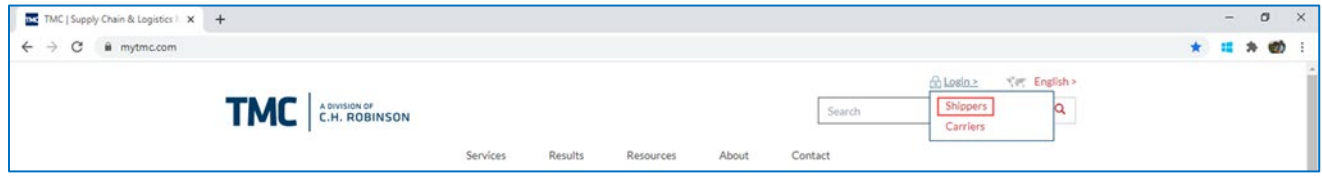
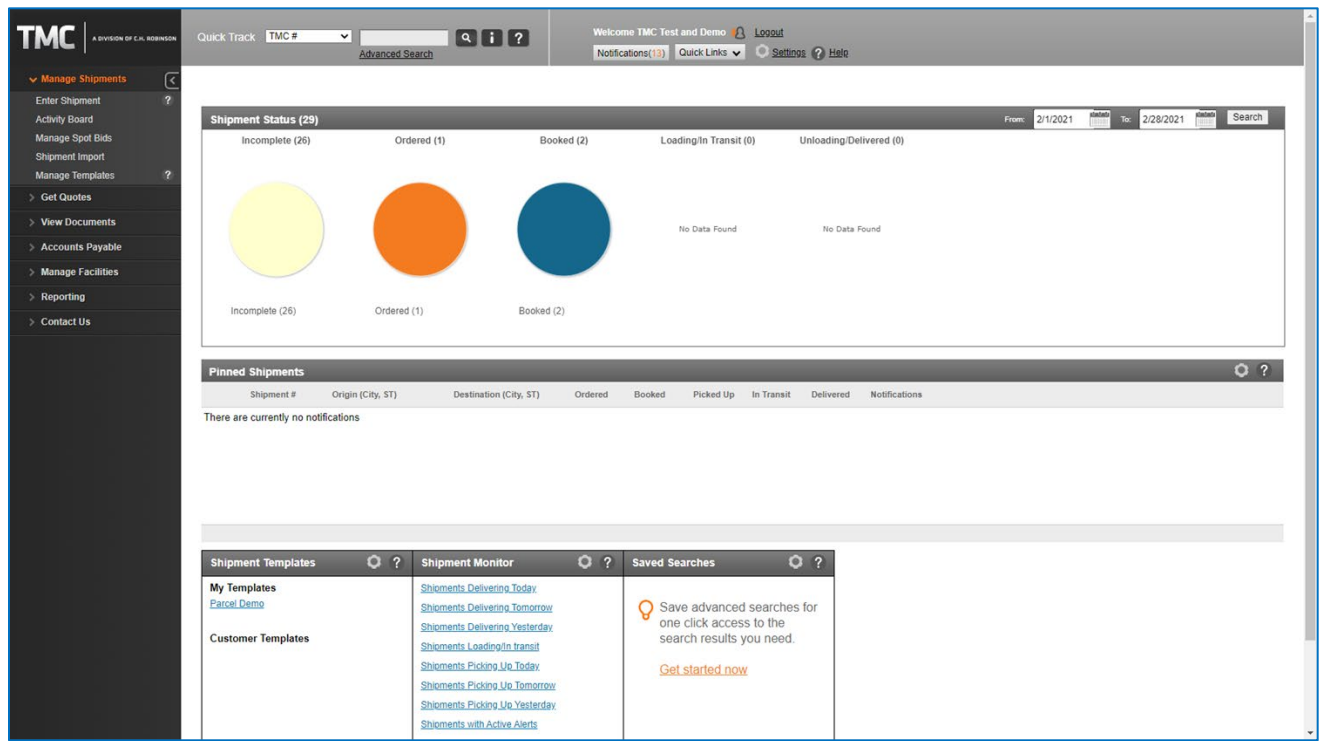


TMC Parcel Shipping Entry Instructions:

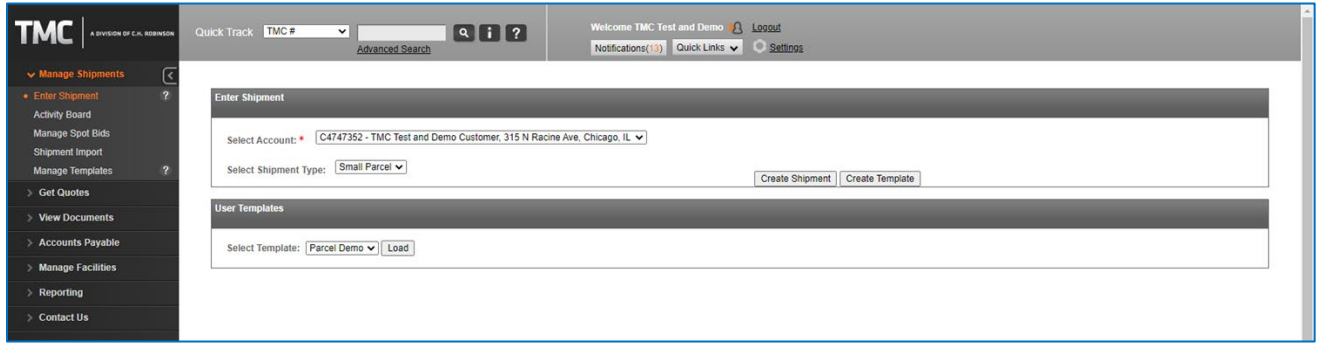
1. Login is located at the top right-hand corner at www.mytmc.com. Shipper will need to be selected.



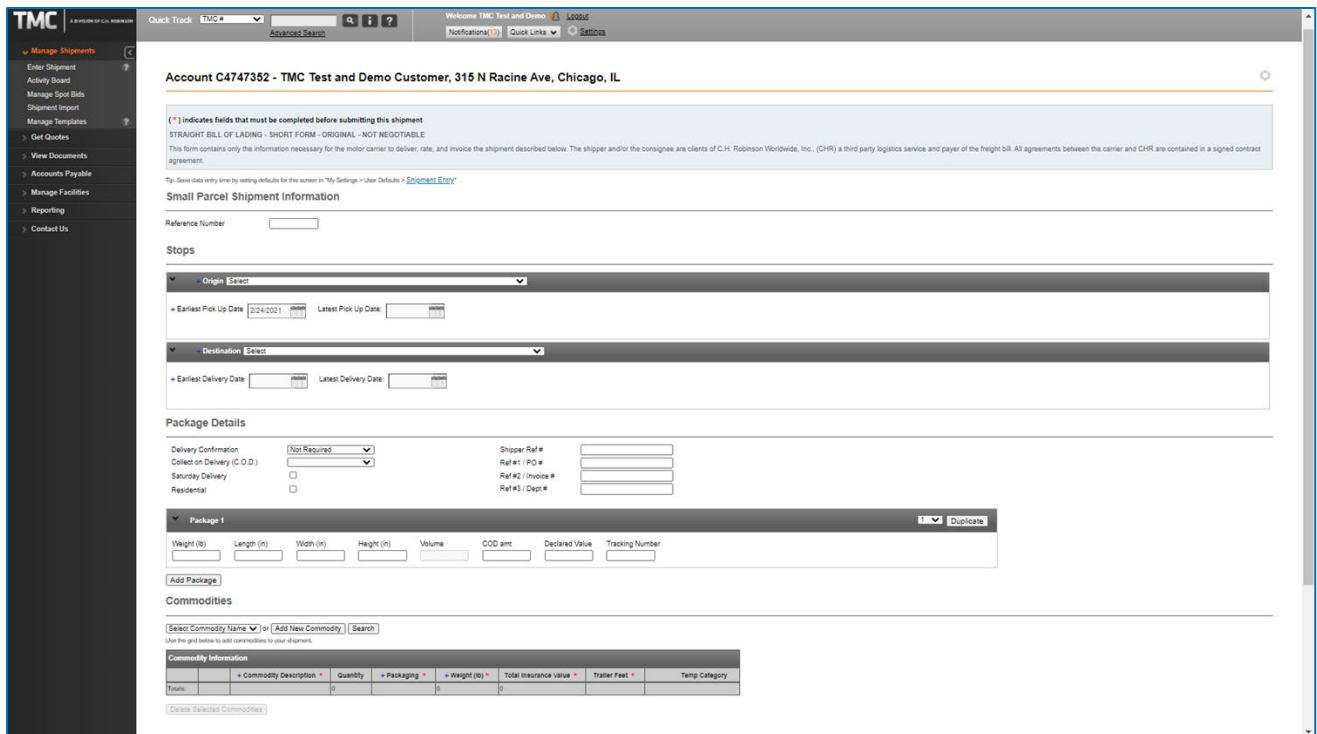
2. Once logged in, the below screen will appear. From here, select Enter Shipment on the left-hand side under Manage Shipments. You also have the option to select a template from the bottom section of the screen if one is created.



- Below screen is where you will land when Enter Shipment is selected. From here you will select Account and mode of Small Parcel. Then Create Shipment.



- Order Builder screen will appear as shown below.



Small Parcel Shipment Information

Reference Number:

Stops

Origin Exact:

Earliest Pick Up Date: Latest Pick Up Date:

Destination Exact:

Earliest Delivery Date: Latest Delivery Date:

Package Details

Delivery Confirmation: Shipper Ref #:

Collect on Delivery (C.O.D.): Ref #1 / PO #:

Saturday Delivery: Ref #2 / Invoice #:

Residential: Ref #3 / Dept #:

Package 1

Weight (lb)	Length (in)	Width (in)	Height (in)	Volume	COD amt	Declared Value	Tracking Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Commodities

Select Commodity Name: or

Use the grid below to add commodities to your shipment.

Commodity Information	Commodity Description	Quantity	Packaging	Weight (lb)	Total Insurance Value	Trailer Feet	Temp Category
Total:		0		0	0		

- Package details such as weight and dimensions will be required. Details screen may look slightly different than shown.



PACKAGE CREATE

Vendors use Navisphere Online to create orders with package details and attributes.

Weight is required for rating. Dimensions are not required for rating but are required for shipping (labels). Other attributes may be required or needed depending on the business scenario.

Package Details

Delivery Confirmation	<input type="text" value="Not Required"/>	Shipper Ref #	<input type="text"/>
Collect on Delivery (C.O.D.)	<input type="text"/>	Ref #1 / PO #	<input type="text"/>
Saturday Delivery	<input type="checkbox"/>	Ref #2 / Invoice #	<input type="text"/>
Residential	<input type="checkbox"/>	Ref #3 / Dept #	<input type="text"/>

▼ Package 1

Weight (lb)	Length (in)	Width (in)	Height (in)	Volume	COD amt	Declared Value	Tracking Number
<input type="text" value="5.000"/>	<input type="text" value="40.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="4000.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Service levels and published rates will be shown along with estimated delivery date and time. Some service levels may be excluded based on location. Select appropriate service level for shipment and book carrier/service level. Labels will be provided on the next screen.


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

- This screen provides tracking and label printing options. By clicking on the tracking number, you will be redirected to the carrier site and tracking information will be provided. You also have the option to schedule a pick-up if you do not currently have a standing appointment with the carrier.



LABEL GENERATION

Using Navisphere Online, a vendor generates the label and tracking number for the carrier and service level determined or selected in the previous step.

Labels can be configured in several different formats including ZPL and are printed directly from Navisphere Online.

For locations that do not have a regular parcel carrier pick up, vendors can use Navisphere Online to schedule a pick-up directly with carriers.

TMC Number(s): 339732861 Lane: TUCSON, AZ - TUCSON, AZ Booked Carrier: UPS - Ground

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	1Z8476460391524385	Reprint
Package 2	1Z8476460394213796	Reprint
View/Print All Labels (.PDF)		

Schedule Pick-up Appointment

Contact Name * # of Packages *

Contact Phone * Ext Total Weight (lb) *

Company Name * Pick-up Date *


Address 1 * Earliest Pick Up Time *

Address 2 * Latest Pick Up Time *

City * Special Instructions

State * Postal Code *

Country *



LABEL GENERATION

Tracking numbers are updated on the packages so the orders are ready to be tracked as soon as the label is scanned.

The Navisphere Online shipment details will show the package statuses received via EDI-214 and a tracking number link to the carrier's website is provided.

▼ Package 1: 1Z8476460391524385 - Customer Packaging - Booked

Weight	50.000 (lb)	L/W/H	80.00 (in) / 19.00 (in) / 4.00 (in)
Tracking#	1Z8476460391524385	Volume	6,080.00 (in ³)
Reference Numbers		Quantity	

[Carrier Event Log](#)

Date/Time	Milestone	Location
11/12/2020 12:00:00 AM	Order Processed - Manifest Complete	
11/12/2020 12:00:00 AM	Scheduled Pick up	
11/13/2020 12:00:00 AM	Estimated Deliver Date	