

Effective September 20, 2024

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_Partnerreformance_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'

Effective Date: September 20, 2024

"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

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 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.

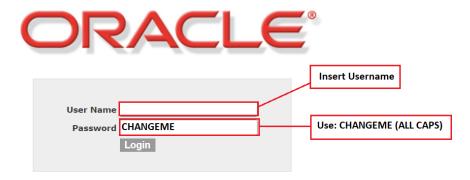
Warning: Google Chrome may not be compatible with all NEX TMS functions.

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.

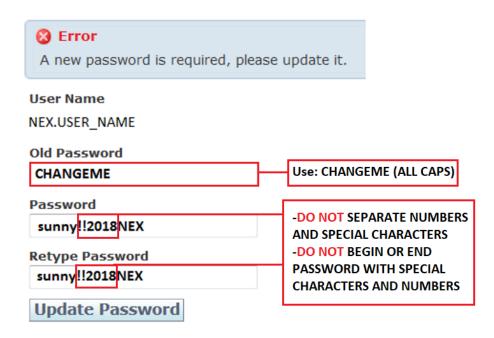
Your password has been reset to the default **CHANGEME** (all caps) Please follow below password reset instructions.

Step 1: Initial Login



Step 2: Create a Password

- 14 characters minimum
- 2 numbers minimum
- 2 special characters minimum **Choose only these characters: ! % * _ DO NOT separate the numbers and special characters within the password DO NOT BEGIN and END password with numbers and special characters
- 2 UPPERCASE letters minimum
- 2 lowercase letters minimum



Step 3: Password Completion and Login

-If your password is successful, you will be returned to the home screen to login with your new password.

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-If your password is unsuccessful, you will need to meet the password requirements.

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

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

Indicato	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 <u>2. Find Your Order Base Purchase</u> 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 <u>NEX.Traffic.Management.Group@nexweb.org</u> if group or individual POC information needs to be updated for this location.

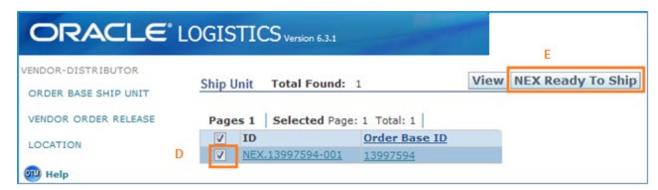
1. Find Your Order Base Ship Unit (Purchase Order):

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

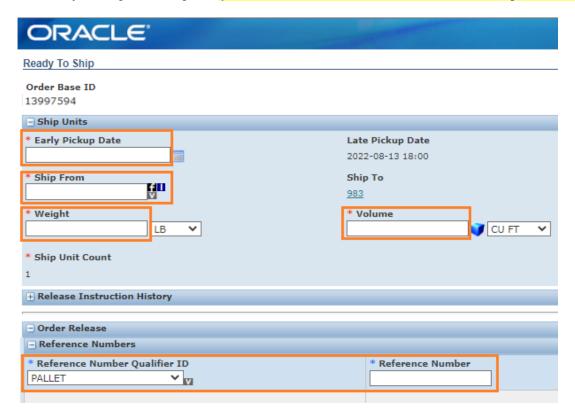
- A. Click on 'ORDER BASE SHIP UNIT'
- B. On the Ship Units tab, in the Order Base Ship Unit ID field, enter your PO #.WARNING: Do NOT key any leading zeros or alpha characters; e.g., 13997594
- C. Click 'SEARCH' or press 'ENTER' on your keyboard



- 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



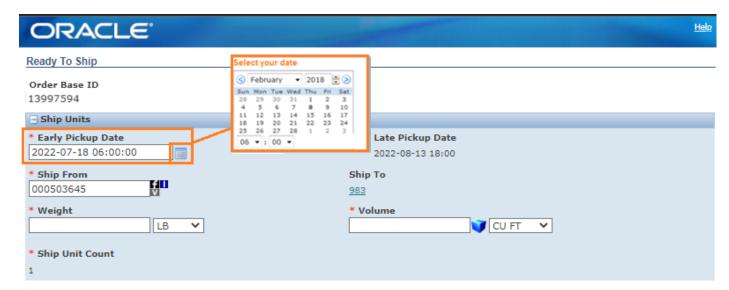
The Ready to Ship screen opens: *(Each numbered section breaks down the requirements for the below fields):*



2. 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

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



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.



5. Weight (LB's Only):

WARNING: Include weight of pallets

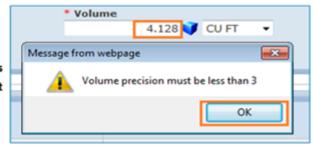
WARNING: Domestic Destinations (CONUS): Max weight for **one** order release is **43,000 lbs**. If you have additional weight for a PO, create another order release with the remaining weight.

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

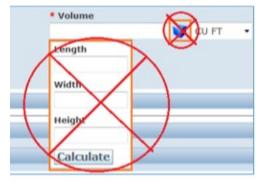


WARNING: Include total cubic feet for all pallets, stacks, cartons, etc

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.

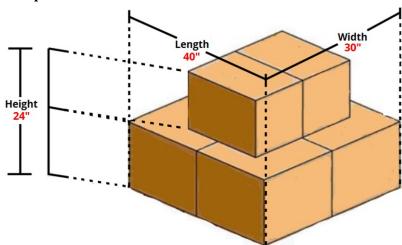
WARNING: Do NOT use the volume calculator blue box icon to populate the three Length, Width or Height fields!



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:

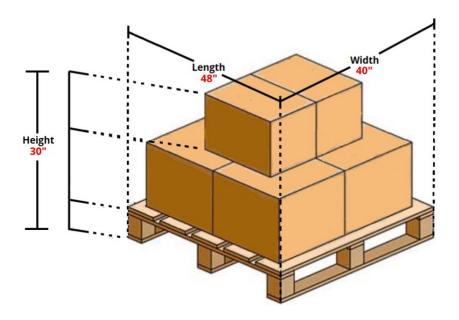


Example: The total shipment length is 40 inches, width is 30 inches, and height is 24 inches. The user calculated 40 * 30 * 24 = 28,800 and then divide 28,800 by 1728 = 16.66. The user keyed 16.66 in the 'Volume' field and verified the default measure is set to CU FT.



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.



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

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

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

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.

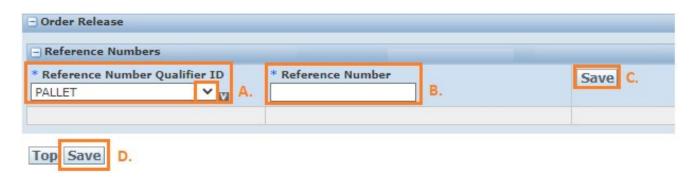
WARNING: If your pallets are double stackable. Example: Insert 4 pallets rather than 8 pallets.

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 (click with mouse)

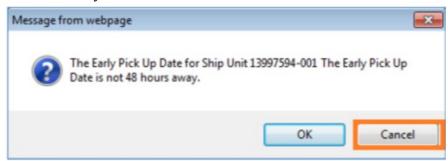


- **a.** Click the drop-down arrow in the '<u>Reference Number Qualifier ID'</u> field and press the '<u>P'</u> key on your keyboard to quickly find the '<u>PALLET'</u> qualifier.
- **b.** Enter the appropriate number of pallets or pallet positions in the 'Reference Number' field.
- **c.** Click '<u>SAVE'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

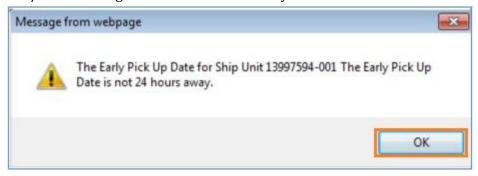


8. Early Pickup Date **Errors** / Warnings:

a. 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.

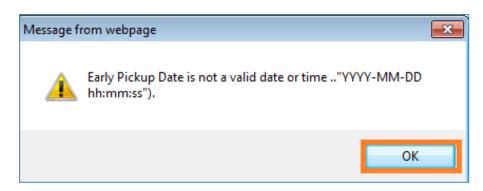


b. If you receive an **error** as displayed below, click '**OK**' and revise the Early Pickup Date field to a Date/Time that is greater than 24 hours away.



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 <u>Late Pickup Date</u> (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 <u>'Create Another'</u> on the confirmation page to begin a new search for another order base ship unit OR click the <u>'X'</u> 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.



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



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.



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



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.

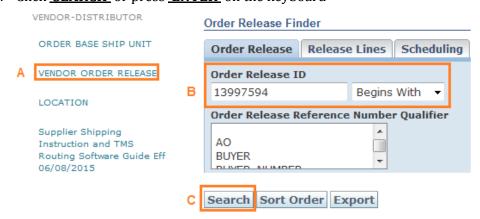


VI. DELETE A SAVED ORDER RELEASE

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
 - A. From your NEX TMS home page, click the '**VENDOR ORDER RELEASE**' link.
 - B. 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
 - C. Click 'SEARCH' or press 'ENTER' on the keyboard



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



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.

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.

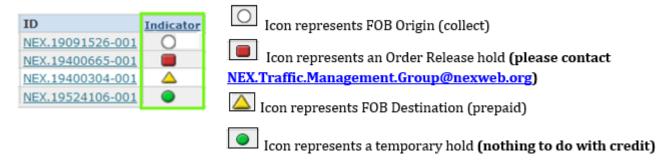
WARNING: Do NOT key any leading zeros; e.g., 13997594

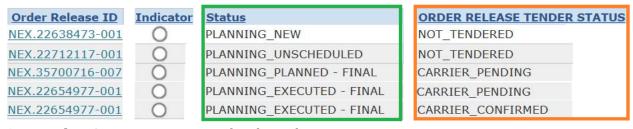
C. Click 'SEARCH' or press 'ENTER' on the keyboard



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

i. The indicator field will show:





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).

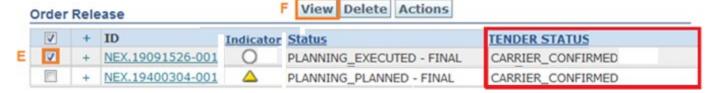


Status: Planning_New - waiting to be planned

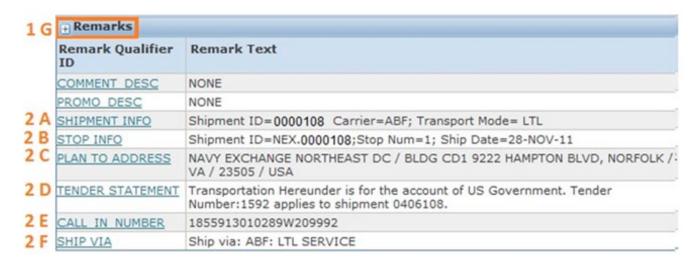
Status: Planning_Unscheduled - order release is awaiting consolidation opportunity

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.



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



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

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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

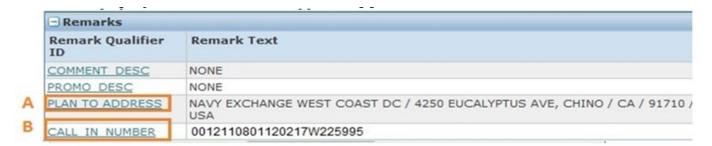
3. **FOB Destination** purchase orders (supplier chooses the carrier and pays for freight):

A. Plan-To Address

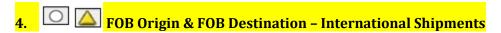
i. Remark text displays the 'Ship-To' address for your order release.

B. Call-In-Number

i. Displays the call-in number that applies to this order release.



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



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

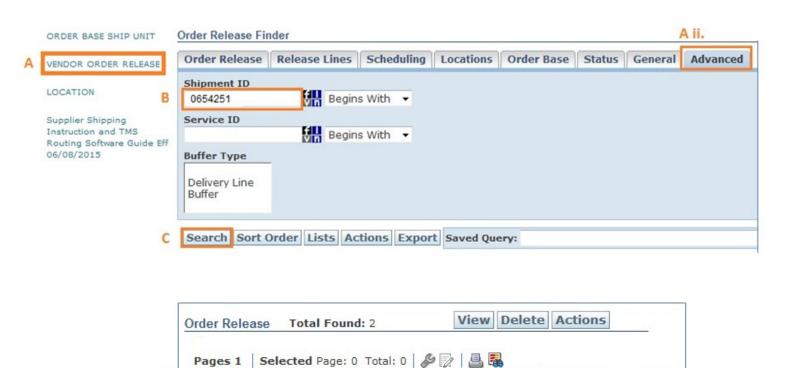
- 1) Vendor/Manufacturer name:
- 2) PO number(s):
- 3) Destination Country:
- 4) Size and number of containers:
- 5) Weight and cubic feet:

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 Release Source

00121

00121

10041017-001

10041025-001

Effective Date: September 20, 2024

D

1

ID

NEX.10041017-001

NEX.10041025-001

Source Locatio Indic Status

W

W

PLANNING

PLANNING

X-PRODUCTS

X-PRODUCTS

X. PROCEDURES FOR PREPARING BILLS OF LADING

- Bill of ladings 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 "<u>Vendor</u> will be responsible for extra accessorials noted on the delivery receipt."

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

*Page 1 of 1

		SHIP FROM						Bill of Lading Number:							
Vendor Company 136 Park Way Dr. Jefferson, OH 34242											[R/A	r code spa	\$E	
		SHIP TO							Carrie	r Name:					
Navy Exchange Norfolk Main CD13 1560 MALL DR FLEET, VA 23511							Trailer number: Serial number(s):								
	THIRD PARTY FREIGHT CHARGES BILL TO					LTO		SCAC:	:						
NEXCOMTRANSPORTATION OFFICE 3280 VIRGINIA BEACH BLVD. VIRGINIA BEACH, VA 23452						Pro Number: BAR CODE SPACE									
	"U.S. 0	I Instruction		NDER NU	JMBER 12	34 APPLIE	ES.*	_	Freight Charge Terms (Freight charges are prepaid unless marked otherwise): Prepaid Collect 3rd Party ALL						
	CallIn	all In #9915219100000S235010							Master bill of lading with attached underlying bills of lading.						
	CUSTOMER ORE								ER INFO	ORMATIC	ON				
	Custo	mer Order	No.				# of Pack	kages	Weight	ght Pallet/Slip (circle one)		Additional Shipper Information			
	PO# 19100000 1				1		2400	0	N						
								Y	N						
Grand Total CARRIER								RIERIN	FORMA	TION					
Handling Unit Package													TL/LTI	Only	
	Qty	Туре	Qty	Type	Weight	HM (X)	Commodities be so marked	odity Description Ities requiring special or additional care or attention in handling or stowing must riked and packaged as to ensure safe transportation with ordinary care. See [ie] of MMEF citem 360					NMFC No.	Class	
	1	P (Pallet)			45									00044	50
	Where the rate is dependent on value, shippers are required to state specifically in writing to declared value of the property as follows: "The agreed or declared value of the property is a by the shipper to be not exceedingper					the agreed specifically	agreed or cofficially stated Fee terms: Collect Prepaid Customer check acceptable Comparison Comparison Customer check acceptable Comparison Comparison Customer check acceptable Comparison Compa								
	Note: Liability limitation for loss or damage in this shipme							shipme	nt may t	be applic	able. S	ee 4	49 USC § 14706(c)(1)(A) and (B).	
	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					all othe	e carrier shall not make delivery of this shipment without payment of charges a other lawful fees. ipper Signature								
ı	Shipper Signature/Date Trailer Loaded: By shipper condition for transportation according to the applicable regulations of the DOT.					ipper iver i	Freight Counted: By shipper By driver/pallets said to contain By driver/pieces Carrier Signature/Pickup Date Carrier Signature/Pickup Date Carrier Signature/Pickup Date Carrier schooledges receipt of packages is placeds. Carrier certifies emergency responses as made available and/or carrier has the Carrier Signature/Pickup Date					nse informat OT emerge tation in the			

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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.

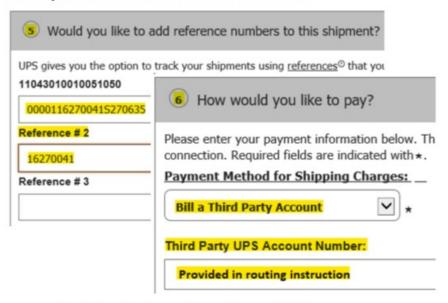
FOB Origin Parcel shipments manifested in Small Parcel shipping systems (UPS.com/FedEx.com) are to include:

- 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

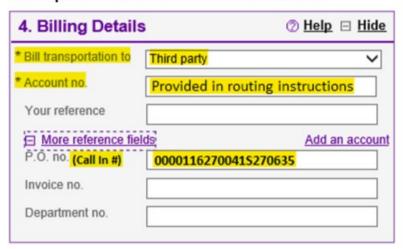
Effective Date: September 20, 2024

iii. Do **NOT** write anything in front of the Call-In number

Example of UPS Parcel Manifest Website



Example of FedEx Parcel Manifest Website



FOB Destination/Origin shipments via 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 utilized up to a total of five. All parcel shipments inbound to NEX locations are to be shipped in 5 cartons or less.

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

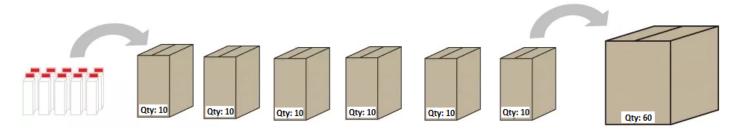
NO (1) Box or Master Carton shall exceed 125 lbs

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

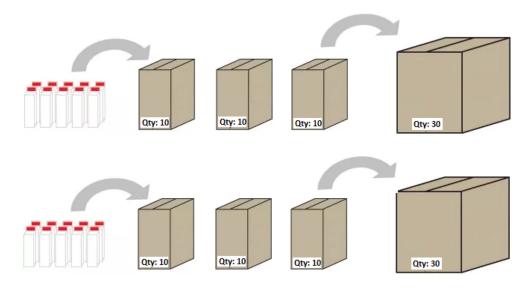
NO (1) Box or Master Carton shall exceed 20 cubic feet transmitted in an order release

If the 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 seperately



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

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
 - i. Provided in the 'Plan-to-Address' remark text on your order release.
 - 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 digit contained in the 'Call-in-Number' remark text on your order release.

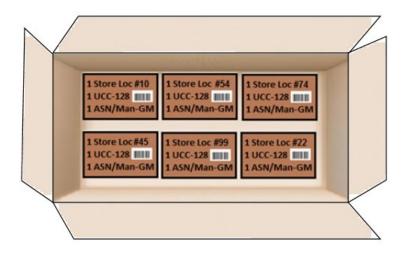


- 2. Packing slips must be placed on the outside of one of the cartons in a clear envelope that states in ½" lettering, "Packing Slip Enclosed."
- 3. NEXCOM may direct merchandise for several NEX overseas locations to one facility for loading into country specific containers. It is imperative that all pieces of your shipment e.g., carton, shrink-wrapped pallet, etc. are marked with the 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:

- 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





XV. ADDITIONAL NEXCOM EDI DOCUMENTS AND UCC 128 LABEL REQUIREMENTS

Information regarding NEXCOM EDI Documents are under 'NEXCOM EDI PROGRAM INFORMATION' using the link below.

UCC 128 label requirements can be found in the 'Trading Partner Performance Manual' document using the link below.

https://www.mvnavvexchange.com/nex/doing-business-with-us/vendor-guide

FOB Origin (collect) vendors would utilize the small parcel and LTL carrier SCAC as planned in the remarks section of their order release for transmission in their EDI 856 ASN. If the planned truckload carrier SCAC is unknown to the vendor, please contact MEX.Traffic.Management.Group@nexweb.org

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.