

AERCO Routing Instructions — Effective October 12, 2020

OUR PURCHASE ORDER NUMBER MUST BE REFERENCED ON ALL DOCUMENTATION (BOL, PACKING LIST, AND INVOICE) TO ENSURE PAYMENT.

Parcel/Small Package

For all shipments under 80 pounds or any shipment requiring parcel/small package

- Ship collect against UPS account #067513 (Billing Zip Code is 10913 if needed)
- If UPS is not available ship collect against FEDEX account #853576549
- Use service level provided on PO if applicable
- Ensure AERCO PO# is included in the carrier reference fields

LTL or Truckload

For all shipments over 80 pounds or any shipment requiring LTL or Truckload

- Login and scheduled through the Transplace TMS web portal www.transplace.com
- All LTL or Truckload shipments must be entered into the TMS at least 24 hours prior to the expected pick up date.
- New users request login set up from the Transplace Watts Water Team: watts.water_traffic@transplace.com
- Additional instructions provided below for navigating shipment upload in the TMS
- For assistance with Transplace, please email watts.water_traffic@transplace.com or call 855-772-5651 and mention your request is related to AERCO International

Shipping Direct to a AERCO Customer

For all shipments not shipping to an AERCO or Watts facility please follow the same above instructions unless otherwise stated on the PO in the special instructions.

- Parcel Shipments ship 3rd Party



TRANSPLACE

QUICK-STEP GUIDE SHIPMENT DATA ENTRY

Prepared for: **Watts Water**

Date: **October 2020**

Version: **2.0**



REVISION HISTORY

Version	Date	Revised By	Description of Revision
2.0	07/15/20	C. Crumpler	Initial Version

1.0 - DOCUMENT DESCRIPTION

This document explains how to enter a shipment into Transplace's TMS using 'Shipment Entry'.

2.0 - ACCESSING TRANSPPLACE TMS

You will access Shipment Entry through the Transplace website using your web browser.

1. Proceed to the Transplace website – www.transplace.com
2. **CLICK** the “Login” button at the top right corner of the screen and **SELECT** “Transplace TMS” option (a login screen will launch)
3. **ENTER** your provided username and password

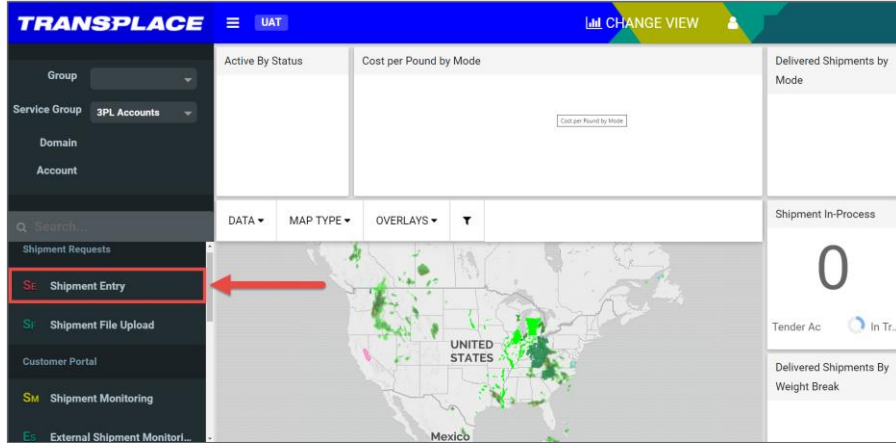


Once logged into Transplace, the menu screen will appear. NOTE: Users who serve multiple Transplace accounts will have the option to select the correct account menu in the “Group” drop down at the top left corner of the screen.





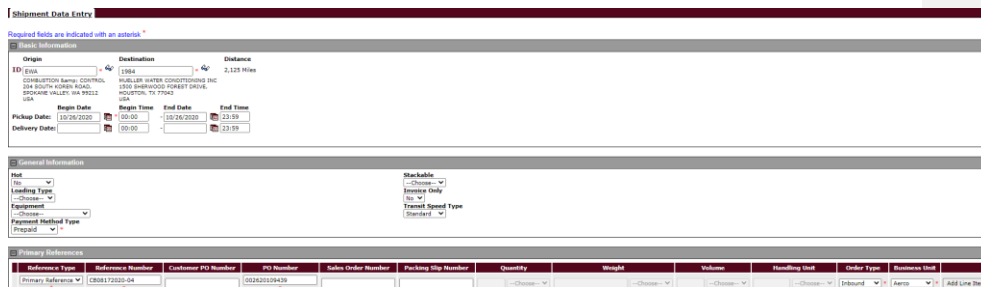
4. CLICK on "Shipment Entry"



3.0 - ENTERING A SHIPMENT

Shipment Entry is divided into four areas of editable data. Some fields in Shipment Entry are required to complete and some are optional. If you miss a required fields Shipment Entry will populate an error message allowing you to correct your entry.

1. ENTER the Origin and Destination ID
2. ENTER the Pickup and/or Delivery Date Earliest and Latest range (TMS will calculate either the Pickup or Delivery if the date is missing)
3. SELECT the Payment Method Type
4. ENTER the Reference Number (Shipment Number), PO Number, Order Type and Business Unit in the 'Primary References Section.'



5. CLICK 'Add Line Item'





- 6. ENTER the Weight, Quantity, Handling Unit, Product ID and Commodity Description (Please confirm the unit of measure drop down is correct. If your shipment is an LTL you will need to confirm the LTL class. The 'Division' drop down will allow you to select the freight type.)
- 7. Click 'Add'
- 8. CLICK 'Submit' once data is complete

Option 2 – Dates & Locations

- 1. ENTER your Location in the 'Origin or Destination ID text field' located at the center left of the screen. (Your facility will populate after 2 characters have been entered)
- 2. SELECT a specific date or range of days for either/or the pickup and delivery dates
 - a. You may 'clear' out a date range by clicking 'clear' to the right of the text field
- 3. CLICK the "Search" button at the bottom right corner of the screen.
- 4. All shipments existing for your location/date range combo will populate in the 'Results' tab.

Please note: When entering the Origin and Destination ID, you are able to search for locations by clicking the 'eyeglasses' icon. The 'Location Lookup' webpage will allow you to search for all locations by entering City, State, or Country information and clicking 'Submit'. Once the desired address has populated you can select the address by clicking the 'External ID' in the first column.





Location Lookup -- Webpage Dialog

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The SPL & Technology Company

External ID: Location Name:

Location Type: County:

City: **1** State: Country:

Postal Code:

Records Per Page: 25 50 Records Shown: 1-25 Total Records: 32 1 2 > >>

External ID	Location Name	Location Type	Address	City/State	Postal Code	County	Country	End Date Time
10155		Shipper	10155 GRACE RD	SURREY BC	V3V3V7		CAN	03/22/2117 16:00
1471		Shipper	10097 201 STREET	LANGLEY BC	V1M3G4		CAN	03/22/2117 17:08
17688		Shipper	102-17688 66 AVE	SURREY BC	V3S7X1		CAN	03/22/2117 16:00
2073011		Shipper	1325 MISSION FLATS	KAMLOOPS BC	V2C1A9		CAN	03/22/2117 16:01
2076020		Shipper	1247 ELLIS ST	KELOWNA BC	V1Y1Z6		CAN	03/22/2117 16:01
2082791		Shipper	1145 INDUSTRIAL DR	ARMSTRONG BC	V0E1B6		CAN	03/22/2117 16:01

4.0- ENTERING MULTIPLE SHIPMENTS

Shipment Entry allows you to enter multiple shipments at a time by selecting 'Add Shipment Data'. Once you perform this action, the Basic and General Information fields will repopulate the original entered data allowing you to only enter the Primary Reference information.

1. **CLICK** 'Add Shipment Data' once shipment data has been filled out
2. **ENTER** the next shipments Primary Reference information
3. **CLICK** 'Add Shipment Data' and continue to enter shipments
4. Once all shipments have been entered **CLICK** 'Submit'





Comments

Comment Type: Add

1 Add Shipment Data Reset Primary Information Reset

Summary Information

Ref Type	Ref Number	Origin	Destination	Pickup	Delivery	Vendor	Carrier	Trailer	Loading	Mode	Equipment
Shipment Number	ID 0411170001		PLUMBING & HEATING	04/18/2017	04/19/2017					TRUCK	DRYVAN
Shipment Number	ID 0411170002		PLUMBING & HEATING	04/18/2017	04/19/2017					LTL	DRYVAN
Shipment Number	ID 0411170003		PLUMBING & HEATING	04/18/2017	04/19/2017					TRUCK	DRYVAN
Shipment Number	ID 0411170004		PLUMBING & HEATING	04/18/2017	04/19/2017					TRUCK	DRYVAN
Shipment Number	ID 0411170005		PLUMBING & HEATING	04/18/2017	04/19/2017					TRUCK	DRYVAN
Shipment Number	ID 0411170006		PLUMBING & HEATING	04/18/2017	04/19/2017					TRUCK	DRYVAN
Shipment Number	ID 0411170007		FABRICATORS	04/18/2017	04/20/2017					TRUCK	DRYVAN
Shipment Number	ID 0411170008		FABRICATORS	04/18/2017	04/20/2017					TRUCK	DRYVAN
Shipment Number	ID 0411170009		FABRICATORS	04/18/2017	04/20/2017					LTL	DRYVAN
Shipment Number	ID 0411170010		FABRICATORS	04/18/2017	04/20/2017					LTL	DRYVAN

4 Submit

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A shipment plan ID number will be given to each shipment as a confirmation you have successfully entered the shipment. **This is not your ME/Load number.** The ME/Load number will be created once the shipment is in Shipment Execution.

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Shipment Data Entry LINDELLINX

Shipment Data Entry

Successful Shipment Plan Id(s): 228455413 228455414 228455415 228455416 228455417 228455418 228455419 228455420 228455421 228455422

Basic Information

Origin Destination Distance

ID

Begin End

Pickup Date: -

Delivery Date: -

