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NEXCOM TMS (Transportation Management System) Routing Guide and Supplier Shipping Instruction

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I. INTRODUCTION

The Navy Exchange Service Command (NEXCOM) requires our suppliers to obtain routing for all purchase orders regardless of the FOB Terms. The ship-to addresses provided via the routing process supersede the addresses that appear on our purchase orders and are dependent upon several factors: Ship-from locations, aggregate weight and volume of all order releases, capacity constraints, purchase order type, commodity, and FOB terms. Any supplier who ships our merchandise to incorrect addresses will still be subject to charge backs.

Pay attention to the **WARNINGS** throughout this document

NEX TMS refers to the NEXCOM Transportation Management System

Review routing process requirements on **pages 12-21** in our 'Trading Partner Performance Manual':
https://www.mynavyexchange.com/assets/Static/DoingBusinessWithUs/contractor_vendor/docs/Trading Partner Performance Manual.docx

If you have any questions after reviewing this document in its entirety, please email:
nex.traffic.management.group@nexweb.org

II. GENERAL INFORMATION

NEX Website	https://mynavyexchange.com 'Doing Business with Us' 'Traffic / Transportation Department' / 'Vendor Shipping Instruction'
NEX TMS URL	https://nextms.nexweb.org
NEX Traffic Management Group	nex.traffic.management.group@nexweb.org
NEX International Traffic Group	international.traffic@nexweb.org

III. ACCESS NEX TMS FOR THE FIRST TIME

NEX TMS Account Creation:

1. To have an account created. Please provide the below information to nex.traffic.management.group@nexweb.org

Your NEXCOM Purchase Order number:

First Name:

Last Name:

Phone #:

Email Address:

Address Where Your Merchandise Will Ship From:

- Department of Defense policy states that your assigned user account name and password are **confidential** and may **NOT** be shared with any other user.
- Updates to account information including names, email or phone numbers, passwords must be kept current, and requests for new user accounts must be directed to our NEXCOM Traffic Management Group.
- Users are required to change their passwords every **60** days.
- If your NEX TMS user account is locked, email nex.traffic.management.group@nexweb.org to request a password reset. Please allow 1 business day for the reset.

Insert the URL address: <https://nextms.nexweb.org> into one of the browsers below.

Warning: Google Chrome may not be compatible with all NEX TMS functions.

Oracle **recommends** any version of **Mozilla Firefox** as the preferred browser.

Unsecure Connection Warnings: Even though our website is secure, the browser software companies such as Mozilla Firefox, Internet Explorer, and Microsoft Edge do not recognize our certificates because the Department of Defense publishes their own without filing with the browser companies. When issued a warning message for these browsers, complete the add exception process.

Step 1: Initial Login



Please insert your assigned username (ALL CAPS)

Please insert password (ALL CAPS): CHANGEME



The screenshot shows a login form with two input fields. The first field is labeled 'User Name' and is empty. The second field is labeled 'Password' and contains the text 'CHANGEME'. Below the password field is a 'Login' button.

Step 2: Choose Your New Password

Your password must be a minimum of 14 characters and must include at least the following:

- Two (2) uppercase letters
- Two (2) numbers
- Two (2) special characters
- Two (2) lower case letters

Always begin and end passwords with letters.

DO NOT begin or end passwords with numbers or special characters.

DO NOT split up the character sets. Keep upper case together, lower case together, numbers together and special characters together.

Choose **only** these special characters: **!%*-_**

DO NOT use these special characters: **@#\$&\|;:"/**

Valid Examples: **sunny!!2018NEX** or **sunny2018!!NEX**

Step 3: Enter Old Password and New Password

Please insert old password (**ALL CAPS**): **CHANGEME**

Please insert your new password

Error
A new password is required, please update it.

User Name
NEX.USER NAME

Old Password

Password

Retype Password

Step 4: If the password is succesful, you will be returned to the login screen where you enter your username and new password. **If you receive a blank white screen, it means the password was not formatted correctly. You need to start at Step 1 again and reference the conditions in Step 2.**

ORACLE®

User Name

Password

IV. CREATE AN ORDER RELEASE (ROUTING REQUEST)

The 5 Fields Required For a Successful Order Release (Routing Request):

***Pay attention to the WARNINGS throughout this section**

1. **Ship-From** (The 5-digit Ship-From ID(s) stored in NEX TMS that identifies your geographic ship-from location(s). NEX TMS uses this address when planning your order release into a shipment. This data is created and managed by the NEXCOM Traffic Management Group.) ***You'll need this when replacing your pre-populated 9-digit DUN's in the Ship From field**
2. **Early Pickup Date** (Ship Date)
3. **Weight** (LB's)
4. **Volume** (Cubic Feet)
5. **Pallet** **Review the Pallet section to see if you need to insert pallets. Applicable to floor loaded merchandise with a 50 cubic feet and/or greater*

WARNING: Do NOT use any other reference field other than pallets when creating the order release

Warning: Any information that is missing or incorrect which results in excessive freight costs or incorrect carrier assignment including equipment ordered and not used, will result in a chargeback for excessive freight costs and a processing fee of \$300 for each offense.

Both Domestic and International Order Releases:

- In order to minimize the number of inbound shipments, suppliers should **NOT** ship on consecutive days to a single NEXCOM destination unless specifically authorized by NEXCOM.
- Suppliers **MUST** systematically **combine** the weight and cubic feet for multiple warehouse picks against **one PO**, or multiple mark-for store locations on one PO (for distribution by NEXCOM's DCs).
- Suppliers **MUST** create **only** one order release per 5-digit source location for each purchase order, per Early Pickup Date to avoid concern with duplication of order releases causing overstated weight and volume which are essential factors in assigning the most efficient carrier.

Incorrect: Multiple Order Releases

Indicator	Order Release ID	Early Pickup Date	Late Pickup Date	Source Loc ID	Destination Loc ID	Total Gross Weight	Total Gross Volume
■	16270041-001	2018-01-09 02:41 AM...	2018-01-10 03:00 PM...	11000	995	7,099.00 LB	166.60 CUFT
■	16270041-002	2018-01-09 02:41 AM...	2018-01-10 03:00 PM...	11000	995	3,275.00 LB	99.60 CUFT
■	16270041-003	2018-01-09 02:41 AM...	2018-01-10 03:00 PM...	11000	995	177.00 LB	8.30 CUFT
■	16270041-004	2018-01-09 02:41 AM...	2018-01-10 03:00 PM...	11000	995	113.00 LB	6.30 CUFT
■	16270041-005	2018-01-09 02:41 AM...	2018-01-10 03:00 PM...	11000	995	118.00 LB	6.00 CUFT
■	16270041-006	2018-01-09 02:41 AM...	2018-01-10 03:00 PM...	11000	995	248.00 LB	11.30 CUFT

Correct: 1 Order Release

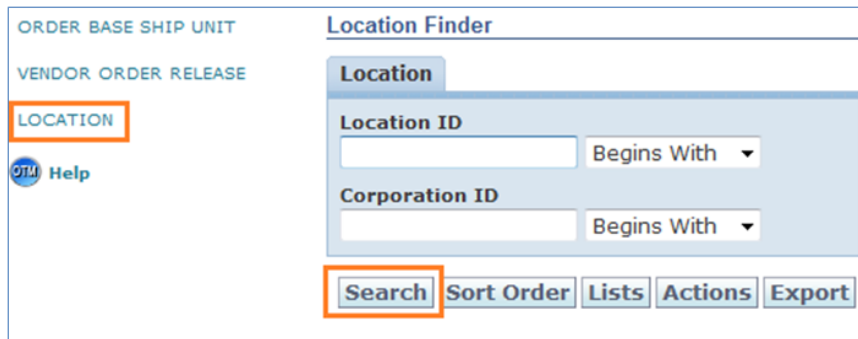
Indicator	Order Release ID	Early Pickup Date	Late Pickup Date	Source Loc ID	Destination Loc ID	Total Gross Weight	Total Gross Volume
●	16270041-001	2018-01-09 02:41 AM...	2018-01-10 03:00 PM...	11000	995	11,030.00 LB	298.10 CUFT

1. Find Your NEX TMS 5-digit Ship-From ID (**NOT** a Zip/Postal Code):

***If you already know your 5-digit ship from ID, proceed to [2. Find Your Order Base Purchase Order \(Page 8\)](#)**

Login to NEX TMS at <https://nextms.nexweb.org>

- A. From your NEX TMS home page click the '**LOCATION**' link
- B. WARNING: Do NOT populate any of the fields**
- C. Click '**SEARCH**' or press '**ENTER**' on your keyboard



If you have **not** been assigned a 5-digit Ship-From ID, moving warehouses, or you need to make corrections to one you have, please forward the following details to nex.traffic.management.group@nexweb.org:

- 1. Does your product require special handling during transport? **For Example: Hazmat, Temperature Control, Dry AND Temperature Control, Liquor, etc.**
- 2. Your NEXCOM Purchase Order number
- 3. Your Company's Supplier/Duns 9-Digit ID
- 4. Your Warehouse Location Name(s)
- 5. Street Address(es)
- 6. City(ies)
- 7. Province Code(s)
- 8. Postal Code(s)
- 9. POC name (**1 group name or individual name per user**):
- 10. Phone # (**1 or multiple pick-up appointment numbers**):
- 11. Email address (**1 group email (preferred) or individual email per user**):

This POC information is used by NEXCOM Operations Team when they have questions with the order releases. This POC information is also used by carriers to arrange for pickup when applicable.

Vendors must notify the NEX.Traffic.Management.Group@nexweb.org if group or individual POC information needs to be updated for this location.

2. Find Your Order Base Ship Unit (Purchase Order):

Login to NEX TMS at <https://nextms.nexweb.org>

- A. Click on '**ORDER BASE SHIP UNIT**'
- B. On the Ship Units tab, in the Order Base Ship Unit ID field, enter your PO #.
WARNING: Do NOT key any leading zeros or alpha characters; e.g., 13997594
- C. Click '**SEARCH**' or press '**ENTER**' on your keyboard

VENDOR-DISTRIBUTOR

A ORDER BASE SHIP UNIT

VENDOR ORDER RELEASE

LOCATION

Supplier Shipping
Instruction and TMS
Routing Software Guide Eff
06/08/2015

Ship Unit Finder

Ship Units | General | Content | Release Instru

B Order Base Ship Unit ID
13997594 Begins With ▾

Source Location ID
f l Begins With ▾

Destination Location ID
f l Begins With ▾

C Search | Sort Order | Lists | Actions | Export

- D. Once your order base is found, click in the '**small box**' to the left of the Order Base ID field to create a checkmark
- E. Click '**NEX READY TO SHIP**' at the top of your screen

ORACLE LOGISTICS Version 6.3.1

VENDOR-DISTRIBUTOR

ORDER BASE SHIP UNIT

VENDOR ORDER RELEASE

LOCATION

OTM Help

Ship Unit Total Found: 1 View **E** NEX Ready To Ship

Pages 1 | Selected Page: 1 Total: 1 |

<input checked="" type="checkbox"/>	ID	Order Base ID
D <input checked="" type="checkbox"/>	NEX.13997594-001	13997594

The Ready to Ship screen opens: **(Each numbered section breaks down the requirements for the below fields):**

The screenshot shows the Oracle 'Ready To Ship' interface. At the top, the Oracle logo is displayed. Below it, the 'Ready To Ship' title is followed by the 'Order Base ID' 13997594. The 'Ship Units' section contains several fields: 'Early Pickup Date' (empty), 'Late Pickup Date' (2022-08-13 18:00), 'Ship From' (empty), 'Ship To' (983), 'Weight' (empty) with a unit dropdown set to 'LB', and 'Volume' (empty) with a unit dropdown set to 'CU FT'. The 'Ship Unit Count' is 1. Below this is the 'Release Instruction History' section. The 'Order Release' section contains 'Reference Numbers' with 'Reference Number Qualifier ID' set to 'PALLET' and an empty 'Reference Number' field.

3. Early Pickup Date (Ship Date):

WARNING: Do NOT insert a date before the pre-populated Early Pickup Date

WARNING: Do NOT insert a date after the Late Pickup Date

- REPLACE** the pre-populated **Early Pickup Date** with your ship date
- Click the **'CALENDAR ICON'** to the right of this field.
- On the pop-up calendar, **first** find the month, year, and time of day (military time) by clicking on the appropriate drop-down arrows along the top and bottom margins of the calendar.
- Then click on the appropriate day of the month.

This screenshot shows the same Oracle 'Ready To Ship' interface as the previous one, but with a calendar pop-up over the 'Early Pickup Date' field. The 'Early Pickup Date' field now contains '2022-07-18 06:00:00'. The calendar pop-up is titled 'Select your date' and shows 'February' for the month and '2018' for the year. The calendar grid shows days from Sunday to Saturday. The time is set to '06 : 00'. The 'Late Pickup Date' remains '2022-08-13 18:00'. Other fields like 'Ship From' (000503645) and 'Volume' (empty) are also visible.

4. Ship From:

- A. **REMOVE** the 9-digit DUNS number and insert your **5-digit Ship-From ID** (that identifies the physical address from which this order release will ship)
- B. **If you don't know** the correct 5-digit to use, refer to [1. Find your NEX TMS 5-digit Ship-From ID \(Page 7\)](#)



***Vendors can ship from multiple locations against a PO but another order release must be created.**

Order Release Total Found: 2

Pages 1 | Selected Page: 0 Total: 0 |

<input type="checkbox"/>	+	ID	Order Release ID	Source Location ID
<input type="checkbox"/>	+	NEX.21025685-001	21025685-001	00121
<input type="checkbox"/>	+	NEX.21025685-002	21025685-002	21509

5. Weight (LB's Only):

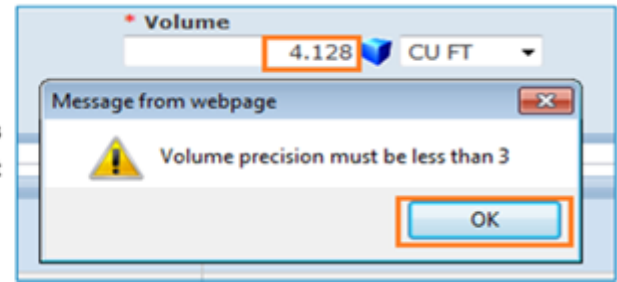
WARNING: Include weight of pallets

WARNING: Domestic Destinations (CONUS): Max weight for **one** order release is **43,000 lbs.** If you have additional weight for a PO, create another order release with the remaining weight.

WARNING: International Destinations (OCONUS): Max weight for **one** order release is **43,000 lbs.** If you have additional weight for a PO, create another order release with the remaining weight.

6. Volume (Cubic Feet Only):

WARNING: Do NOT key a number with more than 2 decimal places
Example: The volume 4.128 is **NOT** correct; however 4.12 is correct

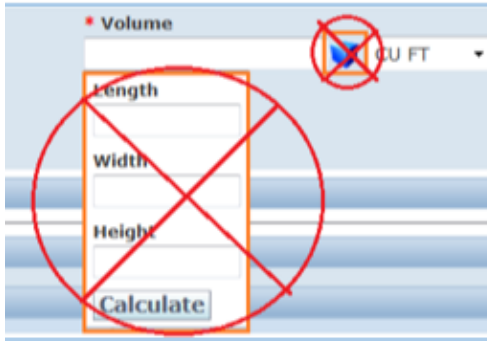


WARNING: Include total cubic feet for all pallets, stacks, cartons, etc

WARNING: Domestic Destinations (CONUS): Max cubic feet for **one** order release is **3,300 cubic feet**. If you have additional cubic feet for a PO, create another order release with the remaining cubic feet.

WARNING: International Destinations (OCONUS): Max cubic feet for **one** release is **2,300 cubic feet**. If you have additional cubic feet for a PO, create another order release with the remaining cubic feet.

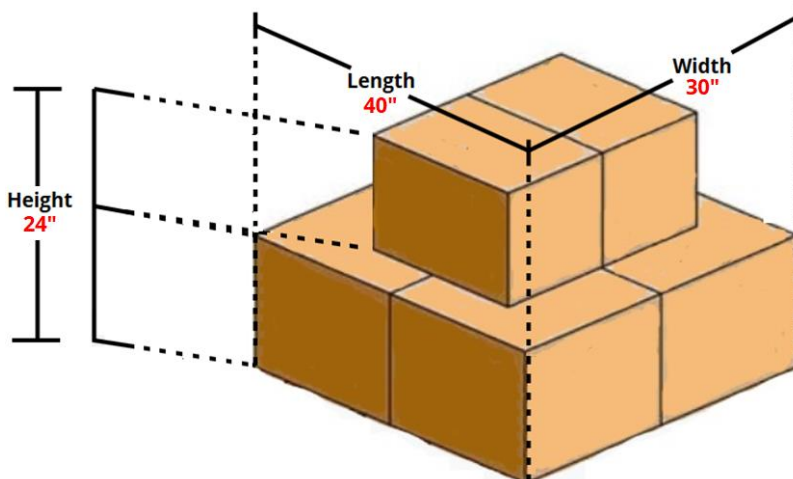
WARNING: Do NOT use the volume calculator blue box icon to populate the three Length, Width or Height fields!



You **MUST** provide the total volume of your order release in cubic feet.

1. Measure in inches, L (length), W (width), and H (height) to the furthest point of **each pallet, stack, carton, etc.**
2. Multiply L x W x H to obtain cubic inches per **pallet, stack, carton, etc.** and then divide your results by **1728** to convert cubic inches to cubic feet.
3. Add cubic feet results for **all** pallets, stacks, cartons, etc. to obtain total cubic feet for the entire order release.

Multiple Box Example:

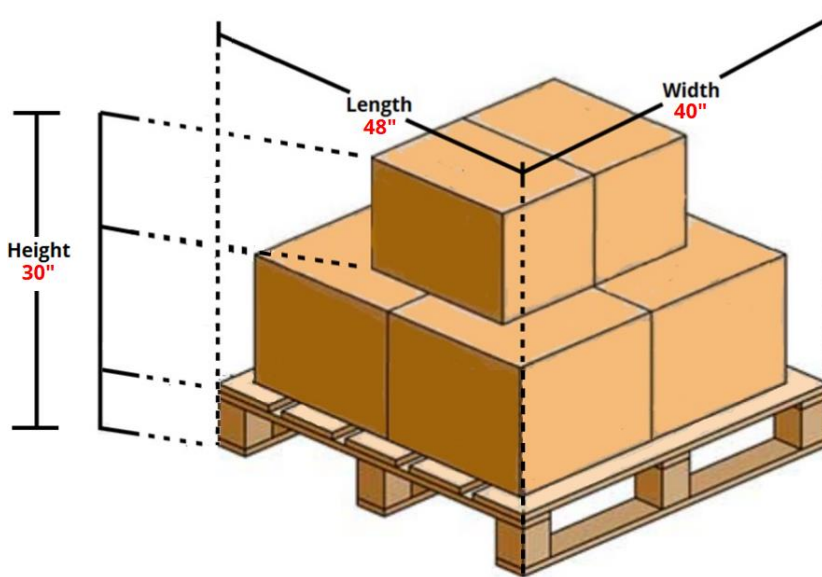


Example: The total shipment length is 40 inches, width is 30 inches, and height is 24 inches. The user calculated $40 * 30 * 24 = 28,800$ and then divide 28,800 by 1728 = 16.66. The user keyed 16.66 in the 'Volume' field and verified the default measure is set to CU FT.

* Weight	<input type="text" value="200"/>	LB ▼	* Volume	<input type="text" value="16.66"/>	CU FT ▼
-----------------	----------------------------------	-------------	-----------------	------------------------------------	----------------

Boxes With Pallet:

*****Don't forget to include the pallet cubic feet for an order release*****



Example: The total shipment length is 48 inches, width is 40 inches, and height is 30 inches. The user calculated $48 * 40 * 30 = 57,600$ and then divide 57,600 by 1728 = 33.33. The user keyed 33.33 in the 'Volume' field and verified the default measure is set to CU FT.

* Weight	<input type="text" value="350"/>	LB ▼	* Volume	<input type="text" value="33.33"/>	CU FT ▼
-----------------	----------------------------------	-------------	-----------------	------------------------------------	----------------

7. Pallets (includes floor loaded merchandise with 50 cubic feet or greater):

WARNING: Do NOT use any other reference field other than 'PALLET'

WARNING: Do NOT use the pallet reference field for anything other than 'PALLET'

WARNING: Do NOT use the pallet reference field more than once

WARNING: Suppliers must transmit pallet positions so that NEXCOM's TL carriers know how much space is being taken up on a trailer and bid appropriately on that load.

WARNING: If your pallets are double stackable. Example: Insert 4 pallets rather than 8 pallets.

WARNING: If your order release is to ship on pallets OR if your order release is 50 cubic feet or greater (even if not palletized), you must indicate the number of standard pallet positions required for the order in the 'Reference Number' field.

Clickable icon (double-click with mouse)

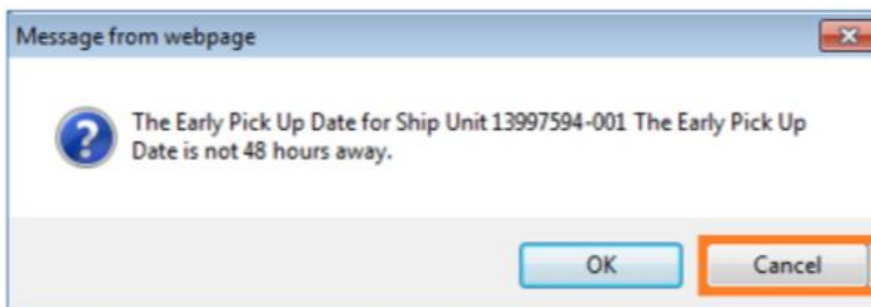


NEXCOM Cubic
Feet Pallet Position |

- Click the drop-down arrow in the 'Reference Number Qualifier ID' field and press the '**P**' key on your keyboard to quickly find the 'PALLET' qualifier.
- Enter the appropriate number of pallets or pallet positions in the 'Reference Number' field.
- Click '**SAVE**' to the right of the 'Reference Number' field to save the pallet count to the Order Release.
- Click '**SAVE**' at the *bottom left* of the screen once all fields are populated correctly

8. Early Pickup Date Errors / Warnings:

- If the ship date you enter in the Early Pickup Date field is less than 48 hours away, **NEX TMS will not have sufficient time to plan all order releases**. To modify the date, click '**Cancel**', change the date field and save your record.

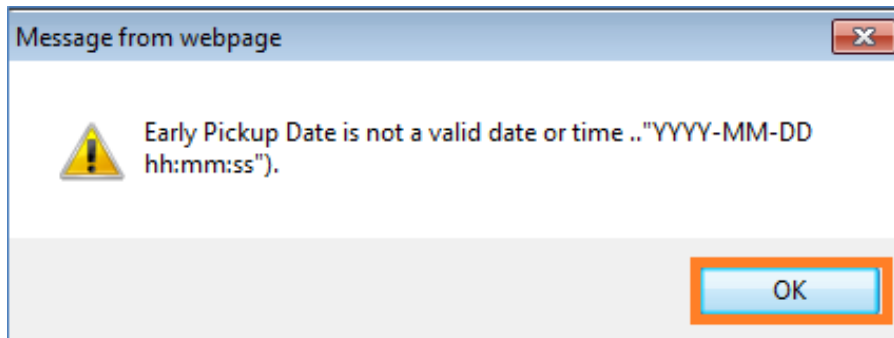


- b. If you receive an **error** as displayed below, click '**OK**' and revise the Early Pickup Date field to a Date/Time that is greater than 24 hours away.



- c. If the Early Pickup Date is not properly formatted you may receive this **error**. Click '**OK**' and choose a correct date/time.

Note: Example of a correct date/time is: 2011-08-16 18:00:00 (YYYY-MM-DD HH:MM:SS).



- d. If the Order Base **Late Pickup Date** (PO Ship Not After) Date/Time is less than 24 hours away, you will **NOT** be able to create an order release. You must contact your **NEXCOM Merchandising point of contact** for an extension to the purchase order before successfully creating an order release. NEXCOM Traffic Management associates are **not** authorized to modify NEXCOM purchase orders.

9. When your order release is successfully saved to the NEX TMS database, you will receive a confirmation message which states, "***You successfully created the following records.***"

10. Click '**Create Another**' on the confirmation page to begin a new search for another order base ship unit OR click the '**X**' in the upper right hand corner to close.

WARNING: Do not click 'View' or 'Edit'. Order releases may not be edited in NEX TMS by suppliers.



V. REVIEW THE ORDER RELEASES YOU INSERTED

WARNING: Be sure you have not created duplicate order releases (routing requests) by following the below:

1. To view an order release you've just created:
 - A. From your NEX TMS home page, click the **VENDOR ORDER RELEASE** link.
 - B. In the Order Release ID field, key the PO number.
WARNING: Do NOT key any leading zeros; e.g., 13997594
 - C. Or, to view all order releases just created, input '**Insert Time**' and '**After Today 00:00**'
 - D. Click '**SEARCH**' or press '**ENTER**' on the keyboard

The screenshot shows the 'Order Release Finder' interface. Callout A points to the 'VENDOR ORDER RELEASE' link in the left sidebar. Callout B points to the 'Order Release ID' field containing '13997594'. Callout C points to the 'Insert Time' dropdown menu set to 'After Today 00:00'. Callout D points to the 'Search' button.

2. To review the 5-Digit ID, Early Pickup Date, Weight and Volume you entered, **slide** the horizontal scroll bar to the right of your Order Release query finder screen.

The screenshot shows the results of an order release query. A horizontal scroll bar is highlighted with an orange arrow pointing to the right, indicating that the table content extends beyond the visible width.

ID	Source.	Early Pickup Date	Late Pickup Date	Total Gross We.	Total Gross Volu.
NEX 13997594-001	00121	2012-04-28 16:00	2012-05-14 22:00 Amer...	23,000.00 LB	2,300.00 CUFT

3. To view the Pallet Reference Number you inserted:
 - A. Place a check mark to the left of the ID field
 - B. Click '**VIEW**'

The screenshot shows the results of an order release query. Callout A points to the checkmark in the selection column next to the ID 'NEX 13997594-001'. Callout B points to the 'View' button in the top right corner of the table.

ID	Source.	Early Pickup Date	Late Pickup Date	Total Gross We.	Total Gross Volu.
<input checked="" type="checkbox"/> NEX 13997594-001	00121	2012-04-28 16:00	2012-05-14 22:00		

C. Click the **+** sign to the left of **'MORE'** on the Order Release screen. The number of standard pallet positions you entered is shown under the Reference Number section, Pallet line.

Order Release			1 of 1	Actions
Order Release ID	Priority	OTM Version	Status	
13997594-001	1	6.0		
Total Weight	Total Volume	Total Ship Unit Count		
23,000.00 LB	2,300.00 CUFT	1		
C More				
Order Release ID	Routing Constraint ID	Route Code ID		
12583824-005				
Reference Numbers				
Reference Number Qualifier ID	Reference Number			
FREIGHT_TERMS	01			
GLOG	NEX.13997594-001			
ORDERSUPPLIER	NEX.13997594-001 DB SMITH			
PALLET	16			
RTK_DEPT	056			

VI. DELETE A SAVED ORDER RELEASE

If information on a saved order release is not correct, it is imperative that you delete the order release and re-create it. **WARNING: Order releases may NOT be edited in NEX TMS by suppliers.**

If you are unable to delete an order release email nex.traffic.management.group@nexweb.org

1. Delete a Saved Order Release

- From your NEX TMS home page, click the **'VENDOR ORDER RELEASE'** link.
- In the 'Order Release ID' field, key the Order Release ID that needs to be deleted. **No leading zeros and no suffix (-001, -002, etc.); e.g., 13997594**
- Click **'SEARCH'** or press **'ENTER'** on the keyboard

VENDOR-DISTRIBUTOR

ORDER BASE SHIP UNIT

A **VENDOR ORDER RELEASE**

LOCATION

Supplier Shipping
Instruction and TMS
Routing Software Guide Eff
06/08/2015

Order Release Finder

Order Release Release Lines Scheduling

B Order Release ID: 13997594 Begins With: ▼

Order Release Reference Number Qualifier

AO
BUYER
BUYER NUMBER

C **Search** Sort Order Export

D. To delete an order release, place a check mark to the left of the ID field > click **'DELETE'**

Order Release Total Found: 1 > Delete

Pages 1 | Selected Page: 0 Total: 0 |

<input checked="" type="checkbox"/>	+	ID	Source..	Early Pickup D
<input checked="" type="checkbox"/>	+	NEX.13997594-001	00121	2012-04-28 16:0

VII. SCHEDULES FOR PLANNING ORDER RELEASES

NEX TMS is able to plan order releases up to **5 days** in advance of the **Early Pickup Date**, provided suppliers submit their routing far enough in advance. Suppliers **must** be aware of the PO Ship Window before inserting an Early Pickup Date. NEX TMS is not available to users during nightly processing between the hours of 21:00 and 04:30 ET daily. While you may create your order releases as early as you want, you may **not** create them any less than 24 hours before your expected ship date.

Eligible FOB Origin Order Releases:

NEX TMS begins the automated process of planning eligible FOB Origin order releases every **Tues** and **Fri** at 01:05 AM ET (with the exception of Federal Holidays). FOB Origin planning is unavailable **Mon, Wed** and **Thurs** (you will **not receive routing instructions for Air, Parcel, and LTL**).

- The planning process is complete on that same day for order releases planned to **Air, Parcel** and **LTL** mode. Routing instructions are available to suppliers on **Tues and Fri** normally at **09:30** ET. Once routing is available, **suppliers** are to contact the assigned carrier and arrange pickup for **Air, Parcel** and **LTL** mode shipments as soon as possible.
- **WARNING: NEXCOM will never assign order releases (routing requests) to FedEx LTL**
- All TLs are now placed out for bid and awarded the same day with routing available by **5:00 PM ET** that afternoon. **Carriers** awarded shipments planned to TL mode will contact the supplier and arrange for pickup once they have secured a delivery appointment with the NEXCOM warehouse or store.

Eligible FOB Destination Order Releases:

FOB Destination suppliers require no carrier assignment by NEXCOM and are processed every day. The ship-to addresses for FOB Destination order releases are normally available by 8:00 AM ET daily. Once routing is available, suppliers are to arrange carrier pickup for shipment within the PO window.

If a NEXCOM assigned carrier does not pick up your shipment after 2 business days from the date that you arranged with them, email nex.traffic.management.group@nexweb.org.

VIII. FIND YOUR ROUTING INSTRUCTION/ SHIP-TO INFORMATION

1. To find your ship-to/routing information on the remarks section of your order release:

WARNING: NEXCOM will never assign order releases (routing requests) to FedEx LTL

A. From your NEX TMS home page, click the '**VENDOR ORDER RELEASE**' link.

B. In the Order Release ID field, key the PO number.

WARNING: Do NOT key any leading zeros; e.g., 13997594

C. Click '**SEARCH**' or press '**ENTER**' on the keyboard

VENDOR-DISTRIBUTOR

ORDER BASE SHIP UNIT

A **VENDOR ORDER RELEASE**

LOCATION

Supplier Shipping
Instruction and TMS
Routing Software Guide Eff
06/08/2015

Order Release Finder

Order Release Release Lines Scheduling

Order Release ID

13997594 Begins With ▾

Order Release Reference Number Qualifier

AO
BUYER
ORDER NUMBER

C **Search** Sort Order Export

D. When the Order Release(s) is found:

i. The indicator field will show:

ID	Indicator
NEX.19091526-001	
NEX.19400665-001	
NEX.19400304-001	
NEX.19524106-001	



Icon represents FOB Origin (collect)



Icon represents an Order Release hold (**please contact NEX.Traffic.Management.Group@nexweb.org**)



Icon represents FOB Destination (prepaid)



Icon represents a temporary hold (**nothing to do with credit**)

Order Release ID	Indicator	Status	ORDER RELEASE TENDER STATUS
NEX.22638473-001		PLANNING_NEW	NOT_TENDERED
NEX.22712117-001		PLANNING_UNSCHEDULED	NOT_TENDERED
NEX.35700716-007		PLANNING_PLANNED - FINAL	CARRIER_PENDING
NEX.22654977-001		PLANNING_EXECUTED - FINAL	CARRIER_PENDING
NEX.22654977-001		PLANNING_EXECUTED - FINAL	CARRIER_CONFIRMED

Status: Planning New - waiting to be planned

Status: Planning Unscheduled - order release is awaiting consolidation opportunity

Status: Planning Planned - Final - finalizing shipment to carrier/**Tender Status: CARRIER_PENDING**- has been planned to TL mode and the routing process is not yet complete.

Status: Planning Executed - Final - finalizing shipment/**Tender Status: CARRIER_PENDING** - has been planned to TL mode and the routing process is not yet complete.

Status: Planning Executed - Final - finalizing shipment/**Tender Status: CARRIER_CONFIRMED** - the routing information is populated (or is being populated).

Order Release ID	Indicator	Status	ORDER RELEASE TENDER STATUS
NEX.36170543-001	▲	PLANNING_NEW	NOT_TENDERED
NEX.22714858-001	▲	PLANNING_UNscheduled	NOT_TENDERED
NEX.22726455-001	▲	PLANNING_PLANNED - FINAL	CARRIER_CONFIRMED

Status: Planning_New – waiting to be planned

Status: Planning_Unscheduled - order release is awaiting consolidation opportunity

Status: Planning_Planned - Final – planning is complete/**Tender Status: Carrier_Confirmed** - the routing information is populated (or is being populated)

E. Click the **'small box'** to the left of the ID field.

F. Click the **'VIEW'** icon at the top of the page.

Order Release		F <input type="button" value="View"/> <input type="button" value="Delete"/> <input type="button" value="Actions"/>			
<input checked="" type="checkbox"/>	+	ID	Indicator	Status	TENDER STATUS
<input checked="" type="checkbox"/>	+	NEX.19091526-001	○	PLANNING_EXECUTED - FINAL	CARRIER_CONFIRMED
<input type="checkbox"/>	+	NEX.19400304-001	▲	PLANNING_PLANNED - FINAL	CARRIER_CONFIRMED

G. Scroll down to the **'Remarks'** section where the routing / ship-to information is provided.

1 G <input type="button" value="Remarks"/>	
Remark Qualifier ID	Remark Text
COMMENT_DESC	NONE
PROMO_DESC	NONE
2 A SHIPMENT INFO	Shipment ID=0000108 Carrier=ABF; Transport Mode= LTL
2 B STOP INFO	Shipment ID=NEX.0000108; Stop Num=1; Ship Date=28-NOV-11
2 C PLAN TO ADDRESS	NAVY EXCHANGE NORTHEAST DC / BLDG CD1 9222 HAMPTON BLVD, NORFOLK / VA / 23505 / USA
2 D TENDER STATEMENT	Transportation Hereunder is for the account of US Government. Tender Number:1592 applies to shipment 0406108.
2 E CALL IN NUMBER	1855913010289W209992
2 F SHIP VIA	Ship via: ABF: LTL SERVICE


2. **FOB Origin** purchase orders (NEXCOM chooses the carrier and pays for freight):

A. **Shipment Info**

- i. The Remark Text to the right of this field displays the Shipment ID assigned to your order release.
- ii. All of your order releases with the same Shipment ID are to move together as one shipment. **See Section IX to find all order releases scheduled to move on one Shipment ID.**
- iii. The carrier name (abbreviated) and mode of transport are also displayed here. **Suppliers are responsible for contacting national LTL, air, and parcel mode carriers to arrange pickup. TL mode carriers will contact you to arrange pickup once they have secured a delivery appointment with the consignee.**

- B. **Stop Info**
 - i. When your order release is planned to a TL mode shipment, these remarks display the stop number for your pick up along the carrier’s route. If your order release is not planned to TL mode, the stop info will always be displayed as, “**Stop Num=1**”.
 - ii. The date displayed here is the date when your Shipment ID was generated by NEX TMS.
- C. **Plan-To Address**
 - i. Displays the Ship-To address for your order release.
- D. **Tender Statement**
 - i. Displays the tender statement that **must** appear on the BOL when the mode of transport is LTL.
 - ii. Displays the phone number for pickup only when the designated carrier utilizes the same phone number for all pickups within the continental United States.
- E. **Call-In-Number**
 - i. Displays the call-in number that applies to this order release.
- F. **Ship Via**
 - i. This remark text displays the full name of the designated carrier.

If a NEXCOM assigned carrier does not pick up your shipment after 2 business days from the date that you arranged with them, email nex.traffic.management.group@nexweb.org

- 3.  **FOB Destination** purchase orders (supplier chooses the carrier and pays for freight):
 - A. **Plan-To Address**
 - i. Remark text displays the ‘Ship-To’ address for your order release.
 - B. **Call-In-Number**
 - i. Displays the call-in number that applies to this order release.

Remarks	
Remark Qualifier ID	Remark Text
COMMENT_DESC	NONE
PROMO_DESC	NONE
A PLAN TO ADDRESS	NAVY EXCHANGE WEST COAST DC / 4250 EUCALYPTUS AVE, CHINO / CA / 91710 / USA
B CALL IN NUMBER	0012110801120217W225995

Once routing is available, you are to arrange carrier pickup via your carrier as soon as possible.

4.   **FOB Origin & FOB Destination – International Shipments**

When your international booking order release 'Plan_To_Address' begins with 'P2CONT2DOOR', email the International Department international.traffic@nexweb.org detailing the following:

- 1) Vendor/Manufacturer name:
- 2) PO number(s):
- 3) Destination Country:
- 4) Size and number of containers:
- 5) Weight and cubic feet:

Remark Qualifier ID	Remark Text
COMMENT_DESC	NONE
PROMO_DESC	NONE
PLAN TO ADDRESS	P2CONT2DOORJAPA / Email NEXCOM International Traffic, international.traffic@nexweb.org to have an ocean container delivered to your dock for loading.
CALL_IN_NUMBER	6111020794663W201999

IX. IDENTIFY ALL ORDER RELEASES ON ONE SHIPMENT ID

NEX TMS may plan multiple order releases into one shipment. The shipment ID number is visible under the Remarks section of each planned FOB Origin order release.

1. To query all order releases assigned to the same Shipment ID which is provided in the 'Shipment Info' remark:
 - A. Click the '**VENDOR ORDER RELEASE**' link to open the Order Release Finder screen.
 - i. The default tab is 'Order Release'.
 - ii. Click on the '**ADVANCED**' tab (last tab on the right).
 - B. Key the seven-digit Shipment ID in the 'Shipment ID' field. **DO NOT** key the prefix 'NEX.'
 - C. Click the '**SEARCH**' icon at the bottom of the screen or hit the '**ENTER**' key on your keyboard.
 - D. This query will return the total number of order releases planned on the queried shipment ID.

ORDER BASE SHIP UNIT Order Release Finder A ii.

A **VENDOR ORDER RELEASE**

LOCATION B

Supplier Shipping Instruction and TMS Routing Software Guide Eff 06/08/2015

Order Release Release Lines Scheduling Locations Order Base Status General **Advanced**

Shipment ID
0654251 Begins With

Service ID Begins With

Buffer Type
Delivery Line
Buffer

C **Search** Sort Order Lists Actions Export Saved Query:

Order Release Total Found: 2 View Delete Actions

Pages 1 | Selected Page: 0 Total: 0

<input checked="" type="checkbox"/>	ID	Order Release	Source	Source Locatio	Indic	Status
<input type="checkbox"/>	NEX.10041017-001	10041017-001	00121	X-PRODUCTS	W	PLANNING
<input type="checkbox"/>	NEX.10041025-001	10041025-001	00121	X-PRODUCTS	W	PLANNING

D

X. PROCEDURES FOR PREPARING BILLS OF LADING

- Bill of lading are not provided by NEXCOM
 - The Shipment ID, Tender Number, Call-In Number and Ship-To address can be found under the **Remark Text** fields of the Order Release(s). See Section VIII '[Find the Routing / Ship-To Information](#)' for assistance.
 - Order Releases with the same shipment ID are to be consolidated on **one** bill of lading. If unable to consolidate, create a **Master** bill listing all underlying bill of lading numbers with associated POs. See Section IX '[Identify All Order Releases on One Shipment ID](#)' for assistance.
 - **Failure to prepare the bill of lading properly may result in a charge back for excessive freight costs and a processing fee of \$300.00 for each offense.**
1. **ALL FOB Origin and Destination bills of lading require the following information:**
 - A. Your company name
 - B. Our entire Ship-To address as identified by your order release '**Plan-To Address**' remark text field
 - C. Our PO number(s)
 2. **FOB Origin Truck Load (TL) bills of lading are to also include:**
 - A. Shipment ID - formatted this way **NEX.0000108**
 - B. Call-in numbers associated with the Shipment ID
 - C. Must be shipped on a **THIRD PARTY** basis
 - D. If carrier provides BOL use their BOL and follow their third party instructions
 3. **FOB Origin Less Than Truck Load (LTL) bills of lading are to also include:**
 - A. Shipment ID - formatted this way **NEX.0000108**
 - B. Call-in numbers associated with the Shipment ID
 - C. Use this address to bill freight: "**NEXCOM Transportation Office, 3280 Virginia Beach Blvd., Virginia Beach, VA 23452-5724**" **DO NOT** use the purchase order bill-to address
 - D. "U.S. GOVERNMENT. TENDER NUMBER ____ APPLIES." noted in the body of the bill of lading
 - E. Must be shipped on a **THIRD PARTY** basis
 4. **FOB Destination bills of lading are to also include:**
 - A. Call-in numbers associated with the Shipment ID
 - B. Ship-To address provided in the '**Plan-To Address**' remark text of your order release
 - i. The routing instructions provided in TMS, **supersede** the address provided on the original PO.
 - ii. Failure to ship to the correct address will result in a chargeback
 - C. All FOB Destination shipments must be shipped on a **prepaid** basis
 - D. Carriers must allow a minimum of 4 hours for a live unload or a minimum of 48 hours to unload a drop trailer
 - E. The supplier must add the statement "**Vendor will be responsible for extra accessorials noted on the delivery receipt.**"

XI. SAMPLE FOB ORIGIN TL & LTL BILL OF LADING

SAMPLE FOB ORIGIN TL & LTL BILL OF LADING NOT A NEXCOM BILL OF LADING FORM

*Page 1 of 1

ALL = TL & LTL

SHIP FROM	Bill of Lading Number:				
ALL Vendor Company 136 Park Way Dr. Jefferson, OH 34242	BAR CODE SPACE				
SHIP TO	Carrier Name:				
ALL Navy Exchange Norfolk Main CD13 1560 MALL DR FLEET, VA 23511	Trailer number: Serial number(s):				
THIRD PARTY FREIGHT CHARGES BILL TO	SCAC:				
LTL NEXCOM TRANSPORTATION OFFICE 3280 VIRGINIA BEACH BLVD. VIRGINIA BEACH, VA 23452	Pro Number: BAR CODE SPACE				
Special Instructions: LTL ALL "U.S. GOVERNMENT TENDER NUMBER 1234 APPLIES." NEX. 1857473 Call In # 991521910000S235010	Freight Charge Terms (Freight charges are prepaid unless marked otherwise): Prepaid <input type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input checked="" type="checkbox"/> ALL <input type="checkbox"/> Master bill of lading with attached underlying bills of lading.				
CUSTOMER ORDER INFORMATION					
Customer Order No.	# of Packages	Weight	Pallet/Slip (circle one)	Additional Shipper Information	
ALL PO# 19100000	1	2400	(Y) N Y N		
Grand Total					
CARRIER INFORMATION					
Handling Unit		Package		TL/LTL Only	
Qty	Type	Qty	Type	Weight	HM (X)
1	P (Pallet)			45	
Commodity Description <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC item 360</small>				NMFC No.	Class
				00044	50
<small>Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."</small>			COD Amount: \$ _____		
			Fee terms: Collect <input type="checkbox"/> Prepaid <input type="checkbox"/> Customer check acceptable <input type="checkbox"/>		
Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B).					
<small>Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.</small>			The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees. Shipper Signature _____		
Shipper Signature/Date		Trailer Loaded: <input type="checkbox"/> By shipper <input type="checkbox"/> By driver		Freight Counted: <input type="checkbox"/> By shipper <input type="checkbox"/> By driver/pallets said to contain <input type="checkbox"/> By driver/pieces	
<small>This is to certify that the above named materials are properly classified, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.</small>				Carrier Signature/Pickup Date <small>Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.</small>	

Use Master BOL if not able to consolidate all PO's on 1 BOL

Other options:
*State at the top:
Page 1 of 2
Page 2 of 2, etc.
*Staple multiple pages together

XII. MANIFESTED FOB ORIGIN PARCEL SHIPMENTS (UPS & FEDEX)

- The Call-In number received in the routing instructions must be transmitted within your company's parcel manifest system. If a vendor does not utilize an internal parcel manifest system, they would create a UPS.com or FedEx.com account and insert the call-in number when generating their shipment.

FOB Origin Parcel shipments manifested in Small Parcel shipping systems (UPS.com/FedEx.com) are to include:

- A. Third-party bill-to account number as provided in the 'Tender Statement' remark text of your order release.
- B. Purchase Order # – should contain nothing in front (**PO, PO #, or leading 00's**) e.g., **16270041**
- C. The Call-In ID provided in the 'Call-In Number' remark text of your order release **must** be used to identify the carton in the parcel manifest systems under their reference field.
 - i. Enter only the Call-In number with **NO** other statements. e.g., **0000116270041S270635**
 - ii. If you're unable to transmit all characters. Please transmit the last 14 characters. e.g., **6270041S270635**
 - iii. Do **NOT** write anything in front of the Call-In number

Example of UPS Parcel Manifest Website

5 Would you like to add reference numbers to this shipment?

UPS gives you the option to track your shipments using references[®] that you

11043010010051050

0000116270041S270635

Reference # 2

16270041

Reference # 3

6 How would you like to pay?

Please enter your payment information below. The connection. Required fields are indicated with*.

Payment Method for Shipping Charges:

Bill a Third Party Account *

Third Party UPS Account Number:

Provided in routing instruction

Example of FedEx Parcel Manifest Website

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to

* Account no.

Your reference

More reference fields [Add an account](#)

P.O. no. (Call In #)

Invoice no.

Department no.

XIII. FOB ORIGIN PARCEL SPECIAL REQUIREMENTS

An FOB Origin purchase order that has been assigned to parcel **cannot** be shipped in more than 5 cartons unless a Master Carton is created. If you're unable to place all packages in one Master Carton, multiple Master Cartons can be created.

A Box or Master Carton may **not** exceed the below:

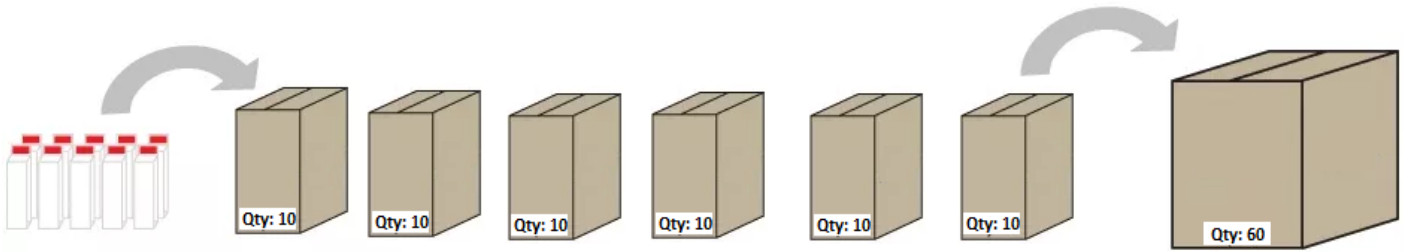
NO (1) Box or Master Carton shall exceed 125 lbs

NO (1) Box or Master Carton shall exceed 108 inches length or a total of 165 inches in length and girth combined

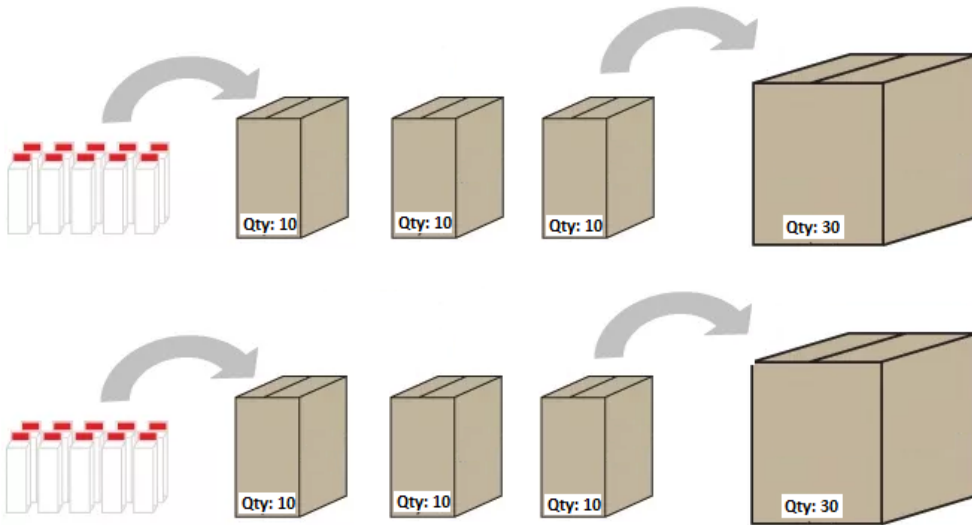
NO (1) Box or Master Carton shall exceed 20 cubic feet transmitted in an order release

If your FOB Origin Order Releases were combined by NEX TMS into a parcel mode shipment that exceeds these limits, email nex.traffic.management.group@nexweb.org

Example 1: The 6 boxes are placed within 1 large box and shipped rather than shipping 6 boxes separately



Example 2: Only 3 boxes can fit into 1 larger box, so multiple large boxes are required for shipping



Special restrictions:

- Palletized cargo may **not** move parcel
- Alcohol may **not** move parcel
- When instructed to ship **FedEx**; **do not ship via FedEx Freight**

XIV. PROCEDURES FOR MARKING CARTONS (NON-ASN & EDI ASN)

Non-EDI 856 ASN Vendor Instructions for Marking Cartons:

- Each carton must be marked with the following information:
 - Our NEXCOM (DC/Store) location number.
 - Our Ship-to address
 - Provided in the 'Plan-to-Address' remark text on your order release.
 - Our NEXCOM Purchase order number.
 - Our NEXCOM Department number
 - If you do not know the department number, use the three numeric digits immediately following the alpha digit contained in the 'Call-in-Number' remark text on your order release.

Remarks		
Remark Sequence Number	Remark Qualifier ID	Remark Text
11529514	CALL IN NUMBER	0048618565256W244984

- Packing slips must be placed on the outside of one of the cartons in a clear envelope that states in ½" lettering, "Packing Slip Enclosed."
- NEXCOM may direct merchandise for several NEX overseas locations to one facility for loading into country specific containers. It is imperative that all pieces of your shipment **e.g., carton, shrink-wrapped pallet, etc. are marked with the complete address provided in the 'Plan-to-Address' remark text on your order release which may include the final destination country.**

EDI 856 ASN Vendor Instructions for Marking of Master Carton/Inner Carton:

- Write "Master Carton" on the outside of the master carton on all 6 sides
- Do **NOT** place a UCC -128 on the outside of the master carton
- Use a separate inner carton for each store location, each with one UCC-128 shipping container label
- Provide one EDI 856 ASN per inner carton, with one 'Man-GM' segment (carton serial number/carton barcode) per inner carton



XV. QUESTIONS PERTAINING TO NEXCOM EDI AND UCC 128 SHIPPING LABEL REQUIREMENTS

Procedures for EDI Transaction Sets and UCC 128 Shipping Label requirements are outlined in our NEXCOM 'Vendor Guide' located on our home page at <http://www.mynavyexchange.com> under 'Doing Business with Us' - 'Vendor Guide'.

XVI. ROUTING AND TRANSPORTATION CHARGEBACK FEES

WARNING: Be sure you have not created duplicate order releases (routing requests) by reviewing the order releases you've created

WARNING: NEXCOM will never assign order releases (routing requests) to FedEx LTL

Failure to comply with this instruction and routing guide may result in a charge back for excessive freight costs and a processing fee of \$300.00 for each offense.