

ATC Drive Train /GENCO **ATC Transportation** **System User Guide**

GENCO ATC Contact Information:

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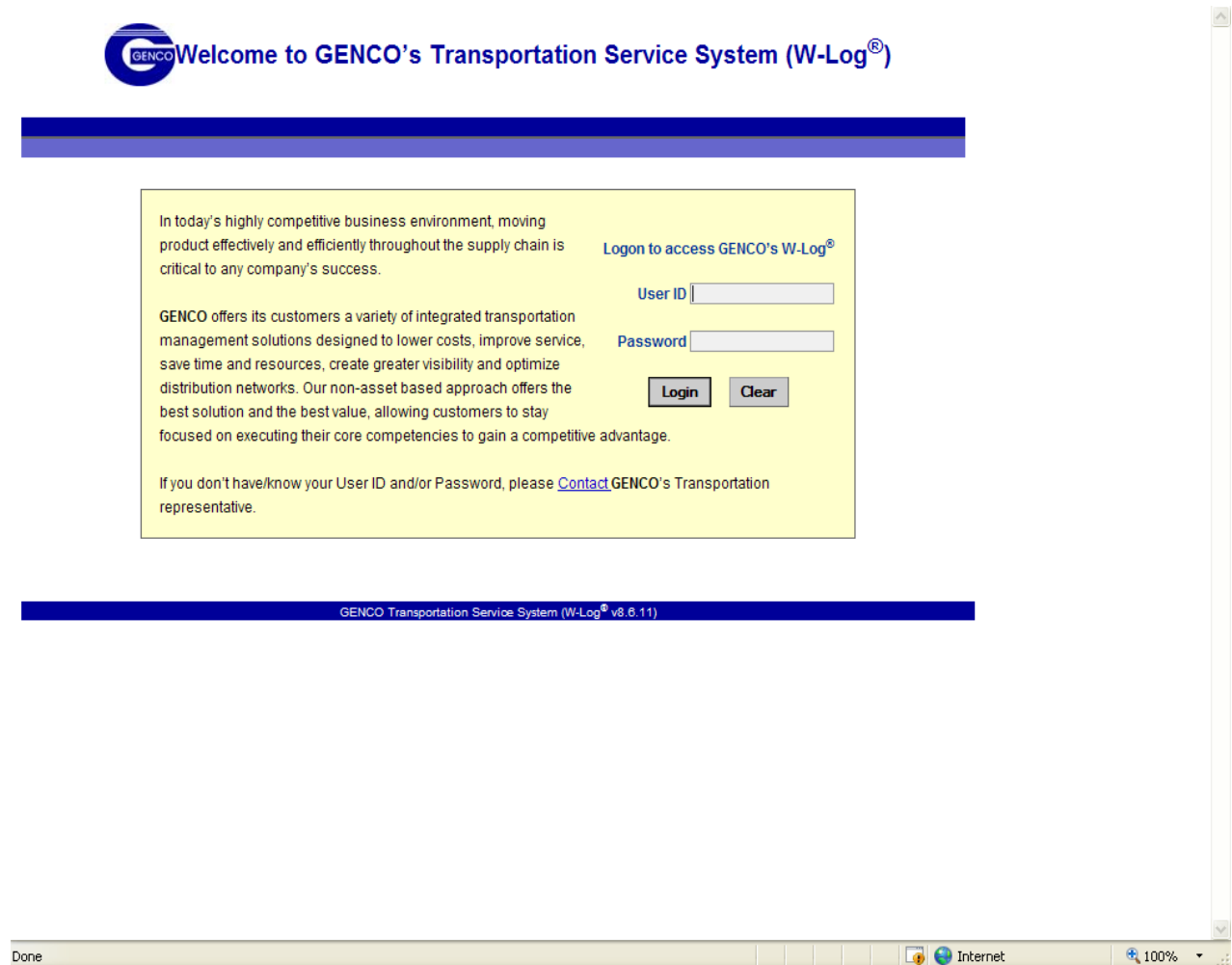
The Bill of Lading will still be emailed to you within 1 hour of you scheduling the pick up in the GENCO system. This GENCO generated Bill of Lading must be used for the shipment. You may also use your packing list to send with the driver but the BOL is imperative to this process.

LOGIN TO THE WEB-BASED SYSTEM

To log in to the system, go to <http://supplychain.genco.com/tss>

Enter in your User ID and Password, then click login. (Your user id and password will remain the same)

If you do not know your user id and password, please contact GENCO at 920-593-2012.



The screenshot shows a web browser window displaying the GENCO W-Log login page. At the top left is the GENCO logo, followed by the text "Welcome to GENCO's Transportation Service System (W-Log®)". Below this is a blue horizontal bar. The main content area is a yellow box containing the following text:

In today's highly competitive business environment, moving product effectively and efficiently throughout the supply chain is critical to any company's success.

GENCO offers its customers a variety of integrated transportation management solutions designed to lower costs, improve service, save time and resources, create greater visibility and optimize distribution networks. Our non-asset based approach offers the best solution and the best value, allowing customers to stay focused on executing their core competencies to gain a competitive advantage.

If you don't have/know your User ID and/or Password, please [Contact](#) GENCO's Transportation representative.

Logon to access GENCO's W-Log®

User ID

Password

At the bottom of the yellow box, the text "GENCO Transportation Service System (W-Log® v8.6.11)" is displayed. The browser's status bar at the bottom shows "Done", "Internet", and "100%".

ORDER ENTRY SCREEN

Home Shipments
(DA V12.1.4)

Help Logout
Test Vendor [serial@atc.com] Last Login: 04/23/2011 12:09 PM

Order Entry

Instructions:

- Please only SUBMIT your shipments once.
- If a carrier does not show up or you have any kind of change or questions, please call 920-593-2037 to speak to a Logistics Service Representative.
- Our staff is available Monday through Friday from 8 AM to 5 PM C.ST excluding holidays.
- In order to submit an order for pickup, you must fill in each of the marked fields below.
- Some of the fields are defaulted for you based on your login information.
- If any of this information is incorrect, please contact the [ATC DT Support Group](#).

Requested Ship Date * Shipping Hours Start * Requested Delivery Date

Shipping Hours End *

Order Number PO # Sales Order #

Origin ID * <input type="text" value="068445"/> <input type="button" value="List"/> Origin Name * <input type="text" value="Te & Vendor"/> <input type="button" value="List"/> Origin Street1 <input type="text" value="8200 Customer St"/> Origin Street2 <input type="text"/> Origin Street3 <input type="text" value="81"/> Origin City <input type="text" value="Appl"/> Origin State <input type="text" value="CA"/> Origin Zipcode <input type="text" value="90210"/> Country <input type="text" value="United States"/>	Destination ID * <input type="text"/> <input type="button" value="List"/> Destination Name * <input type="text"/> <input type="button" value="List"/> Destination Street1 <input type="text"/> Destination Street2 <input type="text"/> Destination City <input type="text"/> Destination State <input type="text"/> Destination Zipcode <input type="text"/> Country <input type="text" value="United States"/>
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** If the address you are searching does not exist, please call 920-593-xxxx to speak to a Logistics Service Representative during our normal business hours.**

Residential Pickup
Liftgate Pickup

Notes / Special Equipment Required

Shipper Info

Shipment Details for Bill of Lading

Row	SKU *	Product Details *	Hazardous Description *	NMFC	Freight Class *	Gross Weight (Pounds) *	Quantity *	Quantity Unit *
1st			Non-hazardous					
2			Non-hazardous					
3			Non-hazardous					
4			Non-hazardous					
5			Non-hazardous					
6			Non-hazardous					
7			Non-hazardous					
8			Non-hazardous					
9			Non-hazardous					
10			Non-hazardous					

Total Pallets *

You will only need to enter information in the required areas in the system. These areas are marked with an “*” below.

1. *REQUESTED SHIP DATE: Defaulted to today’s date, but can be changed by clicking on the calendar button. This will pull up a calendar window where you can select the appropriate ship date.
2. *PICK UP READY TIME & PICK UP CLOSE TIME: Please enter the shipment ready and close time. ** Please indicate in Military Time. **
3. REQUESTED DELIVERY DATE: This will be empty if you have a date you need this delivered by or that ATC Drive Train has requested you can enter it here. Otherwise you can leave this empty.
4. ORDER NUMBER: (auto filled) this will be the confirmation number you can reference if you have any questions about you load after it has been created.

5. *PO #: You will need to fill this in with the PO # assigned by ATC.
6. SALES ORDER #: Here you can enter any other reference #'s you have for this shipment
7. *ORIGIN: The origin name for your shipment will automatically be defaulted based on your user login. If you are shipping from a location other what is defaulted on the screen, delete the Origin ID and click list. From there, you can choose the correct shipping location. If the correct shipping location does not appear, please contact GENCO ATC.
8. *DESTINATION: Here you can choose the correct destination location; you can type in part of the destination name in the field labeled Destination Name and then click List (just right to this field). This will bring up the options for the destination, select the correct one and this will fill in the information. If the correct destination location does not appear, please contact GENCO ATC.
9. RESIDENTIAL PICK UP: (not required) Check the box if your shipment requires the carrier to have a lift gate for pick up.
10. LIFTGATE PICK UP: (not required) Check the box if your shipment requires the carrier to have a lift gate for pick up.
11. NOTES: Enter any notes that you would like the carrier or GENCO to be aware of. (example: Do Not Double Stack, Delivery or pick up Appointment required, HOT shipment must deliver xx/xx/xx, etc)
12. *SKU: Here you can enter the part #
13. *PRODUCT DETAILS: There is a drop down box here that will give you the option to chose between 6 products.
14. *HAZARDOUS DESCRIPTION: There is a drop down box here where you can select whether the product is hazardous or not.
15. NMFC: This will fill in based off what you selected for the Product Details; if what populates is inaccurate you can change it.
16. *FREIGHT CLASS: You will need to select the freight class for your product.
17. *GROSS WEIGHT: Enter the gross weight of each part number including the weight of its packaging. (this weight will total on your Bill of Lading)
18. *QUANTITY: Enter the number of units shipping
19. *QUANTITY UNIT: Select the Container type for your shipment.
20. *TOTAL PALLETS: Enter the total number of pallets for your entire shipment.
21. Click Submit. Note: you may get notified of errors on the screen with popup screens directing what to correct. Please resolve these errors and submit.

ORDER REVIEW SCREEN

This will bring you to the Order Review screen. Please look over the information that is displayed to make sure your shipment is accurately reflected.

Home Shipments (QA v12.1.4)
Help ▾ Logout Test Vendor (TestVendor) Welcome!!!

Order Review

Please Confirm Your Order

Requested Ship Date: 04/27/2011 Shipping Hours: 8:00 - 16:00 Requested Delivery Date:
Order Number: 279418 PO #: 2776977 Sales Order #:

Add as New Location: Add as New Location:

Origin ID	068445	Destination ID	OKOKLAATCD
Origin Name	Test Vendor	Destination Name	ATC Drivetrain
Origin Street1	8520 Customer St	Destination Street1	9901 West Reno
Origin Street2		Destination Street2	phone 405-577-9901
Origin Street3	#1	Destination Street3	
Origin City	April	Destination City	Oklahoma City
Origin State	CA	Destination State	OK
Origin Zipcode	90210	Destination Zipcode	73127
Country	USA	Country	USA

Notes / Special Equipment Required
Shipper Info

Shipment Details for Bill of Lading

#	SKU	Product Details	Hazardous Description	NMFC	Freight Class	Gross Weight (Pounds)	Quantity	Quantity Unit
1	1111	Transmissions Parts Used	Non-hazardous	82410 sub 2	70		111	1 CASE

Total Pallets: 1

[Back](#) [Confirm](#)

Note:

- A bill of lading will be emailed to you within 2 business hours with the selected carrier.
- The bill of lading provided by GENCO must be used for this shipment and provided to the carrier.
- The carrier will also be notified of the pickup by GENCO.
- If there are any changes to the bill of lading, do not make hand corrections; rather, call 920-593-2037 to speak to a Logistics Service Representative.

Thank You.

CHANGES: If you need to make changes to the information you entered, please click on the Back button. This will return you to the Order Entry screen to make your corrections. You can click on Submit again when you are done.

CONFIRM: If all the information for your shipment is correct, please click Confirm. GENCO will assign a carrier to the shipment and electronically notify the carrier of your shipment. You will receive a copy of the BOL via email.

CANCEL ORDER: If you need to cancel a shipment after you have already confirmed the information, you must notify GENCO at 920-593-2012. Failure to notify GENCO could result in extra carrier charges.

CHANGES:

If you have any changes to your order and have not yet received your BOL, please contact GENCO to manually make your change in the system.

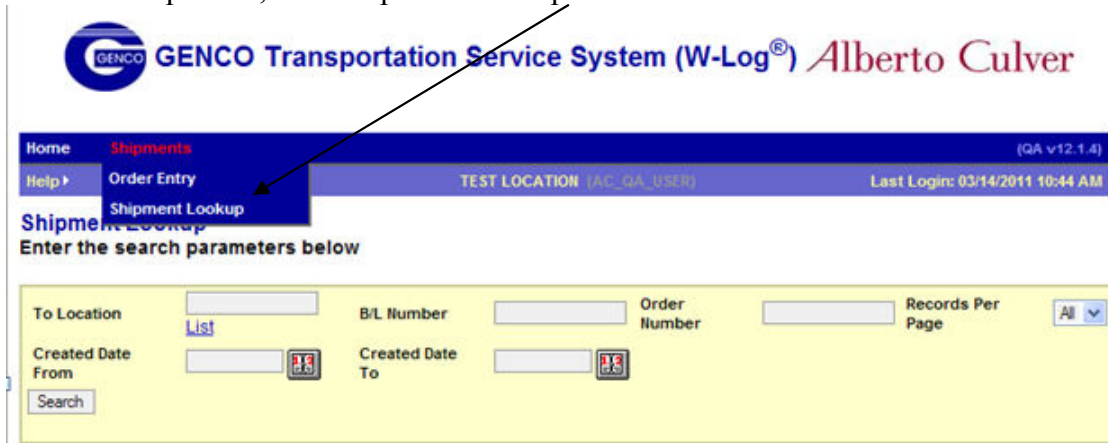
If you have changes to weight or quantity **after** you have received your BOL, you may log into the system to make the changes and receive a new BOL. See instructions below:

Login to the web based system:
<http://supplychain.genco.com/tss>

Enter in your User ID and Password, then click login

Select any of the POs and click Submit.

Click on Shipments, then Shipment Lookup



Enter the B/L number from the BOL you received that you want to update.
Click Search

Click on the Order Number

B/L #	Pro #	Ord #	Created Date	Pickup Date	SCAC	Loc Name	To Loc #	Loc Name	To City	To State	To Zipcode	Actual Pickup Date	Actual Arrival Date	Status		
00224000000014845	No Pro for 1066417	273460	03/10/2011	03/10/2011	DHRN	TEST LOCATION	1102	ALBERTO CULVER COMPANY MELROSE PARK	MELROSE PARK	IL	60160			S	View BOL	Shipment Status

Make the necessary updates to the quantity and/or weight
Click UPDATE

In a moment, your new BOL will pop up on your screen for you to print

****IMPORTANT:** You are required to use the BOL that is provided to you by GENCO. This is a requirement for this program.

Any questions or concerns please call 920-593-2012 or email us at atcdt@genco.com