



# **Dynamic Worldwide Logistics**

**Vendor Web Access**

**Citi Trends**

**Dynamic Worldwide Logistics**

**2400 69<sup>th</sup> Street**

**North Bergen, NJ 07047**

**973-344-6300**



**Dynamic Express Inc. (West)**

**14141 Alondra Blvd South**

**Santa Fe Springs, CA 90670**

**562-407-1000**

**Web Address: [www.dynamiconline.com](http://www.dynamiconline.com) (Client Zone Tab from Menu)**

**or**

**<http://24.157.42.195/softweb>**

**Contacts East Coast:**

**Pickups/Delivery Appt:**

**201-985-0300 option 1**

**[customerservice@dynamiconline.com](mailto:customerservice@dynamiconline.com)**

**[it@ndlonline.com](mailto:it@ndlonline.com)**

**Main Number: 973-344-6300**

**Sales ext 304**

**Contacts West Coast:**

**Pickups/Delivery Appt:**

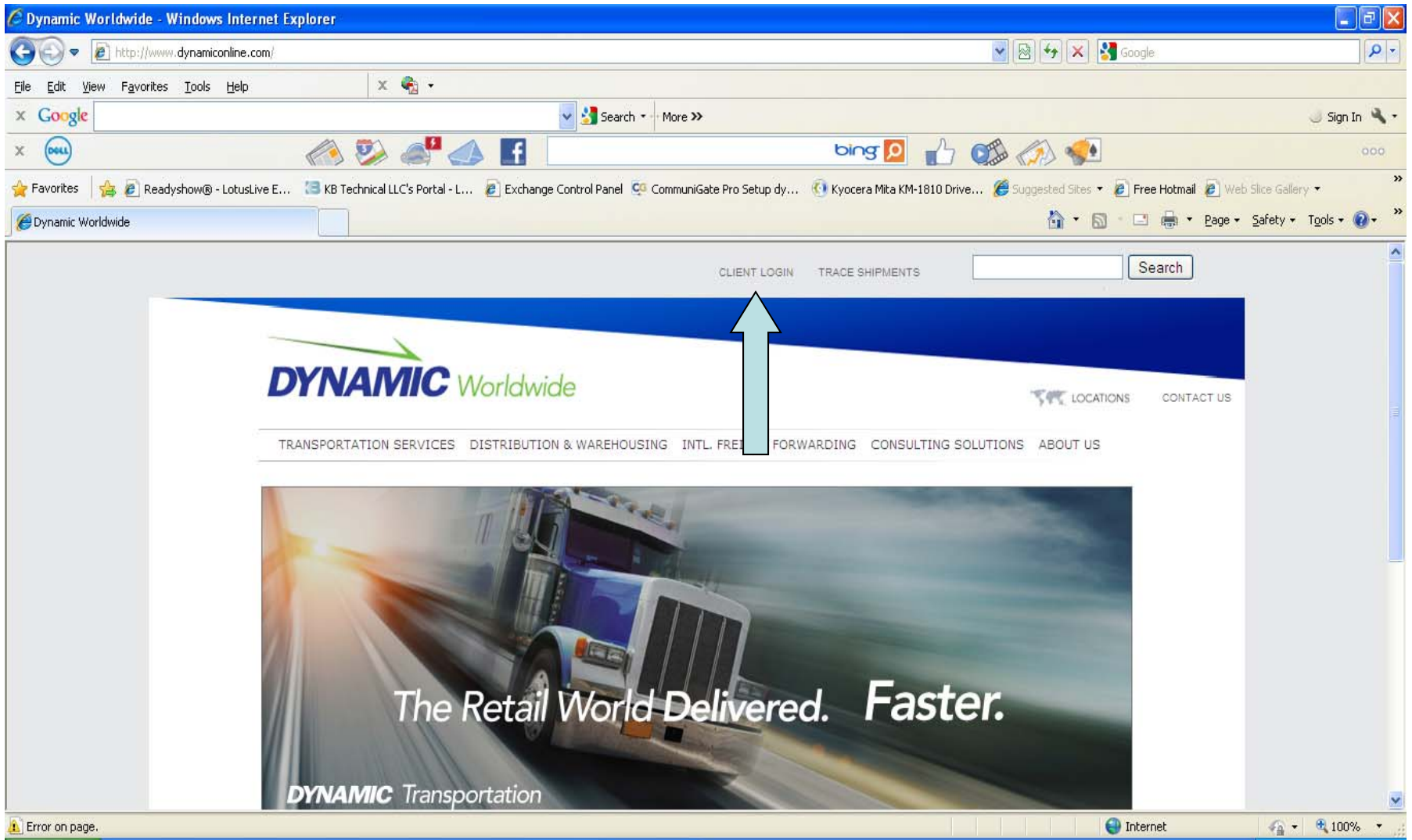
**562-407-1000 ext 158**

**[alex@pdsimail.com](mailto:alex@pdsimail.com)**

**[it@ndlonline.com](mailto:it@ndlonline.com)**

**Main Number: 562-407-1000**

**Sales ext 127**



Access Dynamic website at [www.dynamiconline.com](http://www.dynamiconline.com). Click on Client Login.

http://24.157.42.195/softweb/login.aspx - Windows Internet Explorer

http://24.157.42.195/softweb/login.aspx

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http://24.157.42.195/softweb/login.aspx

Page Safety Tools


Note: if more than one vendor is shipping from your location, each vendor must have separate setup. Separate ID is required for east and west coast.

## Login

User ID:

Password:

Login



Software Systems, Inc.  
www.soft.com

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1. Enter User Id.\*
2. Enter your password.\*
3. Click the "Login" button

\*See contact list for a user id and password.

The screenshot shows a Windows Internet Explorer browser window. The address bar displays `http://24.157.42.195/softweb/Menu.aspx`. The page content includes a title "Menu" and a heading "Select from the following options". Below this are three underlined links: "Tracing", "Import Tracking", and "Pickup Scheduling". There are two dropdown menus: "Division" with the selected value "Dynamic Express Inc. (West)" and "Account" with the selected value "Renaissance Imports". A "Logoff" button is located below the dropdowns. A red callout box on the left contains the text: "Clicking on your browsers back key at any time may return you to this menu and you will lose any info previously keyed." A yellow callout box on the right, with a yellow arrow pointing to the "Account" dropdown, contains the text: "If you're location has more than one vendor, you must select the correct shipper name". The browser's status bar at the bottom shows "Internet" and "100%" zoom.

4. To schedule a pickup, click on pickup scheduling.

http://24.157.42.195/softweb/Dispatch.aspx - Windows Internet Explorer

http://24.157.42.195/softweb/Dispatch.aspx

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http://24.157.42.195/softweb/Dispatch.aspx

## Pickup Scheduling

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[Return to Menu](#)

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5. Click on button labeled “New Pickup”
6. “Return to Menu” will take you back to the menu screen.

**Using your browser’s back key at any time will return you to the menu.**

http://24.157.42.195/softweb/DispatchShow.aspx - Windows Internet Explorer

http://24.157.42.195/softweb/DispatchShow.aspx

## Pickup Details

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Conf #/Date: {New Pickup} 03/23/2012 Ref ID:

Name: PDS Contact: irene

Address 1: C/O Renaissance Imports Phone,Ext: (323)813-2470

Address 2: 2034 E 27TH ST Ready Date: Tue 03/27/2012 Time: 08:00

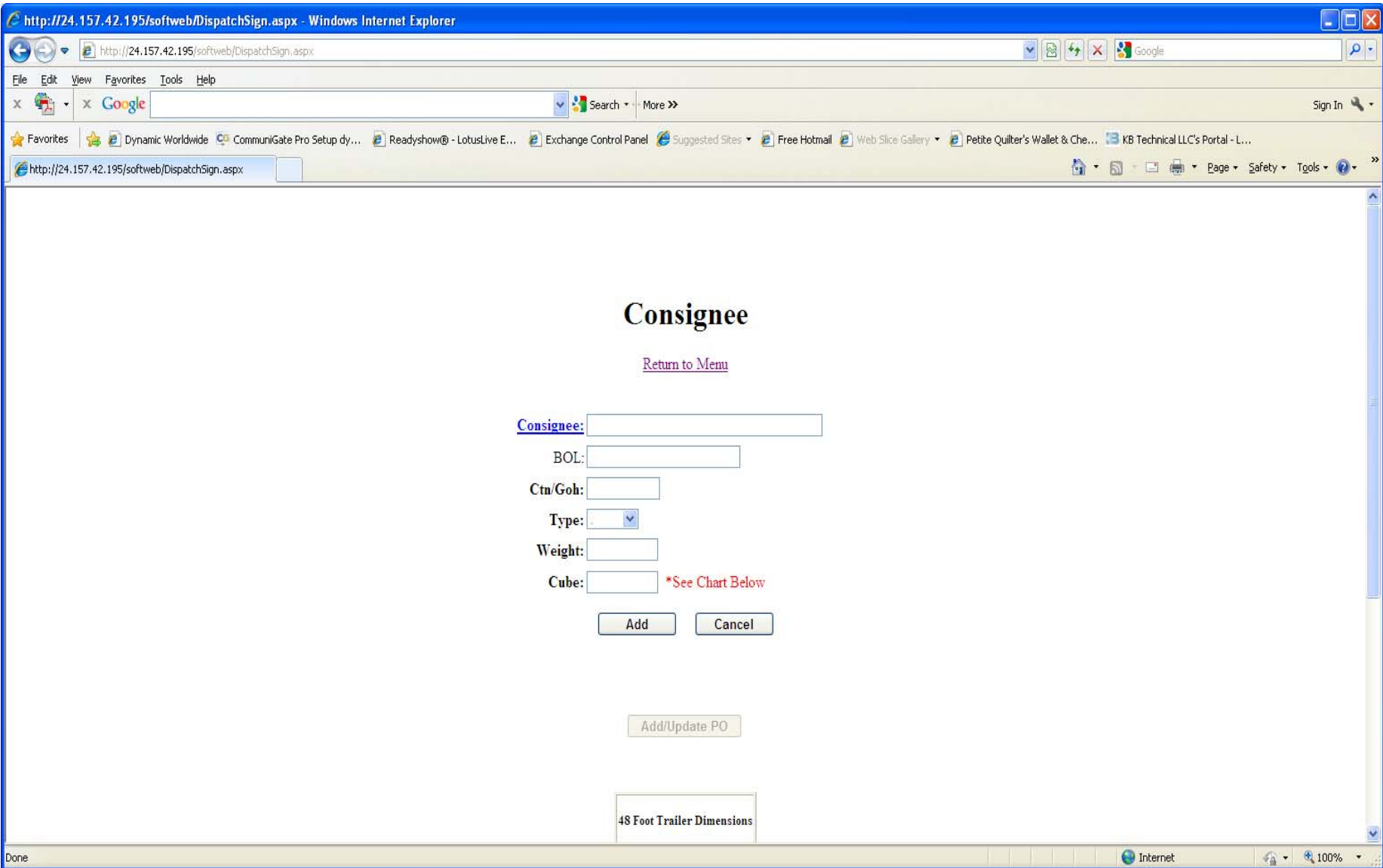
City,St,Zip: VERNON CA 90058 Time Open: 08:00 Time Close: 16:00

Comment:  Pallets:

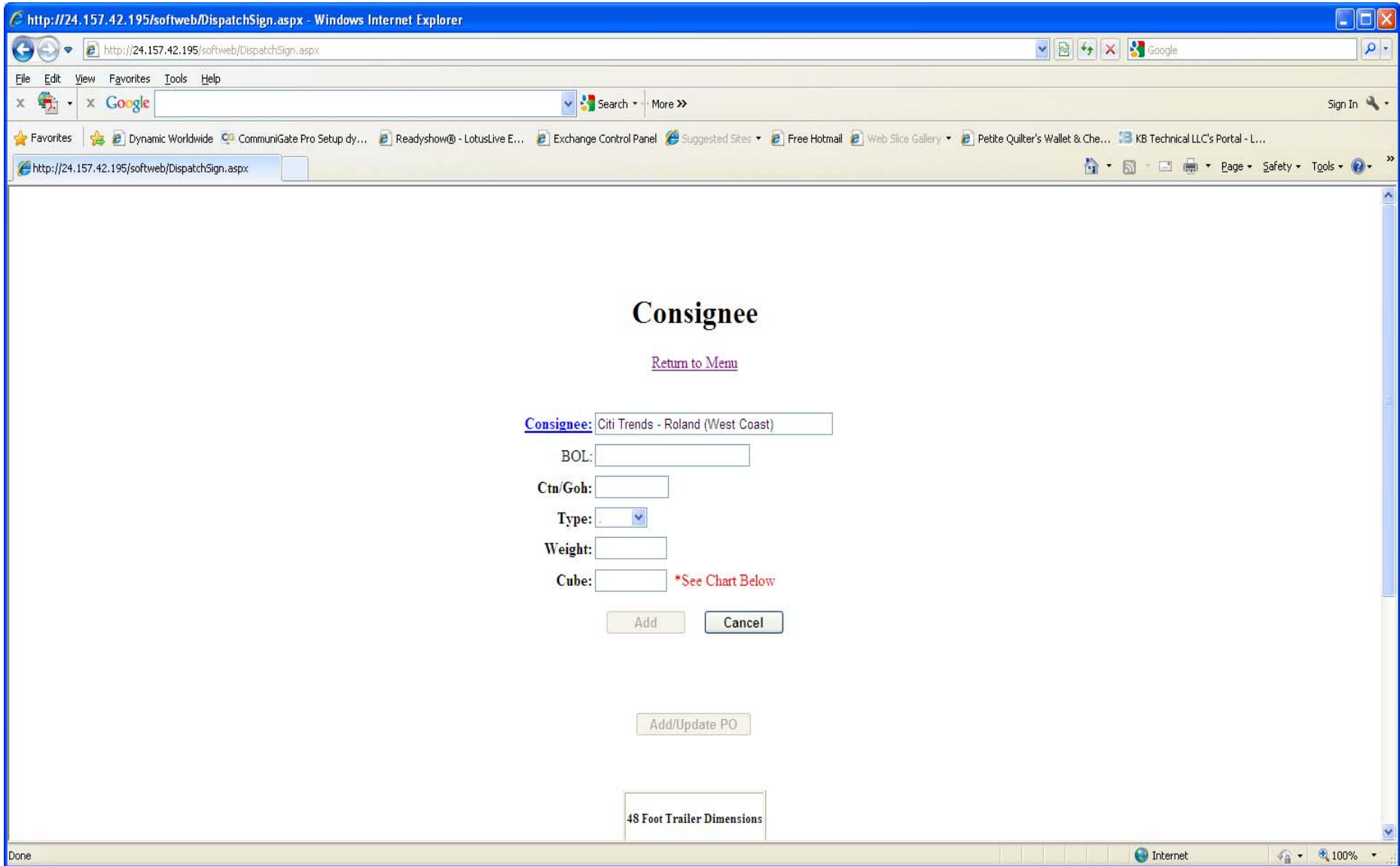
Pickups entered over a weekend or holiday, are not considered as entered until 8am next business day.  
Pickups entered less than 24 hours in advance of ready time cannot be guaranteed.

| ### | Consignee | BOL | Pieces | Ctn/Goh | Weight | Cube | Appt # | Edit |
|-----|-----------|-----|--------|---------|--------|------|--------|------|
|     |           |     | 0      |         | 0.00   | 0.00 |        |      |

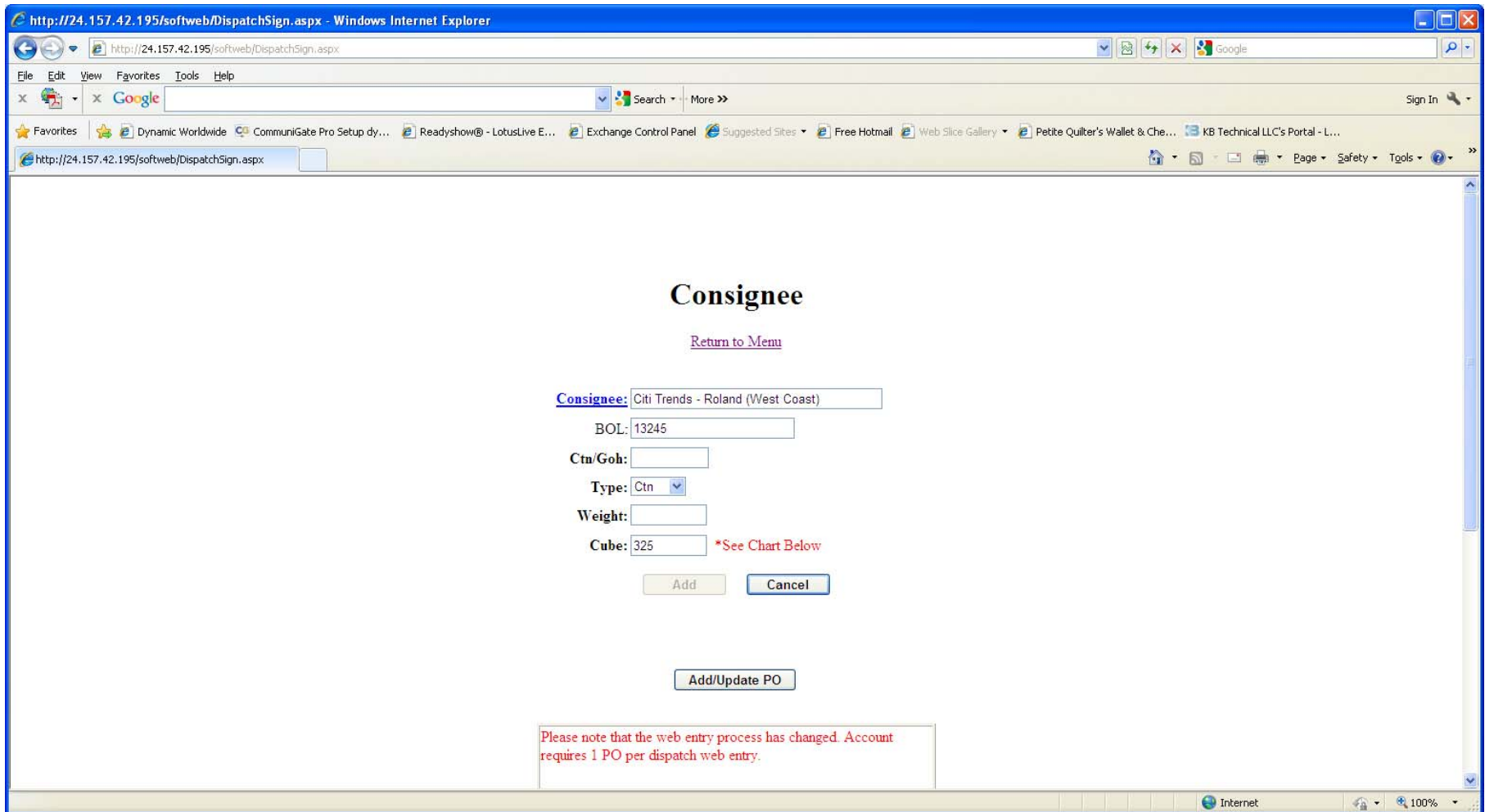
7. Verify the information that appears is accurate for pickup location.
8. You are required to enter a ready day or date, a ready time, and a contact name.
9. Select the “New Consignee” button to enter consignee information.
10. The “Cancel” button will take you back to the previous screen.



11. Type the first 3-4 letters of the consignee name then click the “Add” button or the tab key. Cancel will take you back to the previous screen.



12. The correct consignee will display based on the location of your facility. (Roland for West Coast and Darlington for East coast)



13. BOL – Not required – Can be used for your reference field.
14. CTN/GOH & Weight – will auto populate from PO detail screen; DO NOT ENTER
15. Type – required – click on arrow and select
16. Cube – required – enter total cube for PO
17. After all information is entered, click the “Add/Update PO” button.

http://24.157.42.195/softweb/DispatchBrkUnt.aspx - Windows Internet Explorer

http://24.157.42.195/softweb/DispatchBrkUnt.aspx

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http://24.157.42.195/softweb/DispatchBrkUnt.aspx

## Purchase Order (Size/Unit)

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PO:  Dist:

Pck/Typ:  Line:

Store:  Dept:

Color:  Code:

Style:  Shade:

Cartons:  Weight:

Bun/Ctn:  Pcs/Bun:

Please note that the web entry process has changed. Account requires 1 PO per dispatch web entry.

| PO | Line | Dept | Store | Dist | Style | Color | Code | Shade | Cartons | Units | Pcs | Bun | Bun/Ctn | PckTyp | Weight | Edit | Size |
|----|------|------|-------|------|-------|-------|------|-------|---------|-------|-----|-----|---------|--------|--------|------|------|
|    |      |      |       |      |       |       |      |       | 0       | 0     |     |     |         |        | 0.00   |      |      |

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18. Enter the PO number in the edit box at top and click the “Add” button. (PO validation will occur when applicable.) DROP ALL LEAD ZEROES.

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## Purchase Order (Size/Unit)

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PO:  Dist: ROLA

Pck/Typ:  Line:

Store:  Dept:

Color:  Code:

Style:  Shade:

Cartons:  Weight: 0.00

Bun/Ctn:  Pcs/Bun:

Please note that the web entry process has changed. Account requires 1 PO per dispatch web entry.

Zero Cartons on item requiring cartons

| PO    | Line | Dept | Store | Dist | Style       | Color | Code | Shade | Cartons | Units | Pcs | Bun | Bun | Ctn | PckTyp | Weight | Edit                           | Size |
|-------|------|------|-------|------|-------------|-------|------|-------|---------|-------|-----|-----|-----|-----|--------|--------|--------------------------------|------|
| 80797 | 001  | 152  |       | ROLA | CT23252XCT1 | 001   |      |       | 0       | 600   |     |     |     |     | 0      | 0.00   | <a href="#">Select Details</a> |      |
|       |      |      |       |      |             | 0000  |      |       |         | 600   |     |     |     |     |        |        |                                |      |
| 80797 | 002  | 152  |       | ROLA | CT23252XCT2 | 024   |      |       | 0       | 600   |     |     |     |     | 0      | 0.00   | <a href="#">Select Details</a> |      |
|       |      |      |       |      |             | 0000  |      |       |         | 600   |     |     |     |     |        |        |                                |      |
| 80797 | 003  | 152  |       | ROLA | CT23252XCT3 | 060   |      |       | 0       | 600   |     |     |     |     | 0      | 0.00   | <a href="#">Select Details</a> |      |
|       |      |      |       |      |             | 0000  |      |       |         | 600   |     |     |     |     |        |        |                                |      |
|       |      |      |       |      |             |       |      |       | 0       | 1800  |     |     |     |     |        | 0.00   |                                |      |

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19. All detail information will display for PO selected.

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## Purchase Order (Size/Unit)

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PO:  Dist:

PckTyp:  Line:

Store:  Dept:

Color:  Code:

Style:  Shade:

Cartons:  Weight:

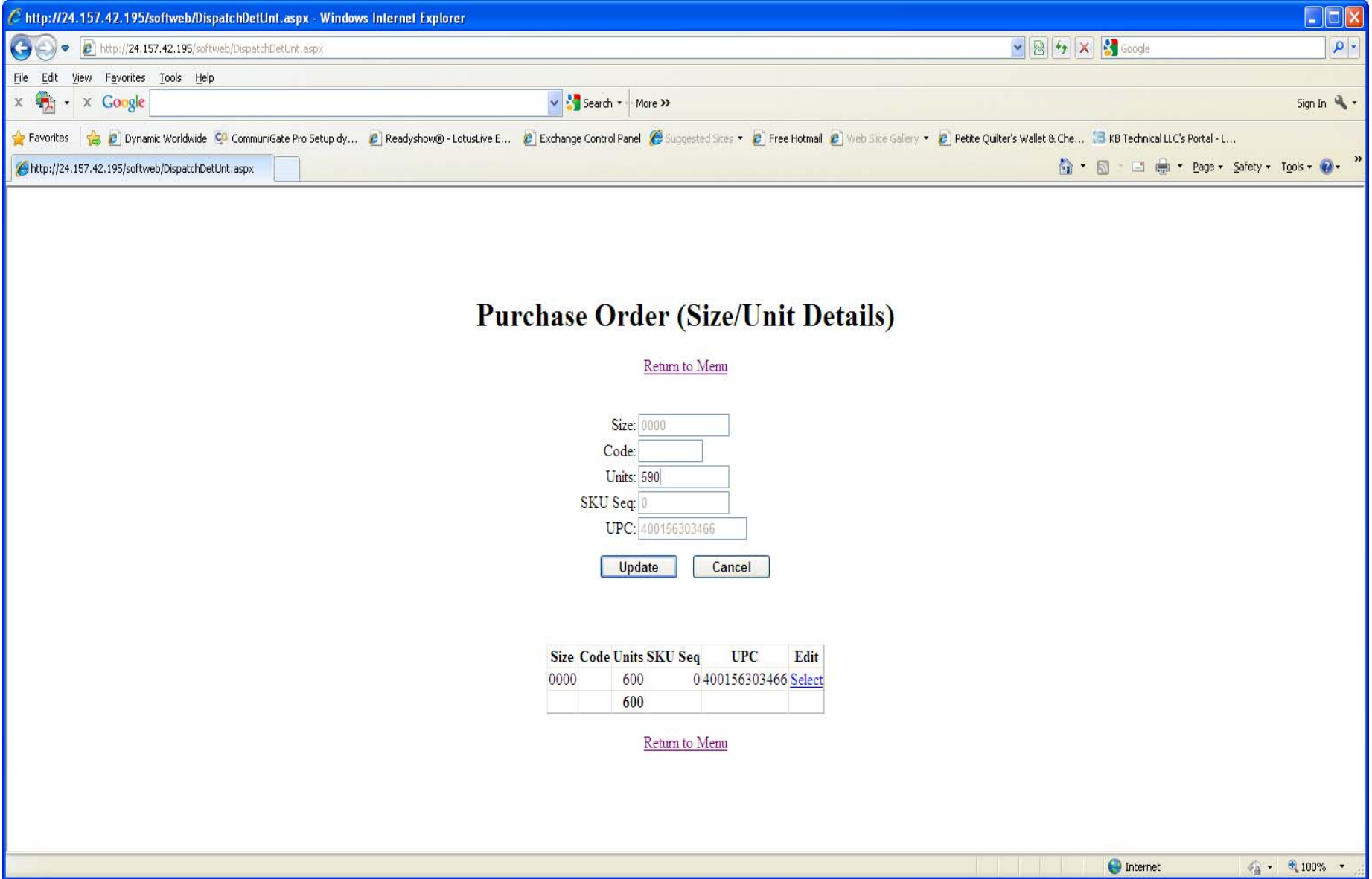
Bun/Ctn:  Pcs/Bun:

Please note that the web entry process has changed. Account requires 1 PO per dispatch web entry.

Zero Cartons on item requiring cartons

| PO    | Line | Dept | Store | Dist        | Style | Color | Code | Shade | Cartons | Units | Pcs | Bun | Bun/Ctn | PckTyp | Weight | Edit                   | Size                    |
|-------|------|------|-------|-------------|-------|-------|------|-------|---------|-------|-----|-----|---------|--------|--------|------------------------|-------------------------|
| 80797 | 001  | 152  | ROLA  | CT23252XCT1 | 001   |       |      |       | 0       | 600   |     |     |         | 0      | 0.00   | <a href="#">Select</a> | <a href="#">Details</a> |
|       |      |      |       |             |       | 0000  |      |       |         | 600   |     |     |         |        |        |                        |                         |
| 80797 | 002  | 152  | ROLA  | CT23252XCT2 | 024   |       |      |       | 0       | 600   |     |     |         | 0      | 0.00   | <a href="#">Select</a> | <a href="#">Details</a> |
|       |      |      |       |             |       | 0000  |      |       |         | 600   |     |     |         |        |        |                        |                         |
| 80797 | 003  | 152  | ROLA  | CT23252XCT3 | 060   |       |      |       | 0       | 600   |     |     |         | 0      | 0.00   | <a href="#">Select</a> | <a href="#">Details</a> |
|       |      |      |       |             |       | 0000  |      |       |         | 600   |     |     |         |        |        |                        |                         |
|       |      |      |       |             |       |       |      |       | 0       | 1800  |     |     |         |        | 0.00   |                        |                         |

20. To change cartons, and weight press the select key at the end of the desired line.
21. Enter the cartons and weight in the edit boxes and click on update.
22. To change units, click on details key at the end of the desired line.



23. Click on select at the end of the desired size.

24. Enter the units in the edit box and click on update and done.

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## Purchase Order (Size/Unit)

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PO:  Dist:

Pck Typ:  Line:

Store:  Dept:

Color:  Code:

Style:  Shade:

Cartons:  Weight:

Bun/Ctn:  Pcs/Bun:

Please note that the web entry process has changed. Account requires 1 PO per dispatch web entry.

| PO    | Line | Dept | Store | Dist | Style       | Color | Code | Shade | Cartons | Units | Pcs | Bun | Bun/Ctn | PckTyp | Weight | Edit                   | Size                    |
|-------|------|------|-------|------|-------------|-------|------|-------|---------|-------|-----|-----|---------|--------|--------|------------------------|-------------------------|
| 80797 | 001  | 152  |       | ROLA | CT33252XCT1 | 001   |      |       | 50      | 590   |     |     |         | 0      | 250.00 | <a href="#">Select</a> | <a href="#">Details</a> |
|       |      |      |       |      |             | 0000  |      |       |         | 590   |     |     |         |        |        |                        |                         |
| 80797 | 002  | 152  |       | ROLA | CT33252XCT2 | 024   |      |       | 50      | 600   |     |     |         | 0      | 250.00 | <a href="#">Select</a> | <a href="#">Details</a> |
|       |      |      |       |      |             | 0000  |      |       |         | 600   |     |     |         |        |        |                        |                         |
| 80797 | 003  | 152  |       | ROLA | CT33252XCT3 | 060   |      |       | 50      | 600   |     |     |         | 0      | 250.00 | <a href="#">Select</a> | <a href="#">Details</a> |
|       |      |      |       |      |             | 0000  |      |       |         | 600   |     |     |         |        |        |                        |                         |
|       |      |      |       |      |             |       |      |       | 150     | 1790  |     |     |         |        | 750.00 |                        |                         |

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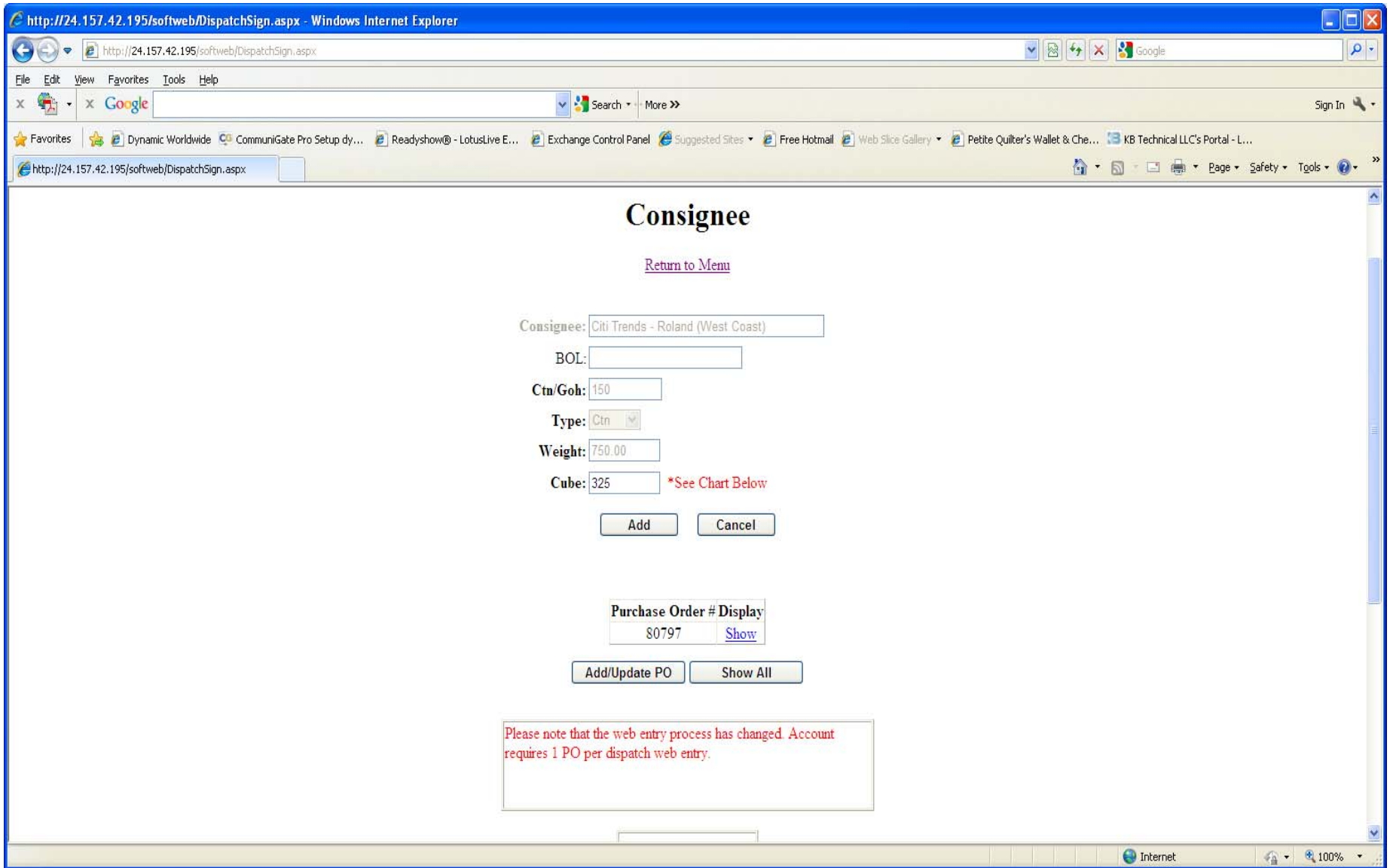
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25. Lines not being shipped must be selected and deleted.

26. When PO is complete, you may print this page from your web browser to use as a detailed packing list.

27. After updating all information for selected PO, click done.

**\*\*\*\*Citi Trends allows only one PO per dispatch.**



28. Click the "Add" button

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## Pickup Details

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Conf #/Date: {New Pickup} 03/23/2012 Ref ID:

Name:  Contact:

Address 1:  Phone,Ext:

Address 2:  Ready Date:   Time:

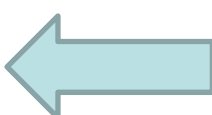
City,St,Zip:    Time Open:  Time Close:

Comment:  Pallets:

Pickups entered over a weekend or holiday, are not considered as entered until 8am next business day.  
Pickups entered less than 24 hours in advance of ready time cannot be guaranteed.

Average cube per carton is 2.167, if this is not correct please adjust prior to adding pickup

| ### | Consignee                         | BOL | Pieces | Ctn/Goh | Weight | Cube   | Appt # | Edit                   |
|-----|-----------------------------------|-----|--------|---------|--------|--------|--------|------------------------|
| 1   | Citi Trends - Roland (West Coast) |     | 150    | Ctn     | 750.00 | 325.00 |        | <a href="#">Select</a> |
|     |                                   |     | 150    |         | 750.00 | 325.00 |        |                        |



29. Enter total pallets for PO.

30. Once PO has been entered, for pickup by consolidator click on "Add Pickup" or for delivery to consolidator click on "Add Dropoff".

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## Pickup Scheduling

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Pickups

| Conf #   | Ref ID | Date       | Status           | Select                 |
|----------|--------|------------|------------------|------------------------|
| 53505799 |        | 03/23/2012 | Pending Approval | <a href="#">Select</a> |

[New Pickup](#)

[Return to Menu](#)

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31. Pickup will show as Pending Approval until Routing number from Citi Trends is assigned.
32. Once conf# shows approved, **your routing number will be displayed in the REF ID field.**