



➤ Click the link sent to you via email

- This link will automatically be sent 3 days prior to the scheduled ship day
- The scheduled ship day is determined by the PO or Release sent by Park Ohio
- The main location contact and any other designated emails will receive this link
- If you do not receive this link but have a shipment ready, reach out to your ALS Ops Specialist

➤ Verify the shipment details

- Most shipment details will be pre-populated directly from the PO or Release sent by Park Ohio
- If shipping parcel, select “Parcel” on the form and click submit, then Follow your existing UPS process
- Verify pallet count, weight, ship date, ready time, and class – Enter email for BOL
- If you are unable to enter shipment details, reach out to your ALS Ops Specialist

➤ Submit the completed form

- Once you input the shipment details, select “Submit” at the bottom
- Once submitted, the ALS Transportation Management System (TMS) will automatically assign a carrier
- The BOL will be automatically created and sent to the Quick Ship contacts for your location
- If you are unable to submit the form, reach out to your ALS Ops Specialist

➤ Print the Bill of Lading (BOL)

- You must use this BOL for all LTL shipments
- If shipment details change after submitting, reach out to your ALS Ops Specialist
- If specific language is required on your BOL, reach out to your ALS Ops Specialist
- If you do not receive the BOL, reach out to your ALS Ops Specialist

➤ Ship the freight

- Load the freight on the assigned carrier
- Utilize the ALS BOL for all LTL shipments
- Once you load the carrier, you are all set
- If you have issues loading the carrier, reach out to your ALS Ops Specialist

HAVING ISSUES? REACH OUT TO YOUR ALS OPS SPECIALIST FOR ASSISTANCE

Supply Technologies:

Email: SupplyTech@TeamALS.com
Phone: 616.396.2305

Assembly Components Group:

Email: ACG@TeamALS.com
Phone: 616.396.2308

After-Hours (5:00p – 8:00a Eastern):

Email: AfterHours@TeamALS.com
Phone: 517.782.7500



FREQUENTLY ASKED QUESTIONS ALS QUICK SHIP

- » **If I am shipping multiple PO's at the same time, how are these shown on a single BOL?**
 - » PO's that have the same origin, destination, and due on dock will be combined into a single shipment and a single email notification.
- » **When the online form is submitted, does this automatically schedule a pickup with the carrier?**
 - » Yes, once you submit the form our system will automatically determine the best carrier and schedule a pickup.
- » **If I have any issues or questions, what are ALS' hours of operation to request assistance?**
 - » ALS is 24/7 with the main Park Ohio operations team operating 8a – 5p Eastern and the after-hours team operating from 5p – 8a Eastern.
- » **If I submit the online form when I receive the notification 3 days prior, does that change the delivery date?**
 - » We send the notification 3 days prior to the scheduled ship day to provide ample time to validate shipment details prior to the scheduled ship date. You should not be shipping prior to the scheduled ship date.
- » **If material is not ready on the scheduled ship date, what notifications will I receive?**
 - » You will receive the email notification 3 days prior to the scheduled ship day and on the scheduled ship day. If you do not submit the form, the shipment will go to an exception list and sent to Park Ohio for the Planner's visibility.
- » **Are all Park Ohio divisions utilizing ALS Quick Ship?**
 - » No, this process is only being utilized by Supply Technologies and Assembly Components Group.
- » **Can multiple people from my organization receive these shipment notifications?**
 - » Yes, as many people as are needed can be added to receive these notifications. Simply notify ALS Operations and they will update contacts.
- » **What if I am only shipping some of the PO's on the shipment, not all of them?**
 - » Submit the form based on what you are shipping, and a new email notification will be sent based on Park Ohio Planner's activity in the ERP.
- » **What if I have specific information needed on the BOL, how do I add that information?**
 - » Input any specific information needed on the BOL into the "Special Instructions" section on the form.
- » **What if I am shipping parcel, do I still have to complete the online form?**
 - » Yes, simply select "Parcel" as the mode on the form and click submit. ALS Quick Ship removes the order from the ALS system when moving parcel, this will not schedule a pickup request. You will then follow your standard parcel pickup process.

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