



**Hub
Group**

Hub Connect Web Portal Routing Instructions



**VARIETY
WHOLESALERS
INCORPORATED**

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.

The screenshot displays the Hub Group Track and Trace interface. On the left, a green navigation bar features the Hub Group logo and the text 'DELTA BRANDS & PRODUCTS LLC'. Below this is a 'MENU' section with two options: 'Track and Trace' and 'Purchase Orders', the latter of which is circled in red. At the bottom of the sidebar is an 'ADMIN' section with a 'Users' link. The main content area is white and contains a search bar with the following fields: 'Mode' (a dropdown menu), 'Origin' (a text input field with the placeholder 'Enter a city, state or zip..'), 'Destination' (a text input field with the placeholder 'Enter a city, state or zip..'), 'Ship Date' (a date picker icon), and 'Delivery Date' (a date picker icon).

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.

The screenshot displays the 'PURCHASE ORDERS' interface. At the top, there are filters for Status (Open), Ship From (Enter a location...), Ship To (Enter a location...), and Ship By. Below these is a 'Sort by: Ship Window End ↑' dropdown. A 'Release' button with a refresh icon is circled in red. The main area contains a table of purchase orders with columns for checkboxes, 'Open' buttons, origin/destination, and ship window details. A right-hand sidebar shows details for the selected order, including 'Line Overview', 'PO #', 'Release Over Packages', and 'Remarks'.

Checkbox	Status	Origin	Destination	Ship Window	PO#
<input type="checkbox"/>	Open	Flanders, NJ	Henderson, NC	07/19/23 - 08/03/23	VWS_98012296_001
<input type="checkbox"/>	Open	Flanders, NJ	Newnan, GA	07/19/23 - 08/03/23	VWS_98012297_001
<input type="checkbox"/>	Open	Flanders, NJ	Henderson, NC	07/19/23 - 08/05/23	VWS_98012359_001
<input type="checkbox"/>	Open	Flanders, NJ	Henderson, NC	07/19/23 - 08/10/23	VWS_98012764_001
<input type="checkbox"/>	Open	Flanders, NJ	Newnan, GA	07/19/23 - 08/12/23	VWS_98012962_001
<input type="checkbox"/>	Open	Flanders, NJ	Henderson, NC	07/19/23 - 08/17/23	VWS_98013354_001

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.

RELEASE PO

Return To Purchase Orders | Details | Review | Review

Locations

Origin Address *Required from FLANDERS NJ* Add / Remove Locations Ship Date Hub Group to schedule the pickup? Yes Destination Address HENDERSON NC Delivery Window 08/02/2023

Overall Details

Reference # P8 + Ship With Group - Optional Ship with group Remarks - Optional Special Services - Optional Temp Control Lift Gate Inside Delivery Reefer Show All Services

Line Detail *Italicized values display requested amount. Calculate Volume*

1. PO# *VWS 98012296_001*

Palletized?	Pallet Type	Total Pallets	Total Packages	Stackable?	Weight	Volume	NMFC class	Hazmat Code
<input checked="" type="checkbox"/> Yes			5020	<input type="checkbox"/> Yes	1 LB	1 CU FT		<input type="checkbox"/>

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.

Sort by: Origin ▾ ↑ 68 results

LTL **Pending Update** Bloomington, CA → , Hub ID 1001475_4LQ0M8DH8CP0
 Vernon, CA 06/15 ORD... 706854871712522

LTL **Pending Update** Bloomington, CA → , Hub ID 1001475_4LPI4HLDJB40
 Vernon, CA 06/14 ORD... 507204190707083

LTL **Pending Update** Bloomington, CA → , Hub ID 1001475_4LORHJL7ENI0
 Vernon, CA 06/12 ORD... 124268224381410

LTL **Pending Update** Bloomington, CA → , Hub ID 1001475_4LORHTGUQ5D0
 Vernon, CA 06/20 ORD... 462023765535144

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