



Dedication at every turn.



Penske Transportation Portal User Manual

AGENDA

1 - Getting Started

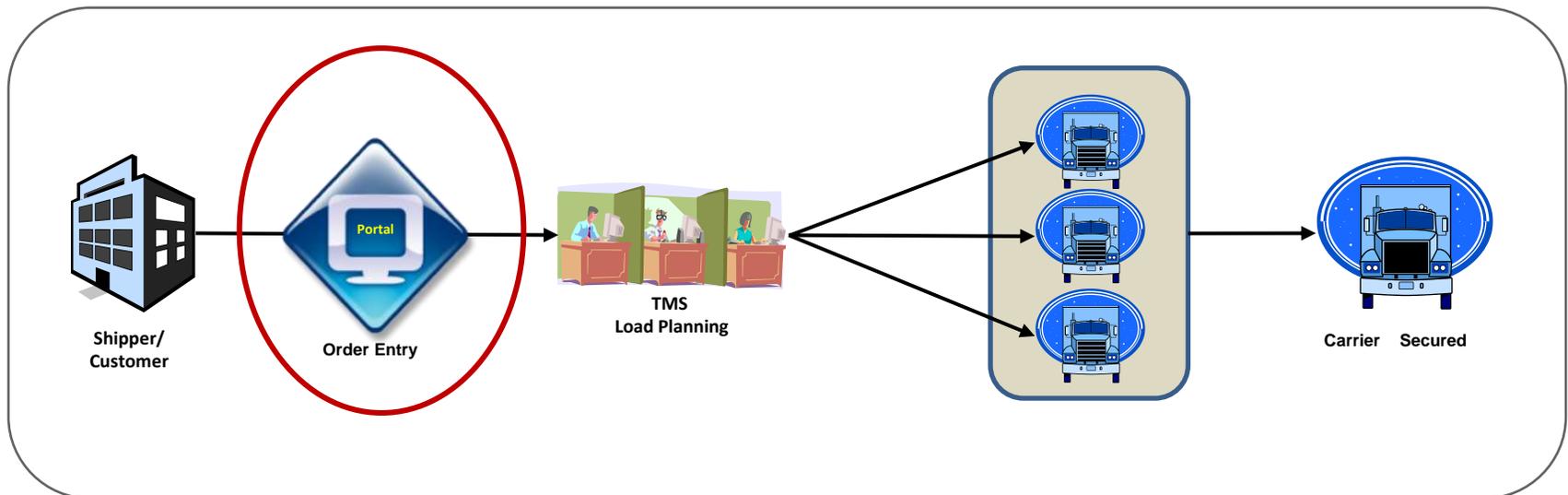
2 - Logon Screen

3 - Order Entry Screen

4 - Key Notes

5 - Contact Information

The purpose of the document is to help you navigate through the Transportation portal application used for order entry and changes



1 - GETTING STARTED

1.1 Session Time Limit

The application session time limit is 60 minutes.

This means that after such time of inactivity within the application, the current session is invalidated and user must login once again to use the application.

1.2 Browser and Display Setting

Microsoft Internet Explorer Version 5.0 or higher is recommended to use the system.

The display resolution of your monitor should be set to 800x600 pixels. Smaller monitors (under 17 inches) may require the use of scroll bars to see all the fields.

To ensure readability, make sure the text size is medium. To do this, click **on** View>Text Size>Medium. In addition, encoding should be West-European (Windows). Click on View>Encoding>West European (Windows).

1.3 Technical Problems

For technical problems, please call the Help Desk at (888) 634-6824. Technical problems may include:

- You are unable to log on to the application.
- You receive an error indicating that the web site is not responding.
- The application is not responding.
- The application is taking an unusually long time to process a request.
- Your log on password does not work.
- You are unable to access the application.

2 – LOGIN SCREEN

Logistics Home | Contact

PENSKE Dedication at every turn.

Find a Truck | Moving Supplies and Tips | Lease and Maintenance | Logistics Solutions | Locations | Careers | Why Penske | Select Language

What if You Could Turn Cost Centers into Profit Centers?

Solutions for supply chain management.



Have a Logistics account? Login.

Penske Logistics

- Learn more about Logistics
- Read our Case Studies
- Worldwide Locations
- Cost Centers
- Logistics Account Login**

The Science of Logistics

Optimize the efficiency of your entire supply chain. From sourcing and manufacturing through delivery and return, we apply precision technologies and extensive experience to formulate logistics solutions specifically targeted to meet your challenges.

Advisor, Collaborator, Partner

One of the key tools for developing solid logistics operations is dialog. We assess the needs of your business in two ways. We act as an objective observer, and we maintain an ongoing conversation with you to ensure we have the complete picture. The result is improved systems that are perfectly matched to the needs of you and your business. See [who we are](#).

Industry Specializations

From auto to retail logistics, we have a range of industry-specific expertise. Our

USER LOG-IN

Enter the hyperlink:

<http://www.penskelogistics.com>

On main page, click on

“Logistics Account Login” link on lower right of page.

Logistics Home | Contact

PENSKE Dedication at every turn.

Find a Truck | Moving Supplies and Tips | Lease and Maintenance | Logistics Solutions | Locations | Careers | Why Penske | Select Language

Looking for the Right Tool to Access Your Network?

Online tools get the job done.

Who We Are

Global Solutions

Industry Experience

Case Studies

Customer Tools

Your Gateway to Supply Chain Control

If you already have an account, [please login.](#)

Our Internet portal uses global logistics technology to provide our customers and business partners with on-demand access to their key operational and account information. To better protect information, we recently enabled a new security login screen.

You will need your single sign-in (SSO) User ID or password to login.

If you are unable to locate this information, please contact your Penske carrier sourcing or load planning representative. If you believe you have reached this page in error or you are unable to reach your Penske carrier sourcing or load planning representative, please contact the Penske Help Desk at 1-888-634-6824.

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Click on **“Please Login”** link.



Login Screen

My Penske Login

Penske Logistics SSO Password Reset SSO Account Modification

Please enter your credentials for Penske SSO

Please Log In >>

SSO User ID:

Password:

Login

If you need immediate assistance you may contact the Penske Logistics Help Desk at 1-888-634-6824.

Important Notice for Windows® Internet Explorer® 7 Users: At this time, Windows® Internet Explorer® 7 is not supported by Penske's websites. Therefore, Penske only recommends using previous versions of Windows® Internet Explorer with our sites until further notice.

TERMS OF USE

You are attempting to enter a Penske Truck Leasing computer and/or information resource and to access Penske information (collectively "Penske Systems and Information") which are private. Access to the Penske Systems and Information is restricted to authorized persons and is governed by all applicable laws.

The Penske Systems and Information may not be used for any unlawful purpose. Penske Truck Leasing reserves the right the full extent allowable under law, to electronically monitor access to and use of the Penske Systems and Information without any further notice or warning, and to use information obtained from monitoring in any manner including, without limitation, in civil litigation and in criminal litigation.

Your usage of the Penske Systems and Information constitutes your consent to monitoring by Penske Truck Leasing. Unauthorized use of the Penske Systems and Information is prohibited and may subject you to prosecution.

Your User ID and Password are for your use only. Do not share your User ID and Password with any other party. If you believe that another party has knowledge of your User ID and Password, contact Penske Internet Security immediately at [security@penske.com](#).

[Penske Logistics](#)

When prompted, enter User ID and password to login.

Click on "Transportation Portal" link on right of the page.

PENSKE Dedication at every turn.

[Penske Logistics](#)

Looking for the Right Tool to Access Your Network?

Online tools get the job done.

Your Gateway to Supply Chain Control

The Penske Logistics Supply Chain Systems Internet Portal uses global logistics technology to provide our customers and business partners with on-demand access to key operational and account information. Below are the various online tools you can access through the portal.

Transportation Carrier Tools

Access real-time load tendering and status reporting from the Penske Logistics Transport Management System:
[Carrier Status Reporting](#).

Use all Penske Logistics services through one convenient, user-friendly portal designed for transportation carriers:
[Carrier Central](#).

Customer and Business Partner Tools

Report and track defects requiring corrective action to help facilitate resolution: [Corrective Action Resolution System \(CARS\)](#).

Work with all Penske Logistics services and operational information through one convenient, user-friendly portal: [Customer Central](#).

Use all distribution center management applications through one convenient, user-friendly portal: [Global Distribution Portal](#).

Update scheduled and actual delivery dates and times in addition to other operational information: [Order link](#).

Develop and access operational reports, including reports produced from our data warehouse: [Reporting Services](#).

Check real-time updates and gain visibility of orders, routes, estimated times of arrival and proof of delivery: [Supply Chain Window](#).

Search shipments, obtain rates and inquire on load tenders: [Transportation Management Services](#).

Use your TM SSO-enabled account to search loads or shipments, obtain rates and inquire on load tenders: (for converted TM SSO-enabled User IDs only)
[Transportation Management Services](#)

Create and update transportation orders, check status of orders and utilize a routing guide to assist in the management of transportation orders: [Transportation Portal](#).

View operational monitors, reports and metrics: [Warehouse Monitor](#).



3 - ORDER ENTRY SCREEN

The order entry screen is the default screen when the user logs in to the Transportation portal.

ZF ▶

Select Language/Locale ▶

Order Processing ▶
Tracking

Order Entry Form(* denotes required field)

OPTIMIZATION 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 RULES.
 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.

Origin *

Destination *

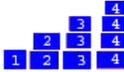
Shipment Ready Date Time *
M/d/yyyy

Pickup to *
M/d/yyyy

Delivery from *
M/d/yyyy

Required Delivery Date Time *
M/d/yyyy

✖ 1	Quantity *	Weight(lbs) *	Container Type *	Freight Class *	Length (In) *	Width (In) *	Height (In) *	Hazardous *
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	50 Class	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	No
	Stack Factor* <input type="text"/>							



Add Container Type

Freight Term *

Purchase Order Number *

Bill of Lading Number

Trailer Number

Notes

Reset
 Submit

Language selection

The language on the portal can be changed by selecting the language on the top right hand corner.



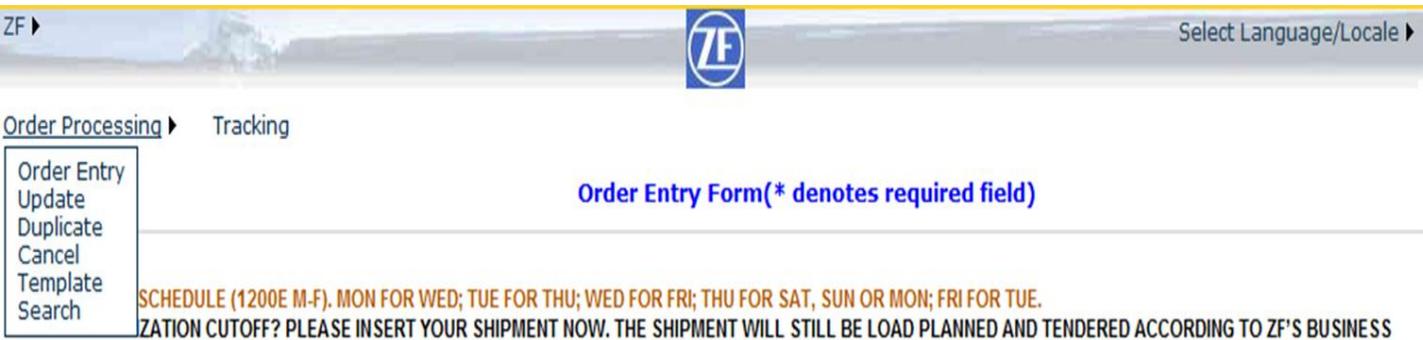
ZF ▶

Order Processing ▶ Tracking

Select Language/Locale ▶

- Deutsch
- English - US
- Español - México
- Español - España
- Français
- Italiano

Order Entry Form(* denotes required field)



ZF ▶

Order Processing ▶ Tracking

Select Language/Locale ▶

- Order Entry
- Update
- Duplicate
- Cancel
- Template
- Search

Order Entry Form(* denotes required field)

SCHEDULE (1200E M-F). MON FOR WED; TUE FOR THU; WED FOR FRI; THU FOR SAT, SUN OR MON; FRI FOR TUE.
ZATION CUTOFF? PLEASE INSERT YOUR SHIPMENT NOW. THE SHIPMENT WILL STILL BE LOAD PLANNED AND TENDERED ACCORDING TO ZF'S BUSINESS

All the functions which can be executed are available under the Order Processing tab.

Origin and destination

The Origin will be defaulted to the supplier's location ID.

If the supplier ships only to one location the destination will get auto-populated

ZF Select Language/Locale

Order Processing Tracking

Order Entry Form(* denotes required field)

OPTIMIZATION 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 RULES.
 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.

Origin: CALARK TRUCKING - LAREDO-ZFCALJLAREDO Destination: ZF WIND POWER GAINESVILLE LLC C/O COLUMBIA GEAR CC

CALARK TRUCKING - LAREDO
 4441 PAN AMERICAN BLVD
 LAREDO TX 78045 USA

ZF WIND POWER GAINESVILLE LLC C/O COLUMBIA GEAR CORPORATION -ST JOSEPH
 828 19TH AVENUE NE
 ST JOSEPH MN 56374 USA

ZF Select Language/Locale

Order Processing Tracking

Order Entry Form(* denotes required field)

OPTIMIZATION 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 RULES.
 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 Origin * ZF TRANSMISSIONS GRAY COURT LLC-ZFGRAYCOURT
 ZF TRANSMISSIONS GRAY COURT LLC
 2846 OLD N. LAURENS ROAD
 GRAY COURT SC 29645 USA

D Destination * -----Select-----
 A BERGER INC - SPARTANBURG-ZF876906686
 ALLSTATE FASTENER - ROSEVILLE-ZF33210
 BERRANG INC - GREENVILLE-ZF35387
 C AND H DIE CASTING - TROY(Georgia villers)-ZF22634343
 COPA TOOL - SOUTH LYON-ZF31456
 DANA CANADA CORP - MT FOREST-ZF11244
 DHL GLOBAL FORWARDING - LAREDO-ZF456367
 DYNAX AMERICA CORP - ROANOKE-ZF967763152
 ELRING KLINGER MEXICO - TOLUCA-ZF811757269
 ERNST METAL TECHNOLOGIES - MORAIN-ZF37678

Delivery from *

Shipment Ready Date Time 5/31/2013 08:00 M/d/yyyy

The destination field will show options for only the locations which are pre-set as destinations. If the required destination is not available send an e mail to ZF@penske.com.



Pick up and delivery dates

After selecting origin and destination, enter the Ready Date and time. This is the earliest time the material will be ready for pickup.

Note: For locations whose releases come across as a 'must ship on' date, this field must be populated with that date.

Order Processing ▶ Tracking

ZF Select Language/Locale ▶

Order Entry Form(* denotes required field)

OPTIMIZATION 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 RULES.
 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.

Origin * AAA SALES AND ENGINEERING - OAK CREEK-ZF33182 Destination * ZF GAINESVILLE WAREHOUSE LLC-ZFGAINESVILLEWH
 AAA SALES AND ENGINEERING - OAK CREEK ZF GAINESVILLE WAREHOUSE LLC
 1120 W NORTH BRANCH DR E 1245 PALMOUR DRIVE
 OAK CREEK WI 53154 USA GAINESVILLE GA 30501 USA

Shipment Ready Date/Time 5/31/2013 08 00
 Required Delivery Date/Time 5/31/2013 16 00

Quantity	Weight	Container Type	Freight Class	Length (In)	Width (In)	Height (In)	Hazardous
0	0		50 Class	0	0	0	No

Stack Factor *
 Add Container Type Today: May 31, 2013

Order Processing ▶ Tracking

ZF

Order Entry Form(* denotes required field)

OPTIMIZATION 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 RULES.
 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.

Origin * AAA SALES AND ENGINEERING - OAK CREEK-ZF33182 Destination * ZF GAINESVILLE WAREHOUSE LLC-ZFGAINESVILLEWH
 AAA SALES AND ENGINEERING - OAK CREEK ZF GAINESVILLE WAREHOUSE LLC
 1120 W NORTH BRANCH DR E 1245 PALMOUR DRIVE
 OAK CREEK WI 53154 USA GAINESVILLE GA 30501 USA

Shipment Ready Date/Time 5/31/2013 08 00
 Required Delivery Date/Time 5/31/2013 16 00

Quantity	Weight (lbs)	Container Type	Freight Class	Length (In)	Width (In)	Height (In)	Hazardous
0	0		50 Class	0	0	0	No

Stack Factor *
 Add Container Type

Notes

Freight Term

Today: May 31, 2013

For those locations whose releases come over with a 'must arrive on' date, this field must be populated with that date and the need-by time requested by the consignee.

Note: For locations whose releases come across as a 'must ship on' date, this field will not be visible (Penske's transit time from ship on date matches ZF's)



Container detail:

Enter the container detail:

Quantity (total # of pallets), Weight (in pounds), Container type (select from drop-down), Freight Class (select from drop-down), Dimensions of each pallet (in inches), Hazmat - Yes/No, and Stack ability factor (how tall can the pallets be stacked on top of one another).

✖ 1	Quantity *	Weight(lbs) *	Container Type *	Freight Class *	Length (In) *	Width (In) *	Height (In) *	Hazardous *
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	50 Class	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	No
	Stack Factor *		<input type="text"/>					

Add Container Type

Freight Term *	<input type="text"/>
Purchase Order Number *	<input type="text"/>
Bill of Lading Number	<input type="text"/>
Trailer Number	<input type="text"/>

Notes

Reset

Submit



✖ 1	Quantity *	Weight(lbs) *	Container Type *	Freight Class *	Length (In) *	Width (In) *	Height (In) *	Hazardous *
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	50 Class	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Yes
	Stack Factor *		<input type="text"/>					
	Proper shipping name *	Hazard class *	UN/NA Identification Number *	Packing group *	IMO Classification	Tunnel Restriction		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Add Container Type

Freight Term *	<input type="text"/>
Purchase Order Number *	<input type="text"/>
Bill of Lading Number	<input type="text"/>
Trailer Number	<input type="text"/>

Notes

Reset

Submit

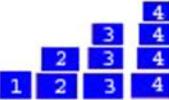


If the Hazardous option is selected as 'Yes', the portal will show mandatory Hazmat information fields.

Container detail - continued:

✘ 1	Quantity *	Weight(lbs) *	Container Type *	Freight Class *	Length (In) *	Width (In) *	Height (In) *	Hazardous *
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	50 Class ▾	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	No ▾
Stack Factor* ▾								
✘ 2	Quantity *	Weight(lbs) *	Container Type *	Freight Class *	Length (In) *	Width (In) *	Height (In) *	Hazardous *
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	50 Class ▾	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	No ▾
Stack Factor* ▾								

Add Container Type



If there are multiple types of containers of differing dimensions or Stack ability, click on 'Add Container'. A new block of container information gets added to the screen. An extra container can be removed by clicking on the "X" sign on the container screen.

Shipper Reference #s

ZF/Supplier specific reference #s:

Freight term: Select either Prepaid or Collect

Purchase Order Number: Enter the purchase order number pertaining to your release in this field.

Bill of Lading Number: If BOL number is known at time of order entry, enter here; if not, leave blank

Trailer Number: If trailer number of carrier is known at time of order entry, enter here; only applicable to those locations with dropped trailers.

Notes: Enter any comments you would need either Penske, ZF, or the carrier to be aware of; likewise, enter any additional PO#s on the order if more than one.

After all the required data is entered, the user needs to click on **Submit** at the bottom of the screen to move order summary.

The screenshot displays the ZF Order Entry Form. At the top, there are several input fields for reference information, highlighted with a red box: Freight Term (dropdown), Purchase Order Number, Bill of Lading Number, and Trailer Number. To the right is a large text area for Notes. Below these fields are 'Reset' and 'Submit' buttons. The main form area includes a ZF logo, navigation links for 'Order Processing' and 'Tracking', and a title 'Order Entry Form(* denotes required field)'. A detailed optimization schedule is provided, followed by origin and destination dropdowns. Shipment and delivery dates are set for 6/5/2013 and 6/7/2013 respectively. A table for container specifications shows 25 pallets with a weight of 35000 lbs, 50 Class freight, and dimensions of 48x45x36 inches. A 'Notes' section at the bottom contains the text 'TEST SHIPMENT'. A red arrow points to the 'Submit' button at the bottom right.

Quantity	Weight(lbs)	Container Type	Freight Class	Length (In)	Width (In)	Height (In)	Hazardous
25	35000	Pallets	50 Class	48	45	36	No



Order summary:

- ✓ The e mail address can be changed using the Edit Address field if the user is not the contact for any questions/clarification on the order. Multiple e-mail addresses can be updated separated by “;”. Phone # can be updated too
- ✓ If the shipment detail needs to be modified, click on ‘**Modify**’ at the top or bottom of the page to return to the order entry screen (OR) click on ‘**Accept**’ at the top or bottom of the page to submit the shipment into Penske TM

The screenshot displays the 'Shipment Record' and 'Shipment Summary' page. At the top, there are navigation links for 'Order Processing' and 'Tracking', and a 'ZF' logo. Below this, a header bar contains the text 'Press ACCEPT to create order or MODIFY to make changes' and buttons for 'Modify', 'Accept', and 'Save as a Template'. The main content area is divided into two columns: 'Shipping From' and 'Shipping To'. The 'Shipping From' column lists 'ZFG33182', 'AAA SALES AND ENGINEERING - OAK CREEK', '1120 W NORTH BRANCH DR', 'OAK CREEK WI 53154', and 'USA'. The 'Shipping To' column lists 'ZFGAINESVILLEWH', 'ZF GAINESVILLE WAREHOUSE LLC', '1245 PALMOUR DRIVE', 'GAINESVILLE GA 30501', and 'USA'. Below this, there are fields for 'Shipment Ready Date Time' (6/5/2013 8:00:00 AM) and 'Required Delivery Date Time' (6/7/2013 4:00:00 PM). A table shows shipment details: #1, Quantity 25, Weight 35000, Container Type Pallets, Freight Class 50, Length 48, Width 45, Height 36, and Hazardous no. Below the table, there are fields for 'Stack Factor: 2', 'Freight Term' (COLLECT), 'Purchase Order Number' (123456), 'Bill of Lading Number', and 'Trailer Number'. A 'Notes Comments' section contains 'TEST SHIPMENT'. At the bottom, there is a 'Please verify the contact information' section with fields for 'Edit Address' (John.Wolfe@Penske.com), 'Phone Number', and 'Fax Number'. Red arrows point to the 'Modify' and 'Accept' buttons at the bottom of the page.

Order Confirmation:

The screenshot shows the 'Order Confirmation' message. At the top, there are navigation links for 'Order Processing' and 'Tracking', and a 'ZF' logo. Below this, a header bar contains the text 'Press ACCEPT to create order or MODIFY to make changes' and buttons for 'Modify', 'Accept', and 'Save as a Template'. The main content area contains the text: 'Order [ZFGP2606846] has been successfully submitted for Create. Please write down the number for reference.' The confirmation number 'ZFGP2606846' is highlighted with a red box.

On submitting the order the portal generates a confirmation message with a confirmation number (ZFGPXXXXXXX).

Order Confirmation E-mail:

Upon successful submission of the order the user creating the order will get a confirmation e mail.

From: Do Not Reply (Penske)
To: Wolfe, John (Penske)
Cc:
Subject: [Prod] Transportation Management Confirmation - Shipment Description: ZFGP2606846

Sent: Fri 5/31/2013 11:28 AM

Thank you for using Penske Transportation Portal.

Order Number: **ZFGP2606846**
Created Date: 05-31-2013 11:28:01 EST

Your order with reference as mentioned in this e-mail has been received and will be processed. You can review or update your order via link <https://www.penskelogistics.net/ec/TransPortal/>

Origin :
ZF33182
AAA SALES AND ENGINEERING - OAK CREEK

Destination :
ZFGAINESVILLEWH
ZF GAINESVILLE WAREHOUSE LLC

Ship Date : 2013-06-05T08:00:00
Delivery Date : 2013-06-07T16:00:00
Order Type :

Requestor Name : (600127117)Johnathen Wolfe
Requestor Phone/Email : / John.Wolfe@Penske.com
Product Weight : 35000.0
Product Volume : 2727000.0
Container Count : 25
Urgent Flag : N

THIS IS BEING SENT FROM AN UNMONITORED MAILBOX. PLEASE DO NOT REPLY TO THIS EMAIL.



Ship Notification E-mail:

When Penske assigns a load # and carrier to an order, the contacts updated in Penske's system will receive a ship notification e-mail with order detail, Penske load #(to be printed on the BOL) and carrier assigned.

Ship Notification ZF

Date prepared:

5/28/2013 5:03:07 PM

Email sent to:

Attention: SHIPPING/RECEIVING

Location Code: ZF367864

Location Name: FNST - MILAN

Location Address: 11617 STATE ROUTE 13
MILAN, OH 44846

If you have any questions or concerns regarding the information published here, please call your Penske Load Planner at 877-805-1567.

IF YOUR LOAD IS ROUTED SMALL PARCEL, SUPPLIER IS RESPONSIBLE FOR ARRANGING PICKUP WITH FEDEX GROUND AT 800-GO-FEDEX OR WWW.FEDEX.COM

ZF LEMFORDER LLC - DUNCAN, 191 PARKWAY WEST, DUNCAN, SC 29334; ACCOUNT NUMBER 228395609.

ZF LEMFORDER NEWTON - NEWTON, 1570 EAST P STREET EXTENSION, NEWTON, NC 28658; ACCOUNT NUMBER 337120709.

ZF INDUSTRIES LLC - GAINESVILLE, 1261 PALMOUR DRIVE, GAINESVILLE, GA 30501; ACCOUNT NUMBER 111415072.

ZF INDUSTRIES LLC - GAINESVILLE C/O MUGELE, 1245 PALMOUR DRIVE, SUITE E, GAINESVILLE, GA 30501; ACCOUNT NUMBER 111415072.

ZF WIND POWER GAINESVILLE LLC - GAINESVILLE, 1925 NEW HARVEST DRIVE SW, GAINESVILLE, GA 30507; ACCOUNT NUMBER 147176805.

Outbound

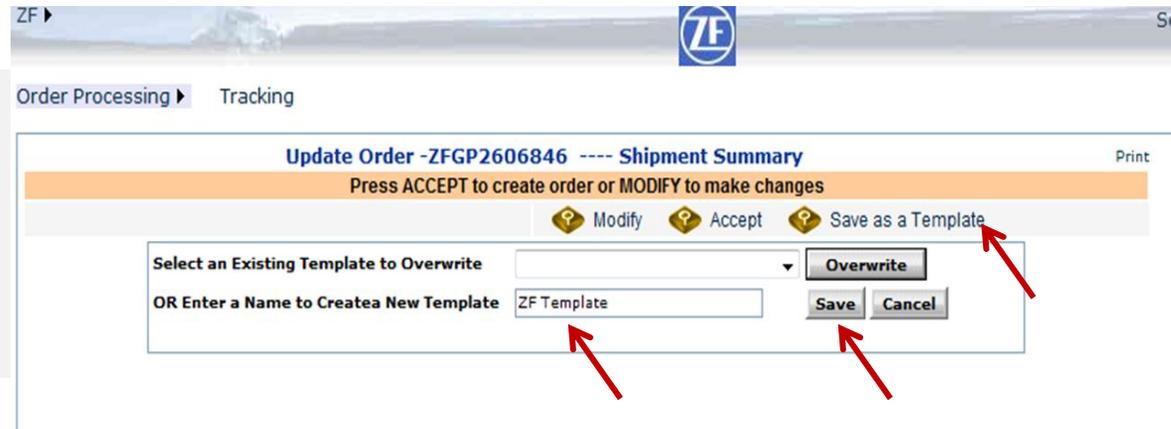
Ship date	BOL# / PO#	Hazmat	Penske Load ID	Shpm Desc	Carrier	Load Dest	Shpm Dest	Delivery date	Weight
APPOINTMENT: 05/28/2013 08:00	/0055007810	No	17267712	ZFGP2601448	HMES - USF HOLLAND	ZFGRAYCOURT - ZF TRANSMISSIONS GRAY COURT LLC 2846 OLD N. LAURENS ROAD GRAY COURT, SC 29645	ZFGRAYCOURT - ZF TRANSMISSIONS GRAY COURT LLC 2846 OLD N. LAURENS ROAD GRAY COURT, SC 29645	APPOINTMENT: 05/30/2013 07:00	150



3.1 - Templates:

Saving templates:

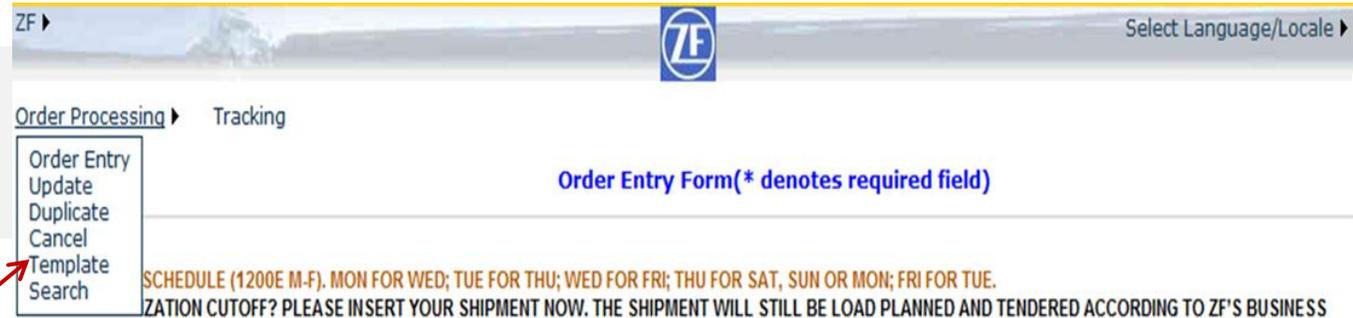
Click on **Save Template** option if the user wants to re-use order structure. A Pop box will come up with an option to type the Search name. Type the Search name in the Enter a Name to Create a New Template field and click on **Save**.



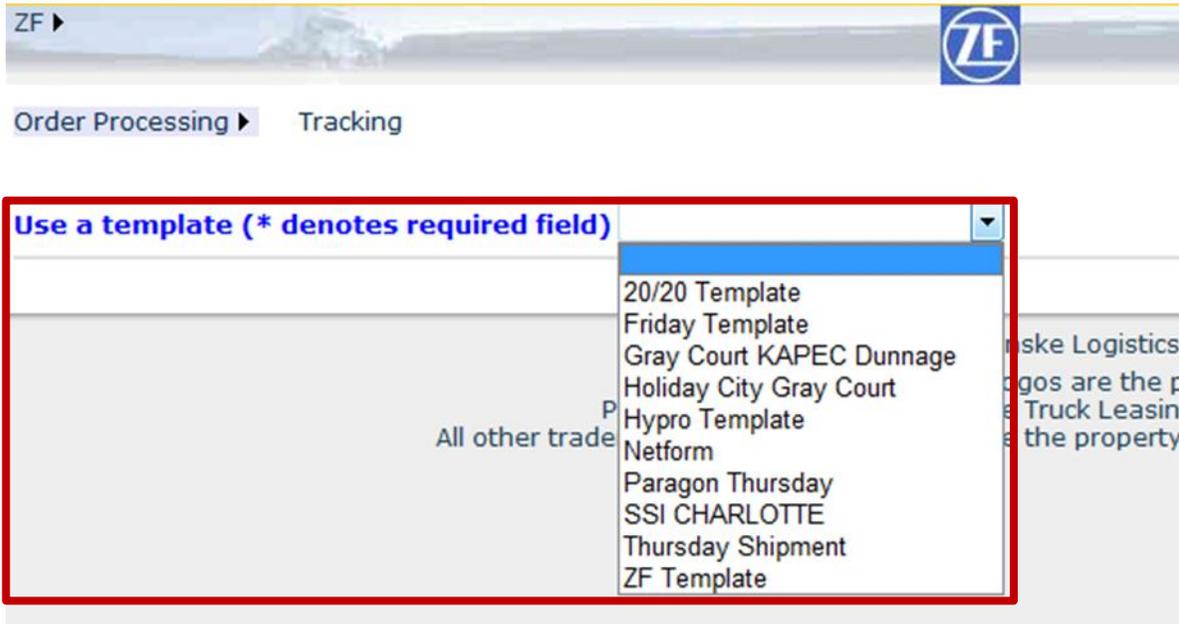
Portal will generate a message that the Template is saved.

Using Saved Templates:

To use saved templates, move the mouse pointer on **Order Processing** to see the drop down. Select **Template**.



The screenshot shows the ZF web application header with the ZF logo and a language selection dropdown. Below the header, there are two main navigation tabs: 'Order Processing' and 'Tracking'. The 'Order Processing' tab is active, and its dropdown menu is open, showing options: 'Order Entry', 'Update', 'Duplicate', 'Cancel', 'Template', and 'Search'. A red arrow points to the 'Template' option. To the right of the dropdown, there is a blue link that says 'Order Entry Form(* denotes required field)'. Below the navigation, there is a section for 'SCHEDULE (1200E M-F). MON FOR WED; TUE FOR THU; WED FOR FRI; THU FOR SAT, SUN OR MON; FRI FOR TUE.' and a note about 'ZATION CUTOFF? PLEASE INSERT YOUR SHIPMENT NOW. THE SHIPMENT WILL STILL BE LOAD PLANNED AND TENDERED ACCORDING TO ZF'S BUSINESS'.



The screenshot shows the ZF web application header with the ZF logo. Below the header, there are two main navigation tabs: 'Order Processing' and 'Tracking'. The 'Order Processing' tab is active, and its dropdown menu is open, showing a list of template options: '20/20 Template', 'Friday Template', 'Gray Court KAPEC Dunnage', 'Holiday City Gray Court', 'Hypro Template', 'Netform', 'Paragon Thursday', 'SSI CHARLOTTE', 'Thursday Shipment', and 'ZF Template'. The dropdown menu is highlighted with a red border. To the right of the dropdown, there is a blue link that says 'Use a template (* denotes required field)'. Below the navigation, there is a section for 'Penske Logistics' and a note about 'Logos are the property of the property owner'.

Select the required template form the Use a template drop down. The shipment detail will come up. Edit the required fields(Date, pieces, reference #s,...) and click on **Submit** to go to Shipment summary screen.

3.2 - Search for orders created

Select the 'Search' option from the Order Processing drop down.

Total Records: 156 Displaying from: 1 to 10 Page Size: 10

Shipment Tracking #	Status	Weight	Pickup From	Pickup To	Delivery From	Delivery To	Origin Location	Destination Location	Load Id	Carrier	User History
ZFGP1840765	Completed	30525	7/9/2012 11:00:00 AM	7/9/2012 11:59:00 PM	7/10/2012 8:00:00 AM	7/10/2012 12:00:00 PM	ZF33182 - AAA SALES AND ENGINEERING - OAK CREEK	ZFGAINESVILLE - ZF INDUSTRIES LLC - GAINESVILLE	14739853	RBTW	History
ZFGP1847114	Completed	21075	7/11/2012 11:00:00 AM	7/12/2012 11:59:00 AM	7/11/2012 11:01:00 AM	7/12/2012 12:00:00 PM	ZF33182 - AAA SALES AND ENGINEERING - OAK CREEK	ZFGAINESVILLEWH - ZF INDUSTRIES LLC - GAINESVILLE C/O MUGELE	14761994	RBTW	History
ZFGP1860841	Completed	21075	7/18/2012 11:00:00 AM	7/19/2012 9:59:00 AM	7/18/2012 11:01:00 AM	7/20/2012 4:00:00 PM	ZF33182 - AAA SALES AND ENGINEERING - OAK CREEK	ZFGAINESVILLEWH - ZF INDUSTRIES LLC - GAINESVILLE C/O MUGELE	14808267	RBTW	History
ZFGP1870834	Completed	19670	7/22/2012 8:00:00 AM	7/23/2012 3:59:00 PM	7/22/2012 8:01:00 AM	7/23/2012 4:00:00 PM	ZF33182 - AAA SALES AND ENGINEERING - OAK CREEK	ZFGAINESVILLEWH - ZF INDUSTRIES LLC - GAINESVILLE C/O MUGELE	14846823	RBTW	History
ZFGP1875804	Completed	25290	7/25/2012 11:00:00 AM	7/26/2012 3:59:00 PM	7/25/2012 11:01:00 AM	7/26/2012 4:00:00 PM	ZF33182 - AAA SALES AND ENGINEERING - OAK CREEK	ZFGAINESVILLEWH - ZF INDUSTRIES LLC - GAINESVILLE C/O MUGELE	14862180	RBTW	History
ZFGP1885727	Completed	11240	7/30/2012 8:00:00 AM	7/30/2012 3:59:00 PM	7/30/2012 8:01:00 AM	7/30/2012 4:00:00 PM	ZF33182 - AAA SALES AND ENGINEERING - OAK CREEK	ZFGAINESVILLEWH - ZF INDUSTRIES LLC - GAINESVILLE C/O MUGELE	14897218	RBTW	History
ZFGP1892132	Completed	9835	8/1/2012 10:00:00 AM	8/3/2012 9:59:00 AM	8/1/2012 10:01:00 AM	8/3/2012 10:00:00 AM	ZF33182 - AAA SALES AND ENGINEERING - OAK CREEK	ZFGAINESVILLEWH - ZF INDUSTRIES LLC - GAINESVILLE C/O MUGELE	14921153	HMES	History
ZFGP1893132	Completed	28280	8/3/2012	8/6/2012	8/3/2012	8/6/2012	ZF33182 - AAA SALES AND ENGINEERING - OAK CREEK	ZFGAINESVILLEWH - ZF INDUSTRIES	14933566	RBTW	History

The shipment search will come up. Shipments can be searched by supplier's location. Pickup from/to Date and Shipment tracking # (the confirmation # created during order entry). All the shipments created with the current status, Load #, Carrier, Origin and Destination details will show up.



3.3 - Modify orders created

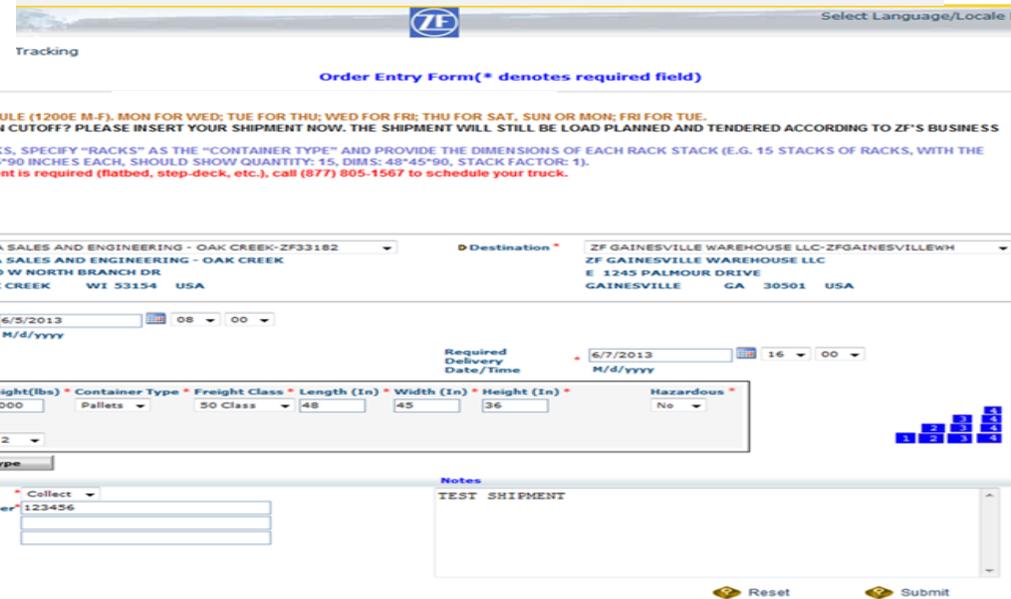
Orders already created can be modified until they are in-transit. Any change to an order needs to be communicated to Penske.

Update Order:

Move the mouse pointer on **Order Processing** to see the drop down. Order already created can be updated by clicking on the **Update** option.



Enter Order tracking # in the **Update order** field which needs to be updated and click on **Find**.



The order detail will come up. Modify required fields and click on **Submit** to go to shipment summary page to accept the order.



Duplicate Order:

Move the mouse pointer on **Order Processing** to see the drop down. Order already created can be duplicated by clicking on the **Duplicate** option if there are no changes required on the order detail.



ZF ▶ Select Language/Locale ▶

Order Processing ▶ Tracking

Order Entry Form(* denotes required field)

SCHEDULE (1200E M-F). MON FOR WED; TUE FOR THU; WED FOR FRI; THU FOR SAT, SUN OR MON; FRI FOR TUE.
OPTIMIZATION CUTOFF? PLEASE INSERT YOUR SHIPMENT NOW. THE SHIPMENT WILL STILL BE LOAD PLANNED AND TENDERED ACCORDING TO ZF'S BUSINESS

- Order Entry
- Update
- Duplicate
- Cancel
- Template
- Search



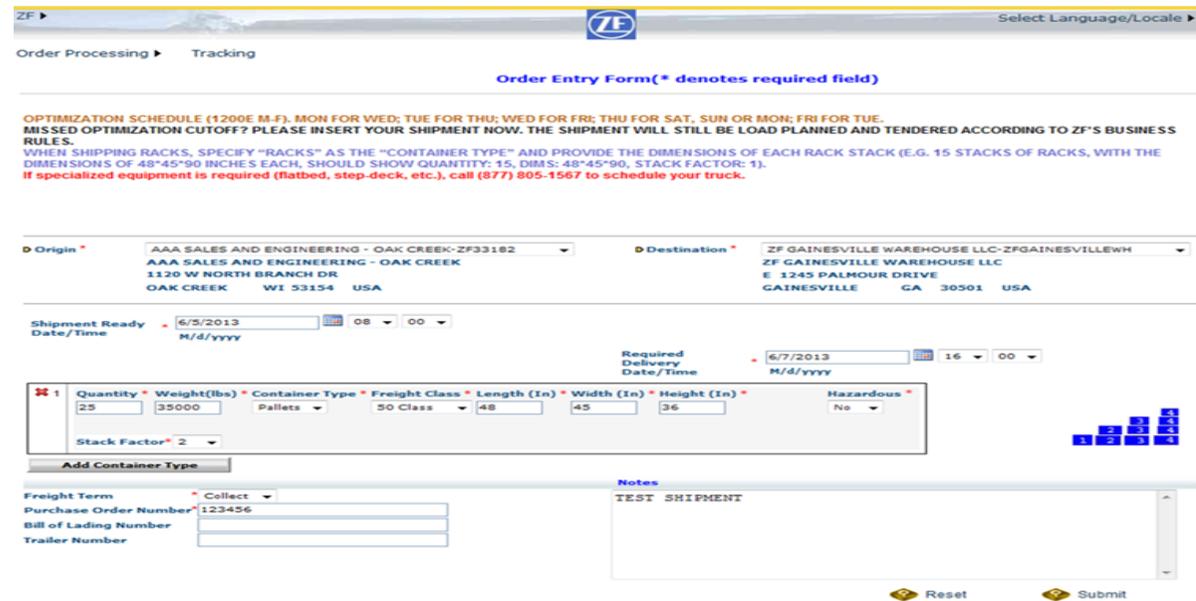
ZF ▶ Select Language/Locale ▶

Order Processing ▶ Tracking

Duplicate Order

Enter Order tracking # which needs to be duplicated and click on **Find**.

The order detail will come up. Modify required fields and click on **Submit** to go to shipment summary page to accept the order.



ZF ▶ Select Language/Locale ▶

Order Processing ▶ Tracking

Order Entry Form(* denotes required field)

OPTIMIZATION 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 RULES.
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.

Origin * AAA SALES AND ENGINEERING - OAK CREEK-ZF33182 Destination * ZF GAINESVILLE WAREHOUSE LLC-ZFGAINESVILLEWH
AAA SALES AND ENGINEERING - OAK CREEK ZF GAINESVILLE WAREHOUSE LLC
1120 W NORTH BRANCH DR E 3245 PALMOUR DRIVE
OAK CREEK WI 53154 USA GAINESVILLE GA 30501 USA

Shipment Ready Date/Time 6/5/2013 08:00
Required Delivery Date/Time 6/7/2013 16:00

Quantity *	Weight(lbs) *	Container Type *	Freight Class *	Length (In) *	Width (In) *	Height (In) *	Hazardous *
25	35000	Pallets	50 Class	48	45	36	No

Stack Factor* 2

Add Container Type

Freight Term Collect

Purchase Order Number 123456

Bill of Lading Number

Trailer Number

Notes
TEST SHIPMENT

Reset Submit



Cancel Order:

Any order cancellations need to be communicated to Penske.

Move the mouse pointer on **Order Processing** to see the drop down. Order created can be cancelled by clicking on the **Cancel** option.



ZF ▶

Select Language/Locale ▶

Order Processing ▶ Tracking

Order Entry Form (* denotes required field)

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 RULES.

Order Entry
Update
Duplicate
Cancel
Template
Search

Enter Order tracking # which needs to be cancelled and click on **Find**.



Cancel ZFGP2606846 Find



Cancel ZFGP2606846 Find

OPTIMIZATION 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 RULES.
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.

The order detail will come up. Click on Cancel to go to the order summary page.



Origin * AAA SALES AND ENGINEERING - OAK CREEK-ZF33182
1120 W NORTH BRANCH DR
OA

Destination * ZF GAINESVILLE WAREHOUSE LLC-ZFGAINESVILLEWH
ZF GAINESVILLE WAREHOUSE LLC
E 1245 PALMOUR DRIVE
GAINESVILLE GA 30501 USA

Shipment Ready Date Time M/d/yyyy

Required Delivery Date Time 6/7/2013 16 00
M/d/yyyy

Quantity	Weight(lbs)	Container Type	Freight Class	Length (In)	Width (In)	Height (In)	Hazardous
25	33000	Pallets	50 Class	48	45	36	No

Stack Factor: 2

Add Container Type

Freight Term * Collect

Purchase Order Number * 123456

Bill of Lading Number

Trailer Number

Notes
TEST SHIPMENT

Cancel Reset Back To Search



Cancel Order - continued:

The Shipment summary screen will come up.
Click on **Cancel** at the top or bottom of the screen to cancel the order.

ZF ▶  Select L

Order Processing ▶ Tracking

Shipment Record ---- Shipment Summary Print

Press CANCEL to cancel shipment ZFGP2606846

Modify Cancel Save as a Template

Shipping From ZF33182
AAA SALES AND ENGINEERING - OAK CREEK
1120 W NORTH BRANCH DR
OAK CREEK WI 53154
USA

Shipping To ZFGAINESVILLEWH
ZF GAINESVILLE WAREHOUSE LLC
1245 PALMOUR DRIVE
GAINESVILLE GA 30501
USA

Shipment Ready Date Time 6/5/2013 8:00:00 AM
Pickup to 6/7/2013 3:59:00 PM

Delivery from 6/6/2013 8:01:00 AM
Required Delivery Date Time 6/7/2013 4:00:00 PM

#1	Quantity	Weight(lbs)	Container Type	Freight Class	Length (In)	Width (In)	Height (In)	Hazardous
	25	35000		50	48	45	36	no

Freight Term COLLECT **Purchase Order Number** 123456
Bill of Lading Number **Trailer Number**

Notes Comments TEST SHIPMENT

Please verify the contact information *

Edit Address * John.Wolfe@Penske.com

Phone Number

Fax Number

Press CANCEL to cancel shipment ZFGP2606846

Modify Cancel Save as a Template

ZF ▶ 

Order Processing ▶ Tracking

Order [ZFGP2606846] has been successfully submitted for Cancel.
Please write down the number for reference.

Portal will generate a confirmation message with the
Order tracking # cancelled.

4 - KEY NOTES

- All orders need to be entered into the portal no later than 2 business days prior to ship date, by 12:00EST.
 - Example: for an order shipping out on Friday, the order must be entered into the portal by Wednesday 12:00EST.
 - If shipping with less than 2 business days lead time, please notify zf@penske.com once order is entered with any special directions/shipping requirements and order number.
- The Penske load ID (located on the ship notification) needs to be printed somewhere on the BOL.
- All changes in order information need to be communicated to Penske, in addition to being updated in the portal.
- If your small parcel order is shipping FedEx Ground (SCAC: FDEG), you will need to call FedEx Ground to schedule your pickup.
- If you are a Mexican shipper and your ship notification states FedEx as the carrier (SCAC: FXFE), you will need to call FedEx to schedule your pickup.
- If freight is an expedite, follow plant routing direction.
- If you ever have any questions, please contact Penske.

5 - CONTACT INFORMATION

If you have any questions once you review this document, please contact the Penske Load Planning Team by phone or email below.

Load Planning Team:

ZF@penske.com

US Toll free: (877) 805-1567



Dedication at every turn.