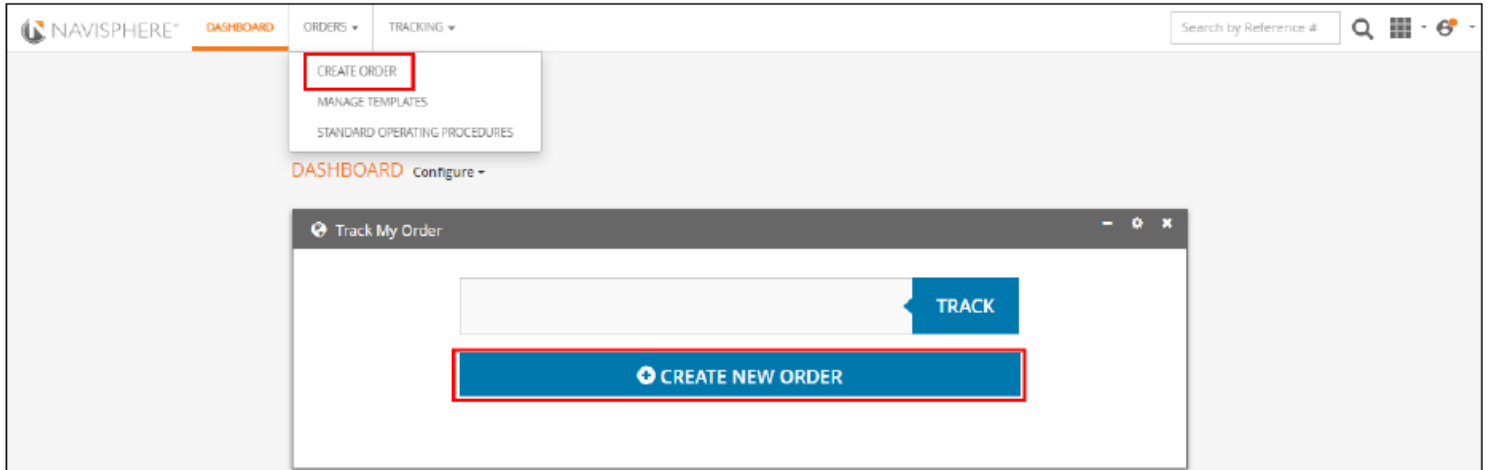


## Manual Order Creation

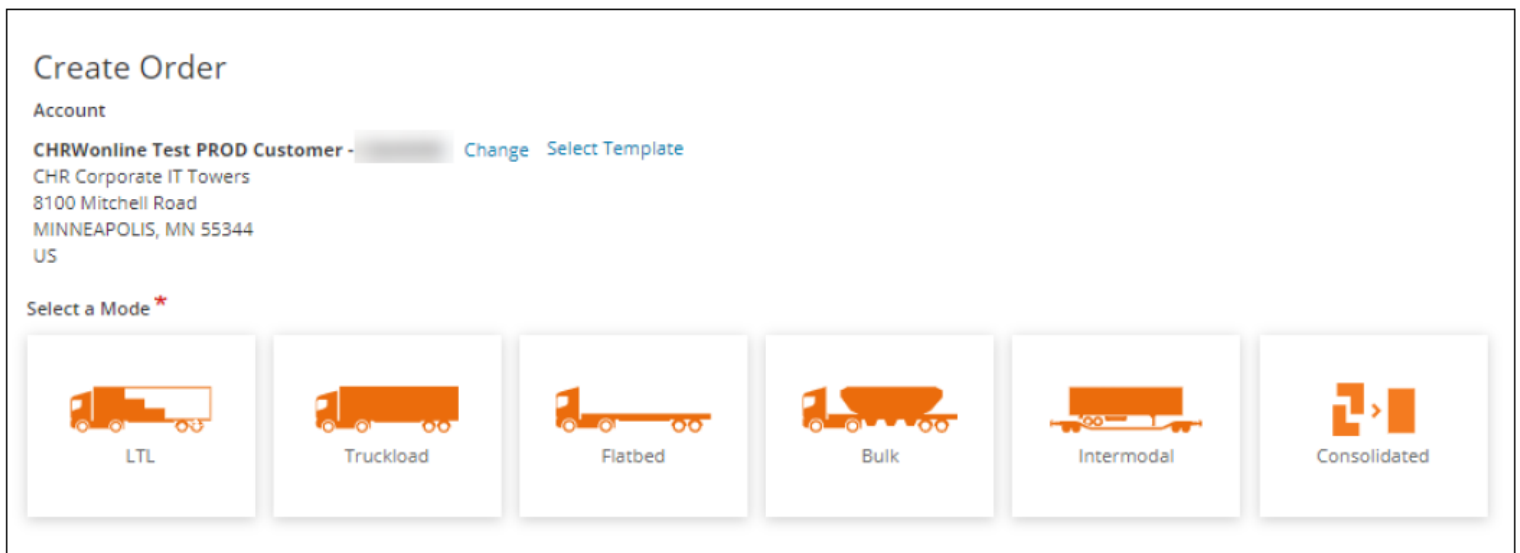
\*Manual Orders should only be created with approval from Oshkosh. Manual Orders do NOT trigger ASNs.

1. To begin creating an order, click the CREATE ORDER link at the top of the screen, or click the CREATE NEW ORDER button on the Dashboard.



2. This will bring you to the New Order screen.

3. Select the appropriate shipment type or mode.



4. Enter the Primary Reference # for the shipment.

5. Enter the required origin details.

- Origin, Earliest Pick Up Date, Latest Pick Up Date, Earliest Pick Up Time, Origin Special Instructions (special equipment requests, etc.)

6. Enter the required destination details

7. Enter **Commodity** data as required

8. Locate your commodity by entering the description, NMFC (National Motor Freight Classification), Class or code in the search box.

9. All starred fields are required.

**What items are you shipping?**

Item 1 Remove Item

Item Description \*  
test

Packaging * 24" Bin	Quantity * 	Total Weight * lbs	Total Value * 
Pallets 	Pallet Spaces 	Freight Class 	NMFC Number 
Temperature Category Dry	Trailer Feet 	Stackable * <input type="radio"/> Yes <input type="radio"/> No	

Notes

Reference Numbers  
PO Number

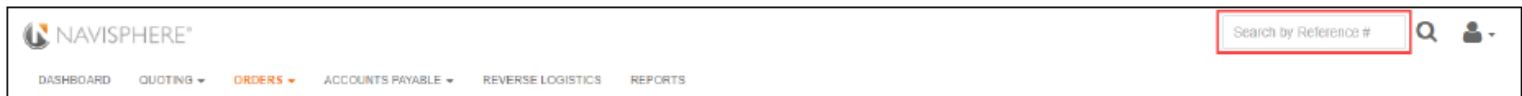
0/1000

10. Click **PLACE ORDER** to complete your order.

11. Please make note of your tracking number. It will be your primary reference number if you need to contact TMC with questions.

### Print Your BOL

1. To search for an order enter one of the following types of numbers:
  - a. Any reference number entered on the shipment.
  - b. C.H. Robinson load number
  - c. Pro number
  - d. Confirmation number
  - e. Tracking number



2. Either click on the magnifying glass icon or click **Enter**.

3. Click on the **BOL** link in the upper right corner.

Order Details

Ordered on April 11, 2019 | Order # 78722872 Active

LTL

Reorder

**BOL**

Jump to

- Order Details
- Tracking Info
- Reference Numbers
- Pickup From
- Deliver To
- Shipping Items
- Documents
- Contact Us

Ordered Booked In Transit Delivered

Account	Pickup	Latest Update	Delivery
Demo, Customer	777Test	07/30/2019	Carebear Land
C1121788	Test		123 sunny road
	Test, MN 55441		Chicago, IL 60086
Master BOL #	US		US
NOT A GOOD LOAD			
	Actual Pickup		Scheduled Delivery
	04/15/2019		04/16/2019

4. This will pull up a copy of the Oshkosh TMC BOL with the carrier name that we dispatched for pickup. Please send a copy of this with the driver when they come in for pickup.

## Shipment Cancellation and Help

Should you need to cancel a shipment you have submitted or, if you have questions regarding Navisphere, please contact our account team: [oshkoshtmc@mytmc.com](mailto:oshkoshtmc@mytmc.com)