



Carrier Instructions

September 2019



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TO: ALL AGCO APPROVED CARRIERS

RE: AGCO FREIGHT BILL INSTRUCTIONS

Carrier freight invoices **must** be sent directly to Williams & Associates:

Email: Remit.32@waionline.com

Or,

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

A. Each individual invoice, including the following **mandatory** 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) – This is the email communication between Carrier and AGCO agreeing to a higher than 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(s), if applicable: (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, if applicable
- 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 (Continued)

- **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 -
 - Dry Van
 - Flatbed/Step Deck
 - RGN/Double Drop

B. Failure to provide the required legible 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:

- Email gilw@waionline.com to receive a password to www.waionline.com.
- Select Carrier Login and enter your password.
- Select Access Freight Payment Inquiry.
- 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.

E. The “Payment Inquiry” app located via the Williams & Associates website should be your initial point of contact for inquiring about payment status and upcoming payments. The “Payment Inquiry – by Reject Date” function will also display any rejected or returned invoices that require your immediate attention.

Please contact your AGCO Transportation Planner w/questions.

Best Regards,

AGCO North America Logistics
TMSAdmin@agcocorp.com

AGCO General Expectations of Carriers

Load Tender and Load Execution

- Each Load Tender Offer will contain the following:
 - Pickup Time Window
 - Equipment type required
 - 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 or missed pickup time - immediate notification must be provided 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

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

Fuel Surcharge and Accessorials

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

Volumes

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