



**Effective February 19, 2020**

# NEXCOM EDI 753 / 754 Supplier Shipping Instructions

# TABLE OF CONTENTS

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TABLE OF CONTENTS .....	2
I. INTRODUCTION.....	3
II. SUPPLIER GLOSSARY .....	3
III. SUPPLIER'S 5-DIGIT SHIP-FROM LOCATION ID .....	4
IV. FOB ORIGIN SUPPLIER SHIPPING REQUIREMENTS .....	5
V. REQUEST ROUTING WITHIN THE EDI 850 PO SHIP WINDOW .....	5
VI. SCHEDULES FOR PLANNING ORDER RELEASES.....	6
VII. CALCULATE VOLUME IN CUBIC FEET.....	7
VIII. PALLETS IN A 753 (INCLUDES FLOOR LOADED).....	9
IX. EDIT/DELETE A 753 .....	9
X. THE 753 'REQUEST FOR ROUTING' INFORMATION.....	10
XI. THE 754 'ROUTING INSTRUCTION' INFORMATION.....	10
XII. IDENTIFY ALL ORDER RELEASES ON ONE SHIPMENT ID .....	11
XIII. PROCEDURES FOR PREPARING BILLS OF LADING.....	11
XIV. SAMPLE FOB ORIGIN TL & LTL BILL OF LADING .....	12
XV. MANIFESTED FOB ORIGIN PARCEL SHIPMENTS (UPS & FEDEX) .....	13
XVI. FOB ORIGIN PARCEL SPECIAL REQUIREMENTS.....	14
XVII. PROCEDURES FOR MARKING CARTONS (MASTER CARTON).....	15
XVIII. ADDITIONAL NEXCOM EDI DOCUMENTS.....	16
XIX. ROUTING AND TRANSPORTATION CHARGEBACK FEES.....	16

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## I. INTRODUCTION

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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.

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](https://www.mynavyexchange.com/assets/Static/DoingBusinessWithUs/contractor_vendor/docs/Trading Partner Performance Manual.docx)

To prevent shipment delays, NEXCOM suppliers are **encouraged** to transmit their 753s as soon as they receive their PO's. Each 753 received into NEX TMS auto-generates a valid order release when the PO number and ship from 5-digit source location ID are valid, the RS (Ready to Ship) date is **within** the negotiated PO '**Ship Not Before**' and '**Ship Not After**' dates that are sent in an **EDI 850 PO** and is **not** greater than 1 business day in the past. NEX TMS is able to plan order releases up to 4 days **before** the 753 RS date, provided suppliers send the 753 far enough in advance. Order releases are planned in accordance with the NEX TMS automated planning schedules as provided in the '**SCHEDULES FOR PLANNING ORDER RELEASES**' section of this document. Once the order release planning process is finalized the 754 data is available for transmission.

### Process Flow for 753/754 in Relation to Other EDI Transactions

1. NEXCOM transmits 850 Purchase Order to Supplier
2. Supplier transmits 753 Request for Routing Instruction to NEXCOM (**use EDI 850 ship-to address**)
3. NEXCOM transmits 754 Routing Instruction to Supplier (**EDI 754 ship-to address supersedes EDI 850 ship-to address**)
4. Supplier generates bill of lading to address provided in 754 Routing Instruction and in accordance with '**PROCEDURES FOR PREPARING BILLS OF LADING**' section.
5. FOB Origin supplier contacts assigned carrier. FOB Destination supplier contacts their own carrier. Supplier arranges for pickup and ships merchandise to address provided in 754 Routing Instruction.
6. Supplier transmits 856 Advanced Shipment Notice

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## II. SUPPLIER GLOSSARY

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1. **NEX TMS**: NEXCOM Transportation Management Software.
2. **5-Digit Source Location ID**: The 5-digit 'ship-from' ID generated by NEX TMS that identifies a supplier's geographic ship-from location.
3. **Order Release**: A 753 auto-generates an order release in NEXCOM's TMS. When this order release is finalized a 754 routing instruction is sent to the supplier.
4. **RS Date**: Suppliers must transmit a RS (Ready to Ship) date and time in their 753 that is within the assigned **EDI 850 PO Ship Window**. All ship windows begin at 06:00 and end 18:00.
5. **Request ID**: The request ID is a unique alpha or numeric or a combination of both identifier that suppliers will create in their 753. **NEXCOM suggests using your PO # but if you're routing against the same PO # multiple times then a different identifier should be used. e.g., 0016270041A, 0016270041B or 0016270041-001, 0016270041-002**
6. **RRC**: Suppliers must generate a unique **RRC (Routing Request Control)** numeric or alpha or a combination of both and transmit it in their 753. The RRC is transmitted back on the 754 allowing the supplier to match the 754 with the correct 753. **NEXCOM suggests using your PO # but if you're routing against the same PO # multiple times then a different identifier should be used. e.g., 0016270041A, 0016270041B or 0016270041-001, 0016270041-002**

7. **Eligible Order Release:** An auto-generated order release (e.g., 19485324 is eligible for planning by NEX TMS when the 753 RS falls within 4 days of the automated planning process start time **AND** within the assigned PO Ship Window).
8. **753 Weight:** Provide total weight for one purchase order; **include** the weight of the pallet.
9. **753 Volume:** Total volume, in cubic feet for one purchase order.
10. **753 Pallets:** If your order is to ship on pallets, or your order is **599 cubic feet or greater**, include the number of standard pallet positions required for the order, even if it is **not** palletized.
11. **NEX Shipment ID:** FOB Origin order releases are assigned a NEX Shipment ID number. All order releases with the **same** shipment ID number are to be **combined** on **one** bill of lading.

### III. SUPPLIER'S 5-DIGIT SHIP-FROM LOCATION ID

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Suppliers are required to transmit a 5-digit Ship-From ID in their 753. This ID is initially generated by NEX Traffic Management Team and is used to identify your geographic ship-from location in NEX TMS. Transmitting an **inaccurate** 5-digit ID may result in excessive freight costs for the Navy Exchange.

If you have **not** been assigned a 5-digit Ship-From ID or you need to make corrections to one you have, please forward the following details to [NEX.Traffic.Management.Group@nexweb.org](mailto:NEX.Traffic.Management.Group@nexweb.org)

- Will you be request routing for NEXCOM FAXCOM PO's **(YES/NO)**
- Does your product require special handling during transport? **For Example: Hazmat, Temperature Control, Dry AND Temperature Control, Liquor, etc.**
- A valid NEXCOM PO number:
- Your company's Supplier/DUN's 9-Digit ID:
- Supplier source location name(s):
- Address(es):
- City(ies):
- Province Code(s):
- Postal Code(s):
- POC Name **(1 group name or individual name per user):**
- Phone # **(1 or multiple pick-up appointment number #):**
- Email address **(1 group email or individual email per user):**
  
- *This POC information is used by NEXCOM Operations Team when they have questions with the order release auto-generated by your 753. This POC information is also used by carriers to arrange for pickup when applicable.*
  
- *Vendors must notify the [NEX.Traffic.Management.Group@nexweb.org](mailto:NEX.Traffic.Management.Group@nexweb.org) if group or individual POC information needs to be updated for this location.*

## IV. FOB ORIGIN SUPPLIER SHIPPING REQUIREMENTS

>In order to minimize the number of inbound shipments, suppliers should **NOT** ship on consecutive days to a single NEX destination unless specifically authorized by NEXCOM.

>Suppliers **MUST** systematically combine the weight and volume for multiple warehouse picks against one PO, or multiple mark-for store locations on one PO (for distribution by NEXCOM's DCs).

>Suppliers **MUST** transmit **only** one 753 per 5-digit source location for each purchase order, per ship 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: 6 EDI 753s

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 EDI 753

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

## V. REQUEST ROUTING WITHIN THE EDI 850 PO SHIP WINDOW

I received my EDI 850 PO information. How can I make sure my shipment is planned on-time in NEX TMS?

**Example:** A supplier receives their EDI 850 PO information. In that document is a time frame to request shipping. We're using shipping window as an example but you may have different terminology.

**Shipping Window**  
06/28/2018 - 07/06/2018

A supplier **must** send a 753 with an RS (**Ready to Ship** aka **Requested Ship**) date within the Shipping Window:

Option 1 (optimal)	Option 2 (optimal)	Option 3 (not recommended)
<b>Ready to Ship</b> 06/28/2018	<b>Ready to Ship</b> 06/29 or 06/30 or 07/01, etc.	<b>Ready to Ship</b> 07/06/2018

\*\*A supplier **cannot** transmit a 753 with an RS date that is greater than 24 hours in the past of the date they're transmitting a 753. e.g., **Today's date 06/28; RS date 06/26**

\*\*A supplier **cannot** put an RS date that is before or after the Shipping Window dates. e.g., **RS 06/27 or RS date 07/07**

**Additional Step:** Re-check your EDI 850 PO Ship Window to make sure you're submitting an RS date within the Ship Window. If you're unable to Ship in time, please contact your [NEXCOM Merchandising POC](#), so they may extend the PO Ship Not After Date. PO's updated from NEXCOM Merchandising under normal circumstances are reflected in NEX TMS within 1 hour. After that time, please send new 753(s) with a new RS date **(which isn't in the past)**.

## VI. SCHEDULES FOR PLANNING ORDER RELEASES

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Supplier successful 753's received between **07:00** and **21:00** will generate order releases in NEX TMS the same day and will be planned in accordance with the NEX TMS automated planning schedule.

Successful 753's received after **21:00** will generate order releases in NEX TMS the next day beginning at **07:00** and will be planned in accordance with the NEX TMS automated planning schedule.

**Note:** TMS can plan up to **4** days in advance of the RS (Ready to Ship aka Requested Ship) date; the 753 must plan on a **Mon, Wed, or Fri**. The 754 is still transmitted on **Mon, Wed, and Fri**. FOB Origin planning is unavailable **Tues** and **Thurs**.

### **Eligible FOB Origin Order Releases:**

NEX TMS begins the automated process of planning eligible FOB Origin order releases every **Mon, Wed, and Fri** at **01:05 ET (with the exception of Federal Holidays)**. A 753 transmitted on **Mon, Wed, and Friday** will **not** receive an EDI 754 that **same** day. FOB Origin planning is unavailable **Tues** and **Thurs (you will not receive a 754 for Air, Parcel, and LTL)**.

- The planning process is complete on that same day for order releases planned to Air, Parcel and LTL mode. NEXCOM 754's are transmitted to suppliers on **Mon, Wed, and Fri** normally at **09:30 ET**.
- Order releases planned to TL mode require **one** additional **business** day for the routing process to complete. NEXCOM 754's are transmitted to suppliers normally at **09:30 ET** the following day (**Tues** and **Thurs**). If your shipment was planned to a TL on a **Fri**, you will receive the 754 on that upcoming **Mon** normally at **09:30 EST**.
- Once routing is available, **suppliers** are to contact the assigned carrier and arrange pickup for **Parcel** and **LTL** mode shipments within the PO Ship Window. **Carriers** awarded shipments planned to **TL** mode will contact the supplier and arrange for pickup once they have secured a delivery appointment with the consignee (NEXCOM warehouse or store).

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](mailto:nex.traffic.management.group@nexweb.org)

### **Eligible FOB Destination Order Releases:**

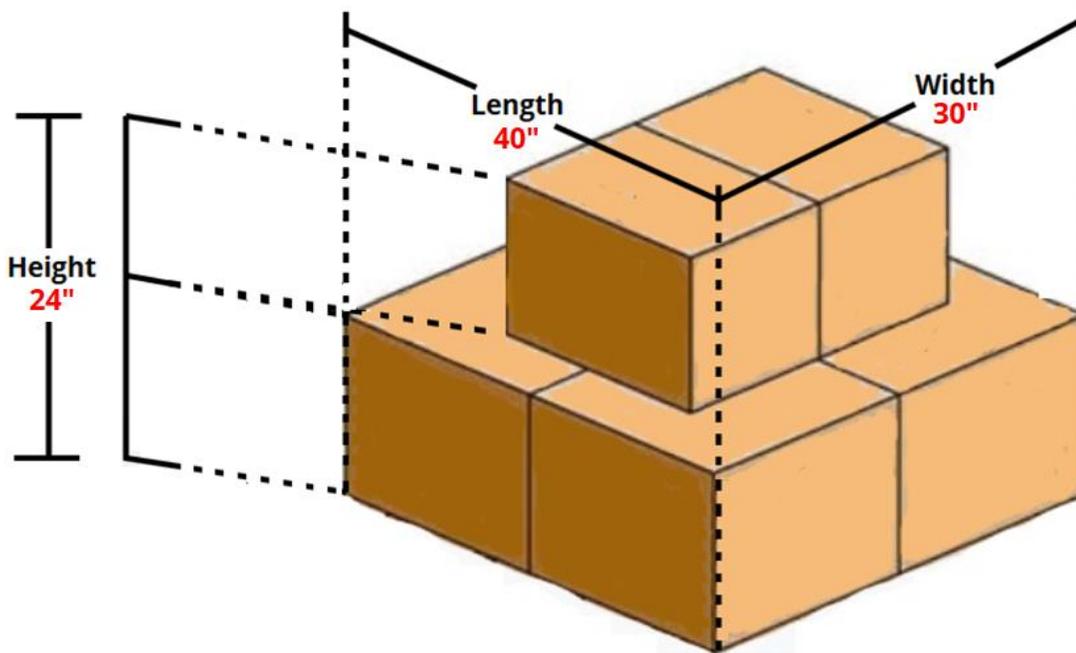
NEX TMS begins the automated planning process of eligible FOB Destination order releases daily at 01:05 ET. NEXCOM 754's are transmitted to suppliers the same day normally at **06:30 ET**.

## VII. CALCULATE VOLUME IN CUBIC FEET

Suppliers **MUST** provide the total volume for each order release/purchase order in cubic feet:

1. Measure in inches, L (length), W (width), and H (height) to the furthest point of each **pallet, skid, stack, carton**, etc.
2. Multiply L x W x H to obtain cubic inches per pallet, stack, carton, etc.
3. Divide your results by 1728 to convert cubic inches to cubic feet.
4. Add cubic feet results for all pallets, stacks, cartons, etc. to obtain total cubic feet for the entire order release/purchase order.
5. Transmit the total cubic feet of your order in your EDI 753 document.

### Boxes Example:

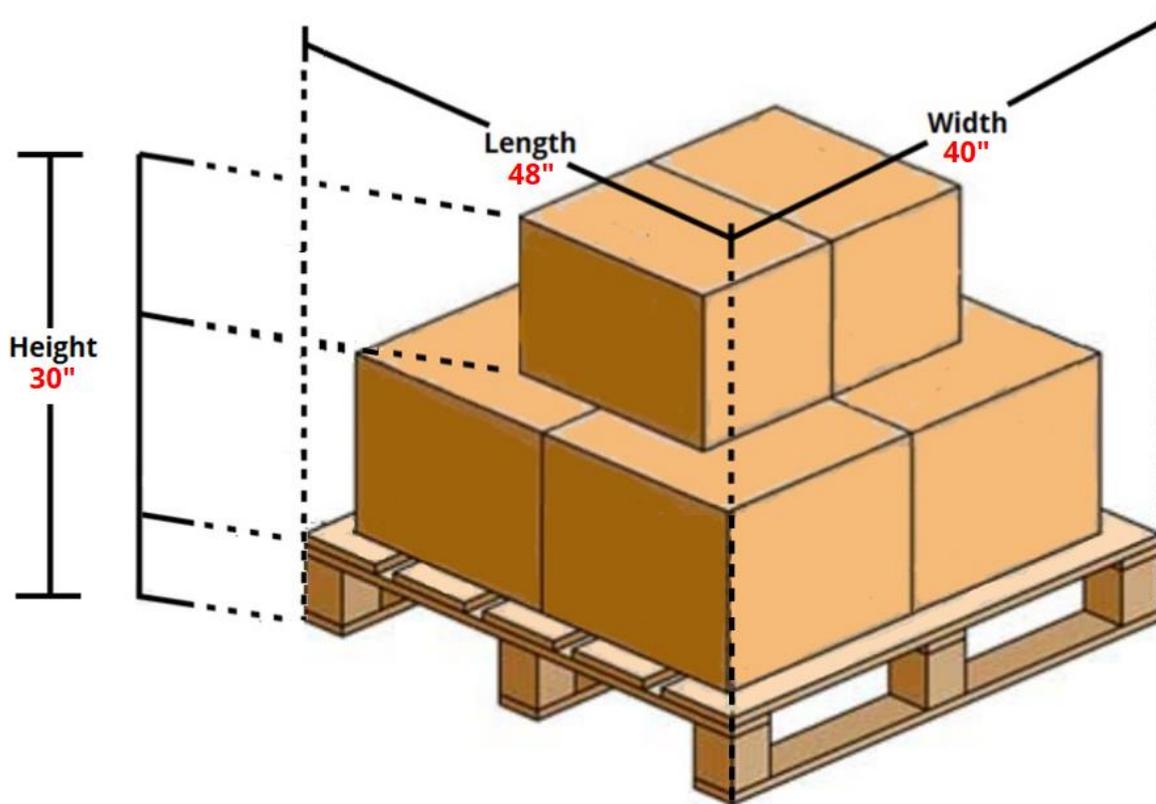


**Example:** The **total shipment** length is 40 inches, width is 30 inches, and height is 24 inches.

The user calculated  $40 * 30 * 24 = 28,800$  cubic inches and then divided **28,800 by 1728** for cubic feet conversion = **16.66** The user transmitted **16.66** cu feet in the 753.

## Pallet w/ Boxes Example:

\*\*\*Don't forget to include the pallet weight in your EDI 753\*\*\*



**Example:** The total shipment length is 48 inches, width is 40 inches, and height is 30 inches.

The user calculated  $48 * 40 * 30 = 57,600$  cubic inches and then divided  $57,600$  by  $1728$  for cubic feet conversion =  $33.33$ . The user transmitted  $33.33$  cu feet in the 753.

[Back to top](#)

## VIII. PALLETS IN A 753 (INCLUDES FLOOR LOADED)

If your order is to ship on pallets, or your order is **599** cubic feet or greater, include the number of standard pallet positions required for the purchase order, **even if not palletized (includes floor loaded merchandise)**. It is imperative that suppliers 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.

**-USI:01 (in a 753) when shipping on pallets or when shipping over 599 cubic feet, suppliers must provide number of pallet positions.**

### EDI 753 Webform Example:

NEXCOM - Routing Request: UNDEFINED

Check for Errors Cancel Save Send Document

Header Detail

+ <<< 1 >>> Remove All

\* Ship To Name \* Location Code ?

\* Routing Request Control # \* Ready to Ship Date \* Time

Unitized Shipment Information

Quantity Yes/No Condition or Response Code

# of pallets/pallet positions Yes/No if pallets are stackable

## IX. EDIT/DELETE A 753 ROUTING REQUEST

Every 753 successfully sent/received auto-generates an order release in our routing software. Order releases generated by 753 transmissions in our NEX TMS routing software **cannot** be edited. If you need us to delete an invalid order release generated by a 753 EDI transmission, send an email to [nex.traffic.management.group@nexweb.org](mailto:nex.traffic.management.group@nexweb.org). Afterwards, you would transmit a **new** 753 with the correct information.

To ensure we delete the correct order release, include the PO number, 5-digit ID, RS date, weight and volume, and date you transmitted the 753. Do **NOT** generate a second 753 or a "**corrected**" 753 without advising us by email to delete the invalid order release auto-generated by the first 753. If an order release generated by a 753 is deleted before it is planned a 754 will not be transmitted.

[Back to top](#)

## X. THE 753 'REQUEST FOR ROUTING' INFORMATION

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The below document contains a sample 753, explanation of segments, and important notes at the bottom of the document.

[753 Request for Routing Information.pdf](#)

## XI. THE 754 'ROUTING INSTRUCTION' INFORMATION

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Suppliers will receive one 754 for each order release generated by a 753 and planned in NEX TMS. NEXCOM 754 transmissions outbound to suppliers are scheduled nine times per day **Eastern Time: 06:30, 09:30, 10:30, 12:00, 14:00, 15:00, 17:00, 18:45, and 21:00.**

The below document contains a sample 754, explanation of segments, and important notes at the bottom of the document.

[754 Routing Instruction Information.pdf](#)

[Back to top](#)

## XII. IDENTIFY ALL ORDER RELEASES ON ONE SHIPMENT ID

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NEX TMS may plan multiple order releases into one shipment. All shipments are identified with a NEX Shipment ID. This number is located in the [754 L11 SI](#) section. All order releases with the **same** shipment ID number are to be **combined** on one bill of lading.

## XIII. PROCEDURES FOR PREPARING BILLS OF LADING

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- **Bill of ladings are not provided by NEXCOM**
  - **PO's 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 PO's.**
1. **ALL FOB Origin and Destination bills of lading require the following information:**
    - A. Your company name
    - B. Our PO number(s)
    - C. The entire EDI 754 ship-to address (**Ship-to address provided in your 754 supersedes the EDI 850 PO ship-to address**)
  2. **FOB Origin Truck Load (TL) bills of lading are to also include:**
    - A. Shipment ID - formatted this way **NEX.1857473**
    - 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. 1857473**
    - B. Call-in numbers associated with the Shipment ID
    - C. Use this address to bill freight: "**NEXCOM Transportation Office: 3280 Va. Beach Blvd., Virginia Beach, VA 23452-5724**" **DO NOT** use the EDI 850 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. Shipment ID - formatted this way **NEX. 1857473**
    - C. The ship-to address provided in your 754 **supersedes** the address provided on the original EDI 850 PO ship-to address
      - i. Failure to ship to the correct address will result in a chargeback
    - D. All FOB Destination shipments must be shipped on a **prepaid** basis
    - E. Carriers must allow a minimum of 4 hours for a live unload or a minimum of 48 hours to unload a drop trailer
    - F. The supplier must add the statement "**Vendor will be responsible for extra accessorial noted on the delivery receipt.**"

[Back to top](#)

# XIV. 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

<b>SHIP FROM</b>	<b>Bill of Lading Number:</b>				
ALL Vendor Company 136 Park Way Dr. Jefferson, OH 34242	BAR CODE SPACE				
<b>SHIP TO</b>	<b>Carrier Name:</b>				
ALL Navy Exchange Norfolk Main CD 13 1560 MALL DR FLEET, VA 23511	Trailer number: Serial number(s):				
<b>THIRD PARTY FREIGHT CHARGES BILL TO</b>	<b>SCAC:</b>				
LTL NEXCOM TRANSPORTATION OFFICE 3280 VIRGINIA BEACH BLVD. VIRGINIA BEACH, VA 23452	Pro Number:  BAR CODE SPACE				
<b>Special Instructions:</b> LTL ALL "U.S. GOVERNMENT TENDER NUMBER 1234 APPLIES." NEX. 1857473 Call In # 99152191000005235010	<b>Freight Charge Terms (Freight charges are prepaid unless marked otherwise):</b> 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.				
<b>CUSTOMER ORDER INFORMATION</b>					
<b>Customer Order No.</b>	<b># of Packages</b>	<b>Weight</b>	<b>Pallet/Slip (circle one)</b>	<b>Additional Shipper Information</b>	
ALL PO# 19100000	1	2400	(Y) N Y N		
<b>Grand Total</b>					
<b>CARRIER INFORMATION</b>					
<b>Handling Unit</b>	<b>Package</b>			<b>TL/LTL Only</b>	
Qty Type Qty Type Weight HM (X) Commodity Description				NMFC No.	Class
1 P (Pallet)				45	
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 _____."				<b>COD Amount: \$</b> _____	
				Fee terms: Collect <input type="checkbox"/> Prepaid <input type="checkbox"/> Customer check acceptable <input type="checkbox"/>	
<b>Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B).</b>					
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.			The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees. <b>Shipper Signature</b> _____		
<b>Shipper Signature/Date</b>		<b>Trailer Loaded:</b> <input type="checkbox"/> By shipper <input type="checkbox"/> By driver	<b>Freight Counted:</b> <input type="checkbox"/> By shipper <input type="checkbox"/> By driver/pallets said to contain <input type="checkbox"/> By driver/pieces		<b>Carrier Signature/Pickup Date</b>
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.				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.	

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

[Back to top](#)

## XV. 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 an UPS.com or FedEx.com account and insert the call-in number when creating their shipment.

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

- Third-party bill-to account number as provided in the [754 L11\\*L1 Tender Number](#):
- Purchase Order # – should contain nothing in front (**PO, PO #, or leading 00's**)  
**Example Only: 16270041**
- The Call-In # provided in the [L11 PUA](#) of your 754 **must** be used to identify the carton in the parcel manifest systems under their reference field.
  - Enter only the Call-In number with **NO** other statements.  
**Example Only: 0000116270041S270635**
  - If you're unable to transmit all characters. Please transmit the last 7 characters.  
**Example Only: S270635**
  - Do **NOT** write anything in front of the Call-In

### Example for UPS Small Parcel Manifest System

The screenshot shows a web form with two main sections. The first section, titled '5. WOULD YOU LIKE TO ADD REFERENCE NUMBERS TO THIS SHIPMENT?', contains three input fields for reference numbers. The first field is labeled 'Reference # 1' and contains the value '0000116270041S270635'. The second field is labeled 'Reference # 2' and contains '16270041'. The third field is labeled 'Reference # 3' and is empty. The second section, titled '6. HOW WOULD YOU LIKE TO PAY?', contains a dropdown menu for 'Payment Method for Shipping Charges' set to 'Bill a Third Party Account'. Below this is a field for 'Third Party UPS Account Number' with the value 'Provided in routing instruction'.

### Example for FedEx Small Parcel Manifest System

The screenshot shows a web form titled '4. Billing Details' with 'Help' and 'Hide' links. It contains several fields: 'Bill transportation to' is a dropdown menu set to 'Third party'; 'Account no.' is a text field with the value 'Provided in routing instructions'; 'Your reference' is an empty text field; 'More reference fields' is a link; 'Add an account' is a link; 'P.O. no. (Call-In #)' is a text field with the value '0000116270041S270635'; 'Invoice no.' is an empty text field; and 'Department no.' is an empty text field.

[Back to top](#)

## XVI. 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:

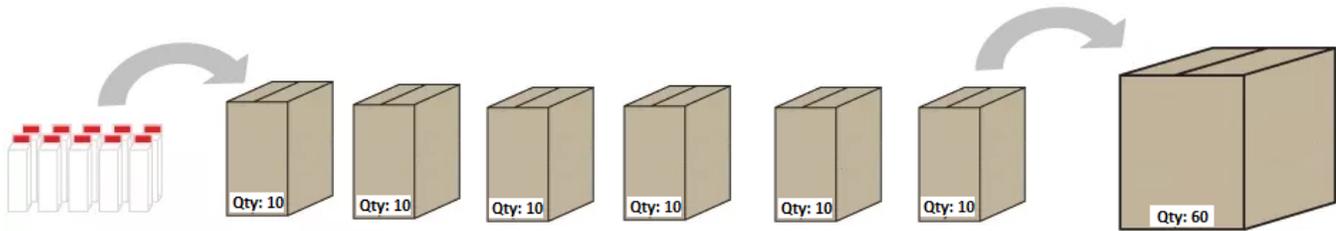
**NO (1) Box or Master Carton shall exceed 125 lbs**

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

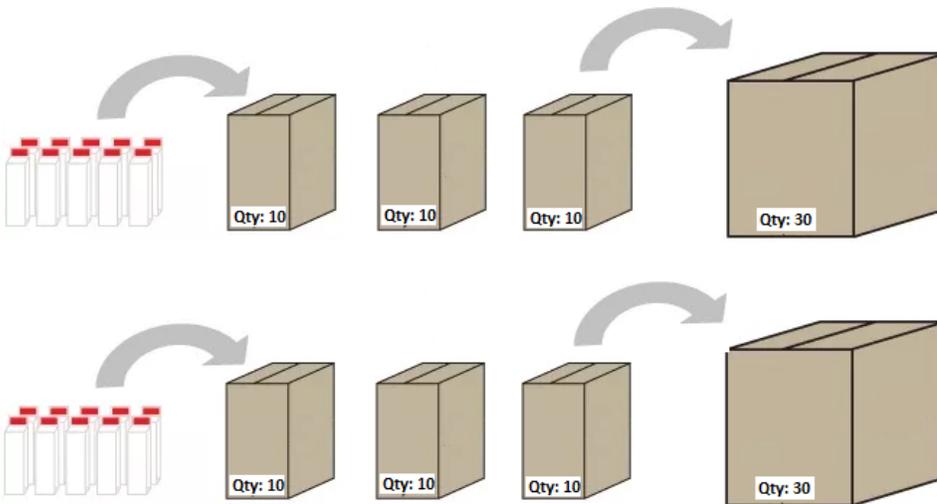
**NO (1) Box or Master Carton shall exceed 20 cubic feet transmitted in a EDI 753**

If your FOB Origin purchase orders were combined by NEX TMS into a parcel mode shipment that exceeds these limits, email [nex.traffic.management.group@nexweb.org](mailto: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**

[Back to top](#)

## XVII. PROCEDURES FOR MARKING CARTONS (MASTER CARTON)

### Non-EDI 856 ASN Vendor Instructions for Marking Cartons:

1. Each carton must be marked with the following information:
  - A. Our NEXCOM (DC/Store) location number
  - B. Our Ship-to address
  - C. Our NEXCOM Purchase order number
  - D. Our NEXCOM Department number
    - i. If you **do not** know the department number, use the three numeric digits immediately following the alpha character 'S' or 'W' contained in the **L11\*PUA** section of the 754.  
**e.g., 0000116270041S270635**
2. 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."
3. 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 purchase order number and complete ship-to address.**

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

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



[Back to top](#)

## XVIII. ADDITIONAL NEXCOM EDI DOCUMENTS

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Information regarding other NEXCOM EDI Documents can be found by clicking the link below:

<https://www.mynavyexchange.com/nex/doing-business-with-us/vendor-guide>

## XIX. ROUTING AND TRANSPORTATION CHARGEBACK FEES

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**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.**