



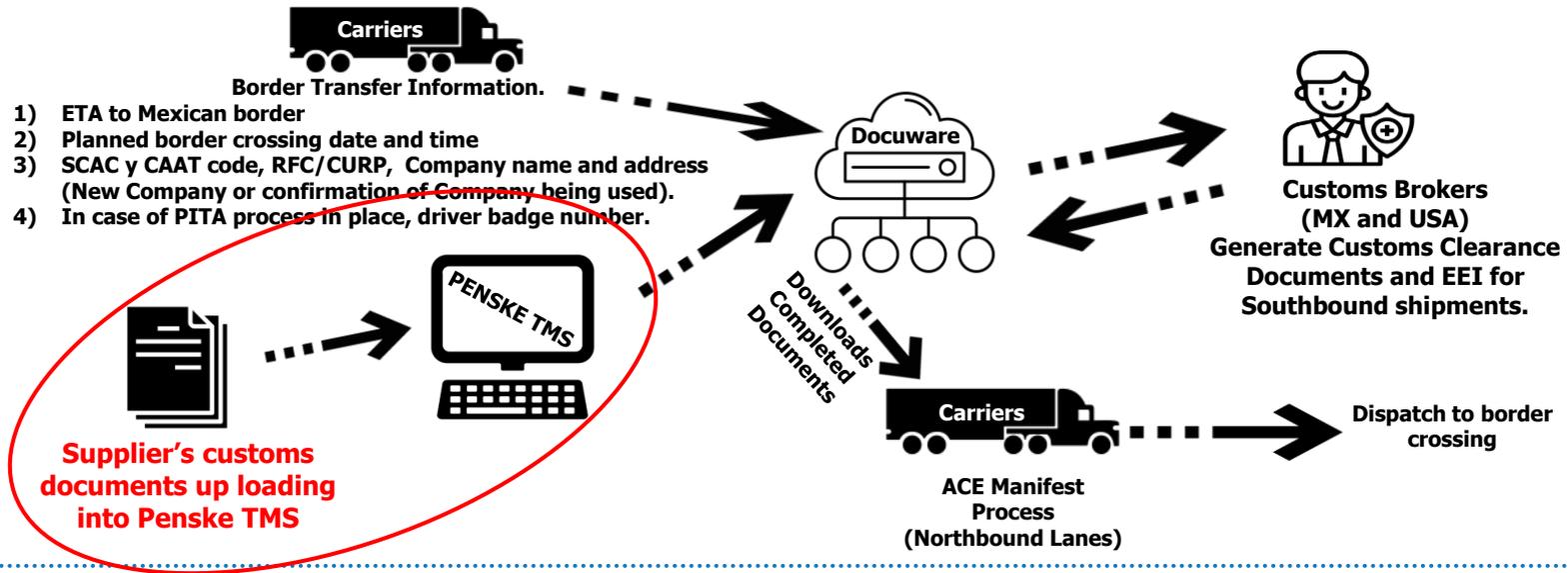
# ZF Supplier Customs Document Up Load Process in Penske TMS

ZNSL



# Purpose & Overview

- Allows ZF Suppliers to upload customs documents into the Penske TMS
- Eliminates additional e-mails for sharing documents
- Standardizes ZF Processes
- Acts as a document repository for Plant Material Planners, Carriers and Customs Brokers to access



# Document Upload in ZF Penske Portal

The screenshot shows a web browser window with the URL <https://www.penskelogistics.net/transportal/Order/Entry.aspx>. The browser's address bar and tabs are visible at the top. The page content includes the Penske and ZF logos, a user greeting "Welcome, Tom Bolden", and navigation links for "Help", "Contact", and "Logoff". The main navigation menu has "Order Processing" selected, with a dropdown menu open showing options: "Order Entry", "Update", "Duplicate", "Cancel", "Template", and "Search". A red text box on the left contains the instruction: "The supplier goes to the 'Order Processing' tab and on the drop down chooses the 'Update' option." The main content area is titled "Order Entry Form(\* denotes required field)" and contains a warning message about shipping racks and a form with fields for "Carrier", "Origin", and "Destination". The "Origin" field is populated with "ABC COMPANY-ZFTST1", "ABC COMPANY", "123 BD LANE", "MONROE MI 48162 USA". The "Destination" field is currently empty with a "Select" dropdown.

https://www.penskelogistics.net/transportal/Order/Entry.aspx

File Edit View Favorites Tools Help

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**PENSKE** **ZF**

ZF

**OrderTrack**

Order Processing Tracking History

Order Entry  
Update  
Duplicate  
Cancel  
Template  
Search

**Order Entry Form(\* denotes required field)**

**WARNING ON SCHEDULE (1200E M-F). MON FOR WED; TUE FOR THU; WED FOR FRI; THU FOR SAT, SUN OR MON; FRI FOR TUE. MISSED OPTIMIZATION CUTOFF? PLEASE INSERT YOUR SHIPMENT NOW. THE SHIPMENT WILL STILL BE LOAD PLANNED AND TENDERED ACCORDING TO ZF'S BUSINESS POLICY. WHEN SHIPPING RACKS, SPECIFY "RACKS" AS THE "CONTAINER TYPE" AND PROVIDE THE DIMENSIONS OF EACH RACK STACK (E.G. 15 STACKS OF RACKS, WITH THE DIMENSIONS OF 48\*45\*90 INCHES EACH, SHOULD SHOW QUANTITY: 15, DIMS: 48\*45\*90, STACK FACTOR: 1). If specialized equipment is required (flatbed, step-deck, etc.), call (877) 805-1567 to schedule your truck.**

**D Carrier** [Dropdown]

**D Origin \*** ABC COMPANY-ZFTST1  
ABC COMPANY  
123 BD LANE  
MONROE MI 48162 USA

**D Destination \*** [Select]

**Delivery from \*** [Date/Time]

# Order Update Screen

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**PENSKE** **ZF**

ZF ▾

## OrderTrack

[Order Processing](#) [Tracking](#) [History](#)

**Update Order**  **Find**

No Order Number (Shipment Tracking #) found Or you don't have the security to view this order.

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# Document Upload in ZF Penske Portal

The supplier then clicks on the "Update" button on the bottom of the screen which will allow the supplier to make changes including uploading and attaching documents to this shipment.

Carrier

Expedite

Origin \*   
ABC COMPANY  
123 BD LANE  
MONROE MI 48162 USA

Destination \*   
ZF N CHARLESTON CV SYSTEMS US10  
8225 PATRIOT BOULEVARD  
NORTH CHARLESTON SC 29418 USA

Shipment Ready Date/Time \*     
M/d/yyyy

Delivery from \*     
M/d/yyyy

Required Delivery Date/Time \*     
M/d/yyyy

Transit Days will default to the Plant's expected ERP transit days. Only modify delivery dates/times if required.

Quantity	Weight(lbs)	Container Type	Freight Class	Length (In)	Width (In)	Height (In)	Hazardous
4	6720	Pallets	50 Class	48	40	12	No

Stack Factor \*

Add Container Type

Purchase Order Number

Bill of Lading Number

Reason Code

Trailer Number

Notes

Reset Update

# Document Upload in ZF Penske Portal

Order Processing ▾ Tracking Routing Guide Reporting ▾ History

**Update Order - ZFGP16302570 ---- Shipment Summary** [Print](#)

Press **ACCEPT** to create order or **MODIFY** to make changes

[Modify](#) [Accept](#) [Save as a Template](#)

**Commodity**

**Carrier:**  
**Expedite** No  
**PFA :**

---

<b>Shipping From</b>	ZFTEST1 ABC COMPANY 123 BD LANE MONROE MI 48162 USA	<b>Shipping To</b>	ZFCHARLESTON ZF N CHARLESTON CV SYSTEMS US10 8225 PATRIOT BOULEVARD NORTH CHARLESTON SC 29418 USA
----------------------	---	--------------------	---

---

**Shipment Ready Date Time** 6/25/2021 10:00:00      **Delivery from** 6/25/2021 12:01:00  
**Pickup to** 6/25/2021 12:00:00      **Required Delivery Date Time** 6/28/2021 12:00:00

---

#1	Quantity	Weight(lbs)	Container Type	Freight Class	Length (In)	Width (In)	Height (In)	Hazardous
4	6720	Pallets	50	48	40	12	no	

**Stack Factor:** 1

**Purchase Order Number** 5500272396      **Bill of Lading Number**  
**Trailer Number**

---

**Notes Comments**  
[File Upload](#) [View Files](#)

---

**Please verify the contact information \***

**Email Address \***

**Phone Number**

**Fax Number**

1. The supplier clicks on "File Upload" button to upload documents.
2. This will allow the supplier to attached already saved documents.

# Document Upload in ZF Penske Portal

File Upload - maximum file size is 4 Megabytes

Shipment Description: ZFGP15388551

Browse...

File Name

File Type

Add File

Save Cancel

Click on the "Browse" button. You can then select the file you want to attach. You will need to apply a descriptive name to the file.

File Upload - maximum file size is 4 Megabytes

Shipment Description: ZFGP15388551

C:\Users\000012817\Documents\Document for test upload.docx Browse...

File Name

TEST

File Type

docx

Add File

Save Cancel

When file is selected and named click the "Save" button to attach the document to shipment.

# Document Upload in ZF Penske Portal

File Upload - maximum file size is 4 Megabytes

Shipment Description: ZFGP15389529

Browse...

File Name

File Type

**Add File**

Document for test upload.docx has been added.

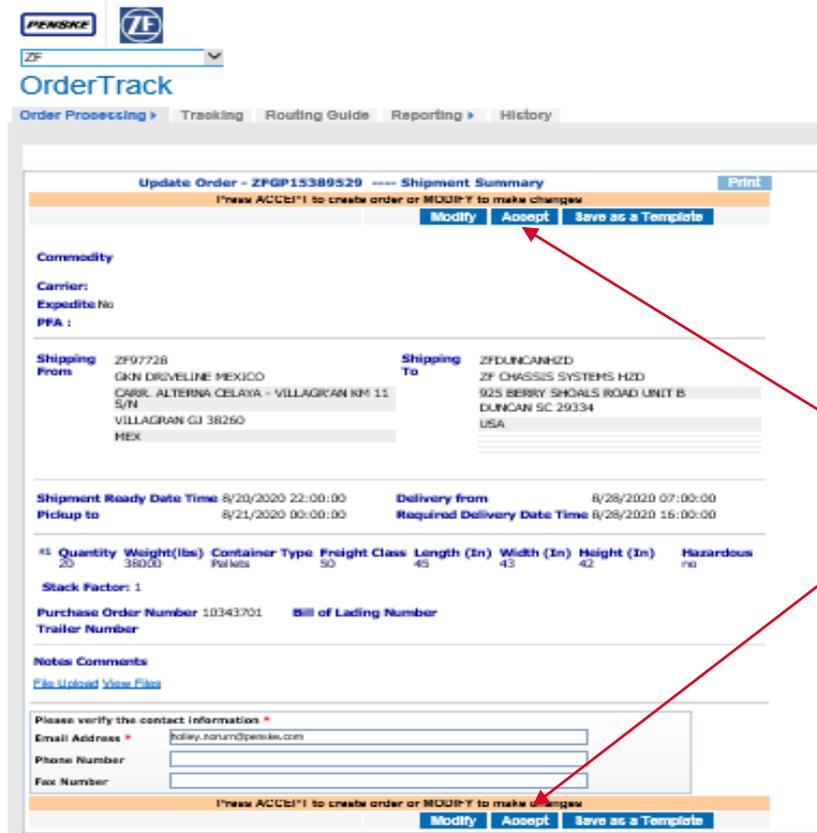
File	Name	
C:\Users\600012817\Documents\Document for test upload.docx	TEST FILE	<a href="#">Delete</a>

**Save** **Cancel**

If you need to attach additional files, click on "Add File" button and you will be able to add additional documents.

Once you have added your files, click on "Save" button and then click on "Close" button.

# Document Upload in ZF Penske Portal



The screenshot displays the 'OrderTrack' interface for 'Update Order - ZFGP15389529 ---- Shipment Summary'. The page includes navigation tabs for 'Order Processing', 'Tracking', 'Routing Guide', 'Reporting', and 'History'. A red arrow points to the 'Accept' button in the top action bar. Below the header, there are sections for 'Commodity', 'Carrier', 'Expedite No', and 'PFA'. The 'Shipping' section is divided into 'From' and 'To' details, including addresses and zip codes. A table shows 'Shipment Ready Date Time' (8/20/2020 22:00:00) and 'Delivery from' (8/28/2020 09:00:00). A table lists 'Quantity', 'Weight(lbs)', 'Container Type', 'Freight Class', 'Length (In)', 'Width (In)', 'Height (In)', and 'Hazardous'. Below this, there are fields for 'Purchase Order Number', 'Bill of Lading Number', and 'Trailer Number'. A 'Notes Comments' section includes a 'File Upload' link. At the bottom, there is a 'Please verify the contact information' section with input fields for 'Email Address', 'Phone Number', and 'Fax Number'. A second red arrow points to the 'Accept' button in the bottom action bar.

**Update Order - ZFGP15389529 ---- Shipment Summary** [Print](#)

**Modify** **Accept** **Save as a Template**

**Commodity**

**Carrier:**

**Expedite No**

**PFA :**

**Shipping From** ZF9772B  
GKN DRIVELINE MEXICO  
CARRE ALTERNA CELAYA - VILLAGRAN KM 11  
S74  
VILLAGRAN CJ 38250  
MEX

**Shipping To** ZFDUNCANH2D  
ZF CHASSIS SYSTEMS H2D  
925 BERRY SHOALS ROAD UNIT B  
DUNCAN SC 29334  
USA

**Shipment Ready Date Time** 8/20/2020 22:00:00 **Delivery from** 8/28/2020 09:00:00  
**Pickup to** 8/21/2020 00:00:00 **Required Delivery Date Time** 8/28/2020 16:00:00

#	Quantity	Weight(lbs)	Container Type	Freight Class	Length (In)	Width (In)	Height (In)	Hazardous
41	20	36000	Pallets	50	45	43	42	no

**Stack Factor:** 1

**Purchase Order Number** 10343701 **Bill of Lading Number**

**Trailer Number**

**Notes Comments**

[File Upload](#) [View Files](#)

**Please verify the contact information \***

**Email Address \***

**Phone Number**

**Fax Number**

**Modify** **Accept** **Save as a Template**

**In order to complete the file attachment YOU MUST click on the "Accept" button.** The document is then attached to this shipment and will be sent to Docuware to begin the customs clearance process.



**To view and confirm already saved files**

# To view and confirm already saved files

The screenshot shows a web browser window with the URL <https://www.penskelogistics.net/transportal/Order/Entry.aspx>. The browser tabs include 'Supply Chain...', 'Order Pro...', 'SSO Employ...', 'SSO Employ...', 'ZNSL - Supp...', and 'nVisionC...'. The browser's address bar shows the URL and search, lock, and refresh icons. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar shows various icons for home, search, and other functions.

The main content area of the browser displays the ZF OrderTrack application. At the top, there are logos for 'PENSKE' and 'ZF'. Below the logos, there is a 'ZF' dropdown menu and the 'OrderTrack' title. The navigation menu includes 'Order Processing', 'Tracking', and 'History'. The 'Order Processing' menu is expanded, showing options: 'Order Entry', 'Update', 'Duplicate', 'Cancel', 'Template', and 'Search'. A red callout box with the text 'Choose the "Update" option in the order processing drop down options.' has two red arrows pointing to the 'Update' option in the dropdown menu.

The main content area is titled 'Order Entry Form(\* denotes required field)'. It contains several sections of text and form fields:

- A warning message: 'MISSED OPTIMIZATION CUTOFF? PLEASE INSERT YOUR SHIPMENT NOW. THE SHIPMENT WILL STILL BE LOAD PLANNED AND TENDERED ACCORDING TO ZF'S BUSINESS SCHEDULE (1200E M-F). MON FOR WED; TUE FOR THU; WED FOR FRI; THU FOR SAT, SUN OR MON; FRI FOR TUE. WHEN SHIPPING RACKS, SPECIFY "RACKS" AS THE "CONTAINER TYPE" AND PROVIDE THE DIMENSIONS OF EACH RACK STACK (E.G. 15 STACKS OF RACKS, WITH THE DIMENSIONS OF 48\*45\*90 INCHES EACH, SHOULD SHOW QUANTITY: 15, DIMS: 48\*45\*90, STACK FACTOR: 1). If specialized equipment is required (flatbed, step-deck, etc.), call (877) 805-1567 to schedule your truck.'
- A 'Carrier' dropdown menu.
- An 'Origin' field with a dropdown menu showing 'ABC COMPANY-ZFTST1' and 'ABC COMPANY 123 BD LANE MONROE MI 48162 USA'.
- A 'Destination' field with a dropdown menu showing '-----Select-----'.
- A 'Delivery from' field at the bottom with a dropdown menu showing '12/18/2021'.

# To view and confirm already saved files

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[Select Language/Locale](#) ▶

**PENSKE** **ZF**

ZF ▼

## OrderTrack

[Order Processing](#) ▶ [Tracking](#) [History](#)

[Update Order](#)  [Find](#)

No Order Number (Shipment Tracking #) found Or you don't have the security to view this order.

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# To view and confirm already saved files

The supplier then clicks on the "Update" button on the bottom of the screen which will allow the supplier to make changes including uploading documents to this shipment.

**D Carrier**

**Expedite**

---

**D Origin \***   
ABC COMPANY  
123 BD LANE  
MONROE MI 48162 USA

**D Destination \***   
ZF N CHARLESTON CV SYSTEMS US10  
8225 PATRIOT BOULEVARD  
NORTH CHARLESTON SC 29418 USA

---

**Shipment Ready Date/Time \***     
M/d/yyyy

**Delivery from \***     
M/d/yyyy

**Required Delivery Date/Time \***     
M/d/yyyy

**Transit Days will default to the Plant's expected ERP transit days. Only modify delivery dates/times if required.**

Quantity	Weight(lbs)	Container Type	Freight Class	Length (In)	Width (In)	Height (In)	Hazardous *
4	6720	Pallets	50 Class	48	40	12	No

Stack Factor\*

**Add Container Type**

---

**Purchase Order Number**

**Bill of Lading Number**

**Reason Code**

**Trailer Number**

**Notes**

**Reset** **Update**

# To view and confirm already saved files

**Update Order - ZFGP15389529 ---- Shipment Summary** [Print](#)

Please **ACCEPT** to create order or **MODIFY** to make changes

[Modify](#) [Accept](#) [Save as a Template](#)

**Commodity**

**Carrier:**  
**Expedite No**  
**PPA :**

**Shipping From:** ZF9772B  
GKN DRIVELINE MEXICO  
CARRE. ALTERNA DELAYA - VILLAGRAN KM 11  
S/N  
VILLAGRAN CJ 38260  
MEX

**Shipping To:** ZFDUNCANHZD  
ZF CHASSIS SYSTEMS HZD  
925 BERRY SHOALS ROAD UNIT B  
DUNCAN SC 29334  
USA

**Shipment Ready Date Time:** 8/20/2020 22:00:00  
**Pickup to:** 8/21/2020 00:00:00

**Delivery from:** 8/28/2020 07:00:00  
**Required Delivery Date Time:** 8/28/2020 15:00:00

Quantity	Weight(lbs)	Container Type	Freight Class	Length (In)	Width (In)	Height (In)	Hazardous
20	36000	Pallets	50	45	43	42	no

**Stack Factor:** 1

**Purchase Order Number:** 10343701 **Bill of Lading Number**  
**Trailer Number**

**Notes Comments**  
[File Upload](#) [View Files](#)

Please verify the contact information \*

**Email Address \***   
**Phone Number**   
**Fax Number**

Please **ACCEPT** to create order or **MODIFY** to make changes

[Modify](#) [Accept](#) [Save as a Template](#)

Click on the "View Files"  
button

# To view and confirm already saved files

OrderTrack

Order Processing > Tracking Reporting > History Planning >

Update Order - ZF5003104210809 ---- Shipment Summary [Print](#)

Press ACCEPT to create order or MODIFY to make changes

[Modify](#) [Accept](#) [Save as a Template](#)

Commodity

Carrier:

Expedite No:

Document View

Shipment Description: ZF5003104210809

Customer	Link	Document Name	Document Type	Uploaded DateTime	User	Source App.	Load ID	Shipment Desc.
ZF	<a href="#">View</a>	Invoice	pdf	8/10/2021 11:59:50 AM	COM1QRO - *	transportal	ZF5003104210809	
ZF	<a href="#">View</a>	Load Evidence	jpg	8/10/2021 11:59:50 AM	COM1QRO - *	transportal	ZF5003104210809	
ZF	<a href="#">View</a>	Delivery Note	pdf	8/10/2021 11:59:50 AM	COM1QRO - *	transportal	ZF5003104210809	

[Close](#)

Stack Factory

Purchase Order Number    Bill of Lading Number

Trailer Number

Notes Comments

File Upload: [View Files](#)

Please verify the contact information \*

Email Address \*

Phone Number

Fax Number

Press ACCEPT to create order or MODIFY to make changes

[Modify](#) [Accept](#) [Save as a Template](#)

A screen will appear confirming all of the uploaded documents attached to this shipment.

# Thank you

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