



Vendor Routing Guide (US & Canada)

These routing instructions **must** be followed when shipping to, or in order of, Truck-Lite or Road Ready via Freight Collect or 3rd Party, in which Truck-Lite or Road Ready is paying the freight charges.

If the shipment weighs 1 - 180 pounds:

Truck-Lite:

Ship via UPS Ground (small parcel)

- Shipping to Beech Creek, PA – Bill Receiver Account 5XR252
- Shipping to Coudersport, PA – Bill Receiver Account 9AE751
- Shipping to Wellsboro, PA – Bill Receiver Account 661050
- Shipping to McElhattan, PA – Bill Receiver Account 24115E
- Shipping to any other Truck-Lite location – Bill Third Party Account 0358Y2
(this account is associated to Erie, PA 16510 for billing purposes)

Road Ready:

Ship via UPS Ground (small parcel)

- Shipping to Saline, MI – Bill Receiver Account X5X061

If the shipment contains one package that weighs 70 pounds or more, or it must ship palletized, please follow the below directions.

If the shipment weighs 181 - 11,999 pounds:

Go to: <https://my.logisticsplus.com>
Username: TL + 6-Digit Truck-Lite Vendor# (ex. TL123456)
Password: TL@9876 (password must be changed upon initial login)

Follow the instructions detailed on pages 2-7.

If the shipment weighs 12,000 pounds or more, or it needs to be expedited:

Please enter the details into the Logistics Plus portal as detailed on the next pages. Once you click “Get Rates” (see pages 4 and 5), simply close the popup window, then click “Send to Specialist”.

The Bill of Lading provided by the Logistics Plus portal or provided by Truck-Lite must be used. The Truck-Lite PO# and the below freight billing instruction must be on every Bill of Lading:

Send freight bills to:
Truck-Lite c/o Logistics Plus
1355 Windward Concourse, Suite 205
Alpharetta, GA 30005

Please email logistics@truck-lite.com with any questions.



Instructions for My Logistics Plus:

1. Log into the website:

- <https://my.logisticsplus.net>
- Username: TL + 6-Digit Truck-Lite Vendor#
 - The Truck-Lite Vendor# can be found on all Truck-Lite Purchase Orders
 - Example Username: TL123456
- Password: TL@9876 (this is the default password, and it must be changed upon initial login)
- Click LOGIN



Logistics Plus® Universal Customer Portal

User Name

Password

Application Authentication

User Login

LOGIN

[Forgot Password](#) | [Remember Me](#)

Select Freight Rate and Schedule



Dashboard ? Help

USER DASHBOARD

NOTIFICATIONS

FREIGHT AUDIT

- Freight Rate And Schedule
- Shipping Location
- Supplier Manifest
- Supplier Org Location Link View



2. Enter all required shipment information:

Fields with a red asterisk * must be completed.

Make sure to enter the proper shipment date and pickup window for the shipment being scheduled.

No Special Services should be checked.

The screenshot shows the 'mylogisticsplus' web application interface. At the top, there is a navigation bar with 'Dashboard' and 'Help' links, and a 'Sign Out' button. The main header displays 'LOGISTICS+ PASSION FOR EXCELLENCE' and 'Truck-Lite Outbound logged in as TL613'. Below the header, the page title is 'RATE AND SCHEDULE' with a legend: '* = required fields for booking, + = required fields for rating'. The form includes a 'Rating Profile Options' section with 'ADD', 'DELETE', and a dropdown menu. The main form fields are: '*ACCOUNT: TRUCKLITE', '*ORGANIZATION: 613', '*SHIPMENT DATE: Tuesday Nov 19', and '*PICKUP WINDOW: 08:00 & 17:00'. Below these are two columns for 'SHIP FROM' and 'SHIP TO', each with fields for 'NAME/COMPANY', 'STREET ADDRESS LINE 1', 'STREET ADDRESS LINE 2', 'CITY', 'STATE', 'COUNTRY', 'POSTAL CODE', 'CONTACT NAME', and 'CONTACT PHONE'. A 'SPECIAL SERVICES' section on the right lists various options like 'AIRPORT DELIVERY', 'AIRPORT PICKUP', 'DESTINATION: APPOINTMENT REQUIRED', etc., all with unchecked checkboxes. Red arrows point to the 'SHIP FROM', 'SHIP TO', and 'PICKUP WINDOW' fields.



2. Enter all required shipment information (continued):

Continue entering the shipment details.

Fields with a red asterisk * must be completed. This includes selecting a freight class.

A valid Truck-Lite PO# must be entered in the “PO Number #” field. Please make sure to enter all PO#'s separately on each line. All PO#'s shipping to the same location should be entered and shipped together as one shipment.

Once all data has been entered, click “Get Rates”.

Items Example: 1 Pallet (48x40x48) with 12 boxes would be entered as Length=48, Width=40, Height=48, Handling Unit Quantity=1, STC=12

INPUT UNITS: Metric English

Total Weight (lb) *	Length (in) *	Width (in) *	Height (in) *	Density lb/ft ³	Stackable	Handling Unit Qty. *	Package Type *	Freight Class *	STC	NMFC Code	Value (\$)	Action
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="-Cho"/>	<input type="text" value="-N/A"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="button" value="✖"/>

Description: Comments: HTS Code: Hazmat:

PLEASE ENTER ALL PO NUMBERS ON THE SHIPMENT

References

Name	Value
PO # *	<input type="text"/> <input type="button" value="+"/>
Shipper Reference #	<input type="text"/>

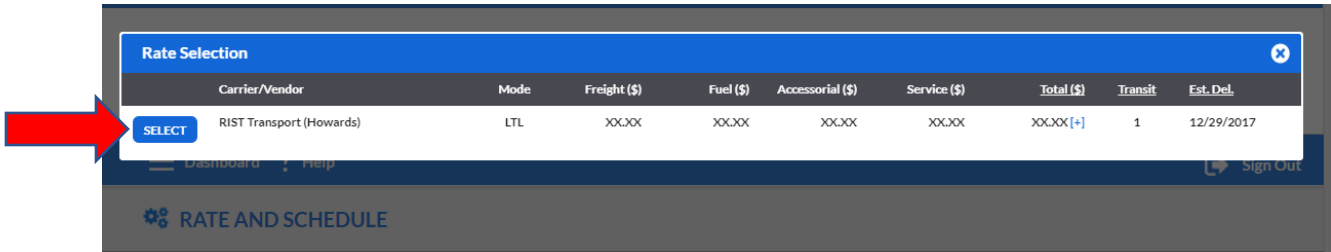
Hazmat Information

SHIPPING HAZARDOUS MATERIALS

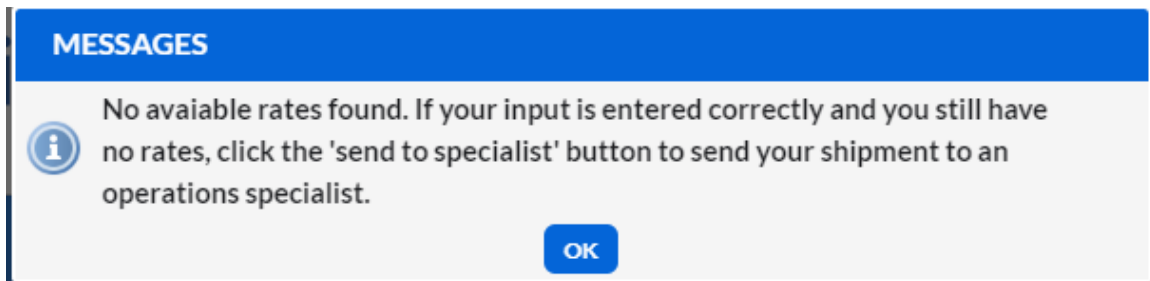


3. Booking of shipment:

A popup will appear displaying the best carrier, click “Select”.



If the following message is displayed instead, select “OK”. Review all data, and if it is accurate and all required fields have been completed, select “Send to Specialist”. A specialist will reach out to complete the scheduling of the shipment.







3. Booking of shipment (continued):

If a carrier was displayed and “Select” was clicked, the carrier details will be displayed.

Checkmark “I agree to conditions” and click “Schedule Pickup”.



Supplier Trucklite logged in as supplier.trucklite

Dashboard ? Help Sign Out

SHIPPING HAZARDOUS MATERIALS CLEAR SELECTED RATE

Name Value

PO Number # *

Shipper Reference #


SELECTED RATE DETAILS				
Carrier	RIST Transport (Howar	Service Mode:	LessThanTruckload	
Freight (\$):	XXXX	Fuel (\$):	XXXX	
Accessorial (\$):	XXXX	Other (\$):	XXXX	
TOTAL (\$)	XXXX	Est. Del.:	12/29/2017	

CHARGE BREAKDOWN				
Code	Description	Category	Quantity	Charge (\$)
DILT	LESS THAN TRUCKLOAD FREIGHT	Freight	1	XXXX
FS	FUEL	Fuel	1	XXXX

PLEASE NOTE:

- Carriers have various and limited levels of liability for loss or damage. If your shipment is of high value, contact us to discuss purchasing additional insurance.
- Information given is required to be accurate. Any questions, please call LP (866-335-7623).
- Logistics Plus B/L must be used or a fee up to and including \$50 may be assessed.
- Carrier reweigh or reclassification of a shipment may result in additional charges.
- Shipments not ready on time may be assessed detention time or truck ordered/not used charges.
- Please indicate inside delivery/inside pickup if no dock is available. Additional charges will apply.
- Additional charges will apply if services not listed on the BOL are requested at pickup or delivery.
- Selecting Special Services will often add additional days to the published estimated pickup or transit. Please call LP (866-335-7623) for additional information.

Warning: Once package shipment has been scheduled, use only the printed original label for shipping. Using a photocopy of the label for shipping purposes is fraudulent and could result in additional billing charges, along with the cancellation of your eShipPlus account.

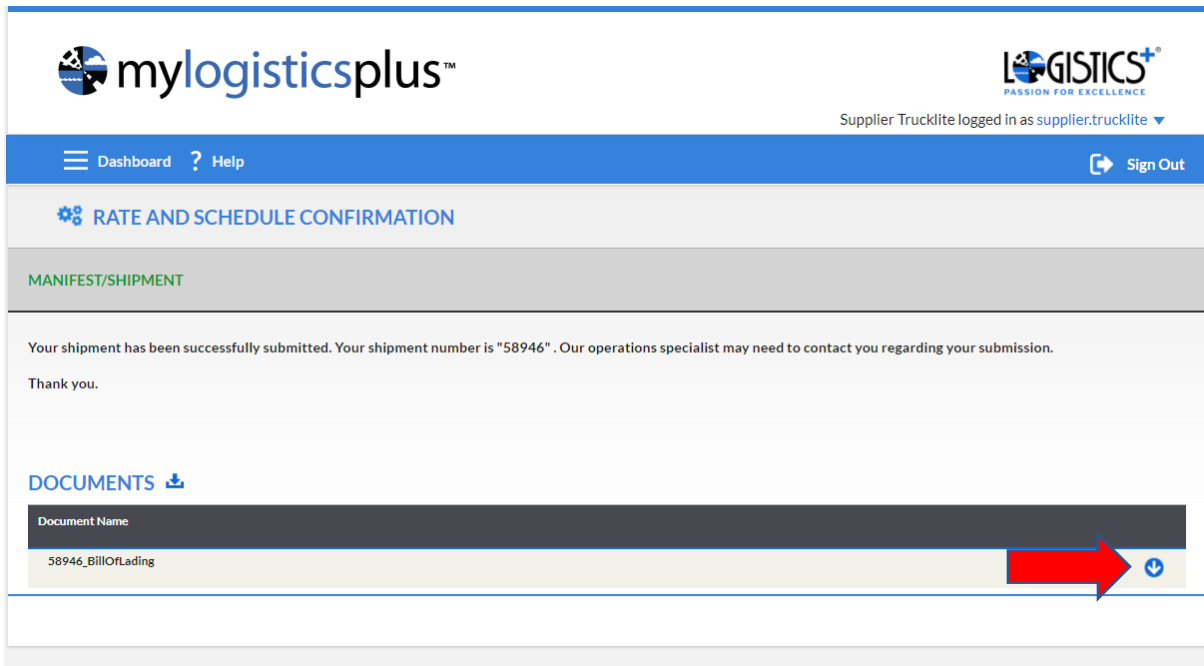
 I agree to conditions SCHEDULE PICKUP



3. Booking of shipment (continued):

The Rate and Schedule Confirmation screen will appear indicating the shipment has been successfully submitted.

Under Documents, click the download button for the document titled Bill of Lading. No labels need to be downloaded or utilized. The Bill of Lading **MUST** be used for the shipment.



THE SHIPMENT HAS BEEN SCHEDULED FOR PICKUP WITH THE CARRIER!

NOTICE:

These instructions must be followed for **every** shipment. The preferred carrier may change for each shipment as negotiated rates are based on weight, freight class, number of pallets, etc. Failure to use the preferred carrier will result in a Debit Memo for the difference in price between the preferred carrier and the carrier used (unless Truck-Lite or Road Ready has otherwise instructed to use a specific carrier).