Hub Connect Web Portal Routing Instructions

Revised March 2024

Hub Group Contact Information

Team Email Address - VarietyWholesalers@hubgroup.com
Team Contact Phone # 1 (866) 722-0291

The current portal used for Variety Routing is https://hubconnect.hubgroup.com/

If you do not have a login, you can register here. Make sure to select "Supplier" at the top of the screen and mark **Yes** for the question "Do you already do business with Hub Group?"

After registering, you should receive a temporary password within 1 business day.

Routing instructions below

1. **Navigate to the "Purchase Orders" tab on the green navigation bar to the left.**

Here, you will find a list of Purchase Orders that are not routed yet. Select the purchase order you wish to route, then click "Release."

If your list of PO's is very large, then you can search for specific orders using the search bar to the upper right of the screen.

2. Once in the routing screen, you will fill out all the necessary information for the shipment.

Please note:

- When you create a location for the first time, you will need to back out of the routing page and release again for location to be a selectable option in the drop-down menu.
- If your created location does not appear as an option in the drop-down menu, check to see if the city/state on the location match exactly what is listed as the "Required from…" location. If it does not, please contact AM and the buyer to get it corrected.
- Under the "Overall Details" section, please leave the reference number dropdown as **P8**, then enter either the PO number OR your company's specific reference number if it applies. **LEAVE "SHIP WITH GROUP" BLANK**

- For the freight specs, enter all the information accurately, except for the Total Packages. The number entered here should be exactly what appears next to "Total Packages." The true case count is updated separately after the order is routed.

Once all the information is entered with no red outlines, click the green "Review" button at the top-right of the screen. After reviewing the information and confirming its accuracy, click submit. Your PO is now routed, and it can be tracked in the Track and Trace page.

Bill of Lading Information:

-BOL's no longer will be sent via email. Once a confirmation email is received, you can request a copy of the BOL from varietywholesalers@hubgroup.com OR you can pull them directly from the Track and Trace page of the portal. See below for reference.

POE Routing:

If you are routing an order that is coming from either Norfolk, VA or Savannah, GA, please use the following address when creating the source location.

Savannah	Norfolk
55 N Lathrop Ave	1421 International Terminal Blvd
Savannah, GA 31415	Norfolk, VA 23505

Once routing is completed, please send the following information in one email to varietywholesalers@hubgroup.com:

- Container Number
- PO Number(s)
- Delivery Order (attachment)
- Packing List (attachment)
- Last Free Day