

1. Purpose

To guide step-by-step how to populate the OES Transportation Request form (QSFm TRN-001-01-1) in order for product/materials to be moved from one destination to another.

2. Application

This process applies to all internal & external customers as well as vendors who request OES transportation to move their finished goods/products and/or raw materials from one location to another.

3. Definitions

Accessorial - additional supplementary service(s) and/or equipment needed to perform the service requested.

Business - a building or site where commercial work is carried on, as a factory, store, or office; place of work.

Consignee - a person or party to whom something, usually merchandise, is consigned to.

Destination - the place to which a person or thing travels or is sent.

Expedited service - transportation service that needs to be accomplished promptly, as soon as possible.

FCFS - First Come, First Served.

FTL - full truckload.

Guaranteed service - transportation service guaranteed to be delivered by a pre-determined or agreed time.

HAZMAT - Hazardous material. A material or substance that poses a danger to life, property, or the environment if improperly stored, shipped, or handled.

In-bond service – service required when transporting products, materials, etc. that have not been cleared by U.S. Customs to enter U.S. Commerce.

Liftgate - equipment attached to back of truck/trailer utilized when cargo is not at the level of the trailer/truck to allow cargo to be loaded.

LTL - less than a full truckload.

Origin - something from which anything arises or is derived; source.

Requester - person asking for something to be given or done, especially as a petition.

Residential - a building or site characterized by private residences.

Shipper - a person who ships goods or makes shipments.

Stackable - capable of being stacked, or stacked on.

Standard service - usual, common, ordinary transportation service.

4. Instructions

a. Requester Information Section

- i. Input name and/or Department making the transportation request.
- ii. Input the date the transportation request is been submitted to OES
Transportation group email Transportation@oesglobal.com.
- iii. Input the requester's full name.
- iv. Input the requester's phone number where they can be contacted in case of questions. (*input only numbers, field already formatted for phone numbers*)
- v. Input the requester's email address where they can be contacted in case of questions.

b. Shipper Information (Origin) Section

- i. Input the Shipper City, State and Zip Code where the product(s) and/or material(s) are been picked up. (E.g. *San Antonio, TX, 78229*)
- ii. Input the Shipper physical address where the product(s) and/or material(s) are been picked up. (E.g. *123 Main Blvd.*)
- iii. Input the Shipper pickup, PO (purchase order), and/or SID (Shipper Identification Number) that is tied to the shipment/load of product(s) and/or material(s) being picked up.
- iv. Input the Shipper full name. (E.g. *John Smith*)
- v. Input the Shipper phone number where they can be contacted in case of questions. (*input only numbers, field already formatted for phone numbers*)
- vi. Input the Shipper email address where they can be contacted in case of questions.
- vii. Input the Shipper shipping hours (beginning to end) for the location where shipment/load is being picked up from. (E.g. *9am to 5pm, closed for lunch 12noon to 1pm*)
- viii. Select from drop down list if pick up is by Appointment Only or FCFS (*First Come, First Served*)
- ix. Input the Shipper phone number where they can be contacted to request an appointment if pick up is by Appointment Only. (*input only numbers, field already formatted for phone numbers*)
- x. Input the date and time shipment/load will be ready for pickup.
- xi. Input the latest or farthest date shipment can be picked up if NO appointment is required.

c. Consignee Information (Destination) Section

- i. Input the Consignee City, State and Zip Code where the product(s) and/or material(s) are been delivered. (E.g. *San Antonio, TX, 78229*)
- ii. Input the Consignee physical address where the product(s) and/or material(s) are been delivered. (E.g. *123 Main Blvd.*)
- iii. Input the Consignee Reference, and/or PO (purchase order) that is tied to the shipment/load of product(s) and/or material(s) being delivered.
- iv. Input the Consignee full name. (E.g. *John Smith*)
- v. Input the Consignee phone number where they can be contacted in case of questions. (*input only numbers, field already formatted for phone numbers*)
- vi. Input the Consignee email address where they can be contacted in case of questions.
- vii. Input the Consignee receiving hours (beginning to end) for the location where shipment/load is being picked up from. (E.g. *9am to 5pm, closed for lunch 12noon to 1pm*)
- viii. Select from drop down list if delivery is by Appointment Only or FCFS (*First Come, First Served*)
- ix. Input the Consignee phone number where they can be contacted to request an appointment if pick up is by Appointment Only. (*input only numbers, field already formatted for phone numbers*)
- x. Input the date and time shipment/load is requested to be delivered.
- xi. Input the latest or farthest date shipment can be delivered up to if NO appointment is required.

d. Additional Comments Section

- i. Input any additional information that might be pertinent to the pickup, transportation, and/or delivery of shipment/load.
- ii. If there are any additional stops in between the origin and destination, please input all the require information as required in the Shipper (pickup) and Consignee (delivery) sections.
- iii. Input any other comments that apply to the transportation request.

e. Type of Service Requested Section

- i. Select from drop down list the type of service or combination of type of services required to transport the shipment/load.
- ii. Select from drop down list any additional non-transportation services or combination of required to process/complete the shipment/load.

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- iii. Select from the drop down list the capacity of service required depending on the overall size (dimensions) and weight (pounds) of shipment/load. Please refer to the OES Transportation Parameters form (QSFm TRN-001-01-2).
 - iv. Select from the drop down list the urgency of service required depending on how soon shipment/load needs to be picked up and/or delivered.
 - v. Select from the drop down list the type of location where the shipment/load will be picked up and/or delivered to
 - vi. Select from the drop down list if shipper will load the shipment/load unto the trailer/equipment requested. If not, it will be assumed that driver will be required to load shipment into the trailer/equipment when picking up shipment/load.
 - vii. Select from the drop down list if consignee will unload the shipment/load from the trailer/equipment requested. If not, it will be assumed that driver will be required to unload shipment from the trailer/equipment when delivering shipment/load.

f. Additional Information Section

- i. Input a general brief description of product(s)/material(s) been shipped.
- ii. Input the total number of pallets been shipped (*input only numbers*)
- iii. Input the total weight in pounds of the shipment (*input only numbers*). This should include all the weight from the product(s) and/or material(s) been shipped plus the weight of all the wooden/plastic pallets.
- iv. Input the total amount/number of cases/boxes (units if not cased or boxed) that are being transported.
- v. Select from the drop down list if ALL pallets are stackable or not.
- vi. Select from the drop down list if any of the product(s) and/or material(s) are hazardous.
- vii. Input the total shipment value that would be required to replace the all the product(s)/material(s) in the shipment/load.

g. Accessorial Section

- i. Select from the drop down any accessorial service(s) and/or special equipment(s) required to transport and/or handle the shipment/load from the pickup origin to its final delivery destination.

h. Detail of Pallets been Shipped Section

- i. Input the product description/information (including product/material number, if one is assigned) for each pallet or multiple pallets of the same product/material, dimensions/size (inches), and weight (pounds).
- ii. Input the pallet count for each pallet or multiple pallets of the same product/material, dimensions/size (inches), and weight (pounds).
- iii. Input the cases/units for each pallet or multiple pallets of the same product/material, dimensions/size (inches), and weight (pounds).
- iv. Input the pallet dimensions (length, width, and height) for each pallet or multiple pallets of the same product/material, dimensions/size (inches), and weight (pounds).
- v. Input the total weight of the pallet or multiple pallets of the same product/material, dimensions/size (inches), and weight (pounds).
- vi. Input the NMFC Code for each specific line item/product.
- vii. Please see example figure 1.1 below for reference.

Figure 1.1

Detail of Pallets been Shipped									
Product Description	Pallet Count	Total Cases/Units	Pallet Length (Inches)	Pallet Width (Inches)	Pallet Height (Inches)	Total Weight (Lbs.)	Pallet Weight (Lbs.)	NMFC Item Code	Class Code
Totals	6	620				2200			
Plastic Faceplate (part #987654)	3	60	42	42	50	1500	500.0	156600-7	92.5
Plastic Faceplate (part #654321)	1	60	42	42	30	300	300.0	156600-7	92.5
Corrugated Boxes (part #23456)	2	500	48	40	65	400	200.0	29275-2	250

5. Associated Documents / References

OES Transportation Request form (QSFm TRN-001-01-1)

OES Transportation Parameters form (QSFm TRN-001-01-2)



6. Record of Changes

Revision	Reason for Change	Date
0	Initial release	05/30/17