

Oshkosh Corporation – Comprehensive Shipping & Import Instructions

1. North American Shipping Guidelines

All shipments should be coordinated with our third-party logistics provider:
Robinson Managed Solutions (RMS) | Phone: 1-800-967-9619 | Email:
OshkoshTMC@chrobinson.com

RMS Customer Platform (Navisphere) Use

Log in at <https://www.chrobinson.com/en-us/>

Use Navisphere 2.0 to Book Purchase Orders and Create Manual Orders.

- **Book Purchase Order:** Use the “Book Purchase Order” function to draw from open Purchase Orders to schedule shipments. ASN’s will automatically be sent on your behalf once the carrier picks up. Refer to the [TMC Navisphere 2.0 Book PO User Guide](#) for step-by-step instructions.
- **Create Order:** Use the “Create Order” function to manually schedule shipments. This method should only be used with Oshkosh approval and does **not** trigger ASNs. ASN submission will need to take place manually. Refer to the [TMC Navisphere Manual Order Creation User Guide](#) for step-by-step instructions.

Training Video Available: [Navisphere POM Supplier Video](#) (Password: OshkoshTMC1)

For assistance using Book Purchase Order, please contact:
NavPODrawSupport@oshkoshcorp.com

RMS Customer Platform (Navisphere) Shipment Modes and Rules

- **Small Parcel (<150 lbs):**
 - RMS should only be used for U.S. to U.S. shipments

- Must be entered in RMS Customer Platform (Navisphere) by 12 PM local time for same day pick up
 - Must be less than 150 lbs. and non-palletized
- **LTL (150–12,000 lbs):**
 - Must be palletized and less than 20ft of trailer space
 - Book in RMS Customer Platform (Navisphere) **24–48 hrs in advance** of desired pick-up time
- **Truckload (>12,000 lbs or >20ft of trailer space):**
 - Supplier responsible for equipment type selection
 - Book in RMS Customer Platform (Navisphere) with **minimum 24 hrs**, preferably **48 hrs in advance** of desired pick-up time

Bill of Lading (BOL) Requirements

Each BOL / Air Waybill must include:

- Purchase order number
- Part number(s) and description
- Skid count, weight, and dimensions
- Complete origin and destination addresses

Freight Billing Instructions

Shipments move on a '**Freight Collect**' or '**Third Party Collect**' basis unless otherwise instructed.

The **BILL-TO** field must read:

(Insert Business Unit Name) / Oshkosh Corporation
c/o Cass Information Systems
PO Box 17632, St. Louis, MO 63178-7632

Note: Charges added to parts invoices without Corporate Logistics approval will not be paid.

For assistance with Freight Pay, please contact: oskfreightpay@oshkoshcorp.com

Expedited Shipments

All expedite shipments require prior approval from the Business Unit's Purchasing Department.

For all expedited Air and Ground shipments you will be required to provide:

- Origin/destination addresses with contact info
 - Ready time
 - Shipping hours
 - Skid count
 - Weight/Dimensions
 - Product description
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2. International Shipping & U.S. Import Requirements

Routing Guidance

Refer to the [International Routing Instructions Template](#) for details.

For any questions related to International Routing, please contact:
intlqandb@oshkoshcorp.com

U.S. Import Compliance – ISF Requirements

All ocean shipments into the U.S. must comply with the Importer Security Filing (ISF or “10+2”) regulations.

- Process:
 1. Review the *United States Import Requirements Guide* and *ISF Guide*.
 2. Complete the ISF template included in the guide.
 3. Submit the template and Commercial Invoice to:
import@oshkoshcorp.com
 4. Ensure submission **at least five (5) business days** before vessel departure to prevent delays or penalties.

For any questions related to Imports, please contact: import@oshkoshcorp.com

3. Contact Directory – Logistics Support

Refer to the [*Oshkosh Corporation Logistics Contact Directory*](#) for a full list of contacts.

4. Facility Directory

Refer to the [*Oshkosh Corporation Locations PDF*](#) for a full list of validated ship-to addresses for all business units globally.
