

# **Citi Trends**

**Vendor Web Access**

**Dynamic Web Portal**

**Dynamic Delivery – East Coast**

**SCAC = DYDS**

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

**North Bergen, NJ 07047**

**973-344-6300**

**Dynamic Express – West Coast**

**SCAC = DYXI**

**14141 Alondra Blvd South**

**Santa Fe Springs, CA 90670**

**562-407-1000**

**Shipments routed through consolidation must show the applicable Carrier/SCAC above on the BOL**

**Web Address: [www.dynamiconline.com](http://www.dynamiconline.com)**

**Select Client Zone Tab from Menu**

**Contacts East Coast:**

**Pickups 201-985-0300 ext 1231**

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

**Receiving**

**Receiving dept@dynamiconline.com**

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

**Sales ext 304**

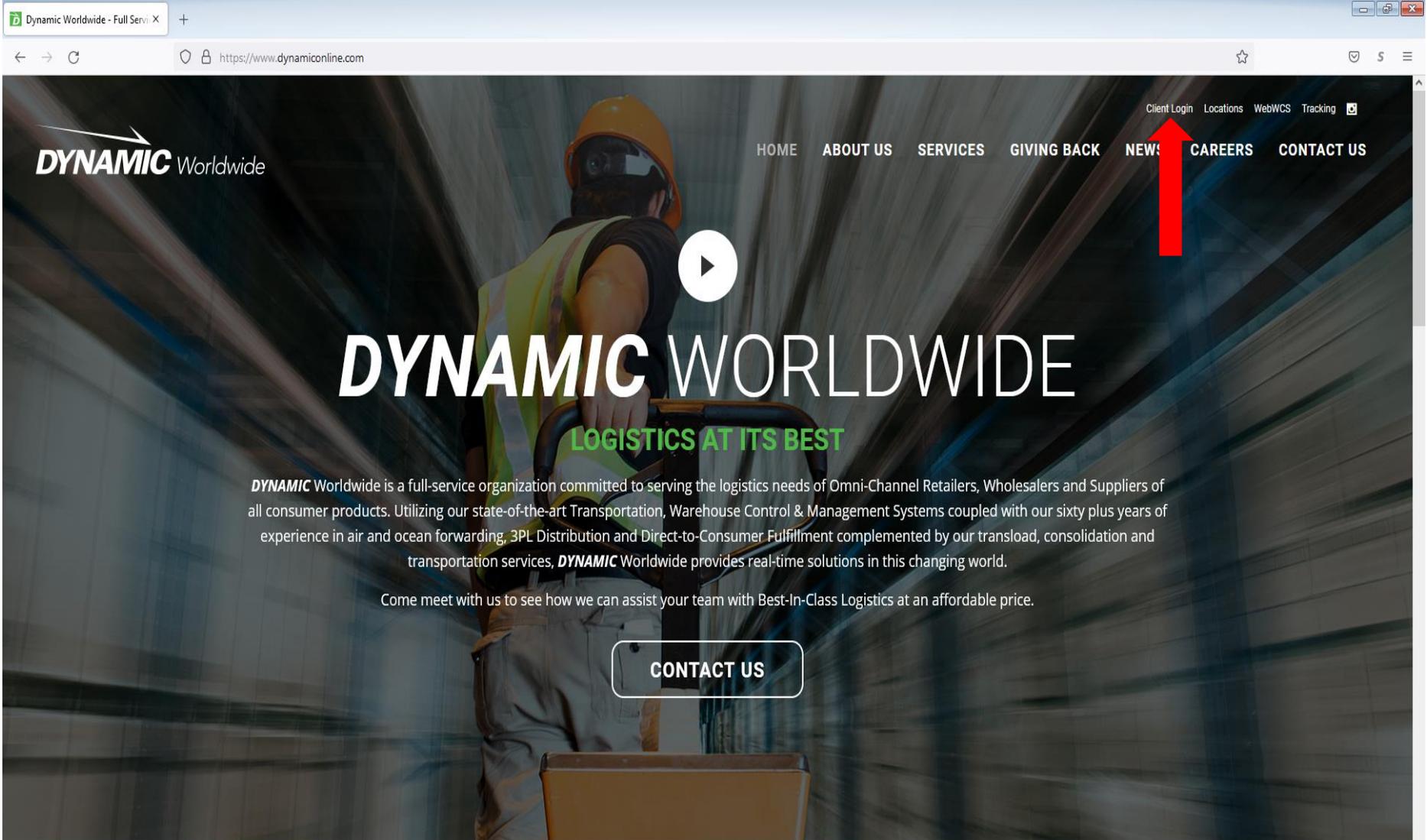
**Contacts West Coast:**

**Pickups/Delivery Appt:**

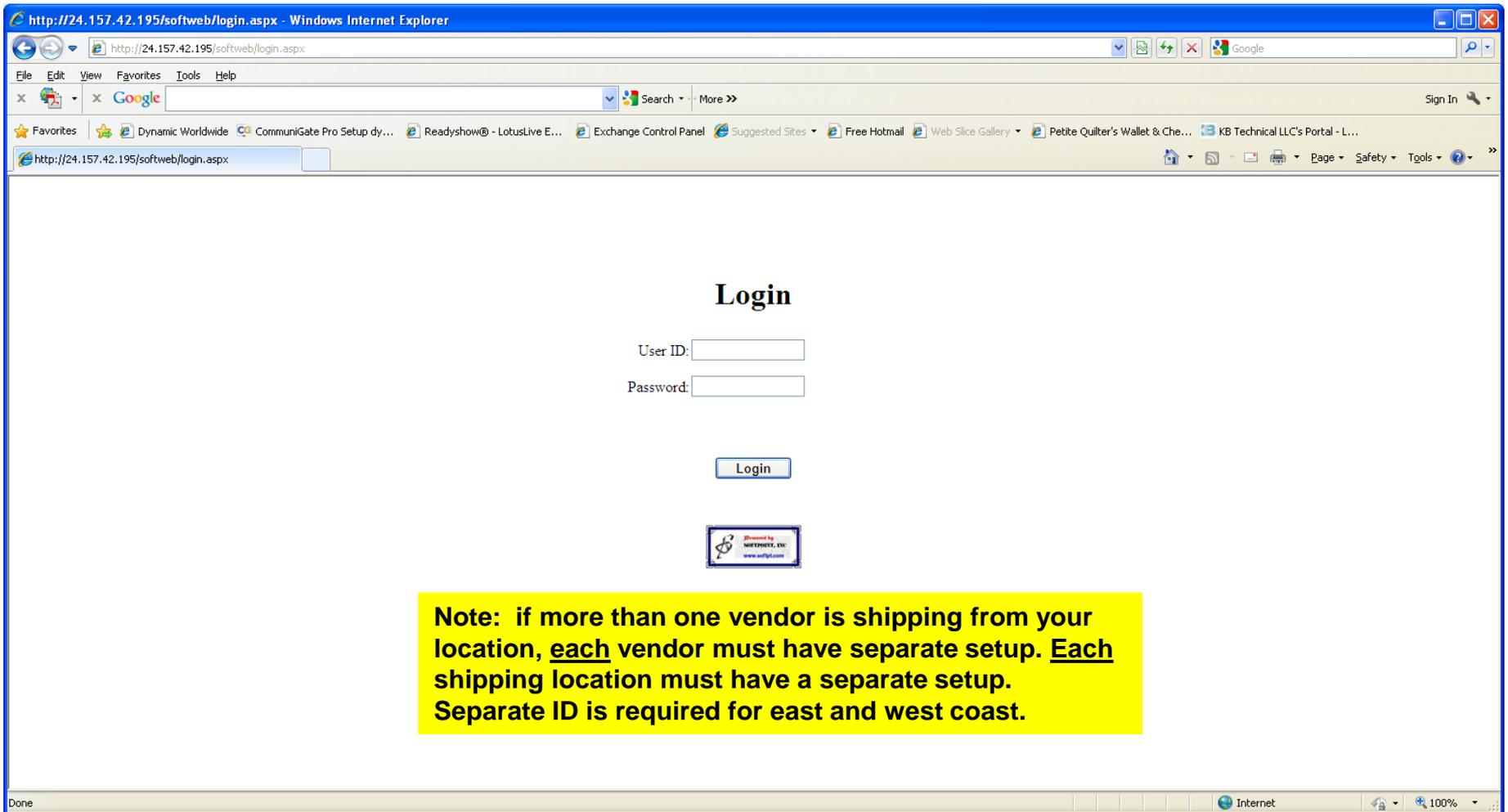
**[dwwitsupport@dynamiconline.com](mailto:dwwitsupport@dynamiconline.com)**

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

**Sales ext 127**



Access Dynamic website at [www.dynamiconline.com](https://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.

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

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http://24.157.42.195/softweb/Menu.aspx

## Menu

Select from the following options

[Tracing](#)

[Import Tracking](#)

[Pickup Scheduling](#)

Division: Dynamic Express Inc. (West)

Account: Renaissance Imports

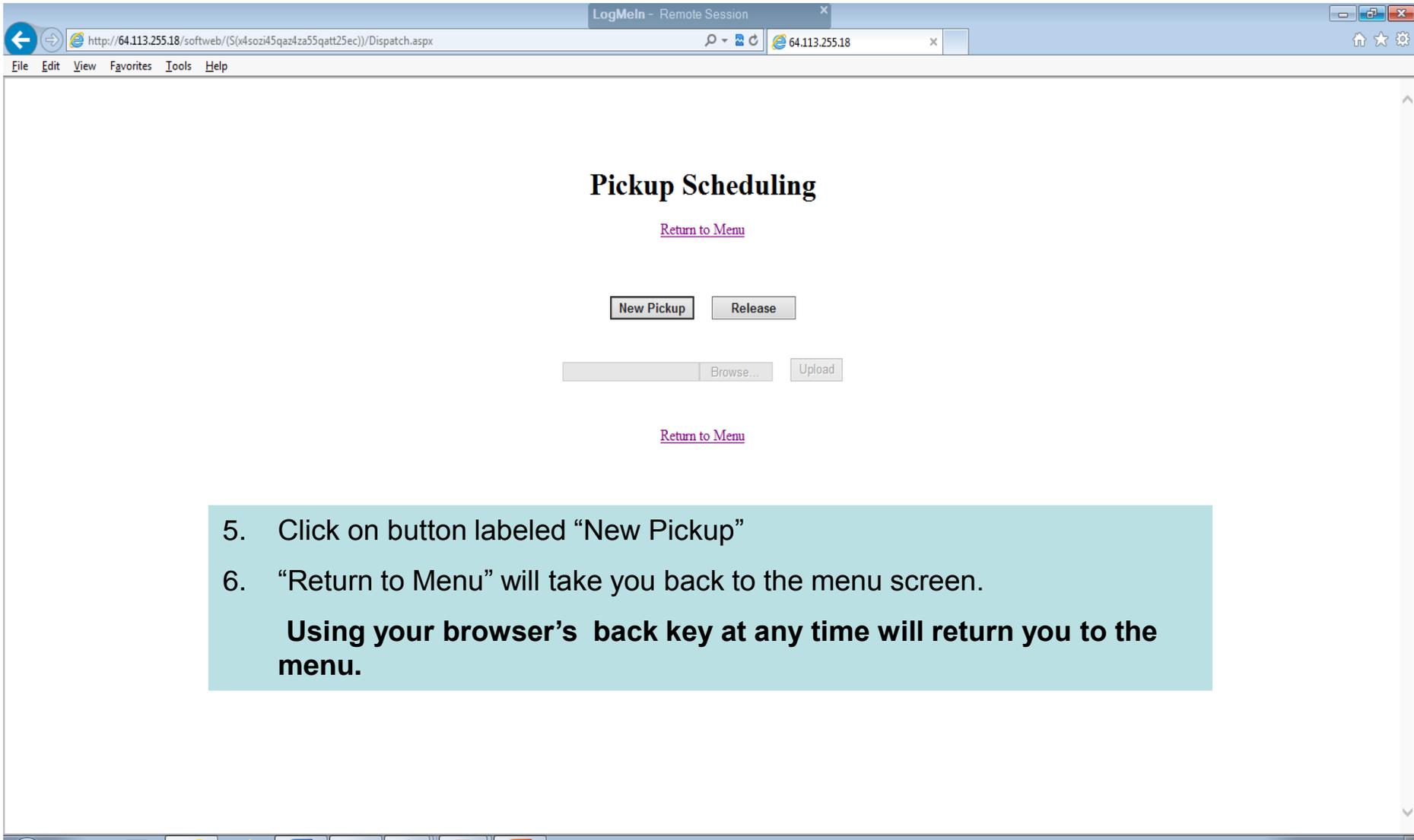
Logoff

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 have more than one vendor/location, you must select the correct shipper name or location.

Internet 100%

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



## Pickup Scheduling

[Return to Menu](#)

New Pickup

Release

Browse...

Upload

[Return to Menu](#)

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.**

**DO NOT OVER WRITE ADDRESS**

### Pickup Details

All Bold Fields are Required

Conf #/Date: **{New Pickup}** 09/17/2021 Ref ID:

Name: American Apparel Global Contact: irene

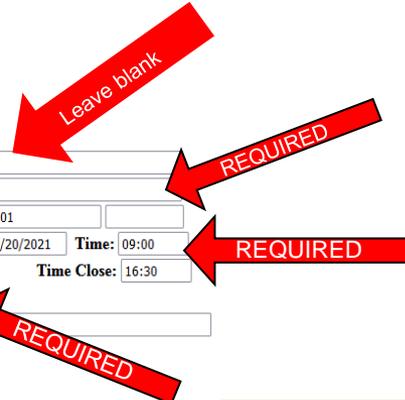
Address 1:  Phone,Ext: (201)866-6401

Address 2: 560 Jefferson Ave Ready Date: Mon 09/20/2021 Time: 09:00

City,St,Zip: Secaucus NJ 07094 Time Open: 08:00 Time Close: 16:30

Email: Debbie x14 Pallets: 2

Comment:

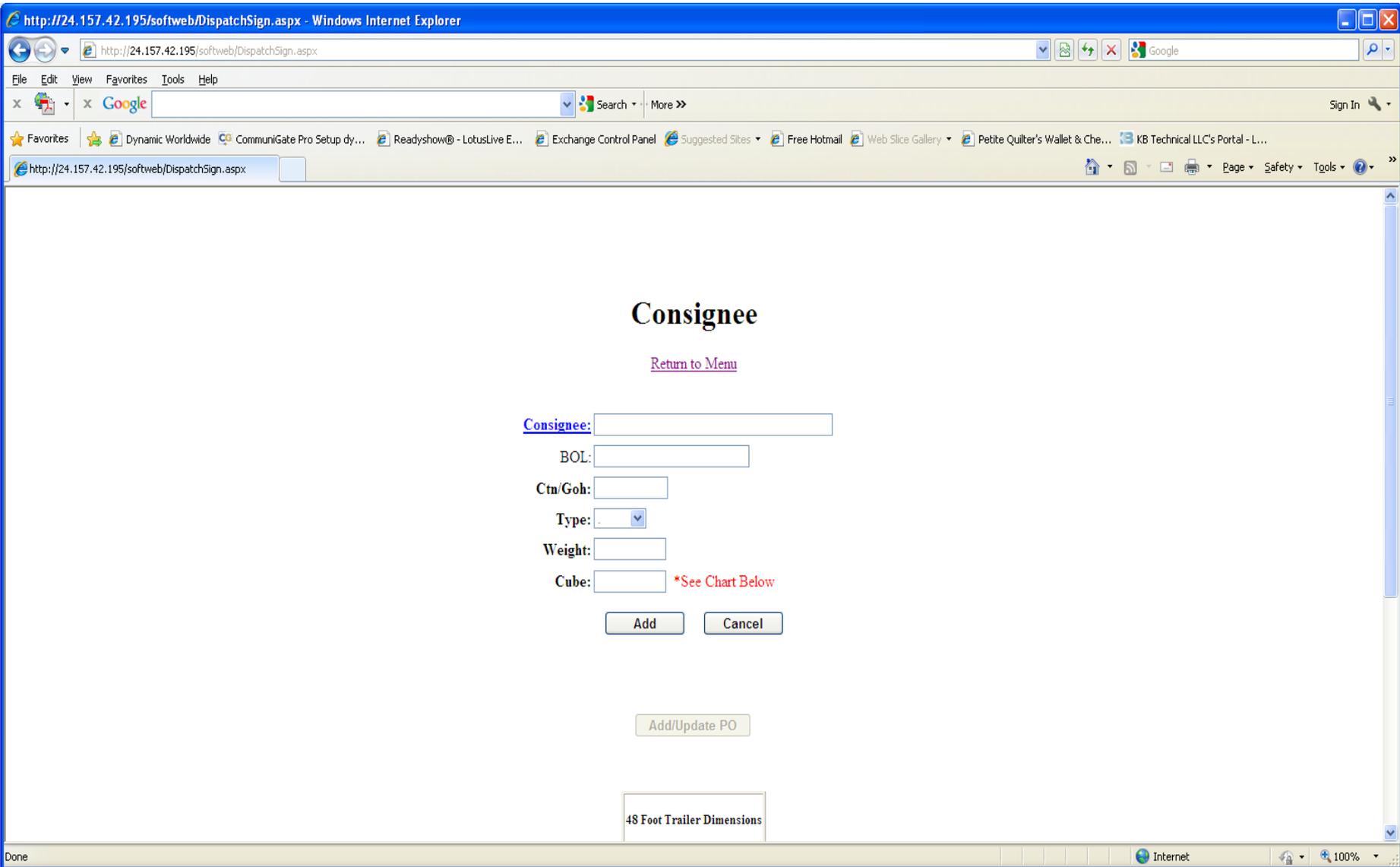


###	Consignee	BOL	Pieces	Ctn/Goh	Weight	Cube	Appt #	Edit
			0		0.00	0.00		

**Must use correct time format HH:MM.  
Same day ready must have ready time AFTER current time**

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.

- Verify the information that appears is accurate for pickup location.
  - You are required to enter a ready day or date, a ready time, and a contact name.  
Must use correct time format HH:MM
  - Select the "Add Consignee/Destination" button to enter consignee information.
  - The "Cancel" button will take you back to the previous screen.
- Same day ready date MUST have ready time AFTER cancel Time



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.

## Consignee

**Consignee:**

**BOL:**

**Ctn/Goh:**

**Type:**

**Weight:**

**Cube:**  \*See Chart Below

Please note that the web entry process has changed. Account requires 1 PO per dispatch web entry. PO's less than 5 digits need lead zeroes.

Length:  Width:  Height:  Cartons:  Total=

48 Foot Trailer Dimensions		
Portion	Feet	Cube
1/8	6	325
1/4	12	650
1/2	24	1300
3/4	36	1950
Full	48	2600

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

## Consignee

**Consignee:** Citi Trends-Darlington (East Coast)  
BOL:   
Ctn/Goh:   
Type: Ctn   
Weight:   
Cube: 200 \*See Chart Below

Please note that the web entry process has changed. Account requires 1 PO per dispatch web entry. PO's less than 5 digits need lead zeroes.

Length:  Width:  Height:  Cartons:  Total=

48 Foot Trailer Dimensions		
Portion	Feet	Cube
1/8	6	325
1/4	12	650
1/2	24	1300
3/4	36	1950

13. BOL – Not required – Can be used for your reference.
14. CTN & Weight –DO NOT ENTER – Will populate from PO detail screen
15. Type – required – click on drop down arrow and select Carton
16. Cube – required – enter total cube for PO (including skids)
17. After all required information is entered, click the “Add/Update PO” button.

## Citi Trends Purchase Order (Size/Unit)

PO:	<input type="text"/>	Dist:	DARL <input type="button" value="v"/>
Pck/Typ:	<input type="text" value="0"/>	Line:	<input type="text"/>
Store:	<input type="text"/>	Dept:	<input type="text"/>
Color:	<input type="text"/>	Code:	<input type="text"/>
Style:	<input type="text"/>	Shade:	<input type="text"/>
Cartons:	<input type="text" value="0"/>	Weight:	<input type="text" value="0.00"/>
Bun/Ctn:	<input type="text"/>	Pcs/Bun:	<input type="text"/>
<input type="button" value="Add"/>		<input type="button" value="Done"/>	

Please note that the web entry process has changed. Account requires 1 PO per dispatch web entry. PO's less than 5 digits need lead zeroes.

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

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 except 4 digit PO's.

## Citi Trends Purchase Order (Size/Unit)

PO: <input style="width: 100px;" type="text"/>	Dist: <input style="width: 50px;" type="text" value="DARL"/>
Pck/Typ: <input style="width: 20px;" type="text" value="0"/>	Line: <input style="width: 50px;" type="text"/>
Store: <input style="width: 100px;" type="text"/>	Dept: <input style="width: 50px;" type="text"/>
Color: <input style="width: 100px;" type="text"/>	Code: <input style="width: 50px;" type="text"/>
Style: <input style="width: 100px;" type="text"/>	Shade: <input style="width: 50px;" type="text"/>
Cartons: <input style="width: 50px;" type="text" value="0"/>	Weight: <input style="width: 50px;" type="text" value="0.00"/>
Bun/Ctn: <input style="width: 50px;" type="text"/>	Pcs/Bun: <input style="width: 50px;" type="text"/>

Please note that the web entry process has changed. Account requires 1 PO per dispatch web entry. PO's less than 5 digits need lead zeroes.

PO	Line	Dept	Store	Dist	Style	Color	Code	Shade	Cartons	Units	Pcs/Bun	Bun/Ctn	Pck/Typ	Weight	Edit	Size
69662	001	151		DARL	RK35743X-5034F	000			0	240			0	0.00	<a href="#">Select</a>	<a href="#">Details</a>
						0000				240						
69662	002	151		DARL	RK35743X-5864B	001			0	480			0	0.00	<a href="#">Select</a>	<a href="#">Details</a>
						0000				480						
69662	003	151		DARL	RK35743X-5787C	003			0	240			0	0.00	<a href="#">Select</a>	<a href="#">Details</a>
						0000				240						
69662	004	151		DARL	RK35743X-5862A	020			0	480			0	0.00	<a href="#">Select</a>	<a href="#">Details</a>
						0000				480						
69662	005	151		DARL	RK35743X-5863B	001			0	360			0	0.00	<a href="#">Select</a>	<a href="#">Details</a>
						0000				360						
									0	1800				0.00		

19. If PO is valid, after Add, the PO detail will display in grid at bottom.

***PO NOT FOUND means you are shipping too early or too late.***

***Citi Trends sends PO file three calendar days prior to start ship and removed the PO the day after cancel.***

### Citi Trends Purchase Order (Size/Unit)

**Be sure to delete lines not shipped and adjust units as needed. Cartons, units and weight on total line must match to what is being shipped**

PO:  Dist: DARL   
 Pck/Typ: 0 Line:   
 Store:  Dept:   
 Color:  Code:   
 Style:  Shade:   
 Cartons: 0 Weight: 0.00  
 Bun/Ctn:  Pcs/Bun:

Please note that the web entry process has changed. Account requires 1 PO per dispatch web entry. PO's less than 5 digits need lead zeroes.

PO	Line	Dept	Store	Dist	Style	Color	Code	Shade	Cartons	Units	Pcs/Bun	Bun/Ctn	Pck/Typ	Weight	Edit	Sizes
69662	001	151		DARL	RK357433C-3034F	080			0	240			0	0.00	Select	Details
						0000				240						
69662	002	151		DARL	RK357433C-5864B	061			0	480			0	0.00	Select	Details
						0000				480						
69662	003	151		DARL	RK357433C-5787C	028			0	240			0	0.00	Select	Details
						0000				240						
69662	004	151		DARL	RK357433C-5862A	020			0	480			0	0.00	Select	Details
						0000				480						
69662	005	151		DARL	RK357433C-5863B	001			0	360			0	0.00	Select	Details
						0000				360						
									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 corresponding edit boxes at top and click on update.
22. To change units, click on details key at the end of the desired line.

# Size/Unit PO Entry: requires PO detail to be entered at the PO line level

**Purchase Order (Size/Unit Details)**

[Return to Menu](#)

Size:

Code:

Units:

SKU Seq:

UPC:

Size	Code	Units	SKU Seq	UPC	Edit
0000		600		0 400156303466	<a href="#">Select</a>
		600			

[Return to Menu](#)

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.

# Size/Unit PO Entry: requires PO detail to be entered at the PO line level

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

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.

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http://24.157.42.195/softweb/DispatchSign.aspx

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http://24.157.42.195/softweb/DispatchSign.aspx

## Consignee

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Consignee:

BOL:

Ctn/Goh:

Type:

Weight:

Cube:  \*See Chart Below

Add

Cancel

Purchase Order # Display

80797 [Show](#)

Add/Update PO

Show All

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

28. Click the "Add" button

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: 3

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.

**Click on Add Dropoff for delivery to consolidator**  
**Click on Add Pickup for prepaid pickup**

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		

Pallets are required



29. Enter total pallets for PO.

30. For prepaid pickup by consolidator, click on “Add Pickup” or for delivery to consolidator click on “Add Dropoff”.

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http://24.157.42.195/Dispatch.aspx

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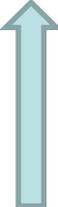
http://24.157.42.195/Dispatch.aspx

## Pickup Scheduling

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Pickups

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



[Return to Menu](#)

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

## Pickup Scheduling

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### Pickups

Conf #	Ref ID	Date	Status	Select
14867960	655223	09/13/2021	Approved	<a href="#">Select</a>
14867962	655225	09/13/2021	Approved	<a href="#">Select</a>
14867966	655224	09/13/2021	Approved	<a href="#">Select</a>
14867969	655222	09/13/2021	Approved	<a href="#">Select</a>
54870780		09/17/2021	Pending Approval	<a href="#">Select</a>

No file selected.

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- 32. If confirmation is routed through Dynamic consolidation, routing number will be displayed in the REF ID field and status will be changed to approved.
- 33. When routed through consolidation and entered as a Pickup, pickup will automatically be scheduled for next business day or ready entered by vendor; whichever is later.

BOL for prepaid Dynamic pickups should indicate carrier SCAC code: DYDS for east coast and DYXI for west coast.

## Pickup Scheduling

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### Pickups

Conf #	Ref ID	Date	Status	Select
54870667	655698	09/17/2021	Approved	<a href="#">Select</a>
54870677	655697	09/17/2021	Approved	Assigned:09/21/2021 05:33

No file selected.

[Return to Menu](#)

BOL for prepaid Dynamic pickups should indicate carrier SCAC code: DYDS for east coast and DYXI for west coast.



34. 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:

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

## Pickup Status

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PO #:	<input type="text"/>	Consignee:	<input type="text"/>
BOL:	<input type="text"/>	Shipper:	<input type="text"/>
Created Start Date:	<input type="text"/>	Conf #:	<input type="text"/>
Ready Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Cartons/Pallets:	<input type="text"/>	End Date:	<input type="text"/>
Assigned:	<input type="text"/>	Weight/Cube:	<input type="text"/>
	<input type="text"/>	Acknowledged:	<input type="text"/>
<input type="checkbox"/> Included Closed Pickups		<input type="checkbox"/> Fill Results Down	

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- 36. Enter Confirmation number in the Conf# edit box.
- 37. Check included Closed Pickups.
- 38. Click on Search.
- 39. Search can also be completed through any of the edit fields, i.e. date range, PO, etc.

## Pickup Status

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PO #:  Consignee:   
 Shipper:   
 BOL:  Conf #: 24872683 -   
 Created Start Date:  End Date:   
 Ready Start Date:  End Date:   
 Cartons/Pallets:  Weight/Cube:    
 Assigned:  Acknowledged:   
 Included Closed Pickups  Fill Results Down

### Results

Conf #	Carrier/Phone	Consignee	BOL	In	Ready	Assigned	PO #	Code	Ctn/Goh	Weight	Cube	Units
24872683-1	AJCL 404-942-1117	Citi Trends-Darlington (East Coast)		09/21/2021 12:44	09/27/2021 08:00			17283	630	2,362.50	1,475.83	7560
								17283				
								<b>Totals</b>	<b>630</b>	<b>2,362.50</b>	<b>1,475.83</b>	

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- 40. Routed Carrier and Carrier's phone number will be displayed in the Carrier/Phone column of the grid for third party carriers.
- 41. Vendor must contact carrier to schedule pickup.

## Pickup Status

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PO #:  Consignee:   
 BOL:  Shipper:   
 Conf #: 64871499   
 Created Start Date:  End Date:   
 Ready Start Date:  End Date:   
 Cartons/Pallets:   Weight/Cube:    
 Assigned:  Acknowledged:   
 Included Closed Pickups  Fill Results Down

### Results

Conf #	Carrier/Phone	Consignee	BOL	In	Ready	Assigned	PO #	Code	Ctn/Goh	Weight	Cube	Units
64871499-1	201-985-0300	Citi Trends-Darlington (East Coast)		09/18/2021 15:08	09/24/2021 11:00	09/24/2021 05:29	45919		26	286.00	52.00	312
							45919					
							<b>Totals</b>		<b>26</b>	<b>286.00</b>	<b>52.00</b>	

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

**BOL's for Dynamic pickup must list correct carrier/SCAC.  
East Coast – Dynamic Delivery Service/DYDS; West Coast Dynamic Express/DYXI**