Welcome to the Alstom Power Online Freight Routing Guide! This website provides Alstom suppliers a secure, efficient and accurate way to generate LTL and Parcel shipping documents, as well as automatically call carriers to pick up shipments ready for transport. The steps outlined below will assist users in shipping orders through the online route guide.

Using your web browser, navigate to the web site http://freight.alstom.com
 To initiate a shipment, enter the Alstom Purchasr Order number and your Supplier ID (found on Alstom's Purchase Order) and click "Submit".

	M Onlir	ne Freight Route Guide
Home Alstom Users: Login Tract Purchase Order Address Verifie Please enter the following required pieces of ALSTOM Order #: 4199999999 ALSTOM Vendor #: 10999999 Submit	cation Materials Verification	Mode Verification Confirm and Tender Welcome to the Alstom Online Freight Route Guide, powered by Ardmore Power Logistics. This Route Guide can be used when the Alstom Purchase Order directs the user to this site, or you have received verbal notification from an Alstom Associate to use this guide. Should you have any questions regarding routing, please use the link below to find the relevent Alstom division contact. Alstom Transportation Contacts

Illustration 1: Purchase Order Screen

2a. If the Purchase Order or Supplier ID entered DOES NOT MATCH Alstom records, you will be redirected to this Verbal Override Screen. Use the provided link to find the appropriate contact to receive a verbal override code that will allow you to continue your shipment. Click the "Verbal Confirmation Received" checkbox, enter the Override Code in the provided field, and click "Submit".

Purchase Order Address Verifi	cation Materials Verification	Mode Verification	Confirm and Tender	
The ALSTOM Order # number you provi	ded is not in our records. Please v	erify that you have entere	ed it correctly.	
If you have entered this information inco verify the shipping instructions. If you've Purchase Order's instructions you may charges.	received a verbal confirmation from	m an ALSTOM associate	e to ship using this website in	stead of following the
Verbal Confirmation Received	Provided Override Code			
To receive assistance, please <u>click this</u>	link for Alstom Transportation Cor	<u>ntacts</u> . Please make sur	e to have this order number:	80507 when you contact us.
Please enter the following required pieces of	information to continue:			
ALSTOM Order #: 419999999	(4100XXXXXX)			
ALSTOM Vendor #: 0010999999				
Submit				

Illustration 2: Verbal Override

3. If the Purchase Order and Supplier ID match Alstom records OR you have successfully entered a verbal override code, the next screen you will see is the Address Verification screen. Here you must verify origin and destination addresses and your shipping hours.

Purchase Or	der Address Verification Materials Verification Mode Verification Confirm and Tender
	locations specified by the purchase order match the actual shipping origin and destination. ur shipping hours are correct.
Origin	 The origin from the purchase order is correct: Colecraft Commercial Furnishings Colecraft Allen Street Factory 1021 Allen Street West Dock Jamestown, NY 14701 The origin from the purchase order is incorrect, use alternate location: Select Alternate Origin Please enter your regular shipping hours:
Destination	The destination from the purchase order is correct: Thermal Services Windsor BAC Windsor 200 Great Pond Dr Windsor, CT 06095-0500 The destination from the purchase order is incorrect; use alternate location: Select Alternate Destination
	Submit

Illustration 3: Locations Verification Screen

3a. If the listed origin and/or destination addresses are incorrect or blank, click on "Select Alternate Origin" and/or "Select Alternate Destination" to select an address from the Freight Management System database

Purchase	Order Add	dress Verification	Materials Verific	ation	Node Verification	Confirm and Te	ender
*Zip Code:	06095	and a portion of the c	destination compan	y's name t	o search our datab	ase for the destin a	ation location.
Company:	Alstom	Search]			

Illustration 4: Location Search

3b. On the Address Search screen, enter a zip code and partial company name and click "Search" to retrieve a list of matching addresses. To select an address, click "Select" to the right of that address.

Purchase Order Address Verification Materials Verification	Mode Verification Confirm and Tender	
Please enter the 5-digit zip code and a portion of the destination company 's *Zip Code: 06095 Company: Alstom Search	name to search our database for the destination location .	
Choos	e Your Location	
Company Name	Location Address	Select
ALSTOM POWER INC.	ALSTOM POWER INC. 2000 DAY HILL ROAD LOOSE TUBE PRODUCTS WINDSOR, CT 06095	Select
ALSTOM POWER INC.	ALSTOM POWER INC. 2000 DAY HILL ROAD PULVERIZER SYSTEMS WINDSOR, CT 06095	Select

Illustration 5: Location Selection

3c. If an address can not be found in the Freight Management System database, you may add an address by clicking "Click Here" on the bottom of the search results page.

Thermal Services Windsor	Site Alstom Maintenance 200 Great Pond Dr Windsor, CT 06095-0500	Select
If your location is not in this list, you can modify your company name search State" (without the quotation marks)) or you can Click Here to create a n	to be less specific (i.e., use "all state" if it can be spelled "Allstate", "Allstates w location record.	', or "All-

Illustration 6: Create Location Button

3d. Fill out all required fields, and click "Submit" to return to the Address Verification screen.

Please complete all field	s as completely as possible. Fields marked with an asterisk (*) are required.
* Company Name:	
Location Name:	
* Address:	
Address Line 2:	
* City:	
* State/Region:	
* Country:	
* ZIP Code:	
* Phone:	
Fax:	
	Submit

Illustration 7: Create Location Screen

3e. Once that all addresses have been verified correct and your shipping hours are entered, click "Submit".

Purchase Or	der Address Verification Materials Verification Mode Verification Confirm and Tender
-	locations specified by the purchase order match the actual shipping origin and destination. For shipping hours are correct.
Origin	 The origin from the purchase order is correct: Colecraft Commercial Furnishings Colecraft Allen Street Factory 1021 Allen Street West Dock Jamestown, NY 14701 The origin from the purchase order is incorrect, use alternate location: Select Alternate Origin Please enter your regular shipping hours:
Destination	 The destination from the purchase order is correct: Thermal Services Windsor BAC Windsor 200 Great Pond Dr Windsor, CT 06095-0500 The destination from the purchase order is incorrect; use alternate location: Select Alternate Destination
	Submit

Illustration 8: Completed Locations Verification Screen

4. The next screen is the Materials Verification screen. Here you enter material quantities, shipment weight, and the date and time your shipment will be ready for pickup. This information will be used to determine the proper carrier for your shipment. On this screen you may also consolidate materials from other Purchase Orders into this shipment by entering the Purchase Order number in the field labeled "Consolidate Additional PO:" and clicking the "Consolidate" button. Once all materials are properly represented on this screen and the expected ready date is filled in, click "Submit" to continue.

Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of the second system Image: Constraint of t
0 1 0 0020 101 Conference Chairs
0 1 0 0030 102 Conference White Board
onsolidate Additional PO: (4100XXXXX) Consolidate



5. The next screen is the Mode Screen. This screen will allow you to select the Parcel Service Level, or the Motor Freight (LTL) carrier that is appropriate for this shipment.

5a. If your shipment qualifies as a parcel shipment, you will be presented with the available parcel service levels and estimated transit times. **Unless otherwise instructed, Ground Service should always be selected.** If your shipment can not travel via parcel, please select "is not compatible" or "requires special handling". Click "Submit" when you have selected the desired parcel service level.

Your shipment parameters indicate that your shipment should move via Parcel Carrier.	
UPS Ground is the preferred option. Use of an expedited service should only occur if the Alsta requested expedited service.	om Purchase Order or a Alstom associate has explicitly
Please review the restrictions below and choose from the following: My shipment	
Q can move UPS (UPSN): UPS Ground.*	2 Business Day
wshould move UPS (UPSN): UPS Second Day Air.*	2 Business Day
should move UPS (UPSN): UPS Next Day Air.*	1 Business Day
o should move UPS (UPSN): UPS Next Day Air Early A.M*	1 Business Day
should move FEDEX EXPRESS (FEPL): Standard Overnight.**	03-10-
Should move FEDEA EAFRESS (FEFE). Standard Overnight.	2014 03:00pm*
should move FEDEX EXPRESS (FEPL): Priority Overnight. ^{**}	03-10- 2014 10:30am**
	2014 10:30am 03-10-
should move FEDEX EXPRESS (FEPL): First Overnight.**	2014 08:00am*
is not compatible with Parcel Carrier restrictions and should move Motor Freight/LTL	
 requires specialized handling. 	
© Reset	
Reset. *UPS restrictions: UPS will not move palletized shipments or shipments of excessive size and girth. For a full list of packing guidelines and restrictions please click http://www.ups.com/content/us/en/resources/helpackaging/guidelines/how_to html?srct For UPS hazardous material shipping information click http://www.ups.com/content/us/en/resources/helpackaging/guidelines/how_to html?srct For UPS hazardous material shipping information click http://www.ups.com/content/us/en/resources/helpackaging/guidelines/helpackaging/actions/	
Reset. VPS restrictions: UPS will not move palletized shipments or shipments of excessive size and girth. For a full list of packing guidelines and restrictions please click http://www.ups.com/content/usie/resources/htp/packaging/guidelines/how_to.html?srct For UPS hazardous material shipping information click http://www.ups.com/content/usie/resources/htp.packaging/guidelines/how_to.html?srct For UPS hazardous material shipping information click http://www.ups.com/content/usie/resources/htp.packaging/guidelines/how_to.html?srct For UPS hazardous material shipping information click http://www.ups.com/content/usie/rules/htp.packaging/guidelines/how_to.html?srct for UPS hazardous material shipping information click http://www.ups.com/content/usie/rules/htp.packaging/guidelines/htp.guidelines/htp.packaging/guidelines/htp.packaging/guidelines/htp.guideli	
Pesse. VPS restrictions: UPS will not move palletized shipments or shipments of excessive size and girth. For a tull list of packing guidelines and restrictions please click http://www.ups.com/content/us/en/resources/ship/packaging/guidelines/how_to.html?srcf For UPS hazardous material shipping information click http://www.ups.com/content/us/en/resources/techsupport/alliances/technology_hazardous */r Shipped today **FedEx Express restrictions: For Federal Express packaging guidelines and shipping restrictions click	
Oreset VPS restrictions: UPS will not move palletized shipments or shipments of excessive size and girth. For a full list of packing guidelines and restrictions please click http://www.ups.com/content/us/en/resources/ship/packaging/guidelines/how_to.html?srcf For UPS hazardous material shipping information click http://www.ups.com/content/us/en/resources/techsupport/alliances/technology_hazardous 'If shipped today "FedEx Express restrictions: For Federal Express packaging guidelines and shipping restrictions click http://www.fedex.com/us/services/packageshipment/index.html	
Peset VUPS restrictions: UPS will not move palletized shipments or shipments of excessive size and girth. For a full list of packing guidelines and restrictions please click http://www.ups.com/content/us/en/resources/ship/packaging/guidelines/how_to html?srcf For UPS hazardous material shipping information click http://www.ups.com/content/us/en/resources/techsupport/alilances/technology_hazardous 'If shipped today "FedEx Express restrictions: For Federal Express packaging guidelines and shipping restrictions click http://www.fedex.com/us/services/packageshipment/index.html For Federal Express dangerous goods shipping information click	
Peset VPS restrictions: UPS will not move palletized shipments or shipments of excessive size and girth. For a full list of packing guidelines and restrictions please click http://www.ups.com/content/us/en/resources/ship/packaging/guidelines/how_to.html?srcf For UPS hazardous material shipping information click http://www.ups.com/content/us/en/resources/techsupport/alliances/technology_hazardous ^If shipped today **FedEx Express restrictions: For Federal Express packaging guidelines and shipping restrictions click http://www.fese.com/us/serv/ces/packageshipment/index.html	

Illustration 10: Parcel Mode Screen

5b. If your shipment qualifies as a Motor Freight (LTL) shipment, you will be presented with the available Motor Freight carriers and available estimated transit times. If your shipment does not qualify for standard Motor Freight please select "requires specialized handling", otherwise select the appropriate carrier and click "Submit".

Purchase Order Address Verification Materials Verification Mode Verification Confirm and Tender	
Your shipment parameters indicate that your shipment should move via <u>LTL Carrier</u> .	
NEW ENGLAND MOTOR FREIGHT, INC (NEMF) is the preferred option.	
Please review the restrictions below and choose from the following: My shipment	
can move NEW ENGLAND MOTOR FREIGHT, INC (NEMF): Standard Motor Freight Service. [*] Should move FEDEX FREIGHT PRIORITY: Standard Motor Freight Service. [*] should move CON-WAY TRANSPORTATION SERVICES, INC (CNWY): Standard Motor Freight Service. [*] should move ESTES EXPRESS LINES (EXLA): Standard Motor Freight Service. [*]	2 Business Days
 should move OLD DOMINION FREIGHT LINE, INC (ODFL): Standard Motor Freight Service.[*] should move YELLOW FREIGHT: Standard Motor Freight Service.[*] requires specialized handling. 	2 Business Days
Reset.	
*Motor Freight restrictions: Motor freight carriers cannot move shipments requiring crane loading, items over 26 feet in length, 8 feet in width, or individi 10,000 lbs in weight. Shipments requiring special handling such as pad-wrap, air-ride, or constant surveillance, should not freight.	
Submit	

Illustration 11: Motor Freight Mode Screen

6. Confirm and Tender Screen. This screen will collect final shipment information. Different options will be available based on the carrier selected, so please read all options carefully.

6a. The Parcel Confirm and Tender Screen will present a pulldown of available packaging types for the selected carrier, various delivery options, and a "Recalculate" button that will update delivery date estimates based on changed delivery options. Along the top of the Parcel Confirm and Tender Screen, you will see a gray bar Labeled Order Details. Clicking on this bar will expand the order details section so that you may adjust origin or delivery addresses as well as adjust the parcel service level. Once you have completed entering the package detail information, click the box to the left of "Choose this option if you are ready to tender..." and click "Submit".

Purchase Order Address Verification	Aterials Verification Mode Verification	Confirm and Te	ender		
		-			
[+]	Order Details				
	UPS Packages				
Package Packaging*	Commodity Description*	Weight*	Length (in)	Width (in) He	ight (in)
1 CHOOSE PACKAGING 🔻					
	Enter Additional Package				
\$	UPS Options				
*Saturday Delivery \$15.00					
*Indicates additional fee will be charged for this servic	e				
	Tanalan Oadana				
	Tender Options				
Please select desired ship date: Fri Mar 7, 2014 Note that same day pickup can not be guaranteed, de	 nending on your shinning time and proximity. 	to carrier terminal			
Note that same day pickup can not be guaranteed, de		to carrier terminal.			
	Estimates				
Selected Service Level: UPS Ground Estimated Delivery Date: Tue Mar 11, 2014					
	Recalculate				
Choose this option if you are ready to tender the Choose this option if you wish to cancel this s		tronically notify the	carrier and may	schedule a pickup).
Please click the submit button once and only once.	It may take a moment to bring up your confirm	nation.			
	Submit				

Illustration 12: Parcel Confirm and Tender Screen

6b. The Motor Freight Confirm and Tender Screen will collect all of the information needed to complete the paper Bill of Lading for the selected carrier. Among these pieces of information are:

a. Packaging: A logistical unit between case and each. This may be a consumable inner pack, e.g., carton of cigarettes, or it may be simply a logistical pack, e.g., dozens of toothbrushes.

b. Handling Unit: A term used to describe a good or aggregation of goods bundled together for distribution and logistical purposes. Unit loads are typically handling units, and transport packages may be as well. A single handling unit may consist of a bundle of goods bought and sold between trading partners (traded units) or may itself be a traded unit.

c. Commodity Description: Brief explanation of goods being shipped.

d. Weight: Important Note: The total weight of line items on this page MUST match the weight noted on the "Materials Verification" page, if they do not match the user will not be allowed to continue until the discrepancy is resolved.

e. Freight Class: The Freight Class number is assigned by commodity type and is used by participating LTL carriers to determine the level of rates for a shipment. A drop down list of commonly used Freight Class numbers is available to choose from. If you do not know the class of your shipment please contact Alstom Power Transportation for assistance.

f. Tare Weight: The weight of the pallet, skid or shipping container.

	Purchase Order Address Verification Materia	ds Verification	Mode Verification Confirm and Tender		
Line	Unit	Quantity	Commodity	Weight	
	Packaging* Select Packaging 🔻	*	Description*	Gross*	
	Handling 🛛 N/A or Same As Packaging 🔻		Classification* Select Class ▼	Tare	
	Enter Additional Load Line				
Plea	se select desired ship date: Mon Mar 10, 2014 🔻				
Note	that same-day pickup can not be guaranteed, dependi	ng on your shippin	g time and proximity to carrier terminal.		
□ F	lease check this box if you have weighed this shipmen	t.			
	Choose this option if you are ready to tender this shi	pment to a carrier.	This option will electronically notify the carrier and may so	chedule a pickup.	
	$\supset oldsymbol{\Bbbk}$ hoose this option if you wish to cancel this shipme				
PI	ease click the submit button once and only once. It may	take a moment to	bring up your confirmation.		
		S	ubmit		

Illustration 13: Motor Freight Confirm and Tendor Screen

6b. (cont.) Once all required fields are populated, select "Choose this option if you are ready to tender..." and click "Submit".

7. The Done Screen will provide a link to an Adobe PDF Bill of Lading for you to print, scheduled pickup time, shipment PRO/Airbill/Tracking Number, and estimated transit time. **Further instructions about scheduling a pickup by the selected carrier will also be displayed. Please read them carefully.**

Thank you for using the Alstom Online Freigh	t Route Guide!
Please click here for your YELLOW FREIGHT Bill of Lading.*	Requested Pickup: Fri Mar 7, 2014 Transit time: 3 business days. <u>PRO/Airbill/Tracking Number</u> : XXXXX-XXXXZ
You can always visit this url (http://freight.alstom.com/acceptance/1.5/index.php/done/734) to revi down for reference. If you have any questions about this order, please <u>click this link for Transportation Contacts</u> . Pleas contact us.	
*Documents are presented in PDF format. If you do not have a PDF viewer, you can do	ownload one at http://www.adobe.com/

Illustration 14: Motor Freight Done Screen - Load Electronically Tendered to Carrier

7a. If a Parcel shipment requires additional action to schedule a pickup, that will be displayed in a red box under the Documents link.

Please click here for your UPS Shipping Documents.*
If you do not have regular scheduled pickups with UPS, you will need to make
arrangements to have this shipment picked up or take it to a UPS dropoff location.
2

Illustration 15: Parcel Done Screen - Call required to schedule pickup

7b. If a Motor Freight electronic tender fails, you will be notified with a large red box, and instructions on how to contact the carrier to schedule a pickup will be displayed.

