Suddath Vendor Portal

1.0 General Information

1. System Overview:

Suddath Vendor portal is a web-based application that offers vendors the ability to identify offer opportunities in a secure environment. It is self-service product that enables authorized vendors to access relevant information 24/7.

2. Point of Contact

For additional information, please contact Caleb Mixon at cmixon@suddath.com

3. Vendor Portal Account Activation

An invitation to sign up for Suddath Vendor Portal will be sent via email. This is when vendor registers for an account.   Once this step is done, vendor will receive a second email informing that registration was successful, and portal is ready to be used.

2.0 System Features

1. Login

Here is where the username and password defined in the account activation process will be used.
Enter your email address into the email field.
Enter the password you chose in previous step in the Password field, then select Login button.

Vendor Portal

Login

Your email

Email is **required**

Your password

Password is **required**

☐ Remember me   Forgot password?

LOGIN

— or —

■ **SUDDATH EMPLOYEE**

2. Landing Page:

Once login button is selected, you will see a landing page.
This page will list the main features available in the portal:

| Home | user@U0420.com   Logout |

Welcome SUDDATH RELOCATION SYSTEMS
JACKSONVILLE, FL

⧗ Active Offers

🚚 Shipment History

📰 Agreement

a. Active Offers:
This option provides visibility of shipments offered to vendor.

b. Shipment History
This option will allow you to monitor shipments registered in our system and accepted by you.
Please allow 24 hours for move information to be visible in this list.

c. Agreement
This option will take you to the compensation schedule agreement we have in our system.

3. Active Offers

This user interface will allow vendor to access offer opportunities as well as accept or refuse them.
It is important to mention that each offer has an expiration.

3.1 Visibility of offer opportunities

Our team could send offers via email; however, that will take you to Suddath Vendor Portal for accepting or refusing the offer.

3.2 Accept or Refuse Offers
As mentioned earlier in this manual, you have the option to accept or refuse an offer.

Please see below the user interface vendor will use when an offer is about to be accepted.

This is the user interface vendor will use when an offer is about to be refused.

3.3 Offer Confirmation

Once shipment is accepted, an offer confirmation email will be sent to vendor who provides the service.
For additional move information, you can access Suddath Vendor Portal.

4. Shipment History

This page will allow vendors to monitor shipments they accepted as well as access some relevant documents such as Reweigh weight tickets, Pre-move survey request, offer confirmation email, inventory at destination, inventory at origin and more.

Please allow 24 hours for shipment to be visible in this list.

user@U0420.com   Logout

SUDDATH RELOCATION SYSTEMS(U0420)   **SUDDATH NETWORK**

○ GBL Number
● Other

Pickup Date   02/02/2020   03/02/2020

Estimated Weight

[Search]

Subject to registration.Please allow 24 hours for shipment to be visible in the list

									Origin				Destination		
Order Number ▲	GBL Number	SCAC	Customer Name	Pack Date	Pickup Date	Required Delivery Date	Weight	Miles	City	State	Country	City	State	Country	View Documents
U1991-1008-0	AGFM0492457	GDNN	ADAM RIDLON	02-19-2020	02-21-2020	03-06-2020	9000	679	HAMPTON	VA	United States of America	INDIANAPOLIS	IN	United States of America	📂
U1883-1023-0	BGAC0498328	BMOV	MATHEW SAXTON	02-18-2020	02-19-2020	03-09-2020	6000	2715	LINCOLNIA	VA	United States of America	FT LEWIS	WA	United States of America	📂
U1883-1007-0	BGAC0494906	BMOV	ZACHARY KOSMAS	02-13-2020	02-17-2020	03-02-2020	9800	1766	FORT DRUM	NY	United States of America	FT CARSON	CO	United States of America	📂
U1880-1176-0	KKFA0744878	WTSY	TRISTEN HERNANDEZ	02-20-2020	02-24-2020	03-06-2020	5000	637	CLOVIS	NM	United States of America	LUKE AFB	AZ	United States of America	📂
U1880-1175-0	BGNC0485421	WTSY	ARKIEA ROANE	02-24-2020	02-24-2020	03-16-2020	2000	2791	PHILADELPHIA	PA	United States of America	BEALE AFB	CA	United States of America	📂

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