Carrier Delivery Scheduling Process

Purpose

The purpose of this document is to provide step-by-step instructions for carriers to schedule deliveries in MIPS.

1. Log in to MIPS with a username and password.

2. In the Transportation Category, click on "Add Vendor Deliveries."

3. Then select the appropriate vendor making the delivery from the list in the "Vendor(s) for Delivery" field.
   – If making a delivery with multiple vendors, click on the first vendor and hold the "Ctrl" key to select the other vendors.
   – If the vendor is not provided in the dropdown list, please contact Bryan Vaughan at 804-213-4525 or Demond Middleton at 804-213-4534 to have them set up the vendor in MIPS.

4. Click next.

5. In the dropdown list, select the carrier that will be making the delivery.
- The "Load Type" will always be Pallet.
- External Order Id – optional external PO number (vendor)
- External Comments – optional comment regarding delivery

Add a New Vendor Delivery

Cancel ◀Prev Next▶ Submit

Denotes a required field

Vendor(s) For Delivery:

Only the Carriers for all of the vendors are displayed

★ Carrier

★ Load Type [Pallet ▼]

External Order Id

External Comments

Delivery Navigation
Modify Vendors
Products Page
2 3

Link Navigation
Add New Delivery
Perform New Search

Vendor	Product Code	Product Name	Bottle Size	BPC	Cases	Bottles
	004000	Aberfeldy 12 Year Single Malt Scotch	750ml	6		
	004614	Dewar's 25 Year Signature Scotch	750ml	6		
	004810	Craigellachie 13 Year Single Malt Scotch	750ml	6		
	4861	Dewar's White Label Scotch	50ml	120		
	004863	Dewar's White Label Scotch	200ml	48		
	004864	Dewar's White Label Scotch	375ml	24		
	004866	Dewar's White Label Scotch	750ml	12		
	004867	Dewar's White Label Scotch	1L	12		

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6. Locate the product code for the items scheduled to be delivered.

7. For each product enter the number of cases that are to be delivered in the "Cases" field.
   – The "Bottles" field will remain blank.

8. Hit Submit when all products are entered.

Add a New Vendor Delivery

Cancel | ◄Prev | Next ► | Submit

Denotes a required field

Vendor(s) For Delivery:

Only the Carriers for all of the vendors are displayed

★ Carrier

★ Load Type Pallet ▾

External Order Id

External Comments

Delivery Navigation
Modify Vendors
Products Page
2 3

Link Navigation
Add New Delivery
Perform New Search

Vendor	Product Code	Product Name	Bottle Size	BPC	Cases	Bottles
	004000	Aberfeldy 12 Year Single Malt Scotch	750ml	6		
	004614	Dewar's 25 Year Signature Scotch	750ml	6		
	004810	Craigellachie 13 Year Single Malt Scotch	750ml	6		
	004861	Dewar's White Label Scotch	50ml	120		
	004863	Dewar's White Label Scotch	200ml	48		
	004864	Dewar's White Label Scotch	375ml	24		
	004866	Dewar's White Label Scotch	750ml	12		
	004867	Dewar's White Label Scotch	1L	12		

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9. In the "Link Navigation" box on the right portion of the screen, click on "Schedule Delivery."

10. First, choose an available appointment date on the calendar. All vendors and carriers will have access to appointments up to two weeks in the future.

11. Blue dates = available appointments

12. Gray dates = no available appointments on this date

Schedule Vendor Delivery

Denotes a required field

General Information

Delivery Id:	54638
Carrier	
Load Type:	Pallet
Total Cases:	72.00
Status:	Draft
Vendor(s) For Delivery	
External Order Id:	Not Available
Comments:	Not Available
External Comments	

Calendar

The delivery can only be scheduled 100 days out.

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
12	13	**14**	15	16	17	18
19	20	21	22	23	24	25
26	27	**28**	**29**	**30**	**31**	

★ Available Times for

Select a date

When a date is selected from the calendar, open delivery appointments will appear in the "Available Times for" box located to the right of the calendar.

12. Select one of the delivery times and click submit.

The delivery will now be in "Pending" status.

The Virginia ABC Logistics Division will review the appointment request and will approve deliveries. Any inventory concerns will be communicated to the vendor, prior to approval of delivery.

Following approval, vendors will receive a confirmation number in an email to the Scheduler Contact.

View Vendor Delivery

The Vendor Delivery Scheduled Time has been successfully updated.

Delivery Id:	54638
Expected Receipt Number:	Not Available
Carrier:	
Load Type:	Pallet
Status:	Pending
Decline/Draft Reason:	Not Available
Vendor(s) For Delivery:	
Delivery Time:	05-28-2019 07:30 AM
Comments:	Not Available

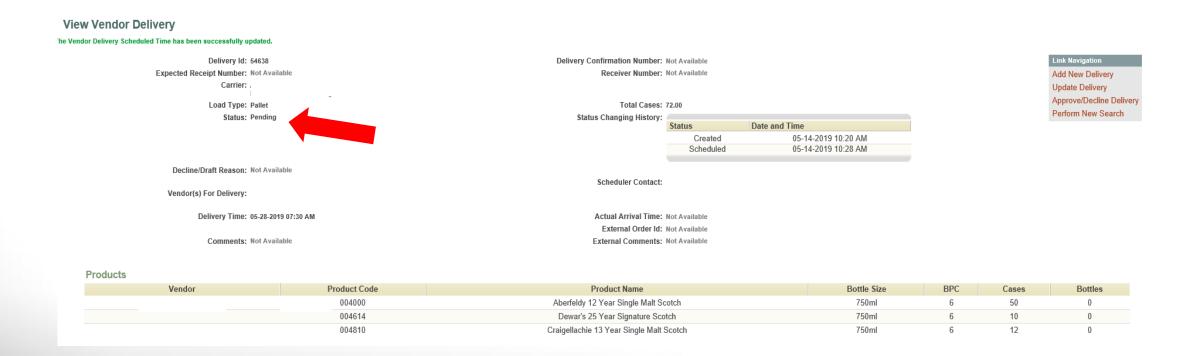|	
Delivery Confirmation Number:	Not Available
Receiver Number:	Not Available
Total Cases:	72.00
Status Changing History:	
Scheduler Contact:	
Actual Arrival Time:	Not Available
External Order Id:	Not Available
External Comments:	Not Available

Status Changing History:

Status	Date and Time
Created	05-14-2019 10:20 AM
Scheduled	05-14-2019 10:28 AM

Link Navigation
Add New Delivery
Update Delivery
Approve/Decline Delivery
Perform New Search

Products

Vendor	Product Code	Product Name	Bottle Size	BPC	Cases	Bottles
	004000	Aberfeldy 12 Year Single Malt Scotch	750ml	6	50	0
	004614	Dewar's 25 Year Signature Scotch	750ml	6	10	0
	004810	Craigellachie 13 Year Single Malt Scotch	750ml	6	12	0

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If a vendor wants to view, edit, reschedule or cancel their current order, head back to the main menu.

1. In the Transportation Category, click on "Search Vendor Deliveries."

2. Enter the appropriate information in the search criteria to find a delivery.

3. Use the appropriate "Action" button to edit/change/reschedule the delivery.
   – View   🔍
   – Update   ↑
   – Cancel   ✖
   – Reschedule   ✏

Search Vendor Deliveries

Search

Search Criteria

Delivery Id	54490
Status	Select All
Expected Receipt Number	
Carrier	Search All
External Order Id	

Delivery Date [ ] Calendar
Product Code [ ]
Delivery Confirmation Number [ ]
Receiver Number [ ]

Vendor:
BACARDI USA, INC-035
BACMAR INTERNATIONAL LLC DBA THE ROGUE GROUP LTD-755
BAD BEAR ENTERPRISES LLC DBA IOWA LEGENDARY RYE-752
BALCONES DISTILLING LLC-185
BARBOURSVILLE WINERY, INC.-041

Sort Options
- ◉ Delivery Time
- ○ Carrier Name
- ○ Delivery Id

Sort Order
Descending

Delivery Id	Carrier	Expected Receipt Number	Receiver Number	Delivery Confirmation Number	Delivery Time	Total Cases	Status	Action
54490	Cowan Systems - 4555 Hollins Ferry Road Baltimore, MD 21227			144-06	05-24-2019 09:30	1320	Approved	🔍 ↑ ✔ ✖ ✏

Rows: 1 to 1 of 1