

# 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



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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.

	SIGN IN	
User ID		
Password	k	
user ID / passv	Remember me	
	REGISTER	SIGN IN
	User ID Password user ID / passv	SIGN IN User ID Password user ID / password? REGISTER

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





### 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.

Custon Order c	her can either search (3) by ALL or select Destination City (4) for available Delivery details.
Home Schedule	Outbound Inbound Track & Trace Report Rate & Tariff e-Subscription Service Provider
Inbound	Manage Blanket Delivery Order
Inbound Master	* 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.
BL Surrender Check	Blanket DO can only be selected per Door Node/Destination City.
Arrival Notice	ALL (4)
Delivery Order (North America)	- ALL Destination City Search

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

				Γ	Total : 75
Status	Bound	City	Customer Code	Customer Name	
LIVE	IN	ALAMO, TX	US	AMERICAN CO.,	<b>A</b>
LIVE	IN	ANDERSON, SC	US <sup>,</sup>	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 <sup>,</sup>	AMERICAN CO.,	-



To update existing Delivery Order details, click on desired city

(5) to populate.

	•	Manage E	Blanket	t Delivery Order					
Inbound Master		* Please Not if you need f	e: Any exis to update e	ting work orders issues will n existing work orders.	ot be modified to reflect	to your changes. Ple	ase submit	separate request via e	mail
BL Surrender Ch	eck	Blanket DO	can only be	e selected per Door Node/De	stination City.				
Arrival Notice		ALL	*						
Delivery Order (North America)	-							S	earc
Delivery Order	Creation								
Delivery Order	Inquiry	0	Deved	c'r.	0		0	To	otal
Manage Blank	et Delivery	LIVE	Bound	ANDERSON, SC	US	AMERICAN	Customer	Name	
Order	et Delivery	LIVE	IN	ATLANTA, GA	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			
		LIN/E	IN	BOISE ID	ue	AMERICAN			
		Blanket DO	Status	City	Actual Cu	istomer Name	Zip Code	Address	Tota
		(Delabit)	LIVE	ATLANTA, GA	Trusted	Warehouse	rehouse 29621 123 Main		
	$\overline{7}$	✓ Edit Sav	e					Down	) Iloa
S	elect desi	red Deliver	y Orde	6 er details	and click Edit	7 to mo	odify av	vailable fields.	
S Blanket DO	Select desir	red Deliver	y Orde	er details	and click Edit	To mo	odify av	vailable fields.	
S Blanket DO (Default)	Select desir	red Deliver	y Orde <sub>City</sub>	er details	and click Edit	To mo	odify av	vailable fields. Address	
Blanket DO (Default)	Select desir	red Deliver	y Orde City	er details	and click Edit tual Customer Name	to mo Zip Cod 29621	odify av e	vailable fields. Address	

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т	o disable	e/enable blanket delivery orc	der, select Blanket DO (Def	fault)	
Blanket DO (Default)	Status	City	Actual Customer Name	Zip Code	Address
• 8	LIVE	ATLANTA, GA		29621	<b>^</b>
A	fter mod	ifications have been made, s	9 select Save		Ţ
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 < <u>na.deliveryorders@one-line.com</u> > if you need to update existing work orders.
Save



### 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.

Blanket Delivery Order Updated	×
Submitted! 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.	
Close	

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



Below template

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

Dear AMERICAN											
The b This b	The blanket delivery order has been received by ONE via our website. This blanket delivery order is for the following shipments:										
Cust	omer N	ame	AMERIC	AN				C	ustomer Code	US	
	Status	Status LIVE Door Node USATLZ1						ATLZ1			
Seq	Default	A Cu N	Actual Istomer Name	Zipcode	Address	Tel No.	Fax No.	Contac Name	ct Email Addres		Remark
1	Y	Trust Ware	ed house	29621	123 Main Street	888- 888- 8888		Tim Fry	<u>timfry@email</u>	.com	PLEASE CONFIRM AVAILABILITY WITH WARE HOUSE PRIOR TO DISPATCH



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