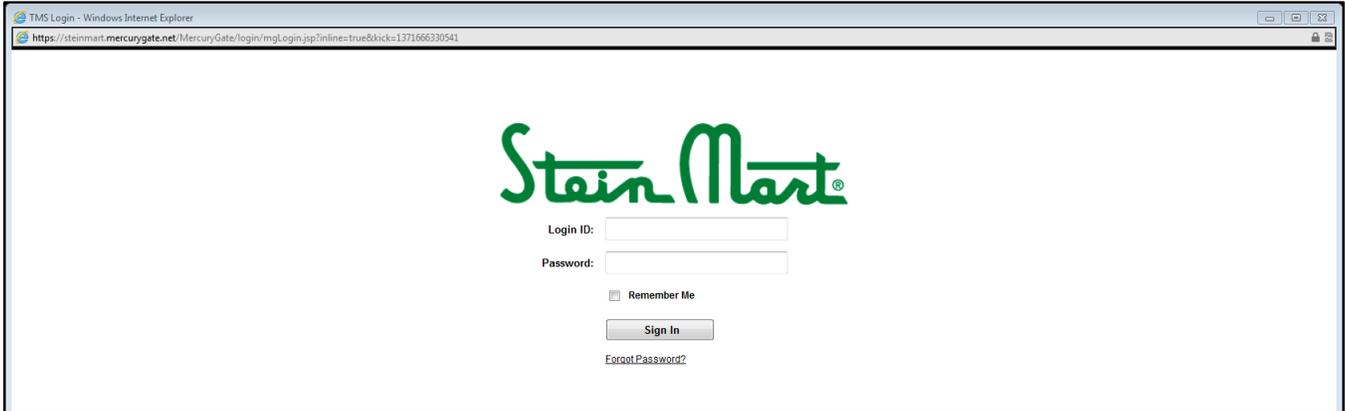# SmartRoute Routing

SmartRoute Login

The SmartRoute vendor portal was designed to create a simple streamlined routing process for the Stein Mart vendors. SmartRoute offers a one stop option for reviewing open PO(s), submitting routing requests, and viewing the status of your shipments. The following information will guide you through the basics of the SmartRoute vendor portal functionality.

SmartRoute Website
https://steinmart.mercurygate.net/MercuryGate/login/mgLogin.jsp?inline=true&kick=1371666330541

Login ID
Vendors must submit the SmartRoute Vendor Form, located at vendors.steinmart.com, to obtain a Login ID. Login IDs will generally be an email address, followed by an underscore ("_"), and then followed by the applicable vendor number. There will never be a space in your Login ID.

Password
Once you have submitted your information using the SmartRoute Vendor Form, you will receive an email within 48 hours containing your password to SmartRoute.

Remember Me
You may select this box if you would like the system to remember your Login ID and password for future use.

Forgot Password
If you forget your password, please select "Forgot Password" and you will be prompted to enter your Login ID and the corresponding email address. Please ensure you enter the email address that was established at setup on the SmartRoute Vendor setup form. Select "Save" and an email will be generated with a link to reset the password. Please click on the link in your email and follow the steps to reset the password.
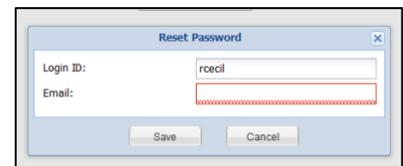

Forgot Login ID

If you forget your Login ID, or have trouble accessing SmartRoute, send an email to transportation@steinmart.com. Please include your company name and child vendor number.

SmartRoute Vendor Dashboard

Once you login using the vendor portal, you will automatically be taken to the vendor dashboard. The vendor dashboard contains four portlets: Vendor News, Shipment Routing Request, Manage Locations, and Shipment Status. A screen shot of the vendor dashboard is below.
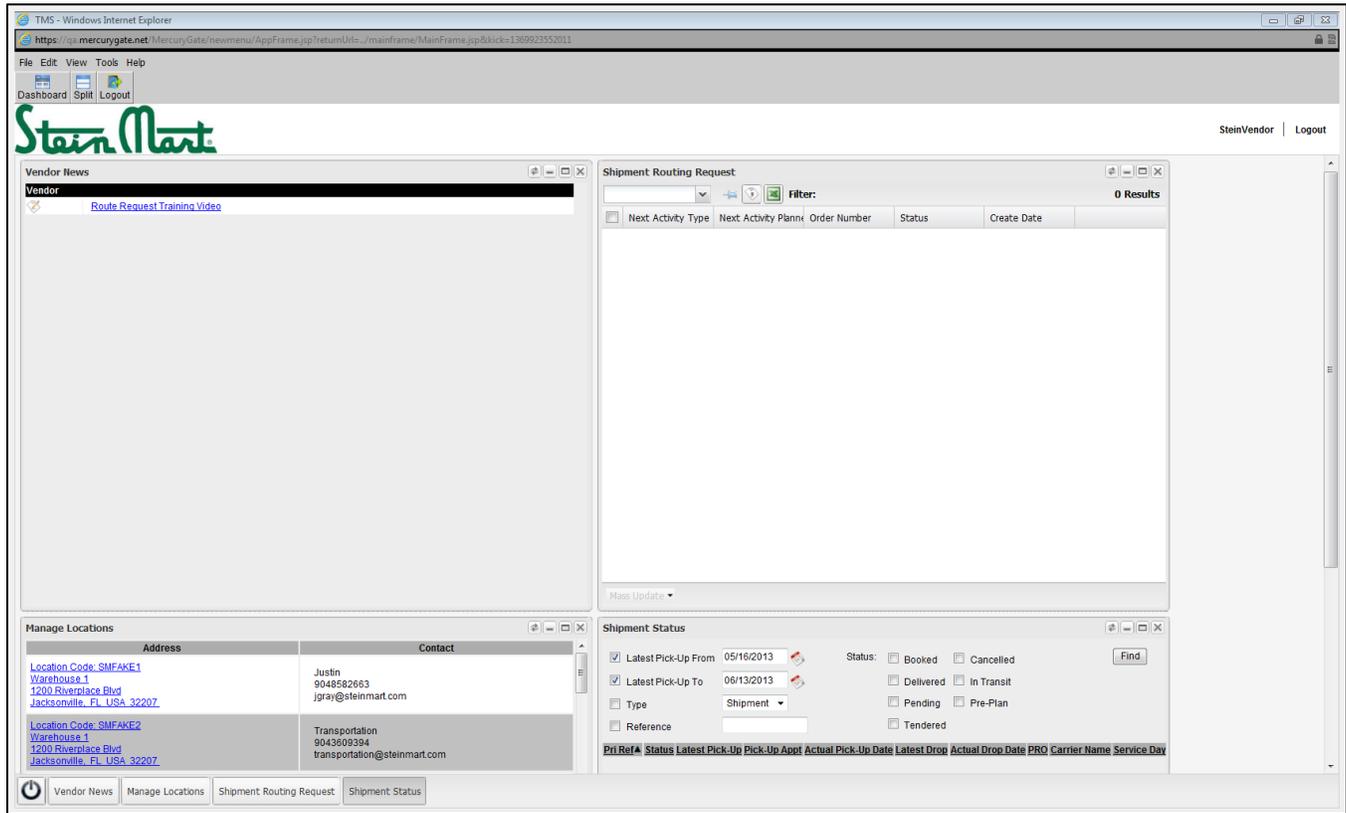
Vendor News

The Vendor News portlet will be used to communicate information about Stein Mart routing to our vendors. It will also include a link to the Stein Mart vendor website.

Manage Locations

The shipping locations you submitted using the vendor SmartRoute Form will appear here. Within this portlet, you can review and edit the facility contact information and hours of operation.

Shipment Routing Request

To submit routing, vendors will use the Shipment Routing Request portlet.

Shipment Status

To review the status of routing requests, vendors will use the Shipment Status portlet. (Ex: Booked, Delivered, Pending, Tendered, Cancelled, In Transit, Pre-Plan).

How to Submit SmartRoute Routing Request

All Stein Mart purchase orders (PO) with a start ship date that begins within the next 30 days will be listed in the portlet. The SmartRoute portlet has specific routing requirements, please ensure you review the Tips for Success below prior to submitting routing requests. Please follow the steps below to submit a routing request.

**To View All PO(s) Available to Route**

Select Report "Available to Route" from the first drop down menu.

Tips for Success: Click on the column header drop down arrow to narrow the list of PO(s) displayed by sorting and filtering.

- *Sort Ascending*
- *Sort Descending*

Select the PO(s) to Submit for Routing.

1. Select the PO(s) from the list to begin the routing request process. Please note:
- Vendors may select multiple POs
- Multiple PO(s) selected must be destined for the same SDC
- PO(s) must have overlapping ship windows of at least one business day
    - (Ex: 987654 4/1/13-4/8/13 and PO 987653 4/7/13-4/9/13 have one overlapping business day, 4/8/13)
- Total cube cannot exceed 3,200 cubic feet per request. If the cube is greater than 3,200, you must submit multiple requests
    - If the product characteristics allow you to load more than 3,200 cube or 26 pallets on a 53' ft. trailer, please contact routing@steinmart.com prior to submitting your request
- Total weight cannot exceed 40,000 lbs. per request. If the weight is greater than 40,000 lbs., you must submit multiple requests
2. Click "Mass Update"
3. Click "Route"
- PO(s) will drop off 30 days after the "Do Not Ship After", or when 100% of what has been ordered has been routed.
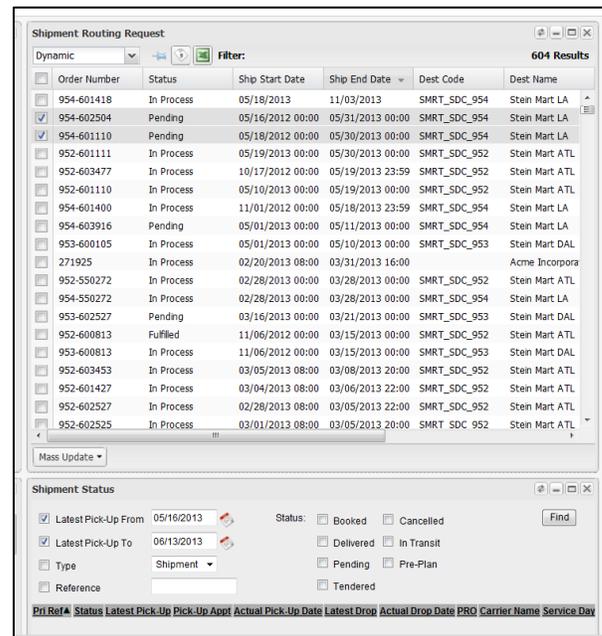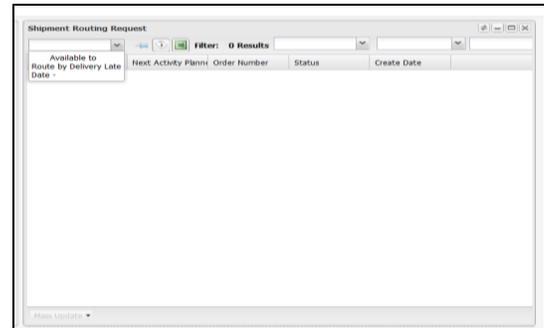
VERY IMPORTANT: At the time your shipping location goes live with SmartRoute, there may be PO's in SmartRoute that you have previously routed 100% of using the "old" method. Don't be alarmed, there is no need to route these PO's again. These PO's will simply drop off after 30 days.

If there are PO's which you have partially routed, you will be able to route the balance of the remaining units using SmartRoute. Orders with a status of "Pending" have not been previously routed in the system, whereas orders in a status of "In Process" or "Fulfilled" have been routed at least once. Please note that the quantity of units appearing in SmartRoute on the final screen of the routing process under the "Ordered

Quantity" will be the total quantity of the PO. The balance you may have on hand left to route is labeled "Remaining Unit Quantity".

Select Pickup Location and Ready Date

1. Select the pickup location from the drop down menu
2. Please ensure the location contact information is accurate as the bill of lading and routing instructions will be sent to this email address. Multiple email addresses may entered by putting a semi-colon (";") and a space between each email.

Tips for Success: If your location does not appear, please fill out and submit the location using the SmartRoute Vendor Form, located on the vendor website.

3. Select the Ready Date. This must be a date within the PO ship window. If not, it will require merchant approval and a Business Recovery Charge may be issued. To be considered a valid Ready Date, freight must be available for pick up at the beginning of the facility's hours of operation.
4. Click "Next"

Tips for Success: For more information on Stein Mart's lead time policy, please visit the SmartRoute Vendor Routing Guide.

Enter the PO Details

1. Orders: Select "Fragile" if applicable
2. References Section: Select "Stackable" if shipping on stackable pallets
3. Items: Enter the following information for each PO
   - Freight Class- if shipping POs with multiple freight classes, please select the **highest** freight class.
   - Shipping Unit Qty- total number of units shipping from a PO
     (Ex: 1 carton with 5 units, shipping unit quantity=5)
   - Carton Qty
   - Weight (lbs.)
   - Cubic ft. (L x W x H of carton in inches divided by 1,728 multiplied by the total number of cartons)

*Tips for Success: Please visit the SmartRoute Vendor Routing Guide and review the loading guidelines prior to routing.*

4. Ship Units: Enter the shipment totals
   - Actual Quantity
     - o If you ship floor loaded, please select "Floor" and enter the total number of cartons
       - o **VERY IMPORTANT**: Stein Mart expects every routing request to be submitted floor loaded with the exception of department 8 merchandise that is fragile.
     - o If you are a department 8 vendor and your shipment is palletized, please select "Pallet" and enter the total number of pallets for your shipment (Max 26 or Max 52 if stackable).
   - Weight (lbs.)- Shipment Total, including pallets if palletized
   - Cubic Ft- Shipment Total, including pallets if palletized
5. Contact: Ensure the contact information is accurate. The route request contact will receive a copy of the routing instructions.
6. Special Instructions: Enter any special instructions, including but not limited to lunch hours, holidays, road construction, etc. **If shipping 15 cartons or less, you must include the largest carton dimensions in the Special Instructions.**
7. Click "Save"
8. SmartRoute will generate a Shipment ID.
9. Please make note of your Shipment ID number
10. The request will be transmitted to Stein Mart for Routing
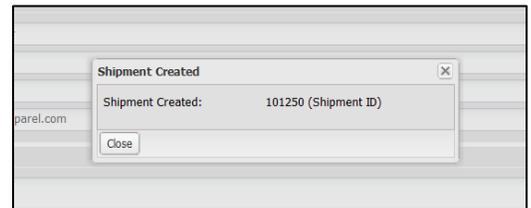
What Happens After You Have Completed and Submitted Your Routing Request

- Your routing request will be captured within the SmartRoute system
- Stein Mart will then review your shipment and send you routing instructions at least 24 hours in advance of the ready date of the shipment
- You will receive your routing instructions via email, and they will be sent to the location contact and any other contacts you have entered in the Location Contact section of SmartRoute
- Along with the routing instructions, you will also receive a SmartRoute generated BOL
  - o **VERY IMPORTANT**: Regardless of whether you use the SmartRoute BOL or your own BOL, it is critical that you write the SmartRoute Load ID in the Special Instructions section of either the SmartRoute BOL or your own BOL. The Load ID is an 8 character ID for the load, always starting with "SM" followed by 6 digits. The Load ID will be listed in the routing instructions and the BOL that are generated from the system.
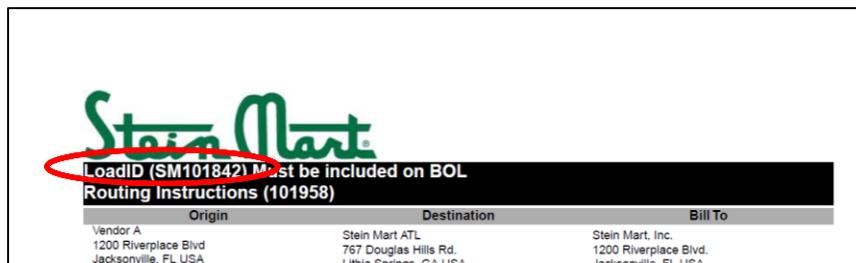
- For NRS LTL shipments, NRS will pick up your shipment on the ready date provided in your routing request.
- For all other LTL carriers, it will continue to be the vendor's responsibility to contact the carrier to confirm your pickup appointment.
- **If you receive LTL routing instructions for your shipments, the entire pick up must be palletized on 8 pallets or less.** In the event the pickup will not fit on 8 pallets, please email routing@steinmart.com for additional instructions. Unless prior authorization is received from Stein Mart Transportation, all pallets should be a minimum of 6 feet and a maximum of 8 feet tall.
- For truckload shipments, the carrier will contact you to confirm your pickup appointment.

SmartRoute Error Messages

The following are error messages that will appear based on the information entered into SmartRoute. There are two categories of messages – Errors and Warnings.

Errors: If you receive an error message, the information submitted must be changed in order to continue with the routing process.

1. PO ship windows must overlap by at least 1 business day (Mon – Fri) in order to be routed together. *(Error)*
2. SDC Destinations for the POs selected must be the same in order to be routed together. *(Error)*
3. Ready Date must be a business day (Mon – Fri). *(Error)*
4. Ready Date must be at least 1 business day (Mon – Fri) after the current date. *(Error)*
5. Number of pallets exceeds 26 standard pallets. Please submit additional routing requests for the balance. *(Error)*
6. Number of pallets exceeds 52 standard stackable pallets. Please submit additional routing requests for the balance. *(Error)*
7. Due to the low number of cartons being routed, this may be considered a small shipment. Please enter the dimensions of the largest carton into the "Special Instructions" dialogue box. *(Error)*
8. Weight exceeds 40,000 lbs., please submit additional routing requests for the balance. *(Error)*
9. Cube exceeds 3,200 cubic feet, please submit additional routing requests for the balance. *(Error)*
10. Shipping quantities are at XXX.XX percent of ordered, maximum has been exceeded for item 1. *(Error)*

Warnings: If you receive a warning message, information submitted should be reviewed before proceeding, but warnings are not required to be corrected before continuing with the routing process.

1. Ready date is not within the PO Ship window, if submitted routing will require merchant approval. *(Warning)*
2. Ready Date is not 2 business days (Mon – Fri) from the current date, if submitted a BRC may be issued. *(Warning)*
3. Please confirm the correct weight, cube, and class are entered. The freight class selected does not appear to match the product characteristics. *(Warning)*