User Guide: Core & Main Inbound Shipment Form

This guide will walk you through the process of using the Core & Main Inbound Shipment Form.

Filling Out the Form

Basic Information

1. **PO Number:** Enter the C&M PO number (e.g., 1234567).
      I.   If there is not an open C&M order you will receive the error message: 'Order already created', along with any order/shipment status. If the PO number is correct and you receive this message in error, please send the shipment details to cmvendorshipments@gain-consulting.com so the new order can be created.
     II.   If an incorrect PO number is entered you will see the error message: 'PO Number entered is not tied to a C&M Order'.

2. **Shipment Type:** This is pre-selected as "Inbound Collect".

3. **Pickup Date:** Select the date for pickup.

4. **Ready Time:** Enter the time when the shipment will be ready for pickup.

5. **Close Time:** Enter the closing time for pickup. Note: There must be at least a 2-hour window between Ready Time and Close Time.

Shipper Information

6. **Shipper Contact Name:** Enter the name of the contact person at the pickup location.

7. **Shipper Contact Phone:** Enter the contact phone number. The (123) 456-7890 format will automatically apply.

8. **Shipper Company Name:** Enter the name of the shipping company.

9. **Shipper Street Address:** Enter the complete street address for pickup.

10. **Shipper City:** Enter the city name.

11. **Shipper State:** Select or search for the state in the dropdown menu.

12. **Shipper Zip code:** Enter the 5-digit zip code.

13. **Shipper Country:** This is pre-selected as "United States".

Consignee Information

14. **Consignee Company Name:** Select the Core & Main branch from the dropdown. You can search by typing in the search box. Using this will auto-fill the address fields. If the branch selected does not match the order information on the PO you will receive an error message.

15. **Consignee Contact Name:** Enter the name of the contact person at the delivery location.

16. **Consignee Contact Phone:** Enter the consignee phone number. The (123) 456-7890 format will automatically apply.

Shipment Details

17**. HAZMAT Confirmation:** Check the box to confirm this is not a HAZMAT shipment. **HAZMAT shipments cannot be processed via this webform.**

18. **Description:** Select **one or more items** from the dropdown that describe your shipment. You can search by typing in the search box.

For each selected description:

  - Enter the Weight in pounds (1-14,999 lbs)

  - Enter the Length in inches (1-168 in)

  - Enter the Width in inches (1-110 in)

  - Enter the Height in inches (1-108 in)

  - Select the Number of Pallets (1-7)

  - Choose the Handling Type

  - Check if the item is Stackable and/or Turnable

19. **Email Address:** Enter the email address you want to receive the Bill of Lading.

Submitting the Form

1. Review all entered information for accuracy.

2. Click the "Submit" button at the bottom of the form.

3. Review the status banner at the bottom of the page for updates on your submission. Please stay on the page until your shipment is confirmed. If you leave the page before your shipment is confirmed we cannot guarantee your form submissions will be processed.

Important Notes

- The total weight of the shipment must not exceed 14,999 lbs.

- The form cannot be used for shipments with more than 7 pallets.

- For shipments with a total product value greater than $10,000, expedited shipping, or more than 7 pallets, please contact cmvendorshipments@gain-consulting.com.

- For any questions, contact the Core and Main support team at cmvendorshipments@gain-consulting.com or call 866-550-4246 (ext. 522).

Troubleshooting

- If you encounter any errors, read the status banner for specific instructions.

- Ensure all required fields are filled out correctly.

- Check that your email address is entered correctly to receive the Bill of Lading.

By following this guide, you should be able to successfully complete and submit the Core & Main Inbound Shipment Form.

If you have any additional questions or issues, please don't hesitate to contact the support team.