

## NASCO Fort Atkinson, WI

# Vendor Routing Guide and Shipping Instructions

*Effective January 1, 2012*

**ALL shipments must be fulfilled using the Ratelinx website. ALL shipping charges outside of RATELINX will be deducted from the invoice upon payment unless pre-approved in writing by Nasco.**

**STEP 1** – Go to <http://www.myratelinx.com> to **Register**.

- Enter **Nasco** in the customer name field.
- Enter a valid **Nasco PO number** (6 or 7 digits, do not use dashes).
- Click **Next** to go to the contact information screen.
- Enter **your contact information**.
- Create your User ID.
- Create your Password.
- Enter **your E-mail Address** (You will receive e-mail confirming your registration).

**STEP 2** - Once registered, go to <http://www.myratelinx.com> to Log In and enter shipments directly to Nasco Fort Atkinson or to Nasco Fort Atkinson customers.

- Enter Client ID – **Nasco**.
- Enter the User ID you created.
- Enter the password you created.
- Click **Submit** to login.

**STEP 3** - Click the drop down menu option **Shipping** and click **Nasco Shipment** to choose the Nasco PO, automatically load items ordered and obtain the carrier you should use.

- Click the magnifying glass then the green checked box to choose from the Nasco PO numbers listed.
- Click **Load** to automatically load all PO items ordered and being shipped.
- Click **Add** to ship another PO with the same shipment. *(Please consolidate all PO's shipping to the same address.)*
  - A list of PO numbers that will be shipping will be displayed.
- Edit shipped quantities for items that are back ordered or that will not be shipping by clicking on the pencil icon.
- Change individual item quantities as necessary.
- Delete a PO completely from the shipment by clicking on the RED circle.

**STEP 4** – Enter Shipment Details.

- Enter the **number of pieces** (boxes, cases) being shipped.
- Enter the **total weight** of the shipment. Nasco will deduct re-weigh charges for incorrect weights.
- Click **Continue**.

**STEP 5** – Ratelinx will determine the type of shipment.

- Small Parcel Shipment
- LTL (less-than-truckload) Shipment
- Truck Load Shipment
- Follow instructions by entering Origin, Ship To and Shipment Information to generate the Bill of Lading and/or shipping labels.
- Bill of Lading for ALL truck shipments must be generated using the Ratelinx website.
- ALL shipping labels for small parcel shipments must be generated using the Ratelinx website.

\*\*\* The Ratelinx system will prompt you if the order qualifies for FREE FREIGHT \*\*\*

**\*\*\* PACKING & SHIPPING REQUIREMENTS:**

Ship following purchase order instructions. Please verify orders for accuracy.

*A packing slip is mandatory* and must be placed on the lead box. Cartons must be labeled with:

- Vendor name
- Nasco PO number(s)
- Vendor model number(s)
- Quantities
- Number of cartons (1 of 5, 2 of 5, etc. – Cartons weighing less than 15 lbs. must be banded together or packed into a larger shipping carton.)
- Mixed boxes must be clearly identified

**DO NOT include invoices with shipments.** Submit invoices as follows to ensure processing and payment of your invoices.

**\*\*\* INVOICING INSTRUCTIONS for Nasco Fort Atkinson:**

Use the correct method below for submitting invoices to ensure accurate and timely payment of your invoices:

**1. DIRECT Shipments to Nasco Fort Atkinson**

E-mail to: [invoice@enasco.com](mailto:invoice@enasco.com)

FAX to: (920) 568-5798

**2. DROP-SHIPMENTS to Nasco Fort Atkinson CUSTOMERS:**

E-mail to: [invoicedropship@enasco.com](mailto:invoicedropship@enasco.com)

FAX to: (920) 568-5791

**\*\*\* CHARGE-BACK FOR INCORRECT SHIPMENTS:** Nasco will charge fees and all associated freight charges for:

- Over-shipments, duplicate shipments & shipments of previously cancelled items.
- Shipments of incorrect or defective merchandise.
- Incorrectly routed shipments including drop-shipments, Nasco Modesto orders and all other orders incorrectly shipped to Nasco Fort Atkinson.
- A minimum \$25.00 fee will be charged to offset Nasco expense to handle and process the return or disposal of incorrect shipments.

**\*\*\* RETURNS:**

- Nasco Fort Atkinson will pay for all products ordered and received in good condition.
- Vendors will be notified in writing via e-mail or fax regarding incorrect shipments needing to be returned. Vendors must contact Nasco within 5 business days to arrange for return of merchandise. Merchandise will be disposed of after 10 business days if vendor fails to contact Nasco to arrange return.

These instructions supersede any and all routing guides and instructions issued prior January 1, 2012. If you have any questions concerning these instructions please contact me.

Jack Marshall

Director of Purchasing

Phone: 920-568-5510

Email: [nascojm@enasco.com](mailto:nascojm@enasco.com)

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## Overview

RateLinx submits this document as a specification of system requirements. It is an analysis of the agreed-upon functionality of the RateLinx system at Nasco. Nasco should review these specifications in detail.

Nasco should have authorized personnel initial the bottom of every approved page and sign the specification.

Once Nasco and RateLinx agree upon a functional specification, RateLinx personnel will begin project work.

Nasco understands that, after signing the final change request, any additional changes that Nasco makes to system functionality will result in additional programming. Additional modifications will need to be provided in writing, after which RateLinx will make a time estimate for their completion.

Please take care in reading this document.

## General

The pages prior to this page will be sent by Nasco to Nasco's vendors. The pages after this page will be placed on the RateLinx Dashboard in the form of a help file. The vendors will then be able to view this help file by clicking on link on the dashboard.

# Registration

Before you begin using the Inbound System you will need to register and create your username and password. The Registration process should only be used to create a username and password if you do not have one, once the username and password are created, you do not need to perform the Registration process again.

To register for the system

- Navigate to: <http://www.myratelinx.com>

# Ratelinx

Login

Client ID:

User ID:

Password:

[Forgot User ID?](#)   [Forgot Password?](#)

[Vendor Registration](#)

Click on the Vendor Registration Link to begin the registration process. This is only required if you DO NOT have a user ID.

## Vendor Registration

Welcome to the vendor registration page! Fill in the Customer Name and a valid PO number below to continue the registration process.

Registration Information

Customer Name:

PO Number:

1. Enter NASCO in the Customer Name field.
2. Enter the purchase order number that you are going to create a shipment for, the purchase order number should be a length of 7
3. Click the **Next** button. You will then navigate to the contact screen. If you receive the message "Purchase Order not found. Please try again or contact Nasco." Please send an email to [nascojm@enasco.com](mailto:nascojm@enasco.com) with a subject line of "Nasco Inbound" and in the body of the email please include your purchase order number you typed in, your full name, company name, and email address.

- Under Contact information please fill in all information – **Fields in BOLD** are mandatory

## Vendor Registration

Using the fields below, please verify your contact information and setup your login credentials you will use to access the site.

The screenshot shows a two-part registration form. The first part, 'Location Contact Information', contains fields for Contact Name, Address 1, Address 2, Address 3, City, State (with a dropdown for 'AL'), Zip, Country (with a dropdown for 'UNITED STATES'), Phone, Fax, and Email. The second part, 'Login Credentials', contains fields for Full Name, User ID, Password, Confirm Password, Email, and Timezone (with a dropdown for '(GMT-5:00) Central Time (US & Canada)'). A 'Next' button is at the bottom. Three callouts are present: callout 1 points to the 'Location Contact Information' section, callout 2 points to the 'Login Credentials' section, and callout 3 points to the 'Next' button.

1. Enter your location's address information. This will be the address that you will be creating shipments from. If you have more than one location, enter your main location, you will be able to store multiple locations in the address book when you are creating shipments.
2. Enter your login credentials and be sure to select the time zone that is associated with your address.
3. Click the **Next** button to complete the registration. Once all information is entered completely, you will navigate to the Congratulations screen (below) and receive an e-mail containing your log-in information and instructions on how to see a copy of the RateLinx Truckload System Tutorial.

### Congratulations

You have completed the vendor registration process! An email will be sent out shortly to the email address you specified. Please ensure that noreply@ratelinx.com is on your email safe recipients list so it is not flagged as junk mail.

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## Login Information

- Using a web browser navigate to: <http://www.myratelinx.com>

A login form with a blue header bar containing the word "Login". Below the header are three input fields labeled "Client ID:", "User ID:", and "Password:". At the bottom right of the form is a blue "Submit" button.

[Forgot User ID?](#)   [Forgot Password?](#)  
[Vendor Registration](#)

If you forget your User ID or Password you may retrieve your login information by clicking on the "Forgot User ID?" link to retrieve your User ID, or clicking on the "Forgot Password?" link to retrieve your password for the given User ID.

A form titled "Forgot User ID?". It contains a message: "Enter your Client ID and registered email address and your User ID will be emailed to you." Below this are two input fields labeled "Client ID:" and "Email:". At the bottom are two buttons: "Retrieve User ID" and "Cancel". Three numbered callouts point to the form: 1 points to the "Client ID:" field, 2 points to the "Email:" field, and 3 points to the "Retrieve User ID" button.

1. Enter a Client ID of **NASCO**
2. Enter **your** email address that you registered with.
3. Click the "Retrieve User ID" button. The User ID will then be emailed to you.
4. Once you receive the email with your User ID, then click the "Forgot Password?" link on the login screen.

**Note:** If you receive the message: "No user was found with the specified Client ID and Email. Please try again." Then you must register, see the Registration section of this document where you may create a username and password for the given email address.

**Forgot Password?**  
Enter your Client ID and User ID and your password will be sent to the email in your profile.

**Client ID:**

**User ID:**

**Retrieve Password** **Cancel**

Callouts: 1 points to the instruction text, 2 points to the Client ID field, 3 points to the Retrieve Password button.

1. Enter a Client ID of **NASCO**
2. Enter the User ID that you received via email.
3. Click the “Retrieve Password” button. The Password will then be emailed to you.
4. Now that you have your User ID and Password you are ready to use the system to route and tender inbound shipments to Nasco.

## Login

- Using a web browser navigate to: <http://www.myratelinx.com>

**Ratelinx**

**Login**

**Client ID:**

**User ID:**

**Password:**

**Submit**

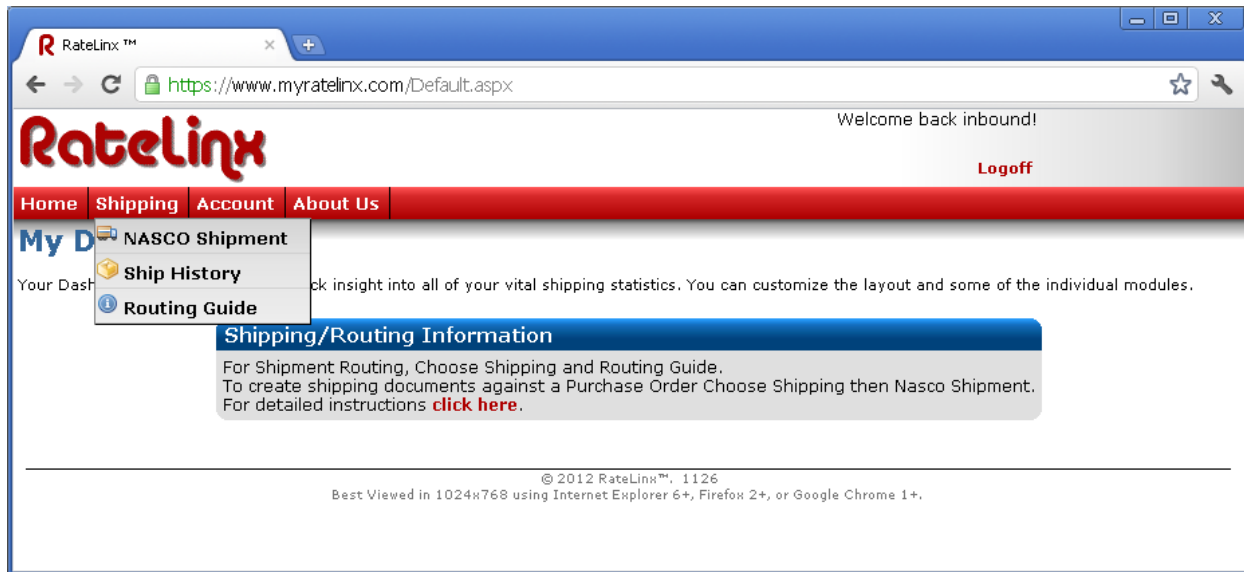
**Forgot User ID?** **Forgot Password?**

Callouts: 1 points to the Client ID field, 2 points to the User ID field, 3 points to the Password field, 4 points to the Submit button.

1. Enter a Client ID of **NASCO**
2. Enter your User ID.
3. Enter your password.
4. Click the **Submit** button to login. You will then navigate to the Dashboard.

# Dashboard

The Dashboard is the Home screen for the Inbound System. The Inbound System will allow you to either create shipping documents against a Nasco Purchase Order (Shipping->Nasco Shipment) or obtain the carrier (Shipping->Routing Guide) that you should use when shipping your product to Nasco.



## Nasco Shipment

Using the Nasco Shipment menu option will allow you to obtain the carrier and print a Bill of Lading for the given shipment in one step.

**Inbound Shipment**  
Enter the details below to process the shipment.

**PO Details**  
PO Number:

	PO Num	Item Num	Qty Ordered	UOM	Qty Fulfilled	Qty Shipping	Description
1	G33743	F16	6	EA	0	6	WIRE COPPER 16GA 1# SPOOL
2	G33743	UAV20	1	EA	0	1	WIRE COPPER 20GA 5# SPOOL
3	G33743	UHF14	10	EA	0	10	WIRE ALUMINUM 1/16" 350'

**PO Numbers in Shipment**

Actions	PO Number
	N02765
	1354041

**Shipment Details**  
Total Packages Being Shipped:   
Total Weight of Shipment:

**PO Number Lookup**  
Select a PO below to ship from  
Filter: PO Number Search

PO Number	Status	Description	ShipTo Company	ShipTo City
1002	NEW	Hand Tool Order	ABC Company	Chicago
1003	NEW	Medium Order	ABC Company	Chicago
1004	NEW	Nails Order	ABC Company	Chicago
5000	NEW	Large Order	ABC Company	Chicago

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1. Enter the Nasco Purchase Order Number or click on the magnifying glass icon to lookup the Purchase Order.
2. Click the **Load** button to load the PO and its details on the screen.
3. The quantity will default to the amount left to be shipped for the given item. If you will not be shipping the entire amount ordered, then you must edit the quantities to reflect the amount being fulfilled.
4. Click the **Add** button if you will be shipping another PO on the same shipment.
5. The list of PO numbers that will be shipping in the given shipment will be displayed here. Click the "Pencil" icon to edit a given PO, or click the red circle to delete a PO from the given shipment.
6. Enter the number of packages (shipping units) you will be shipping.
7. Enter the total weight of the shipment.
8. Click the **Continue** button. You will now navigate to the Parcel shipping screen, LTL shipping screen or the Truckload shipping screen depending on the number of pieces and weight entered above.

## Prepaid Shipments

If the Purchase Order being shipped is prepaid by the vendor, then you will be prompted to enter the carrier name, ship date, and any tracking numbers for the given shipment (see below).

**Inbound Shipment**

Enter the details below to process the shipment.

**PO Details**

PO Number:

**PO Numbers in Shipment**

Actions	PO Number
	N02695

**Shipment Details**

Carrier:

Ship Date:

Tracking Numbers: 1ZX626331223658901 1ZX848177753025575

Numbered callouts in the image:

- 1: Carrier field
- 2: Ship Date field
- 3: Tracking number input field
- 4: Add button
- 5: Red delete button next to tracking number
- 6: Continue button

1. Enter the carrier name that will be delivering the shipment.
2. Enter the date the shipment was shipped (tendered) to the given carrier.
3. (Optional) Enter the tracking number(s)/PRO number(s) for the given shipment.
4. (Optional) Click the Add button to add the tracking number/PRO Number to the list.
5. To remove a tracking number you may click the red button on the left of the tracking number displayed.
6. Click the Continue button to complete the shipment. The screen below will then be displayed.



[Home](#) [Shipping](#) [Account](#) [About Us](#)

## Inbound Shipment

Your shipment data has been saved.

Best Vie

## Parcel Shipping Screen

If the system determines that this will be a small parcel shipment, you will land on this page and follow the instructions below to complete the shipment and generate the necessary shipping labels.

### Ship

#### Origin Address

Origin ID:

Name:

Phone:

Attention:

Address 1:

Address 2:

City, State:  WI

Zip:

Country:

Email:

Fax:

The Origin Address will be filled in from the PO number that was entered. You may change it, if necessary, and save it in the address book to be used on another shipment, or look up another origin address from the address book.

#### Ship To Address

Ship To ID:

Name:

Phone:

Attention:

Address 1:

Address 2:

City, State:  AK

Zip:

Country: UNITED STATES

Email:

Fax:

The Ship To Address will be filled in from the PO number that was entered.

#### Shipment Information

Ship Date: 1/12/2012

Reference:

Comments:

See Shipment Information Directions

#### Details - Total of 7 Boxes Required

Box Number	Weight	Dimensions	
<input type="text"/>	<input type="text"/>	L: <input type="text"/> W: <input type="text"/> H: <input type="text"/>	<input type="button" value="Add"/>

The number of packages being shipped from the previous screen will be displayed here.

See Details Directions

## Shipment Information

The screenshot shows a form titled "Shipment Information". It has three main input areas: "Ship Date:" with a date field containing "8/26/2011", "Reference:" with an empty text field, and "Comments:" with a larger text area. Callout 1 points to the "Ship Date:" field, callout 2 points to the "Reference:" field, and callout 3 points to the "Comments:" text area.

1. Enter the date you will be shipping the given freight.
2. (Optional) Enter a value in the reference field. Values can include your order number, job number, etc.
3. (Optional) Enter any comments that you want to store for the given shipment. This will not be printed on any documents or visible to the carrier.

## Details

The details section is used to capture the freight details such as weight, and dimensions for the given box.

The screenshot shows a form titled "Details". It has a table with columns "Box", "Weight", and "Dimensions". The first row has "1" in the "Box" column, "5" in the "Weight" column, and "L: " "W: " "H: " in the "Dimensions" column. There is an "Add" button to the right of the table. Below the table is a "Next" button. Callout 1 points to the "Box" field, callout 2 points to the "Weight" field, callout 3 points to the "Dimensions" fields, callout 4 points to the "Add" button, and callout 5 points to the "Next" button.

1. Enter the Box number for the given shipment (start at 1 and increment by 1 for each box if this is a multi-box shipment).
2. Enter the weight of the given box (include any and all packaging weight).
3. Enter the dimensions (in inches) of the given box.
4. Click the **Add** button to add this box to the given shipment. Repeat Steps 1 -4 for any additional boxes that you are shipping. See Fast Multiple section for shipping multiple boxes.
5. Click the **Next** button when all boxes have been entered. This will then navigate you to the **Print Shipment Confirmation** Screen where you will be able to print the Parcel shipping labels.

## Fast Multiple

If the package count is greater than 1, a prompt titled "Fast Multiple" will appear when the "Add" button is clicked. The number of identical boxes will default to the remaining number of boxes in the shipment. The checkbox can be unchecked to not prompt for fast multiple again for this shipment.

## Fast Multiple

Enter the number of boxes that are identical

☒ uncheck to not prompt again for this shipment

[Continue](#)

### Print Shipment Confirmation Screen

# Rateline

Welcome back demo!

[Logoff](#)

[Home](#) [Shipping](#) [Invoice History](#) [Print](#) [Account](#) [About Us](#)

## Print Shipment Confirmation

[Print](#) [Print Thermal](#)

1 OF 1	
DWT: 12,12,12	
5 LBS	
SHIP TO: SOUTHACK JR, TELDON W WHITTAT, FARM 273 ROUTE 41 SHARON CT 06069	
LACROSSE FOOTWEAR 17631 BE AIRPORT WAY PORTLAND OR 972380000	
CT 067 9-02	
UPS GROUND	
TRACKING #: 1Z X27 82F 03 9308 7768	
BILLING: 3RD PARTY	
Reference No. I: 1351951	
NOV 12 01:19 PM 2012	

Rect V

1. Clicking the **Print** button will print the label displayed on a laser/ink jet printer.
2. Clicking the **Print Thermal** button will print the label displayed on a thermal label printer.

## LTL Shipping Screen

If the system determines that this will be an LTL shipment, you will land on this page and follow the instructions below to complete the shipment and generate the Bill of Lading.

### Ship

#### Origin Address

Origin ID:

Name:

Phone:

Attention:

Address 1:

Address 2:

City, State:

Zip:

Country:

Email:

Fax:

[Save to Address Book](#)

#### Ship To Address

Ship To ID:

Name:

Phone:

Attention:

Address 1:

Address 2:

City, State:

Zip:

Country:

Email:

Fax:

#### Shipment Information

Ship Date:

Reference:

Billing Type:

Client BOL #:

Comments:

#### Details

Item Num	Pallets	Pieces	HazMat	NMFC	Description	Class	Weight	Dimensions	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="50.0"/>	<input type="text"/>	L: <input type="text"/> W: <input type="text"/> H: <input type="text"/>	<a href="#">Add</a>

[Next](#)

The Origin Address will be filled in from the PO number that was entered. You may change it, if necessary, and save it in the address book to be used on another shipment, or look up another origin address from the address book.

The Ship To Address will be filled in from the PO number that was entered.

See Shipment Information Directions

See Details Directions

### *Shipment Information*

The screenshot shows a web form titled "Shipment Information" with a blue header. Below the header are several input fields: "Ship Date:" with the value "8/26/2011", "Reference:" (empty), "Billing Type:" with a dropdown menu showing "Collect", "Client BOL #:" (empty), and "Comments:" (a large text area). Four numbered callouts point to specific fields: 1 points to the "Ship Date:" field, 2 points to the "Reference:" field, 3 points to the "Billing Type:" dropdown, and 4 points to the "Comments:" text area.

Shipment Information	
Ship Date:	8/26/2011
Reference:	
Billing Type:	Collect
Client BOL #:	
Comments:	

1. Enter the date you will be shipping the given freight.
2. (Optional) Enter a value in the reference field. Values can include your order number, job number, etc.
3. The Billing Type will equal the freight terms of the given Purchase Order.
4. (Optional) Enter any comments that you want to print on the Bill of Lading.

## Details

The details section is used to capture the freight details such as class, and weight for the given shipment.

The 'Details' form contains the following fields and controls:

- Item Num**: A text input field with a dropdown arrow (Callout 1).
- Pallets**: A text input field (Callout 2).
- Pieces**: A text input field (Callout 3).
- HazMat**: A checkbox (Callout 4).
- NMFC**: A text input field (Callout 5).
- Description**: A text input field (Callout 6).
- Class**: A dropdown menu (Callout 7).
- Weight**: A text input field (Callout 8).
- Dimensions**: Three text input fields labeled L, W, and H (Callout 9).
- Add**: A blue button (Callout 10).
- Next**: A blue button (Callout 11).

1. (Optional) Enter the item number for the given line. Clicking the “Item Num” hyperlink will display the list of items (if setup) that you may choose by clicking the green check next to the item. If the item you are shipping is not displayed, then you must enter it in the appropriate boxes as described in the following steps.

The 'Select Product' dialog box contains the following information:

Using the grid below, select the product you would like to ship.

Filter: **Item Num** Search:  **Search** **Reset**

Item Num	Description	NMFC	Class
<input checked="" type="checkbox"/> 01	TEST DATA	123456	70.0
<input checked="" type="checkbox"/> 02	Aluminum Coil	13560	60.0
<input checked="" type="checkbox"/> 03	Vinyl Windows or Doors	36350	100.0
<input checked="" type="checkbox"/> 04	Caulking	149610	55.0
<input checked="" type="checkbox"/> 05	Nails	13530	70.0
<input checked="" type="checkbox"/> 06	Rainware (Gutter, downspout, etc)	36180	200.0
<input checked="" type="checkbox"/> 07	Product Literature / Printed Material	4860	77.5
<input checked="" type="checkbox"/> 08	Insulation	157320	300.0
<input checked="" type="checkbox"/> 09	Hand Tools	186900	70.0

**Cancel**

2. Enter the number of pallets you are shipping for the given NMFC number. If the product is not palletized then you may skip this step.
3. (Required) Enter the number of pieces you are shipping for the given NMFC number.
4. Check the Haz Mat box if the item you are shipping is hazardous.
5. Enter the NMFC (National Motor Freight Classification) number that can best describe the product that you are shipping.
6. Enter the description that corresponds to the NMFC number that you entered in step 5.
7. Choose the freight Class from the drop down that corresponds to the NMFC number that you entered in step 5.
8. Enter the weight of the given item (include any and all packaging weight).
9. Enter the dimensions of the given item in inches.
10. Click the **Add** button to add this line to the given shipment. Repeat Steps 1 -9 for any additional items that you are shipping.
11. Click the **Next** button when all items have been entered. This will then navigate you to the Rate Results screen.

## Rate Results

### Home Shipping Account

## Rate

#### Origin Address

RateLinx  
Shipping  
4602 S Biltmore Lane  
Suite 104  
Madison, WI 53718  
US

#### Destination Address

Viking Supply Net  
210 NORTH INDUSTRIAL PARK DR  
Hastings, MI 49058  
US

### Cancel Shipment

#### Rates

Carrier	Service Days *	Phone	
R + L CARRIERS	1	1-800-543-5589	Select

\* Based on data provided by the carrier and is subject to change at any time and may not accurately reflect the transit times right now.

Enter Pro Number:

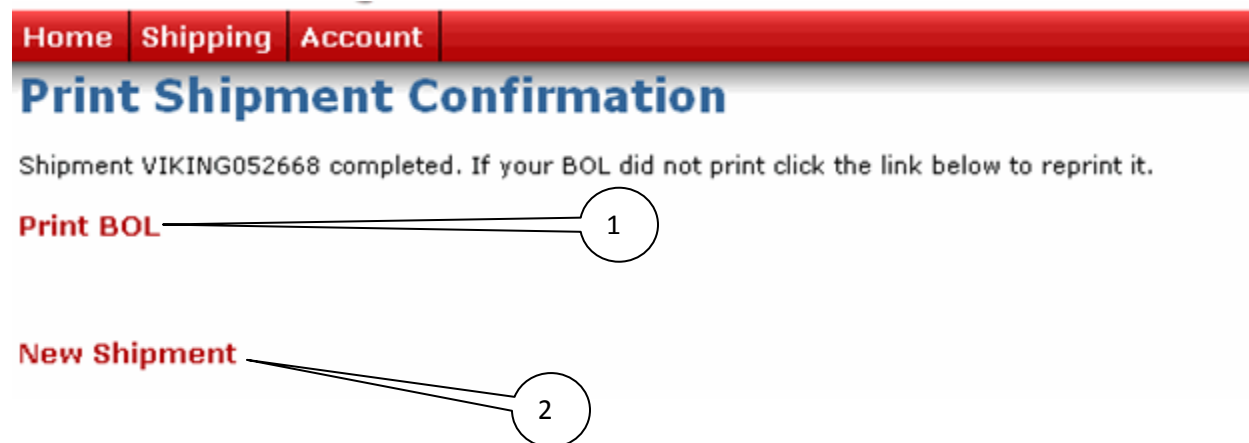
#### Shipment Information

Detail(s)										Special Service(s)	
Line	Pallets	Pieces	UOM	Item	Description	Dimensions	Class	Weight		ID	Value
1	1	20		32154	IRON OT STEEL PIPE FITTINGS	0x0x0	50.0	827.00		BillingType	2

1. If you have pre-assigned PRO Number stickers from the displayed carrier, you may enter it in this field. If you do not have pre-assigned PRO Number stickers then you may skip this step.
2. The carrier that you should use for the given shipment.
3. The phone number to call when you are ready for the carrier to pick up the freight. **Note: You must call the carrier to pick up the freight when you are ready.**
4. Click the **Select** button to print the Bill of Lading for the given carrier. If you have a Pop-up blocker on your browser you will navigate to the **Print Shipment Confirmation** Screen where you will be able to print the Bill of Lading.

**Note:** If the service day value is beyond the requirements for the given Purchase Order, please contact the Nasco buyer for routing options.

### *Print Shipment Confirmation Screen*



3. Clicking the **Print BOL** link will display the Bill of Lading as a PDF document. Once the PDF document opens you may print the Bill of Lading by using the Print icon in Adobe.
4. If you have another shipment to create, you may click the **New Shipment** link. Clicking on this link will navigate you to a blank Ship LTL screen.

## Truckload Shipping Screen

If the system determines that this will be a Truckload shipment, you will land on this page and follow the instructions below to complete the shipment and generate the bill of lading.

The Origin Address will be filled in from the PO number that was entered. You may change it, if necessary, and save it in the address book to be used on another shipment, or look up another origin address from the address book.

The Ship To Address will be filled in from the PO number that was entered.

See Shipment Information Directions

Choose any Accessorial option that Nasco has authorized.

See Details Directions

**Origin Address**

Origin ID:

Name:

Phone:

Attention:

Address 1:

Address 2:

City, State:

Zip:

Country:

Email:

Fax:

[Save to Address Book](#)

**Ship To Address**

Ship To ID:

Name:

Phone:

Attention:

Address 1:

Address 2:

City, State:

Zip:

Country:

Email:

Fax:

**Shipment Information**

Rate Type:

Rate Deadline:

timezone of the origin

Ship Date:

Pickup Window:  -

timezone of the origin

Delivery Date:

☐ Use standard transit time

Delivery Window:  -

timezone of the ship to

Reference:

Billing Type:

Client BOL #:

PO #:

Comments:

**Options**

☐ Delivery Liftgate ☐ Pickup Liftgate ☐ Residential Delivery ☐ Residential Pickup ☐ Forklift/Moffet

☐ Drop Trailer ☐ Live Load ☐ Live Unload ☐ Dock High

☐ Tarps

Req Insurance Amount:

Equipment Type:

Permits:

☐ Guaranteed By 12:00 Noon ☐ Guaranteed By 5 PM











**Details**

Item Num	Pallets	Pieces	HazMat	NMFC	Description	Class	Weight	Dimensions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="50.0"/>	<input type="text"/>	L: <input type="text"/> W: <input type="text"/> H: <input type="text"/>

[Add](#)

[Submit](#)

## Shipment Information

Shipment Information	
Rate Type:	Open Auction 
Rate Deadline:	4/27/2011  5:00 PM  timezone of the origin
Ship Date:	4/28/2011 
Pickup Window:	8:00 AM  - 5:00 PM  timezone of the origin
Delivery Date:	<input type="checkbox"/> Use standard transit time 4/29/2011 
Delivery Window:	8:00 AM  - 5:00 PM  timezone of the ship to
Reference:	<input type="text"/>
Billing Type:	Collect 
Client BOL #:	<input type="text"/>
BOL Email	<input type="text"/>
Comments:	<div><div></div></div>

1. The Rate Type will default to the type of rate that will be used for the given shipment.
2. Choose the Rate Deadline—this is the day and time that you will receive the carrier's name and the Bill of Lading for the given shipment.
3. Enter the date you will be shipping the given freight.
4. Enter a Pickup Window—this is the time of day that the given shipment will be ready for pickup.
5. Enter a Delivery Date—this is the day that the freight should be delivered on. Checking the "Use standard transit time" check box will tell the carrier that they can use their standard time to deliver the shipment in, i.e. the amount of time it will take to drive from origin to destination while obeying all laws, etc.
6. Enter a Delivery Window—this is the time of day that the given shipment should be delivered at the destination.
7. (Optional) Enter a value in the reference field. Values can include your order number, job number, etc.
8. **(Required)** Enter the email address that the Bill of Lading should be emailed to once the carrier is selected.
9. (Optional) Enter any comments that you want the carrier to see and you want to print on the Bill of Lading.

## Details

The details section is used to capture the freight details such as class, and weight for the given shipment.

The screenshot shows a web form titled 'Details' with the following fields and callouts:

- 1: Item Num (text input)
- 2: Pallets (text input)
- 3: Pieces (text input)
- 4: HazMat (checkbox)
- 5: NMFC (text input)
- 6: Description (text input)
- 7: Class (dropdown menu, currently showing 50.0)
- 8: Weight (text input)
- 9: Dimensions (text input, with sub-fields L, W, H)
- 10: Add button
- 11: Submit button

1. (Optional) Enter the item number for the given line.
2. Enter the number of pallets you are shipping for the given NMFC number. If the product is not palletized then you may skip this step.
3. Enter the number of pieces you are shipping for the given NMFC number.
4. Check the Haz Mat box if the item you are shipping is hazardous.
5. Enter the NMFC (National Motor Freight Classification) number that can best describe the product that you are shipping.
6. Enter the description that corresponds to the NMFC number that you entered in step 5.
7. Choose the freight Class from the drop down that corresponds to the NMFC number that you entered in step 5.
8. Enter the weight of the given item (include any and all packaging weight).
9. Enter the dimensions of the shipment in inches.
10. Click the **Add** button to add this line to the given shipment. Repeat Steps 1 -9 for any additional items that you are shipping.
11. Click the **Submit** button when all items have been entered. This will submit the shipment to the carriers and you will also receive an email confirming the submission. Once the shipment is confirmed you will receive another email containing the Bill of Lading and carrier details.

## Shipping History

Shipping History is used to view any shipments you've completed, re-print a label or bill of lading, or to void (cancel) as shipment.



Welcome back demo!

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## Shipping History




View your shipping history below.

**Search Filters**

**Basic Filters:**  
**Date Range:** 1/29/2012 - 1/29/2012

**Advanced Filters:**  
**Saved Filters:** new  
BillOfLadingNumber Equal to  
**Added Filter**  
**Search** **Export To Excel**

1 result(s) retrieved.  
Display results per page: 50 **Export To Excel**

Actions	client_id	LocationID	VendorID	BillOfLadingNumber	ClientBOLNumber	PackageID	TrackNum
  	DEMO	150	051493			473488	1ZX2782F0393087768

1. Click the magnifying glass icon to view the details of the given shipment/package.
2. Click the printer icon to re-print a bill of lading or small parcel shipping label.
3. Click the truck icon to void (cancel) the shipment.

© 2011  
Best Viewed in 1024x768 using Internet Explorer

## Routing Guide

The Routing Guide option may be used to obtain the carrier to use for the given shipment; this will not generate any shipping documents or contact the carrier for pickup.

The user will go to the menu “Shipping->Routing Guide”. This page allows users to perform rate quotes, showing results for the carriers that you should use for the given shipment.

The screenshot shows a web form titled "Routing Guide" divided into two main sections: "Shipment Details" and "Options".

- Shipment Details:** Contains fields for "Origin Zip:" (with value 53186), "Dest Zip:", four rows of "Item/Class/Weight:" (each with a dropdown menu showing 50.0 and an adjacent input field), and "Total Pallets:" (with value 1). A blue "Rate" button is at the bottom right of this section.
- Options:** A list of checkboxes for various services: Delivery Liftgate, Pickup Liftgate, Residential Delivery, Residential Pickup, Inside Delivery, Inside Pickup, Limited Access Pickup, Limited Access Delivery, Shipment Notification, Overlength Shipment, Hazardous Materials, Mine Site, and Carbon Black.

Numbered callouts point to specific elements:

- 1: Points to the "Origin Zip:" field.
- 2: Points to the "Dest Zip:" field.
- 3: Points to the "Item/Class/Weight:" dropdown menus.
- 4: Points to the "Options" section header.
- 5: Points to the "Rate" button.

The origin and destination zip codes can be changed as needed to perform rate quotes from and to anywhere allowed by the carrier and within the pricing that is setup for a given carrier.

To perform a rate quote:

1. Enter your origin zip code
2. Enter the destination zip code.
3. Choose the Class from the drop down and enter the weight for the given product. You may enter up to 4 different Class and Weight combinations. You may also click on the **Item** hyperlink to choose the item that you are shipping. This will automatically set the freight class per the selected item number.
4. Check any Accessorial that may apply for the given shipment.
5. Click the Rate button.
6. You will now be navigated to the Rate Quote Results screen where the routing instructions will be displayed (this may include the carrier name and phone number).

If the shipment should go via Truckload, have a message display that states “Call Nasco for routing instructions at (920) 568-5510”.

## Real Time Routing Guide

**Origin Zip**  
Madison, WI 53718

**Dest Zip**  
Hastings, MI 49058

### Rates

Carrier	Service Days *	Phone	Mode	
<b>R + L CARRIERS</b>	1	1-800-543-5589	D	

*\* Based on data provided by the carrier and is subject to change at any time and may not accurately reflect the transit times right now.*

**\*Please send shipment inbound collect**

### Shipment Information

Detail(s)				Special Service(s)	
Line	Pallets	Class	Weight	ID	Value
1	1	50.0	1500.00	BillingType	1

## New Route

1. The carrier that you should use for the given shipment.
2. The phone number to call when you are ready for the carrier to pick up the freight.
3. Freight terms instructions that you will use when creating the Bill of Lading.

**Note:** If the service day value is beyond the requirements for the given Purchase Order, please contact the Nasco buyer for routing options.

## Q&A – RATELINX PROCESS FOR Nasco

- ✓ What is RateLinx?
  - *Technology Company that Nasco has engaged with to provide various software transportation solutions. One of those includes inbound portal. RateLinx is not a Third Party Logistics (3PL) company and should not be called to obtain a carrier for a particular load, or with any carrier related issues.*
- ✓ How will RateLinx add value/what benefits do they offer?
  - *By providing technology allowing vendors to request shipping documents through an on-line portal. Goal is to eliminate vendors needing to call Nasco Logistics (or Purchasing) when needing a shipment pickup.*
- ✓ Will vendor still need to adhere to “rules” section in Nasco’s Inbound Domestic Routing Guide even if RateLinx portal is used?
  - *Yes. The rules must continue to be followed. Providing class, NMFC #s, descriptions, PO info, dimensions etc. continues to be a requirement (this also assists Ratelinx system in comparing Small Parcel to LTL to TL as options).*
- ✓ What if I have an issue when using RateLinx portal?
  - *RateLinx has provided a user guide to all vendors assigned to using portal. It outlines what vendors need to know. Any carrier related questions should be directed to Nasco at (920) 568-5510.*
- ✓ What other aspects of RateLinx should vendors be aware of?
  - *Ensure all pertinent information is filled into fields in RateLinx. Ensure your box weights and dimensions are complete for small parcel shipments. Ensure your freight class, item description, and weights are complete for LTL shipments. Ensure your pickup day/time is spelled out in bid request for Truckload shipments. Ensure the open/close auction time allows vendor and carrier(s) sufficient time to find the right match. Carriers are making a commitment to pick up a truckload shipment based on the parameters vendor inputs (ensure you include your shipping hours). Accuracy is very important.*

## Documents

A UPS small parcel label will be produced for all small parcel shipments. A standard bill of lading will be produced for all LTL or Truck shipments. The Nasco PO number will be stored in reference field #1 for all small parcel shipments. The Nasco PO number will be printed on the bill of lading for all LTL and Truck shipments.

## Bill of Lading

### Bill of Lading

#### SHIPPER (FROM)

RATELINX (I)  
4602 S BILTMORE LANE  
SUITE 104  
MADISON, WI 53718

#### DATE:

11/28/2011

#### BOL NO

NASCO091959

#### CARRIER INFORMATION:

YRC  
PRO#:

#### REFERENCE NO

Ref. PO: 2118433

#### CONSIGNEE

NASCO  
901 JANESVILLE AVE  
FORT ATKINSON, WI 53538

#### THIRD PARTY BILL TO

NASCO  
901 JANESVILLE AVE  
FORT ATKINSON, WI 53538

#### GENERAL COMMENTS

When ready for pickup call:

PALLETS	CARTONS	HAZ	DESCRIPTION	CLASS	WEIGHT
1	25		CLAY NMFC: 321321	50.0	525.00
1	25		*****TOTALS*****		525.00

#### REMIT C.O.D. TO ADDRESS

Note: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.  
The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding

\$ per

Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

The carrier shall not make delivery to this shipment without payment of freight and all other lawful charges.

(Signature of Consignor.)

C.O.D. Amount: \$

C.O.D. FEE: \$

TOTAL FREIGHT  
CHARGES: \$

PREPAID,  
COLLECT, OR  
THIRD PARTY: COLLECT

Received subject to the classifications and lawfully filed tariffs in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of property under the contract) agrees to carry to its usual place of delivery at said destination if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all of any of said property, over all or any portion of said route to destination and as to each party at any time interested in all or any said property, over all or any portion of said route to destination and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the Bill of Lading terms and conditions in the governing classification on the date of shipment.

Shipper hereby certifies that he is familiar with the Bill of Lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.  
NOTICE: Freight moving under the Bill of Lading is subject to the classifications and lawfully filed tariffs in effect on the date of this Bill of Lading. This notice supercedes and negates any claimed, alleged or asserted oral or written contract, promise, representation or understanding between the parties to this freight, except to the extent of any written contract which establishes lawful contract carriage and is signed by the authorized representatives of both parties to the contract.

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and government regulations.

SHIPPER

CARRIER

PER

PER

DATE

# Integration Point 1

RateLinx pull the PO information from the FTP folder on the NascoSL1 machine. Each PO will be contained in a single file with a "PO" extension. The Purchase Order fields are outlined below:

RateLinx Field Name	Description	Nasco Field Name	File	Length
Header	Header Record (literal "H")	No Field	Program	1
CO#	Company Number (01=Fort Atkinson; 02=Modesto)	No Field	Program	2
PONumber	Purchase Order Number	OURSO	DDB200AA	7
PO Date	Date PO Was Created	SODTE	DDB200AA	8, 0
Due Date	Date the shipment must arrive	REQDT	DDB200AA	8, 0
Reference	Reference Value	CUSPO	DDB200AA	16
Billing Type	1=Prepaid 2= Collect 3= 3rd Party	No Field	Program	1
Comments	Comments	DINSTR	GMB039MK	32
Vendor ID	Vendor ID	VNDNR	DDB200AD	6
Vendor Name	Vendor's company name	VNAME	DVM001MA	23
Vendor Addr1	Vendor's address line 1	VADD1	DVM001MA	30
Vendor Addr2	Vendor's address line 2	VADD2	DVM001MA	30
Vendor City	Vendor City Name	VCITY	DVM001MA	23
Vendor State	Vendor State	VSTATE	DVM001MA	2
Vendor Zip	Vendor Zip Code	VZIP	DVM001MA	10
Vendor Country	Vendor Country	No Field	Program	3
ShipTo ID	ShipTo ID	CUSNR	DDB200AA	8, 0
ShipTo Name	ShipTo Company name	SHPNB	DDB200AA	30
ShipTo Contact	ShipTo Contact name	SHPNM	DDB200AA	30
ShipTo Addr1	ShipTo address line 1	SHIP1	DDB200AA	32
ShipTo Addr2	ShipTo address line 2	SHIP2	DDB200AA	32
ShipTo Addr3	ShipTo address line 3	SHIP3	DDB200AA	32
ShipTo City	ShipTo city name	CITYS	DDB200AA	23
ShipTo State	ShipTo state	SHPST	DDB200AA	2
ShipTo Zip	ShipTo zip code	SHPZP	DDB200AA	10
ShipTo Country	ShipTo country	SHPCT	DDB200AA	3
BillTo Name	3rd Party Business Name	TBUSNM	GMB039MK	30
BillTo Contact	3rd Party Customer Name	TCUSNM	GMB039MK	30
Billto Addr1	3rd Party Address1	TADDR1	GMB039MK	32
Billto Addr2	3rd Party Address2	TADDR2	GMB039MK	32
Billto Addr3	3rd Party Address3	TADDR3	GMB039MK	32
Billto Addr4	3rd Party Address4	TADDR4	GMB039MK	32
Billto City	3rd Party City	TCITY	GMB039MK	23
Billto State	3rd Party State	TSTATE	GMB039MK	2

Billto Zip	3rd Party Zip Code	TZIPCD	GMB039MK	10
Billto Country	3rd Party Country	TCNTRY	GMB039MK	3
Billto Account	UPS Ship Account Number	UPSSHPACCT	GMB039MK	6
Billto Account	FEDEX Ship Account Number	FDSSHPACCT	GMB039MK	9
<b>Total Length</b>				<b>646</b>

RateLinx Field Name	Description	Nasco Field Name	File	Length
Detail	Detail Record (literal "D")	No Field	Program	1
CO#	Company Number (01=Fort Atkinson; 02=Modesto)	No Field	Program	2
Div	Divison	DIVSN	DDB200AA	1
PO Number	Purchase Order Number	OURSO	DDB200AA	7
Line Number	Number in the line of total items	No Field	Program	5, 0
Item Number	Items Manufacturing Number	MFRNR	DMM005MB	19
UOM	Vendor's Unit of Measure	No Field	Program	3
Qty Ordered	Quantity in the order	QTYOR	DDB200AD	5, 0
Qty Fullfilled	Quantity already fulfilled for the order	No Field	Program	5, 0
Description	Description of the item	ITDSC	DDB200AD	31
Item Price	Price of item	CSTPC/ACOST	DDB200AD	9, 3
<b>Total Length</b>				<b>88</b>

All PO records on the website will be overwritten with the information stored in the given file unless the PO on the web site has been shipped by the given vendor.

## Rules

1. A purchase order may not be overfilled, i.e. the shipped quantity may not exceed the order quantity plus any quantity already fulfilled.
2. A purchase order may be short-shipped, i.e. the shipped quantity may be less than the order quantity plus any quantity already fulfilled.
3. The following UPS account number will be used for all inbound UPS small parcel shipments:  
**6950R2**
4. If the PO has a prepaid freight term then the user will enter the carrier name on the rate results screen instead of choosing a carrier, and no rate-shopping will be performed by the system.

## Customer Acceptance

Nasco acknowledges that Nasco has read, understands, and accepts the representation of conditions contained within this Vendor Compliance Letter. Nasco agrees and is satisfied that the Vendor Compliance Letter set forth will completely meet Nasco's needs.

The system shall be deemed accepted by Nasco when the system has been delivered, and made ready for use at Nasco's site in accordance with the specification contained herein.

**Nasco**

---

**Authorized Signature**

**Date**

---

**Print Name**

**Title**

**RatelineX**

---

**Name & Title**

**Date**

---

**Name & Title**

**Date**