



Carrier Instructions

December 2021



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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)
- 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 with any 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 Accessorial

- 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