

# Evans Transportation Services TMS Vendor Order Entry Guide:

Material covered in this document:

- How to enter orders on the Evans TMS
- How to track shipments
- How to obtain a BOL

Navigate to the Evans Transportation website ([www.evanstrans.com](http://www.evanstrans.com)) and login in the **Client Login** section in the top right hand corner of the screen.

The screenshot shows the Evans Transportation Services website. At the top left is the Evans logo with the tagline "A Logistics Services Company". A navigation menu includes "Why Evans?", "Logistics Services", "Brokerage Services", "Technology", "Shipment Flow", and "Non-Subscriber Tracking". A red arrow points to the "EVANS TMS LOGIN" section in the top right corner. Below the navigation is a banner for "World Class Freight Management" with a background image of a shipping yard. The login form includes fields for "User ID:" and "Password:", a "Login" button, and a "Forgot password?" link. Red text above the form states: "User ID: your email address (lower case)" and "Initial Password: evans (lower case)". Below the banner are four columns of content: "TRANSPORTATION EXPERTISE", "LOGISTICS SERVICES", "EVANS TECHNOLOGY", and "MANAGING TRANSPORTATION".

**Your User ID:** your email address (all lower case)

**Your Initial Password:** the word “**evans**” (without the quotations) When you log in for the first time, the system will prompt you to change your password.

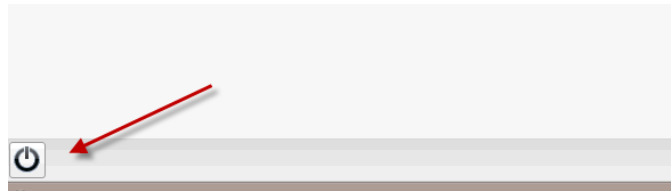
**Trouble with your login?** Please email [customerservice@evanstrans.com](mailto:customerservice@evanstrans.com) for assistance.

## Initial Screen Set up

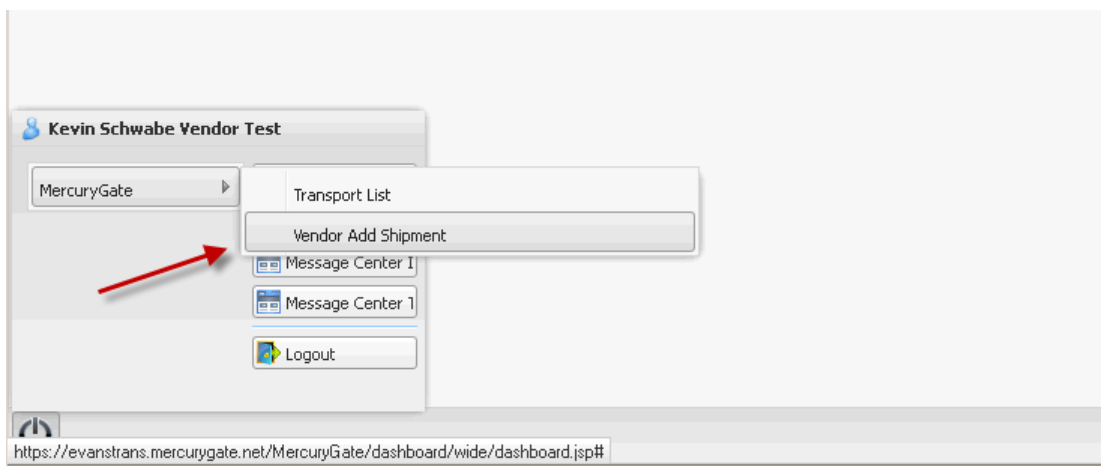
If you are logging in to the Evans TMS for the first time, you *may* see a blank screen. If your screen is blank, you will need to do a one-time-only setup. Once you have your screen set up how you like it, you will save your settings and will not need to do this again.

### To setup your screen for the first time:

1. Navigate to the lower left corner of your screen and find what looks to be a **power button**:



2. Click this button and select **Mercury Gate**, then **Vendor Add Shipment**. Once you do this you will see a pop-up appear on your screen. You may maximize or resize this screen to your liking using the buttons on the top left of the portlet.



Vendor Add Shipment

**Step 1: Enter Address and Date Information**

Origin

SCHWABE  
 SCHWABE NORTH AMERICA IN [clear](#)  
 825 CHALLENGER DRIVE  
 Address2  
 GREEN BAY WI 54311  
 USA

Comments

Origin Contact

Contact Name  
 Contact Phone Contact Fax Contact Email

Pick-Up Date 06/25/2013 08:00 17:00

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Destination

Location Code  
 Name [clear](#)  
 Address1  
 Address2  
 City Postal Code  
 USA

Comments

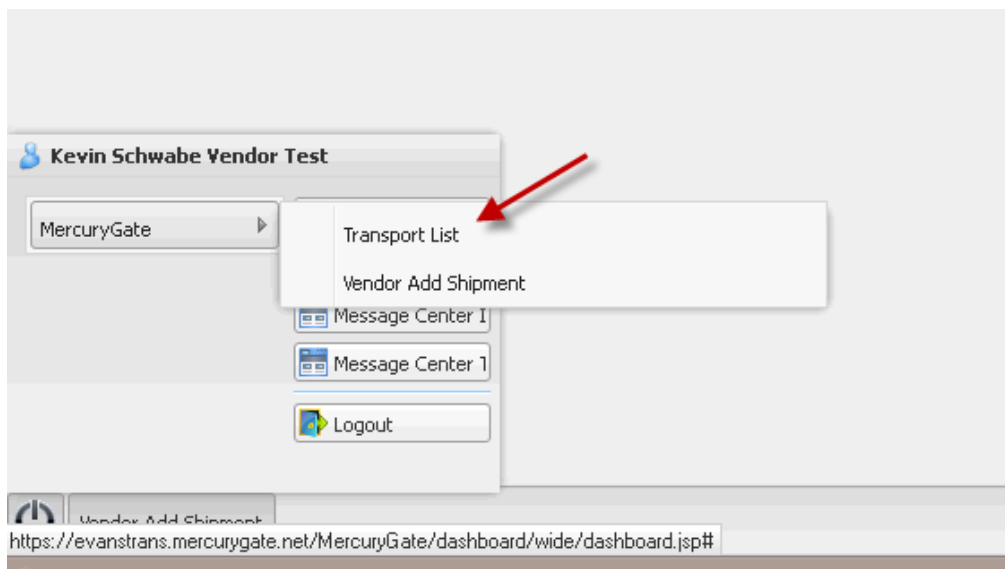
Dest. Contact

Contact Name  
 Contact Phone Contact Fax Contact Email

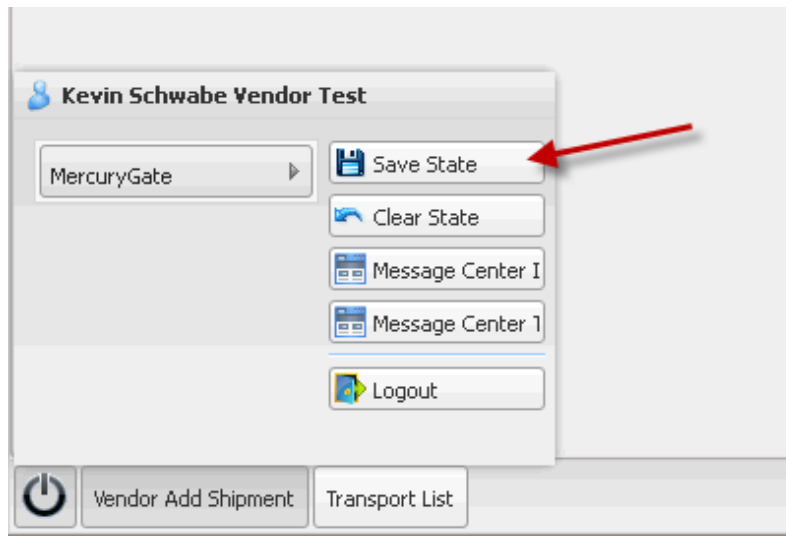
Delivery Date 06/26/2013 08:00 17:00

[Next](#)

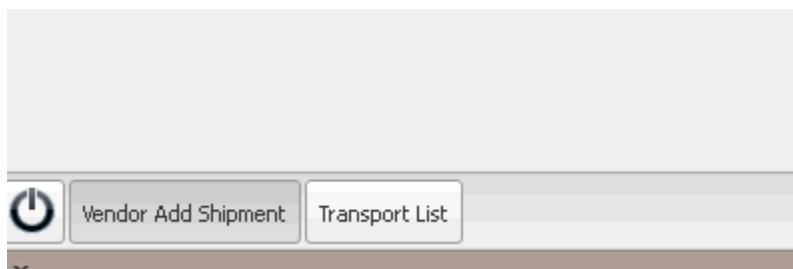
- Now, go back to the power button in the lower left hand corner and select **Mercury Gate**, then **Transport List** and again resize this pop up to your liking.



- Once you have your two portlets (pop up screens) sized the way you would like, go back down to the **power button**, up to **Mercury Gate** and then click the button called **Save State**. This will save your settings and you will not need to complete the above steps again. These screens should appear for you automatically each time you login from now on.



You should now see two portlets on your screen. To access either portlet, you can simply click on the button tabs on the bottom left of your screen.



At this time your initial set up is complete.

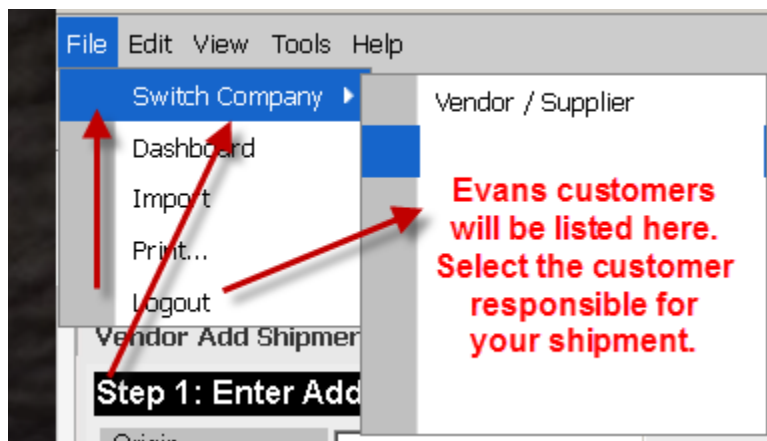
## How to Enter a Shipment for Routing by Evans:

**\*\*\*IF you see the words “Vendor/Supplier” up at the top of your screen, you will need to complete these next 3 steps EACH TIME YOU LOGIN.**

The top of your screen actually needs to display the name of the Customer you are shipping for (NOT Vendor/Supplier).

To change this, for each shipment:

1. Click **File** (in your toolbar at the **top left hand side of your screen**)
2. Click **Switch Company**
3. Choose the **Customer/division** you are entering a shipment for.



**\*\*\*\*\* Make sure you are choosing the correct customer each time you enter a shipment. This will load all of that particular customers' pricing, items, locations and other settings. This also makes your job of entering a shipment MUCH easier.**

### **Remaining steps for entering a shipment:**

1. Click on the **Vendor Add Shipment** portlet (tab at the bottom left corner of page) if it is not already on your main screen.
2. **SEARCH** for your Origin shipping location and the Customer Destination location.  
\*\* As long as you selected the Evans Customer first (as mentioned in the steps above), you should be able to do this instead of manually typing everything into this form.
3. In order to Search, simply enter your **Postal Code** OR a few characters of your **Company Name** in the appropriate field.
4. Then, click the **Magnifying Glass** icon (Search).
5. This will pull up your company in a list. Select the radio button to the left of your company name to auto-fill the address/contact information.

Vendor Add Shipment

**Step 1: Enter Address and Date Information**

Origin

Location Code

Name  [clear](#)

Address1

Address2

City

USA

Postal Code

Origin Contact

Contact Name

Contact Phone  Contact Fax  Contact Email

Pick-Up Date 08/21/2014  08:00  09:00

---

Destination

Location Code

Name  [clear](#)

Address1

Address2

City

USA

Postal Code

Dest. Contact

Contact Name

Contact Phone  Contact Fax  Contact Email

Delivery Date 08/22/2014  16:00  17:00

6. If Evans has a contact name on file, it will auto-fill. You may change this information if necessary by typing over the auto-fill, but please make sure there is contact information filled in; name and phone number.
7. **Pick-Up Date** auto fills for today's date. If your shipment is shipping at a later date, please be sure to change the date.
8. Enter a **shipping window** by typing in the times (military times) or by using the drop down list of times.

Pick-Up Date 08/21/2014  08:00  09:00

Destination

Location Code

Name  [clear](#)

Address1

Address2

City

USA

Postal Code

Dest. Contact

Contact Name

Contact Phone  Contact Fax

Delivery Date 08/22/2014  06:45  17:00

Please enter your preferred shipping window.  
Example: 12:00- 17:00


9. Use this same search method to fill in the **Destination** (Evans Customer) location.

**\*\*All fields are editable and can be changed at any time.**

10. Click **NEXT** once all information has been entered.

**Vendor Add Shipment**

**Step 1: Enter Address and Date Information**

Origin	ACISA ACI INDUSTRIES 851 N PROGRESS DRIVE Address2 SAUKVILLE WI 53080 USA	<a href="#">clear</a>
Comments		
Origin Contact	JEAN 262-268-2837	Contact Fax Contact Email
Pick-Up Date	06/25/2013 08:00	16:30
Destination	SCHWGR1SCHWABE_CL SCHWABE, NA - CHALLENGER 825 CHALLENGER DRIVE Address2 GREEN BAY WI 54311 USA	<a href="#">clear</a>
Comments		
Dest. Contact	Thomas, Krajewski 9204694406	9204694466 tkrajewski@enzy.com
Delivery Date	06/26/2013 08:00	17:00
Next		

**You will now be at STEP TWO: Items and Services (accessorials).**

Vendor Add Shipment

**Step 2: Enter Item(s) and Service Information**

**From:** ACI INDUSTRIES,851 N PROGRESS DRIVE,SAUKVILLE,WI 53080 USA  
**To:** SCHWABE, NA - CHALLENGER DR,825 CHALLENGER DRIVE,GREEN BAY,WI 54311 USA  
**Weight:** 0 lb

**Services**

<input type="checkbox"/> Additional Insurance	<input type="checkbox"/> Blind Shipment charge
<input type="checkbox"/> Bobtail-Deadhead	<input type="checkbox"/> Customer Managed
<input type="checkbox"/> BOL Consolidation	<input type="checkbox"/> Correction Charge
<input type="checkbox"/> Carrier Rating Error	<input type="checkbox"/> Construction site pickup/delivery
<input type="checkbox"/> Customs Charge	<input type="checkbox"/> Detention
<input type="checkbox"/> Driver Assist	<input type="checkbox"/> Guaranteed Delivery
<input type="checkbox"/> Hazardous Cargo Charge	<input type="checkbox"/> Inside Pick Up
<input type="checkbox"/> Inside Delivery	<input type="checkbox"/> Layover
<input type="checkbox"/> Lift Gate	<input type="checkbox"/> Limited Access
<input type="checkbox"/> Lumper	<input type="checkbox"/> Mine and Govt Site Delivery
<input type="checkbox"/> Notify Consignee	<input type="checkbox"/> Non-Routed Shipment
<input type="checkbox"/> Non-Web Entry	<input type="checkbox"/> Out of route
<input type="checkbox"/> Over Dimension	<input type="checkbox"/> Pallet Exchange
<input type="checkbox"/> Permit	<input type="checkbox"/> Protect From Freezing
<input type="checkbox"/> Pooled	<input type="checkbox"/> Redelivery
<input type="checkbox"/> Reconsignment	<input type="checkbox"/> Residential Pick Up
<input type="checkbox"/> Residential Delivery	<input type="checkbox"/> Reweigh
<input type="checkbox"/> Sort and Seg	<input type="checkbox"/> Single Shipment Fee
<input type="checkbox"/> Stop Off	<input type="checkbox"/> Service Fee
<input type="checkbox"/> Team Charge	<input type="checkbox"/> TONU
<input type="checkbox"/> Tarp	<input type="checkbox"/> Trade Show

**Equipments**

<input type="checkbox"/> Airplane (AP)	<input type="checkbox"/> Cargo Van (CV)
<input type="checkbox"/> Conestoga (FN)	<input type="checkbox"/> Container (CN)
<input type="checkbox"/> Controlled Temperature Trailer (RT)	<input type="checkbox"/> Curtainside (CS)
<input type="checkbox"/> Double-Drop Trailer (DD)	<input type="checkbox"/> Flat Bed Trailer (FT)
<input type="checkbox"/> Flatbed Hotshot (FH)	<input type="checkbox"/> High Cube Van (HV)
<input type="checkbox"/> Lift Gate Truck (LG)	<input type="checkbox"/> Lowboy (LB)
<input type="checkbox"/> Pup Trailer (PT)	<input type="checkbox"/> RGN Gooseneck (RG)
<input type="checkbox"/> Sprinter Van (SP)	<input type="checkbox"/> Step Deck (FD)
<input type="checkbox"/> Straight Truck (G3)	<input type="checkbox"/> Tow Away (Power Only) (PO)
<input type="checkbox"/> Trailer, Refrigerated (TW)	<input type="checkbox"/> Trailer, Refrigerated 48 FT (TW:48)
<input type="checkbox"/> Trailer, Refrigerated 53 FT (TW:53)	<input type="checkbox"/> Truck, Van (TV)
<input type="checkbox"/> Truck, Van 48 FT (TV:48)	<input type="checkbox"/> Truck, Van 53 FT (TV:53)

Pallet

Item Id

Weight  Total  lb

Dimensions  x  x  inches

NMFC Code

Commodity

Cust. Part Num

Distr. Part Num

Class

Quantity  PALLET

\$ Value

Manuf. Part Num

Cube

11. Select the check box next to any accessorials that you need applied to this shipment. If none apply, simple leave them blank and you may scroll down to the Equipment section.

12. Equipment will ONLY need to be selected if your shipment requires any non-standard equipment.

- a. If your shipment is a standard LTL shipment that can move on a standard dry van, you will not need to select any equipment. You may then scroll down to the items section.
- b. If your shipment is a Truckload shipment requiring specialized equipment, you will select that here. (Example: If you require a refrigerated trailer or a Flatbed trailer, indicate that in this section by checking that box.

**\*\*DO NOT SELECT ANY EQUIPMENT FOR A STANDARD LTL VAN SHIPMENT\*\***



**The Items section is next.**

**Required Fields are:** Pallets, Item ID, Description, Weight, Quantity and Dimensions.

- 13. Enter the total pallet count for this shipment in the Pallet box.
- 14. Now click on the **Blue Clear** button.
- 15. Then, click on the **Magnifying Glass** (Search) and select one of the default items. If there are no default items provided, manually type in all of the required item information.
- 16. Add a **weight** and **quantity**.
- 17. You may change the **package type** next to quantity to the specific packaging type for this shipment or you may leave it as the default option of Pallet.
- 18. To add more items, use the button called **Add More Items** and choose additional items following the instructions above. (You may want to use this option if you have items/pallets of different sizes so that you can relay appropriate dimensions for each pallet.

A screenshot of a shipping form interface. At the top, there is a 'Pallet' input field with the value '0'. Below this, the form is divided into two columns. The left column contains fields for 'Item Id' (with a magnifying glass icon and a 'Clear' button), 'Weight' (with a 'Total' dropdown and 'lb' unit), 'Dimensions' (48 x 48 x 48 inches), 'NMFC Code', 'Commodity', 'Cust. Part Num', 'Distr. Part Num', and 'Description' (Class 70). The right column contains 'Class' (70.0), 'Quantity' (with a 'PALLET' dropdown), '\$ Value' (0), 'Manuf. Part Num', and 'Cube'. At the bottom left, there is a link 'add more items'. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons. Two red arrows point to the 'Clear' button and the 'Weight' field.

19. Once all item information is entered click **NEXT**.

\*\*\*NOTE: At anytime you may click the **BACK** button to see the prior entry screen.

A screenshot of the same shipping form interface as above. In this version, a red arrow points to the 'add more item' link located below the 'Description' field. The rest of the form fields and buttons are identical to the previous screenshot.

**The next entry screen will be STEP THREE : Special Instructions, References and Contact information.**

Vendor Add Shipment

**Step 3: Enter Special Instructions, References, and Contact Info**

**From:** ACI INDUSTRIES,851 N PROGRESS DRIVE,SAUKVILLE,WI 53080 USA  
**To:** SCHWABE, NA - CHALLENGER DR,825 CHALLENGER DRIVE, GREEN BAY,WI 54311 USA  
**Weight:** 1 lb

Special Instructions

Mode:  \*  
Non-Routed:   
Customer Managed:   
PPA:

Reference #1    
Reference #2    
Reference #3    
[add more references](#)

Contact: Kevin Schwabe Vendor Test | 555-5555 | meyerik@hotmail.com

Bill Terms: Prepaid   
Location Code   
Name   
Bill Address: Address1   
Address2   
City   Postal Code   
USA

Comments

Back Next Cancel

20. Enter **Special Instructions** in this top box if your shipment requires any special verbiage on the BOL. Anything typed in this box will appear on the BOL.

21. Enter a **Mode** (Required). Enter LTL, TL or Expedite. Volume options will be selected on the Evans dispatch side if necessary.

\*If you are entering a shipment routed and paid for by the customer, please disregard the next three boxes labeled, Non Routed, Customer Managed and PPA.

22. **References** – Using the drop down menu, enter all necessary references, adding the value in the box to the left of the drop down. Please enter a PO Number or RMA number for every shipment.

\*\*There is a reference in this list called **Evans Instructions not printed on BOL**. Use this reference to relay any information to your Evans dispatcher. This will not be printed on the BOL and is used to relay information you would like the dispatcher to review.

Your contact information should be auto populated in the contact area. If this needs to be changed, simply type in the correct information.

23. **Bill Terms –**

- a. If your shipment is shipping to the customer and being paid for by the customer, you will select **COLLECT** for all shipments.
- b. If this shipment is shipping from your location to another vendor (not a customer location) you will need to select Third Party.

24. After all information is entered, click **NEXT**.

**You will now be presented with the Carrier Selection screen. It will present the Carrier Name and Standard Transit days.**

25. Click the bullet to the left of the carrier name to acknowledge the carrier and Click **NEXT**.

Vendor Add Shipment

**Search Results: Choose A Rate**

From: ACI INDUSTRIES,851 N PROGRESS DRIVE,SAUKVILLE,WI 53080 USA  
 To: SCHWABE, NA - CHALLENGER DR,825 CHALLENGER DRIVE,GREEN BAY,WI 54311 USA  
 Weight: 1 lb

Carrier	Service Days	Origin Service	Destination Service
<input checked="" type="radio"/> PERFORMANCE FREIGHT SYSTEMS (PFEQ) Service CustomerSchwab	1.0	D	D

Back Next Cancel

**The final screen you are presented with will be the Shipment Summary screen. This screen will provide a complete overview of the shipment you have entered.**

Vendor Add Shipment

**Shipment Summary: TEST-3000522-SLG (Shipment Number)**

Shipment Status: Rated  
 Transport: TEST-3000735TLG (Load Number)

Origin	Destination	Bill To
ACISA ACI INDUSTRIES 851 N PROGRESS DRIVE SAUKVILLE, WI USA 53080 Appt: 06/25/2013 08:00 - 16:30 Contact: JEAN phone: 262-268-2837	SCHWABE SCHWABE_CL SCHWABE, NA - CHALLENGER DR 825 CHALLENGER DRIVE GREEN BAY, WI USA 54311 Appt: 06/26/2013 08:00 - 17:00 Contact: Thomas, Krajewski phone: 9204694406 fax: 9204694466 email: tkrajewski@enzy.com	Bill To SCHWABE SCHWABE NORTH AMERICA C/O EVANS TRANSPORTATION BROOKFIELD, WI USA 53045 Payment terms: Collect

Origin Terminal	Destination Terminal
MILWAUKEE WI Phone: 414-385-5440 Fax: 414-385-5450	MILWAUKEE WI Phone: 414-385-5440 Fax: 414-385-5450

Item ID	HazMat	Class	NMFC	Weight	Act Qty	Deser
*	no	70.0		1.00 lb	500.00 PALLET	Class 70

Type	Location	Status	Target Date	Current Date	Actual Date	Carrier
Pickup	SAUKVILLE, WI USA	Pending	06/25/2013 16:30			PERFORMANCE FREIGHT SYSTEMS
Drop	GREEN BAY, WI USA	Pending	06/26/2013 17:00			PERFORMANCE FREIGHT SYSTEMS

City	State	Postal	Completed Date	Comments

Date	Status Code	Location

Other

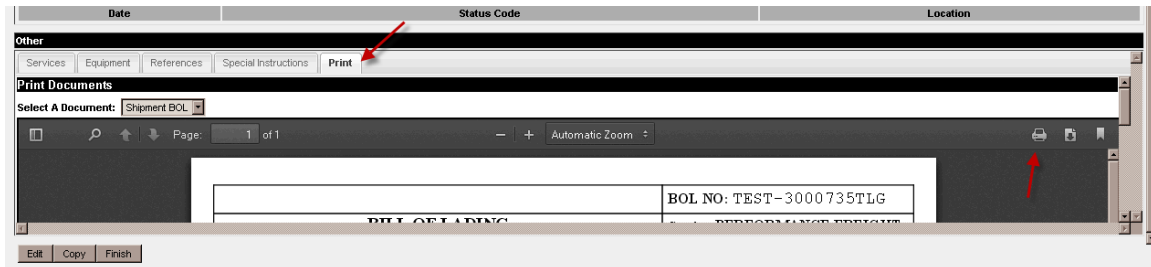
Services: Equipment References Special Instructions Print

Services: No services requested.

Edit Copy Finish

## To obtain a copy of the BOL:

1. Navigate to the Other section near the bottom of this page and click on the far right **PRINT** tab.  
\*You should be able to click File, then Print, OR you may have a Print icon to click on, OR if neither of those options are available, right click on the BOL to select your print option.



2. Once you have printed your BOL, if all information is correct, Click **FINISH**.

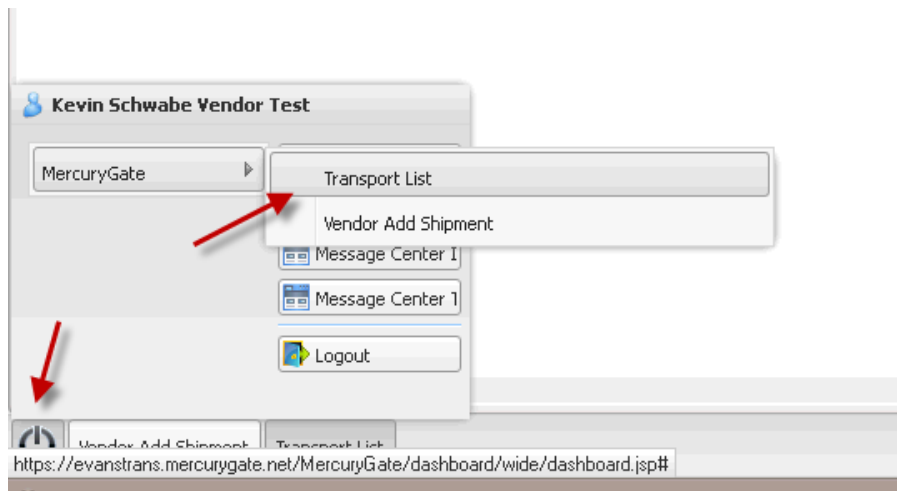
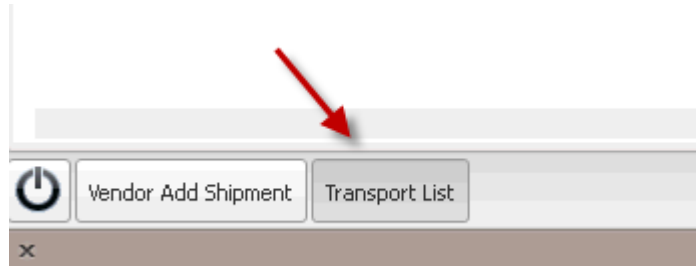
You will now be presented with a blank entry screen to start entering another shipment if necessary.

## Making Changes to your Order??

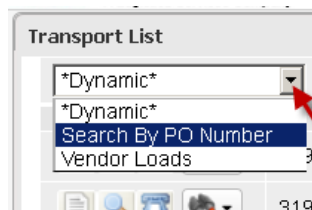
Please check your inbox for a confirmation email after you have submitted your order. **ANY/ALL** changes that need to be made to this shipment can be done by simply replying to that confirmation email and referencing the Load Number in the Subject Line.

## Tracking and Obtaining Documents:

To track a shipment or obtain additional copies of the BOL or POD you will be using your **Transport List**. Click on this portlet either by navigating to the bottom of your screen (lower left) or using the power button to locate the Transport List.



1. Click on the drop down list entitled **\*Dynamic\***.



**You may search by PO Number  
or by the Vendor Load # which  
was provided by Evans.**

2. Select a way to search (by PO Number or by the Evans Vendor Load Number, which is provided in your Confirmation Email)
3. In the white open field on the right hand side of the pop-up box, type in your reference (PO or Vendor Load).

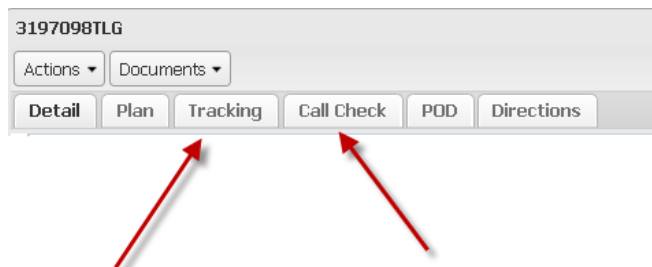
ENTER REPORT FILTERS <span style="color: red;">1. Enter reference here</span>			
FILTER			Ignore Case
Primary Reference	Contains	<input type="text"/>	<input checked="" type="checkbox"/>
Status	<>	CANCELLED	<input checked="" type="checkbox"/>

Use 2. Then Click USE.

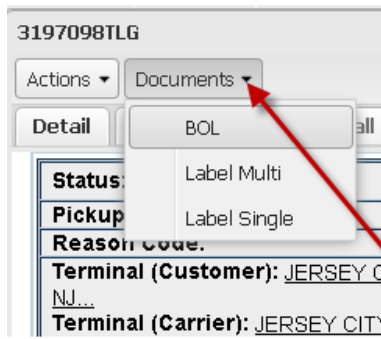
4. Click **USE**.
5. The shipment will display across your screen.
6. Click on the small icon that looks like a piece of paper to the far left. If you hover over it, it will say **Details for Transport**.



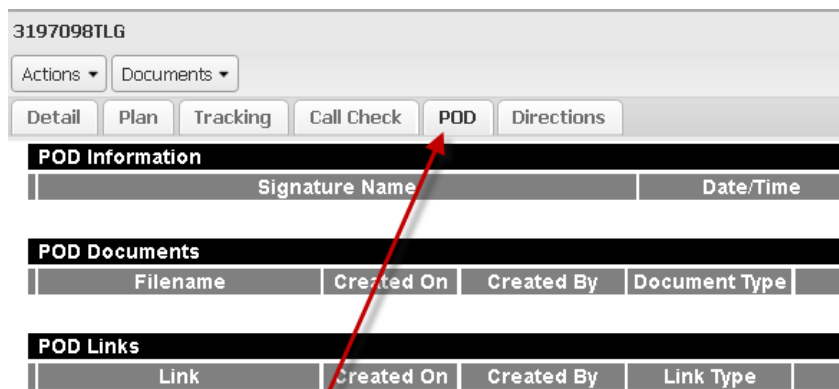
7. You will receive another pop-up screen, click on the **Tracking Tab** for simple tracking details or the **Call Check** tab for more in-depth notes on the tracking which may have been noted by our Customer Service team, if available.



**Need to re-print a BOL or want to print Labels??** Click on the **Documents** tab.



**Need a POD or signature for delivery??** If one is available, you may find it by clicking on the **POD** tab.



END OF TRAINING DOCUMENT

For further assistance, please email [training@evanstrans.com](mailto:training@evanstrans.com).

Thank you!

Evans Transportation Services Training Team

800-886-7799