



SmartRoute Vendor Training Schedule

LIVE! SmartRoute Vendor Training

Stein Mart will host 2 LIVE training webinars to assist vendors with the use of the SmartRoute Route Request Portal. This training will provide a live demonstration of the routing process, portlet functionality and a review of the most frequently asked vendor questions. Participants will be able to submit questions about the process or the use of SmartRoute, which will be answered at the conclusion of the webinar by a member of the Stein Mart Transportation team.

Please click on the hyperlink below with the date and time that you would like to attend. After clicking on the link, you will be directed to the webinar registration page. Please fill out the registration with the required details.

On the day of your selected training, please login to the webinar at least ten minutes before the scheduled time. We will begin promptly at the times indicated. You can sign up for both training sessions, however the material presented will be the same for each session.

The scheduled times for each webinar is 2:00 PM to 3:00 PM Eastern.

Pre-Recorded! SmartRoute Vendor Training (Webinar)

In addition to the 2 LIVE training webinars, Stein Mart has a previously recorded webinar available anytime on the [SMRT Vendor Website](#). Although the pre-recorded webinar does not allow for live questions, they can be submitted anytime to transportation@steinmart.com.

SmartRoute Training Documents

Helpful documents such as the *Vendor Standard Manual*, *SmartRoute Routing Process-Step by Step Guide*, *Carrier contact information* to name a few are also available on the vendor website, [SMRT Vendor Website](#). The *SmartRoute Routing Process-Step by Step Guide* is particularly useful as it provides a step-by-step guide to assist vendors with the routing process.

Please review Stein Mart's Vendor Standards Manual and routing documents periodically for updates, [SMRT Vendor Website](#).



SmartRoute Vendor Training Outline

- I. General Introduction
- II. What is Smart Route
 - a. Routing for All Purchase Orders (PO)
 - b. How it benefits the vendor community
 - c. How it benefits Stein Mart
- III. Smart Route Form
 - a. User Set Up
 - b. Location Set Up
- IV. Pending PO Report
- V. Route Request Portlet
 - a. PO Selection
 - i. Multiple POs
 - ii. Multiple SDCs
 - iii. Multiple Truckload Quantities
 - b. Location and Ready Date Selection
 - i. Ready Date Requirements
 - ii. PO Ship Window Restrictions
 - c. PO and Shipment Information
 - i. Item-Level Information
 - ii. Shipment-Level Information
 - 1. Loading Method Criteria
 - 2. Small Shipments
- VI. Documentation
 - a. SmartRoute's Generated Routing Instructions
 - b. SmartRoute's Generated Bill of Lading
- VII. Additional Portlets
 - a. Vendor News
 - b. Manage Locations
 - c. Shipment Tracking
- VIII. Resources
 - a. Updated Vendor Routing Guide
 - b. SmartRoute Vendor Routing Documentation
- IX. Questions



It is highly recommended participants review the SmartRoute Routing Process – Step by Step Guide prior to attending the presentation. The guide is located on our vendor website or click here,

<http://smvendorportal/sites/SupplyChain/Documents/SmartRoute%20Vendor%20Routing.pdf>.

Click the hyper-link below by holding down Ctrl “+”. When the page opens, select the date and time you are able to attend from the drop down list.

SmartRoute Vendor Training Webinar

This webinar occurs twice. Please register for the date and time that works best for you.

Register now!

<https://attendee.gotowebinar.com/rt/3922344292834882561>

After registering, you will receive a confirmation email containing information about joining the webinar.

[View System Requirements](#)

If you have any questions regarding SmartRoute, please email transportation@steinmart.com.

Please visit our SmartRoute Q&A section on the vendor website.

<http://smvendorportal/sites/SupplyChain/Documents/SmartRoute%20QA.pdf>.