



# **Carrier Instructions**

**Effective April 2017**

## General Expectations of AGCO Carriers

### Load Tenders and Load Execution

- Each Load Tender Offer will contain the following
  - Pickup Time Window
  - Equipment needed
  - Pickup Address
  - Delivery Address
    - All delivery locations have specific hours and days
  - It is the carrier's responsibility to be aware of these times
- Delivery Window
  - Must be delivered within the carrier's published transit time
- Failure in any of the above categories will be recorded against the carrier
- If a carrier cannot meet the delivery window due to mechanical failure, driver error, missed pickup time, immediate notification must be given to AGCO Logistics

### In Transit

- The carrier will be responsible for AGCO's freight and be in accordance with the minimum insurance standards as set forth in the Transportation Agreement
- Sealed loads will not be broken by the carrier
- Loads will not be Trans-Loaded by the carrier at any point unless such circumstances warrant and written approval is given by AGCO Logistics

### Tariff

- All loads will be moved in accordance to each carrier's accepted tariffs
- Any spot quotes or expedited moves outside of the tariff must have written approval from AGCO Logistics

### Payment

- Terms are set and agreed upon in the Transportation Agreement
- Payment must be submitted to AGCO's 3<sup>rd</sup> Party Address

### Fuel Surcharge and Accessorials

- ALL carriers will follow AGCO's standard fuel surcharge and accessorials tables

### Volumes

- AGCO does not guarantee volumes
- Rates submitted are loaded in a Transportation Management System (TMS) and are tendered least cost to highest



**April 2017**

**TO: ALL AGCO APPROVED CARRIERS**

**RE: AGCO FREIGHT BILL INSTRUCTIONS**

Carrier freight invoices **must** be sent directly to Williams & Associates (AGCO's new provider of pre-audit & payment services):

**Email:** [Remit.32@waionline.com](mailto:Remit.32@waionline.com)

Or,

**USPS:** AGCO  
C/o Williams & Associates, Inc.  
405 East 78<sup>th</sup> Street  
Bloomington, MN 55420-1251

A. Each individual invoice, including the following **required** supporting documentation, **must** be presented at the same time in one (1) PDF or (1) TIFF file as follows:

• **LTL (Less Truck Load) – required documents:**

- LTL Carrier Invoice
- BOL (Bill of Lading)  
And, if applicable:
- W & I (Weight & Inspection) Certificate:
  - Required when Carrier changes the weight shown on Shipper's BOL.
  - Required when Carrier changes the freight class shown on Shipper's BOL.
- LOA (Letter of Authorization) - email between Carrier and AGCO agreeing to a higher than the published rate or an additional unplanned fee.
- See Page 2, Items "B", "C" and "D" for additional notes that apply to LTL.

• **TL (Truck Load) – required documents:**

- TL Carrier Invoice w/following charges must be broken out as separate line items:
  - Line Haul
  - Fuel Surcharge
  - Accessorial (Stops, Tarp, Over-Dimensional, Permits, etc.)
- BOL (Bill of Lading)
- DR (Delivery Receipt) - can be the BOL w/consignee signature & delivery date
- Permits & Escort Service documents
- LOA (Letter of Authorization) - email between Carrier and AGCO agreeing to Re-consignment, Deadhead, TONU, Volume Quote, Lift Gate and Inside Delivery, etc.



## AGCO FREIGHT BILL INSTRUCTIONS

- **TL (Truck Load) required invoice “Information”:**

- Total actual weight of the shipment - must match Shipper BOL(s)
- Total number of pallets / pieces
- Total miles
- Origin, Destination and Stops, if any
- Load number provided by....
  - AGCO’s Inbound TMS (ex LD000805446)
- Or,
  - AGCO’s Outbound Reference # (ex BOL #, Load #, Shipment #)
- Trailer Type - **Must indicate 48 ft. or 53 ft. for all trailer types:**
  - Dry Van/Reefer
  - Step Deck
  - Flatbed
  - RGN/Double Drop

- B. Failure to provide the required supporting documents & information identified in section “A” will result in the freight bill being returned to you.
- C. Specific bill of lading instructions identifying a different “Third Party Bill To” address takes precedence over and above these instructions.
- D. To check on the payment status of a freight invoice:
  - a. Email [gilw@waionline.com](mailto:gilw@waionline.com) to receive a password to [www.waionline.com](http://www.waionline.com).
  - b. Select Carrier Login and enter your password.
  - c. Select Access Freight Payment Inquiry.
  - d. General Phone Inquiries: 952-884-9959. Ask for freight payables assigned to AGCO.

If Williams & Associates has “No Record” of the invoice(s) in question, send the invoice(s) and supporting documentation to Williams & Associates, Inc. Allow 2-weeks for payment processing.

Please contact your AGCO Transportation Planner w/questions.

Best Regards,

AGCO North America Logistics  
[TMSAdmin@agcocorp.com](mailto:TMSAdmin@agcocorp.com)