**Ship Qty**' field(s) as shown:

Note: Accurate ready dates and shipment quantities are essential to the efficient and economical movement of goods. Incorrect information could cause delays or add costs to the logistics process. Any incorrect information could result in financial penalty.



READY TO SHIP MANAGER

Feasible Ship With POs
☐ Purchase Orders ☐ Remaining Qty

Vendor ID: 019790 Master Vendor Name: _____

Supplier Routing Request ID: 0001420112299004-001 Supplier Routing Request Status: _____

EARLY PRODUCT READY DATE: 12/16/2025

LATE PRODUCT READY DATE: 12/19/2025

Early Delivery: 2025-12-18 03:01

Late Delivery: 2025-12-23 02:59

Pickup Number: _____

Pallets: 27 Slip Sheets: 0 Pallet Spaces: 14

Total Weight: 12399 Total Volume: 1540 Total Cartons: 5730

Load Method: PALLET

Ship From Location: _____

Ship To: 99004 STOCKTON CA

Freight Terms: Prepaid

PO ID	Item ID	Item description	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Ordered Qty	Remaining Qty	Ship Complete Ship Qty	Qty Per Carton	Cartons	NMFC Class	Hazmat?	UN Code
00014201122-99004	150669-12		2025-12-16	2025-12-20	2025-12-18	2025-12-23	5,280	0	5,280	12	440	70	No	
00014201122-99004	150670-12		2025-12-16	2025-12-20	2025-12-18	2025-12-23	7,200	0	7,200	12	600	70	No	

14. In the items section of the screen, enter the quantities for shipping in the '**Ship Qty**' field(s). The quantities entered must be in multiples of the '**Qty Per Carton**' field. An error message will indicate quantity errors. If the entire PO and open quantities are to ship complete on a single truck, select the '**Ship Complete**' button.
 - a. If the PO is less than 30 pallet spaces and under 45,000 pounds, there should only be one (1) single supplier routing request, exceptions should be reported to the merchant buyer.
 - b. Likewise, if the PO is more than 30 pallets or over 45,000 pounds, there should be multiple supplier routing requests. A Supplier Routing Request is AT MOST one full truckload. Please

release in Full Truckloads with a residual quantity released on a separate routing request if required. I.e. 38 pallets should be released as 30 and 8; not 19 and 19.

15. At the product level:

- Select the freight class if different than the default values in the **'NMFC Class'** drop down.
- Select **'HazMat'** 'yes' from the drop down if that Item on your release is classified as hazmat / dangerous goods for shipping.
- If 'yes' is selected in the **'HazMat'** dropdown, system expects user to select a **'UN Code'** from the drop down list.

*NOTE: failure to correctly select either **'NMFC'** class or **'HazMat'** field values may result in financial penalties.*

PO ID	Item ID	Item description	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Ordered Qty	Remaining Qty	Ship Complete Ship Qty	Qty Per Carton	Cartons	NMFC Class	Hazmat?	UN Code
01234925075-99010	104557-2	FRISKIES 5.5Z VAR PK 12CT	2026-03-20	2026-03-25	2026-03-22	2026-03-27	200	200	24	2	12	70	Yes	
01234925075-99010	20080-1	ALPO DOG FOOD CHICKEN 2PK/13Z	2026-03-20	2026-03-25	2026-03-22	2026-03-27	400	400	0	1	0	70	No	
01234925075-99010	20082-6	MP ALPO DOG FOOD TBONE 2PK/22Z	2026-03-20	2026-03-25	2026-03-22	2026-03-27	1,200	1,200	0	6	0	70	No	
01234925075-99010	20666-12	DELI CAT 16Z CAT FOOD	2026-03-20	2026-03-25	2026-03-22	2026-03-27	1,200	1,200	0	12	0	70	No	

NMFC Class	Load Method	Pallets/SlipSheets	Pallets Spaces	Volume (cu ft)	Weight (lbs)	Cartons
70	PALLET	0	0	0	0	12

Should be non-zero. Should be non-zero. Should be non-zero. Should be non-zero.

For the weight field above, please enter the combined weight of your product and pallets (if palletized)

Select "YES" only if you are shipping on larger than standard pallets (40" x 48")

16. Select the **'Load Method'** for the Supplier Routing Request. There are three load methods: Pallet, SlipSheet and Floor Load.

- Pallet: enter values for both **'Pallets/Slipsheets'** and **'Pallet Spaces'** fields. The volume will adjust based on the Pallet Spaces entered in multiples of 110 cubic feet. All stackable products should be stacked to optimize the number of Pallet Spaces.
- Slipsheet: enter the count of slip sheets in the **'Pallets/Slipsheets'** field
- Floor load: values in **'Pallets/Slipsheets'** or **'Pallet Spaces'** fields are locked. The system will use the carton count, volume, and weight fields only when creating a floor loaded Supplier Routing Request.

NOTE: For floor loaded shipments that are less than truckload, you may be requested to palletize those goods if truckload consolidation opportunities are not available. A logistics planner will contact you should that scenario arise. Support of less than truckload palletization is critical to successfully deliver all released goods in sellable condition.

17. Validate **'Weight (lbs.)'** and **'Volume (cu ft)'**. The CVP automatically calculates the weight and volume based on Purchase Order data, shown below. Overwrite **'Weight (lbs.)'** and/or **'Volume (cu ft)'** fields as required to show the actual total weight and/or volume. Please ensure the weight includes the weight of the product and the pallets.

18. If your pallets are oversized, select 'Yes'. This means that if you are utilizing larger than standard pallets, you can input the correct weight and volume measurements for the entire supplier routing request, considering the dimensions of the non-standard pallets from floor to Ceiling.

Note: Incorrectly annotating the increased volume of oversized pallets will impact Multi-stop shipments and may result in return to vendor and/or chargeback.

19. Enter any additional remarks related to pick up instructions or other special instructions in the **'Additional Supplier Routing Request Remarks'** field. This field will only allow certain special characters, authorized special characters are { } _ ^ [] \ @ = ; / . - , + () % \$ # and ! It is in addition to the additional location remarks.

20. Click on the **'Submit'** button at the bottom of the screen. You will receive a confirmation message. It is recommended to make note of the SRR ID number. Click **'OK'** to remove the message.

NMFC Class	Load Method	Pallets/SlipSheets	Pallets Spaces	Volume (cu ft)	Weight (lbs)	Cartons
70	PALLET	27	14	1540	12399	5,730

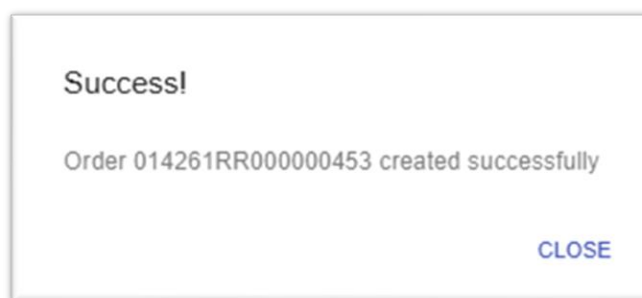
Additional Supplier Routing Request Remarks

Default Shipping Origin Remarks

Advanced

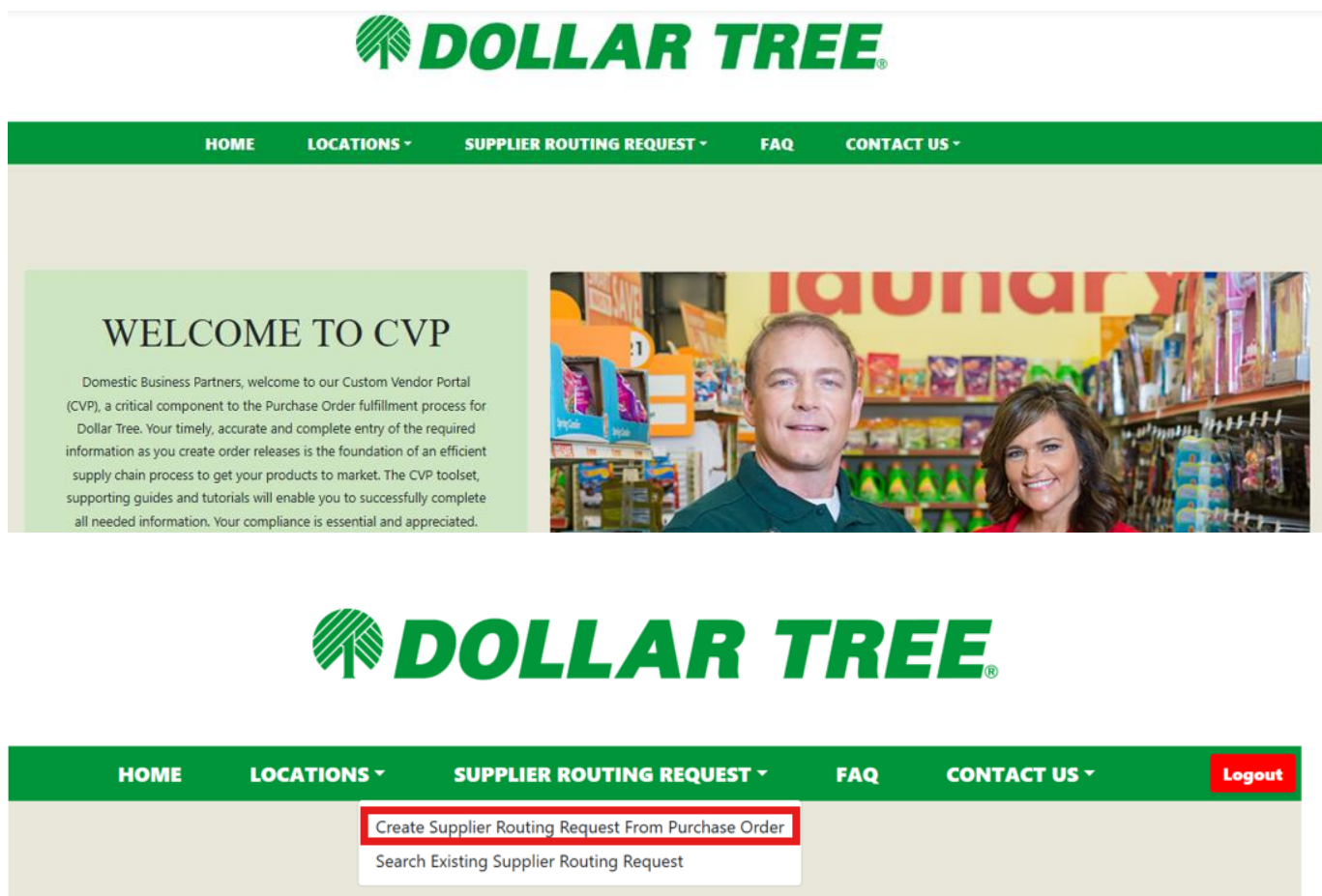
Go to errors
Submit
Cancel

- a. If unable to click the submit button, a required field is missing and will be indicated in "red". Try clicking the fix errors button to jump to the issue.
- b. Incorrectly submitted supplier routing requests must be deleted to prevent any shipment planning errors. This can be accomplished on the Search Supplier Routing Request menu option.



Creating Supplier Routing Requests with multiple Supplier Purchase Orders

1. From the home screen, select **'Supplier Routing Request'**, then from the dropdown select **'Create Supplier Routing Request From Purchase Order'**



2. The **'Purchase Order Finder'** screen will display.



PURCHASE ORDER FINDER

Purchase Order ID: DC# CITY STATE: ALL PO Creation On or After: PO Creation On or Before:

Early Pickup On or After: Early Pickup On or Before: Late Pickup On or After: Late Pickup On or Before:

Early Delivery On or After: Early Delivery On or Before: Late Delivery On or After: Late Delivery On or Before:

☒ Exclude PO's with No Remaining Quantity to Release ☒ Exclude Canceled POs

Find

Purchase Order ID	Ship To	Remaining Qty	Locked/Unlocked Status	Locked Reason	Early Ship Date	Late Ship Date	Freight Terms	PO Status
-------------------	---------	---------------	------------------------	---------------	-----------------	----------------	---------------	-----------

3. To display all purchase orders, select **'Find'** with all search options blank.
4. To search for a specific purchase order, enter the **'Purchase Order ID'** or date criteria.
 - a. To further refine the search:
 - i. Indicate whether to include or **'Exclude PO's With No Remaining Quantity to Release'** using the check box. The default is to only include POs with open quantities.
 - ii. Indicate whether to include or **'Exclude Canceled PO's'** using the check box. The default is to only include valid, open POs.
5. In the example below, searched for a PO ID - 01234925378-99020

PURCHASE ORDER FINDER

Purchase Order ID: 01234925378-99020 DC# CITY STATE: ALL Freight Terms: None PO Creation On or After:

PO Creation On or Before: Early Pickup On or After: Early Pickup On or Before: Late Pickup On or After:

Late Pickup On or Before: Early Delivery On or After: Early Delivery On or Before: Late Delivery On or After:

Late Delivery On or Before:

☒ Exclude PO's with No Remaining Quantity to Release ☒ Exclude Canceled POs

Find

Purchase Order ID	Ship To	Remaining Qty	Locked/Unlocked Status	Locked Reason	Early Ship Date	Late Ship Date	Freight Terms	PO Status
01234925378-99020	99020	25088	UNLOCKED		2026-05-20	2026-05-25	Prepaid	ACTIVE

6. Click the **'Purchase Order ID'** hyperlink for the PO to be released, and the **'Ready to Ship Manager'** screen will display to allow supplier routing request generation. In this case, system will present all the other feasible POs that can be released along with this PO.
 - a. Criteria used to fetch the feasible POs is based on the selected PO for release
 - i. POs shall belong to the same vendor hierarchy
 - ii. POs shall be of same Freight Term
 - iii. POs shall have remaining quantity
 - iv. POs pickup start or early ship date shall be between the Early and Late Product Ready Dates

READY TO SHIP MANAGER

Vendor ID: 014261 Master Vendor Name: 14261

Early PO Pickup Date: 05/20/2026

EARLY PRODUCT READY DATE: 05/21/2026

Ship From Location: ▼

Pickup Number:

Purchase Order ID: 01234925378-99020

Late PO Pickup Date: 05/26/2026

LATE PRODUCT READY DATE: 05/25/2026

Freight Terms: Prepaid

Destination: 99020 Lichfield Park AZ

Feasible Ship With POs

☒ Purchase Orders Remaining Qty.

☒ 01234925081-99010 22500

PO ID	Item ID	Item description	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Ordered Qty	Remaining Qty	Ship Complete	Ship Qty	Qty Per Carton	Cartons	NMFC Class	Hazmat?	UN Code
01234925378-99020	407785-6	DENTALIFE PUPPY TEETHING 6Z	2026-05-20	2026-05-25	2026-05-22	2026-05-28	6,912	6,900	0		6	0	70 ▼	No ▼	
01234925378-99020	407790-4	DENTALIFE DAILY ORAL S/M 7Z	2026-05-20	2026-05-25	2026-05-22	2026-05-28	368	368	0		4	0	70 ▼	No ▼	
01234925378-99020	407791-4	BENEFUL BKD DELIGHT SNACKRS 22Z	2026-05-20	2026-05-25	2026-05-22	2026-05-28	6,300	6,300	0		4	0	70 ▼	No ▼	
01234925378-99020	407793-12	PURINA BUSY ROLLHIDE LRGE 2PK	2026-05-20	2026-05-25	2026-05-22	2026-05-28	5,040	4,800	0		12	0	70 ▼	No ▼	
01234925378-99020	411394-8	ZUKES MINI NATRLS PB OATS 6Z	2026-05-20	2026-05-25	2026-05-22	2026-05-28	6,720	6,720	0		8	0	70 ▼	No ▼	
01234925081-99010	119916-12	13ZZ ALPO CAN DOG FOD-AST 2/1	2026-05-21	2026-05-26	2026-05-22	2026-05-28	15,000	15,000	0		12	0	70 ▼	No ▼	

As you can see above Feasible POs will appear along with the remaining quantity on the top right, under section titled "Feasible Ship With POs".

Users can select one PO by selecting the check box next to it (or) select all POs by clicking on the check box at the top (select all). The system will list respective PO lines upon clicking on the check box so that user can release it by keying in the Ship Qty etc. against that line.

Searching for existing Supplier Routing Requests and Shipments

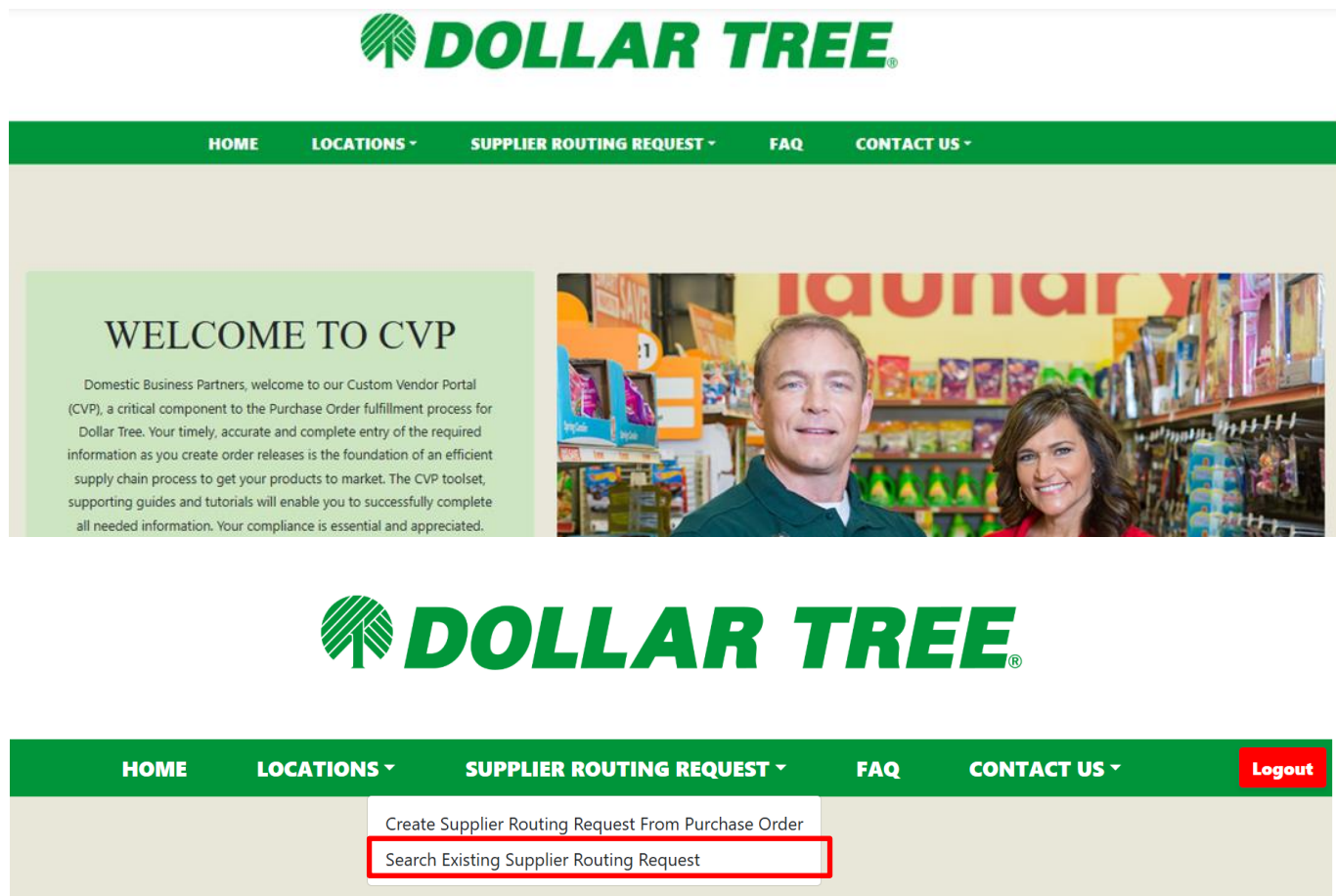
Overview

Features

- Date based search criteria using creation date, pickup and delivery dates from the vendor Supplier Routing Request (SRR)
- Searching by SRR number or PO number
- Searching by Freight Terms
- Searching by C3 Delivery Appointment ID
- Searching by Shipment
- Searching by the Dollar Tree DC (Ship To Location)
- Viewing of SRR and Shipment status information
- Viewing of associated Shipment IDs, Carrier SCAC, and Delivery Appointment
- Ability to access BOL (Bill of Lading) by clicking on the Shipment ID.
- Exporting SRR search results into Excel
- Ability to update a SRR
 - Collect releases can be updated if it is not planned on a Shipment
 - Prepaid releases can be updated until the respective Shipment goes to Delivered/Complete status
- Ability to delete SRR's that have not been planned onto a Shipment.

Searching for Supplier Routing Requests

1. From the home screen
2. Select 'Supplier Routing Request', then from the dropdown select 'Search Existing Supplier Routing Request'



3. The 'Supplier Routing Request (SRR) Finder' screen will display



[HOME](#) [LOCATIONS](#) [SUPPLIER ROUTING REQUEST](#) [FAQ](#) [CONTACT US](#)

SUPPLIER ROUTING REQUEST (SRR) FINDER

Supplier Routing Request ID	Purchase Order ID	Shipment ID	Freight Terms None
Delivery Appointment ID	Early Product Ready on or after	Early Product Ready on or before	Late Product Ready on or after
Late Product Ready on or before	Early Delivery On or After	Early Delivery On or Before	Late Delivery On or After
Late Delivery On or Before	SRR Creation On or After	SRR Creation On or Before	DC# CITY STATE ALL

Find

Supplier Routing Request ID	Purchase Order ID	Release Status	Early Product Ready	Late Product Ready	Ship From	Ship To	Freight Terms	Shipment Status	SCAC	Delivery Appointment ID	Vendor Pickup Number	Shipment ID/BOL
-----------------------------	-------------------	----------------	---------------------	--------------------	-----------	---------	---------------	-----------------	------	-------------------------	----------------------	-----------------

4. To display all supplier routing requests, select **'Find'** with all search options blank. To reduce search results, enter search criteria such as supplier routing request number, the DC destination, or other data elements.
 - a. Search in the **'Supplier Routing Request ID'** field by entering the **'Supplier Routing Request ID'** or the **'Purchase Order ID'** in the same field and all Supplier Routing Requests (SRR's) will display that have been previously released.
 - b. Search using any of the date related fields to find SRRs based on date fields that exist on the SRR's. If a shipment has been created, you may use the shipment ID to find the SRR to which it is related. You can use the **'Freight Terms'** drop down or the destination DC in the **'DC# City State'** dropdown field.
5. After criteria entry, click the **'Find'** button. The results will be presented at the bottom of the screen, example below:



[HOME](#)
[LOCATIONS](#)
[SUPPLIER ROUTING REQUEST](#)
[FAQ](#)
[CONTACT US](#)

SUPPLIER ROUTING REQUEST (SRR) FINDER

Supplier Routing Request ID
014261RR000000321

Purchase Order ID

Shipment ID

Freight Terms
None

Delivery Appointment ID

Early Product Ready on or after

Early Product Ready on or before

Late Product Ready on or after

Late Product Ready on or before

Early Delivery On or After

Early Delivery On or Before

Late Delivery On or After

Late Delivery On or Before

SRR Creation On or After

SRR Creation On or Before

DC# CITY STATE
ALL

Find

Export

Supplier Routing Request ID	Purchase Order ID	Release Status	Early Product Ready	Late Product Ready	Ship From	Ship To	Freight Terms	Shipment Status	SCAC	Delivery Appointment ID	Vendor Pickup Number	Shipment ID/BOL
014261RR000000321	01234924450-99010	Routing Request Created	2025-12-22	2025-12-23	C1757525857615	99010	Prepaid	Delivery Appointment Scheduled	PRPD	33976028	No data to display	30040068

Edit

- The lower section of the **'Supplier Routing Release (SRR) Finder'** screen, displays information about the related Supplier Routing Requests. Included is the SRR ID number hyperlink to open the Supplier Routing Request. Details will display in a secondary screen, **'Ready to Ship Manager'**.
- 'No data to display'** will appear after a search where no data was found. Validate the search criteria or expand your search.
- To delete a supplier routing request not yet planned, select the **'Delete'** button to the right of the results. This option only displays if the SRR has not yet been planned.
- To export the on-screen search results, select the **'Export'** button. The data will export to a '.csv' Microsoft compatible file. A standard download dialogue box will display.



SUPPLIER ROUTING REQUEST (SRR) FINDER

Supplier Routing Request ID
014261RR000000321

Purchase Order ID

Shipment ID

Freight Terms
None

Delivery Appointment ID

Early Product Ready on or after

Early Product Ready on or before

Late Product Ready on or after

Late Product Ready on or before

Early Delivery On or After

Early Delivery On or Before

Late Delivery On or After

Late Delivery On or Before

SRR Creation On or After

SRR Creation On or Before

DC# CITY STATE
ALL

Find
Export

Supplier Routing Request ID	Purchase Order ID	Release Status	Early Product Ready	Late Product Ready	Ship From	Ship To	Freight Terms	Shipment Status	SCAC	Delivery Appointment ID	Vendor Pickup Number	Shipment ID/BOL	
014261RR000000321	01234924450-99010	Routing Request Created	2025-12-22	2025-12-23	C1757525857615	99010	Prepaid	Delivery Appointment Scheduled	PRPD	33976028	No data to display	30040068	Edit

10. 'Ready to Ship Manager' provides additional data not displayed in the supplier routing request finder results. Click the supplier routing request number within the search results to display details.

READY TO SHIP MANAGER

Vendor ID: 014261 | Master Vendor Name: NESTLE

Supplier Routing Request ID: 014261RR000000321 | Supplier Routing Request Status: Routing Request Created

Early Product Ready: 2025-12-22 00:00:01

Late PO Pickup Date: 2025-12-24 23:59

Early Delivery: 2025-12-22 00:00:01

Late Delivery: 2025-12-26 23:59

Pallets: 0 | Slip Sheets: 1 | Pallet Spaces: 0

Total Weight: 1879 | Total Volume: 1879 | Total Cartons: 1880

Load Method: SLIPSHEETS

Ship From: PASONS TEST LOCATION 100 EDUCATION LN WV 26287

Ship To: 99010 WINDSOR CT

Freight Terms: Prepaid

Please note: The selected Early Product Ready Date is after the PO Pickup Date and may be subject to an OTIF chargeback penalty.

PO ID	Item ID	Item description	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Ordered Qty	Remaining Qty	Ship Qty	Qty Per Carton	Cartons	NMFC Class	Hazmat?	UN Code
01234924450-99010	407785-6	DENTALIFE PUPPY TEETHING 6Z	2025-12-15	2025-12-18	2025-12-17	2025-12-20	6,978	0	6,978	6	1,163	70	Yes	1234
01234924450-99010	407791-4	BENEFUL BKD DELIGHT SNACKRS 22Z	2025-12-15	2025-12-18	2025-12-17	2025-12-20	1,576	0	1,576	4	394	70	Yes	1234
01234924450-99010	407793-12	PURINA BUSY ROLLHIDE LRGE 2PK	2025-12-15	2025-12-18	2025-12-17	2025-12-20	420	0	420	12	35	70	Yes	1234
01234924450-99010	417699-10	PURINA WHSKRLCKN CHKN/SFD 1.7Z	2025-12-15	2025-12-18	2025-12-17	2025-12-20	2,880	0	2,880	10	288	70	Yes	1234

NMFC Class	Load Method	Pallets/SlipSheets	Pallets Spaces	Volume (cu ft)	Weight (lbs)	Cartons	Oversized Pallets?
70	SLIPSHEETS	1	0	1879	1879	1,880	No

Supplier Routing Request Remarks :

Default Shipping Origin Remarks :

Special Services : NONE

Shipment ID	Assigned Carrier	Shipment Status	Delivery Appointment ID	Pickup Number
30040068	PRPD	Delivery Appointment Scheduled	33976028	

Back Edit

11. Additional data fields:

- Total Weight, Total Volume, Pallet Spaces, Total Cartons, and Load Method.
- Individual Item IDs, Item Descriptions, Ship Quantity, Cartons, Hazmat (Y or N) and Shipment Status.

12. When review is complete, click the **'Back'** button to return to the prior search results shown on the **'Supplier Routing Request Finder'** screen.

Editing Existing Supplier Routing Requests

Overview

Features

- Edit Prepaid Supplier Routing Requests
- Edit Collect Supplier Routing Requests
- Key fields that can be edited.

Edit Prepaid Supplier Routing Requests

Prepaid Supplier Routing Requests can be edited as long as respective Shipment is not “Delivered”. Once a prepaid Shipment is Delivered no updates are allowed as shown below (no edit button)

014261RR000000307	01234924313-99010	Routing Request Created	2025-11-19	2025-11-20	C1761762860391	99010	Prepaid	Delivered	PRPD	33971037	No data to display	30018394
014261RR000000308	01234924312-99010	Routing Request Created	2025-11-19	2025-11-20	C1760456147777	99010	Prepaid	Delivered	PRPD	33971029	No data to display	30018395

In case a Shipment is yet to be created or not yet delivered, Supplier Routing Requests can be edited. The system will present an inline EDIT button as shown below.

014261RR000000316	01234924448-99010	Routing Request Created	2025-12-15	2025-12-16	C1764077910206	99010	Prepaid	Awaiting Shipment Planning	No data to display	No data to display	No data to display	No data to display	Delete	Edit
014261RR000000317	01234924449-99010	Routing Request Created	2025-12-15	2025-12-16	C1762514230961	99010	Prepaid	Awaiting Shipment Planning	No data to display	No data to display	No data to display	No data to display	Delete	Edit

1. To edit the Supplier Routing Request, click on the “Edit” button.
2. Upon clicking on the Edit button, system will present “READY TO SHIP MANAGER” page (similar to create page) as shown below:

READY TO SHIP MANAGER

Feasible Ship With POs
☐ Purchase Orders ☐ Remaining Qty

Vendor ID: 014261		Vendor Name: HEETLE		Hydrex: 1	Ship Volume: 0	Partner Location: 1
Supplier Routing Request ID: 014261RR000000316		Supplier Routing Request Status: Routing Request Created		Total Weight: 200	Total Volume: 110	Total Cartons: 1035
Early Product Ready Date: 12/15/2025				Load Method: PALLET		
Late Product Ready Date: 12/17/2025				Ship Location: NC TEST LOCATION 2408 W ROOSEVELT BLVD NC 28110		
Early Delivery: 2025-12-15 00:00:01				Ship To: 88010 WINDSOR CT		
Late Delivery: 2025-12-21 23:59				Freight Terms: Prepaid		
Packing Number:						

PO ID	Item ID	Item description	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Ordered Qty	Remaining Qty	Ship Complete Ship Qty	Qty Per Carton	Cartons	NMFC Class	Hazmat?	UN Code
01234924448-99010	407791-4	BENERUL BMD DELIGHT SNACKS 22Z	2025-12-15	2025-12-18	2025-12-17	2025-12-20	6,300	0	6,300	4	1,575	70	No	
01234924448-99010	407793-12	PURINA BUSY ROLLSIDE LARGE 2PK	2025-12-15	2025-12-18	2025-12-17	2025-12-20	5,040	0	5,040	12	420	70	No	

NMFC Class	Load Method	Pallets/Slip sheets	Pallets Spaces	Volume (cu ft)	Weight (lbs)	Cartons
70	PALLET	1	1	110	200	1,095

Select "YES" only if you are shipping on larger than standard pallets (48" x 48")

Additional Supplier Routing Request Remarks

Default Shipping Origin Remarks

By clicking submit, I acknowledge that failure to provide accurate and timely information may result in future financial penalties.

[Advanced](#)
[Submit](#)
[Cancel](#)

This page provides an option to review what lines and quantities against each line were released earlier and provides an option to update.

You can edit the fields below:

- a. On the Supplier Routing Request header
 - i. Ship From Location
 - ii. Pickup Number
- b. At the PO/Supplier Routing Request line level
 - i. Ship Qty
 - ii. NMFC Freight Class
 - iii. Hazmat?
 - iv. UN Code
- c. At the SRR summary/ship unit level
 - i. Load Method
 - ii. Pallets or Slip Sheets
 - iii. Volume
 - iv. Weight
 - v. Shipping larger than standard size?
 - vi. Supplier Routing Request Remarks
 - vii. Special Services (Liftgate Required?)

Edit Collect Supplier Routing Requests

Collect Supplier Routing Requests can be edited if they are not yet planned on a Shipment. No updates are allowed once the Shipment is created as shown below (no edit button)

Supplier Routing Request ID	Purchase Order ID	Release Status	Early Product Ready	Late Product Ready	Ship From	Ship To	Freight Terms	Shipment Status	SCAC	Delivery Appointment ID	Vendor Pickup Number	Shipment ID/BOL
014261RR000000225	22010142504	Routing Request Created	2025-11-19	2025-11-20	M1753364911369	99010	Collect	Delivered	CELC	No data to display	1234	30013196
014261RR000000247	22010202504	Routing Request Created	2025-11-20	2025-11-21	C1760637473239	99009	Collect	Delivered	LUAC	No data to display	1234	30013344

In case a Supplier Routing Request is not yet planned onto a Shipment (or Shipment is not yet created using this Supplier Routing Request), system will present an inline EDIT button as shown below.

014261RR000000384	12334909700-99018	Routing Request Created	2026-02-06	2026-02-09	C1767902885500	99018	Collect	Awaiting Shipment Planning	No data to display	No data to display	Attempt1	No data to display	Delete	Edit
-----------------------------------	-------------------	-------------------------	------------	------------	----------------	-------	---------	----------------------------	--------------------	--------------------	----------	--------------------	------------------------	----------------------

1. Navigate to “READY TO SHIP MANAGER” page to view the details of a Supplier Routing by clicking on the Supplier Routing Request ID hyperlink.
2. To edit the Supplier Routing Request, click on the “Edit” button.
3. Upon clicking on the Edit button, system will present “READY TO SHIP MANAGER” page (similar to create page) as shown below.

HOME

LOCATIONS

SHIPPING REQUEST

FAQ

CONTACT US

READY TO SHIP MANAGER

Feasible Ship With Pcs

☐ Purchase Orders
 ☐ Remaining Qty

Vendor ID

014201

Master Vendor Name

Supplier Routing Request ID

01420100000000000004

Supplier Routing Request Name

Routing Request Created

ISSUE PRODUCTION HISTORY DATE

02/09/2026

LAST REQUEST HISTORY DATE

02/10/2026

Early Delivery

2026-02-06 00:00:01

Late Delivery

2026-02-13 00:00:00

Product Number

Attempt1

Parties

3

Ship Details

0

Product Spaces

0

Total Weight

800

Total Volume

500

Total Cartons

100

Load Method

SLIP SHEETS

Destination Location

LEBRONS HOUSE 808 N TIGERDALE RD CA 90049

Ship To

30010 WEST MEMPHIS AR

Freight Terms

Collect

PO ID	Item ID	Item description	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Ordered Qty	Remaining Qty	Ship Complete Ship Qty	Qty Per Carton	Cartons	NMFC Class	Hazmat?	UN Code
1233489700-99010	190014	SWEET POTATO - CUCK MEAT 57%	2026-02-06	2026-02-08	2026-02-06	2026-02-09	16.996	16.448	2,450	24	100	70	No	

NMFC Class	Load Method	Pallets/SlipSheets	Pallets Spaces	Volume (cu ft)	Weight (lbs)	Cartons
70	SLIP SHEETS	3	0	500	800	100

Additional Supplier Routing Manager

Create - SRR Remarks

Default Shipping Origin Remarks

No errors

Submit

Cancel

By clicking submit, I acknowledge that failure to provide accurate and timely information may result in future financial penalties.

This page provides an option to review what lines and quantities against each line were released earlier and provides an option to update.

You can edit the fields below:

- a) On the Supplier Routing Request header
 - i. Ship From Location
 - ii. Pickup Number
- b) At the PO/Supplier Routing Request line level
 - i. Ship Qty
 - ii. NMFC Freight Class
 - iii. Hazmat?
 - iv. UN Code
- c) At the SRR summary/ship unit level
 - i. Load Method
 - ii. Pallets or Slip Sheets
 - iii. Volume
 - iv. Weight
 - v. Shipping larger than standard size?
 - vi. Supplier Routing Request Remarks
 - vii. Special Services (Liftgate Required?)

Frequently Asked Questions

Login Issues

How do I obtain a new login?	An existing account holder should email vendorlogin@dollartree.com and request a new Username for the individual. Provide individual's first and last name, individuals. email address, and any completed Purchase Order number.
How do I recover my Username or Password?	Email vendorlogin@dollartree.com and provide the CVP username and Purchase Order number.
I have a Login and password but can't get past the login screen.	1. Manually type in the Username and Password at the log on screen. Do not copy and paste spaces. 2. Attempt to connect from a cellphone (not using company Wi-Fi) or computer not on your business network. If you can connect and log-in to CVP using your username and password outside of your company firewall, contact your IT department to open the port (443, 7779) for the production IP address: 208.72.183.132 for CVP. 3. Verify you are using a US version of Firefox, Chrome, or Microsoft Edge. 4. Email vendorlogin@dollartree.com with the details of your issue, include your logon name and screen shots (if possible).
I'm experiencing issues with the CVP interface, or the data looks odd.	Clear the browser cache and reboot the computer. If that doesn't resolve the issue, Email Vendor Login (vendorlogin@dollartree.com) with issue description and any applicable screenshots.

Location Management

How do I change/add a point of contact on a location?	Search for the location to be modified and click into it. At the contacts section, add, activate/inactivate, or update name and contact information.
---	--

Supplier Routing Request Generation

How do I unlock a PO with a negative quantity?	A negative quantity occurs when the buyer modifies the quantity ordered on the PO after a portion of the purchase order has already been released on a Supplier Routing Request. Contact the merchant buyer to modify the quantity. If the SKU that is negative is no longer needing to be shipped, contact the transportation analyst to remove quantities from the existing supplier routing request that is no longer accurate.
How do I unlock a PO with a zero quantity?	A zero quantity occurs when all the quantities of the purchase order have already been released onto a Supplier Routing Request. Proactively notify the transportation analyst to adjust the previous Supplier Routing Request quantity.
How do I unlock a PO with shipping date issues?	Purchase orders are to be released 7 days prior to the start of the shipping window. Contact the merchant buyer to ensure the product is still needed, and they will adjust PO dates.
I can't see my PO when logged in. What do I do?	This issue normally occurs when there is a mismatch between the user's permissions and the company listed on the PO. Email vendor issues (venderlogin@dollartree.com) providing the Login and the PO number not visible.
I just got off the phone with my buyer. How long until my PO is visible in CVP? Then what?	Allow 4 hours for the new dates to reflect in CVP. Contact the merchant buyer if not accurately reflected after 4 hours.
I'm outside the US and my date format isn't populating correctly. What do I do?	An international date browser setting is DD/MM/YYYY which is incorrect for the CVP system. A US version of Firefox will resolve the issue as it uses MM/DD/YYYY format. An internet search for "{your browser} change date format" may provide additional steps.
I have pick-up dates in the past. What do I do?	Notify the merchant buyer that the purchase order will be shipping late. Provide the "Product Ready Date" for when the product will be ready to ship, note charge backs may apply.
My pick-up dates don't support the delivery date.	Contact the merchant buyer with any date that conflicts.
My PO is Less than 45,000 pounds and 30 pallets. Should I have more than one Supplier Routing Request?	If the entire Purchase Order originates at the same facility and is less than 45,000 pounds & 30 pallet spaces, the PO should be released in one shipment or chargeback fees may apply.
My PO quantity is more than 45,000 pounds or 30 Pallets. Should it be split?	Best practice is to release in full truckload quantities. Releases should be made to those thresholds, contact the merchant buyer or transportation analyst with questions.
What is the difference between pallet and pallet spaces?	The "pallet spaces" is how much space your freight takes up on the truck. A truck has up to 30 pallet spaces. So, in theory, if you had 60 pallets that were stackable, you could enter 60 pallets, but 30 pallet spaces.

What should I do if I want to ship pallets larger than the standard 48x40 GMA four-way pallets?

Ready to Ship Manager screen. Input the number of pallets and pallet spaces, Toggle "Are your Pallet's Oversized" to Yes, and adjust the default volume to reflect the oversized pallet volume (floor to ceiling) being utilized. Note that oversized pallets are against Dollar Tree's Inbound Shipping Requirements and may be subject to chargeback, so pre-authorization is required.

Supplier Routing Request Warehouse Planning

Should I stack my Pallets?

All stackable products should be stacked.

When do I need to release my product?

Purchase Order's should be released at least seven days prior to the date product is anticipated to be available for carrier pickup and allow for transit to achieve the purchase order ETA.

How do I get a BOL or Routing Instructions?

Details are received via email. If not received, contact the Transportation Analyst.

Supplier Routing Request Generation - Management Page

The freight term listed (Collect/Prepaid) doesn't match my Purchase Order.

Contact the merchant buyer if there is a mismatch between Collect and Prepaid in CVP and the purchase order. Submitting a release with the wrong term could result in delays or chargebacks.

When I select an Early Product Ready Date, I get a red warning about a possible chargeback.

You are selecting an Early Product Ready Date that is after the PO Late Ship Date. There is a mandatory 7-day lead time requirement for DT planning and carrier selection. Proactive communications with your merchant buyer may influence a PO Pick-up dates modification.

The SKU quantities in CVP don't match my contract. What do I do?

Contact the merchant buyer to adjust.

The PO has quantities shipping from different origins from different origins.

Each origin will need to be released individually.

How do I determine Freight class?

The National Motor Freight Traffic Association (NMFTA) is the authoritative source for National Motor Freight Classification (NMFC) of freight. Releasing with an incorrect class could result in charge backs.

After Supplier Routing Request Submission

When/How do I get my Shipment Identification (SID) number for collect term shipments?

Collect shipment IDs are generated when a carrier has been assigned. This will usually occur 3-5 days prior to the Product Ready Date provided. If dates are within 2 days from Product Ready Date and have not received the BOL/SID, contact the transportation analyst.

When/How do I get my Shipment Identification (SID) number for prepaid term shipments?

Prepaid shipment IDs should be generated within a few minutes. If it has not, contact the transportation analyst

What is SCAC PRPD?

PRPD indicates the shipment freight term is prepaid.

I made a mistake on my submitted Supplier Routing Request. How do I fix it?

If the Supplier Routing Request has not yet been assigned an SID, cancel the supplier routing request in the CVP Supplier Search Results and re-create it as necessary. If the supplier routing request is already assigned a SID, it

cannot be canceled and you must contact the transportation analyst to have the Supplier Routing Request edited/cancelled.

I have a Supplier Routing Request, but I don't have all the product ready. What do I do?

Best practice is to release a PO complete, and ship complete. If a release is now only available in part, contact the merchant buyer for guidance to include possible PO adjustments.

When do I need to spin my pallets?

Pallets are to always be loaded spun or "rotated" when loaded to the trailer.

I have received a freight chargeback and have questions

For Dollar Tree, contact your merchant buyer.

DC Delivery Appointments (C3 Reservations)

Who can help regarding a DC delivery appointment?

Reference the C3 appointment scheduling guide
https://www.dollartree.com/file/general/C3_Reservations_HTML5_Reference_Guide.pdf

My carrier can't find the SID in the delivery appointment system.

Reference the C3 appointment scheduling guide
https://www.dollartree.com/file/general/C3_Reservations_HTML5_Reference_Guide.pdf