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

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.

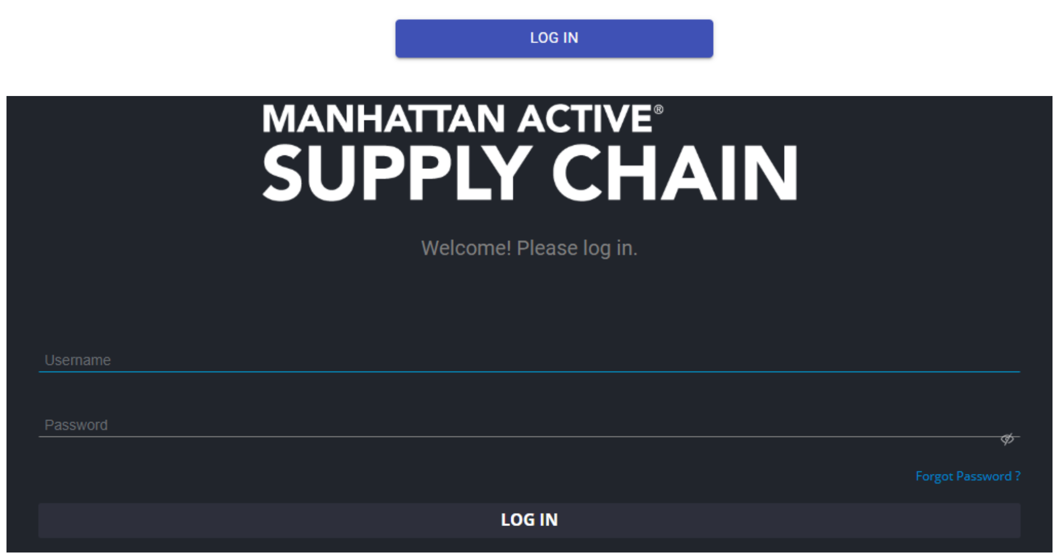
Home Screen Features

- 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

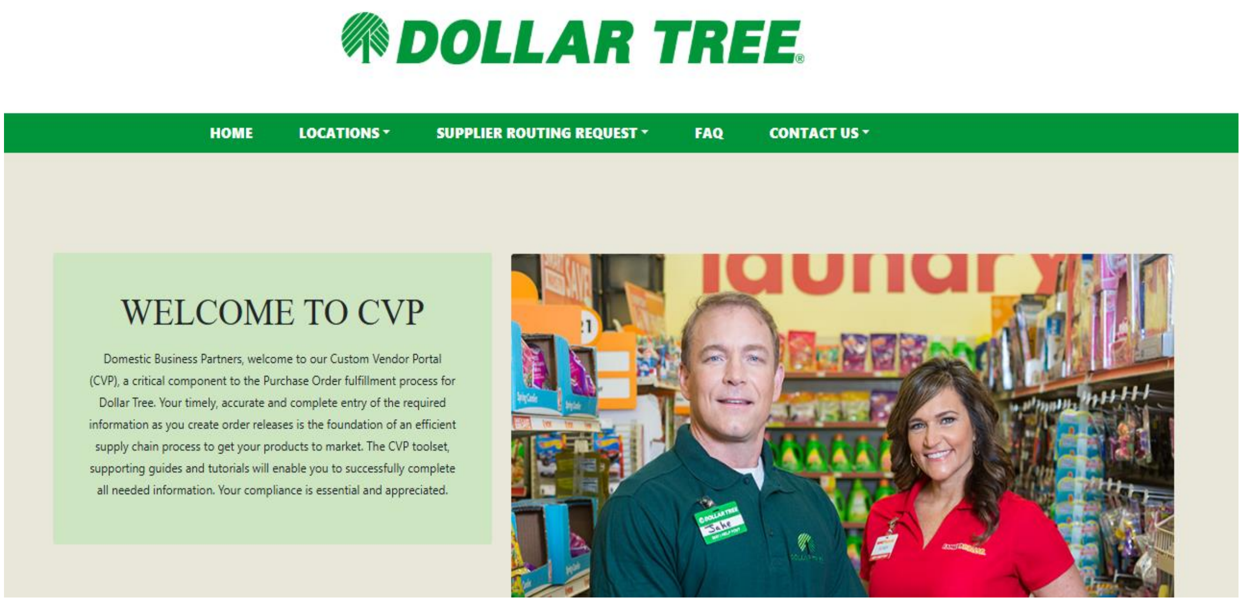
1. Navigate to URL https://cvp.dollartree.com

2. At the login screen, enter your user ID and password.



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.

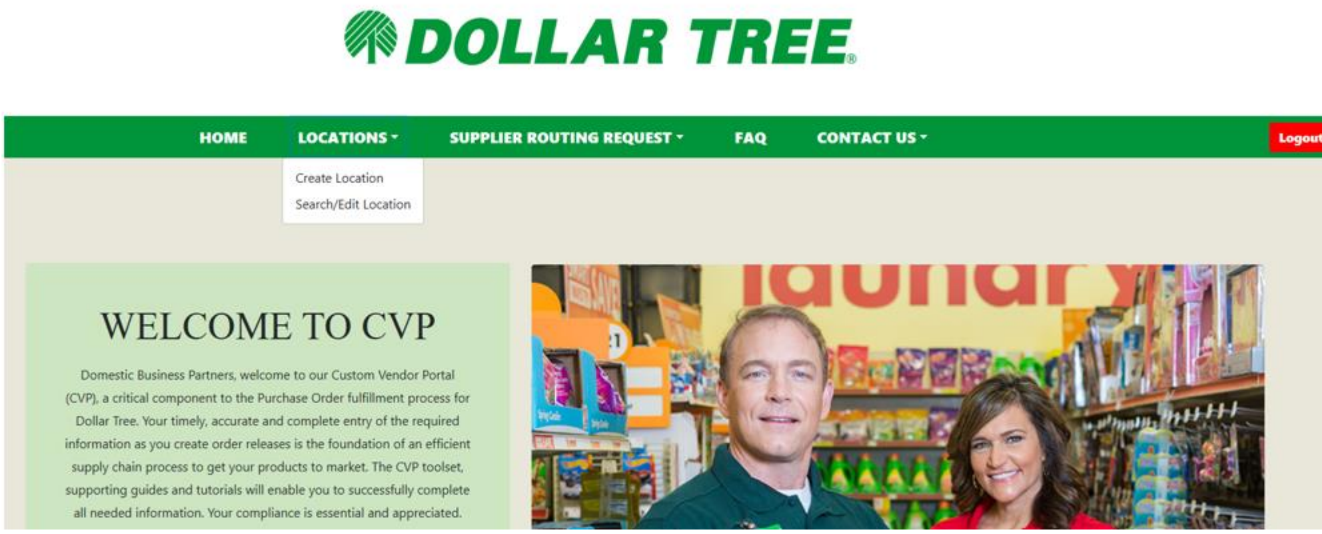
Creating New Shipping Locations/Origins

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:

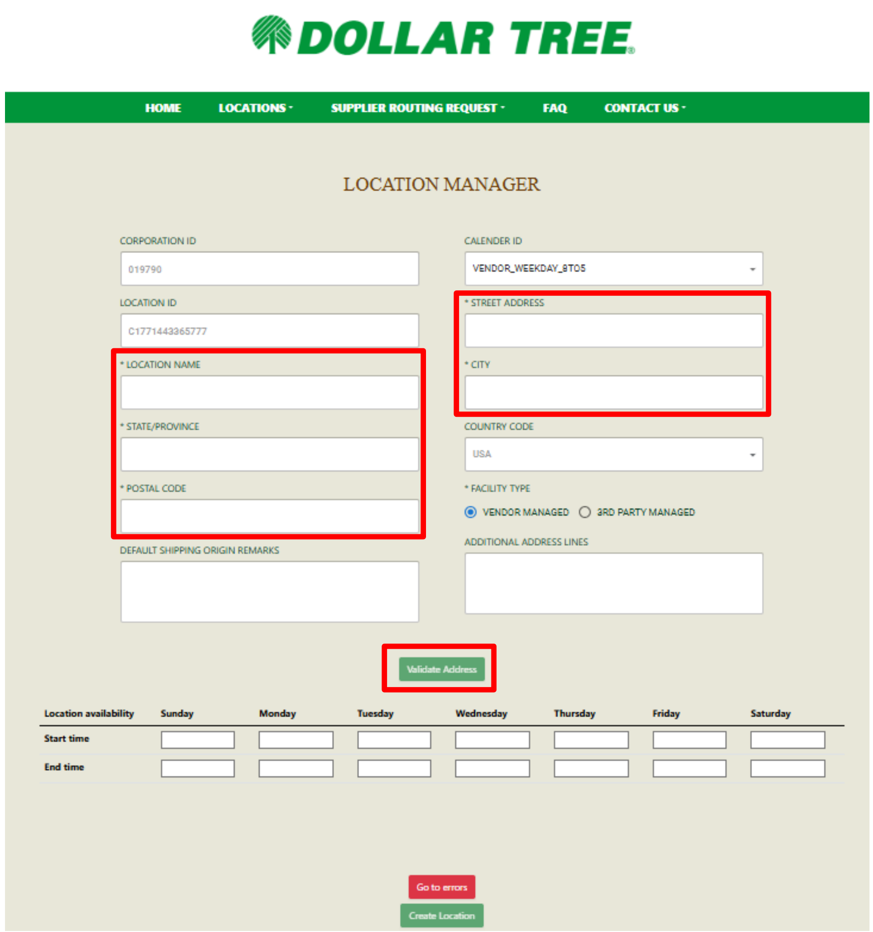
- Population and validation of the city, state, and country
- Creation of a primary location point of contact.
- Creation of additional contacts beyond the primary
- Addition of tailored "Default Shipping Origin Remarks" for each location that may be needed for the carrier to best support your Supplier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

Creating a Shipping Location

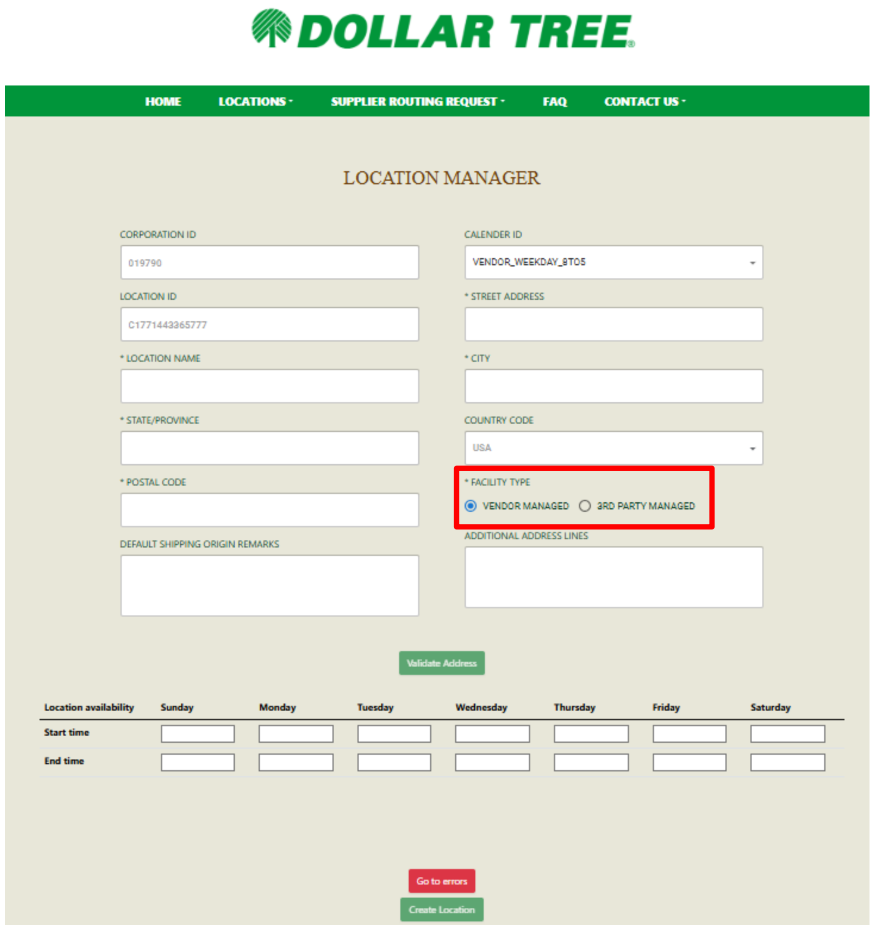
1. From the home screen Select **'Locations,'** then from the dropdown select **'Create Location'**



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

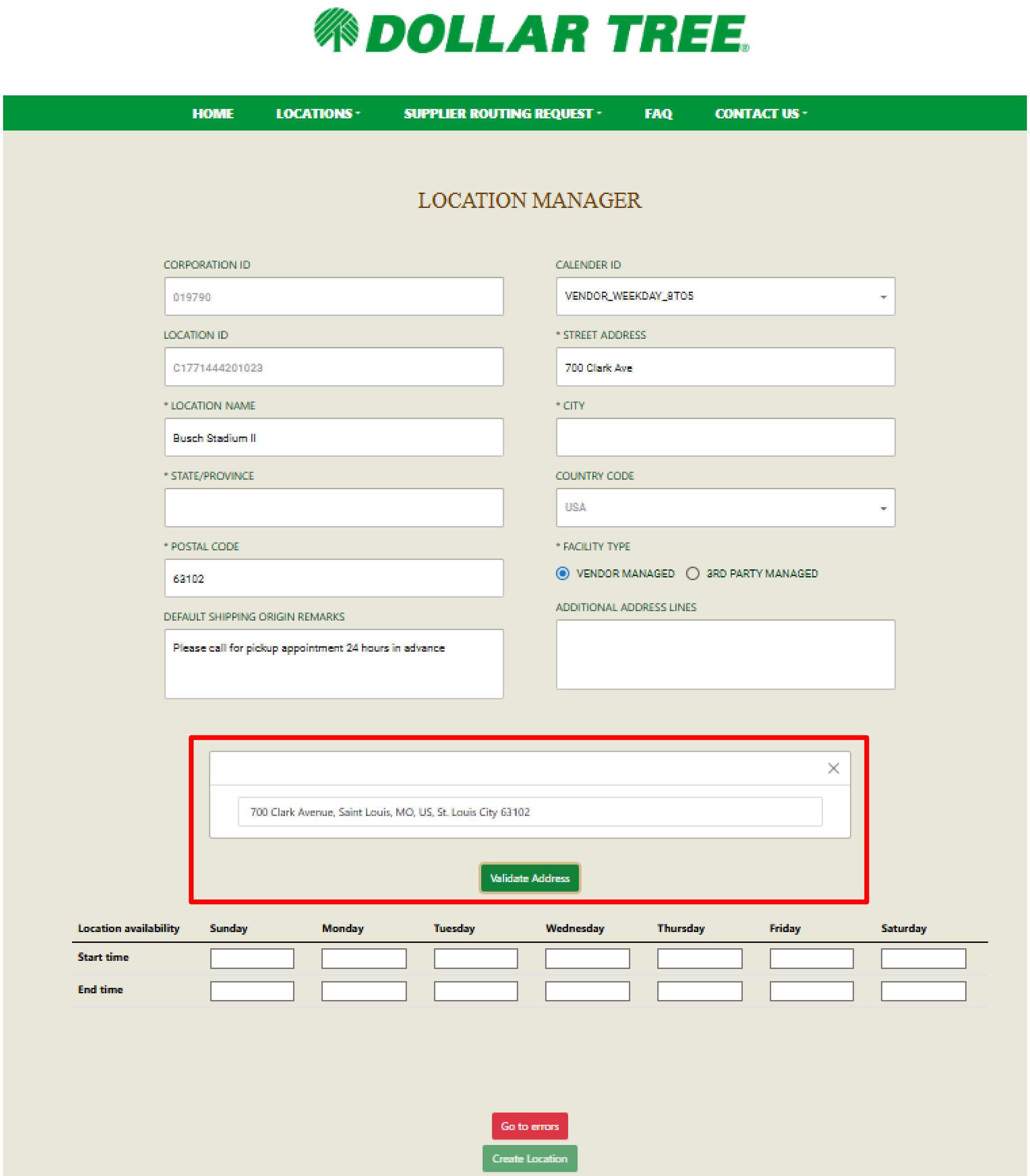


3. Enter your desired location name and the location's physical street address and zip code.
    a. All locations names must be unique and will be visible on carrier's routing instructions.
    b. Do not use special characters.
    c. Some fields are EDI character limited and will display the limitation 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



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.

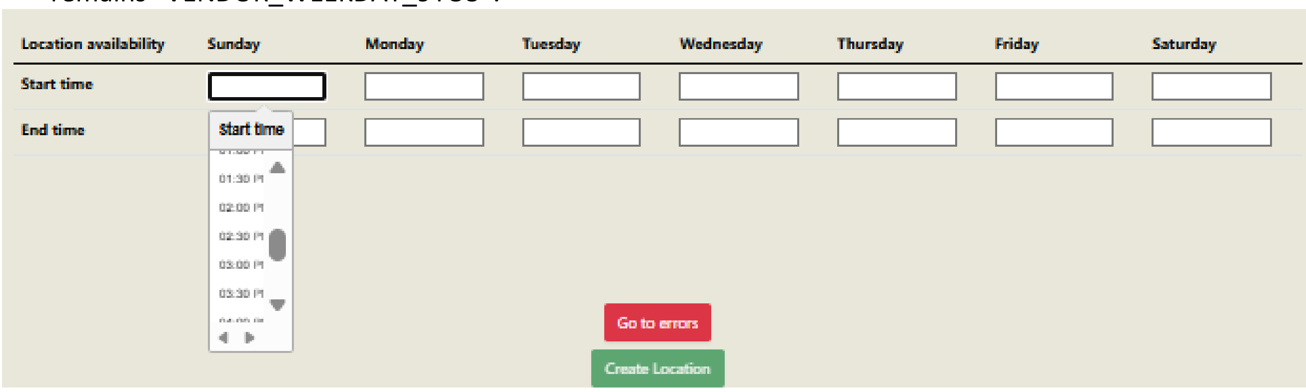
6. The system will validate and populate the city, State/Province, and Country Code. The completed address will appear in a pop-up window below. Upon completion and review, click on the displayed address to use it and continue.



7. 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.

8. 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".



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

Areas:

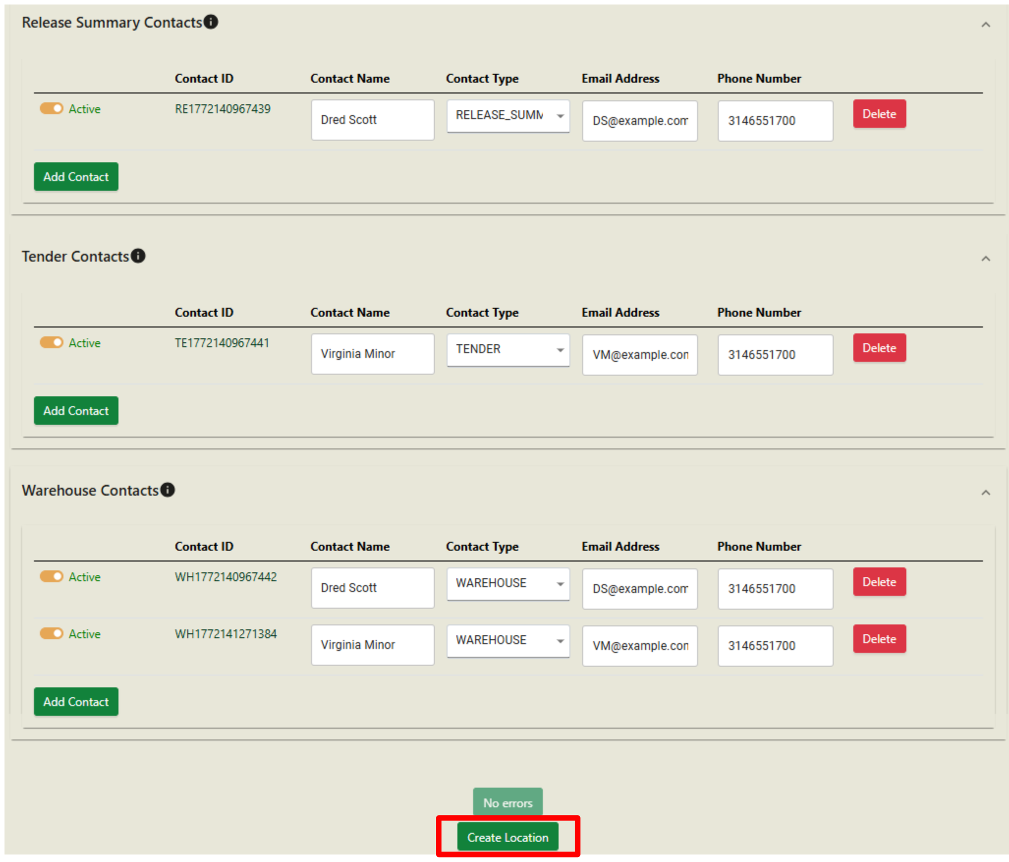
- RELEASE_SUMMARY: Individual to receive a summary report of Supplier Routing Request creation.
- TENDER: Individual will receive bill of lading (BOL) and instructions when shipment is assigned to carrier
- WAREHOUSE: Individual the carrier will contact when scheduling, changing, or confirming pickup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



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

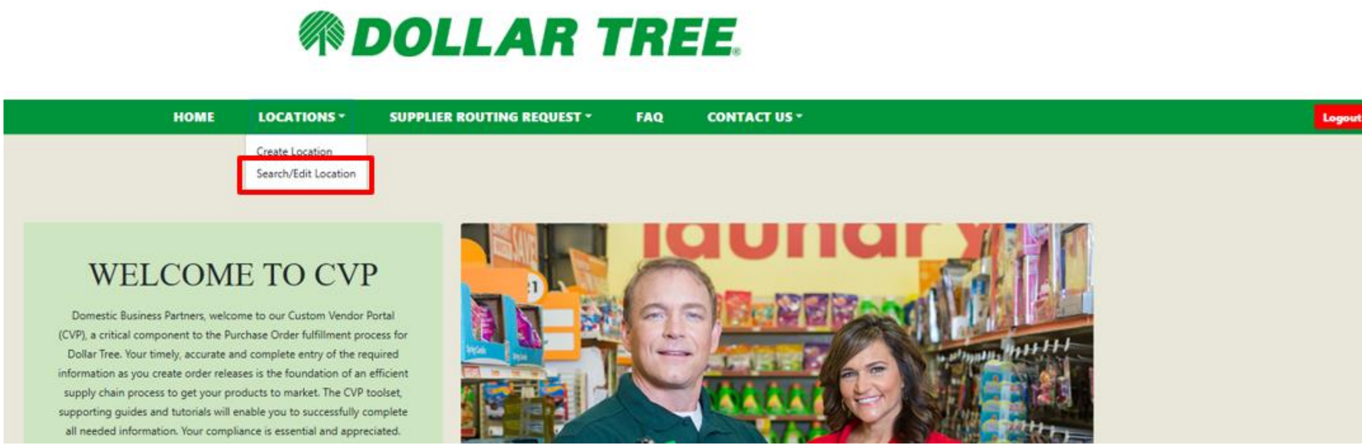
Overview

Features

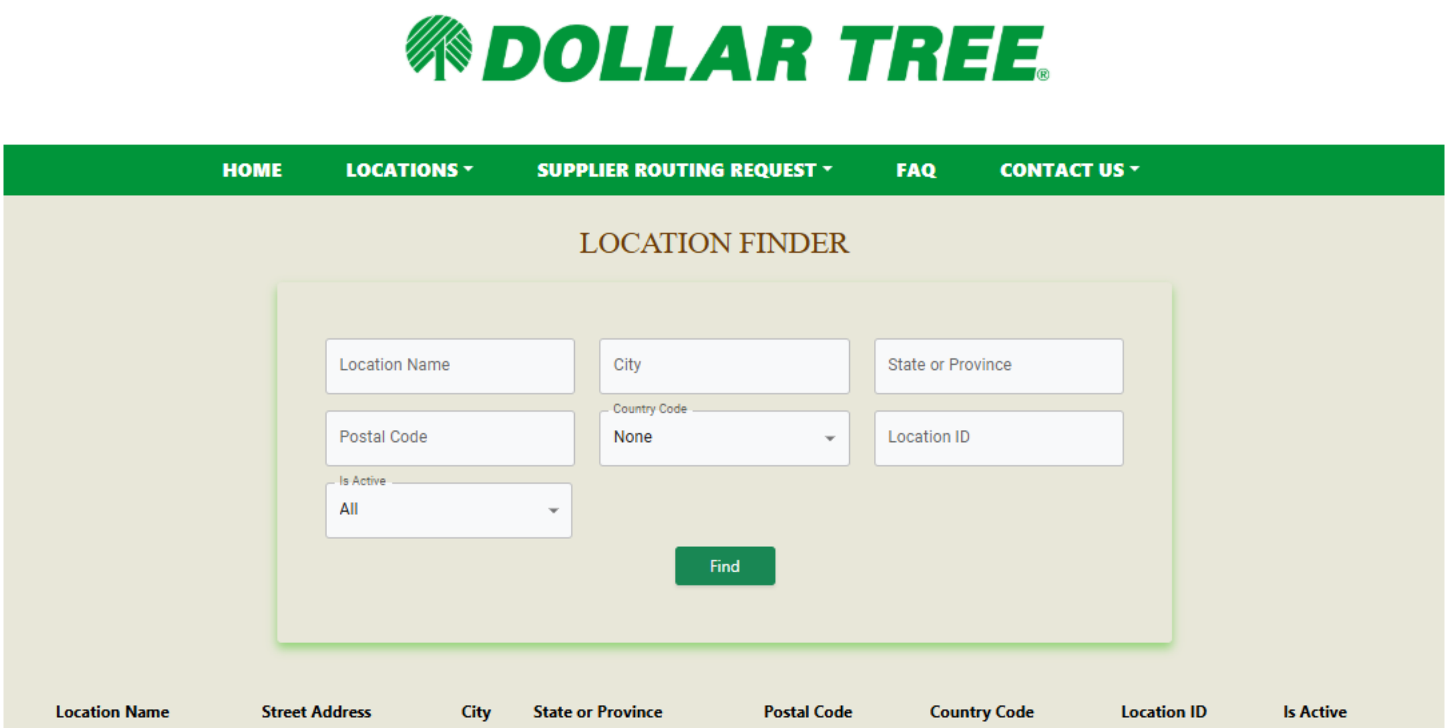
- Searching for locations using various attributes
- Changing of the vendor preferred Location Name for the shipping location.
- Changing of the primary warehouse contact name, phone number or email address
- Updating or adding additional contacts for the location
- Editing the Default Shipping Origin 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'**

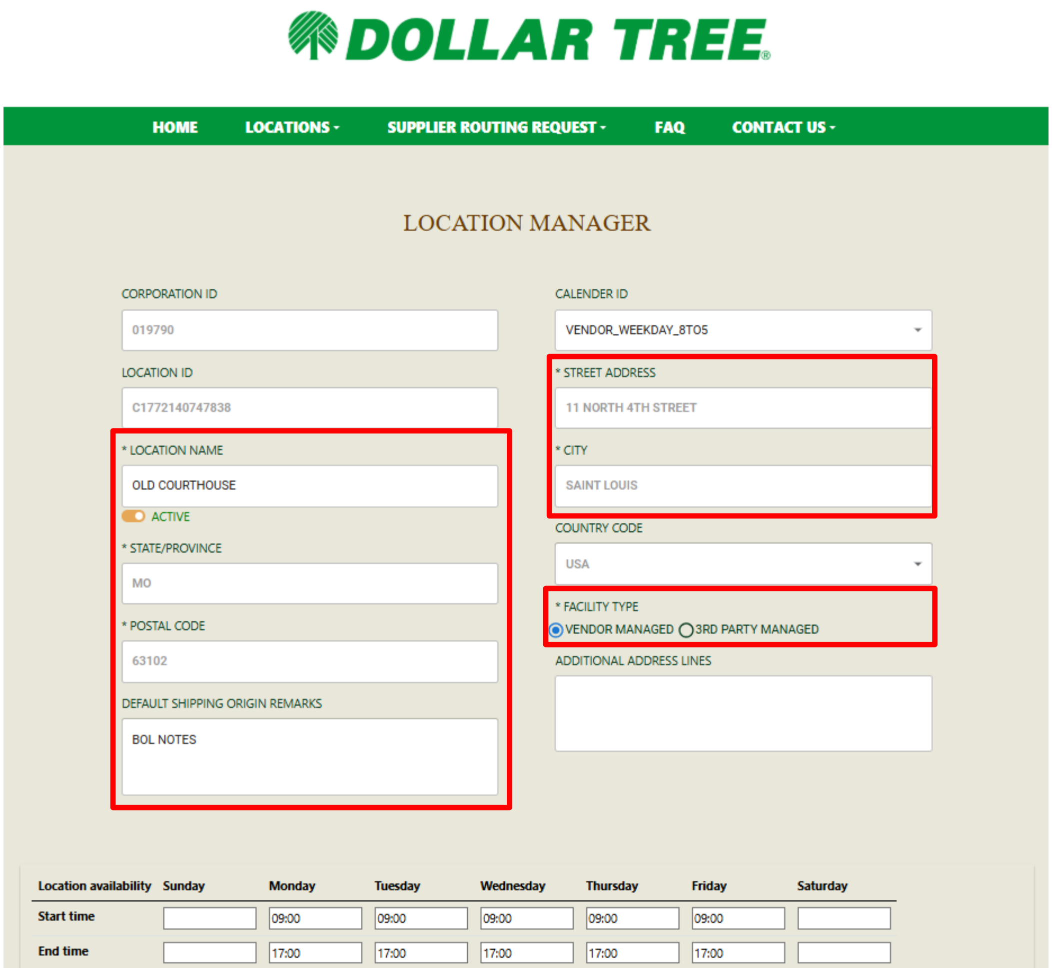


2. A search screen will display.

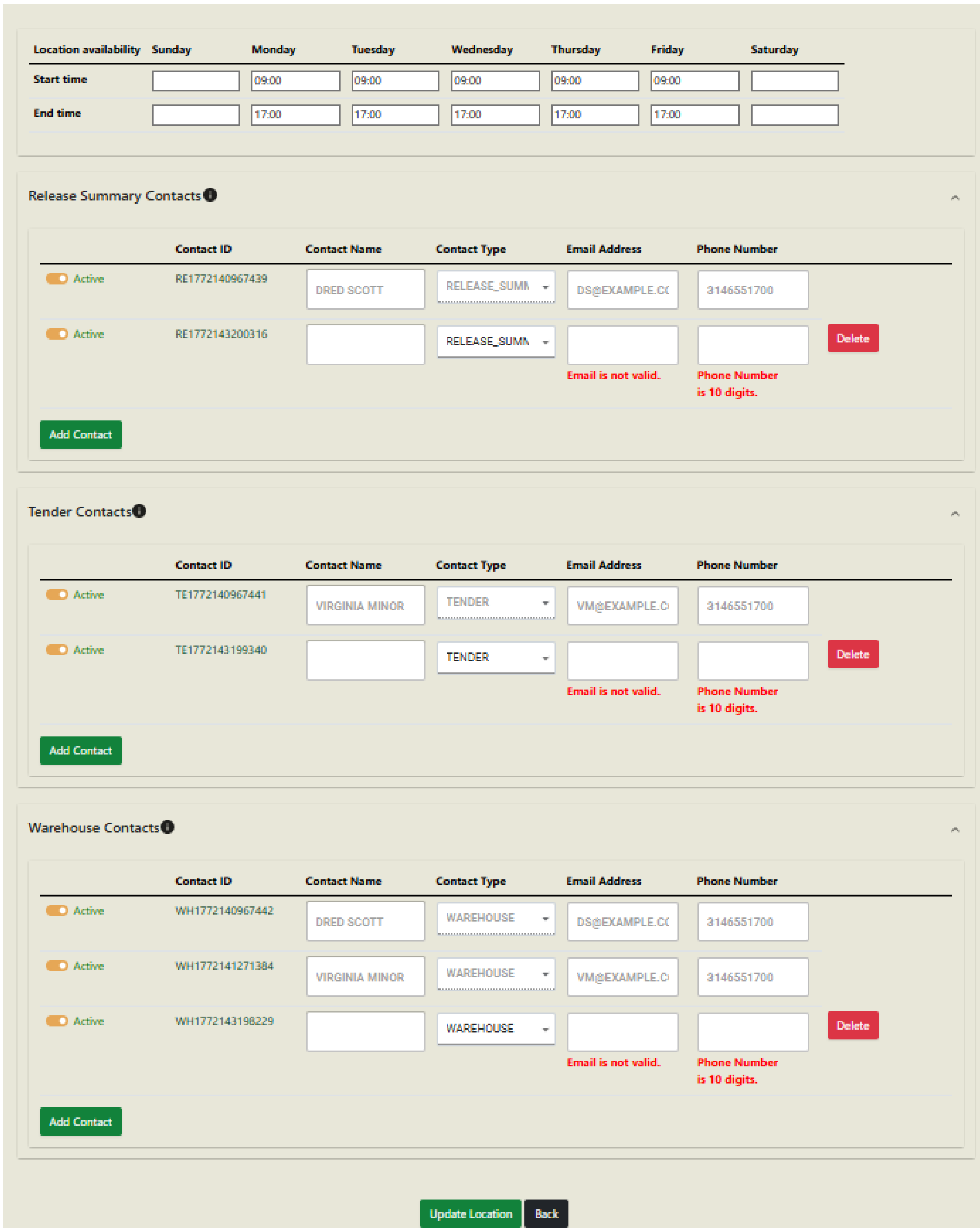


3. Type in any selection criteria within the fields and select the **'Find'** button to tailor the search or leave all fields blank to return a list of all locations.

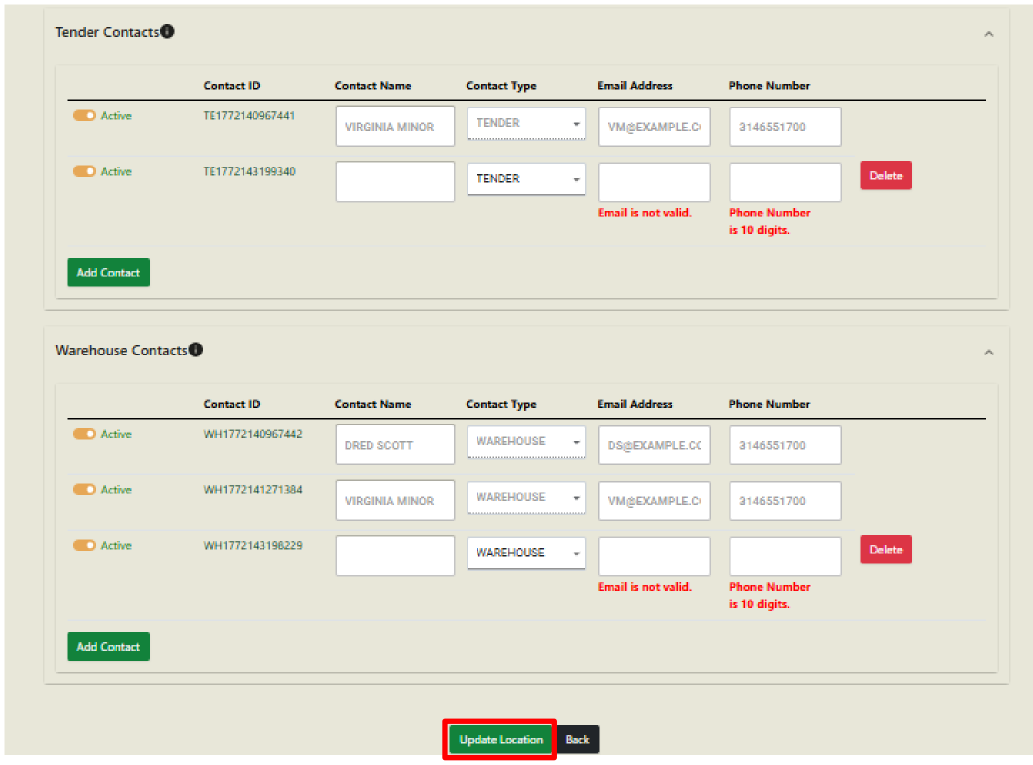
4. If the search criteria are met, a listing of search results will be displayed. Click the hyperlink under the location name to display or edit details for the selected location within the location manager screen. Depending on the entered search criteria, the listing may be lengthy and will need to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



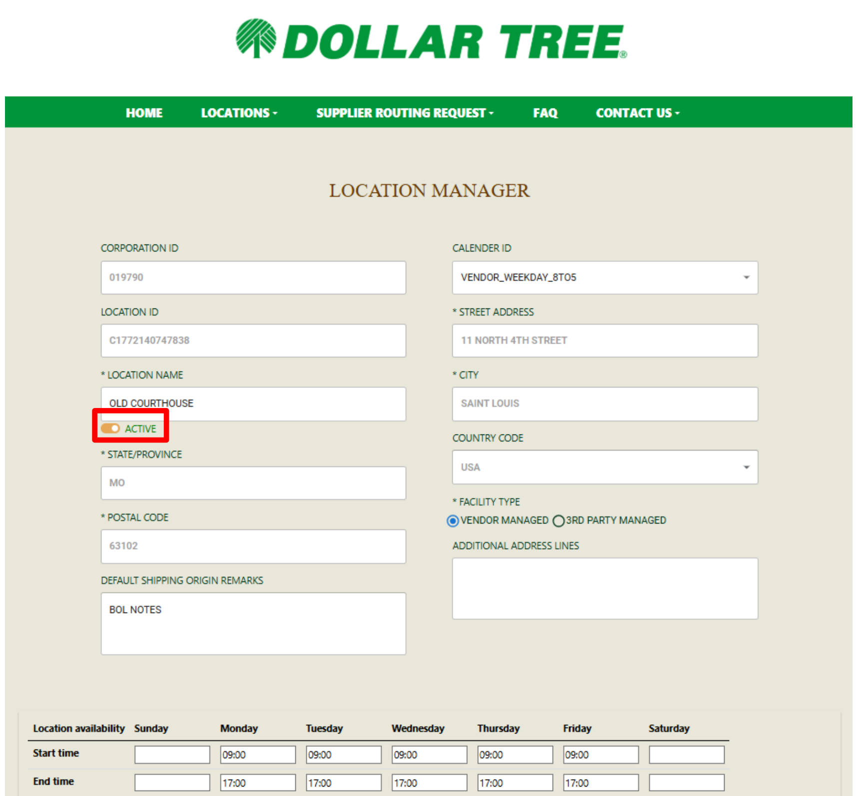
5. All fields can be edited within the limitations below:
   a. All locations names must be unique.
   b. Email address and phone number will be systemically validated as they were during record creation.
   c. Do not use special characters, only authorized characters are {} _ ^ [] \ @ = ; / . - , +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



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.



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.



7. 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

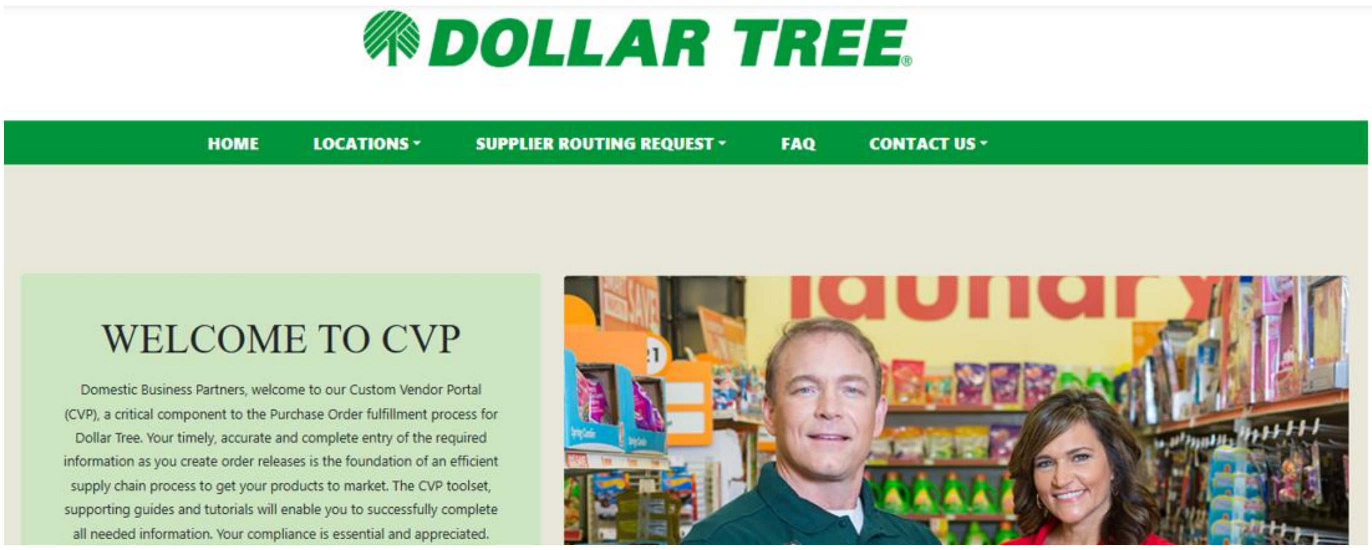
- Search by PO creation date, pickup date, or delivery date
- Search by PO number
- Include or exclude canceled POs within searches.
- Include or exclude POs with no remaining quantity

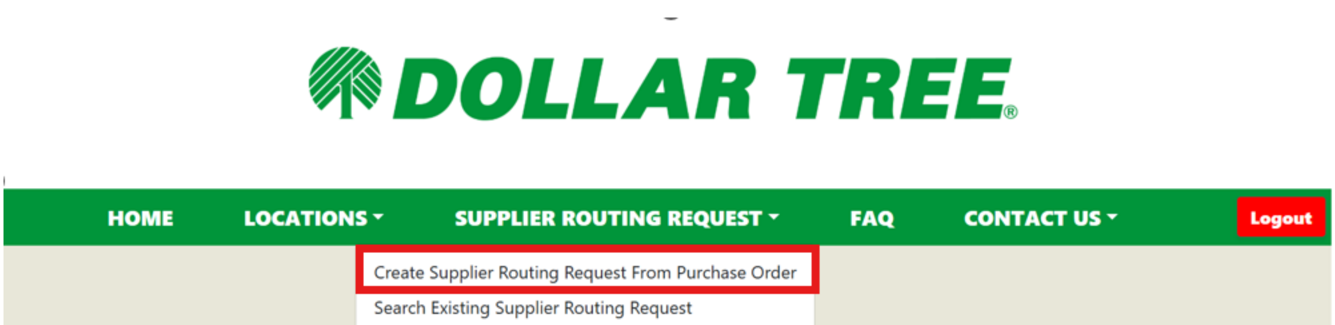
Create Supplier Routing Requests

- 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.

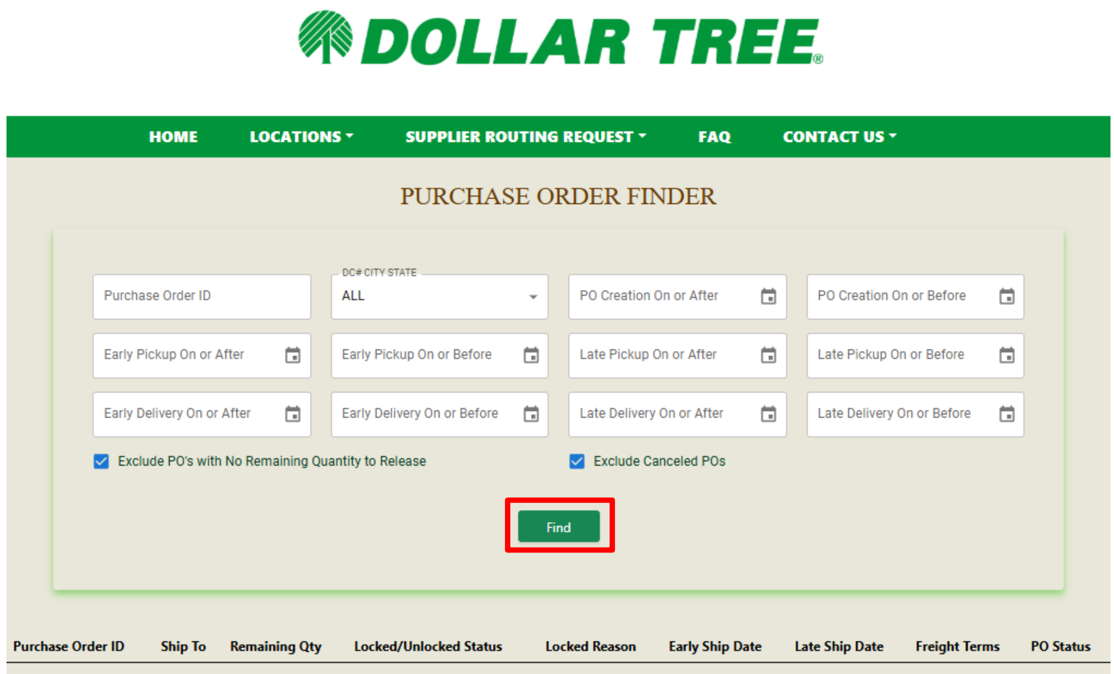
Searching for Purchase Orders and Creating Supplier Routing Requests

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





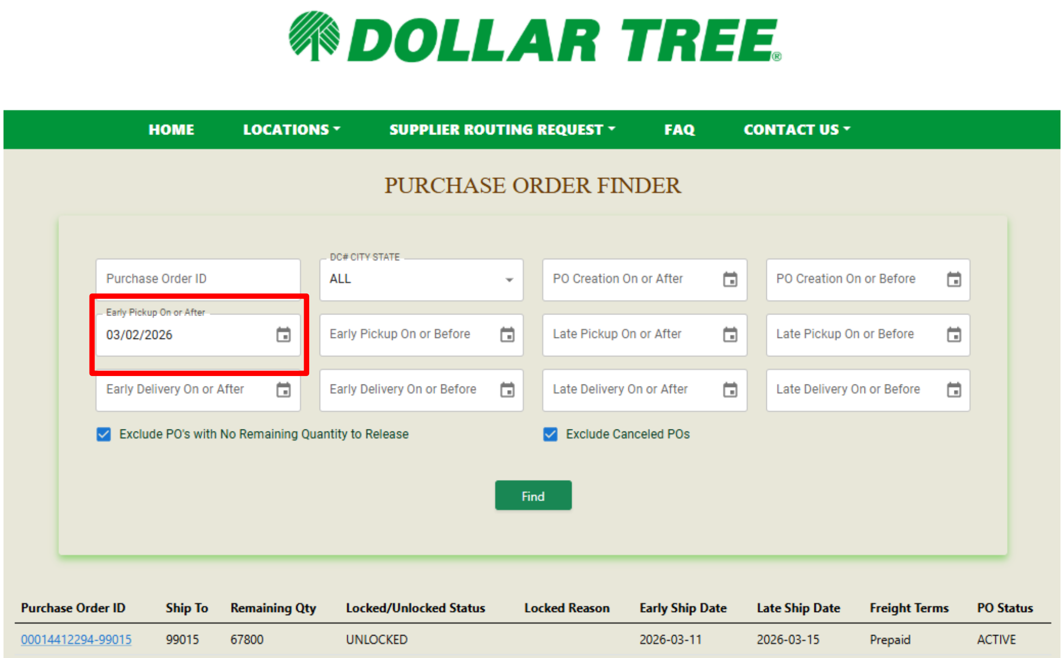
2. The **'Purchase Order Finder'** screen will display.



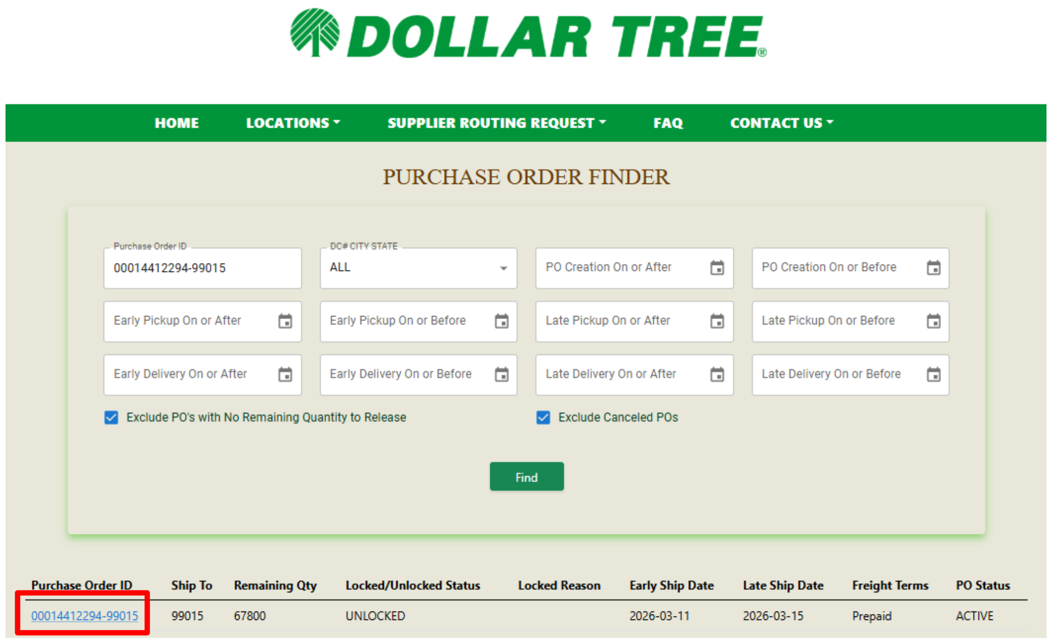
3. To display all purchase orders, select **‘Find’** with all search options blank.

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 Cancelled PO’s’** using the check box. The default is to only include valid, open POs.

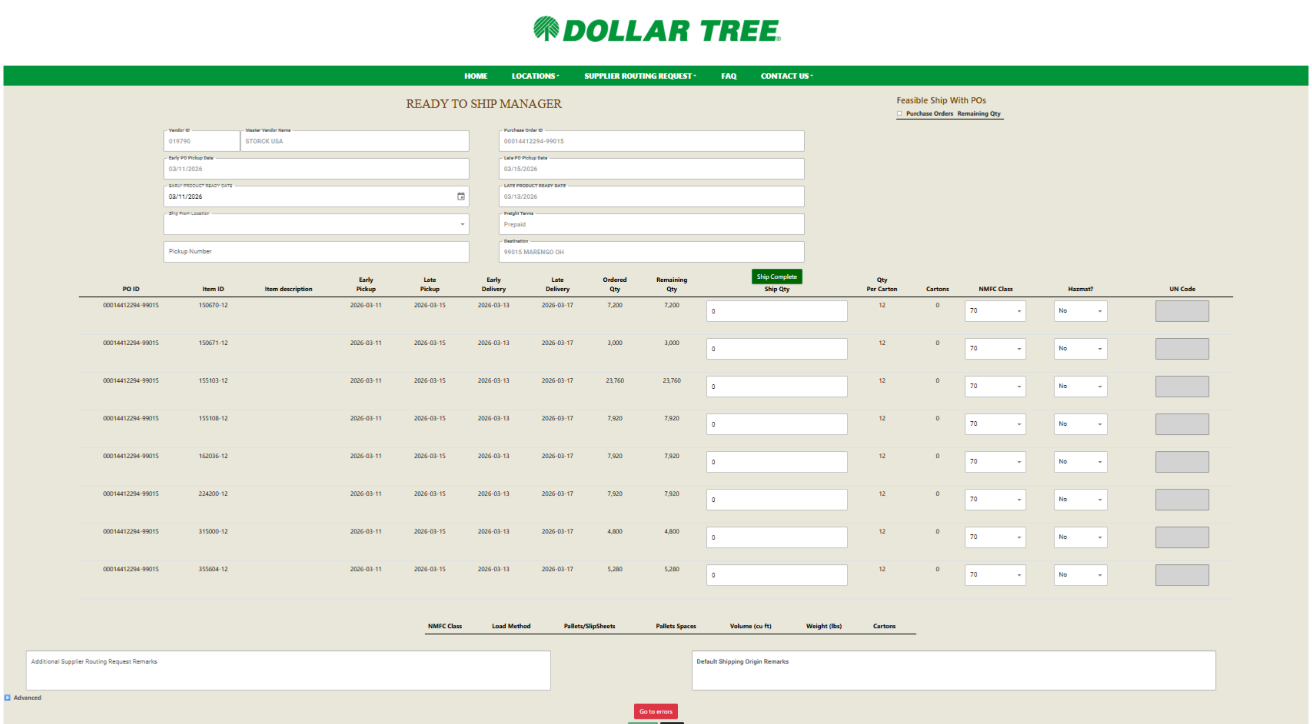
5. In the example below, the search criteria used on or after 3/2/2026 as the **‘Early Pickup On or After’** and you can use any combination of the search fields to reduce the PO search results. All PO’s that meet this date criteria will be listed at the bottom of the screen. In this case, only one PO met the date search criteria.



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.



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.



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. <u>If 'Early PO Ship Date' is in the future</u>, 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.

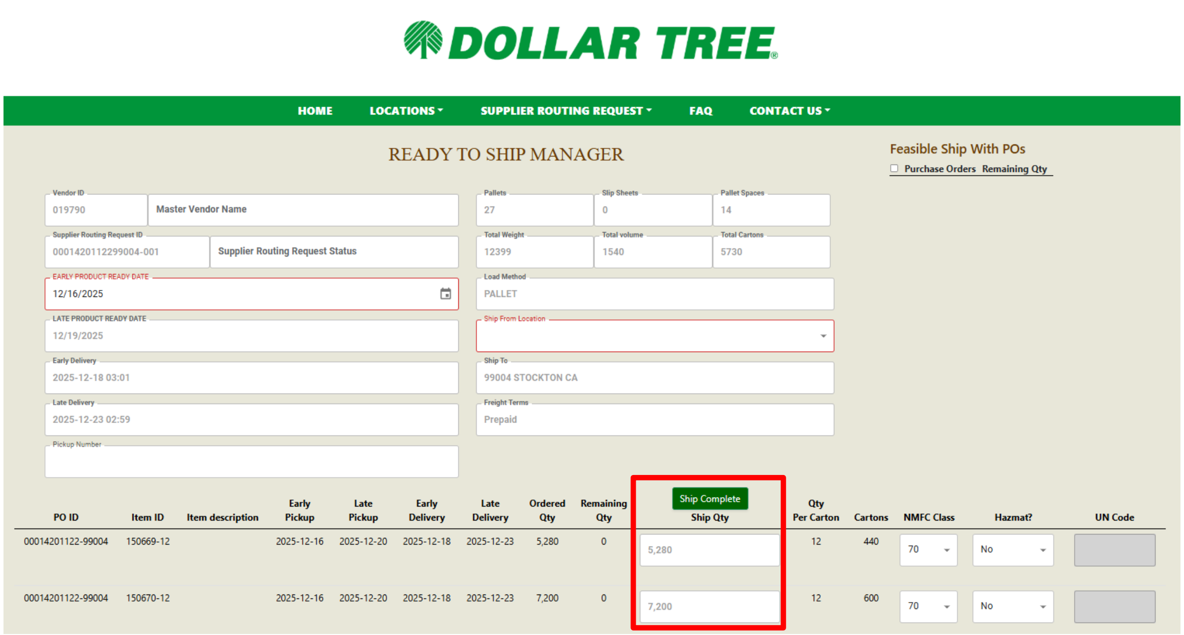
10. **Late Product Ready Date:** Not editable. This date will be automatically set to be the Early Product Ready Date plus three (3) business days. The days are inclusive of the Early Product Ready Date.

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.

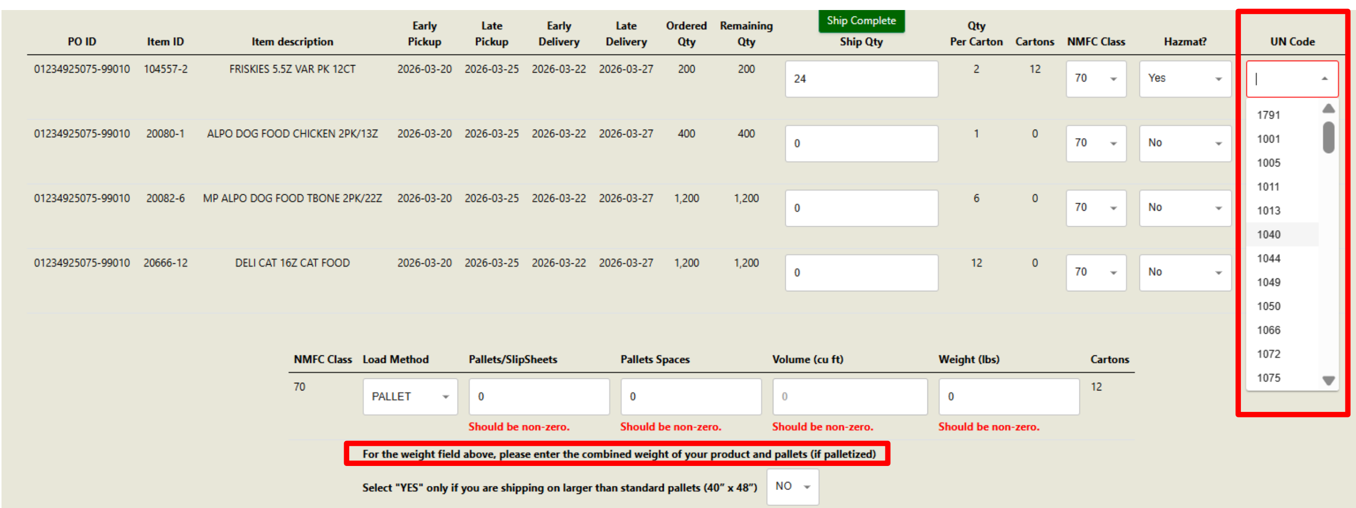


14. In the items section of the screen, enter the quantities for shipping in the **'Ship Qty'** field(s). The quantities entered must be in multiples of the **'Qty Per Carton'** field. An error message will indicate quantity errors. If the entire PO and open quantities are to ship complete on a single 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:
    a. Select the freight class if different than the default values in the **'NMFC Class'** drop down.
    b. Select **'HazMat'** 'yes' from the drop down if that Item on your release is classified as hazmat / dangerous goods for shipping.
    c. 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.*



16. Select the **'Load Method'** for the Supplier Routing Request. There are three load methods: Pallet, Slipsheet and Floor Load.
    a. 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.
    b. Slipsheet: enter the count of slip sheets in the **'Pallets/Slipsheets'** field
    c. 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.

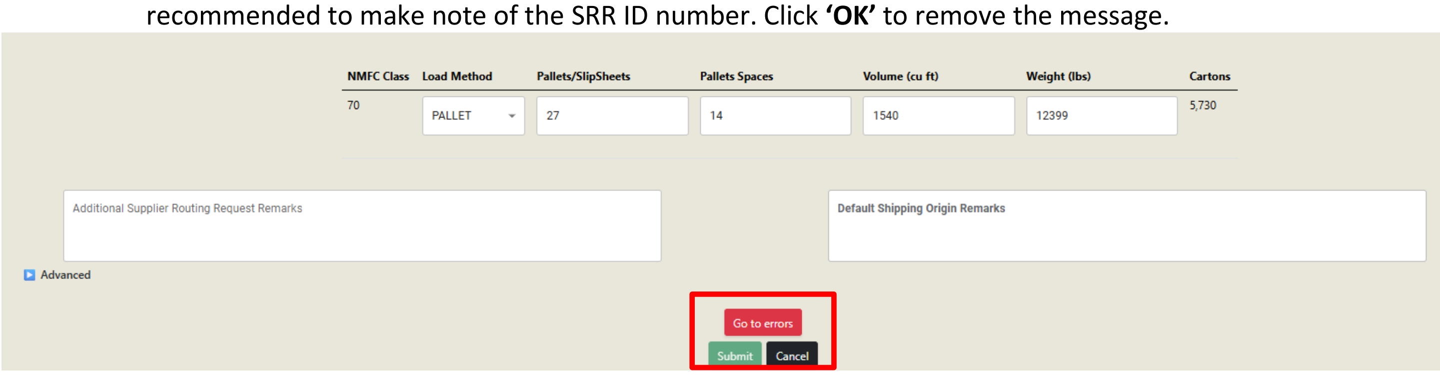
NOTE: For floor loaded shipments that are less than truckload, you may be requested to palletize those goods if truckload consolidation opportunities are not available. A logistics planner will contact you should that scenario arise. Support of less than truckload palletization is critical to successfully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

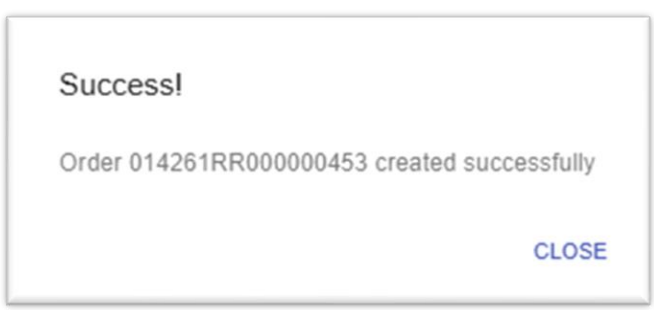
18. If your pallets are oversized, select 'Yes". This means that if you are utilizing larger than standard pallets, you can input the correct weight and volume measurements for the entire supplier routing request, considering the dimensions of the non-standard pallets from floor to Ceiling.
Note: Incorrectly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

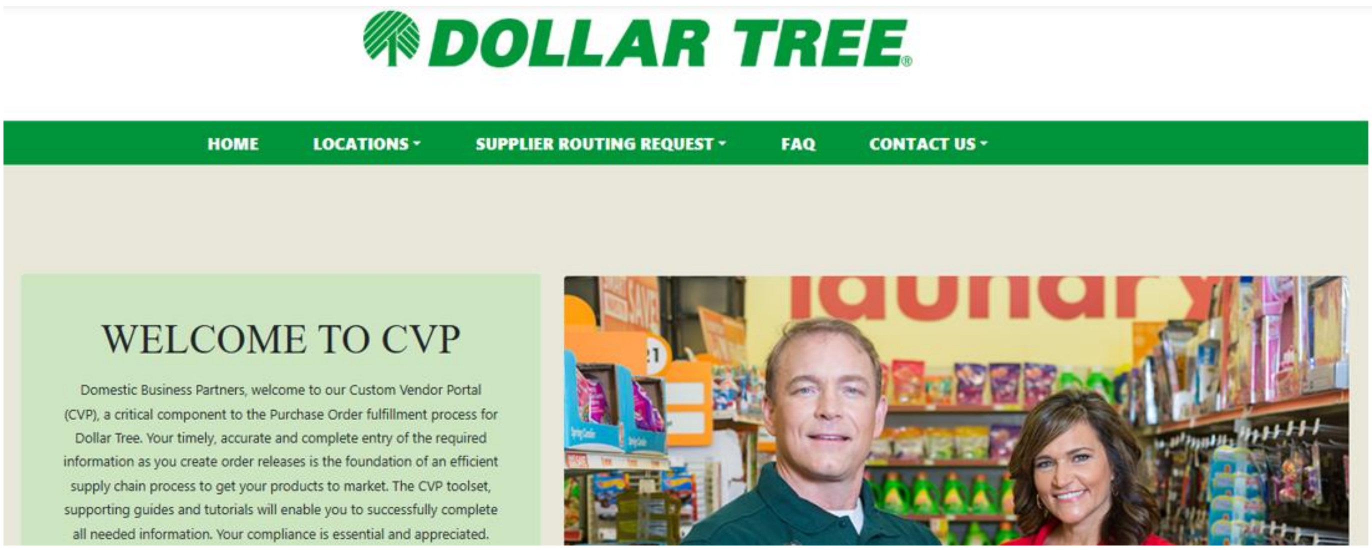


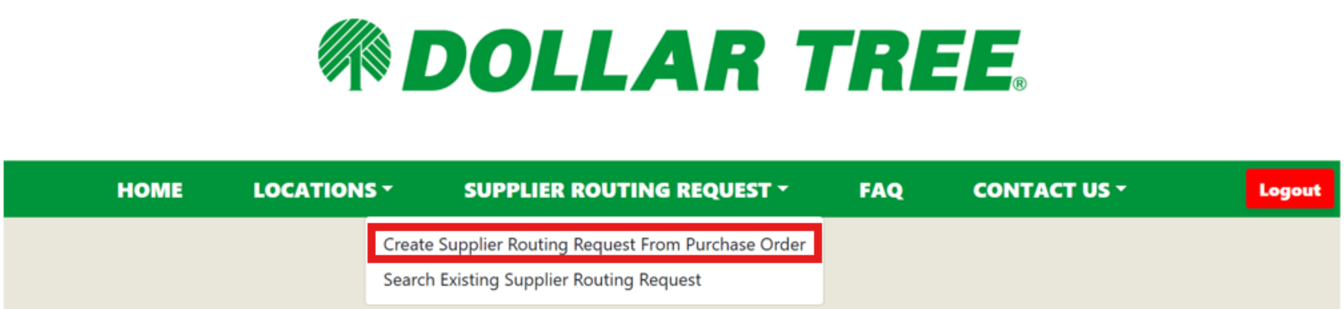
a. If unable to click the submit button, a required field is missing and will be indicated in "red" Try clicking the fix errors button to jump to the issue.
b. Incorrectly submitted supplier routing requests must be deleted to prevent any shipment planning errors. This can be accomplished on the Search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



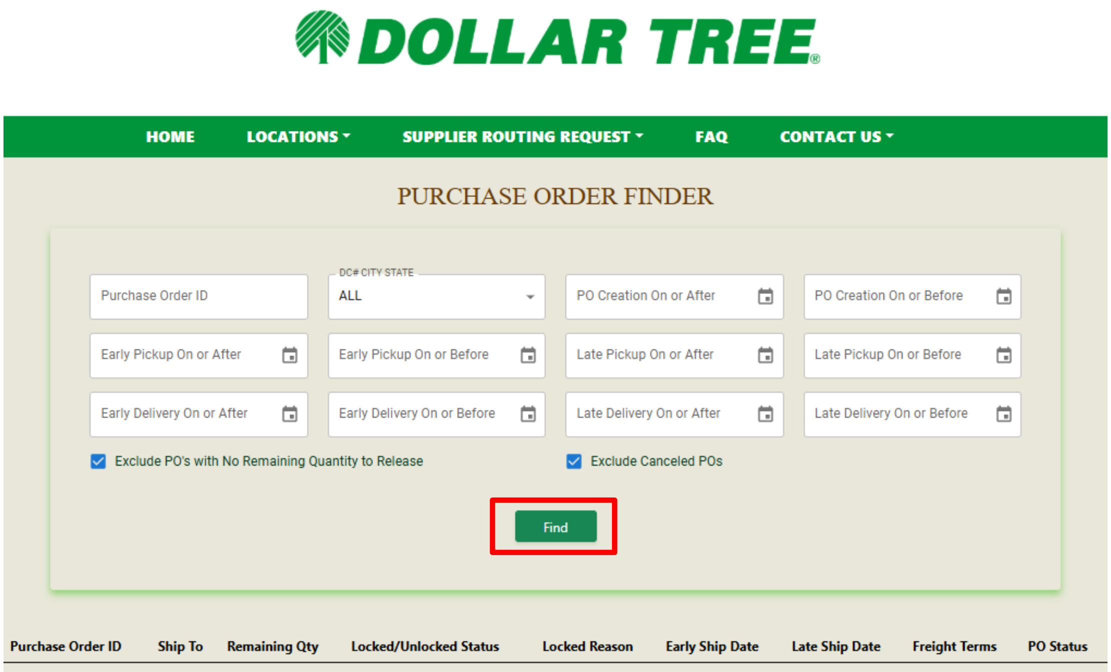
Creating Supplier Routing Requests with multiple Supplier Purchase Orders

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





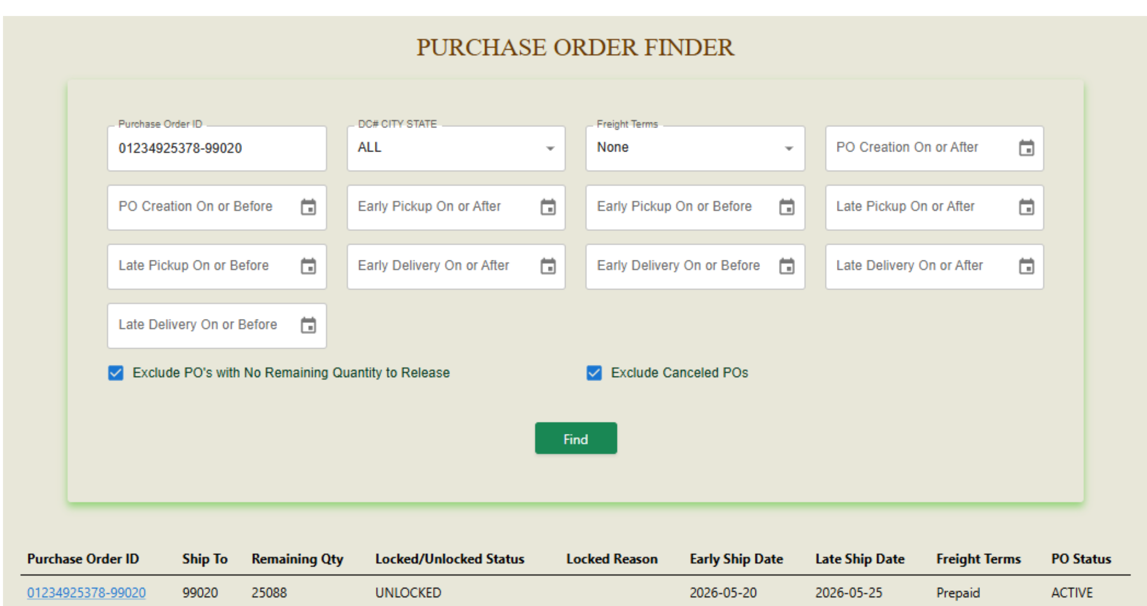
2. The **'Purchase Order Finder'** screen will display.



3. To display all purchase orders, select **'Find'** with all search options blank.

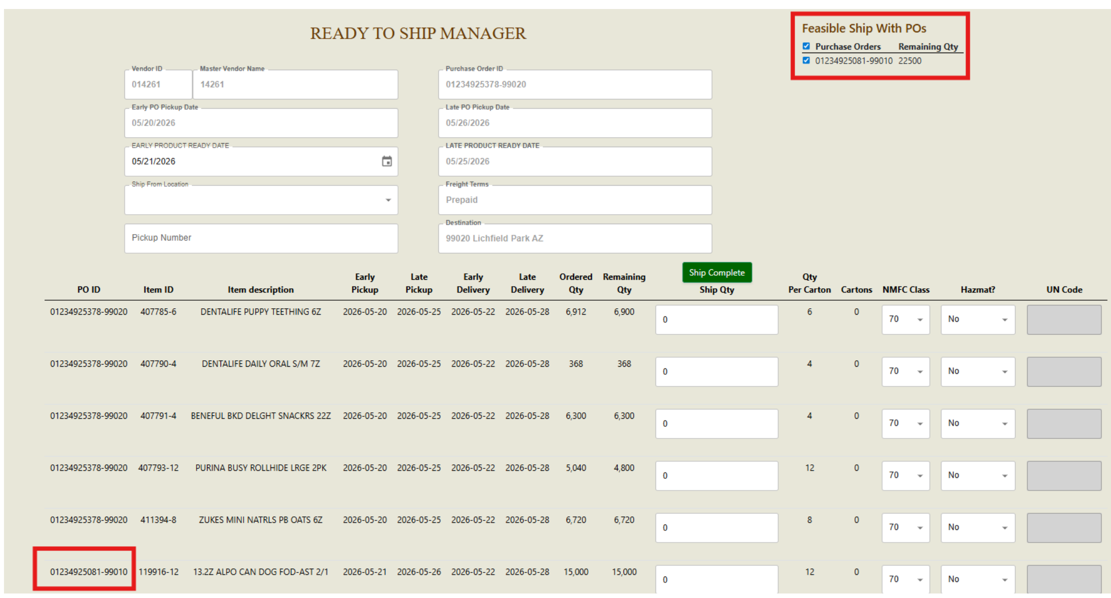
4. To search for a specific purchase order, enter the **'Purchase Order ID'** or date criteria.
    a. To further refine the search:
        i. Indicate whether to include or **'Exclude PO's With No Remaining Quantity to Release'** using the check box. The default is to only include POs with open quantities.
        ii. Indicate whether to include or **'Exclude Cancelled 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



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



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

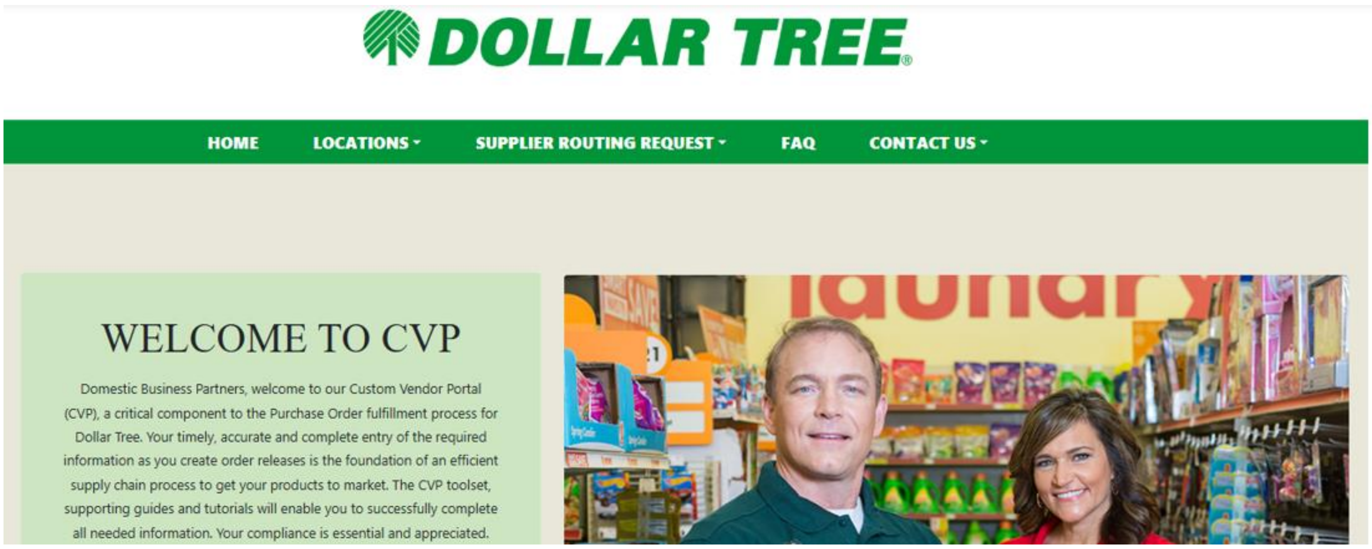
Overview

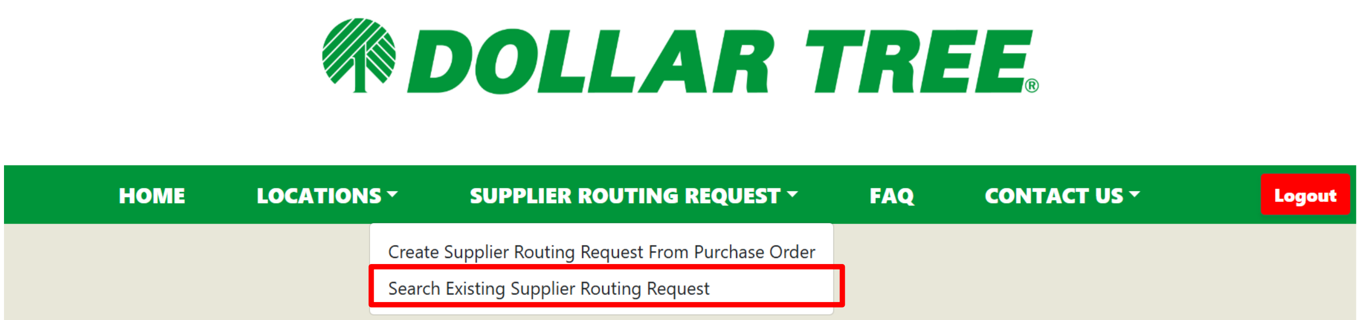
Features

- 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.

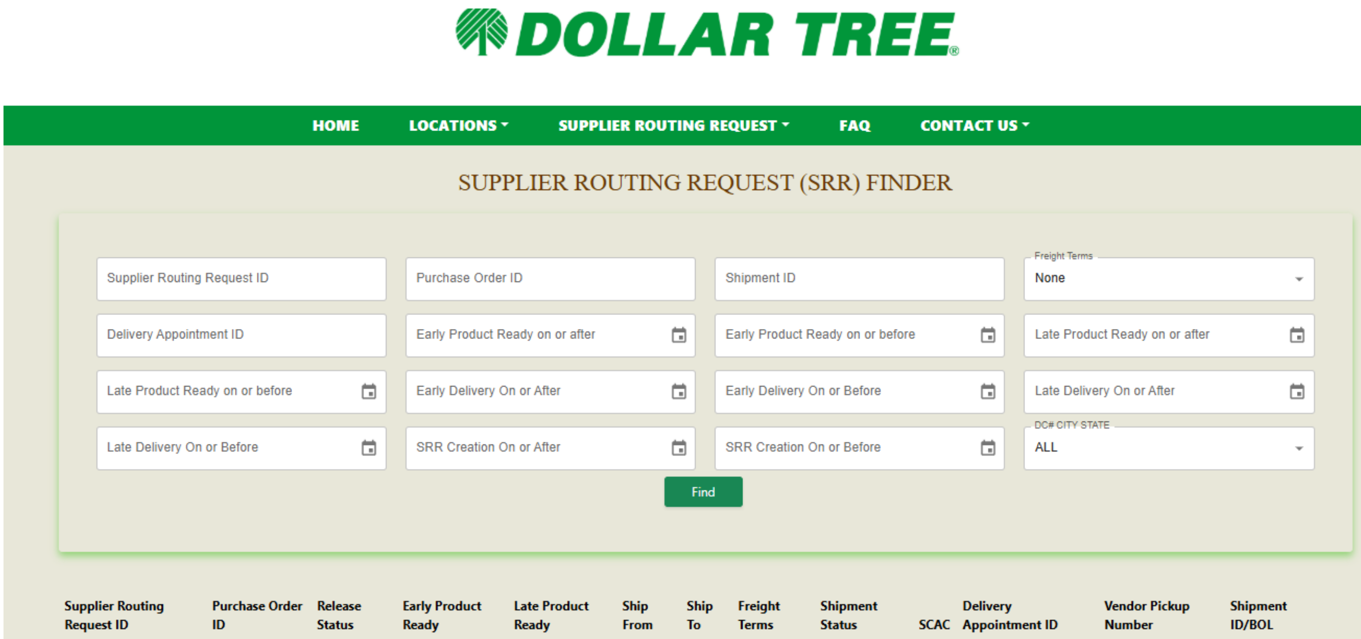
Searching for Supplier Routing Requests

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



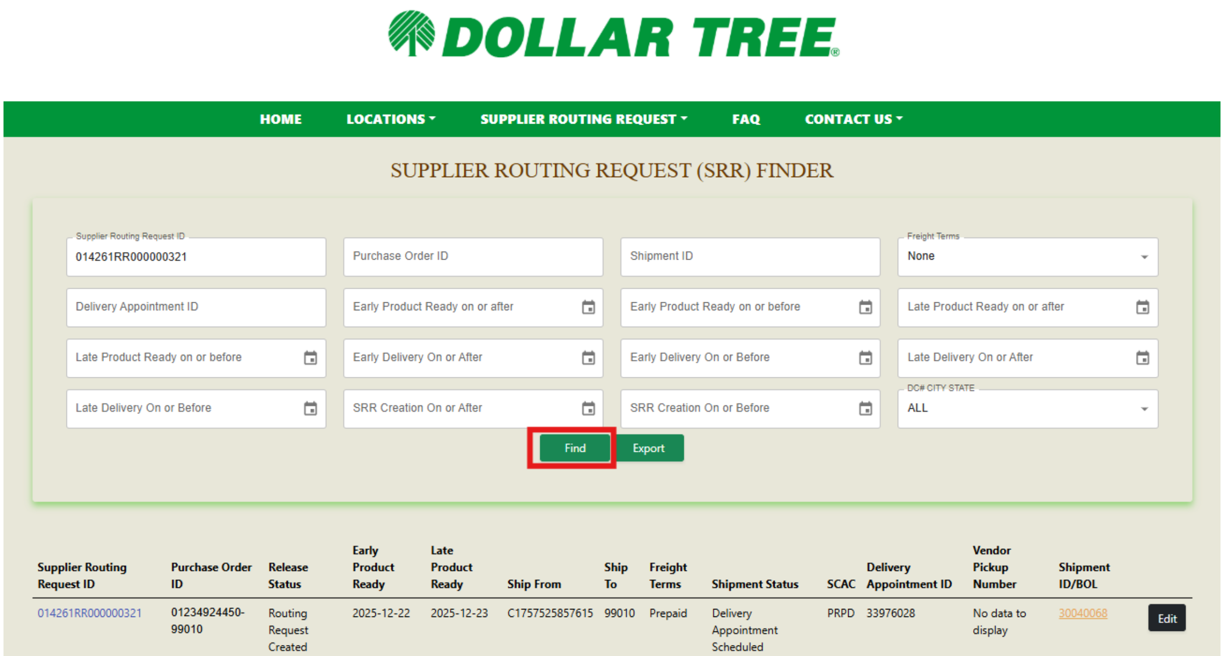


3. The **'Supplier Routing Request (SRR) Finder'** screen will display



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:

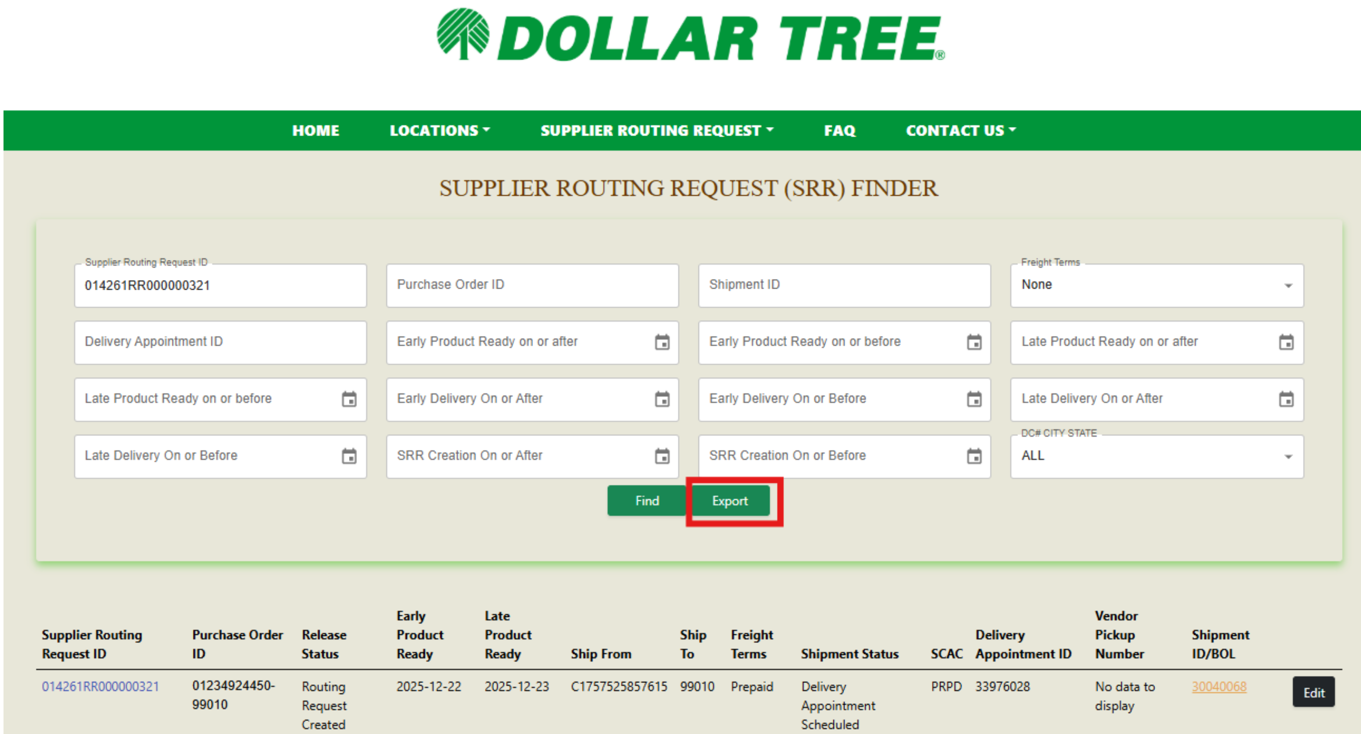


6. The lower section of the **'Supplier Routing Release (SRR) Finder'** screen, displays information about the related Supplier Routing Requests. Included is the SRR ID number hyperlink to open the Supplier Routing Request. Details will display in a secondary screen, **'Ready to Ship Manager'**.

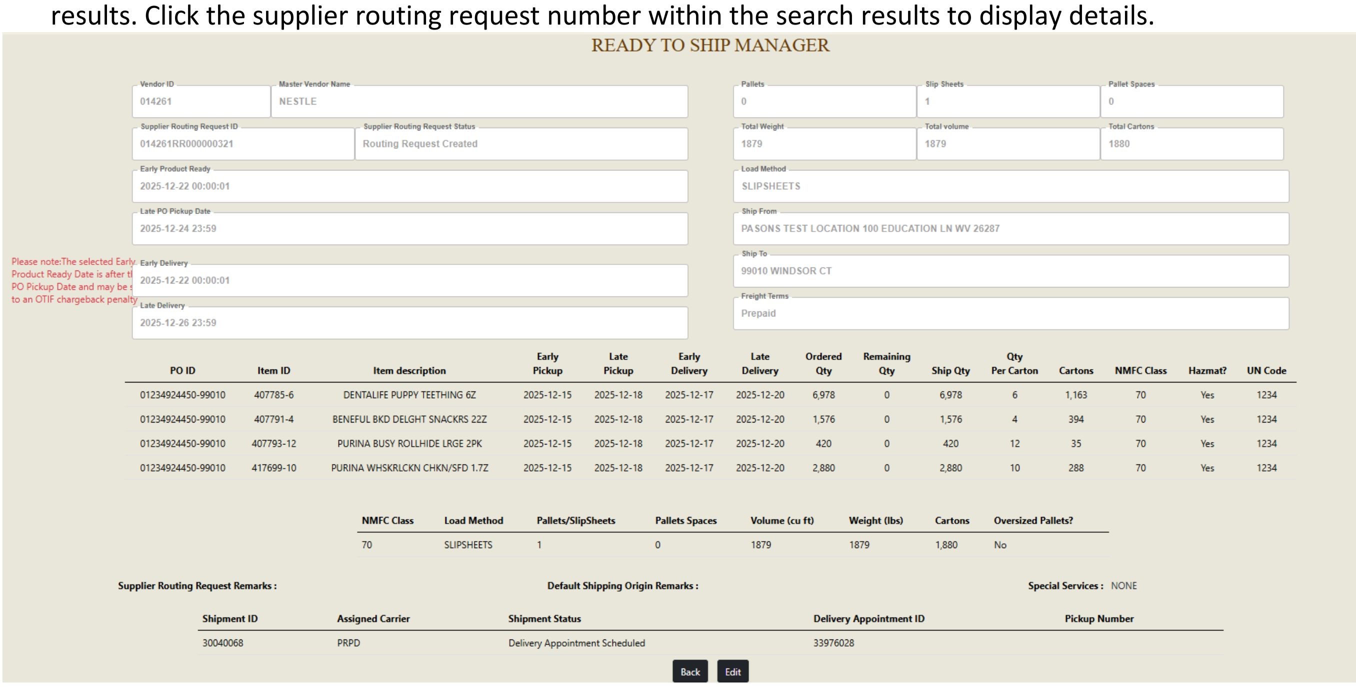
7. **'No data to display'** will appear after a search where no data was found. Validate the search criteria or expand your search.

8. 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.

9. 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.



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.



11. Additional data fields:
    a. Total Weight, Total Volume, Pallet Spaces, Total Cartons, and Load Method.
    b. 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

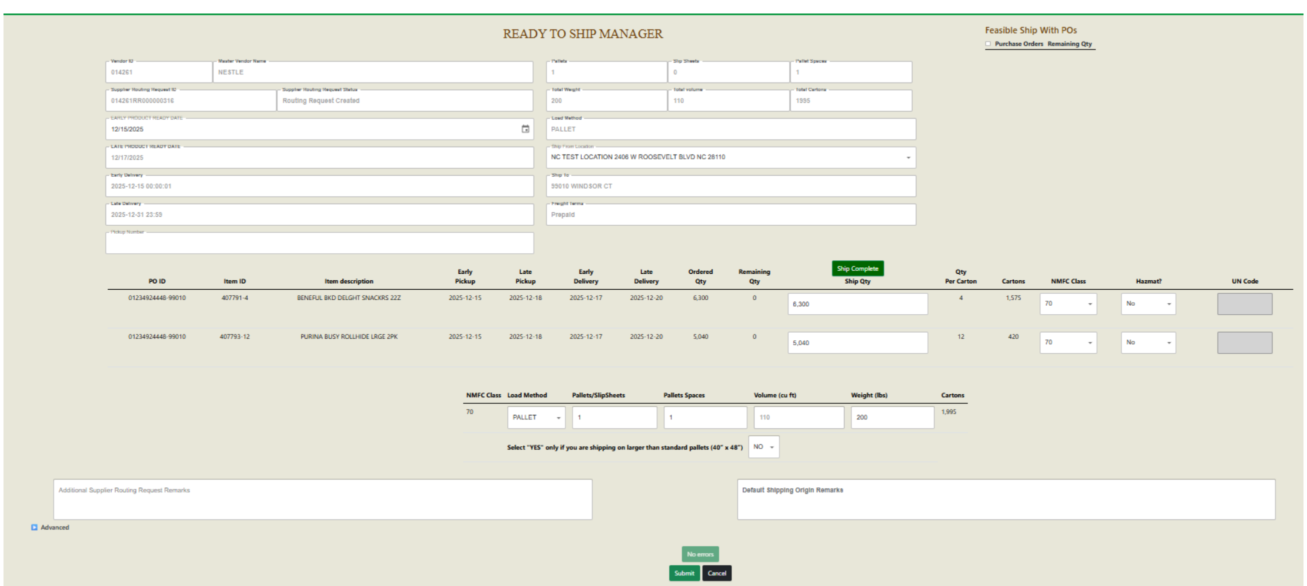
Prepaid Supplier Routing Requests can be edited as long as respective Shipment is not "Delivered". Once a prepaid Shipment is Delivered no updated are allowed as shown below (no edit button)

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:



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

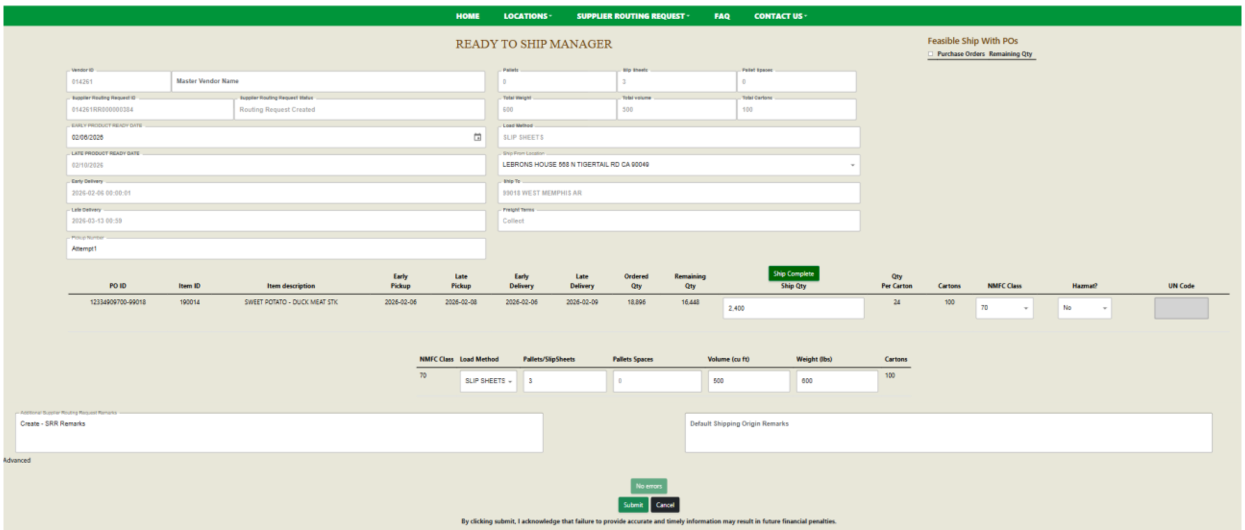
Collect Supplier Routing Requests can be edited if they are not yet planned on a Shipment. No updated are allowed once the Shipment is created as shown below (no edit button)

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.



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.

<u>Supplier Routing Request Warehouse Planning</u>

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.

<u>Supplier Routing Request Generation - Management Page</u>

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.

<u>After Supplier Routing Request Submission</u>

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