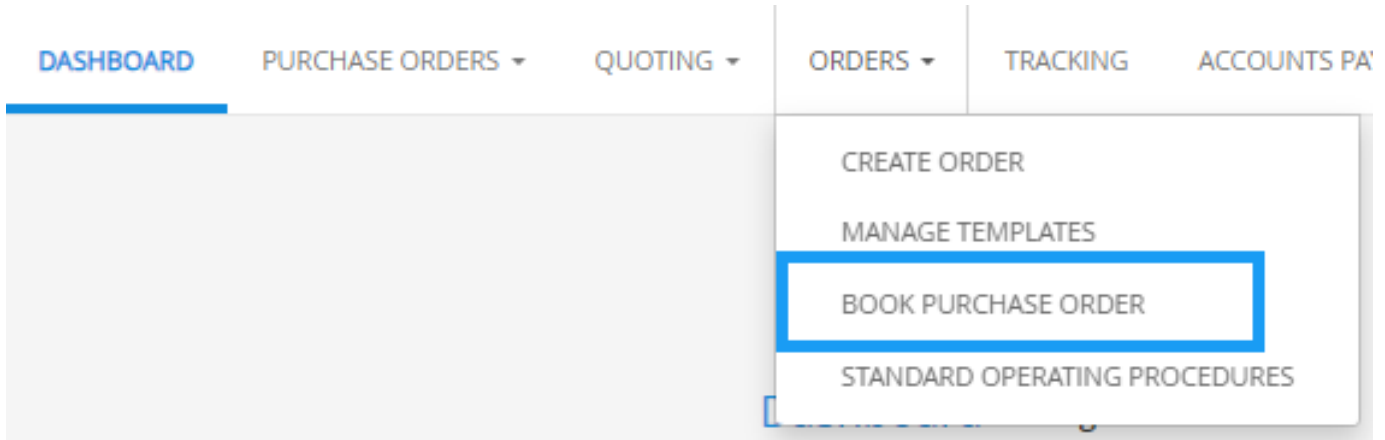# Book Purchase Order

1. To create a booking in Navisphere Online 2.0, select **Orders > Book Purchase Order**

2. From here, we suggest you search by PO; but you can also search by PO Line, PO Line Status, or from a date range (Time Frame).

3. Click the box on the left next to the PO(s) you are wanting to ship.
    a. If shipping multiple POs, check the **Delivery Location** for accuracy, before submitting.

4. And then click

   *You can only ship multiple POs to **ONE** destination, unless you use a ship-with reference number.

5. You will need to enter the PO draw quantity, packaging, package quantity, total weight and trailer feet before clicking save. **Note to consider**: The amount you enter within the "PO Draw Quantity" is the actual amount that will be subtracted from the "Open PO Quantity".
   Note: Avoid drawing on a closed PO, this will cause delays in shipping and errors with the ASN.
   NOTE: If you have more than 1 PO line **avoid clicking distribute totals** as it will create incorrect, fractional quantities.

Update Items

Purchase Order   Shipment

PO Number	PO Line Number	Item Description	SKU	Open PO Quantity	PO Draw Quantity*	Packaging*	Package Quantity*	Pallets	Pallet Spaces	Total Weight*	Dimensions (L x W x H)	Trailer Feet*
P489217	1-1	PIPE, CPVC	70001863	5	5.00	Crates	1.00			400.00 lbs	48 48 48 in	8
P489217	2-1	STRAINER	7024442	10	10.00	Boxes	1.00			150.00 lbs	24 24 10 in	4
							2.00			550.00 lbs	Distribute Totals	

Cancel   Save

6. PO now populates at the bottom of the screen under "Item Summary".
7. Select your PO's from the Item Summary and click Create Order.

7

Item Summary

C8777919 - Oshkosh JLG POM Inbound

	PO Number	PO Line Number	Item Description	SKU	PO Delivery Location	PO Delivery Date	PO Draw Quantity	Packaging	Package Quantity	Pallet Spaces	Pallets	Total Weight (lbs)	Dimensions (L x W x H) (in)	Trailer Feet	Freight Class
☐	P490486	1-1	PIN WELD 1.2460/1.2470 DIA x 4		JLG Industries - Warehouse 401 returns FAIRBURN, US	9/27/2023	15	Package	2			150		4	70
☐	P490486	2-1	PIN,UPPER COMP CYL		JLG Industries - Warehouse 401 returns FAIRBURN, US	10/2/2023	4	Boxes	3			200		8	70

Cancel   Create Order

Create Order with these Items

- Your origin, origin dates, destination, and destination dates should all populate since they are coming from Oshkosh PO files and the system is utilizing the data on the file to support your shipment entry process. **NOTE:** If the location information needs to be updated, please reach out to your buyer or OshkoshTMC@mytmc.com

8. Scroll down to the item details area and show all items.

9. Submit the order.

   NOTE: If any of these fields are blank you must stop and go back to Book Purchase Order because you have selected more than one PO with a different location.

Where will the shipment be picked up?

Location Change   Contact Edit

JLG Surplus Warehouse - W73587826   NA
1100 Clifford Ball Dr
Clinton, PA 15026   (000) 000-0000
US

When should the shipment be picked up?

From *   To *
09/21/2023   📅   09:00 am   🕐   09/21/2023   📅   04:00 pm   🕐

Tell us more about this pick up
Origin Special Instructions

Ask for Ryan

                                                            12/1000

Where will the shipment be delivered?

Location Change   Contact Edit

JLG EQUIPMENT SERVICES, INC. - W50310546   X
WAREHOUSE 19S
441 WEBER LANE   (111) 111-1111
BEDFORD, PA 15522
US

When should the shipment be delivered?

From *   To *
09/22/2023   📅   11:00 pm   🕐   09/22/2023   📅   11:00 pm   🕐

Tell us more about this delivery
Destination Special Instructions

Thank you for your order!
You have successfully submitted your transportation order.
Your tracking number is: **XAE4AYBPB4ZH**

Order Summary Edit Order

Account	Mode	Pickup From		Deliver To	Total Items
NTE Domestic IB C8724143	Small Parcel	TMC CHICAGO 315 North Racine Street Chicago, IL 60607 US	>	Fort Mill, SC 29715 US	1
		Requested Pickup 11/01/2022		Requested Delivery 11/03/2022	

View BOL

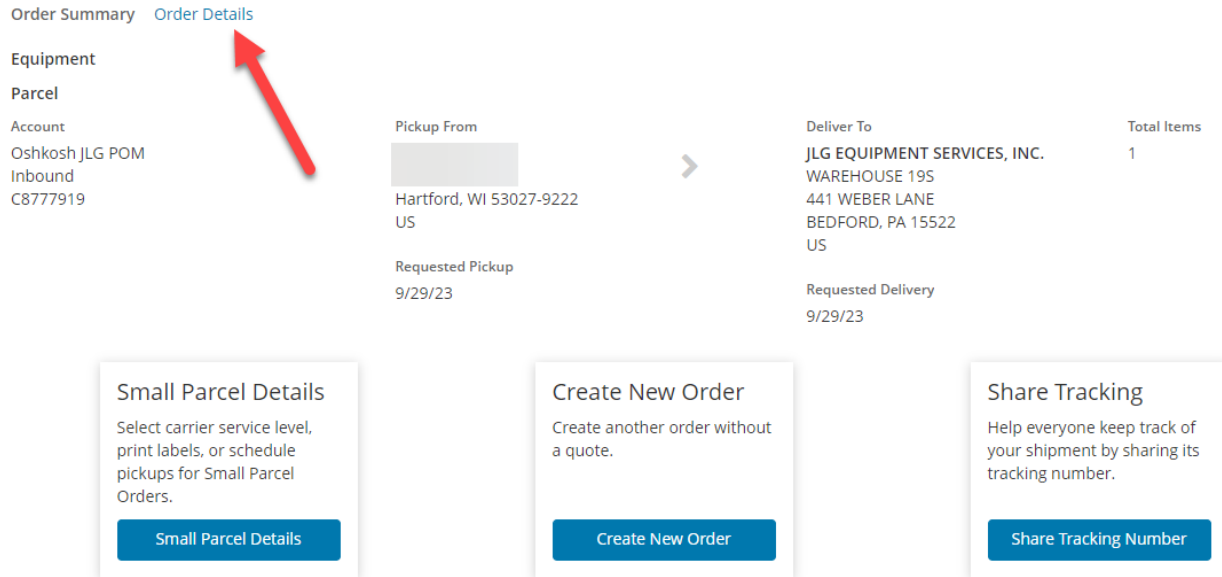View, print, and email your bill of lading.

View BOL

Create New Order

Create another order without a quote.

Create New Order

Share Tracking

Help everyone keep track of your shipment by sharing its tracking number.

Share Tracking Number

Small Parcel Entry

If shipping small parcel, package details are required. Click "Edit Order" and enter the package weight divided by package count, add the dims and click "Copy" to duplicate the package information for each parcel. If you have 5 packages, totaling 50 lbs., enter the first line as 10 lbs., then select "4" from the dropdown to add 4 more parcels to the first entry.

What items are you shipping?

Item Details

+ Add PO Items

Item Description *	Packaging *	Package Quantity *		Show All ❯
PIPE, CPVC	Boxes	5.00	Remove	Show Details❯

Item Totals

Number of Items	Quantity	Total Wei	Total Value	Pallets
1	5.00	50.00 lb	$0.00	0.00

Dropdown shows: 1 2 3 **4** 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

What are you shipping your items in?

Packages (1)

	Package Weight *		Dimensions (L x W x H) *					
1.	10.00	lbs	9.00	8.00	15	in	1 ⌄	Copy

+ Add New Package   Delete All Packages

All shipments are subject to the cargo claim policy.

Cancel   Place Order

Thank you for your order!
You have successfully submitted your transportation order.
Your tracking number is: **BZKAMEE8A4H**

Order Summary   Order Details

Equipment

Parcel

Account
Oshkosh JLG POM
Inbound
C8777919

Pickup From

Hartford, WI 53027-9222
US

Requested Pickup
9/29/23

Deliver To
JLG EQUIPMENT SERVICES, INC.
WAREHOUSE 19S
441 WEBER LANE
BEDFORD, PA 15522
US

Requested Delivery
9/29/23

Total Items
1

Small Parcel Details

Select carrier service level, print labels, or schedule pickups for Small Parcel Orders.

Small Parcel Details
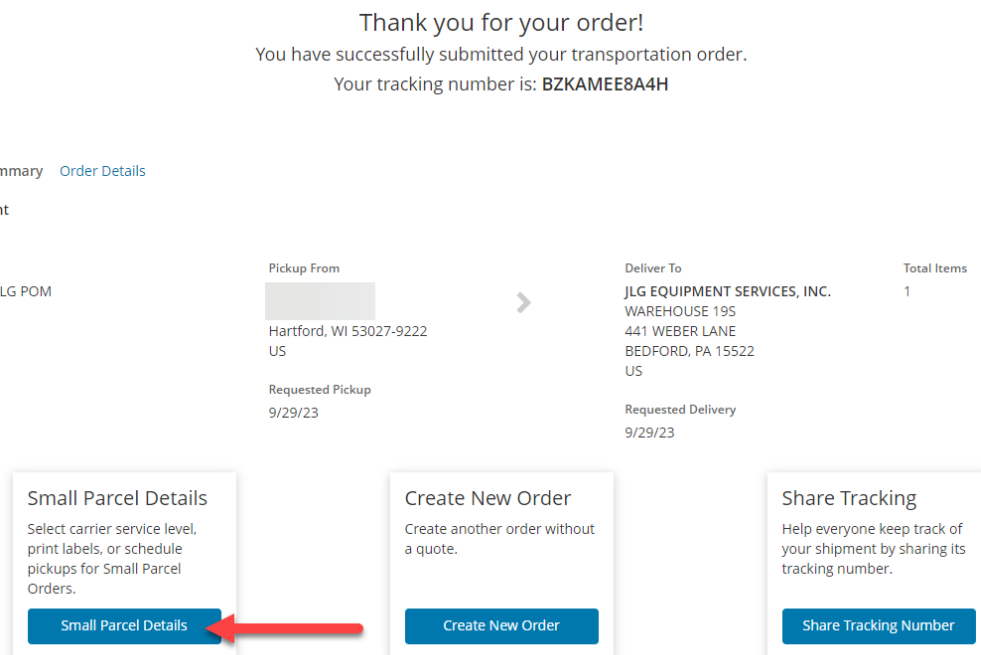
Create New Order

Create another order without a quote.

Create New Order

Share Tracking

Help everyone keep track of your shipment by sharing its tracking number.

Share Tracking Number

You have the option to print your BOL or label however TMC has designed an automation in the background to email you the BOL and if applicable the Small Parcel Label so there is no need to search and print.

**Please note all bookings must be entered into TMC system no later than 12pm cst.

<u>Small Parcel Label Generating Process – North America Shipments</u>

1. To retrieve Small Parcel labels after placing your order, click on Small Parcel details:

Thank you for your order!
You have successfully submitted your transportation order.
Your tracking number is: **BZKAMEE8A4H**

Order Summary   Order Details

Equipment

Parcel

Account
Oshkosh JLG POM
Inbound
C8777919

Pickup From

Hartford, WI 53027-9222
US

Requested Pickup
9/29/23

Deliver To
JLG EQUIPMENT SERVICES, INC.
WAREHOUSE 19S
441 WEBER LANE
BEDFORD, PA 15522
US

Requested Delivery
9/29/23

Total Items
1

Small Parcel Details

Select carrier service level, print labels, or schedule pickups for Small Parcel Orders.

Small Parcel Details

Create New Order

Create another order without a quote.

Create New Order

Share Tracking

Help everyone keep track of your shipment by sharing its tracking number.

Share Tracking Number

2. Click on Select under the Rate section, to confirm carrier service*.

*This will not book or change the carrier, that selection is under TMC.

3. After confirming the Carrier service, Small Parcel labels will generate and be available to print from Navisphere 2.0

Small Parcel Details

Edit Order   Exit

Primary Number - 6600377518

ACCOUNT	PICKUP FROM	DELIVER TO
TMC ▮▮▮▮	▮▮▮▮	▮▮▮▮
NAVISPHERE ORDER#	Sun Valley, CA 913522038	Fort Collins, CO 80525-1824
1551512053	REQUESTED PICKUP	REQUESTED DELIVERY
	06/22/2022 at 12:00 AM	06/28/2022 at 07:00 PM

Rates

Arrives On	Delivered By	Service	Rate	
Monday, June 27	11:00 PM	UPS - Ground	32.14 USD	✔ Selected

Labels

Packages	Tracking Number	
Package 1	1Z265E0E0312002639	⬇ Download
Package 2	1Z265E0E0312584645	⬇ Download

Download All

Appointments

Milkruns and Crossdock Consolidations

For suppliers who have been instructed to ship their freight to a consolidation crossdock or on a scheduled milkrun with other suppliers, follow the steps from page 6 to search the PO# and draw the desired quantity.

- In the Order Edit screen, near the bottom under Item Details, select "yes" from the appropriate dropdown. If you are shipping for a milkrun, select, "yes" and leave the consolidation dropdown blank. The inverse applies if shipping to a crossdock.
- Continue with shipment entry as usual. If you have any questions about whether your company is included in this process, please reach out to OshkoshTMC@mytmc.com prior to shipping.

What items are you shipping?

Item Details

+ Add PO Items

Item Description *	Packaging *	Package Quantity *	Hide All ⌃

BOX,ASSY TUNNEL HPL ALUM DOM | Eaches ⌄ | 1.00 | Remove   Hide Details⌃

Total Weight *
500.00   lbs

Total Value

Pallets

Pallet Spaces

Freight Class *
70 ⌄

Temperature Category
Dry ⌄

Trailer Feet *
20

Packaging Dims (L x W x H)
0.00   0.00   0.00   in

Stackable
○ Yes   ○ No

PO Number

PO Draw Quantity
1

SKU

Notes

0/1000

Reference Numbers

Additional Reference Numbers

Consolidation?

Milkrun?

Yes

Production Date YYYYMMDD

Add Hazardous Materials Attribu

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Multi-Stop Shipments

To enter a load with more than one origin and destination, multiple individual orders will need to be entered following the Book PO steps above. To ensure these loads build into a single shipment, the "Ship With Number" field will need to be filled out using your abbreviated **company name and the date** formatted with 4 digits as MMDD and no spaces. This field is case sensitive and should match exactly across orders to allow the freight to be combined into a single load. If you are entering more than one multi-stop load in a day, you can keep the truckloads separate by adding a dash and an additional digit at the end. Ex:

**NOTE:** The Custom Equipment type needs to match across orders (Ex: Dryvan53 & Dryvan53)
NOTE: Multi-stop TLs are combined at noon. *Orders enter at 11:59am and 12:01PM will be created into different loads*.

Manual Order Creation

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

EDI Suppliers will not be shipping using the Purchase Order Management draw. EDI suppliers will still use Navisphere 2.0, but will enter orders manually. If your company has an EDI connection with Oshkosh to send ASNs, you are considered an EDI supplier. If you are unsure whether you have an EDI connection with Oshkosh, please reach out to your buyer to confirm. Sending ASNs via Jaegger does not constitute an EDI connection.

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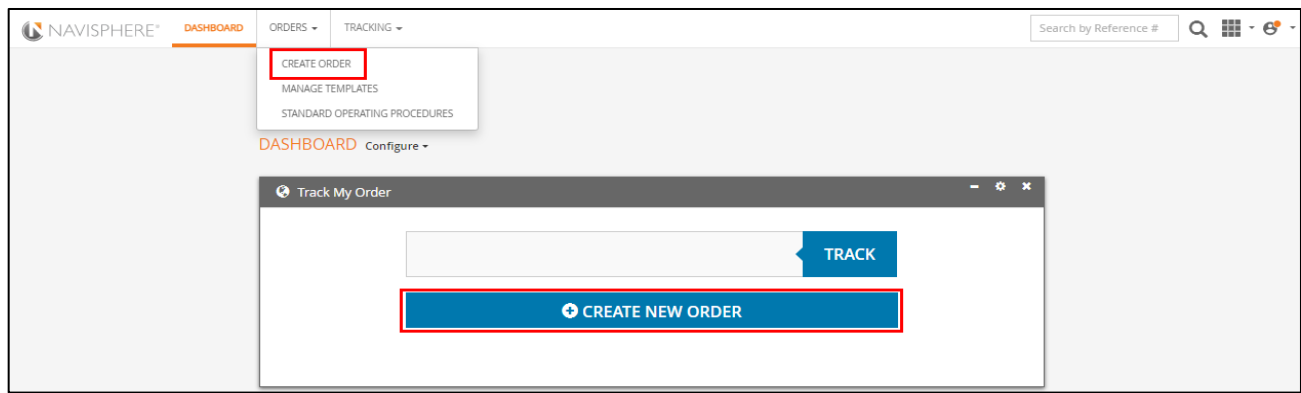
2. *This will bring you to the New Order screen.*

3. Select the appropriate shipment type or mode.
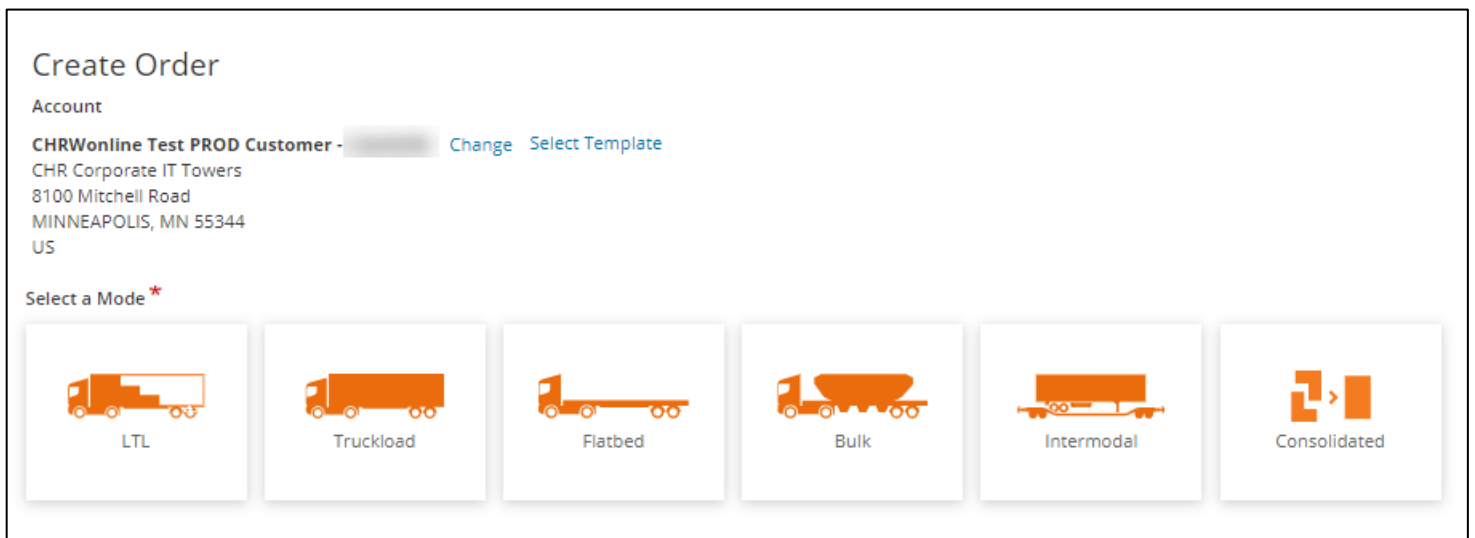
4. Enter the Primary Reference # for the shipment.

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** * | **Quantity** * | **Total Weight** * | **Total Value** * |
| 24" Bin ⌄ | | lbs | |

| **Pallets** | **Pallet Spaces** | **Freight Class** | **NMFC Number** |
| | | ⌄ | |

| **Temperature Category** | **Trailer Feet** | **Stackable** * |
| Dry ⌄ | | ○ Yes   ○ No |

Notes

| |
| |

0/1000

Reference Numbers

PO Number

| |

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

Cancel   **Place Order**

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

Thank you for your order!

You have successfully submitted your transportation order.

Your tracking number is: **1234567890**

Order Summary View Order Details

Account	Mode	Pickup From		Deliver To	Total Items
Customer Name C1234567890	Flatbed	Warehouse Name Warehouse City State, Country	>	Warehouse Name Warehouse City State, Country	4

View BOL

View, print, and email your bill of lading.

View BOL

Create New Order

Create another order without a quote.

Create New Order

Get A Quote

Get another quote and choose the carrier that you want to ship your products.

Get A Quote

Share Tracking

Help everyone keep track of your shipment by sharing its tracking number.

Share Tracking Number

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.

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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 oshkoshtmc@mytmc.com

Portal Terminology

Overview of Terms
The Purchase Order screen is divided into four sections:

<u>SEARCH</u>

NOTES: This section has two default pre-set values:
Account (C-code) if Purchase Order data exists for the C-code(s)
PO Line Statuses: Open and Partial

Definitions
>   **Account** – a drop-down list of C-codes that are associated to the Online user and can be selected for searching PO information
>   **PO Number** – enter a PO number for a search
>   **PO Line Number** – entered a PO Line number for a search
>   This could result in multiple search results, if the PO Line Number is used on multiple PO Numbers.
>   **PO Line Status** – at least one or multiple PO Line Statuses can be selected to restrict search results
>   - **Closed status** – Closed and Complete status in Navisphere Purchase Order
>   - **Complete** – PO items are completely drawn down and the Load(s) are all delivered
>   - **Closed** – PO items are completely drawn down and on active Orders or Loads
>   **Delivery Date** – **From** and **To** fields use the **Delivery Start** and **Delivery End** dates from Navisphere Purchase Order

Management data.

NOTES:

Search Results will not populate with data in these scenarios:

- o The **PO Number** and **PO Line Number** fields are both populated, but are not associated to each other
- o If the **PO Number** and/or **PO Line Number** have a **PO Line Status** that does not match the selected PO Line Status

Search Results

This section displays PO Line Number information based on the Search criteria.

1. **Select all checkbox** – enables all eligible PO Line items on the page to be selected for the next step in the process.
2. **Sort** – sorting results can be determined by selecting sort values and choosing ascending or descending order. The default sort is PO Number – Ascending.
3. **Page** – results are grouped into pages that can be chosen to efficiently find your result.
4. **Viewing** – number of PO Line items displayed at one time; this can be adjusted by changing the view amount.

PO Line Items will **not** be eligible for selection, if one or more of the following are true:

- The PO Line Status is Closed.
- The PO Line already appears in the Item Summary (already on the order).
- The unit of measure does not match the already selected PO Line Items in the Search Results or existing PO
- Line Items already in the Item Summary.

This prevents creating an Order that has items with mixed units of measure (standard and metric), which causes issues with rating requests on Order and Loads.

When at least one PO Line Item is selected in the Search Results section, the screen displays an action bar indicating: Number of line items selected

Unselect All option that will remove all selected PO Line Items

Update Items button to continue the Book PO Process with the Update Items screen
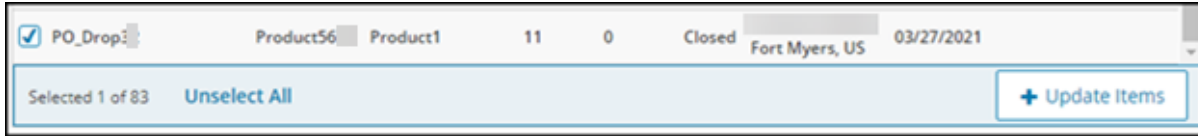
Update Items

The Update Items modal displays your selected PO Line Items from the Search Results. It is separated into two sections: Purchase Order and Shipment.

1. **Purchase Order**
   - The PO Draw Quantity field is required and supports decimal values when saving to Navisphere Orders.
   - When Navisphere Orders saves information the inner pack quantity is sent back to Purchase Order Management, the value is rounded to a whole number (.5 and above will round up).

2. **Shipment**
   - **Packaging** and **Freight Class** fields display pre-populated data in the Update Items modal if these fields are populated in the Navisphere Purchase Order data.
   - All manually entered fields support decimals, but Transportation Execution ultimately saves a truncated or rounded value.
   - Unit of measure indicators for Total Weight and dimensions (LxWxH) **Length, Width,** and **Height** are determined from Purchase Order information.
   - This will control the Navisphere Order unit of measure saved on the Order.
   - The Online User Preferences setting will not change the unit of measure for the Order.

Item Summary

This section displays the enriched purchase order and shipment data that will be used for Order creation or updates.

5) All PO Line Items must be from the same C-code (account) and will display after one or more PO Line Numbers are in the Item Summary.

Selecting one or more PO line numbers displays an action bar with:

2) **Edit Items button** – launches the Update Item modal for the selected PO Line Numbers to allow updates to Purchase Order and item data.

3) **Remove Items button** – deletes the selected PO Line Numbers from the Item Summary.

4) **Cancel button** – prompts a confirmation window; if **OK** is selected, you are returned to the Online 2.0 Dashboard.

5) **Create Order button** – moves the process to the Order Create or Edit screen.

Troubleshooting

Locate your shipment by searching with your Tracking number or your reference # in the Search field, using the My Orders page, My Orders at a Glance or the My Recent Activity section.
Click on the **Order Number**.

The Order Details screen will open. Click on the **Edit Order** link at the top right of the screen. Please add your necessary corrections & submit the shipment once complete.

"My quantity is the same as my pallet count, & it shouldn't be."

When adding your commodities, be sure to update the **Package Quantity** to the appropriate selection. For example, if you are shipping cartons, select cartons; for boxes, select boxes, etc. If you leave the selection as pallets, the value you enter for **Unit Quantity** will override the value you enter for **Pallets!** For example, you are shipping 50 boxes on 2 pallets. If you leave **Package Quantity** as pallets & enter 2 pallets, system will submit 50 for the quantity and pallets.

"The origin/destination I need is not listed."

If the location on your PO needs to be updated, please **contact your buyer** with the corrected address information and a revised PO will be transmitted to the portal.

Oshkosh Terms and Business Rules

### Custom Equipment Types (CETs)

Equipment Type	Description
DRYVAN53	53' Box Trailer
DRYVAN48	48' Box Trailer
FLST48	48' Flatbed or Step Deck
FLST48102	48'x102" Flatbed or Step Deck
FLST53	53' Flatbed or Step Deck

FLST53102	53'x102" Flatbed or Step Deck
FLT48	48' Flatbed Only
FLT48102	48'x102" Flatbed Only
FLT48NH102	48'x102" Flatbed w/ No Headboard
FLT48NHB	48' Flatbed w/ No Headboard
FLT53	53' Flatbed Only
FLT53102	53'x102" Flatbed Only
FTLIFTGT	Flatbed w/ Lift Gate
RGN	Removable Goose Neck
RGNSTPRAMP	Removable Goose Neck w/ Step Ramp
STP48	48' Stepdeck Only
STP48102	48'x102" Stepdeck Only
STP48NH102	48'x102" Step Deck w/ No Headboard
STP48NHB	48' Step Deck w/ No Headboard
STP53	53' Stepdeck Only
STP53102	53'x102" Stepdeck Only
STPRAMP	Step Deck w/ Ramp
PTFLSTP102	Partial 102" Flatbed or Step Deck
PTSTP102	Partial 102" Stepdeck
PTFLT102	Partial 102" Flatbed
PARTVAN	Partial Van
STP53NH102	53'x102" Step Deck w/ No Headboard
SPRINTER	Sprinter Van – only used for expedites
Flatbed Conestoga	96" Wide, 96" High, Up to 44,000#
Stepdeck Conestoga	Upper deck height 96", lower deck is 110" Up to 41,000#

Calculating trailer feet

Trailer feet is based on the linear feet your shipment takes up inside the trailer. A linear foot is simply one foot in length. So if your shipment takes up 10 feet in length, starting from the front of the trailer, enter 10 in the trailer feet field. Also, please consider if the freight can be stacked in the trailer when calculating the trailer footage.

98 (in)

636 (in)

110 (in)

26 (in)

26 (in)

53 Ft. Dry Van
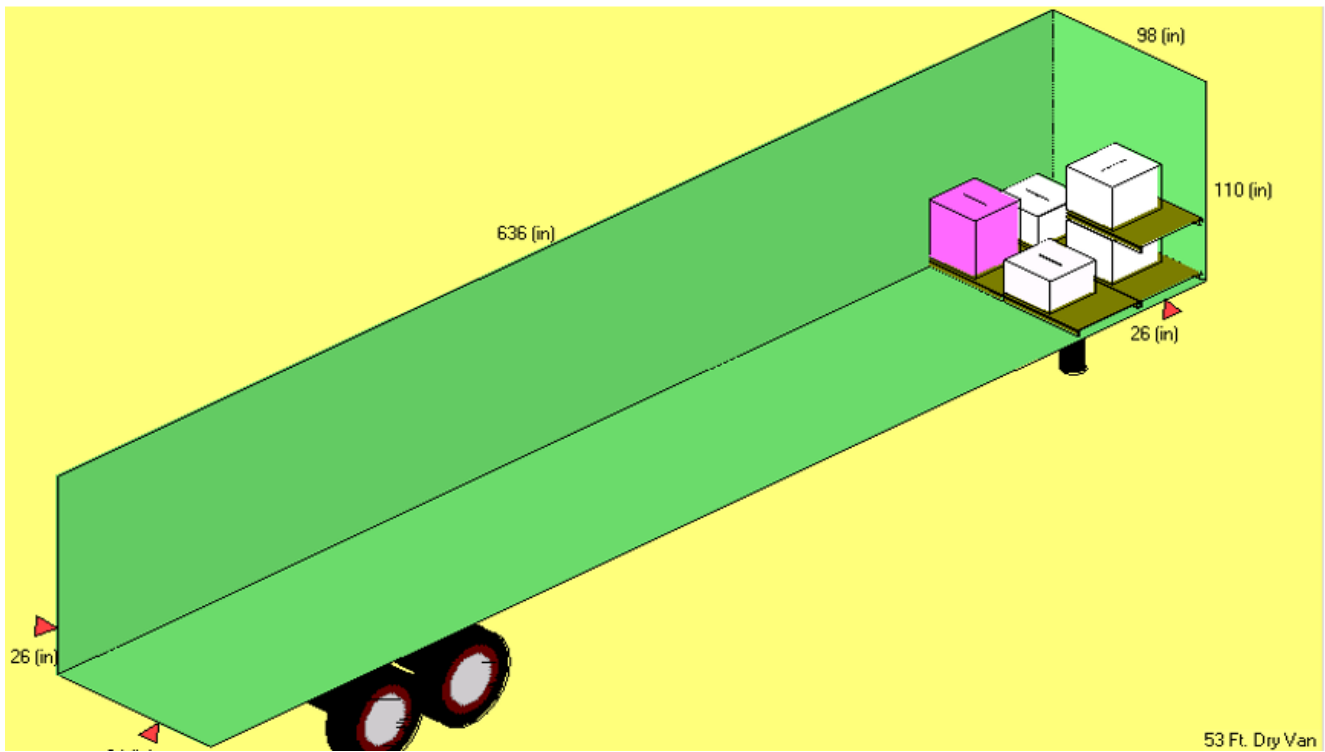
Business Rules for Entering Shipments

Modal Selection

• Small Parcel

    Less than 150 lbs. non-palletized – UPS ONLY
    o **MUST BE ENTERED INTO TMC IF SHIPMENT IS US DOMESTIC**
    o **International/Cross border shipments are not in scope – Do Not Enter in Portal**

• Inbound LTL

    Approx 150-12,500 lbs. palletized material and no more than 20ft of trailer space
    o **MUST BE ENTERED INTO TMC**

• Inbound Truckload/Flatbed

    Approx 12,500-45,000 lbs. palletized material and no more than 53ft of trailer space
    o **MUST BE ENTERED INTO TMC**
    o Supplier responsible for equipment type selection

Lead Time
• Small Parcel
    o Enter into TMC by 12:00 PM Central Standard time and UPS carrier will attempt same day pickup
• LTL
    o Enter into TMC by 12:00 PM Central Standard time and carrier will attempt same day pickup
• Truckload/Flatbed
    o Enter into TMC with a minimum of 24 hours lead time; preferably 48 hours. Exceptions to be approved by Logistics such as short lead or expedite truckloads that require Logistics assistance