

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.

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

The screenshot shows the 'Purchase Order' step of a multi-step process. The header includes the Alstom logo and the title 'Online Freight Route Guide'. A navigation bar contains links for 'Home', 'Alstom Users: Login', 'Tracking', and 'Training/Usage Video'. Below this, a series of tabs indicates the current step: 'Purchase Order' (active), 'Address Verification', 'Materials Verification', 'Mode Verification', and 'Confirm and Tender'. The main content area prompts the user to enter required information: 'ALSTOM Order #' (419999999) and 'ALSTOM Vendor #' (10999999). A 'Submit' button is present. A right-hand sidebar contains a welcome message and a link to '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”.

The screenshot shows the 'Verbal Override' step. The navigation bar is the same as in Illustration 1, but the 'Address Verification' tab is now active. A large grey box contains the following text: 'The ALSTOM Order # number you provided is not in our records. Please verify that you have entered it correctly. If you have entered this information incorrectly, please retry. If you've entered the information correctly, you should review your ALSTOM Purchase Order to verify the shipping instructions. If you've received a verbal confirmation from an ALSTOM associate to ship using this website instead of following the Purchase Order's instructions you may continue by checking the box below. If you ship using this website by mistake, you will be back-charged for the freight charges.' Below this text is a checkbox labeled 'Verbal Confirmation Received' and a text input field for 'Provided Override Code'. At the bottom of the grey box, there is a link to 'Alstom Transportation Contacts' and a note about order number 80507. Below the grey box, the form prompts for 'ALSTOM Order #' (419999999) and 'ALSTOM Vendor #' (0010999999), with a 'Submit' button.

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.

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

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.

Choose 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
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If your location is not in this list, you can modify your company name search to be less specific (i.e., use "all state" if it can be spelled "Allstate", "Allstates", or "All-State" (without the quotation marks)) or you can [Click Here](#) to create a new location record.

Illustration 6: Create Location Button

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

Please complete all fields 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 Order **Address Verification** **Materials Verification** **Mode Verification** **Confirm and Tender**

Please verify that the locations specified by the purchase order match the actual shipping origin and destination.
Please check that your 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:

Check this box to remember the selected origin for your next visit.

Please enter your regular shipping hours: AM PM - AM PM

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:

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.

Illustration 9: Materials Screen

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.

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”.

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 pull-down 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”.

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.

Line	Unit	Quantity	Commodity	Weight
1	Packaging* <input type="text" value="-- Select Packaging --"/>	* <input type="text"/>	Description* <input type="text"/>	Gross* <input type="text"/>
	Handling <input type="text" value="-- N/A or Same As Packaging --"/>	<input type="text"/>	Classification* <input type="text" value="-- Select Class --"/>	Tare <input type="text"/>

Please select desired ship date:

Note that same-day pickup can not be guaranteed, depending on your shipping time and proximity to carrier terminal.

Please check this box if you have weighed this shipment.

Choose this option if you are ready to tender this shipment to a carrier. This option will electronically notify the carrier and may schedule a pickup.

Choose this option if you wish to cancel this shipment for any reason

Please click the submit button once and only once. It may take a moment to bring up your confirmation.

Illustration 13: Motor Freight Confirm and Tender 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.**

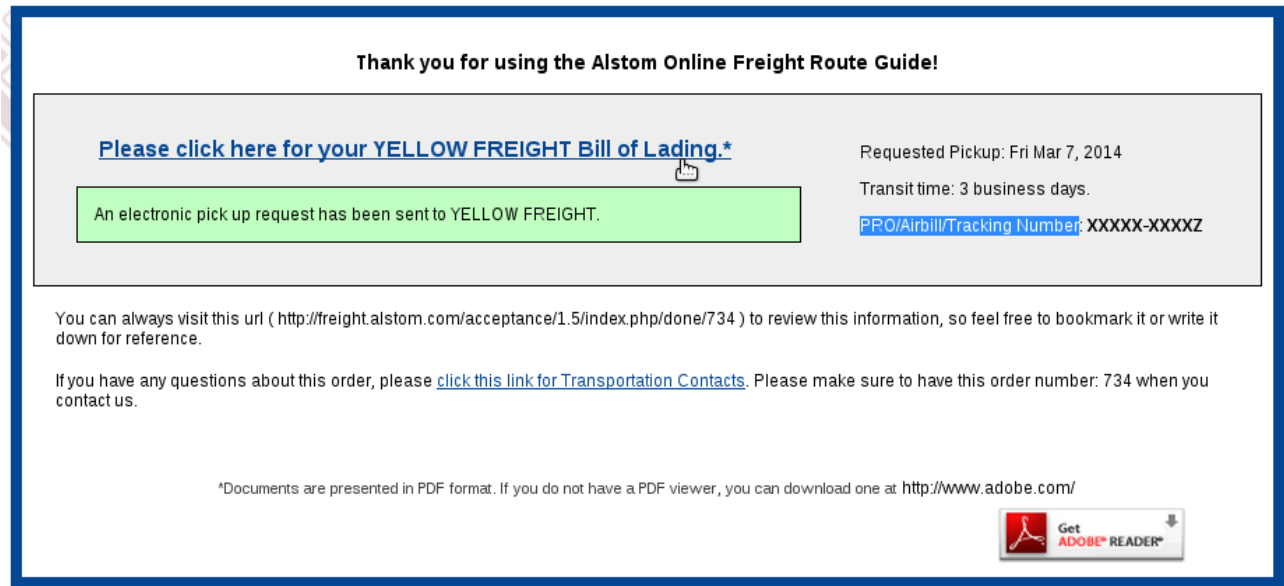


Illustration 14: Motor Freight Done Screen - Load Electronically Tendered to Carrier

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



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.

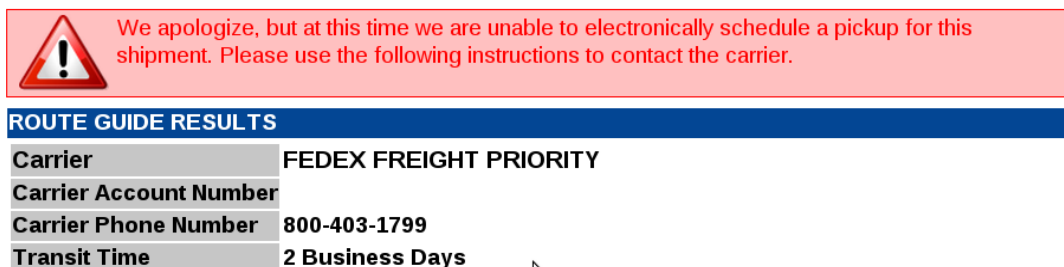


Illustration 16: Motor Freight Done Screen - Electronic Tender Failed