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Wurth Industry North America

Domestic Supplier Shipping Guide

A guide for suppliers shipping inbound via Ratelinx

Contents

Introduction

Welcome to Wurth Industry North America's Domestic Routing Guide. This guide has been designed to help our vendors, suppliers, and other partners who are shipping into a WINA Group company more easily navigate the WINA processes for US domestic shipping.

This guide covers processes for regular shipping of small parcel, less than truckload, and full truckload shipments. For expedite shipping or shipping using non-standard commodities or modes of transit, please contact logistics@wurthindustry.com for guidance.

WINA Company Information

Wurth Industry of North America (WINA) is a holding company which is made up of 15 individual operating companies (OpCos): twelve in the United States, one in Mexico, one in Canada, and one in Brazil. The full WINA family consists of:

- Wurth Service Supply
- Wurth Adams Nut & Bolt
- Wurth Timberline Fasteners
- Wurth Des Moines Bolt
- Wurth Snider Bolt
- Northern Safety
- Marine Fasteners
- Wurth House of Threads

- Wurth Revcar Fasteners
- Oliver Van Horn
- Weinstock Brothers
- Wurth Action Bolt & Tool
- Wurth Industry of Canada
- Wurth Industry de Mexico
- SW Industry

Scope of This Guide

Not all WINA OpCos utilize the same tools for the scheduling of domestic freight. The OpCos who use the services included in these guidelines are:

- Wurth Adams Nut & Bolt
- Wurth Des Moines Bolt
- Wurth Snider Bolt

- Wurth Revcar Fasteners
- Wurth Action Bolt & Tool
- Wurth Additive Group

If shipping to a WINA OpCo other than the above, **STOP** - do not use this guide – contact OpCo logistics personnel at the company you are shipping to or logistics@wurthindustry.com for help in proceeding with shipment.

Deciding How to Ship

Shipments to a WINA OpCo will fall into one of three categories depending on the weight of the shipment. As WINA cargo tends to be dense in nature, this document assumes weight to be the primary determining factor for transit. This guidance also assumes cargo required to be "non-stackable".

LTL – Less than Truckload

- All freight from 201lbs to 7,000lbs
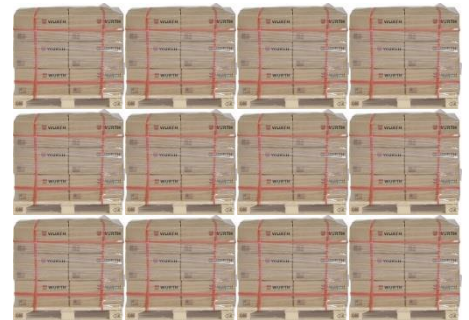- 6 skids or less
- Palletized freight below 201lbs

If your shipment is an "LTL" shipment proceed to the Shipping LTL section for further instructions

TL – Truckload

- All freight 7,000lbs or more
- 7 or more skids

If your shipment is a "TL" shipment proceed to the Shipping TL section for further instructions

Small Parcel – Ground Service

Unpalletized cargo less than 201lbs

If your shipment is a "small parcel" shipment proceed to the Shipping Small Parcel section for further instructions.

Shipping Less-Than-Truckload (LTL)

Less-Than-Truckload is a regular cargo process used for a) shipments of product weighing between 201lbs and 7,000lbs, and b) palletized shipments of less than 201lbs. Unpalletized shipments weighing less than 201lbs are shipped using the small parcel process. If shipping palletized cargo less than 201lbs please ensure the palletization is required to safely delivery cargo.

Shippers using the LTL shipping process will use the Ratelinx system to schedule movements.

Obtaining a User ID

The WINA OpCos provide our users two different ways to access the Ratelinx tool to ship to our locations:

Generic User Login

This type of login is provided for infrequent shippers and shippers who do not want to obtain a unique user access to the WINA Ratelinx tool. The generic User ID and password are shared with various users all over the country. Users that use this type of login will not be able to receive notifications of changes, because there is no contact information associated with the login credentials.

Specific User Login

A specific user login is unique to a company or an individual and tracks the user's activity within the WINA Ratelinx tool. The User ID and password are specifically assigned and provide the user with the comfort of knowing that any necessary announcements regarding changes to the system would be communicated to the user. Users that use this type of login can also generate reports related to their shipping activity through the Ratelinx tool.

To obtain a Specific User Login – contact logistics@wurthindustry.com for assistance.
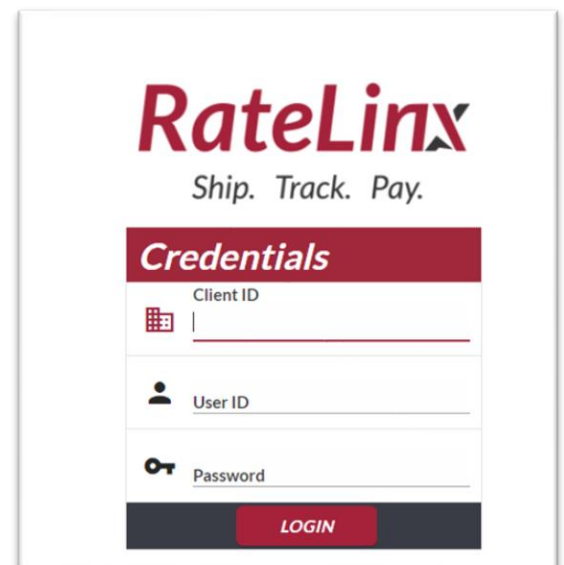
Logging in as a Generic User

The following steps will allow you to log in as a generic user.

1. Go to http://my.ratelinx.com. You should see the login prompt after arriving at the correct site.

   If you do not see the login prompt, follow the above link or copy and paste it into your browser. Delete any old bookmarks and replace with this one.

2. Next, input the Client ID, appropriate User ID and Password from the table below. These are unique to the Operating Company you will be shipping to and may not be used interchangably – make sure to choose the correct one.

   *Please note that selecting and shipping under the incorrect entity will cause issues.*

Operating Company	Client ID	User ID	Password
Wurth Adams Nut & Bolt	Wurth Adams	inboundadams	inbound
Wurth Des Moines Bolt	Wurth DMB	inbound	inbound
Wurth Revcar	Wurth Revcar	inbound	inbound
Wurth Snider Bolt	Wurth Snider	inbound	inbound
Wurth Action Bolt & Tool	Wurth ABT	inbound	inbound

1. Determine which WINA OpCo will receive the product.
2. Use that OpCo's Client ID and login information to login to Ratelinx (See Logging In section)
3. Once logged in you will see two options for a shipper: Ship By and Routing Guide
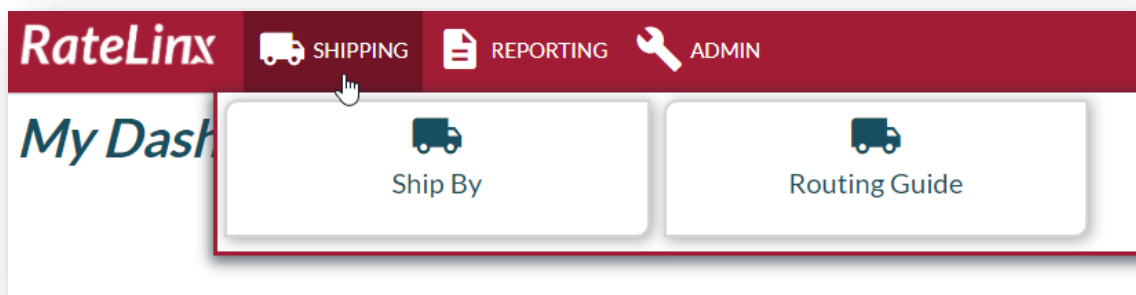
Ship By Option

This is the option we prefer shippers to use. By selecting this button shippers are directed to our lowest cost carrier, and are also given the option to generate an electronic Bill of Lading within the system. WINA and supplier locations are pre-populated if they have been utilized before – so the BOL generation process is as easy as a few clicks of a mouse!
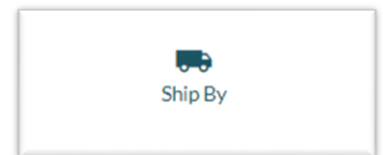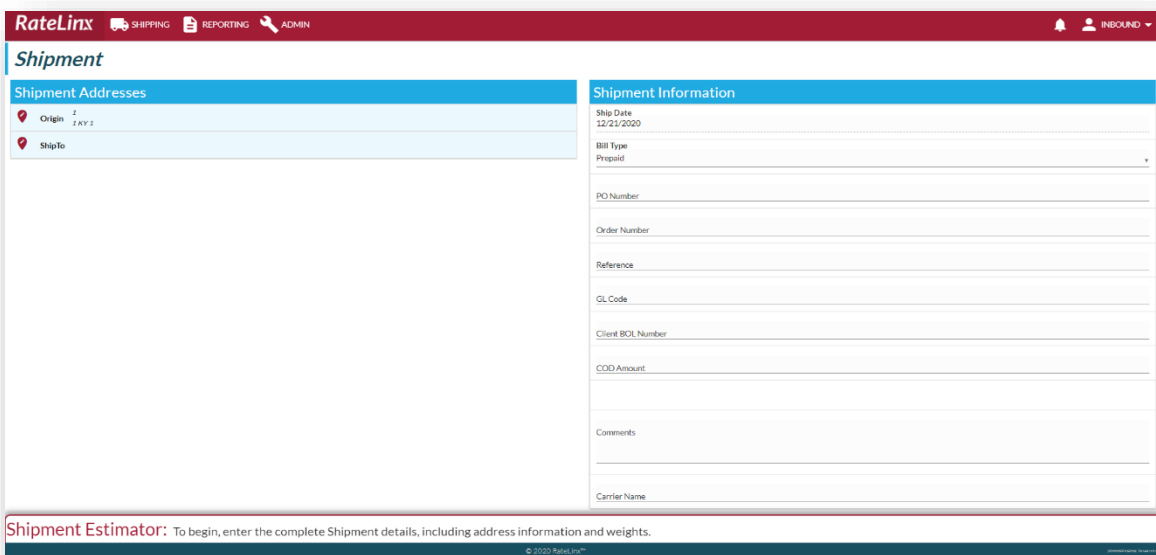
This also allows WINA to track and track the BOL from the start – making the payment process much more simplistic.

1. Once you select the Ship By button – the screen below will appear. You will select the Rated LTL Carrier option on this screen to begin the process.
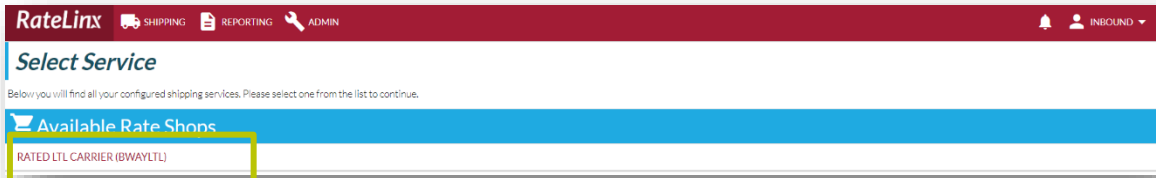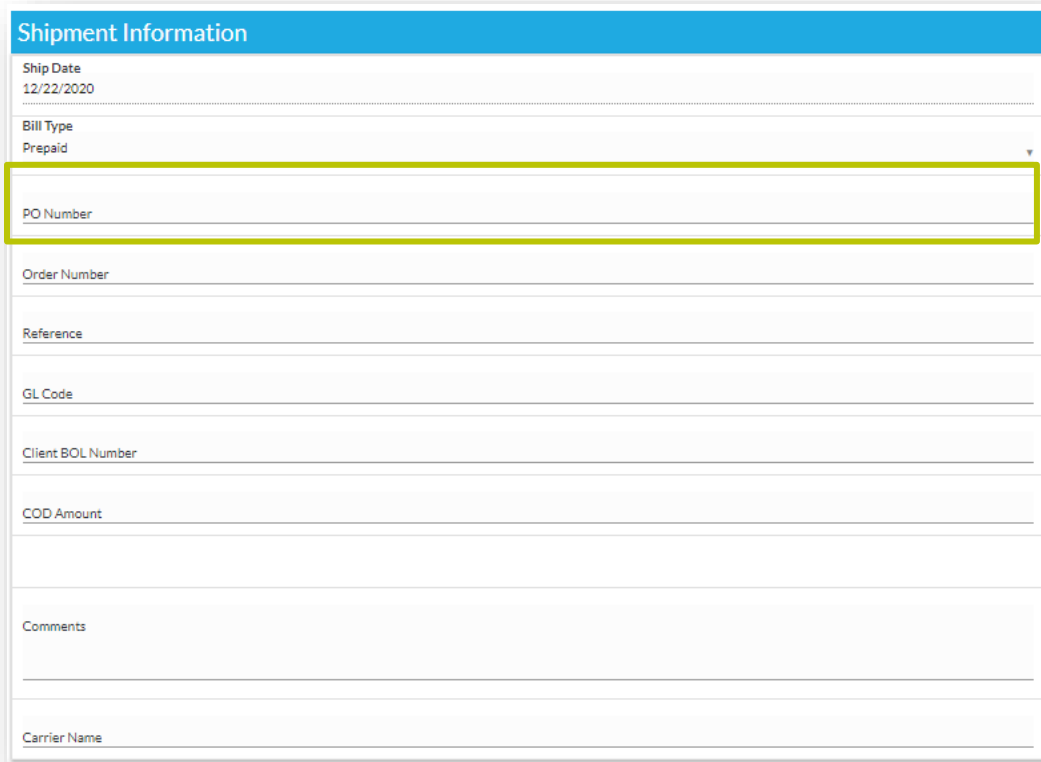

2. Once you've entered the LTL environment – you will see the following screen:

3. Select Origin in the Shipment Addresses section and either use the magnifying glass to select an address that has been used before – or manually enter the ship-from address.
4. Select "Ship To" in the Shipment Addresses section and either use the magnifying class to select an address that has been used before – or manually enter the ship-from address.
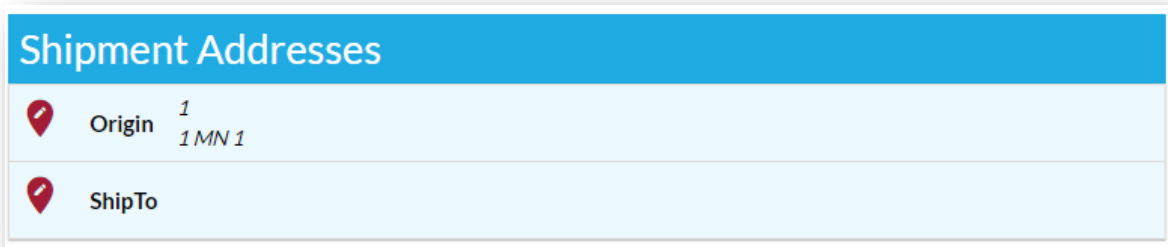
5. Move to the right of the screen and input the Shipment Information that you have for the shipment – a PO number is mandatory; all other details should be provided if you have them. Bill Type defaults to Prepaid, please leave in this position. Contact logistics@wurthindustry.com for information on Collect or Third Party shipping.
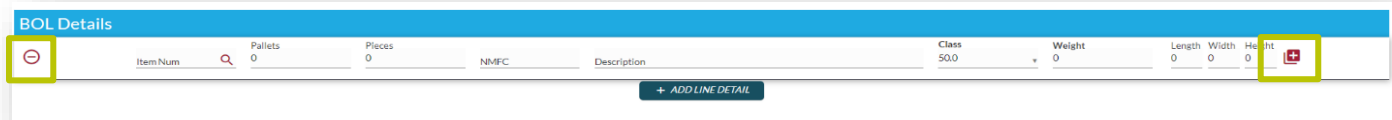
6. At the bottom of the screen enter the BOL details. Select the red plus sign 🔲 to the far right of the screen if another BOL line is required. The minus sign ⊖ at the far left will delete a line.


7. When all required fields are completed – the Shipment Estimator at the bottom of the screen will show rates found. Click on Show Rates.

A Wurth preferred carrier option will display – click on the Ship button for the carrier that has been provided. Print the Bill of Lading and call the carrier that has been provided to initiate shipment.

Routing Guide Option

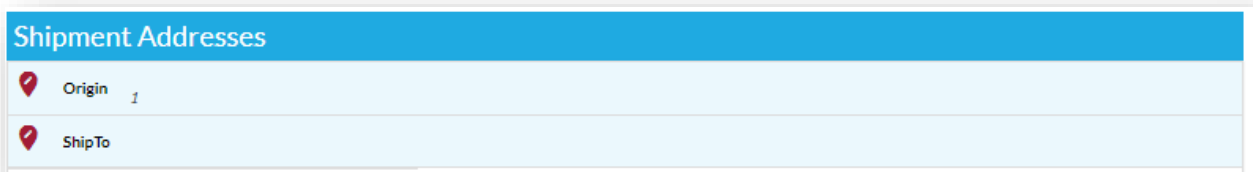Use this option if you, as a shipper, must manually generate a Bill of Lading (BOL). Selecting the Routing Guide option will provide shippers with the carrier to be used, and then the shipper must manually generate a BOL outside of Ratelinx.
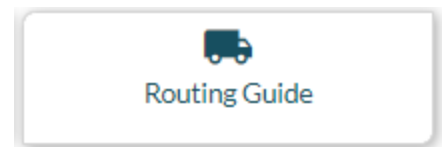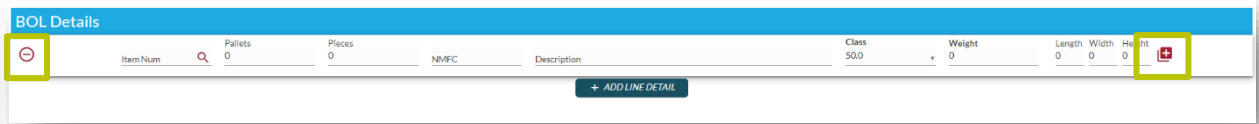
Once you press the Routing Guide button you will see the following screen:
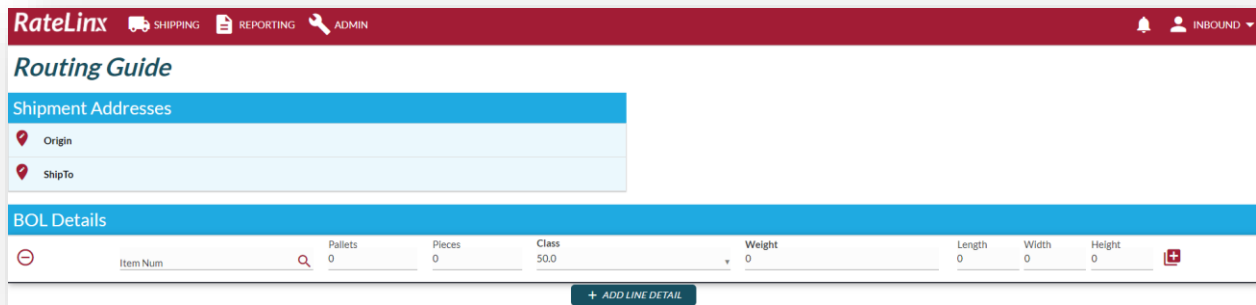
1. Select Origin in the Shipment Addresses section and either use the magnifying glass to select an address that has been used before – or manually enter the ship-from address.
2. Select "Ship To" in the Shipment Addresses section and either use the magnifying class to select an address that has been used before – or manually enter the ship-from address.

3. At the bottom of the screen enter the BOL details. Select the red plus sign to the far right of the screen if another BOL line is required. The minus sign at the far left will delete a line.

4. When all required fields are completed – the Shipment Estimator at the bottom of the screen will show rates found. Click on Show Rates.

5. A Wurth preferred carrier option will display – generate the Bill of Lading according to your own shipping methodology and then call the carrier that has been provided to initiate shipment.

Shipping Truckload (TL)

The WINA Logistics Team leads the effort to find a carrier for our shippers that have shipments weighing more than 7,000 lbs. If you have a shipment that weighs more than 7,000lbs – email the WINA Logistics Team at logistics@wurthindustry.com.

The email must contain the following information:

1. Origin Details – company name, address & contact information of the entity shipping the goods
2. Destination Details – company name, address & contact information of the entity receiving the goods.
3. Purchase Order Number(s)
4. Wurth Item Number(s)
5. Number of Pallets
6. Number of Boxes
7. Class
8. Weight
9. Dimensions – Length X Width X Height for each pallet
10. Transit Time – is there a specific transit time required to get this to the destination
11. Operational Requirements – details related to the shipper's operations, times, appointment requirements, special equipment needs

Small Parcel Shipping

Unpalletized shipments weighing 201lbs or less will be routed through UPS Ground for cost-effective shipping. Services other than UPS Ground, including UPS Next Day Air and UPS Expedite options must be authorized by the WINA OpCo.

To properly ship a small parcel shipment, you will need the WINA OpCo name and the location name (aka city of destination) for where the product will be shipped. Then:

1. Reach out to logistics@wurthindustry.com for a list of Parcel Account Numbers. (We do not publish them in this guide as it's available to the public via our website)
2. Locate the OpCo Name
3. Locate the Location Name, otherwise known as the ship-to city
4. Look to the last column to the right to obtain the UPS Account Number to be used for this shipment.
5. Schedule the shipment directly with UPS using the UPS account number obtained. This may be done through your existing UPS mechanisms or using the following link: https://wwwapps.ups.com/pickup/schedule?loc=en_US

Parcel Account Numbers

Contact logistics@wurthindustry.com for account number information you may need.

Troubleshooting / Issues

For issues with Ratelinx login, please delete any saved Ratelinx links and then open and bookmark this website: http://my.ratelinx.com.

For any issues with routing, other Ratelinx issues, or other logistics issues, please contact logistics@wurthindustry.com. Please describe the issue and someone will respond to you as soon as possible.