Inbound eCommerce Guide

Manage Blanket Delivery Order

This service allows customer to manage existing blanket delivery orders for inbound shipments into United States. Should a customer need to create a Blanket Delivery Order for a location that has not already been submitted, they are required to use the Delivery Order Creation screen.

LOGIN

① Customer is required to be logged in to utilize Manage Blanket Delivery Order functionality. Please log into ONE eCommerce site with your user ID and Password.

② Once logged into eCommerce site, click on the 'Inbound' tab, followed by Delivery Order (North America) and then Manage Blanket Delivery Order

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Manage Blanket Delivery Order Tool

The Manage Blanket Delivery Order screen will provide a list of cities that has previously been collected from past delivery location. Information is retained based on the customer code.

Customer can either search ③ by ALL or select Destination City ④ for available Delivery Order details.

Data will populate under the following columns: Status, Bound, City, Customer Code, Customer Name.

Status: Indication of existing delivery order with details (LIVE / DELETED)

Bound: Movement type (IN / OUT)

City: Destination City

Customer Code: The current profiles Customer Code

Customer Name: The current profiles Customer Name

Total : 75

Status	Bound	City	Customer Code	Customer Name
LIVE	IN	ALAMO, TX	US	AMERICAN CO.,
LIVE	IN	ANDERSON, SC	US'	AMERICAN CO.,
LIVE	IN	ATLANTA, GA	US	AMERICAN CO.,
LIVE	IN	AUBURN, AL	US'	AMERICAN CO.,
LIVE	IN	AVON, OH	US	AMERICAN CO.,
LIVE	IN	BAKERSFIELD, CA	US	AMERICAN CO.,
LIVE	IN	BRANDON, MS	US'	AMERICAN CO.,

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To update existing Delivery Order details, click on desired city ⑤ to populate.

Home	Schedule	Outbound	Inbound	Track & Trace	Report	Rate & Tariff	e-Subscription	**Service Provider**

Inbound

- Inbound Master
- BL Surrender Check
- Arrival Notice
- Delivery Order (North America) −
  - Delivery Order Creation
  - Delivery Order Inquiry
  - Manage Blanket Delivery Order

Manage Blanket Delivery Order

* Please Note: Any existing work orders issues will not be modified to reflect to your changes. Please submit separate request via email if you need to update existing work orders.

Blanket DO can only be selected per Door Node/Destination City.

ALL ▼

Search

Total : 75

Status	Bound	City	Customer Code	Customer Name
LIVE	IN	ANDERSON, SC	US	AMERICAN
LIVE	IN	ATLANTA, GA ⑤	US	AMERICAN
LIVE	IN	AUBURN, AL	US	AMERICAN
LIVE	IN	AVON, OH	US	AMERICAN
LIVE	IN	BAKERSFIELD, CA	US	AMERICAN
LIVE	IN	BRANDON, MS	US	AMERICAN
LIVE	IN	BEATRICE, NE	US	AMERICAN
LIVE	IN	BOISE, ID	US	AMERICAN

Total : 1

Blanket DO (Default)	Status	City	Actual Customer Name	Zip Code	Address
⦿	LIVE	ATLANTA, GA ⑥	Trusted Warehouse	29621	123 Main Street

⑦ Edit   Save   Download

Select desired Delivery Order details ⑥ and click Edit ⑦ to modify available fields.

Blanket DO (Default)	Status	City	Actual Customer Name	Zip Code	Address
⦿	LIVE	ATLANTA, GA		29621	

	TEL No	FAX No	Contact PIC	eMail Address	Remark	Crea

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⑧

To disable/enable blanket delivery order, select Blanket DO (Default)

Blanket DO (Default)	Status	City	Actual Customer Name	Zip Code	Address
◉ ⑧	LIVE	ATLANTA, GA		29621	

⑨

After modifications have been made, select Save

Edit Save ⑨   Download

Customer will receive a Disclaimer

Do you wish to overwrite Blanket Deliver Order Information? All future shipment will be arranged based on requested changes.

* Please Note: Any existing work orders issued will not be modified to reflect your changes. Please submit separate request via email

<na.deliveryorders@one-line.com> if you need to update existing work orders.

Disclaimer ✕

Do you wish to overwrite Blanket Deliver Order Information? All future shipment will be arranged based on requested changes.

* Please Note: Any existing work orders issued will not be modified to reflect your changes. Please submit separate request via email <na.deliveryorders@one-line.com> if you need to update existing work orders.

Save   Close

Customer will receive a Confirmation Prompt

For your records, an email confirmation will be sent to you with your updated Blanket Delivery Order information. All future shipments with listed Place of Delivery will be delivered to the named address.

Customer will receive a Confirmation Email: [ONE] Web Blanket D/O Confirmation

Below template ⑩ is a confirmation email sent to customer once delivery order is modified.

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Please visit <u>Delivery Order Creation</u> to add a new Blanket Delivery Order which can then be managed here. Please note BL# is required to create a Blanket Delivery order as said BL# retains delivery city location.

- If the Save Blanket Delivery Order button is greyed out under Delivery Order Creation, this means the delivery location is already created and can be modified here under Manage Blanket Delivery Order.

`Save Blanket Delivery Order` `Save Delivery Order`