Domestic Routing Guide for Suppliers
Wurth Industry North America ("WINA")

Published By WINA Transportation (transportation@wurthindustry.com)
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Welcome to Wurth Industry North America’s Domestic Routing Guide. This guide has been designed to help our vendors, suppliers, and other partners who are shipping into a WINA Group company more easily navigate the WINA processes for US domestic shipping. This guide covers processes for regular shipping of small parcel, less than truckload, and full truckload shipments. For expedite shipping or shipping using non-standard commodities or modes of transit, please contact transportation@wurthindustry.com for guidance.

It’s important to note that not all WINA OpCos utilize the same tools for the routing of domestic freight. Make sure you identify the section applicable to the company you are shipping to/with for the proper guidance.

ABOUT US
Wurth Industry North America is a holding company which is made up of several, individual operating companies (“OpCo”) that reside in the United States, Canada, Mexico and Brazil.

- Wurth Industrial US Inc
- Wurth Revcar Fasteners Inc
- Wurth Construction Services Inc
- Wurth Oliver Van Horn
- Marine Fasteners
- Northern Safety

- ORR Safety
- Wurth Additive Group Inc
- Wurth Industry Canada
- Wurth Industry de Mexico
- SW Industry (Brazil)
Regardless of the OpCo - shipments to a WINA OpCo will fall into one of three categories: LTL, TL and Small Parcel. The category determination will depend on the weight and required space of the shipment. The majority of WINA cargo tends to be dense in nature - so most shipments are expected to be classed in the range from Class 50 - Class 85. For this reason, this guidance assumes cargo is "non-stackable".

**LTL – Less than Truckload**
- All freight from 201lbs to 12,000lbs
- 12 linear feet or or less
- Palletized freight below 201lbs

**TL – Truckload**
- All freight 12,000lbs or more
- More than 12 linear feet

**Small Parcel – Ground Service**
Unpalletized cargo less than 201lbs

If your shipment is a “small parcel” shipment proceed to the [Shipping Small Parcel section](#) for further instructions.
# Inbound Shipping Process – Table of Contents

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INBOUND SHIPPING PROCESS - WURTH INDUSTRIAL US INC

Company Info

• Uses the LogiFlow Transportation Platform (LFTP™) to schedule and manage the execution of their inbound shipments.
• Suppliers shipping into any Wurth Industrial US facility will use the LFTP to enter shipment details and the system will book a carrier and provide appropriate shipping paperwork.

Scope

• This guide covers all inbound collect shipments – i.e. shipments where Wurth Industrial US is paying for the freight charge.
• If you are shipping a standard LTL, Volume LTL, or Truckload shipment you will utilize Logiflow for the movement of the goods.
• Please note: Parcel/small package shipments are not currently in scope. Move these shipments through your existing process.

Support

• For questions regarding transportation related issues or for expedite assistance please contact transportation@wurthindustry.com.
• For LogiFlow support please contact wurthsupport@logiflow.com.

Link to LogiFlow Shipping Process  Link to Small Parcel Shipping Process
**Company Info**

- Formerly known as Wurth Action Bolt, Atlantic Fasteners, Wurth House of Threads, and Weinstock Bros.
- Uses the LogiFlow Transportation Platform (LFTP™) to schedule and manage the execution of their inbound shipments.
- Suppliers shipping into any Wurth Construction Services facility will use the LFTP to enter shipment details and the system will book a carrier and provide appropriate shipping paperwork.

**Scope**

- This guide covers all inbound collect shipments – i.e. shipments where Wurth Construction Services is paying for the freight charge.
- If you are shipping a standard LTL, Volume LTL, or Truckload shipment you will utilize LogiFlow for the movement of the goods.
- Please note: Parcel/small package shipments are not currently in scope. Move these shipments through your existing process.

**Support**

- For questions regarding transportation related issues or for expedite assistance please contact transportation@wurthindustry.com.
- For LogiFlow support please contact wurthsupport@logiflow.com.

[Link to LogiFlow Shipping Process](#)  [Link to Small Parcel Shipping Process](#)
INBOUND SHIPPING PROCESS - WURTH ADDITIVE GROUP INC.

Company Info

- A relatively new operating company in the WINA Group.
- Uses the LogiFlow Transportation Platform (LFTP") to schedule and manage the execution of their inbound shipments.
- Suppliers shipping into any Wurth Additive Group facility will use the LFTP to enter shipment details and the system will book a carrier and provide appropriate shipping paperwork.

Scope

- This guide covers all inbound collect shipments – i.e. shipments where Wurth Additive Group is paying for the freight charge.
- If you are shipping a standard LTL, Volume LTL, or Truckload shipment you will utilize Logiflow for the movement of the goods.
- Please note: Parcel/small package shipments are not currently in scope. Move these shipments through your existing process.

Support

- For questions regarding transportation related issues or for expedite assistance please contact transportation@wurthindustry.com.
- For LogiFlow support please contact wurthsupport@logiflow.com.

Link to LogiFlow Shipping Process  
Link to Small Parcel Shipping Process
INBOUND SHIPPING PROCESS – WURTH INDUSTRIE DE MEXICO

Company Info

- Cross border shipments will require approved commercial documents prior to shipping. Please contact transportation@wurthindustry.com to obtain a copy of our international booking form, or follow the this link.
- Uses the LogiFlow Transportation Platform (LFTP™) to schedule and manage the execution of their inbound shipments.
- Suppliers shipping into any Wurth Industrie de Mexico facility will use the LFTP to enter shipment details and the system will book a carrier and provide appropriate shipping paperwork.

Scope

- This guide covers all inbound collect shipments – i.e. shipments where Wurth Industrie de Mexico is paying for the freight charge.
- If you are shipping a standard LTL, Volume LTL, or Truckload shipment you will utilize Logiflow for the movement of the goods.
- Please note: Parcel/small package shipments are not currently in scope. Move these shipments through your existing process.

Support

- For questions regarding transportation related issues or for expedite assistance please contact transportation@wurthindustry.com.
- For LogiFlow support please contact wurthsupport@logiflow.com.

Link to LogiFlow Shipping Process  Link to Small Parcel Shipping Process
INBOUND SHIPPING PROCESS – WURTH INDUSTRY CANADA

Company Info

- Cross border shipments will require approved commercial documents prior to shipping. Please contact transportation@wurthindustry.com to obtain a copy of our international booking form, or follow the this link.
- Uses the LogiFlow Transportation Platform (LFTP™) to schedule and manage the execution of their inbound shipments.
- Suppliers shipping into any Wurth Industry Canada facility will use the LFTP to enter shipment details and the system will book a carrier and provide appropriate shipping paperwork.

Scope

- This guide covers all inbound collect shipments – i.e. shipments where Wurth Industry Canada is paying for the freight charge.
- If you are shipping a standard LTL, Volume LTL, or Truckload shipment you will utilize Logiflow for the movement of the goods.
- Please note: Parcel/small package shipments are not currently in scope. Move these shipments through your existing process.

Support

- For questions regarding transportation related issues or for expedite assistance please contact transportation@wurthindustry.com.
- For LogiFlow support please contact wurthsupport@logiflow.com.

Link to LogiFlow Shipping Process

Link to Small Parcel Shipping Process
INBOUND SHIPPING PROCESS – WURTH REVCAR FASTENERS INC.

Company Info

• Uses the Ratelinx platform to schedule and manage the execution of their inbound shipments.
• Suppliers shipping into any Wurth Revcar Fasteners facility will use the Ratelinx system to enter shipment details and the system will book a carrier and provide appropriate shipping paperwork.

Scope

• This guide covers all inbound collect shipments – i.e. shipments where Wurth Revcar Fasteners is paying for the freight charge.
• If you are shipping a standard LTL, you will utilize Ratelinx for the movement of the goods. For Truckload (TL) and Expedite see support below.
• Please note: Parcel/small package shipments are not currently in scope. Move these shipments through your existing process.

Support

• For questions regarding transportation related issues or for expedite assistance please contact transportation@wurthindustry.com.
• For Ratelinx support please contact transportation@wurthindustry.com.

Link to Ratelinx Shipping Process  |  Link to Small Parcel Shipping Process
ACCESSING THE LOGIFLOW PLATFORM

- Web Address: tms.logiflow.com
- If you have not been provided credentials:
  - Click “Request Account”
  - When prompted for “Account Authorization Code”, type in: WURTH
  - Fill out the requested details and LogiFlow Support will follow-up with your credentials.

BUSINESS RULES

- **Entry Timing**
  It is our goal to have shipments entered into the LFTP by **1pm CT on the business day prior to ready-date** so that we are sure to allow enough time to plan the transportation and book the appropriate carrier on the shipment.

  Requests that are entered after this time will still be honored, however, they are more likely to be rolled to the following date for carrier pickup.
1. Navigate to https://tms.logiflow.com
2. Login with your credentials
3. Click the “Ship” button
4. Click “New Shipment Request”
5. In the Header Section you will need to input the following:
   a. The Ready Date, Origin Address, and Shipping Hours – these all default to your account profile and can be changed with manual entry.
   b. The Pickup Notes and Delivery Notes fields – do not need to be used, but rather are designed for you to enter information you want to appear on your shipping paperwork and to be communicated to the carrier.
   c. The Notes to Logiflow field can be used to provide instructions or requests that should be considered for carrier selection. This is a special free type field that will automatically send your shipment into manual review and should only be used if a manual review of the shipment is necessary.
   d. The Destination. The Destination should be set using the Quick Search field – this searches by name, address or city and options will populate as you enter more data.
Entering a Shipment – Part 2

1. In the Commodity Detail section each line in this section is a “handling line”- i.e. the physical handling unit that the carrier will be loading and accountable to deliver. You must input:

   a. The **core freight characteristics** (i.e. quantity, package type, weight, dimensions, freight class (auto-populates based on your inputs, override can be done to correct), and general commodity description.

   b. The **Purchase Order Number** in the “PO #” field – as you start to type, the results will auto-populate, select the appropriate PO.

   c. The **Part Number** data in the “Part #” field – this works in the same way, auto-populating as you type, select the appropriate part number.

   d. The **Quantity** in the “qty” field – this should represent the piece count of the specific part you are shipping.

   e. You can add additional parts to the handling unit line – click the blue “+”.

   f. You can add additional handling unit lines if there are more than one – click “add handling item”.

![Commodity Detail Table](image-url)
Entering a Shipment – Part 3

1. In the Final Detail section:
   a. Add any reference numbers you’d like to be on the shipment – click the “add link” and choose the appropriate type, then enter the value.
   b. Input the Linear Feet – this is a required value and is asking you to provide the footage that your shipment will consume as it is packed on the trailer. For a visual explanation, click the “?” next to the field.

2. Click the “Submit” button
   1. The confirmation screen will provide a Confirmation Number (this always starts with WRTH) – this unique number will live with your shipment request throughout its lifecycle.
Carrier Selection & Bill of Lading

The carrier will not be immediately available to you – so here’s what happens next...

1. The shipment request will be reviewed by the system.
2. After review, the best suited carrier will be determined and the system will notify the carrier of the shipment.
3. Once the carrier has acknowledge the shipment the shipment will be booked.
4. The carrier will be assigned in the system and the Bill of Lading will be available to print.
   a. If you would like an email alert when the carrier is finally booked and BOL is available – click “Shipping Profile” from the left side navigation option, check the box next to “Carrier Assignment Notification”, and then click “Update”.
5. Once the carrier is booked, the carrier will be listed on the Shipping Schedule.

   ![Shipping Schedule](image)

   a. Please use the Logiflow BOL as the primary BOL – this is the one that must be given to the carrier.
   b. If you have additional paperwork, they must be included as secondary pages, and must not be the cover page.

6. The icon on the far right of the screen will bring up the Bill of Lading for printing.
Edits / Cancellations

You can make edits and cancellations at nearly any point until the carrier arrives. To do so, click on the shipment needing changes on the Shipping Schedule; and from the lower screen, click the Edit or Cancel button.

Please make sure to reprint paperwork if any changes are made.

Thanks

Our goal is to have this be as easy and efficient as possible for you. We sincerely thank you for your support with this shipping process, and if you have any suggestions on ways we can make it easier for you or if you have any issues or concerns, we want to hear them - please contact our transportation team at transportation@wurthindustry.com.
Troubleshooting / Issues

- For issues with Logiflow login, please contact wurthsupport@logiflow.com.

- For any issues with routing, other Logiflow issues, or other logistics issues, please contact transportation@wurthindustry.com. Please describe the issue and someone will respond to you as soon as possible.
ACCESSING THE RATELINX PLATFORM

- Web Address: http://my.ratelinx.com
- User Information
  - To obtain a user login, please contact transportation@wurthindustry.com.
  - Please include the following in your request:
    - User First and Last Name
    - Contact phone #
    - Email address
    - Requested password
    - Wurth companies shipped to
    - Address of your primary shipping location

- Login
  - Input Client ID, User ID, and Password.
  - Client IDs: Wurth Revcar, Grass America
  - Username: provided by WINA Transportation
  - Password: as per user request
Entering a Shipment – Part 1 – Ratelinx Set Up

Once logged in you will see two options:

**Ship By**
- This is our preferred option.
- By selecting this button shippers are directed to our lowest cost carrier and given the option to generate an electronic Bill of Lading within the system.
- WINA OpCo and supplier locations are pre-populated if they have been utilized before.
- Ship By allows WINA OpCos to track/trace the BOL from the start – adding ease to the payment process.

**Routing Guide**
- Shippers that must manually create Bills of Lading should select this option.
- By selecting this button shippers are provided the carrier to be used, and then the BOL must be generated outside of Ratelinx.
- Routing Guide creates some risks with the track/trace and payment.
Entering a Shipment – Part 1 – Using the Ship By Method

Ship By – Select Service
This is our preferred option.

- Please click the Ship By Button
- Once you have clicked the ship by button – you will see the following screen:

Rated LTL Carrier (BWAYLTL)
This is our preferred option.

- Please click the link RATED LTL CARRIER (BWAYLTL)
- Once you have entered the LTL environment – you will see the following screen:
Entering a Shipment – Part 2 – Using the Ship By Method

Once you have selected the Rated LTL Carrier option, the screen below will appear.

1. Select “Ship To” in the Shipment Addresses section and either use the magnifying glass to select an address from the address book, or manually enter the ship-from address.
2. Move to the section on the right of the screen and input the Shipment Information for this shipment – a PO number is mandatory, all other fields are optional.
3. Under Bill Type, the system defaults to Prepaid – change this to Third Party Billing and select the Wurth OpCo c/o Raelinx account for the company receiving the shipment. (for collect shipments – contact transportation@wurthindustry.com)
Next we move to carrier details.

1. At the bottom of the screen, enter the BOL details. Select the + sign if another BOL line is required. The - will delete a line.

2. When all required fields are completed, the Shipment Estimator at the bottom of the screen will show the rates that are found. Click on “Show Rates”.

3. The Wurth Preferred Carrier will display – you will click on the “Ship” button next to this carrier’s name, print the bill of lading, and call this carrier to book the shipment.
Entering a Shipment – Part 3 – Using the Routing Guide Method

Once you have selected the Routing Guide method, you will see the following screen.

1. Select “Origin” in the Shipment Addresses section and either use the magnifying glass to select an address that has been used before, or manually enter the ship-from address.

2. Select “Ship To” in the Shipment Addresses section and either use the magnifying glass to select an address that has been used before, or manually enter the ship-from address.

3. At the bottom of the screen, enter the BOL details. Select the + sign if another BOL line is required. The - sign will delete a line.

Next we move to carrier details.

1. When all required fields are completed, the Shipment Estimator at the bottom of the screen will show the rates that are found. Click on “Show Rates”.

2. The Wurth Preferred Carrier will display – you will click on the “Ship” button next to this carrier’s name, print the bill of lading, and call this carrier to book the shipment.
Troubleshooting / Issues

- For issues with Ratelinx login, please delete any saved Ratelinx links and then open and bookmark this website: http://my.ratelinx.com.

- For any issues with routing, other Ratelinx issues, or other logistics issues, please contact transportation@wurthindustry.com. Please describe the issue and someone will respond to you as soon as possible.
**Small Parcel Shipping Parameters**

- Unpalletized shipments weighing 201 lbs or less will be routed through UPS Ground for cost-effective shipping.
- Services other than UPS Ground, including UPS Next Day Air and UPS Expedite options, must be authorized by the WINA OpCo prior to shipping.
- To properly ship a small parcel shipment, you will need the WINA OpCo name and location (aka city of destination) for where the product will be shipped.

To properly schedule a shipment:

1. Contact transportation@wurthindustry.com to obtain a list of parcel account numbers (we do not publish them in guides).
2. You will locate the OpCo name and location (i.e. ship-to city).
3. The last column to the right of the document will provide the UPS Account Number to be used for the shipment.
4. Schedule the shipment directly with UPS, using the account number obtained.

The WINA Transportation Team leads the efforts to find carriers for shipment weighing more than 12,000 lbs. For LogiFlow TMS companies, these shipments can be submitted through LogiFlow, and will be reviewed by the WINA Transportation team. For Ratelinx TMS companies, use the email entry method below.

If you have a shipment that weighs more than 12,000 lbs – contact transportation@wurthindustry.com with the following information:

- Origin Details – all the ship-from stuff like company name, address and contact information for the company shipping the goods
- Destination Details – all the ship-to stuff like company name, address and contact information for the company receiving the goods
- Purchase Order Number(s)
- Wurth Part Number(s)
- Number of boxes
- Number of pallets
- Freight Class
- Total weight
- Dimensions (i.e. length x width x height) for each pallet
- Required transit time – when is the product due or needed at the recipients dock
- Operational requirements – details related to the shippers operations, times, appointment requirements, special equipment needs, etc.
Company Info

- Marine Fasteners & Brikksen Stainless Steel Fasteners
- Uses the LogiFlow Transportation Platform (LFTP™) to schedule and manage the execution of their inbound shipments.
- Suppliers shipping into any Marine Fasteners / Brikksen facility will use the LFTP to enter shipment details and the system will book a carrier and provide appropriate shipping paperwork.

Scope

- This guide covers all inbound collect shipments – i.e. shipments where Marine Fasteners / Brikksen is paying for the freight charge.
- If you are shipping a standard LTL, Volume LTL, or Truckload shipment you will utilize LogiFlow for the movement of the goods.
- Please note: Parcel/small package shipments are not currently in scope. Move these shipments through your existing process.

Support

- For questions regarding transportation related issues or for expedite assistance please contact transportation@wurthindustry.com.
- For LogiFlow support please contact wurthsupport@logiflow.com.

Link to LogiFlow Shipping Process  
Link to Small Parcel Shipping Process
THANK YOU