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OSHKOSH

Oshkosh Corporation Inbound Order Entry User Guide
Audience: Oshkosh Corporation Suppliers

Purpose: Oshkosh Corporation Suppliers should reference this guide when entering Inbound Orders via www.mytmc.com.

TMC is responsible for managing inbound orders for Oshkosh Corporation. Inbound orders include: Less than Truckload and Full Truckload shipments.

TMC, a separate division of CH Robinson Worldwide (CHR), provides an integrated, transparent, and neutral approach to transportation management. They provide a blended service of supply chain expertise and TMS technology that will enable both immediate and sustained improvements throughout our transportation network.

TMC Contact Info:
OshkoshTMC@myTMC.com
855-212-0006

All Less than Truckload and Full Truckload Oshkosh Corp shipments must be entered via TMC's website; www.mytmc.com.

Requirements for daily execution of load tendering, exception resolution, and reporting KPI's have been designed in conjunction with individuals representing Distribution, Customer Service, Purchasing and Procurement across Oshkosh's business units. TMC will adhere to the processes outlined by these constituents agreed upon by Oshkosh that will ultimately improve the efficiency of the transportation process, long-term and create joint value for you and Oshkosh. Please note TMC will NOT have access to your product costs. The only costs they will see are our negotiated freight rates. Likewise, their parent company, CHR will NOT have access to any of your costs, including negotiated freight rates, as they will be participating as a freight carrier.

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Sign In

1. Open www.mytmc.com in a web browser (i.e. Internet Explorer).
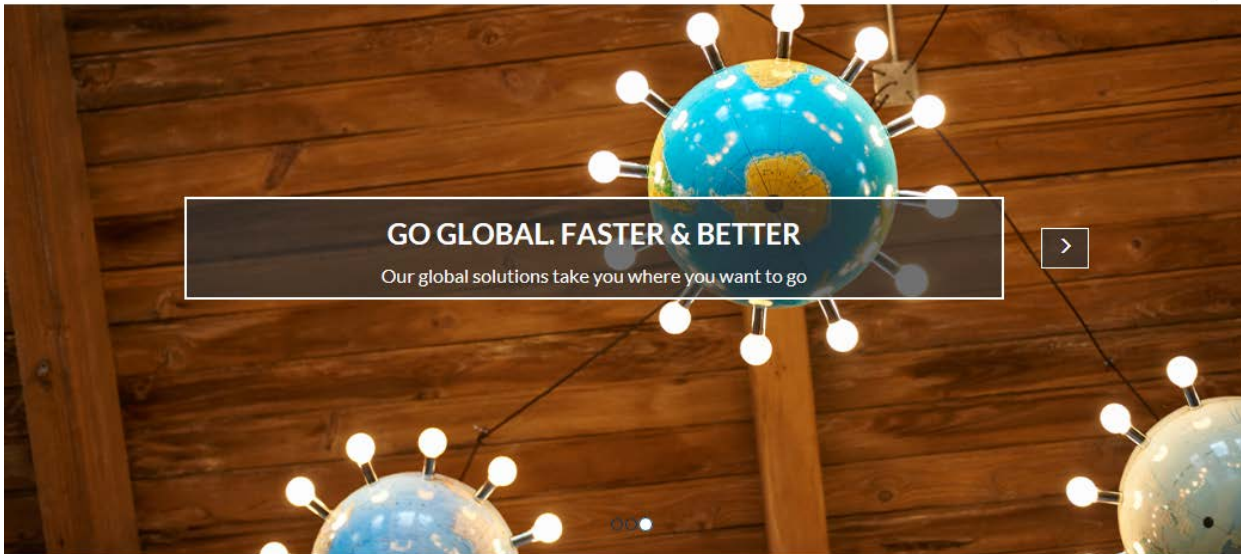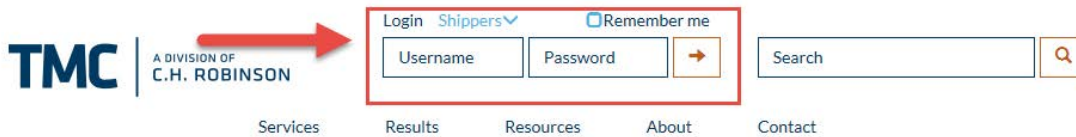
1. Enter your username and password and click "Login". If you do not have a username please email the TMC Oshkosh team at OshkoshTMC@myTMC.com.

Business Rules for Entering Shipments

- **Small Parcel**
    - Less than 150 lbs., non-palletized – UPS, FedEx, DHL
    - **NOT IN SCOPE- DO NOT ENTER IN PORTAL**

- **LTL**
    - ≈150-12,500 lbs., less than 20 ft. of trailer
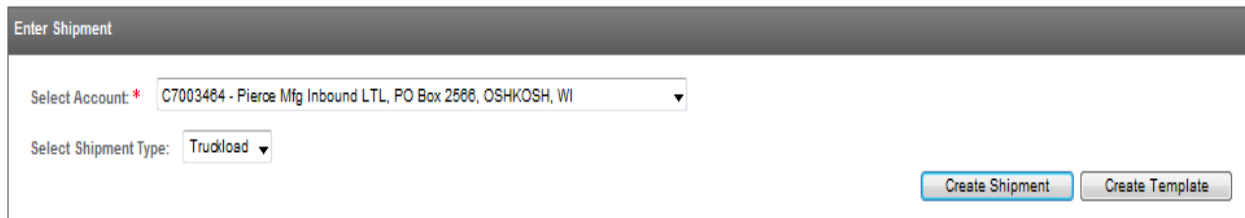   - **MUST BE ENTERED INTO PORTAL**

- **Full TL**
    - >12,500 lbs., greater than 20 ft. of trailer
    - **MUST BE ENTERED INTO PORTAL**

Shipment Order Entry

1. Once logged in, select Manage Shipments then Enter Shipment to begin the order entry process.
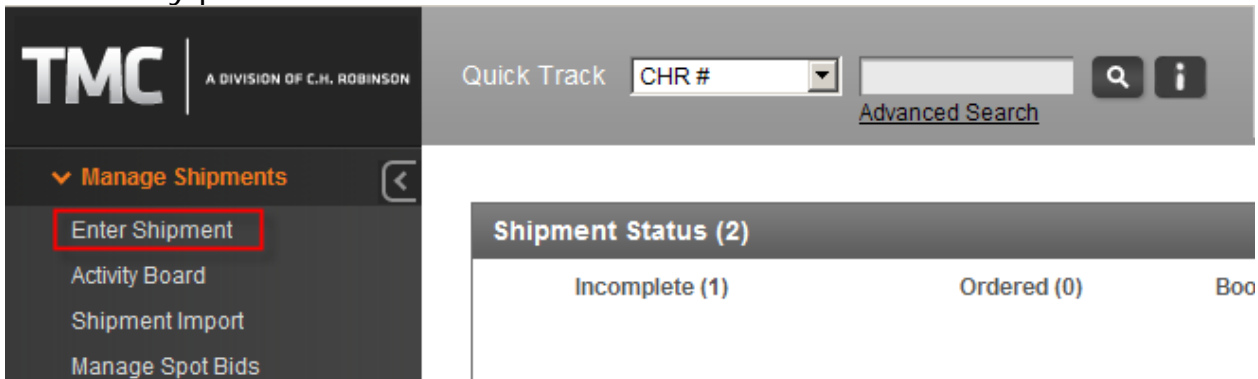
2. Then select the appropriate account that the load you are entering pertains to (each business unit has its own Inbound TL and LTL account).

3. Next, select the Custom Equipment Type (if this is for a TL; all LTL accounts will default the equipment type to LTL) and enter your Route ID if applicable.

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Account C7003464 - Pierce Mfg Inbound LTL, PO Box 2566, OSHKOSH, WI

(*) indicates fields that must be completed before submitting this shipment

Truckload Shipment Information

Route ID

Custom Equipment Type * [LTL ▼] ⬅

4. Your address should automatically be defaulted in the Origin field. If you do not see your shipping location in the Origin field, email OshkoshTMC@mytmc.com and we will add it for you.

Stops

[Add an Origin] [Add a Destination]
Add a stop to your shipment by clicking one of the buttons above. To reorder your stops click and drag the stop into the correct order.

⌄ 🗑 + Origin * [Select ▼]

Select
Akron Brass 1615 Old Mansfield Rd Wooster OH 44691-7211 US
Aluminum Ladder Company 1430 W Darlington St Florence SC 29501-2124 US
Meritor Inc 444 Hebron Rd HEATH OH 43056-1435 US
Metal Products 1201 N Perkins St APPLETON WI 54914-3122 US
Pierce Manufacturing 1512 38th Ave E BRADENTON FL 34208 US
Pierce Manufacturing 2600 American Dr Appleton WI 54915 US
Pierce Manufacturing 3100 N McCarthy Rd Appleton WI 54915 US
Quality Paint & Coatings 6610 State Road. 44 Pickett WI 54964 US
Stoughton Trailers 1111 Veterans Road Stoughton WI 53589 US
Vicon Fabricating Company 7200 Justin Way Mentor OH 44060 US
Waterous Company 125 Hardman Ave South South Saint Paul MN 55075 US

+ Requested Pick Up D...   Latest Scheduled Pick-up Date *
Latest Scheduled Pick-up Time *

Special Instructions

> Search Existing

5. Fill in the Requested and Earliest Scheduled Pick-up Date and Time. You may enter an open window of time.
6. You may enter any special instructions for the driver, however these are not required.

Stops

[Add an Origin] [Add a Destination]
Add a stop to your shipment by clicking one of the buttons above. To reorder your stops click and drag the stop into the correct order.

⌄ 🗑 + Origin * [Pierce Manufacturing 1512 38th Ave E BRADENTON FL 34208 US ▼]

+ Requested Pick Up Date * [11/19/2013]   Earliest Scheduled Pick-up Date * [11/19/2013]   Latest Scheduled Pick-up Date * [11/19/2013]
Earliest Scheduled Pick-up Time * [10:00]   Latest Scheduled Pick-up Time * [16:00]

Special Instructions

> Search Existing Locations or Create New Location

7. Once the origin information is set, repeat for the destination (ship to) information.

8. Select the destination where the product will be traveling to from your facility. If you do not see the destination location in the drop down menu, select the "Search Existing Locations or Create New Location" hyper link to search for the location.

9. User just needs to type in the "City" and "State" and select "Search Location" and the system will pull back all of the warehouses that are uploaded for that particular account.

10. Next, select the "Requested Delivery date".

11. You may enter any special instructions for the carrier.
12. The final step is to fill out the commodity information. First, select the drop down menu to enter what the commodity type.

Commodities

Select from list ▼ or Add New Commodity

Select from list
Auto parts-hazardous
Auto parts-non hazardous
Defense- LVSR
Defense-HEMTT

Description *   Qty *   +Packaging *   +Max Weight *   Value   Trailer Feet *

13.   Next, fill out all required fields in the commodity screen. ***Fields marked with an asterisk are required. If you do not know the freight class, select 70.

Edit Commodity   ✖

(+) indicates fields that must be completed before actual Bill of Lading can be printed

(*) indicates fields that must be completed before submitting this shipment

+ Commodity Description *
Auto Parts Non-Hazardous   ✕

Class *
70 ▼

Part #

Origin *
Defense - North Plant, OSHKOSH, WI ▼

Destination *
Defense - North Plant, OSHKOSH, WI ▼

+ Packaging *
Pallet ▼

Trailer Feet

Length (ft)

Qty *

Pallets

Length (in)

+ Max Weight (lb) *

Width (in)

Value

Height (in)

Reference Numbers

PO Number *

Notes

Temp Category
Dry ▼

Save   Cancel

14.   Adding a PO #.
     a. There is a 21 character limit in the PO# field.

b. The user is to enter the PO # in the corresponding field if the PO is 21 characters or less.

c. If the user has more than 21 characters, type the word "Multiple" in the PO# field.

d. The user will then add the PO #'s to the origin "Special Instruction" field.

c. The user also has the option to add multiple commodities for each of their corresponding PO#'s.

Once the item requirements are filled in, select "Save".

15.   The user has the option to send an email of the BOL once the load has been booked. The user can input the email address they would like to have the email sent to in the field shown below. They will also need to ensure

that the box is checked if they want the email to be sent. If they don't want to send the email they can uncheck the box. If there are multiple email addresses they can be separated using a semi-colon (;)

16.   Once you have reviewed the order and all information is correct, select "Submit".

17.   The next screen that appears is confirmation that the order when through to TMC. This is called the CHRW Confirmation Number. From here, the user can also view the shipment detail they have just entered or copy the shipment (to create a new load).

18.   Once the load has been submitted it will take, on average, 5 to 10 minutes for the load to process in our system. Once the load has been processed, a menu of icons will appear at the top of the load detail screen.
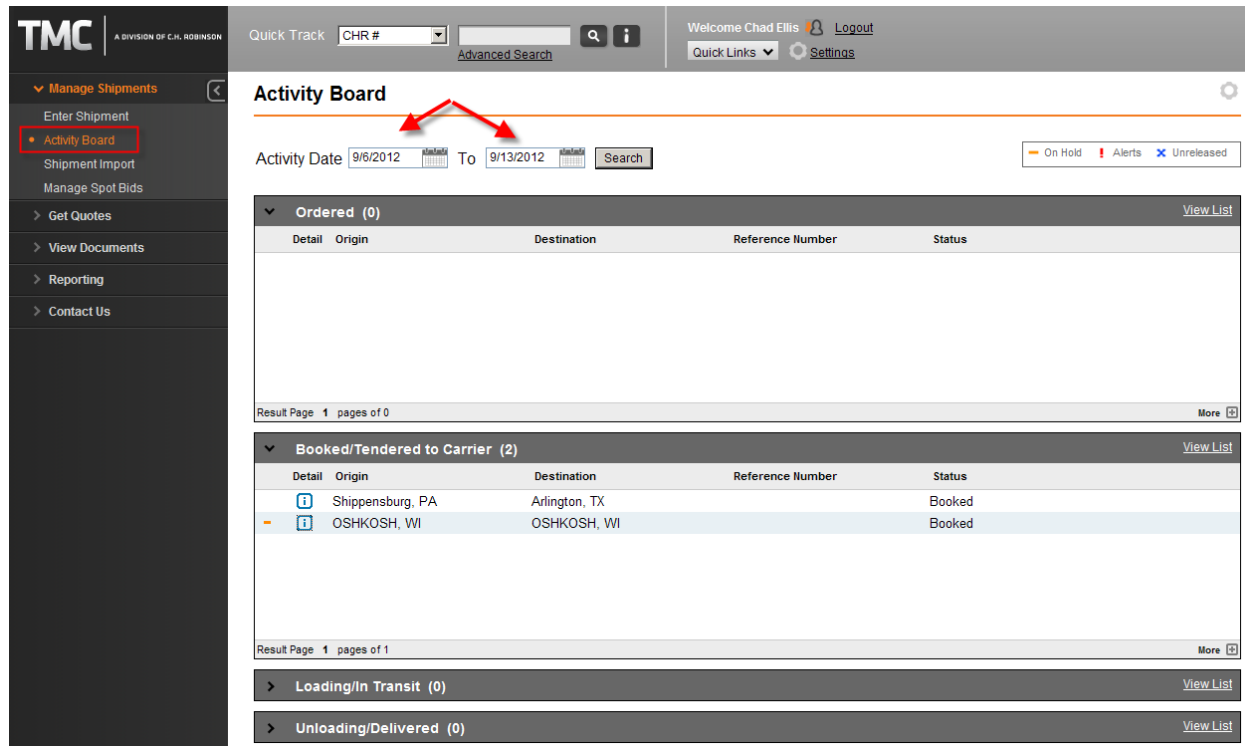
Shipment Detail

Cancel Shipment

Activity Board Overview

1. To view any loads entered into the system go to the "Manage Shipments" menu and select "Activity Board". You may view up to one week at a time by updating the "Activity Date" fields.

2. Click on the [i] icon to view the shipment detail of any load on your Activity Board.

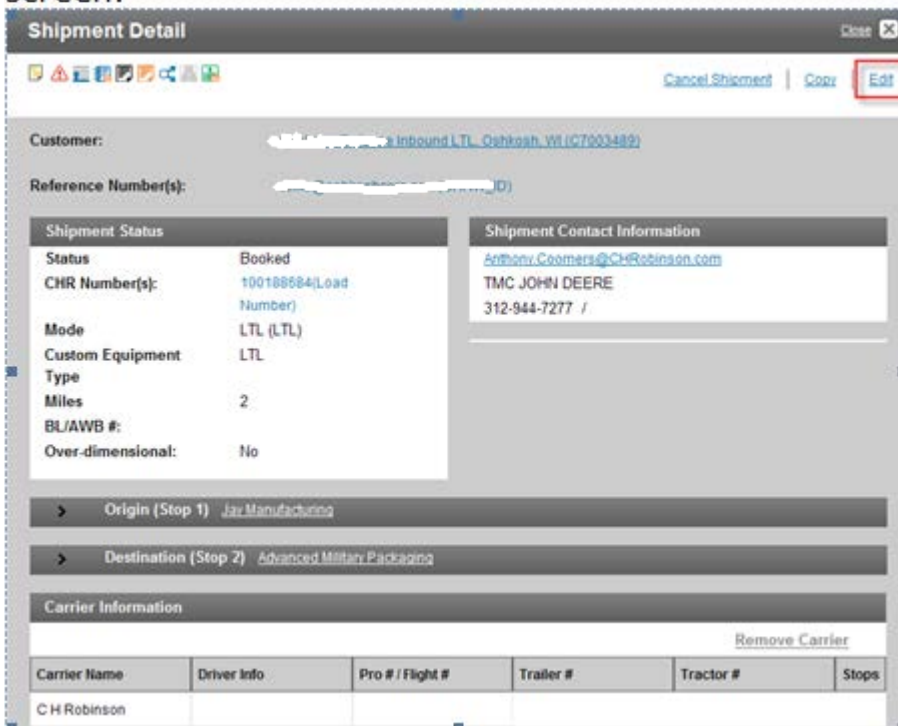# Editing a Shipment

1. To edit a shipment, select the Edit hyperlink from the Shipment Detail screen.

2. Make the changes as necessary then make sure to save any changes made to the commodities.
3. Click Submit Changes on the main shipment screen in order for the changes to successfully save. You will receive a notification that your shipment edit has been submitted.

4. If a shipment has already been booked, you will need to contact OshkoshTMC@mytmc.com to add or delete a stop.

TMC BOL

1. TMC's web portal gives you the option of using a standard BOL for your Oshkosh shipment. Once the carrier is booked on the load, search by the TMC Confirmation # by the quick track option at the top of the screen.
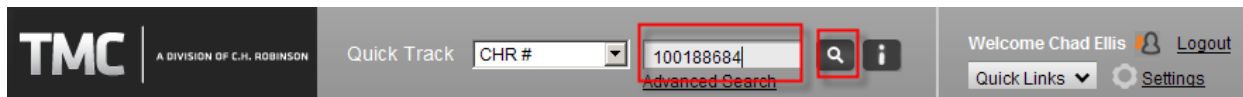
1.   There are two ways to view the BOL.

a. The first option is to select the [i] icon that is to the left side of the order and then click the BOL Link.

b. The second option is to click the BOL icon next to the shipment detail icon.
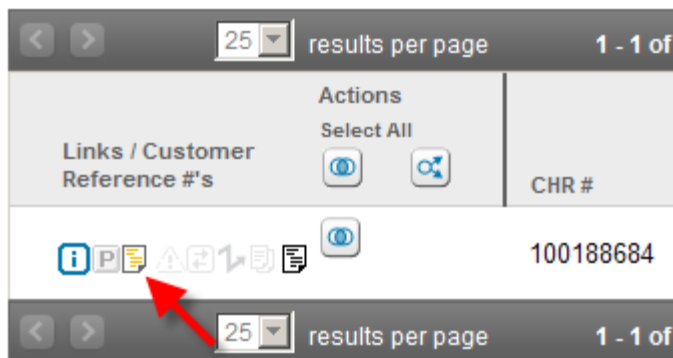
5.   You may require Adobe Software to print the BOL, if this is the case, please download it prior to printing.

Calculating Transit Times

If you are unsure of the transit time for your particular shipment, you may use Navisphere to find the proper transit time to ensure the correct Requested Delivery Date. To do this, go to the "Get Quotes" section and select "Standard Transit Times."
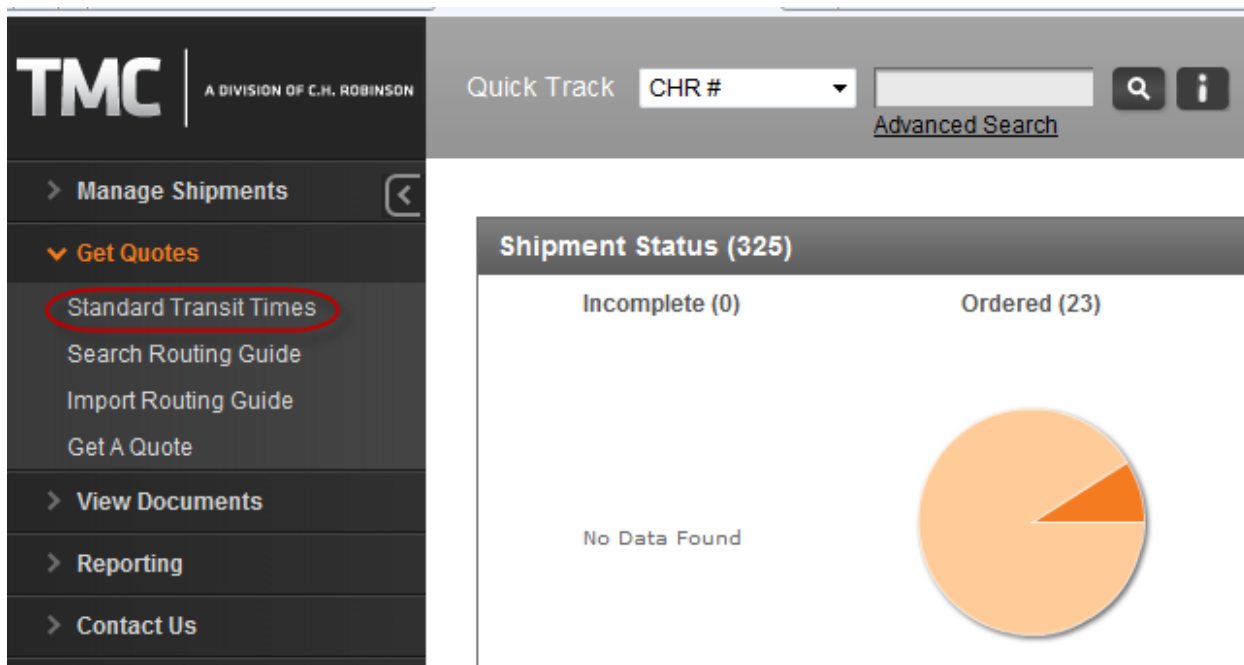
You can then choose between LTL or Truckload shipment options. Once you have selected your mode you will then fill out the origin zip and destination zip to calculate the transit.

Creating and Using a Shipment Template

Additionally, you may create a template if you have certain shipment parameters that are frequently occurring on a given lane. A template can be created in the same manner as entering a shipment. From the menu panel select Manage Shipments → Enter Shipment. Then select the account for which you need to create a template for and select "Create Template"

From this point you will include any pertinent information that you want to include on your template (i.e. shipping location, delivery location, pallet count, etc.) Then once you have filled out all the information you want to include on the template, you will name the template and save it.

Commodities

Select from list ▾ or [Add New Commodity]

Use the grid below to add commodities to your shipment.

Commodity Information								
+Commodity Description	Qty	+Packaging	+Max Weight	Value	Trailer Feet	VIN #	Pallets	Origin

Save Shipment as Template

Template Name [   ]

⦿ User Template
○ Customer Template

All shipments subject to Cargo Claim Policy

[View Routing Guide] [Save Template] [Cancel]

Now that the template is saved you can use it by accessing it from the "Enter Shipment" screen and selecting the template you want to use from the drop down menu and clicking the load button:

Enter Shipment

Select Account: * [C7016861 - McNeilus Inbound LTL, PO Box 2566, OSHKOSH, WI ▾]

Select Shipment Type: [LTL ▾]

[Create Shipment] [Create Template]

User Templates

Select Template: [MATV return racks ▾] [Load]

The system will then load the template that you created and all you will have to edit is any of the required fields (i.e. dates, weight, po#, etc.) that would only become available when the order is ready to ship. Once that info is edited, you can submit the shipment.

www.mytmc.com

Important Information

1. If an employee changes email addresses or is no longer with the company, it is important that their email address is not used for shipment entry. Each person entering orders online must have their own log in and password.

2. If you need your password reset, please email OshkoshTMC@myTMC.com and someone from the account team will reset it for you.

FAQ

Q: What if I don't see my order on the activity board immediately after I enter it?
A: An order will take about 5-10 minutes to populate the activity board after you enter it. If you still do not see it after 30 minutes, contact your TMC representative.

Q: What if a PO changes and I need to update the shipment I already entered or if I entered it incorrectly?
A: You are able to edit the shipment only if it is not booked with a carrier. See the section above for steps on how to edit. If a carrier is booked, however, you will need to contact TMC to change the shipment.

Q: What if I ship direct to a customer and not to Oshkosh? Should I enter this shipment in TMC?
A: Yes, there are Inbound Third Party accounts setup for each business unit specifically for you to use to enter these shipments.