Setup:

- Send a request to transportation@nwdist.com to have individual logins added to your account
  - Each user in your company can have a unique login and password
  - The username is your email address and password is generated by the user
- Open the login page for the Transportation Website from our home page www.nwdist.com and click on the "Transportation" button that is located towards the bottom of the front page
- Enter your email and click "Submit", leaving the Password field blank
  - You will then be prompted to create and confirm your own password
    1. If you forget your password, simply email us to reset and then repeat the above instructions
    2. You have the option to change your password from the Customer Details page
- From the main screen you can confirm the accuracy of your company information
  - If there are changes that need to be made, please email those to transportation@nwdist.com
- If you wish to receive emails when requested orders are "Shipped" and "Delivered", you can check the "Email Notices" box

Orders:

- Every order entered can be found under the orders list and can be searched by using the blank field in the column and the list can be sorted by clicking the column header
  - "Date" refers to the date the order was entered into the system
  - "Warehouse" refers to the pickup location
  - "Product" refers to the name of the supplier, (not the actual product)
  - "# Cases" refers to the total case count of the specific PO
  - "PO #" refers to the specific PO that can be referenced with the supplier on pickup
  - "Needed" refers to the date you are requesting for delivery
    - We work to meet your Needed dates, but actual delivery dates may vary
    - Please allow for standard shipping times
      - 2-4 weeks for eastbound shipments
      - 1-2 weeks for CA and WA consolidations
      - 1 week for local consolidations
  - "Destination" refers to the delivery point
  - "Buyer" refers to the person entering the order
  - "Est Ship" refers to the date the load the order is on is estimated to ship
  - "Status" refers to the current status of the order
    - When selecting which orders to view "Current Orders" are all orders that have not delivered
    - The order flow is "Entered" → "Open" → "P/U Requested" → "Consolidating" → "At Whse" → "Planned" → "Booked" → "In Transit" → "Delivered"

+ New Order:

- Click the "+ New Order" button on the right hand side to enter your own orders in the pop up window
  - Enter the information in the proper fields as described above
  - In the "Destination" field
    - Leaving the field blank will default to your main company address
    - Select any other destinations per order
      - Add destinations to your profile under "Manage Destinations" and "+ Destination"
        - Please email transportation@nwdist.com to have any destination warehouses not in our system added