



# **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://64.113.255.18/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:**

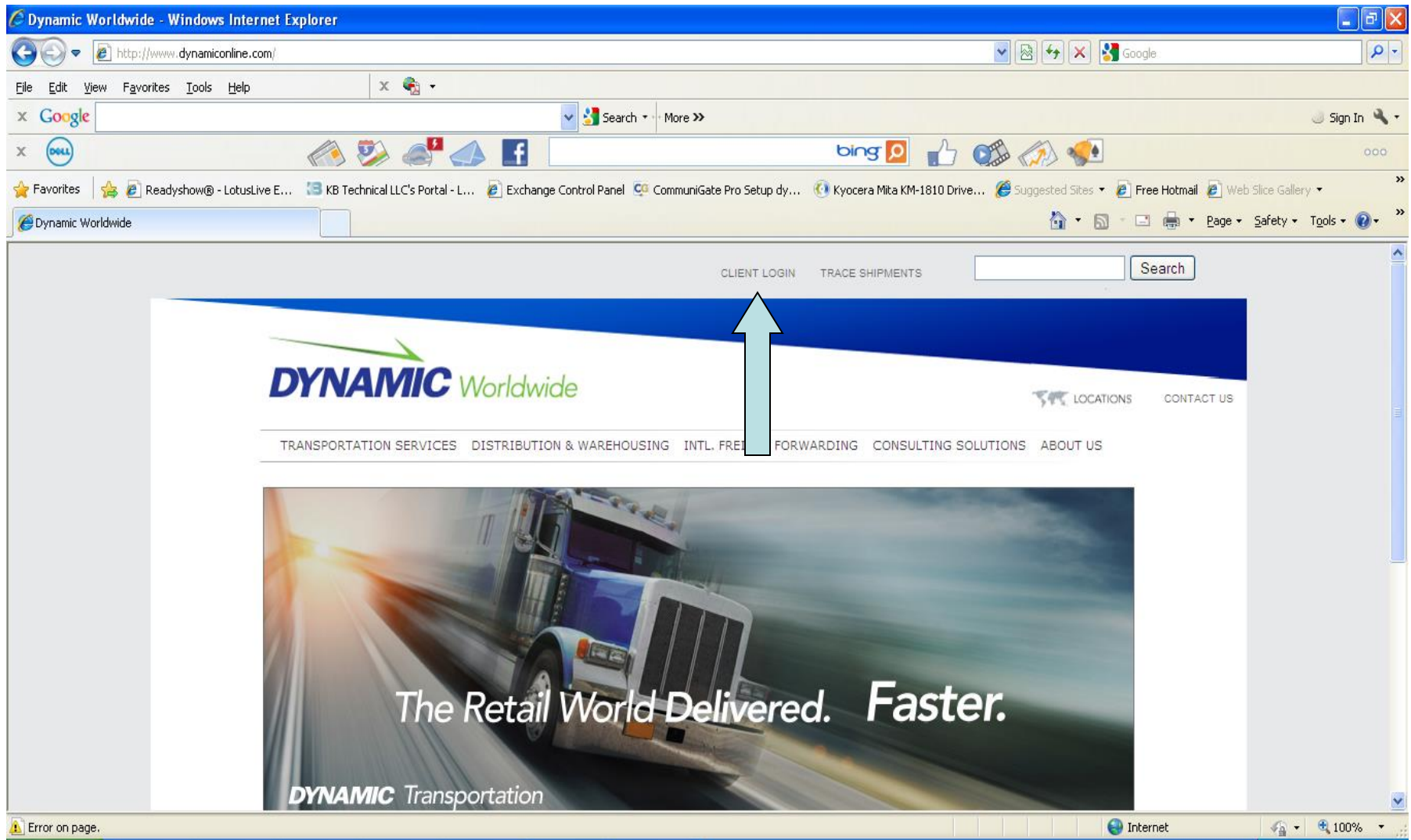
**562-407-1000 ext 133**

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

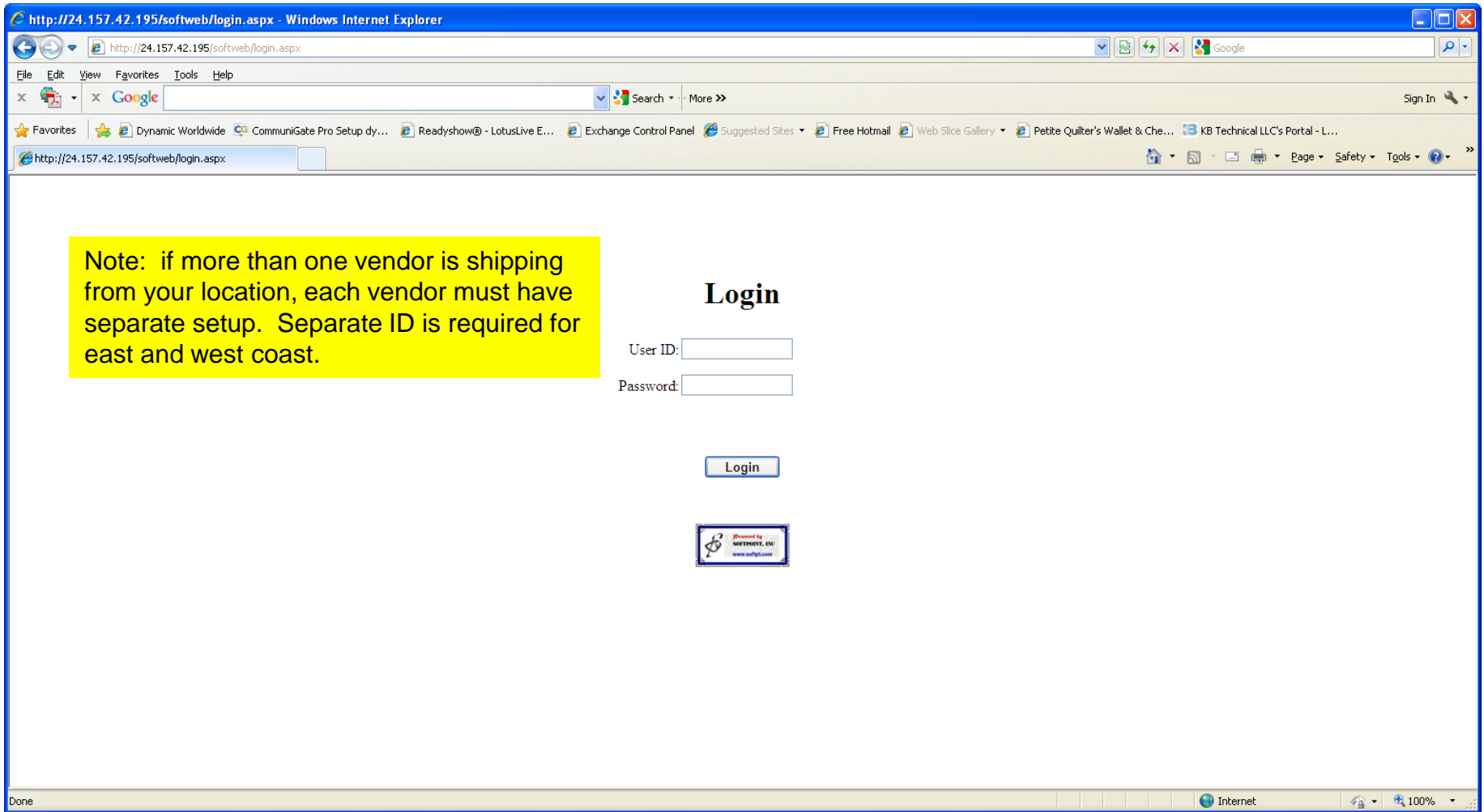
**[it@ndlonline.com](mailto:it@ndlonline.com)**

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

**Sales ext 127**

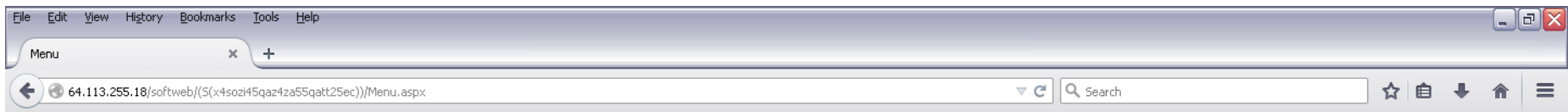


Access Dynamic website at [www.dynamiconline.com](http://www.dynamiconline.com). Click on Client Login.



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

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



## Menu

Select from the following

[Pickup Status](#)  
[Tracing](#)  
[Import Tracking](#)  
[Pickup Scheduling](#)

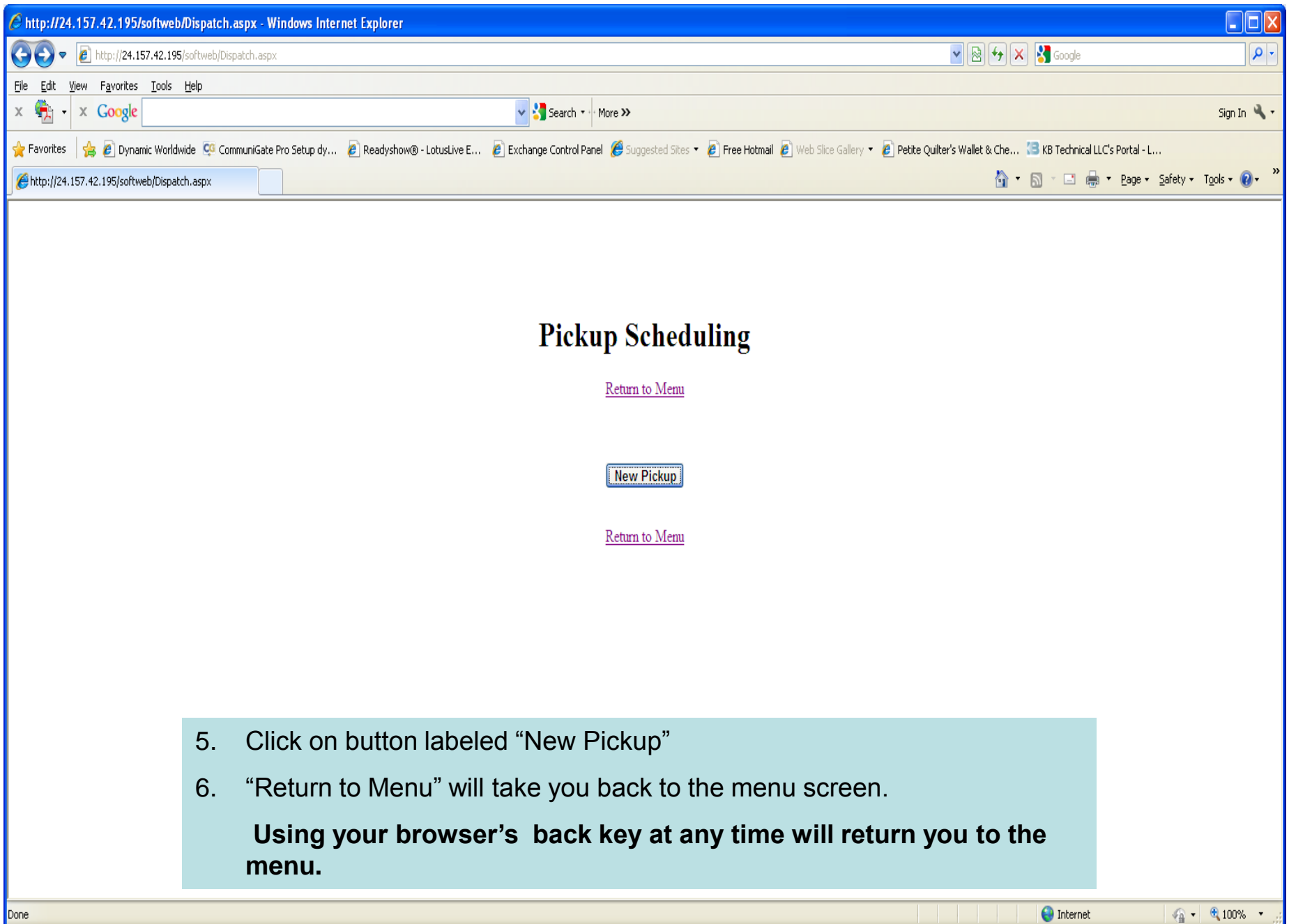
Division:

Account:

Clicking on your browsers back key at any time may return you to this menu and you will lose any info previously keyed.

If you're location has more than one vendor, you must select the correct shipper name

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



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

http://24.157.42.195/softweb/DispatchShow.aspx

File Edit View Favorites Tools Help

Search More >>

Sign In

Favorites Dynamic Worldwide CommuniGate Pro Setup dy... Readshow@ - LotusLive E... Exchange Control Panel Suggested Sites Free Hotmail Web Slice Gallery Petite Quilter's Wallet & Che... KB Technical LLC's Portal - L...

http://24.157.42.195/softweb/DispatchShow.aspx

## Pickup Details

[Return to Menu](#)

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		

Done Internet 100%

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.

http://24.157.42.195/DispatchSign.aspx - Windows Internet Explorer

http://24.157.42.195/DispatchSign.aspx

File Edit View Favorites Tools Help

Google Search More >>

Sign In

Favorites Dynamic Worldwide CommuniGate Pro Setup dy... Readysnow@ - LotusLive E... Exchange Control Panel Suggested Sites Free Hotmail Web Slice Gallery Petite Quilter's Wallet & Che... KB Technical LLC's Portal - L...

http://24.157.42.195/DispatchSign.aspx

## Consignee

[Return to Menu](#)

Consignee:

BOL:

Ctn/Goh:

Type:

Weight:

Cube:  \*See Chart Below

Add Cancel

Add/Update PO

48 Foot Trailer Dimensions

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.



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

http://24.157.42.195/softweb/DispatchSign.aspx

File Edit View Favorites Tools Help

Google Search More >> Sign In

Favorites Dynamic Worldwide CommuniGate Pro Setup dy... Readshow@ - LotusLive E... Exchange Control Panel Suggested Sites Free Hotmail Web Slice Gallery Petite Quilter's Wallet & Che... KB Technical LLC's Portal - L...

http://24.157.42.195/softweb/DispatchSign.aspx

## Consignee

[Return to Menu](#)

**Consignee:**

BOL:

Ctn/Goh:

Type:

Weight:

Cube:  \*See Chart Below

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

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

http://24.157.42.195/softweb/DispatchSign.aspx

File Edit View Favorites Tools Help

Google Search More >>

Sign In

Favorites Dynamic Worldwide CommuniGate Pro Setup dy... Readshow@ - LotusLive E... Exchange Control Panel Suggested Sites Free Hotmail Web Slice Gallery Petite Quilter's Wallet & Che... KB Technical LLC's Portal - L...

http://24.157.42.195/softweb/DispatchSign.aspx

## Consignee

[Return to Menu](#)

**Consignee:** Citi Trends - Roland (West Coast)

BOL: 13245

Ctn/Goh:

Type: Ctn

Weight:

Cube: 325 \*See Chart Below

Add Cancel

Add/Update PO

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

Internet 100%

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/DispatchBrkUnt.aspx - Windows Internet Explorer

http://24.157.42.195/DispatchBrkUnt.aspx

File Edit View Favorites Tools Help

Google Search More >>

Sign In

Favorites Dynamic Worldwide CommuniGate Pro Setup dy... Readysnow® - LotusLive E... Exchange Control Panel Suggested Sites Free Hotmail Web Slice Gallery Petite Quilter's Wallet & Che... KB Technical LLC's Portal - L...

http://24.157.42.195/DispatchBrkUnt.aspx

## Purchase Order (Size/Unit)

[Return to Menu](#)

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		

[Return to Menu](#)

Internet 100%

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.

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

http://24.157.42.195/softweb/DispatchBrkUnt.aspx

File Edit View Favorites Tools Help

Google Search More >> Sign In

Favorites Dynamic Worldwide CommuniGate Pro Setup dy... Readyshow® - LotusLive E... Exchange Control Panel Suggested Sites Free Hotmail Web Slice Gallery Petite Quilter's Wallet & Che... KB Technical LLC's Portal - L...

http://24.157.42.195/softweb/DispatchBrkUnt.aspx

## Purchase Order (Size/Unit)

[Return to Menu](#)

PO:

Pck/Typ:

Store:

Color:

Style:

Cartons:

Bun/Ctn:

Dist:

Line:

Dept:

Code:

Shade:

Weight:

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	Sizes
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	040			0	600			0	0.00	<a href="#">Select Details</a>	
						0000				600						
									0	1800				0.00		

[Return to Menu](#)

Internet 100%

19. All detail information will display for PO selected.

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

http://24.157.42.195/DispatchBrkUnt.aspx

File Edit View Favorites Tools Help

Google Search More >> Sign In

Favorites Dynamic Worldwide CommuniGate Pro Setup dy... Readyshow@ - LotusLive E... Exchange Control Panel Suggested Sites Free Hotmail Web Slice Gallery Petite Quilter's Wallet & Che... KB Technical LLC's Portal - L...

http://24.157.42.195/DispatchBrkUnt.aspx

## Purchase Order (Size/Unit)

[Return to Menu](#)

PO:

PckTyp:

Store:

Color:

Style:

Cartons:

Bun/Ctn:

Dist:

Line:

Dept:

Code:

Shade:

Weight:

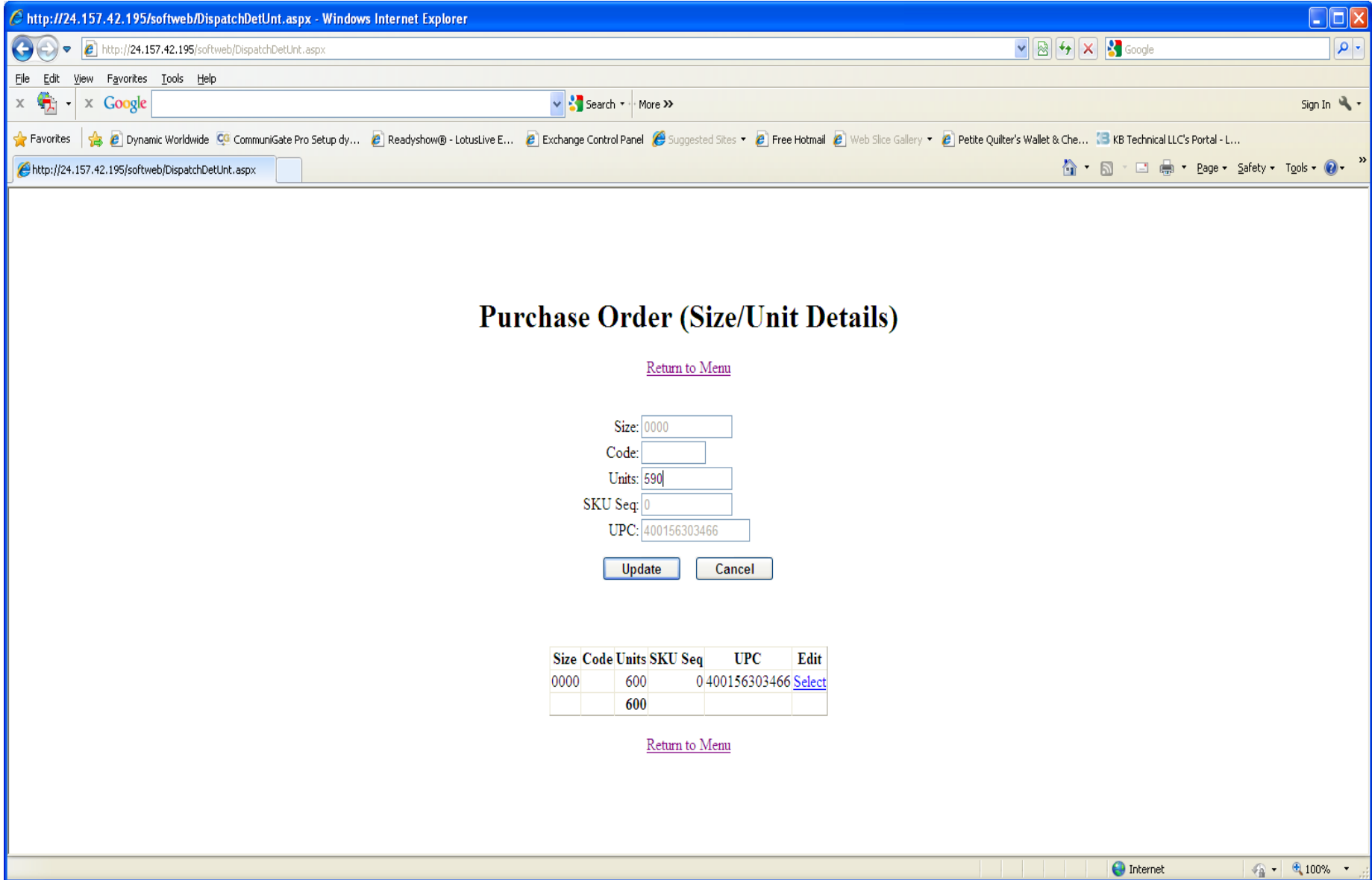
Pcs/Bun:

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	Sizes
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.

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

http://24.157.42.195/softweb/DispatchBrkUnt.aspx

File Edit View Favorites Tools Help

Google Search More >>

Sign In

Favorites Dynamic Worldwide CommuniGate Pro Setup dy... Readyshow@ - LotusLive E... Exchange Control Panel Suggested Sites Free Hotmail Web Slice Gallery Petite Quilter's Wallet & Che... KB Technical LLC's Portal - L...

http://24.157.42.195/softweb/DispatchBrkUnt.aspx

## Purchase Order (Size/Unit)

[Return to Menu](#)

PO:

Pck/Typ:

Store:

Color:

Style:

Cartons:

Bun/Ctn:

Dist:

Line:

Dept:

Code:

Shade:

Weight:

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	CT33252NCT1	001			50	590				0	250.00	<a href="#">Select</a>	<a href="#">Details</a>
						0000				590							
80797	002	152		ROLA	CT33252NCT2	024			50	600				0	250.00	<a href="#">Select</a>	<a href="#">Details</a>
						0000				600							
80797	003	152		ROLA	CT33252NCT3	060			50	600				0	250.00	<a href="#">Select</a>	<a href="#">Details</a>
						0000				600							
									150	1790					750.00		

[Return to Menu](#)

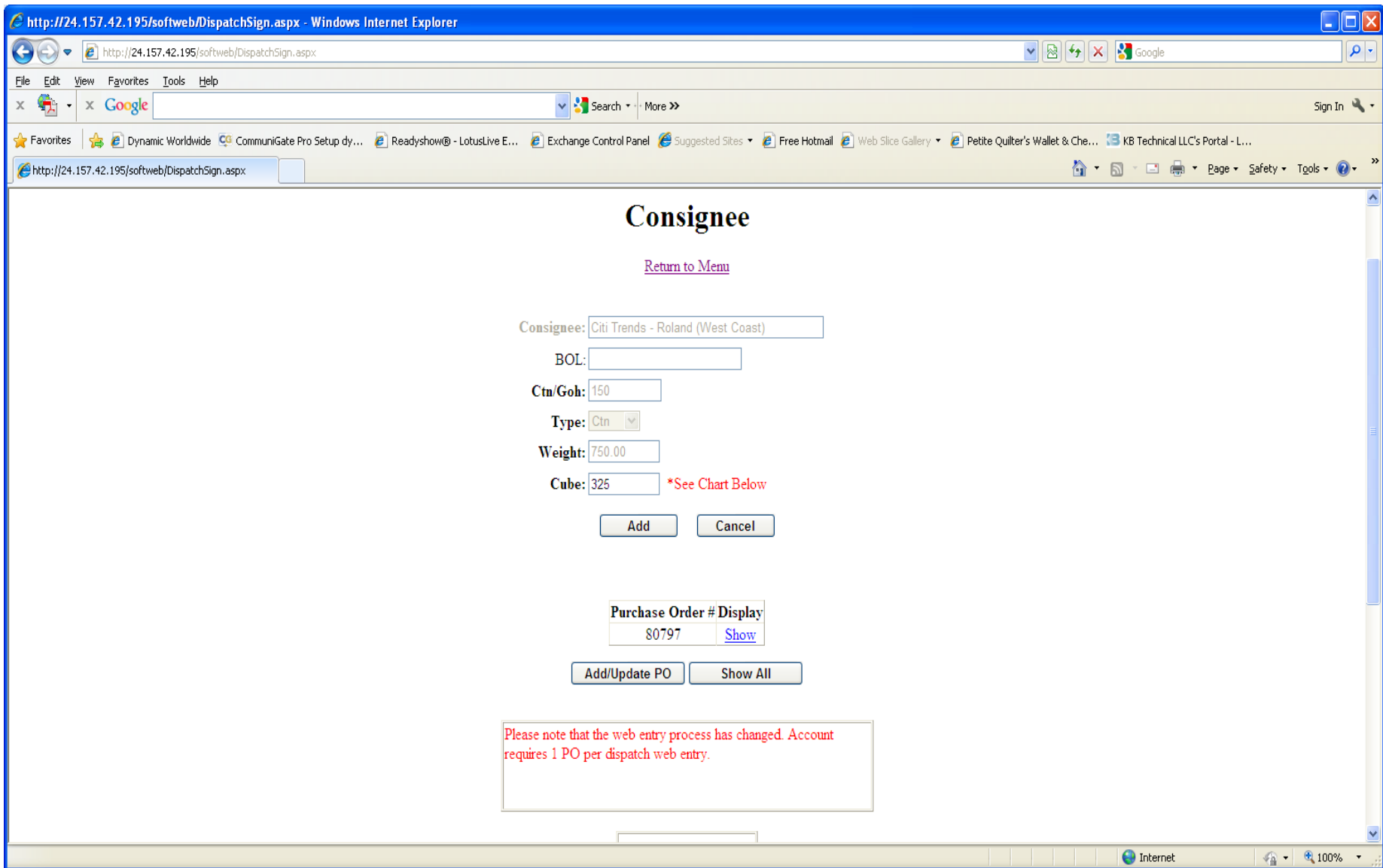
Internet 100%

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



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

http://24.157.42.195/softweb/DispatchShow.aspx

File Edit View Favorites Tools Help

Google Search More >> Sign In

Favorites Dynamic Worldwide CommuniGate Pro Setup dy... Readshow® - LotusLive E... Exchange Control Panel Suggested Sites Free Hotmail Web Slice Gallery Petite Quilter's Wallet & Che... KB Technical LLC's Portal - L...

http://24.157.42.195/softweb/DispatchShow.aspx

## Pickup Details

[Return to Menu](#)

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

Name:  Contact:

Address 1:  Phone,Ext:

Address 2:  Ready Date:   Time:

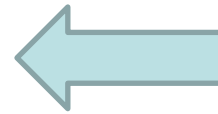
City,St,Zip:    Time Open:  Time Close:

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”.**

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

http://24.157.42.195/softweb/Dispatch.aspx

File Edit View Favorites Tools Help

Search More >>

Sign In

Favorites Dynamic Worldwide CommuniGate Pro Setup dy... Readyshow@ - LotusLive E... Exchange Control Panel Suggested Sites Free Hotmail Web Slice Gallery Petite Quilter's Wallet & Che... KB Technical LLC's Portal - L...


http://24.157.42.195/softweb/Dispatch.aspx

## Pickup Scheduling

[Return to Menu](#)

Pickups

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



New Pickup

[Return to Menu](#)

Done Internet 100%

31. Pickup will show as Pending Approval until Routing number from Citi Trends is assigned.

Internet Explorer browser window showing the "Pickup Scheduling" page. The address bar displays the URL: http://64.113.255.18/softweb/(S(x4sozi45qaz4za55qatt25ec))/Dispatch.aspx. The page title is "Pickup Scheduling". Below the title is a link "Return to Menu". The main content area displays a table titled "Pickups" with columns: Conf #, Ref ID, Date, Status, and Select. The table contains four rows of data, all with a status of "Approved". Below the table is a button labeled "New Pickup". At the bottom of the page is another link "Return to Menu".

## Pickup Scheduling

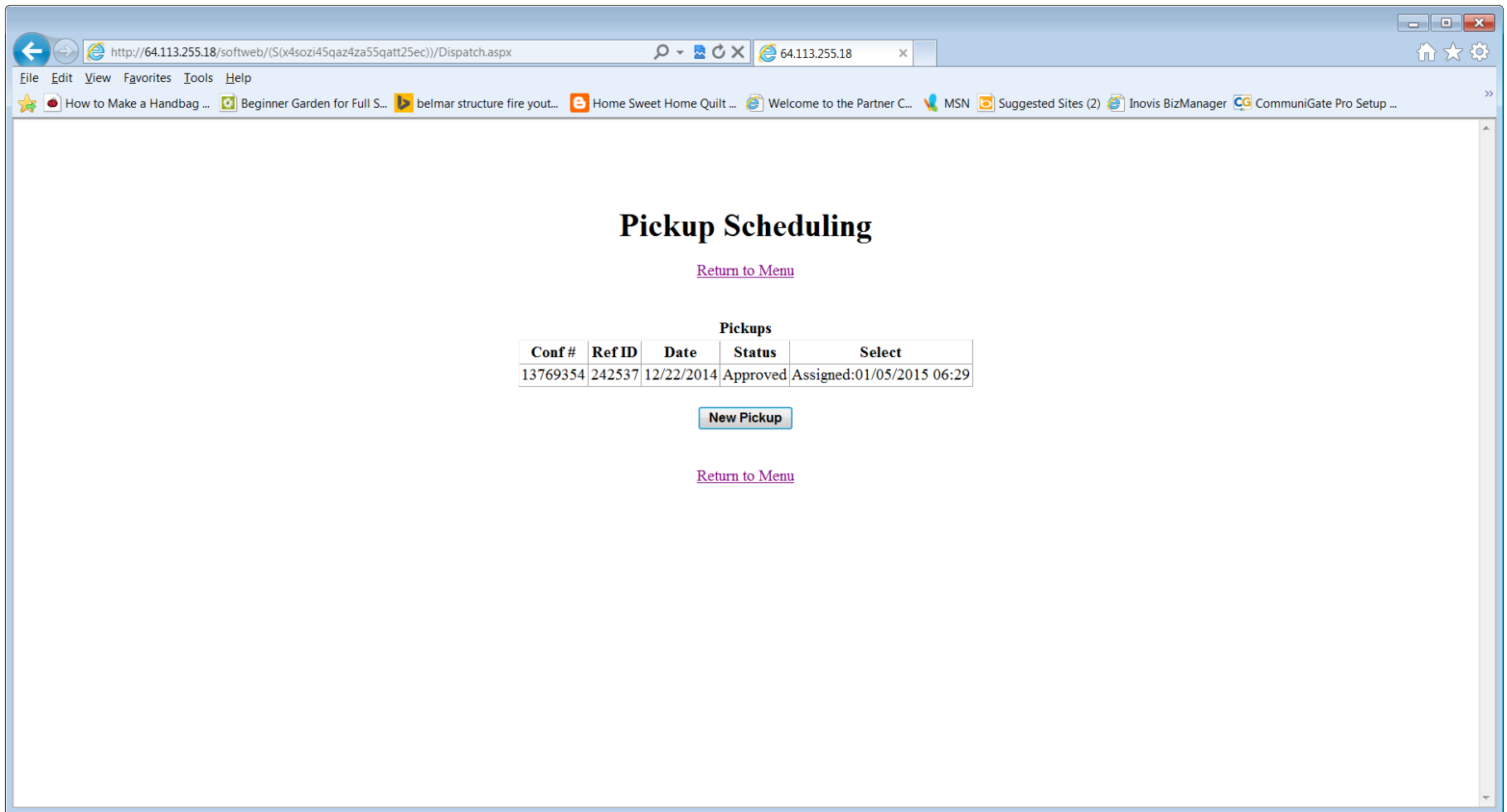
[Return to Menu](#)

Conf #	Ref ID	Date	Status	Select
13769657	242869	12/22/2014	Approved	<a href="#">Select</a>
13769660	242870	12/22/2014	Approved	<a href="#">Select</a>
13769661	242871	12/22/2014	Approved	<a href="#">Select</a>
13769662	242872	12/22/2014	Approved	<a href="#">Select</a>

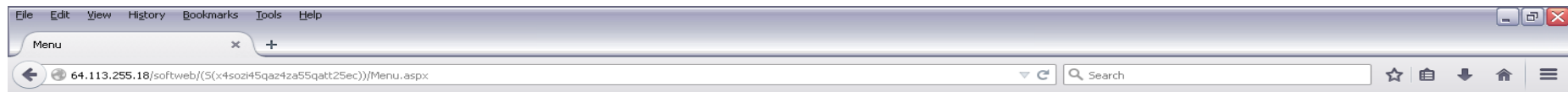
[New Pickup](#)

[Return to Menu](#)

32. If confirmation is routed through Dynamic Consolidation, routing number will be displayed in the REF ID field and status will change to approved.



33. Once Dynamic driver has been assigned, assigned date and time will display in the Select field.



## Menu

Select from the following

[Pickup Status](#)  
[Tracing](#)  
[Import Tracking](#)  
[Pickup Scheduling](#)

Division:

Account:

**Logoff**

34. Confirmation that has been routed to third party carrier will be closed and visible on Pickup Status Menu Option.

Internet Explorer window showing the URL: [http://64.113.255.18/softweb/\(S\(x4sozi45qaz4za55qatt25ec\)\)/PickUps.aspx](http://64.113.255.18/softweb/(S(x4sozi45qaz4za55qatt25ec))/PickUps.aspx)

File Edit View Favorites Tools Help

How to Make a Handbag ... Beginner Garden for Full S... belmar structure fire yout... Home Sweet Home Quilt ... Welcome to the Partner C... MSN Suggested Sites (2) Inovis BizManager CommuniGate Pro Setup ...

## Pickup Status

[Return to Menu](#)

PO #:  Shipper:   
BOL:  Conf #: 13769479 -   
Created Start Date:  End Date:   
Ready Start Date:  End Date:   
☒ Included Closed Pickups ☒ Fill Results Down

[Return to Menu](#)

35. Enter confirmation number in Conf# edit box.
36. check Included Closed Pickups.
37. Click on Search.
38. Search can also be completed through any of the edit fields, i.e. date range, po, etc.

http://64.113.255.18/softweb/(S(x4sozi45qaz4za55qatt25ec))/PickUps.aspx

File Edit View Favorites Tools Help

How to Make a Handbag ... Beginner Garden for Full S... belmar structure fire yout... Home Sweet Home Quilt ... Welcome to the Partner C... MSN Suggested Sites (2) Inovis BizManager CommuniGate Pro Setup ...

## Pickup Status

[Return to Menu](#)

PO #:  Shipper:

BOL:  Conf #: 13769479 -

Created Start Date:  End Date:

Ready Start Date:  End Date:

☒ Included Closed Pickups ☐ Fill Results Down

[Search](#)

### Results

Conf #	Carrier/Phone	Consignee	BOL	In	Ready	Assigned	PO #	Code	Ctn/Goh	Weight	Cube	Units
13769479-1	LSLG 800-441-3931	Citi Trends-Darlington (East Coast)		12/22/2014 11:08	01/05/2015 08:00		50960		78	1,872.00	225.00	600
							50960					
							50960					
							50960					
							50960					
							50960					
							Totals		78	1,872.00	225.00	

[Return to Menu](#)

39. Routed Carrier and Carrier's Phone will be displayed in Carrier/Phone column of grid for third party carriers.

http://64.113.255.18/softweb/(S(x4sozi45qaz4za55qatt25ec))/PickUps.aspx 64.113.255.18

File Edit View Favorites Tools Help

How to Make a Handbag ... Beginner Garden for Full S... belmar structure fire yout... Home Sweet Home Quilt ... Welcome to the Partner C... MSN Suggested Sites (2) Inovis BizManager CommuniGate Pro Setup ...

## Pickup Status

[Return to Menu](#)

PO #:  Shipper:

BOL:  Conf #: 13769662 -

Created Start Date:  End Date:

Ready Start Date:  End Date:

☐ Included Closed Pickups ☐ Fill Results Down

### Results

Conf #	Carrier/Phone	Consignee	BOL	In	Ready	Assigned	PO #	Code	Ctn/Goh	Weight	Cube	Units
13769662-1	201-985-0300	Citi Trends-Darlington (East Coast)		12/22/2014 14:16	01/05/2015 08:00		51027		171	3,591.00	237.00	228
							51027					
							51027					
							51027					
							51027					
							51027					
							51027					
							<b>Totals</b>		171	3,591.00	237.00	

[Return to Menu](#)

40. Confirmations routed through Dynamic for pickup or drop off will display only phone number in the Carrier/Phone column of grid.