



# ZF Supplier Penske TMS Instructions

ZF North America



# Agenda

1. Basic Understanding of the ZF/Penske TMS
2. ZF Supplier Access and Login
3. Creating a Shipment
4. LTL Shipment Pre-Pro Process
5. Review ZF Supplier Requirements/ Penske Contact Information



# 01

## 1. Basic Understanding of the ZF/Penske TMS



# Basic Understanding of the ZF/Penske TMS

- Penske is **NOT** the carrier.
- Penske is the Transportation Management System (TMS) that ZF has partnered with to route all of the ZF shipments.
- This would include:
  - Less than Truck Load - LTL
  - Full Truck Load - FTL
  - Expedites
- This does NOT include Small Parcel (shipments weighing less than 150 lbs).
  - Parcel shipments are to be routed through Fed Ex Ground based and booked directly with Fed Ex Ground.



# 02

## 2. ZF Supplier Access and Login





# ZF Supplier Access and Login

- New users have 48 hours to sign and setup your new personal password.
  - If user is locked out because time has expired contact [ZF@Penske.com](mailto:ZF@Penske.com) for resetting initial access.
- [SSO Employee Login \(penskelogistics.net\)](https://penskelogistics.net)

For quick access, place your favorites here on the favorites bar. [Manage favorites now](#)

**PENSKE** My Penske Login **Single Sign On**

[Penske Logistics](#) [SSO Password Reset](#) [SSO Account Modification](#)

**Please enter your credentials for Penske SSO**

[Please Log In >>](#) SSO User ID:   
Password:

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

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Penske Logistics applications require the use of a java script enabled web browser. Microsoft Internet Explorer® version 6 or later is preferred.

**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, to 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](#).

# 03

## 3. Creating a Shipment



# Creating a Shipment



Welcome,

[Help](#) | [Contact](#) | [Logout](#)

Select Language/Locale ▶

ZF ▼

OrderTrack

Order Processing ▶ Tracking History

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 Carrier ▼

D Origin \*

ABC COMPANY-ZFTEST1  
ABC COMPANY  
123 BD LANE  
MONROE MI 48162 USA

D Destination \*

-----Select-----

Shipment Ready Date/Time \*

4/6/2021 08 00  
M/d/yyyy

Delivery from \*

4/6/2021 09 00  
M/d/yyyy

Required Delivery Date/Time \*

4/6/2021 16 00  
M/d/yyyy

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





# Second Screen of Shipment Entry

ZF

Select Language

OrderTrack

Order Processing Tracking History

Shipment Record ---- Shipment Summary

Print

Press ACCEPT to create order or MODIFY to make changes

Modify Accept Save as a Template

Commodity

Carrier:

Expedite No

PFA :

Shipping From

ZFTST1  
ABC COMPANY  
123 BD LANE  
MONROE MI 48162  
USA

Shipping To

ZFGRAYCOURT  
ZF TRANSMISSIONS GRAY COURT LLC  
2846 OLD N. LAURENS ROAD  
GRAY COURT SC 29645  
USA

Shipment Ready Date Time 4/22/2021 08:00:00

Delivery from 4/26/2021 07:00:00

Pickup to 4/22/2021 10:00:00

Required Delivery Date Time 4/26/2021 23:59:00

#1	Quantity	Weight(lbs)	Container Type	Freight Class	Length (In)	Width (In)	Height (In)	Hazardous
4	4000	Pallets	70	40	48	40	no	

Stack Factor: 1

Purchase Order Number CW18 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



# Order Successfully Submitted

ZF ▾

OrderTrack

Order Processing ▶

Tracking

History

**Order [ZFGP16109318] has been successfully submitted for Create.  
Please write down the number for reference.**


clearchain®



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# E-Mail Shipment Confirmation

 DO.NOT.REPLY... [Prod] Transportatio... 8..  
Thank you for using Penske Transportation Portal.

Tue 4/13/2021 9:08 A...

 To: [REDACTED]

 You forwarded this message on 4/13/2021 9:12 AM.

Thank you for using Penske Transportation Portal.

Order Number: **ZFGP16109318**  
Created Date: **04-13-2021 09:07:46**

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 :  
ZFTTEST1  
ABC COMPANY

Destination :  
ZFGRAYCOURT  
ZF TRANSMISSIONS GRAY COURT LLC

Ship Date : 2021-04-20T08:00:00  
Delivery Date : 2021-04-22T23:59:00  
Order Type :



# E-mail Carrier Accepted Confirmation

## Penske Daily Pickup Notification - ZF




DO.NOT.REPLY@PENSKE.COM

To

[Redacted]

 Reply

 Reply All

### Pickup Notification

**ZF74200054A**

**CAPLUGS - ERIE**

7090 EDINBORO ROAD,

ERIE, PA 16509

Contact: k;

email:

[Redacted]

### Load # 301499287

Scheduled Pickup Date & Time: **04/14/2021 03:00 PM**

Trailer#:

Weight: **958**Pounds (LB)

# of Containers: **3**

*NOTE: Contact Penske immediately if material cannot be picked up at this date & time*

#### The carrier for this load tender:

Carrier: PNII - PRO TRANS INTERNATIONAL, INC -

Service: LTL

Equipment: \*DFT

Tel: 1-317-240-4100


email: [tmqa3@penske.com](mailto:tmqa3@penske.com)

#### For questions regarding this load tender contact:

Tendered By: AUTOTENDER

Tel: US Toll Free: 877-805-1567

email: [zf.lcc@penske.com](mailto:zf.lcc@penske.com)

 do.not.reply@penske.com ZF - Pickup and Delivery Notification



# E-mail Pre-Pro Label

Shipping Documents Available for ZF: Supplier:ZF74200054A; Destination:ZFLASERWH2; Load: 301499287; Ship date:04/14/2021 15:00




DO.NOT.REPLY@PENSKE.COM

To

 Reply

 Reply All

 Forward

Tue 4/13/2021 9:46



ZF\_LABEL 301499287.pdf  
49 KB

Dear ZF North America Supplier,

Attention:

1. If this shipment has been routed with an LTL carrier you as the shipping supplier are required to print enough of the attached LTL Pre Pro and adhere them to each pallet (or shipping unit) as well as **attaching one to the BOL issued to the driver.**

2. The LTL driver is then responsible for scanning the Pre Pro label from the BOL and the corresponding shipping units. (pallets or crates).

3. These labels are only required to be used on LTL shipments.

If you are not receiving the pre pro "shipment labels" on your "Shipment Notification" e-mail or the pallet label does not contain a bar code please contact Penske at [ZF@penske.com](mailto:ZF@penske.com) or reach them at 877-805-1567 so this can be investigated and corrected. Penske's hours of operation are Monday Through Friday 08:00 am till 5:00 pm EST.

Thank you in advance for your cooperation.

Penske ZF Team



# 04

## 4. LTL Shipment Pre-Pro Process

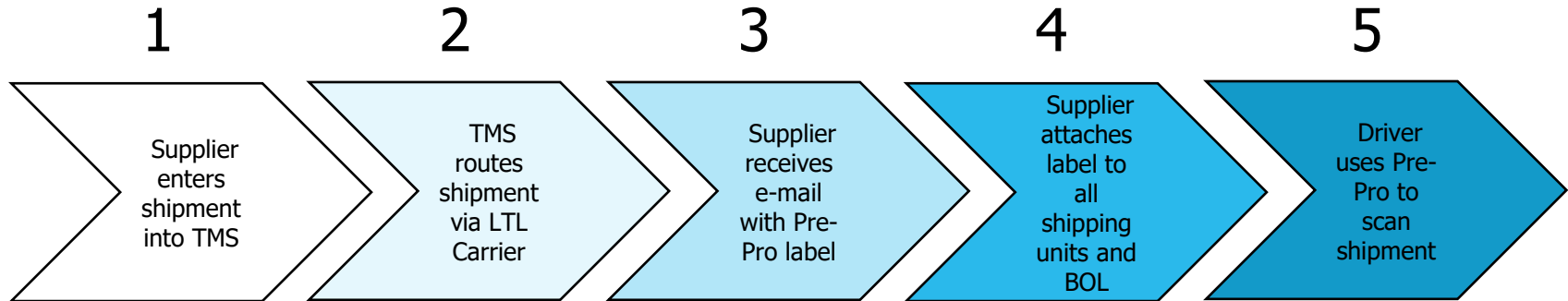





# LTL Shipment Pre-Pro Process

## **Notes:**

- Pre-Pro Process only pertains to LTL shipment. Not FTL or Expedites.
- If you are not receiving the pre pro “shipment labels” on your “Shipment Documents Available” e-mail or the pallet label does not contain a bar code please forward the e-mail notification to [ZF@Penske.com](mailto:ZF@Penske.com) so this can be investigated and corrected.



# LTL Shipment Pre-Pro Process

 DO.NOT.REP... Shipping Documents Available for ZF: Supplier:ZF74200054A; Dest... Tue 3/30/202... 133 KB  
Dear ZF North America Supplier,

**SCAC: PNII**



**Shipper:** CAPLUGS - ERIE  
7090 EDINBORO ROAD  
ERIE, PA,16509

**Consignee:** ZF POWERTRAIN MODULES SALTILLO SA de CV C/O LASER  
FORWARDING  
11302A EASTPOINT DR  
LAREDO, TX,78045

**RA#:0055004203**

Package \_\_\_\_\_ of \_\_\_\_\_



# 05

## 5. ZF Supplier Routing Requirements + Penske Contact Information



# ZF Supplier Review and Routing Requirements

- Penske is NOT the carrier. Penske is the Transportation Management System (TMS) that ZF has partnered with to route all of the ZF shipments.
- Shipments to be entered by 12:00 Noon EST. two business days in advance.
  - Failure to do so will result in Supplier entering a “Reason Code”.
  - LTL shipments CANNOT be entered for same day pick up. LTL Carriers need to be called in for same day pickup.
- If Supplier is unsure of the exact shipment quantities/weights then enter estimated quantities/weights.
- All red asterisk fields \* need to be populated.



# ZF Supplier Review and Routing Requirements

- Shipment is not successfully entered until supplier receives the “Successful” popup.
- If shipment is routed via an LTL carrier Suppliers must follow the Pre-Pro process.
- Notify Penske ASPA for any of the following reasons:
  - Supplier is having issues with entering shipments into the Penske TMS.
  - Any issues with Carrier.
  - Pre-Pro label does not contain a barcode.
  - Any changes or delays in shipping.

## Penske Contact Information

### **Penske Contacts:**

Load Planner/ Main Operations 24/7 Tracking

(877) 805-1567

[zf@penske.com](mailto:zf@penske.com)





# Thank you

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