

# CREATING A ROUTING REQUEST

## QUICK REFERENCE CARD



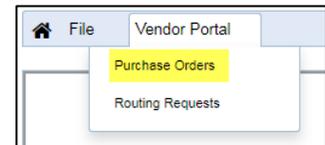
This Quick Reference Card (QRC) provides Suppliers guidance for creating a Routing Request in 3Gtms.

### Background

A Routing Request is required to be entered into the 3Gtms portal for every shipment handled by Canadian Natural.

### Steps required for Supplier to a create Routing Request in 3Gtms

1. Log in and click on 'Vendor Portal' at the top of the screen.
2. Choose 'Purchase Orders' to search on a PO to create a Routing Request against.
3. With your cursor in the Quick Search field, hit ENTER on your keyboard to bring in all your POs or search by one PO number. Go to the bottom of the screen and change 'Show Row' from 25 to 500 as necessary. You can click on Advanced Search to search for only POs in 'New' status.
4. Once you have completed the search for POs, check the box next to the POs that are part of a shipment to one Destination.



Purchase Orders											Quick Search: <input type="text" value="Search..."/>	Advanced Search
Actions...											Options	
	<input type="checkbox"/>	V...	Edit	PO Num	Status	HazMat	PO Date	Buyer Name	Freight Terms	Dest Name	Dest City	Des
▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000113	New	<input type="checkbox"/>	2017-11-05	CNUL - Alb...	COL	CNUL ALBIAN - WAREHOUSE C	ALBIAN SITE	AB
▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000429	New	<input type="checkbox"/>	2017-11-06	CNUL - Alb...	COL	CNUL ALBIAN - WAREHOUSE C	ALBIAN SITE	AB
▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000447	InProgress	<input type="checkbox"/>	2017-11-06	CNUL - Alb...	COL	CNUL ALBIAN - ACR - WAREHOUSE A	EDMONTON	AB
▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000451	New	<input type="checkbox"/>	2017-11-06	CNUL - Alb...	COL	CNUL ALBIAN - ACR - WAREHOUSE A	EDMONTON	AB
▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1001065	New	<input type="checkbox"/>	2017-11-06	CNUL - Alb...	COL	CNUL ALBIAN - WAREHOUSE C	ALBIAN SITE	AB
▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1001216	Closed	<input type="checkbox"/>	2017-11-07	CNUL - Alb...	COL	CNUL ALBIAN - ACR - WAREHOUSE A	EDMONTON	AB
▶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1001440	Canceled	<input type="checkbox"/>	2017-11-07	CNUL - Alb...	COL	CNUL ALBIAN - ACR - WAREHOUSE A	EDMONTON	AB

5. Only valid lines are selectable which are lines that have not been fully shipped on previous Routing Requests.
6. Pick the number of lines corresponding to the actual number of handling units you are going to ship. For example, if all these line items are shipping on two different sized skids, you only need to select two line items. You can select lines from the different POs if you would like, but it is not necessary.
7. Hit Submit at bottom right of screen.

Select Line Items										
<input type="checkbox"/>	Purchase Order ...	Line #	Item #	Valid Line	Item Description	Line Status	Units ...	Unit Type	Units ...	Units I... Pi
<input checked="" type="checkbox"/>	1023628	2	10087985	<input checked="" type="checkbox"/>	SEAL,MECHANI...	Open	3	EA	2	1
<input type="checkbox"/>	1023628	1	10088039	<input type="checkbox"/>	CASING,PUMP, ...	Open	3	EA	0	3
<input type="checkbox"/>	1063316	1	10113838	<input checked="" type="checkbox"/>	TESTER, FLOW...	Open	1	EA	1	
<input checked="" type="checkbox"/>	922426	10	S-2000001369	<input checked="" type="checkbox"/>	SEND PUMP T...	Open	1	EA	1	

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8. Select Origin Location by typing in the first three letters of the company name and press enter on your keyboard. Contact name should default in or if there are multiple contacts in the system you can search using the hourglass.
9. Choose Ready to Ship date and then add time when package is ready to ship (military time is used here).
10. Do NOT fill in Latest Requested Pickup date.

**Routing Request**

Request Status: Draft

Vendor #: 58930 Vendor Name: Flowserve Canada Corp Seals

Buyer Name: CNUL - Albion Oilseeds Must Deliver By: 2018-07-12 00:01

Origin Location: CNUL ALBIAN - ACR - Origin Contact: ACR - Shipping / Rece

Ready To Ship: 2018-07-05 00:01 Latest Requested Pickup: [Red X]

Line #	PO #	Item #	Description	Commodity	Freight Class	Locked	NMFC	Unit Count	Unit
1	1063316	10113838	TESTER, FLOWSERVE M...					1	EA

Double Click

11. Freight Class – usually 70 unless you know differently.
12. Handling Unit – a stand alone shipping item that the carrier will pick up (i.e. one pallet).
13. Piece Count – number of items contained within Handling Unit (i.e. two boxes on one pallet).
14. Gross Wt – total weight for this Handling Unit or Units.
15. If this is Hazardous Material, check box and fill in blue fields.
16. If cross-border shipping, populate Flex 2 field with customs dollar amount.
17. Once finished click 'Save and Close'.

**Request Detail**

Line #: 1 PO #: 1036906 Item Master: 904822 Description: NUT, HEX: 1-1/4" DIA, 8 UN, 1-1/4" HT, GR 2H, ASTM A194, HEAVY

Commodity: Please Choose Freight Class: Please Choose Locked: NMFC:

Unit Count: 336 EA Piece Count: Please Choose Gross Wt: Lb

Gross Vol: CuF L x W x H: HU Count: Please Choose

Flex 1 / Flex 2: Is HazMat: Is Ad/Promo: Min / Max Temp:

UN Class: HazMat Contact: HazMat Packaging Group: Please Choose

HazMat Class: Please Choose

Mandatory fields (Yellow)  
Hazmat fields (Blue)  
Cross border field (Green)

Buttons: Clear, Save & Add Another, Save & Close, Cancel

18. Once you have input the detail for all items, you can then add Reference Numbers or Comments. Once Reference Numbers and Comments are added, you can then Submit your Routing Request.