



## Custom Vendor Portal 2.0 User Guide

### Overview

This is a reference guide for the Custom Vendor Portal (CVP) to manage the release of purchase order quantities for shipment to our distribution centers

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## 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 | Family Dollar relies on strong vendor partnerships to ensure our success. We believe in building mutually beneficial relationships with all of our vendors, both current and future, based on a solid foundation of honesty and trust.

The Dollar Tree | Family Dollar logistics network encompasses the operation of a 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 order releases and convey changes.

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

For prepaid, this process will provide a shipment release identification (SID) to create your delivery appointment within C3 for the destination distribution center, [Dollar Tree C3 Reservations Quick Reference Guide](#)

For collect shipments, upon release (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 | Family Dollar with any questions.

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., Family Dollar Stores, 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:

<https://cvp.dollartree.com>

- System is compatible with browsers Chrome, Edge, Safari, Mozilla Firefox
- Do not use any EDI incompatible characters when entering data, authorized characters are { } \_ ^ [ ] \ @ = ; / . - , + ( ) % \$ # and !

## Navigation Tips

- Using the 'Back' button at the bottom of the CVP screen will take you to the prior screen and will save your prior search criteria and search results
- 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 logout 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](mailto:vendorlogin@dollartree.com) with the purchase order number you are planning to release. You will receive a log on and password for you to support the below process within 48 business hours of request.

## Home Screen Features

- Header ribbon with easy click to all drop down menu options and navigation
- Frequently Asked Questions (FAQ's)
- User guide
- Video tutorials
- 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 **in all caps**



Username  
FD.SUP\_DWILLIAMS\_TESTVENDOF

Password  
\*\*\*\*\*

LOG IN

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3. To request or reset a new username and/or password, email Vendor Login [Vendorlogin@dollartree.com](mailto:Vendorlogin@dollartree.com) with the following:
  - a. Your Company Name

- b. Your first and last name
  - c. Any Dollar Tree | Family Dollar 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 be created for a purchase order release and related quantities be initiated. CVP supports the creation of a vendor location name 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 of contacts beyond the primary
- Addition of "remarks" for each location that may be needed for the carrier to best support your order release
- Addition of daily hours of operation

### Creating a shipping location

1. From the home screen
2. Select '**locations,**' then from the dropdown select '**create location**'



3. The '**location manager**' screen will display

HOME LOCATIONS ORDER RELEASE FAQ CONTACT US

### LOCATION MANAGER

CORPORATION ID: TESTVENDOR

CALENDER ID: VENDOR\_WEEKDAY\_8TOS

LOCATION ID: [ ]

STREET ADDRESS: [ ]

LOCATION NAME: [ ]

CITY: [ ]

WAREHOUSE CONTACT NAME: [ ]

STATE/PROVINCE: [ ]

EMAIL ADDRESS: [ ]

POSTAL CODE: [ ]

PHONE NUMBER: [ ]

COUNTRY CODE: USA

REMARKS: [ ]

ADDITIONAL ADDRESS LINES: [ ]

**Validate Address**

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

Additional Contacts

Contact ID	Contact Name	Contact Type	Email Address	Phone Number
No data to display				

**Add Contact**

4. Enter the location name and the location’s physical street address and zip code
  - a. All locations names must be unique
  - b. Do not use special characters
  - c. Some fields are character limited and will display the limitation when exceeded
  
5. Enter the primary contact for the location under **‘Warehouse Contact Name,’** to include their email address and phone number. This carrier will engage this contact to book pickup appointments and ask questions. There is the option to add additional contacts, as appropriate for the specific location.
  - a. Email address and phone number will be systemically validated
  
6. Click **‘Validate Address,’** the city, state/province and country code will then populate
  - a. The street address will be systemically validated

- 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 order releases for that location.
- The Calendar ID is preset and defaults to "Vendor\_Weekday\_8to5". If your warehouse hours differ, you may enter them within the **'Location Availability'** drop downs.
- 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 **'displayed address.'**

- 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 "vendor weekday 8 to 5."

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

Areas:

- RELEASE\_SUMMARY : Individual to receive a summary report of Order Release 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.

The screenshot shows a web interface titled "Additional Contacts". It contains a table with the following columns: Contact ID, Contact Name, Contact Type, Email Address, and Phone Number. There are three rows of contact information, each with a "Delete" button. Below the table is an "Add Contact" button. At the bottom of the form is a "Create Location" button.

Contact ID	Contact Name	Contact Type	Email Address	Phone Number	
RE1641339957532	JIM SMITH	RELEASE_SUMMARY	JSMITH@GMAIL.COM	7035004000	Delete
TE1641339957532	JIM SMITH	TENDER	JSMITH@GMAIL.COM	7035004000	Delete
WH1641339957532	JIM SMITH	WAREHOUSE	JSMITH@GMAIL.COM	7035004000	Delete

12. 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 for creating order releases.

## Modifying Existing Locations

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 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
2. Select 'locations', then from the dropdown select 'search location'



3. A search screen will display



4. 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 listing of all locations.
5. If the search criteria is not 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 criteria, the listing may be lengthy and will need to be scrolled to display all available data.

If you do not find the needed location, adjust the search criteria.

**LOCATION MANAGER**

CORPORATION ID: TESTVENDOR

CALENDER ID: VENDOR\_WEEKDAY\_ITOS

LOCATION ID: 774554558

\* STREET ADDRESS: 305 UPLAND PL

\* LOCATION NAME: TEST LOCATION

CITY: ALEXANDRIA

STATE/PROVINCE: VA

\* WAREHOUSE CONTACT NAME: JIM SMITH

\* EMAIL ADDRESS: JSMITH@GMAIL.COM

\* PHONE NUMBER: 7035004000

\* POSTAL CODE: 22001

COUNTRY CODE: USA

DEFAULT SHIPPING ORIGIN REMARKS: PLEASE CALL 24 HOURS IN ADVANCE

ADDITIONAL ADDRESS LINES

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

Additional Contacts

Contact ID	Contact Name	Contact Type	Email Address	Phone Number	
RE1641339957532	JIM SMITH	RELEASE_SUMMAI	JSMITH@GMAIL.COM	7035004000	Delete

6. All fields can be edited within the below limitations:

- a. All locations names must be unique
- b. Email address, street 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

Location availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time	<input type="text"/>	08:00	08:00	08:00	08:00	<input type="text"/>	<input type="text"/>
End time	<input type="text"/>	19:00	19:00	19:00	19:00	<input type="text"/>	<input type="text"/>

Additional Contacts

Contact ID	Contact Name	Contact Type	Email Address	Phone Number	
RE1641339957532	JIM SMITH	RELEASE_SUMMAI	JSMITH@GMAIL.COM	7035004000	Delete
TE1641339957532	JIM SMITH	TENDER	JSMITH@GMAIL.COM	7035004000	Delete
WH1641339957532	JIM SMITH	WAREHOUSE	JSMITH@GMAIL.COM	7035004000	Delete
RE1642031612969	<input type="text"/>	RELEASE_SUMMAI	<input type="text"/>	<input type="text"/>	Delete
RE1642031614345	<input type="text"/>	RELEASE_SUMMAI	<input type="text"/>	<input type="text"/>	Delete

[Add Contact](#)

7. Under **'location availability'** fields, and **'additional 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 contacts row.
  
8. When edits are complete, click the **'update location'** button. NOTE: if the update button does not click, a required field will need to be adjusted or populated.

WH1641339957532	JIM SMITH	WAREHOUSE	JSMITH@GMAIL.COM	7035004000	Delete
RE1642031612969	<input type="text"/>	RELEASE_SUMMAI	<input type="text"/>	<input type="text"/>	Delete
RE1642031614345	<input type="text"/>	RELEASE_SUMMAI	<input type="text"/>	<input type="text"/>	Delete

[Add Contact](#)

[Update Location](#)
[Cancel](#)
[Delete Location](#)

9. To delete a location, select the **'delete location'** button
  - a. Locations associated with existing order releases for shipping cannot be deleted, and you will receive an error message.
  
10. 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 searching or creating new order releases

The screenshot shows a web form titled "LOCATION MANAGER" with the following fields and values:

CORPORATION ID	TESTVENDOR	CALENDER ID	VENDOR_WEEKDAY_8TO5
LOCATION ID	774594558	* STREET ADDRESS	335 UPLAND PL
* LOCATION NAME	TEST LOCATION	CITY	ALEXANDRIA
<input checked="" type="checkbox"/> ACTIVE		STATE/PROVINCE	

## Searching for Purchase Orders to Create Order Releases

### Purchase Order Searching

- Search by PO creation, pickup or delivery date
- Search by PO number or partial PO number
- Include or exclude canceled PO's within searches
- Include or exclude PO's with no remaining quantity to release within searches

### Create Order Releases

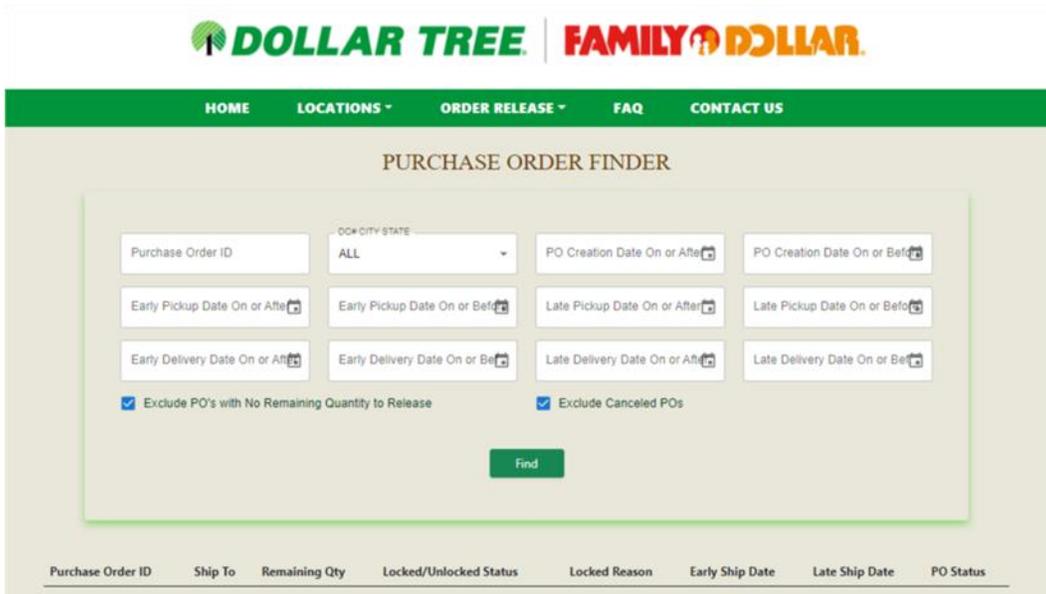
- Indicate when product by PO will be available by date for carrier pickup; either by item or by 'shipping complete'
  - Correct date information is required for efficient goods movements. Incorrect date details could result in delays and possible financial penalty for non-compliance
- Identify which items are available to ship
  - Correct quantities and product information is required for most economical goods movements and buyer tracking. Incorrect quantities or other data could result in financial penalty up to including charge back for added freight or handlings costs
- Select the vendor shipping location applicable to the products being released
- Select from drop-downs relevant NMFC freight class
- Indicate if an item is classified as hazardous / dangerous goods for shipping
- Include a pickup number (30 character max) and a free form field for additional Order Release remarks (80 character max)

## Searching for Purchase Orders and Creating Order Releases

1. From the home screen
2. Select **'order release'**, then from the dropdown select **'create order release from purchase order'**



3. The **'purchase order finder'** screen will display



4. To display all purchase orders, select **'find'** with all search options blank.
5. 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 PO's 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 PO's.
6. In the example below, the search criteria used on or after 1/1/2022 as the **'PO Early Ship Date'** and you can use any combination of the search fields to reduce the PO search results. All PO's that met this date criteria will be listed at the bottom of the screen. In this case, only one PO met the date search criteria.

Purchase Order ID	Ship To	Remaining Qty	Locked/Unlocked Status	Locked Reason	Early Ship Date	Late Ship Date	PO Status
<a href="#">4437612909515</a>	9515 ST GEORGE UT	1,380	NOT LOCKED		2022-03-07	2022-03-10	Active

7. Click the **'purchase order ID'** hyperlink for the PO to be releases, and the **'ready to ship manager'** screen will display to allow order release generation.
  - a. NOTE: COLLECT Purchase Orders "LOCK" if Order Release is trying to be created within 7 days of PO Early Ship Date. PREPAID Purchase Orders that are over 180 days late will "LOCK". Zero or negative quantities will also "LOCK" a PO. Contact your merchant buyer to ensure the product is still needed, and appropriate date adjustments applied.
  - b. 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](mailto:venderlogin@dollartree.com)), provide your Login (IE: FD.SUP\_XXX) and the PO number.

HOME LOCATIONS ORDER RELEASE FAQ CONTACT US

### PURCHASE ORDER FINDER

Purchase Order ID: 4437612909515  
 DC# CITY STATE: ALL  
 PO Creation Date On or After:   
 PO Creation Date On or Before:   
 Early Pickup Date On or After:   
 Early Pickup Date On or Before:   
 Late Pickup Date On or After:   
 Late Pickup Date On or Before:   
 Early Delivery Date On or After:   
 Early Delivery Date On or Before:   
 Late Delivery Date On or After:   
 Late Delivery Date 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	PO Status
<a href="#">4437612909515</a>	9515 ST GEORGE UT	1,380	NOT LOCKED		2022-03-07	2022-03-10	Active

- 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

HOME LOCATIONS ORDER RELEASE FAQ CONTACT US

### READY TO SHIP MANAGER

Vendor ID: TESTVENDOR  
 Purchase Order ID: 4437612909515  
 Early PO Ship Date: 03/07/2022  
 Late PO Ship Date: 03/09/2022  
 EARLY PRODUCT READY DATE: 03/07/2022  
 LATE PRODUCT READY DATE: 03/09/2022  
 Ship From Location:   
 Freight Terms: COLLECT  
 Ship From: DEFAULT  
 Destination: 9515 ST GEORGE UT  
 Pickup Number:

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?
FDS_1200344	TOASTEM CHOC FDGE TST PASTRY 1.8OZ 6CT	03/07/2022	03/09/2022	03/08/2022	03/12/2022	2,184	1,572	<input type="text"/>	12	0	70.0	No
FDS_1298339	CHESTNUT HILL APPLE CIN FRF BAR 1.3OZ 6CT	03/07/2022	03/09/2022	03/08/2022	03/12/2022	2,016	1,208	<input type="text"/>	8	0	70.0	No

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

Additional Order Release Remarks:   
 Default Shipping Origin Remarks:

Submit Back

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

Note: Within the 'Ready to Ship Manager' screen, the early and late PO ship dates from the PO cannot be changed.

- Enter/verify 'Early Product Ready Date'
  - If 'Early PO Ship Date' is in the future, select the date the product will be first available for shipping. This must be after the Early PO Ship Date.

- b. If 'Early PO Ship Date' is in the past, then this date field will default to the next business day from today's date. Eg. If today is Friday, the date in this field would be the upcoming Monday. You may select a future date that the product will be ready for shipping up to the PO Late Ship Date.

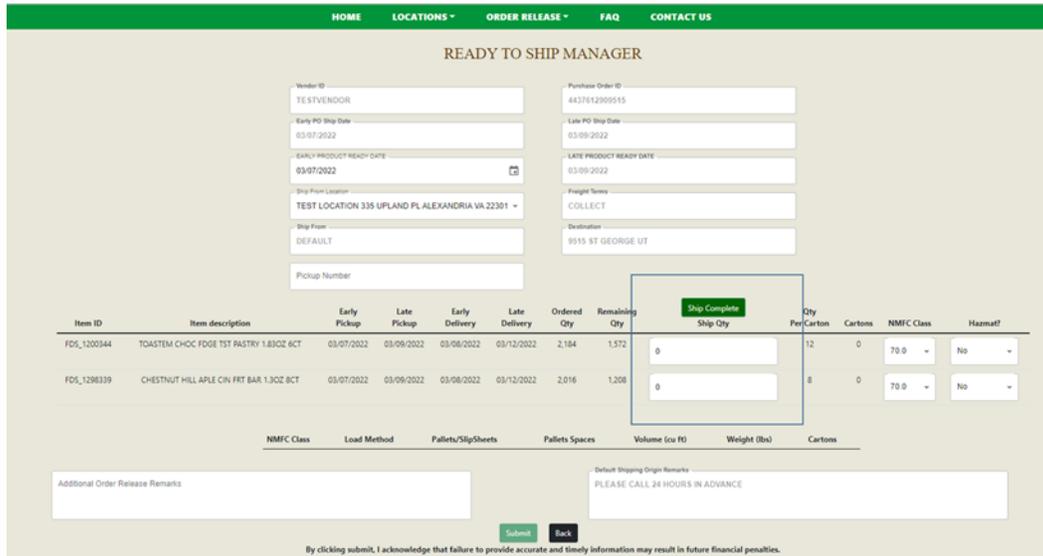
Note: If the product will be ready after the PO Late Ship Date, Contact your buyer for a date modification.

10. **'Late Product Ready Date'** is date will be automatically set to enable a three business day pick up window. The days are inclusive of both the Early and Late Product Ready Dates. In the example above, the 'Early Product Ready Date' of 3/7/22 automatically sets a 'Late Product Ready Date' of 3/9/22.
11. Select the ship 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; then create the location.
12. 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 merchant buyer on the PO.
13. Enter vendor reference number (optional), use the **'Pickup Number'** field. This field is Max 30 characters in length and will only allow certain special characters , authorized special characters are { } \_ ^ [ ] \ @ = ; / . - , + ( ) % \$ # and !
14. 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.*

15. **Late Product Ready Date:** This date will be automatically set to be the Early Product Ready Date plus three business days. The days are inclusive of the Early Product Ready Date. As example from the above, the 'Early Product Ready Date' of 3/7/22 automatically sets a 'Late Product Ready Date' of 3/9/22.
16. Select the ship origin from the **'Ship from Location'** dropdown field.
17. Verify the **'Freight Terms'** field is auto-populated from the terms on the PO as either 'Collect' or 'Prepaid'. Hovering over this field shows the definition. If terms are incorrect, please contact the merchant on the PO.
18. To enter any vendor reference number, use the **'Pickup Number'** field. This field is 30 characters in length and will not allow for any non-compliant EDI characters

19. Enter the quantities to release from the PO line(s) as shown below:

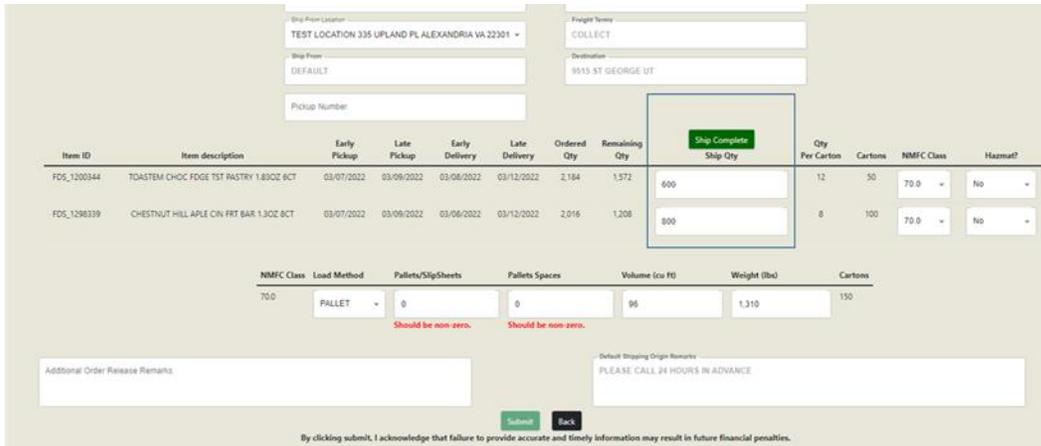


20. In the items section of the screen, enter the quantities for shipping in the **'Ship Qty'** field(s). The quantities entered must be in multiples of the **'Qty Per Carton'** field. An error message will indicate quantity errors. If the entire PO and open quantities are to ship complete, select the **'Ship Complete'** button.

- a. If the PO is less than 30 pallets and under 45,000 pounds, there should be a single truckload releases, exceptions should be reported to the merchant buyer.

21. 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 any items on your release are classified as hazmat / dangerous goods for shipping.
- c. NOTE: failure to correctly select either **'NMFC'** class or **'HazMat'** field values may result in financial penalties.



22. Select the **'Load Method'** for the Order Release. There are three load methods: Pallet, Slip\_Sheet 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 product should be stacked
  - b. Slip\_Sheet: enter the count of slip sheets in the **'Pallets/SlipSheets'** field.
  - c. Floor\_load: do not enter any values in **'Pallets/SlipSheets'** or **'Pallet Spaces'** fields. The system will use the carton count, volume and weight fields only when creating a floor loaded Order Release.

*NOTE: For floor loaded shipments that are less than truckload, you may be request 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.*

23. Validate **'Weight (lbs)'** and **'Volume (cu ft)'**. 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.
24. Enter any additional remarks related to pickup instructions or other special instructions in the **'Additional Order Release Remarks'** field. This field is limited to 80 characters This field is limited to 80 characters and will only allow certain special characters, authorized special characters are { } \_ ^ [ ] \ @ = ; / . - , + ( ) % \$ # and !

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?
FDS_130044	TOASTEM CHOC FDGE TST PASTRY 1.83OZ BCT	03/07/2022	03/09/2022	03/06/2022	03/12/2022	2,184	1,572	600	12	50	70.0	No
FDS_129839	CHESTNUT HILL APPLE CN FRF BAR 1.3OZ BCT	03/07/2022	03/09/2022	03/06/2022	03/12/2022	2,016	1,208	800	8	100	70.0	No

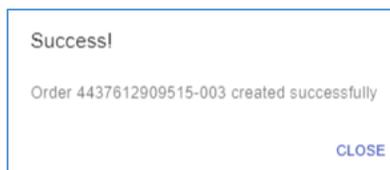
NMFC Class	Load Method	Pallets/SlipSheets	Pallets Spaces	Volume (cu ft)	Weight (lbs)	Cartons
70.0	PALLET	0	0	96	1,310	150

Additional Order Release Remarks:

Default Shipping Origin Remarks: PLEASE CALL 24 HOURS IN ADVANCE

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

25. 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 OR 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
  - b. Incorrect order releases must be deleted to prevent any shipment planning errors.



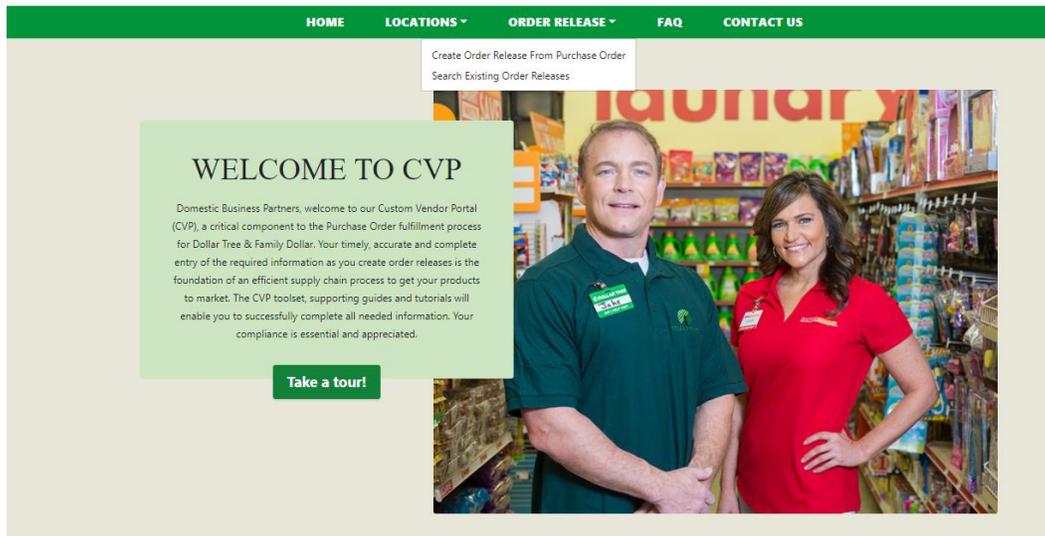
## Searching for Existing Order Releases and Shipments (SIDs)

### Features

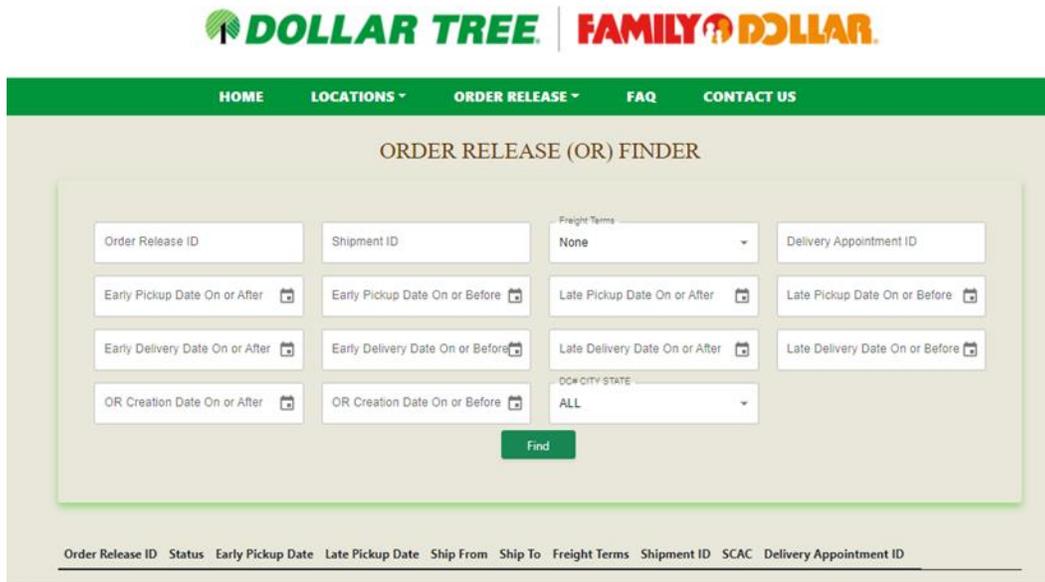
- Date based search criteria using pickup and delivery dates from the vendor Order Release (OR)
- Searching by OR ID number or PO number
- Date based search criteria using the OR creation dates
- Searching by C3 Delivery Appointment ID
- Searching by Shipment ID
- Ability to use search criteria and see results from the criteria on the same screen
- Viewing of OR status information
- Viewing of associated Shipment IDs and Carrier SCAC identification
- Exporting OR search results into Excel
- The ability to delete OR's that have not been planned onto a Shipment

### Searching for Order Releases

1. From the home screen
2. Select **'order release'**, then from the dropdown select **'search existing order releases'**



3. The 'Order Release (OR) Finder' screen will display



4. To display all order releases select 'Find' with all search options blank. To reduce search results, enter search criteria to order release number, the DC destination or other data elements.
  - a. Search in the 'Order Release ID' field by entering the 'Order Release ID' or the 'Purchase Order ID' in the same field and all Order Releases (OR's) will display that have been previously released.
  - b. Search using any of the date related fields to find OR's based on date fields that exist on the OR's. If a shipment has been created, you may use the shipment ID to find the OR to

which it is related. You can use the **'Freight Terms'** drop down or the destination DC in the **'DC# City State'** dropdown field.

- After criteria entry, click the **'Find'** button. The results will present at the bottom of the screen, example below:

Order Release ID	Status	Early Pickup Date	Late Pickup Date	Ship From	Ship To	Freight Terms	Shipment ID	SCAC	Delivery Appointment ID	Delete
4437612909515-003	Not Yet Planned	2022-03-07	2022-03-09	TEST LOCATION	9515	COLLECT	No data to display	No data to display	No data to display	Delete
4437612909515-004	Not Yet Planned	2022-03-08	2022-03-10	TEST LOCATION	9515	COLLECT	No data to display	No data to display	No data to display	Delete

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

**ORDER RELEASE (OR) FINDER**

Order Release ID: 4437612909515

Shipment ID: [Empty]

Freight Terms: None

Delivery Appointment ID: [Empty]

Early Pickup Date On or After: [Empty]

Early Pickup Date On or Before: [Empty]

Late Pickup Date On or After: [Empty]

Late Pickup Date On or Before: [Empty]

Early Delivery Date On or After: [Empty]

Early Delivery Date On or Before: [Empty]

Late Delivery Date On or After: [Empty]

Late Delivery Date On or Before: [Empty]

OR Creation Date On or After: [Empty]

OR Creation Date On or Before: [Empty]

POW CITY STATE: ALL

Buttons: Find, Export

Order Release ID	Status	Early Pickup Date	Late Pickup Date	Ship From	Ship To	Freight Terms	Shipment ID	SCAC	Delivery Appointment ID	
4437612909515-003	Not Yet Planned	2022-03-07	2022-03-09	TEST LOCATION	9515	COLLECT	No data to display	No data to display	No data to display	Delete
4437612909515-004	Not Yet Planned	2022-03-08	2022-03-10	TEST LOCATION	9515	COLLECT	No data to display	No data to display	No data to display	Delete

10. 'Order Release Manager' provides additional data not displayed in the order release finder results. Click the order release number within the search results to display details.

**ORDER RELEASE MANAGER**

Vendor ID: NESTLE

Order Release ID: 4437612909515-002

Ship To: 9515

Freight Terms: COLLECT

Early Pickup: 2022-01-17 00:01:00

Late Pickup: 2022-01-19 23:59:00

Early Delivery: 2022-01-26 00:01:00

Late Delivery: 2022-01-28 23:59:00

Ship From: 2114971220 - JERRY LOCATION

Total Weight: 1309.98

Total Volume: 110

Pallet Spaces: 1

Total Cartons: 150

Load Method: PALLET

Item ID	Item description	Ship quantity	Cartons	Hazmat ?
FDS_1298339	CHESTNUT HILL APPLE CIN FRT BAR 1.3OZ 8CT	800	100	N
FDS_1200344	TOASTEM CHOC FDGE TST PASTRY 1.83OZ 6CT	600	50	N

Shipment ID: [Empty] Assigned Carrier: [Empty] Shipment Status: [Empty]

Buttons: Cancel

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 Order Release Finder screen.

## FAQ's

FAQ	Answer
<b>Login Issues.</b>	
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, individual's 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 I get past the login screen.	<ol style="list-style-type: none"><li>1. Manually type in the Username and Password at the log on screen. Do not copy and paste spaces.</li><li>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-into 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.</li><li>3. Verify you are using a US version of Firefox, Chrome or Microsoft Edge.</li><li>4. Email vendorlogin@dollartree.com with the details of your issue, include your logon name and screen shots (if possible)</li></ol>
I'm experiencing issue 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.
<b>Location Management.</b>	
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, update name and contact information or add an additional point of contact.

## FAQ

## Answer

Order Release Generation - Locked/Not listed POs	
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 an Order Release. 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 old order release that is no longer accurate.
How do I unlock a PO with a zero quantity?	A zero quantity occurs when all of the quantities of the purchase order have already been released onto an Order Release. Proactively notify the transportation analyst to adjust the previous Order Release's 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 properly reflected after 4 hours.
I'm outside the US and my date format isn't populating correctly. What do I do?	A browser setting is DD/MM/YYYY is incorrect for the CVP system. A US version of Firefox should resolve the challenge as it uses MM/DD/YYYY format, use <a href="https://www.mozilla.org/en-US/firefox/new/">https://www.mozilla.org/en-US/firefox/new/</a> 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 actually 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 dates that conflict
My PO is Less than 45,000 pounds and 30 pallets. Should I have more than one Order Release?	If the entire Purchase Order is originating 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 with questions

Answer

FAQ

<b>Order Release Warehouse Planning</b>	
Should I stack my Pallets?	All stackable product 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
<b>Order Release Generation - Management Page</b>	
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
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	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

<b>After Order Release Submission.</b>	
When/How do I get my Shipment Identification (SID) number for collect term shipments?	Collect shipment ID's 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 ID's 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 Order Release. How do I fix it?	If the order release has not yet been assigned an SID, cancel the order release in the CVP and re-create it as necessary. If the order release is already assigned an SID, it cannot be canceled and must contact the transportation analyst to have the order release edited/cancelled.
I have an Order Release but 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	Contact the merchant buyer

FAQ

<b>DC Delivery Appointments (C3 Reservations)</b>	
Who can I get help from regarding a DC delivery appointment?	Reference the C3 appointment scheduling guide <a href="https://www.dollartree.com/file/general/C3_Reservations_HTML5_Reference_Guide.pdf">https://www.dollartree.com/file/general/C3_Reservations_HTML5_Reference_Guide.pdf</a>
My carrier can't find the SID in the delivery appointment system.	Reference the C3 appointment scheduling guide <a href="https://www.dollartree.com/file/general/C3_Reservations_HTML5_Reference_Guide.pdf">https://www.dollartree.com/file/general/C3_Reservations_HTML5_Reference_Guide.pdf</a>