



OSHKOSH™

Oshkosh Corporation Inbound Order Entry User Guide

Audience: Oshkosh Corporation Suppliers

Document Control		
User	Date	Version
OshkoshTMC	6/28/2022	v1

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

TMC is responsible for managing inbound orders for Oshkosh Corporation. Inbound orders include: Parcel, Less-than-Truckload (LTL) 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 Parcel, Less than Truckload (LTL) and Full Truckload Oshkosh Corp shipments must be entered via TMC's website; www.chrobinson.com/TMC.

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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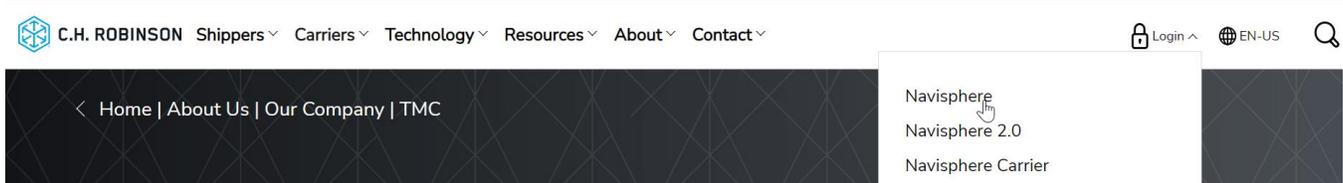
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Sign In

1. Open www.chrobinson.com/TMC in a web browser (e.g. Google Chrome).



1. Click “Navisphere” and enter your username and password.
If you do not have a username please email the TMC Oshkosh team at OshkoshTMC@mytmc.com.

Business Rules for Entering Shipments

Modal Selection

- Small Parcel
 - Less than 150 lbs. non-palletized – UPS ONLY
 - **MUST BE ENTERED INTO TMC IF SHIPMENT IS US DOMESTIC**
 - **International/Cross border shipments are not in scope – Do Not Enter in Portal**
- Inbound LTL/ Truckload
 - Approx 150-45,000 lbs. palletized material and no more than 53ft of trailer space
 - **MUST BE ENTERED INTO TMC**
 - Supplier responsible for equipment type selection

Lead Time

- Small Parcel
 - Enter into TMC by 12:00 PM Central Standard time and UPS carrier will attempt same day pickup
- LTL
 - Enter into TMC by 12:00 PM Central Standard time and carrier will attempt same day pickup
- Truckload
 - 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

Tips

ASN Creation

- The ASN creation is a separate process from TMC transportation request. They are not tied together

Pick/Delivery Windows

- Pickup and delivery windows must be realistic. A user should not put in a request for a shipment to be picked up by 9:00 AM if it is already 8:55 AM. Delivery date is calculated by mileage where 500 miles is roughly 1 transit day, and weekends/holidays are excluded.

Special Instructions

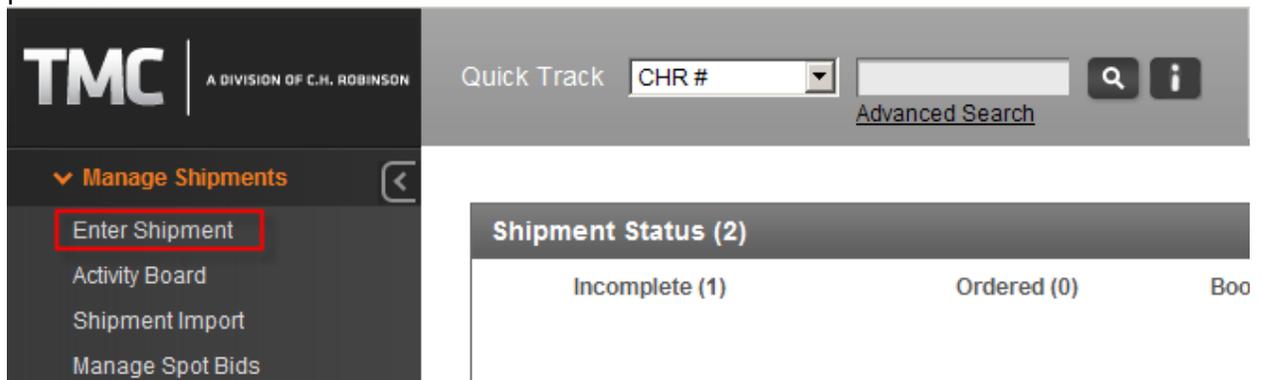
- Users can put any notes/requirements regarding the pickup or delivery in this field (ie. tarps required, freight is not stackable, etc.)

Need Assistance?

Contact TMC – OshkoshTMC@mytmc.com or (855)-212-0006

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 for the shipment being entered
 - *Please Note: **Third Party** indicates freight is shipping to a 3rd party vendor that is not located at an Oshkosh facility
 - **Please reach out to your buyer if you believe your freight requires an expedited carrier

3. Next, select the Custom Equipment Type that best fits your needs based on the descriptions below

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
ROLLTPVAN	Curtainside/Conestoga
ROLLTRP	Curtainside/Conestoga
ROLLTRP102	Curtainside/Conestoga
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

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

Truckload Shipment Information

Custom Equipment Type *

Stops

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.

+ Requested Pick Up Date

Special Instructions

Latest Scheduled Pick-up Date *

Latest Scheduled Pick-up Time *

- Select
- FLST48102
- FLST53102
- DRYVAN53
- LTL
- PARTVAN
- PTFLT102
- PTSTP102
- PTFLSTP102
- STPRAMP
- 20STD
- 40STD
- 40HICUBE
- 45HICUBE
- 20STDHAZ
- 40HICUBEHAZ
- 40STDHAZ
- 45HICUBEHAZ
- STP48
- FLATBED CONESTOGA

- Your address should automatically be defaulted in the Origin field. If you do not see your shipping location in the Origin field, please attempt to search for the location as outlined [here](#). If the issue persists, email OshkoshTMC@mytmc.com and we will add it for you.

Stops

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.

+ Requested Pick Up Date

Special Instructions

Latest Scheduled Pick-up Date *

Latest Scheduled Pick-up Time *

- 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 Saint Paul MN 55075 US

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

Stops

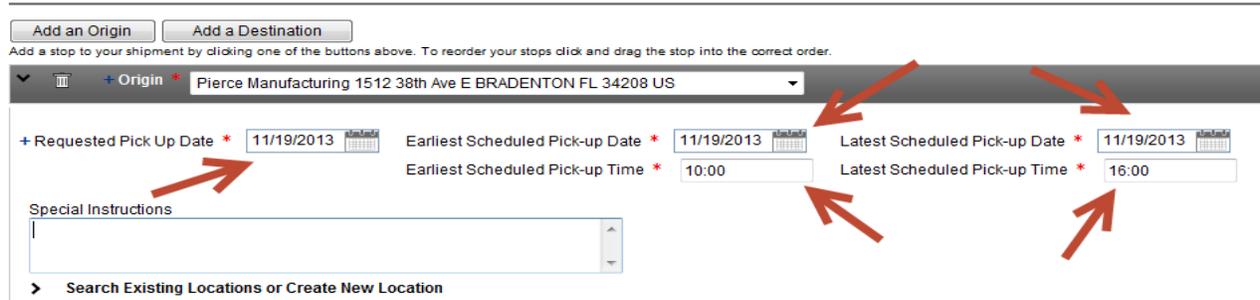
Add a stop to your shipment by clicking one of the buttons above. To reorder your stops click and drag the stop into the correct order.

▼ * 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.

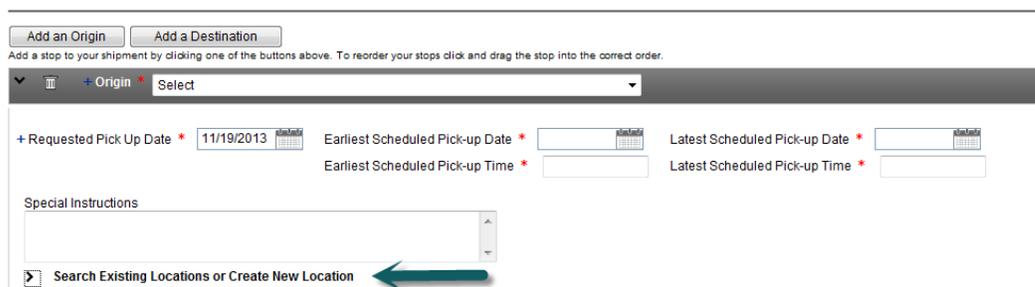
Add a stop to your shipment by clicking one of the buttons above. To reorder your stops click and drag the stop into the correct order.

▼ * Select

+ Requested Pick Up Date * 11/19/2013 Earliest Scheduled Pick-up Date * Latest Scheduled Pick-up Date *
Earliest Scheduled Pick-up Time * Latest Scheduled Pick-up Time *

Special Instructions

► [Search Existing Locations or Create New 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.

▼ [Search Existing Locations or Create New Location](#)

Location Name* Open Time

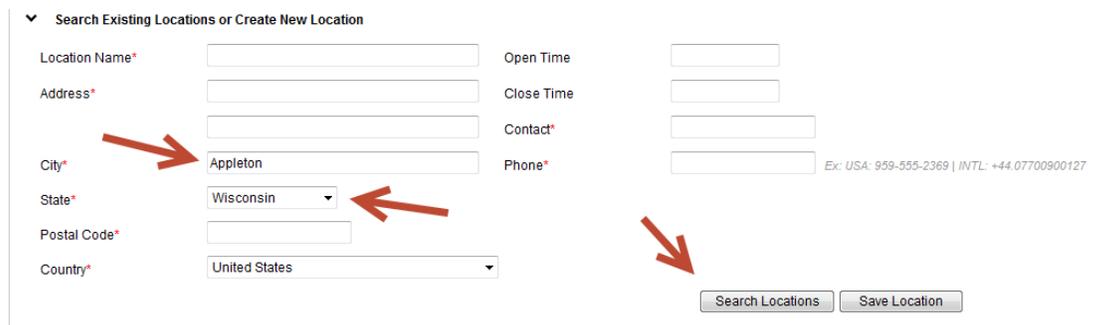
Address* Close Time

City* Appleton Phone* Ex: USA: 959-555-2369 | INTL: +44.07700900127

State* Wisconsin

Postal Code*

Country* United States



10. Next, select the “Requested Delivery date”.

+ Destination * Pierce Manufacturing 1512 38th Ave E BRADENTON FL 34208 US

+ Requested Delivery Date * 11/20/2013  

Requested Delivery Time

Special Instructions

Search Existing Locations or Create New Location

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 the commodity type.

Commodities

Select from list 

Select from list  to your shipment.

- Auto Parts - Non Hazardous
- Auto Parts - Hazardous

	+ Commodity Description *	Qty *	+ Packaging *	+ Weight
Totals:		0		0

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 [X]

(+) 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 *

Part #

Class *

Origin *

Destination *

+ Packaging *

Trailer Feet

Length (ft)

Qty *

Pallets

Length (in)

+ Max Weight (lb) *

Width (in)

Value

Height (in)

Reference Numbers

PO Number *

Notes

Temp Category

[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.

Reference Numbers

PO Number *

Customer Specific 2

Notes

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

Stops

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.

▼ Select

+ Requested Pick Up Date Earliest Scheduled Pick-up Date Latest Scheduled Pick-up Date

Earliest Scheduled Pick-up Time Latest Scheduled Pick-up Time

Special Instructions

> Search Existing Locations or Create New Location

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

Stops

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.

▼ Select

+ Requested Pick Up Date Earliest Scheduled Pick-up Date Latest Scheduled Pick-up Date

Earliest Scheduled Pick-up Time Latest Scheduled Pick-up Time

Special Instructions

> Search Existing Locations or Create New Location

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 (;)

Commodities

Select from list or

Use the grid below to add commodities to your shipment.

Commodity Information				
	+ Commodity Description *	Qty *	+ Packaging *	+ Max Weight (lb) *
Totals:		0		0

BOL E-mail Recipient List

Email a copy of the BOL

Separate multiple email addresses with a semi-colon (,)

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

All shipments subject to [Cargo Claim Policy](#)

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).

Shipment Confirmation

This shipment was entered successfully!

Your CHRWonline Shipment # is **TMC2046353**

- ▶ [View Shipment Detail](#)
- ▶ [Copy Shipment](#)
- ▶ [View Rate](#)

18. Once the order has been submitted, the BOL will be available after the consolidation program runs at noon central time. Please plan ahead and have shipments entered **no later than noon central time**. Shipments entered after the noon cutoff will have a BOL available after noon the following business day. Once the load has been processed, a menu of icons will appear at the top of the load detail screen.

Shipment Detail
Close X

[Add/Remove Stops](#) | [Cancel Shipment](#) | [Copy](#) | [Edit](#)

Customer: [JLG](#) / [OSHKOSH_WI \(C7016687\)](#)

Reference Number(s): [fNum](#)

Shipment Status	
Status	Ordered
TMC Number(s):	402123647(Load Number)
Mode	LTL (LTL)
Equipment Length	53
Custom Equipment Type	LTL
Miles	962
Team Required	No
BL/AWB #:	
Over-dimensional:	No

Shipment Contact Information	
OshkoshTMC@mytmc.com	
(800) 967-9619 X1009 X1339	
(800) 967-9619 /	

Origin (Stop 1) (ISLIP, NY)

Pick-up Dates			Quantity	
ISLIP, NY US 11751	Requested	6/27/2022 09:00	Expected: 1 PLT	
	Scheduled	6/27/2022 09:00 - 6/28/2022 15:00	Weight (lbs)	
	Carrier Arrival:		Actual: 120 lbs	
Contact:	Carrier		Expected: 120 lbs	
Phone:	Departure		Cube (Volume)	
Hours:			Reference Numbers	
Drop Trailer Flag: No				

Entering Multi-Stop Shipments

To enter a load with more than one origin and destination, multiple individual orders will need to be entered as described 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 DDMM 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:

Truckload Shipment Information

Custom Equipment Type *

Ship With Number

Truckload Shipment Information

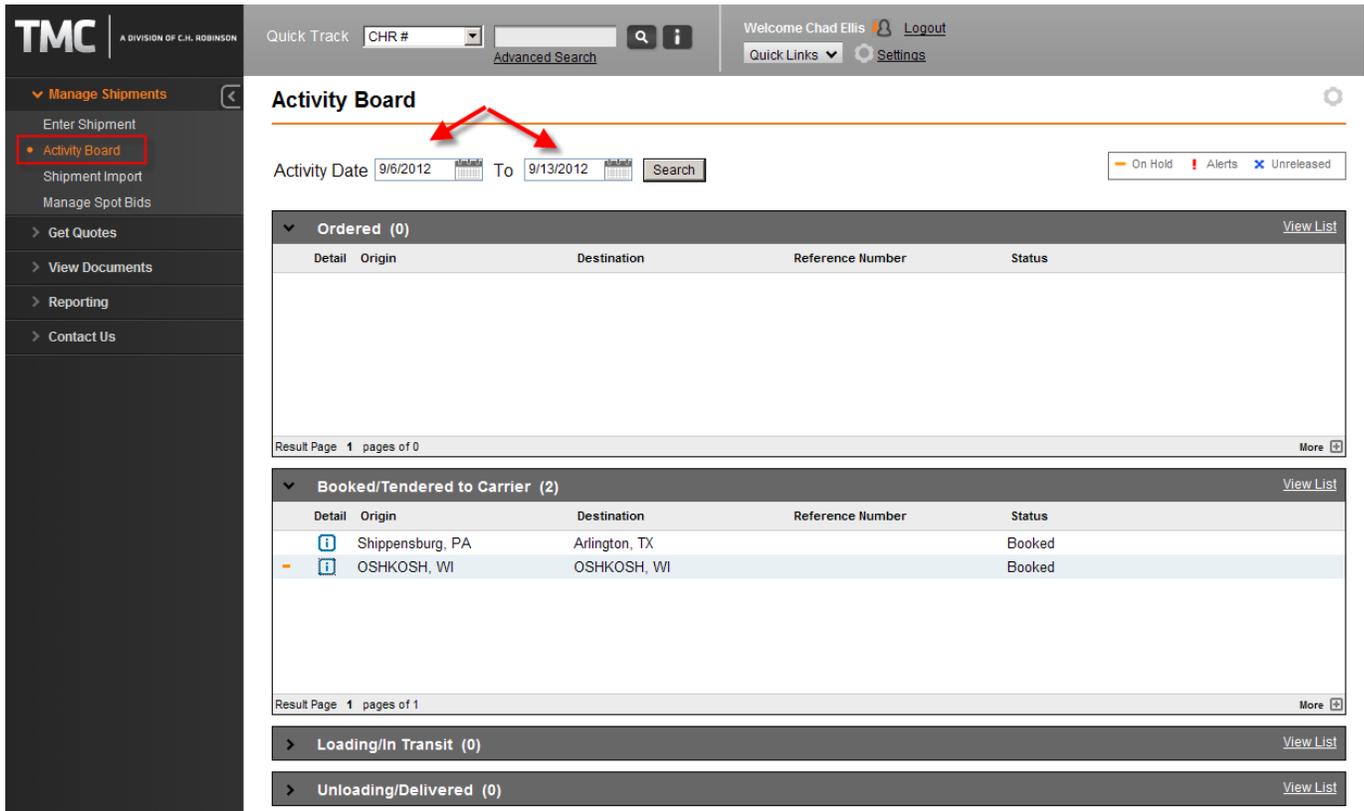
Custom Equipment Type *

Ship With Number



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  icon to view the shipment detail of any load on your Activity Board.



The screenshot shows the TMC Activity Board interface. The sidebar on the left includes 'Manage Shipments' and 'Activity Board' (highlighted). The main content area has a search bar for 'Activity Date' with filters for 'On Hold', 'Alerts', and 'Unreleased'. Below this are three sections: 'Ordered (0)', 'Booked/Tendered to Carrier (2)', and 'Loading/In Transit (0)'. The 'Booked/Tendered to Carrier' section contains a table with two rows, each with an information icon.

Detail	Origin	Destination	Reference Number	Status
	Shippensburg, PA	Arlington, TX		Booked
	OSHKOSH, WI	OSHKOSH, WI		Booked

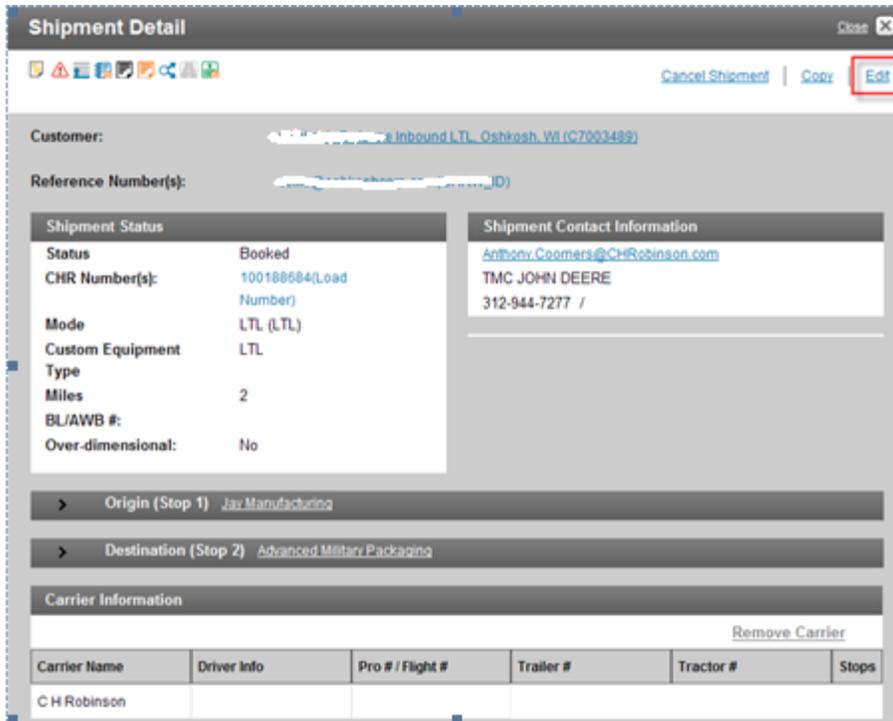
Cancel, Copy, Edit Shipment

1. In the Shipment Detail Screen are three links on the top right hand side: Cancel Shipment, Copy, and Edit. With the exception of “Copy”, these actions can only be performed prior to the order being built into a load.
2. **Cancel Shipment** – cancels shipment in the system. A notification will appear confirming the cancellation. Note: If a carrier is booked, notify the OshkoshTMC team to complete the cancellation
3. **Copy** – copies the current shipment including location and commodity information. Free form fields such as reference numbers will need to be reentered.
Note: if the same reference numbers are entered, the system will reject the shipment as a duplicate.
4. **Edit** –opens to the editable screen to make modifications to the current shipment in the system. This is useful for commodity changes.

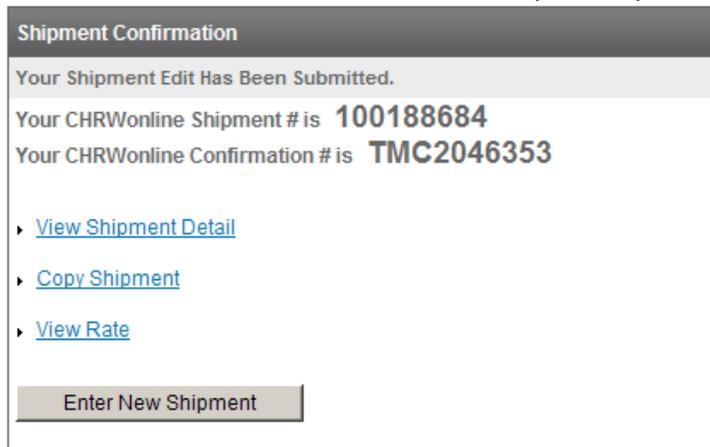


Editing a Shipment

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



6. Make the changes as necessary then make sure to save any changes made to the commodities.
7. 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.



8. If a shipment has already been booked to a carrier, you will need to contact OshkoshTMC@mytmc.com

Canceling a shipment

Orders can be cancelled within the TMC portal prior to the order being built into a load and booked to a carrier. Once the order is a load it can only be cancelled by the TMC operations team at OshkoshTMC@mytmc.com

Close

Shipment Detail

📄 ⚠️ 🔄 📄 📄 📄 📄 📄 📄 📄 📄

[Add/Remove Stops](#) | [Copy](#)

Customer: [JLG Inbound Orders, Oshkosh, WI \(C7038144\)](#)

Reference Number(s):

Shipment Status	Shipment Contact Information
<p>Status Ordered</p> <p>TMC Number(s): 402000852(Load Number)</p> <p>Mode LTL (LTL)</p>	<p>OshkoshTMC@mytmc.com</p> <p>(800) 967-9619 X1009 X1339</p> <p>(800) 967-9619 /</p>

Changing a stop

Similar to cancelling a shipment, when in “Ordered” status, the locations can be modified using the “Edit” function described above, but once the load is built, changes must be done via the TMC operations team. Please email us at OshkoshTMC@myTMC.com with the TMC reference number, the existing locations listed and the full address of the stop that needs to be removed or changed.

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.

TMC

A DIVISION OF C.H. ROBINSON

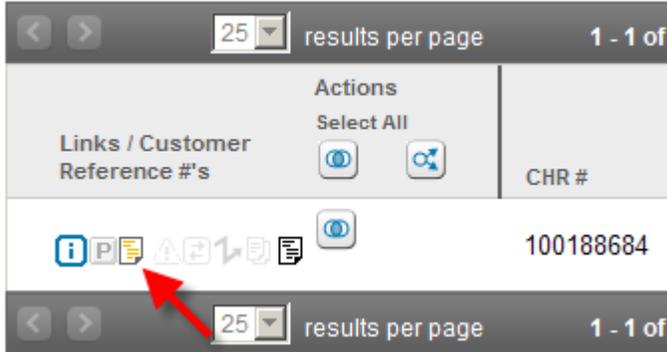
Quick Track

Welcome Chad Ellis

1. There are two ways to view the BOL.
 - a. The first option is to select the 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.



9. 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.”

The screenshot shows the TMC web application interface. On the left, a navigation menu is visible with the following items: Manage Shipments, Get Quotes (expanded), Standard Transit Times (highlighted with a red circle), Search Routing Guide, Import Routing Guide, Get A Quote, View Documents, Reporting, and Contact Us. The main content area displays 'Shipment Status (325)' with a pie chart showing 'Incomplete (0)' and 'Ordered (23)'. The text 'No Data Found' is visible below the chart.

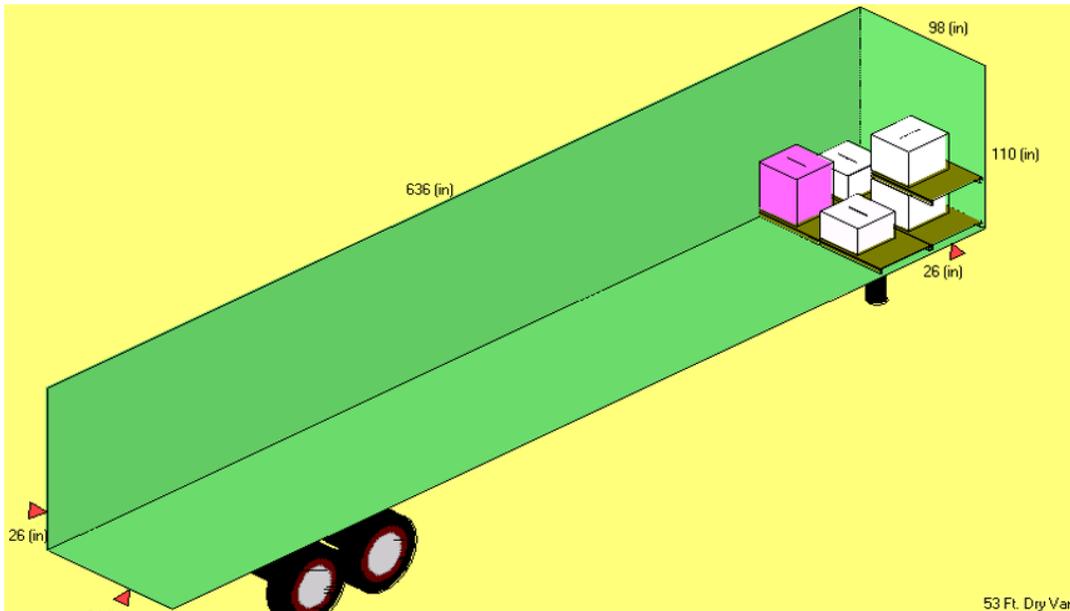
You can then choose between LTL or Truckload shipment options. Once you have selected your mode you will then fill out the origin zip and destination zip to calculate the transit.

The screenshot shows the 'Get Standard Transit Time' form. The 'Truckload' tab is selected. The form includes the following fields and options:

- Account***: C7041171 - Oshkosh- LTL GET- A- Quote, PO Box 2566, Oshkosh, WI
- Origin Postal Code: ***: (circled in red)
- Destination Postal Code: ***: (circled in red)
- OR**
- Origin Address**: (text input field)
- Destination Address**: (text input field)
- * Partial addresses accepted
- Display Route On Map
- Get Standard Transit Time**: (button, highlighted with a red arrow)

Calculating Trailer Feet

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.



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”

A screenshot of a web form titled "Enter Shipment". The form has a dark grey header with the title. Below the header, there are two dropdown menus. The first is labeled "Select Account:" and has a blue dropdown arrow; the selected value is "C7018881 - McNeilus Inbound LTL, PO Box 2586, OSHKOSH, WI". The second is labeled "Select Shipment Type:" and has a grey dropdown arrow; the selected value is "LTL". At the bottom right of the form, there are two buttons: "Create Shipment" and "Create Template". The "Create Template" button is highlighted with a red rectangular border.

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

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](#)

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 “User Templates” drop down menu and clicking the load button:

Enter Shipment

Select Account: *

Select Shipment Type:

User Templates

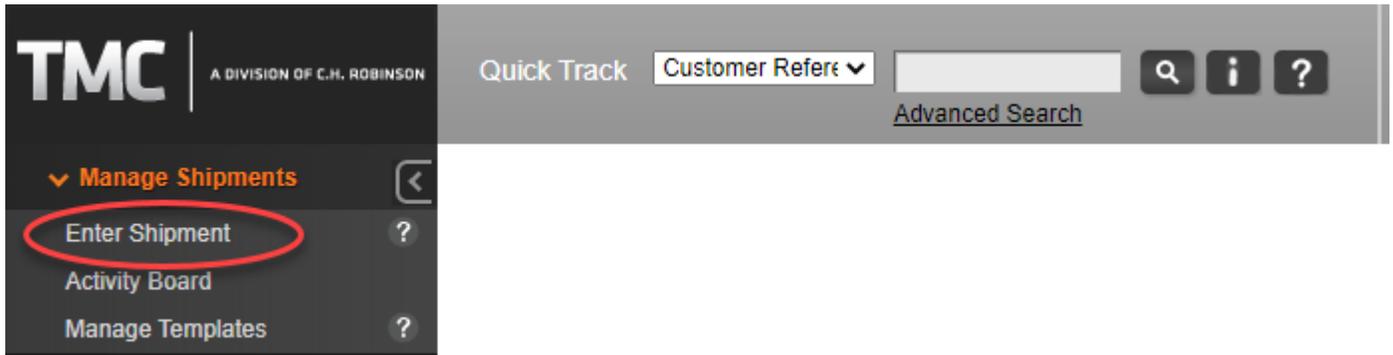
Select Template:

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.

Parcel Shipping

Entering your Shipment

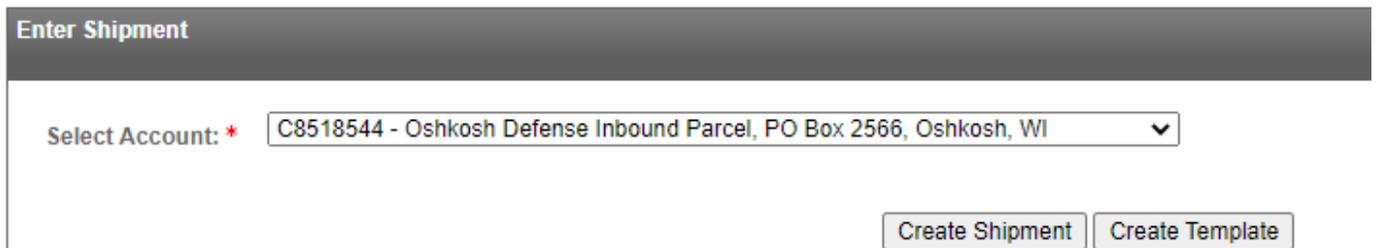
1. Once logged into the portal, please select Manage Shipments, Enter Shipment



Step 1: Select an Account

You will be prompted to select an account. This account should specify the Oshkosh Business Unit that will be paying for the freight- there is no need to worry about the specific PO Box listed here. Once selected, click “Create Shipment”

Example: If the parcel freight you are shipping is going to be paid for by Oshkosh Defense, you would select the account shown below



Step 2: Entering your Origin Information

Next you will need to enter your origin address by either (1.) clicking on your origin address in the drop-down menu, **OR** (2.) **by searching for your origin address using the city and state only.**

Stops

+ Origin * Select

+ Ship Date * 4/13/2021 Latest Pick Up Date: *

Earliest Pick Up Time: Latest Pick Up Time:

Reference Numbers

Pick Up Reference Number

Account # * Select

Origin BOL Special Instructions

Search Existing Locations or Create New Location

Then enter all other required fields as indicated by the red asterisk (*). Your shipment entry page may vary depending on which account you are using.

***We will give you a limited range of options for the account number. Please select the correct account number for your customer's destination*

Searching for an Address in Navisphere Online

You can search for an origin or destination using this method.

Search using the city and the state **ONLY** and your address should appear below. Please select the correct address from the search results, and the origin/destination will populate in the drop down.

Search Existing Locations or Create New Location

Location Name* Open Time

Customer Location ID Close Time

Address* Contact*

Phone* Ex: USA: 959-555-2369 | INTL: +44.07700900127

City* Chicago

State* Illinois

Postal Code*

Country* United States

Search Locations

Results

Step 3: Entering your Destination Information

Next you will need to enter the destination address by either (1.) selecting the destination address in the drop-down menu, **OR** (2.) by searching for the destination address using the city and state only.

****Search for destinations the same way you would search for an origin**

Then enter all other required fields as indicated by the red asterisk (*). Your shipment entry page may vary depending on which account you are using.

****The delivery dates entered (if required) will impact the service level selected. Please be mindful of this as Oshkosh will be monitoring service level selections**

Step 4: Entering your Package/Commodity Details

Next you will enter your package details. You will need to enter (1.) each package’s specific weight, length, width, and height under “Package Details”. You will also need to enter (2.) the commodity information into the Commodity Screen.

****The commodity details should be a summation of all your package information. One commodity per package is not required, but one commodity per shipment is required to submit**

Package Details

Commodity Information							
	+ Commodity Description *	Qty *	+ Packaging *	+ Weight Max (lb) *	Length (in) *	Height (in) *	Width
Totals:		0		0			

Step 5: Save your Shipment as a Template (Optional)

If you would like to save your shipment as a template for future use, please enter a template name here:

Save Shipment as Template

Template Name

Step 6: Submit Shipment

Select “Submit Shipment” at the bottom right hand corner of the screen.

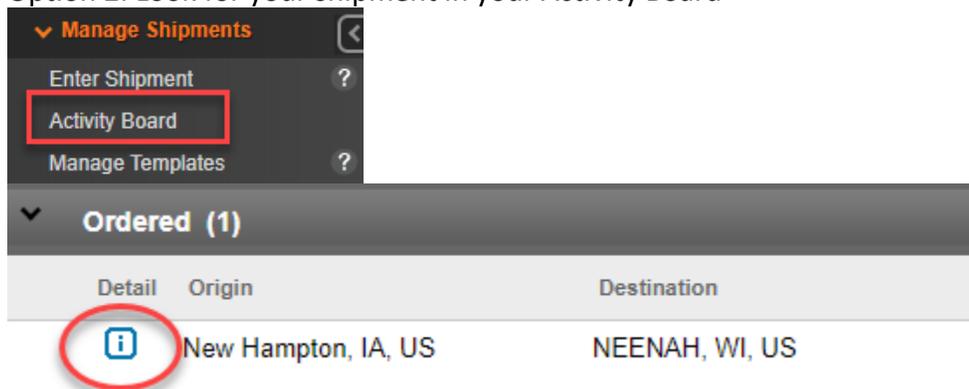
If you receive a TMC#, your shipment has been successfully entered into the system.

Retrieving your Packaging Label

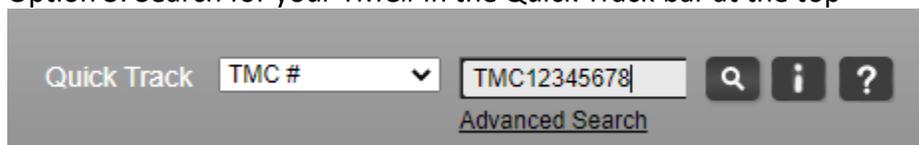
Step 1: View the Shipment Details (3 ways)

Option 1: Select “View Shipment Detail” directly after shipment entry

Option 2: Look for your shipment in your Activity Board



Option 3: Search for your TMC# in the Quick Track bar at the top



Step 2: Book your Shipment/Get Label

1. Once you are in the shipment details page, click on the load number link here:

Shipment Detail



Customer: [McNeilus Inbound Parcel, Oshkosh, WI \(C8518541\)](#)

Reference Number(s): [REDACTED]

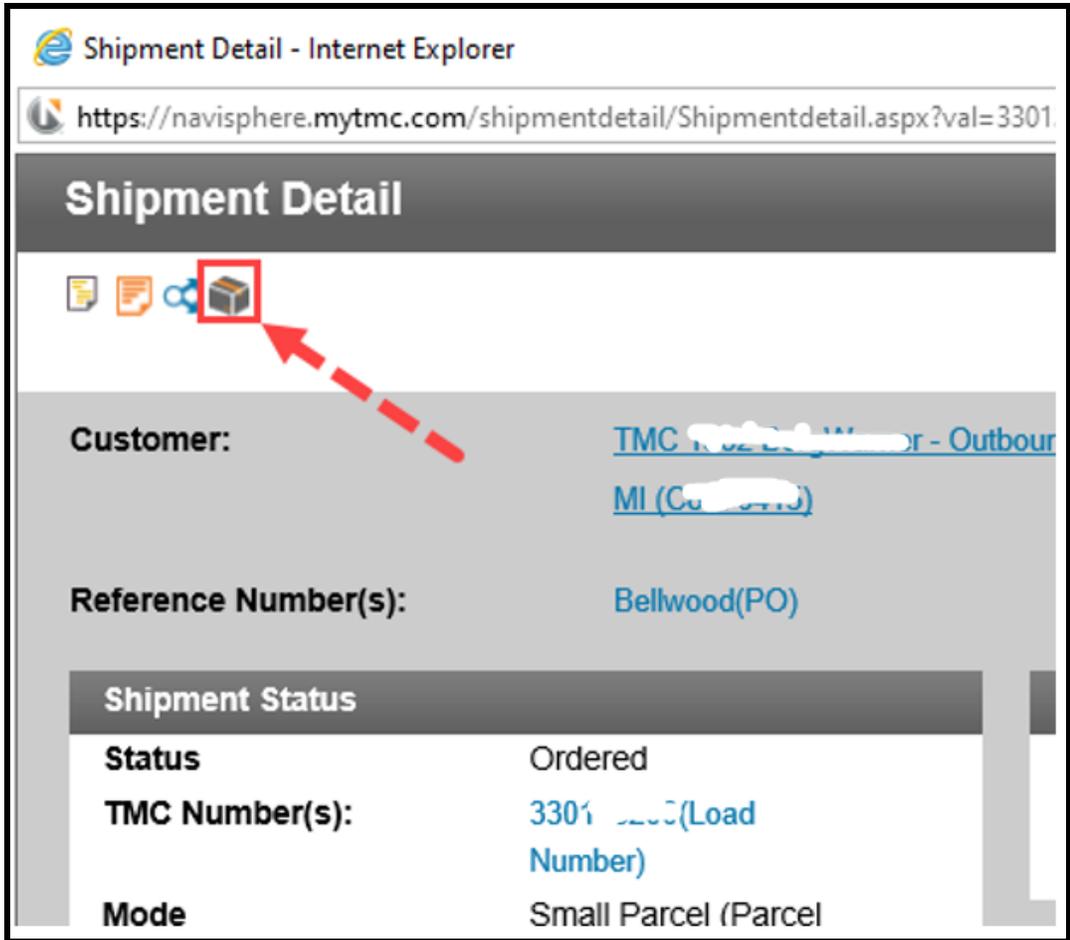
Shipment Status		Shipment Contact Information	
Status	Planned	OshkoshTMC@Mytmc.com	
TMC Number(s):	001233133 (Load Number)	TMC	
Mode	Parcel	(855) 212-0006 /	
Equipment Length			
BL/AWB #:			
Over-dimensional:	No		

Load Information

Load: [\[REDACTED\]](#)
 Reshigo, WI to Dodge Center, MN

Package Details (Total Packages 1)

2. This will open up a 2nd shipment detail page. Please select the Parcel Shipping Icon as shown below:



3. A pop-up screen will open with either your booking confirmation or your shipment information. If your shipment information shows, please check that this information is accurate and select “Get Rates” or “Ship Order” at the bottom of this page.
4. You may be directed to select a service level for your order:

Small Parcel Rating

Parcel Booking

**Best Cost Carrier and Service Level is listed first*

Carrier Name	Service Level	Delivery Date	Cost
<input checked="" type="radio"/> UPS	UPS Ground	10/1/2019 11:00:00 PM	\$9.59 USD
<input type="radio"/> UPS	UPS 3 Day Select		\$14.95 USD
<input type="radio"/> UPS	UPS 2nd Day Air	10/1/2019 11:00:00 PM	\$21.45 USD
<input type="radio"/> UPS	UPS 2nd Day Air A.M.	10/1/2019 10:30:00 AM	\$24.14 USD
<input type="radio"/> UPS	UPS Next Day Air Saver	9/30/2019 03:00:00 PM	\$54.56 USD
<input type="radio"/> UPS	UPS Next Day Air	9/30/2019 10:30:00 AM	\$60.61 USD
<input type="radio"/> UPS	UPS Next Day Air Early	9/30/2019 08:00:00 AM	\$92.78 USD

Step 3: Print Label from Confirmation Page

Lastly, you will be directed to a booking confirmation page. This page will include the following features/options:

1. Label Printing Download
2. Printer selection
3. Tracking Information
4. The option to schedule a pickup (more details below)

****See image below for reference**

****If you need a different format for your printer (i.e. zebra), please reach out to the Oshkosh TMC team for set up instructions.**

Parcel Shipping

The selected carrier and service level have been successfully booked on the shipment. Please see the below grid for the package tracking number and label.

1 →

Package	Tracking Number	Label
Package 1	17011700100000000015	Reprint
View/Print All Labels (.ZPL)		

2 → Select Printer [Reload Printer List](#)

Current Pickups for Inc

Date	Available	Latest	Carrier	Confirmation #	Status	# Pkgs	Cancel
No current pickups scheduled via Navisphere.							

3 → Schedule Pick-up Appointment

Appointment Request Screen:

1. ONLY use if the carrier does not routinely make pick-ups at your facility
2. Check "Schedule Pick-Up Appointment"
3. Enter the required information denoted by *
4. Click Schedule to Save the appointment

**See image below for reference

Parcel Shipping

The selected carrier and service level have been successfully booked on the shipment. Please see the below grid for the package tracking number and label.

Package	Tracking Number	Label
Package 1	1Z70X5950394479045	Download/Open
View/Print All Labels (.PDF)		

Current Pickups for Label Test

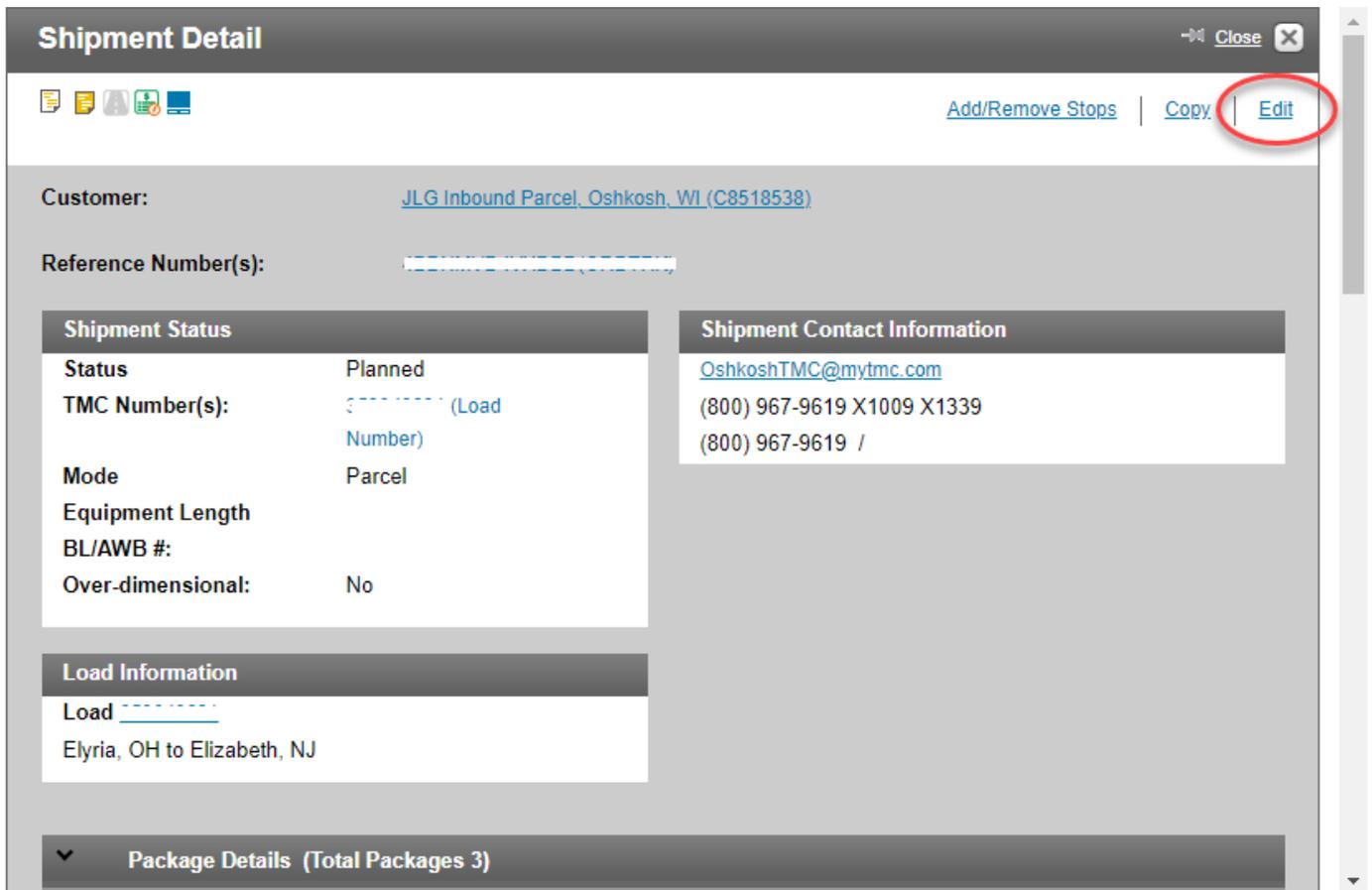
Date	Available	Latest	Carrier	Confirmation #	Status	# Pkgs	Cancel
No current pickups scheduled via Navisphere.							

Schedule Pick-up Appointment

<p>Contact Name * Label Test</p> <p>Contact Phone * Ext 1111111111 <input type="text"/></p> <p>Company Name * Label Test</p> <p>Address 1 * 315 N Racine Ave</p> <p>Address 2 <input type="text"/></p> <p>City * CHICAGO</p> <p>State * Postal Code * Select 60607-1227</p> <p>Country * United States</p> <p><input type="button" value="Cancel"/> <input type="button" value="Schedule"/></p>	<p># of Packages * <input type="text"/></p> <p>Total Weight (lb) * <input type="text"/></p> <p>Pick-up Date * Select Date <input type="text"/></p> <p>Earliest Pick Up Time: * 7:00 AM ▾</p> <p>Latest Pick Up Time: * 12:00 PM ▾</p> <p>Special Instructions <input type="text"/></p>
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Editing a Shipment

1. Go to Shipment Detail Screen (Look back at previous instructions to see how to navigate to this screen)
2. Select "Edit"



The screenshot shows the 'Shipment Detail' window. At the top right, there is a 'Close' button and a red circle around the 'Edit' button. Below the title bar, there are icons for document, calendar, and other functions, along with links for 'Add/Remove Stops', 'Copy', and 'Edit'. The main content area includes:

- Customer:** [JLG Inbound Parcel, Oshkosh, WI \(C8518538\)](#)
- Reference Number(s):** [Redacted]
- Shipment Status:**

Status	Planned
TMC Number(s):	[Redacted] (Load Number)
Mode	Parcel
Equipment Length	
BL/AWB #:	
Over-dimensional:	No
- Shipment Contact Information:**

OshkoshTMC@mytmc.com
(800) 967-9619 X1009 X1339
(800) 967-9619 /
- Load Information:**

Load [Redacted]
Elyria, OH to Elizabeth, NJ
- Package Details (Total Packages 3)**

You will be taken back to the shipment entry page to update information. Once you've made all necessary changes, select "Submit Shipment". Your TMC# will not change.

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.