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](mailto:OshkoshTMC@myTMC.com)
800-967-9619 x1009, x1339, or x1884

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.
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 14 ft. of trailer
  - **MUST BE ENTERED INTO PORTAL**

- **Full TL**
  - >12,500 lbs., greater than 14 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.
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.

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.
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.
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.**

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.

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.
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.
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 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.
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:

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.
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.