



# **A3**

# **Transportation Management**

## TMS User Guide For NNS Suppliers

Newport News Shipbuilding



**Newport News Shipbuilding**  
A Division of Huntington Ingalls Industries

Released: 1/29/2018



## Contents

Contact Information .....	3
TMS Overview .....	3
System Sign – On .....	4
.....	5
Search Shipment.....	7
Shipment Status .....	8
New Entry .....	10
New Entry – Pickup/Shipper Location .....	11
New Entry – Delivery/Consignee Location .....	19
New Entry – Shipment Details.....	28
Shipment Information .....	34
Online Shipment Approval Process .....	39
View Shipment.....	40
Reports .....	41
Compliance Report.....	43



## Contact Information

**Website:** [www.a3tms.com](http://www.a3tms.com)

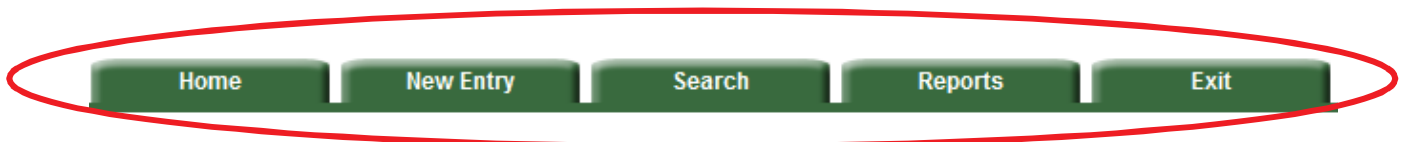
**Phone:** 901.209.4932  
**Fax:** 901.753.9627  
**Address:** 3150 Lenox Park Blvd  
Ste 400  
Memphis TN 38115

**E-mail:** [callcentermail@a3freightpayment.com](mailto:callcentermail@a3freightpayment.com)

## TMS Overview

In a practical and detailed manner, the A3 Transportation Management System (TMS) addresses the fundamentals of the inbound and outbound shipment lifecycle. Designed for a multifaceted shipping environment, the system manages simple to complex scenarios involving multiple carriers, transportation modes, and PO/item numbers. Truckload (TL), less-than truckload (LTL) and Intermodal (IML) are supported by a single, centralized application. This manual will help you to get familiar with our TMS. This system does not cover FedEx and UPS shipments.

Every page of our TMS has a menu across the top of the screen with 5 tabs.



**Home** – The home tab takes you to the home page.

**New Entry** – The new entry tab allows you to enter a new shipment.

**Search** – The search tab lets you perform a shipment search by various categories.

**Reports** – The reports tab allows you to get different reports, for various purposes.

**Exit** – The exit tab lets you sign off and exit the system.



## System Sign – On

All authorized users will access the A3 Transportation Management website by going to [www.a3tms.com](http://www.a3tms.com)

Once there, the user will need to enter a username and password and then click "Submit" or "Clear" to clear fields.



## Shipment Management Center

**Welcome to the A3 Freight Payment TMS website!**

In this application, you can manage and ~~search your shipment~~ information and avoid extensive phone calls.

A login form with two input fields: 'Username' and 'Password'. Below the fields are two buttons: 'Submit' and 'Clear'. The entire form is enclosed in a red oval. The form is contained within a white rectangular box with a thin border.

Not a member? Click here to [request a Login](#).  
[Forgot your Password?](#)

A3 Freight Payment  
3150 Lenox Park Blvd  
Suite 400  
Memphis, TN 38115-4427  
Tel:901.209.4932



If the user does not have a username and password, he/she will need to request one by clicking the "request a login" option.



## Shipment Management Center

Welcome to the A3 Freight Payment TMS website!

In this application, you can manage and search your shipment information and avoid extensive phone calls.

<b>Username</b>	<input type="text"/>
<b>Password</b>	<input type="password"/>
	<input type="button" value="Submit"/> <input type="button" value="Clear"/>

Not a member? Click here to [request a Login.](#)  
[Forgot your Password?](#)

A3 Freight Payment  
3150 Lenox Park Blvd  
Suite 400  
Memphis, TN 38115-4427  
Tel:901.209.4932



The user will fill out the following information and click on "request new login". Once the requested information is entered, A3 Transportation Management (A3TMS) will be contacted immediately. We will grant the authorized user access to the TMS.

## Shipment Management Center

**Request a Login**

<b>Username*</b>	<input type="text"/>	<b>Password*</b>	<input type="password"/>
<b>First Name*</b>	<input type="text"/>	<b>Last Name*</b>	<input type="text"/>
<b>Company*</b>	<input type="text"/>		
<b>Address 1*</b>	<input type="text"/>		
<b>Address 2</b>	<input type="text"/>		
<b>City*</b>	<input type="text"/>	<b>State*</b>	<input type="text"/>
<b>Zip Code*</b>	<input type="text"/>	<b>Country*</b>	United States ▼
<b>Phone*</b>	<input type="text"/>	<b>Fax</b>	<input type="text"/>
<b>Email Address*</b>	<input type="text"/>		
<b>Comments/Notes</b>	<div style="border: 1px solid #ccc; height: 40px; vertical-align: top;"></div>		

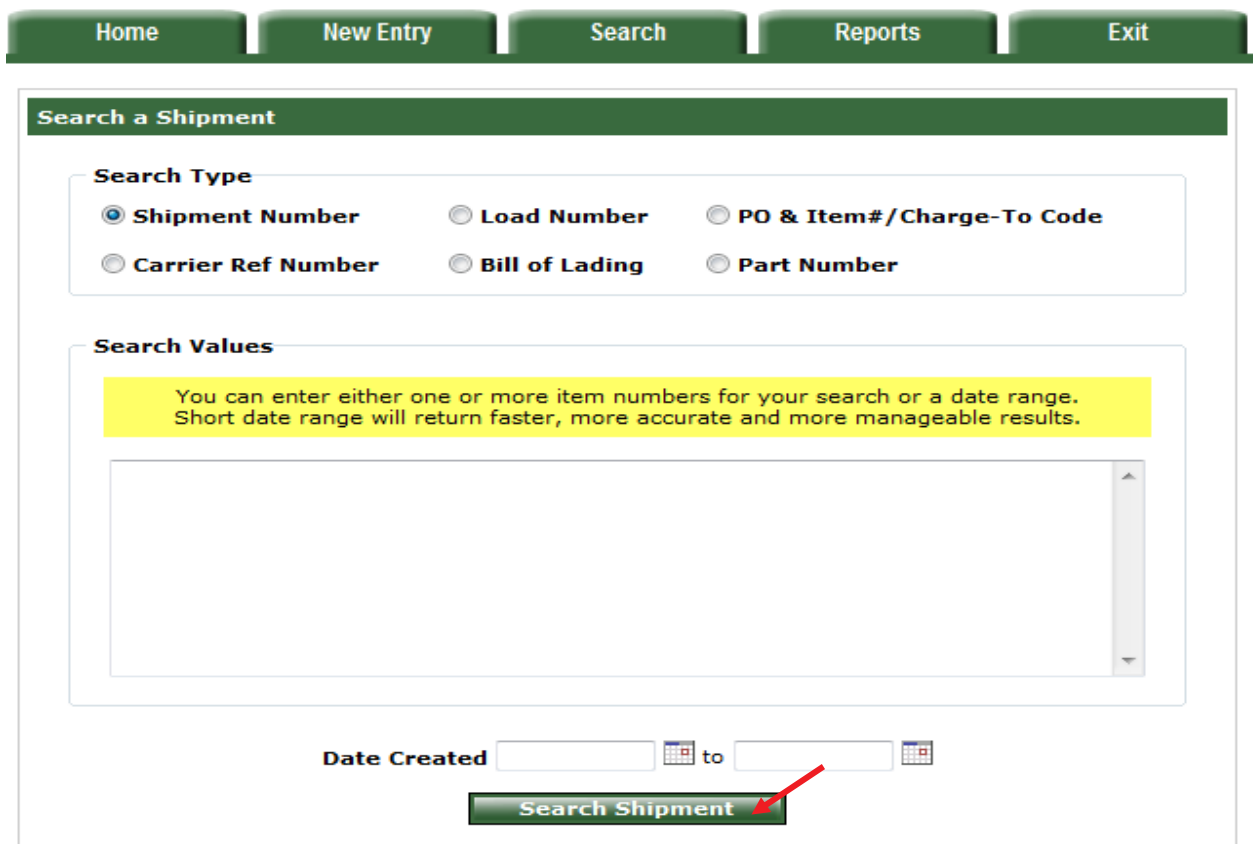
\* Required fields.

Once you request initial access to the A3 Transportation Management system you will be asked to setup a company profile. This will include the following attributes:

- Company Name
- Address (or addresses)
- Hours of shipping operation
- Contact information
- Dock or loading area information
- Any other special information regarding your pickup location and process

## Search Shipment

Once the user has successfully logged in, the first screen to appear will be the search menu. This menu provides search capability on shipment numbers (AA#), carrier reference numbers, load numbers, bill of lading numbers, part numbers, PO and item numbers or charge to codes. Select the type of number to search and enter the number in the blank field provided. If searching multiple shipments, enter the data separated by a comma. Once all data is entered, click "Search Shipment". Shipments can also be searched by date range.



The screenshot shows a web application interface with a green navigation bar at the top containing buttons for Home, New Entry, Search, Reports, and Exit. Below the navigation bar is a form titled "Search a Shipment".

**Search Type**

Shipment Number     Load Number     PO & Item#/Charge-To Code  
 Carrier Ref Number     Bill of Lading     Part Number

**Search Values**

You can enter either one or more item numbers for your search or a date range. Short date range will return faster, more accurate and more manageable results.

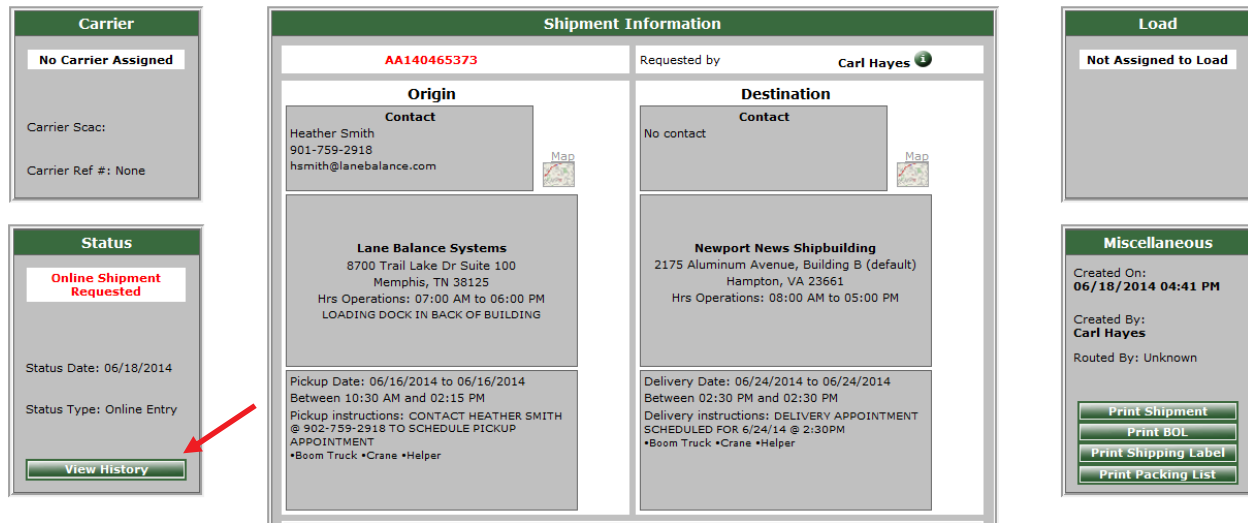
Date Created   to

**Search Shipment**

A red arrow points to the "Search Shipment" button.

## Shipment Status

To check the status of a shipment, simply search the shipment you need the status for and click on the View History button.



**Carrier**

No Carrier Assigned

Carrier Scac:

Carrier Ref #: None

**Shipment Information**

**AA140465373**

Requested by: **Carl Hayes**

Origin	Destination
<p><b>Contact</b></p> <p>Heather Smith 901-759-2918 hsmith@lanebalance.com</p> <p><b>Lane Balance Systems</b> 8700 Trail Lake Dr Suite 100 Memphis, TN 38125 Hrs Operations: 07:00 AM to 06:00 PM LOADING DOCK IN BACK OF BUILDING</p> <p>Pickup Date: 06/16/2014 to 06/16/2014 Between 10:30 AM and 02:15 PM</p> <p>Pickup instructions: CONTACT HEATHER SMITH @ 902-759-2918 TO SCHEDULE PICKUP APPOINTMENT *Boom Truck *Crane *Helper</p>	<p><b>Contact</b></p> <p>No contact</p> <p><b>Newport News Shipbuilding</b> 2175 Aluminum Avenue, Building B (default) Hampton, VA 23661 Hrs Operations: 08:00 AM to 05:00 PM</p> <p>Delivery Date: 06/24/2014 to 06/24/2014 Between 02:30 PM and 02:30 PM</p> <p>Delivery instructions: DELIVERY APPOINTMENT SCHEDULED FOR 6/24/14 @ 2:30PM *Boom Truck *Crane *Helper</p>

**Load**

Not Assigned to Load

**Status**

Online Shipment Requested

Status Date: 06/18/2014

Status Type: Online Entry

[View History](#)

**Miscellaneous**

Created On: **06/18/2014 04:41 PM**

Created By: **Carl Hayes**

Routed By: Unknown

[Print Shipment](#)  
[Print BOL](#)  
[Print Shipping Label](#)  
[Print Packing List](#)

Once you have clicked on view history, you will see every shipment status message that has been entered for that shipment.

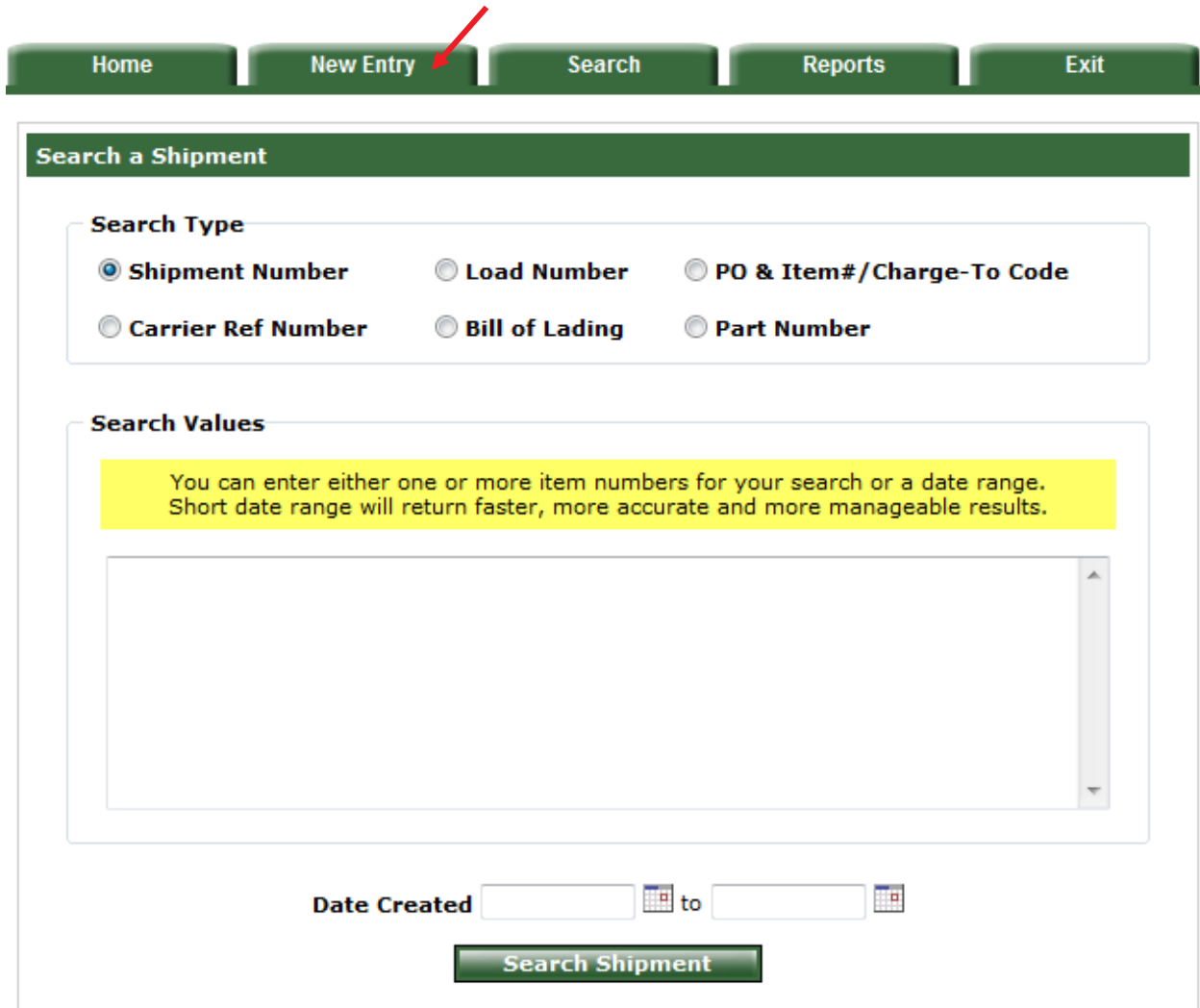
Shipment AA140619336 Status History				
Status	Status Date	Date Created	Status Type	Comment
Online Shipment Requested	01/14/2014	01/14/2014 11:25 AM	Online Entry	
Online Shipment Approved	01/14/2014	01/14/2014 11:49 AM	Manual	TEST
Open	01/14/2014	01/14/2014 11:49 AM	Manual	TEST
Dispatched	01/14/2014	01/14/2014 11:52 AM	Manual	carrier assignment - carrierID 61
Shipment Picked up	01/14/2014	01/14/2014 11:53 AM	Manual	
Shipment Delayed-in-Transit- Mechanical	01/15/2014	01/14/2014 11:54 AM	Manual	
En Route to Delivery Location	01/16/2014	01/14/2014 11:54 AM	Manual	
Shipment Delivered- Complete & Clear	01/19/2014	01/14/2014 11:55 AM	Manual	Delivered 1/19/2014 @ 11:30AM; signed for by Heather Smith





## New Entry

Select "New Entry" on the menu bar.



The screenshot shows a navigation menu bar with five items: Home, New Entry, Search, Reports, and Exit. A red arrow points to the 'New Entry' item. Below the menu bar is a form titled 'Search a Shipment'. The form has two main sections: 'Search Type' and 'Search Values'. The 'Search Type' section contains six radio button options: 'Shipment Number' (selected), 'Load Number', 'PO & Item#/Charge-To Code', 'Carrier Ref Number', 'Bill of Lading', and 'Part Number'. The 'Search Values' section contains a yellow instruction box: 'You can enter either one or more item numbers for your search or a date range. Short date range will return faster, more accurate and more manageable results.' Below this is a large text input field. At the bottom of the form, there is a 'Date Created' label followed by two date pickers separated by 'to', and a green 'Search Shipment' button.

Home   New Entry   Search   Reports   Exit

**Search a Shipment**

**Search Type**

Shipment Number    Load Number    PO & Item#/Charge-To Code  
 Carrier Ref Number    Bill of Lading    Part Number

**Search Values**

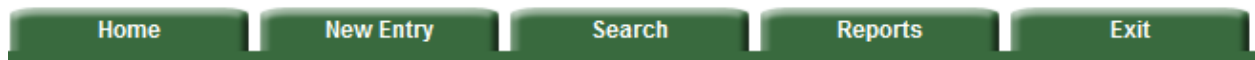
You can enter either one or more item numbers for your search or a date range. Short date range will return faster, more accurate and more manageable results.

Date Created  to

**Search Shipment**

## New Entry – Pickup/Shipper Location

Select Pickup/Shipper Location from the drop down list.



Pickup/Shipper Location

-- Select Company --
▼
i

**Contact Name**

**Contact Phone**

**Contact Email**

**Pickup Instructions (200 chars maximum)**

Air Ride Equipment

Battery Hoist

Boom Truck

Crane

Dolly

Flat Bed

Fork Lift

Helper

Inside Delivery

Inside Pickup

Lift Gate

Lumper

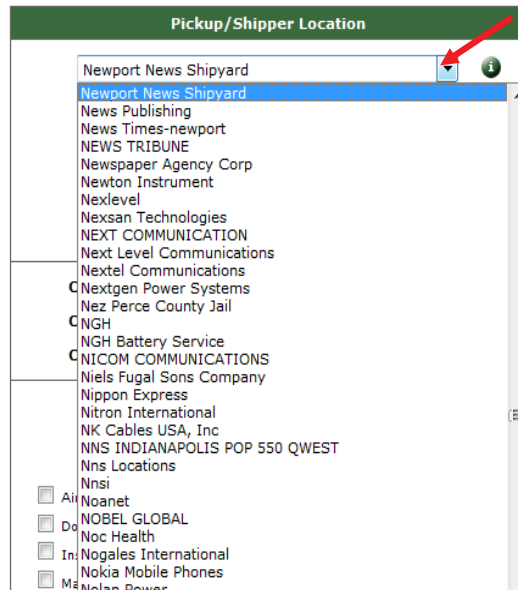
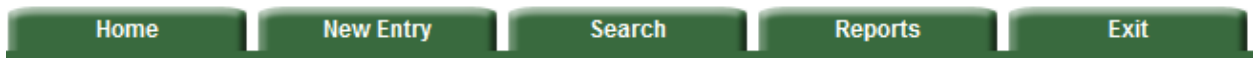
Masonite

Padded Van

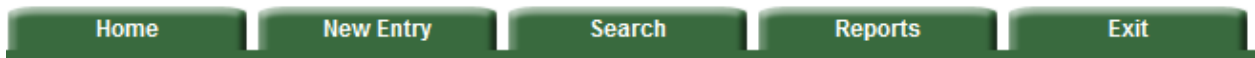
Pallet Jack

Stair Climber

Type the first letter of the Pickup/Shipper Location to jump to the locations that start with that letter. Your company profile will include all the locations you identify material may ship from.



Select location address from the drop down list. If there is only one address it will default to it. If the address is not listed in the drop down menu, the user will need to contact A3TMS and request the address be added to our database.



Pickup/Shipper Location

i
▼
Newport News Shipyard

-- Select Location --  
-- Select Location --  
Newport News VA 4101 Washington Avenue  
Newport News VA 68th & Huntington Ave

**Contact Name**   
**Contact Phone**   
**Contact Email**

**Pickup Instructions (200 chars maximum)**

<input type="checkbox"/> Air Ride Equipment	<input type="checkbox"/> Battery Hoist	<input type="checkbox"/> Boom Truck	<input type="checkbox"/> Crane
<input type="checkbox"/> Dolly	<input type="checkbox"/> Flat Bed	<input type="checkbox"/> Fork Lift	<input type="checkbox"/> Helper
<input type="checkbox"/> Inside Delivery	<input type="checkbox"/> Inside Pickup	<input type="checkbox"/> Lift Gate	<input type="checkbox"/> Lumper
<input type="checkbox"/> Masonite	<input type="checkbox"/> Padded Van	<input type="checkbox"/> Pallet Jack	<input type="checkbox"/> Stair Climber

Select "Contact Name" from the drop down list. If the contact name is not in the drop down box, you can enter the contact information in the pickup instructions box or contact A3TMS and request the contact be added to our database.



Pickup/Shipper Location

**Newport News Shipyard**

4101 Washington Avenue, Dock 15  
Newport News, VA 23607

**Hours of Operations:** 07:00 AM to 04:30 PM

**Special Instructions:** DELIVER ALL PIPE TO DOCK 15/DELIVER ALL STEEL & HEAVY EQUIPMENT TO DOCK 7

**Contact Name**

**Contact Phone**

**Contact Email**

**Pickup Instructions (200 chars maximum)**

<input type="checkbox"/> Air Ride Equipment	<input type="checkbox"/> Battery Hoist	<input type="checkbox"/> Boom Truck	<input type="checkbox"/> Crane
<input type="checkbox"/> Dolly	<input type="checkbox"/> Flat Bed	<input type="checkbox"/> Fork Lift	<input type="checkbox"/> Helper


Enter "Pickup Instructions" (optional) and/or select specific requirements (if any) by placing a check by the corresponding options.

Pickup/Shipper Location

Newport News Shipyard i

Newport News VA 4101 Washington Avenue

**Newport News Shipyard**  
 4101 Washington Avenue, Dock 15  
 Newport News, VA 23607  
**Hours of Operations:** 07:00 AM to 04:30 PM  
**Special Instructions:** DELIVER ALL PIPE TO DOCK 15/DELIVER ALL STEEL & HEAVY EQUIPMENT TO DOCK 7



**Contact Name** Heather Smith

**Contact Phone** 901-759-2918



**Contact Email** hsmith@lanebalance.com

Pickup Instructions (200 chars maximum)

Please contact Heather Smith @ 901-759-2918 to schedule pickup/Driver must be a US citizen

<input type="checkbox"/> Air Ride Equipment	<input type="checkbox"/> Battery Hoist	<input type="checkbox"/> Boom Truck	<input checked="" type="checkbox"/> Crane
<input type="checkbox"/> Dolly	<input type="checkbox"/> Flat Bed	<input checked="" type="checkbox"/> Fork Lift	<input checked="" type="checkbox"/> Helper
<input type="checkbox"/> Inside Delivery	<input type="checkbox"/> Inside Pickup	<input type="checkbox"/> Lift Gate	<input type="checkbox"/> Lumper
<input type="checkbox"/> Masonite	<input type="checkbox"/> Padded Van	<input type="checkbox"/> Pallet Jack	<input type="checkbox"/> Stair Climber
<input type="checkbox"/> Tarp			

Pickup On: (enter range if applicable)

**Date**   **to**  

**Time**    **to**

Clear Form

Next >>


Select "Pickup On" date or date range by entering the date(s) or clicking on calendar icon.

Pickup/Shipper Location

Newport News Shipyard ▼ i

Newport News VA 4101 Washington Avenue ▼

**Newport News Shipyard**  
 4101 Washington Avenue, Dock 15  
 Newport News, VA 23607  
**Hours of Operations:** 07:00 AM to 04:30 PM  
**Special Instructions:** DELIVER ALL PIPE TO DOCK 15/DELIVER ALL STEEL & HEAVY EQUIPMENT TO DOCK 7



**Contact Name** Heather Smith ▼

**Contact Phone** 901-759-2918

**Contact Email** hsmith@lanebalance.com

Pickup Instructions (200 chars maximum)

Please contact Heather Smith @ 901-759-2918 to schedule pickup/Driver must be a US citizen

<input type="checkbox"/> Air Ride Equipment	<input type="checkbox"/> Battery Hoist	<input type="checkbox"/> Boom Truck	<input checked="" type="checkbox"/> Crane
<input type="checkbox"/> Dolly	<input type="checkbox"/> Flat Bed	<input checked="" type="checkbox"/> Fork Lift	<input checked="" type="checkbox"/> Helper
<input type="checkbox"/> Inside Delivery	<input type="checkbox"/> Inside Pickup	<input type="checkbox"/> Lift Gate	<input type="checkbox"/> Lumper
<input type="checkbox"/> Masonite	<input type="checkbox"/> Padded Van	<input type="checkbox"/> Pallet Jack	<input type="checkbox"/> Stair Climber
<input type="checkbox"/> Tarp			

Pickup On: (enter range if applicable)

**Date** 01/14/2014 📅 **to**  📅

**Time** 08 ▼ 00 ▼ AM ▼ **to** 05 ▼ 00 ▼ PM ▼

Clear Form
Next >>






Select time by clicking on the drop down list and once complete, click on "Next".

Pickup/Shipper Location

i

▼

**Newport News Shipyard**  
 4101 Washington Avenue, Dock 15  
 Newport News, VA 23607  
**Hours of Operations:** 07:00 AM to 04:30 PM  
**Special Instructions:** DELIVER ALL PIPE TO DOCK 15/DELIVER ALL STEEL & HEAVY EQUIPMENT TO DOCK 7



**Contact Name**

**Contact Phone**

**Contact Email**

**Pickup Instructions** (200 chars maximum)

Please contact Heather Smith @ 901-759-2918 to schedule pickup/Driver must be a US citizen

<input type="checkbox"/> Air Ride Equipment	<input type="checkbox"/> Battery Hoist	<input type="checkbox"/> Boom Truck	<input checked="" type="checkbox"/> Crane
<input type="checkbox"/> Dolly	<input type="checkbox"/> Flat Bed	<input checked="" type="checkbox"/> Fork Lift	<input checked="" type="checkbox"/> Helper
<input type="checkbox"/> Inside Delivery	<input type="checkbox"/> Inside Pickup	<input type="checkbox"/> Lift Gate	<input type="checkbox"/> Lumper
<input type="checkbox"/> Masonite	<input type="checkbox"/> Padded Van	<input type="checkbox"/> Pallet Jack	<input type="checkbox"/> Stair Climber
<input type="checkbox"/> Tarp			

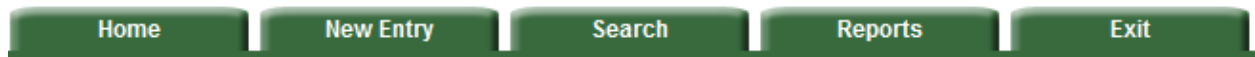
**Pickup On:** (enter range if applicable)

**Date**  **to**

**Time**    **to**

## New Entry – Delivery/Consignee Location

Select Delivery/Consignee Location from the drop down list.



Delivery/Consignee Location

-- Select Company --

-- Select Location --

Contact Name

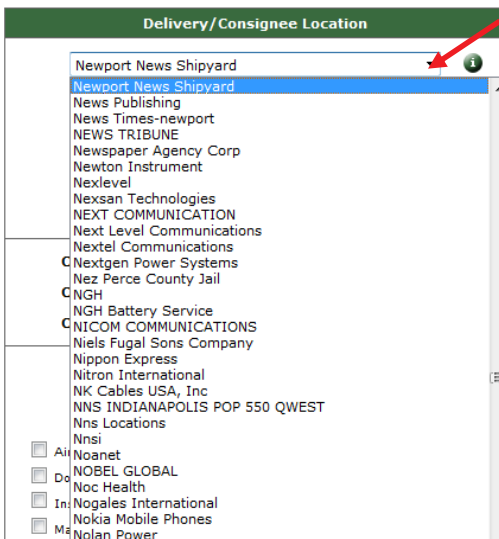
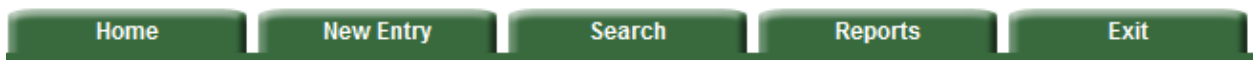
Contact Phone

Contact Email

**Delivery Instructions (200 chars maximum)**

Air Ride Equipment   
  Battery Hoist   
  Boom Truck   
  Crane  
 Dolly   
  Flat Bed   
  Fork Lift   
  Helper  
 Inside Delivery   
  Inside Pickup   
  Lift Gate   
  Lumper  
 Masonite   
  Padded Van   
  Pallet Jack   
  Stair Climber

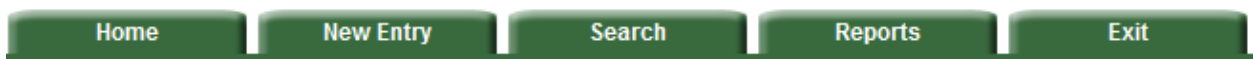
Type the first letter of the Delivery/Consignee Location to jump to the locations that start with that letter. If the exact NNS delivery location is not known, select the 2175 Aluminum Ave, Hampton VA (default) address. Your NNS PO may identify a different delivery address then this. If so select the alternate address from the drop down menu.









Select a location address from the drop down list. If there is only one address it will default to it. If the address is not listed in the drop down menu, the user will need to contact A3 Transportation Management who will coordinate with NNS to add the location.



**Delivery/Consignee Location**

Newport News Shipyard 

-- Select Location -- 

-- Select Location --  
Newport News VA 4101 Washington Avenue  
Newport News VA 68th & Huntington Ave

**Contact Name**

**Contact Phone**

**Contact Email**

**Delivery Instructions (200 chars maximum)**

Air Ride Equipment  Battery Hoist  Boom Truck  Crane  
 Dolly  Flat Bed  Fork Lift  Helper  
 Inside Delivery  Inside Pickup  Lift Gate  Lumper  
 Masonite  Padded Van  Pallet Jack  Stair Climber

Select "Contact Name" from the drop down list. If the contact name is not in the drop down box, you can enter the contact information in the delivery instructions box or contact A3 Transportation Management who will coordinate with NNS to add the contact.



Delivery/Consignee Location

Newport News Shipyard i

Newport News VA 4101 Washington Avenue

**Newport News Shipyard**  
 4101 Washington Avenue, Dock 15  
 Newport News, VA 23607  
**Hours of Operations:** 07:00 AM to 04:30 PM  
**Special Instructions:** DELIVER ALL PIPE TO DOCK 15/DELIVER ALL STEEL & HEAVY EQUIPMENT TO DOCK 7

Map

**Contact Name** -- Select Contact -- ▼

**Contact Phone** -- Select Contact --  
 Heather Smith

**Contact Email**

**Delivery Instructions** (200 chars maximum)


<input type="checkbox"/> Air Ride Equipment	<input type="checkbox"/> Battery Hoist	<input type="checkbox"/> Boom Truck	<input type="checkbox"/> Crane
<input type="checkbox"/> Dolly	<input type="checkbox"/> Flat Bed	<input type="checkbox"/> Fork Lift	<input type="checkbox"/> Helper



Enter "Delivery Instructions" and select specific requirements if any by placing a check by the corresponding options.



Delivery/Consignee Location




**Newport News Shipyard**

4101 Washington Avenue, Dock 15  
Newport News, VA 23607

**Hours of Operations:** 07:00 AM to 04:30 PM

**Special Instructions:** DELIVER ALL PIPE TO DOCK 15/DELIVER ALL STEEL & HEAVY EQUIPMENT TO DOCK 7



**Contact Name**

**Contact Phone**



**Contact Email**

Delivery Instructions (200 chars maximum)

Delivery appointment is scheduled for 1/19/14 @ 11:30AM.

<input type="checkbox"/> Air Ride Equipment	<input type="checkbox"/> Battery Hoist	<input type="checkbox"/> Boom Truck	<input checked="" type="checkbox"/> Crane
<input type="checkbox"/> Dolly	<input type="checkbox"/> Flat Bed	<input checked="" type="checkbox"/> Fork Lift	<input checked="" type="checkbox"/> Helper
<input type="checkbox"/> Inside Delivery	<input type="checkbox"/> Inside Pickup	<input type="checkbox"/> Lift Gate	<input type="checkbox"/> Lumper
<input type="checkbox"/> Masonite	<input type="checkbox"/> Padded Van	<input type="checkbox"/> Pallet Jack	<input type="checkbox"/> Stair Climber
<input type="checkbox"/> Tarp			

Delivery On: (enter range if applicable)

**Date**   **to**  

**Time**    **to**

Clear Form

Next >>

Select "Delivery On" date or date range by entering the date(s) or clicking on calendar icon.

Delivery/Consignee Location

i
Newport News Shipyard


Newport News VA 4101 Washington Avenue

**Newport News Shipyard**

4101 Washington Avenue, Dock 15  
Newport News, VA 23607

**Hours of Operations:** 07:00 AM to 04:30 PM

**Special Instructions:** DELIVER ALL PIPE TO DOCK 15/DELIVER ALL STEEL & HEAVY EQUIPMENT TO DOCK 7



**Contact Name**

**Contact Phone**

**Contact Email**

Delivery Instructions (200 chars maximum)

Delivery appointment is scheduled for 1/19/14 @ 11:30AM.

Air Ride Equipment   
 Battery Hoist   
 Boom Truck   
 Crane



Dolly   
 Flat Bed   
 Fork Lift   
 Helper

Inside Delivery   
 Inside Pickup   
 Lift Gate   
 Lumper

Masonite   
 Padded Van   
 Pallet Jack   
 Stair Climber

Tarp

Delivery On: (enter range if applicable)

**Date**   **to**  

**Time**    **to**


Select time by clicking on the drop down list and once complete, click on "Next". Unless you have a previously agreed upon delivery time enter the following for delivery times: 6:30am - 2:30pm for most material, 2:00pm – 7:00pm for steel plate, 9:00am – 1:00pm for pipe, bar, shapes, non-ferrous plate, sheet metal, and lumber.

Delivery/Consignee Location

Newport News Shipyard ▼ i

Newport News VA 4101 Washington Avenue ▼

**Newport News Shipyard**  
 4101 Washington Avenue, Dock 15  
 Newport News, VA 23607  
**Hours of Operations:** 07:00 AM to 04:30 PM  
**Special Instructions:** DELIVER ALL PIPE TO DOCK 15/DELIVER ALL STEEL & HEAVY EQUIPMENT TO DOCK 7



**Contact Name**

**Contact Phone**



**Contact Email**

Delivery Instructions (200 chars maximum)

Delivery appointment is scheduled for 1/19/14 @ 11:30AM.

<input type="checkbox"/> Air Ride Equipment	<input type="checkbox"/> Battery Hoist	<input type="checkbox"/> Boom Truck	<input checked="" type="checkbox"/> Crane
<input type="checkbox"/> Dolly	<input type="checkbox"/> Flat Bed	<input checked="" type="checkbox"/> Fork Lift	<input checked="" type="checkbox"/> Helper
<input type="checkbox"/> Inside Delivery	<input type="checkbox"/> Inside Pickup	<input type="checkbox"/> Lift Gate	<input type="checkbox"/> Lumper
<input type="checkbox"/> Masonite	<input type="checkbox"/> Padded Van	<input type="checkbox"/> Pallet Jack	<input type="checkbox"/> Stair Climber
<input type="checkbox"/> Tarp			

Delivery On: (enter range if applicable)

**Date**   **to**  

**Time**    **to**

## New Entry – Shipment Details

Enter piece count, for each item, in the "Item Quantity" box.

Home
New Entry
Search
Reports
Exit

Shipment Details

(\*) Required Fields

Item Qty#*	PO Number	PO Item#	Charge # <small>only required when material is not PO related.</small>	Part #	Package Type	Number of Packages	Hazmat UN #	Description*	Weight* LBS	Dimensions* Inch	
4					Pieces					x x	<a href="#">remove</a>
					Pieces					x x	<a href="#">remove</a>
					Pieces					x x	<a href="#">remove</a>

**Driver's Name**  
Required for Suppliers delivering on their own trucks

**Is driver a U.S. Citizen?** --- Select One ---

Additional Comments

Enter PO Number & Item Number or Charge # for each item. Charge # should only be included for shipments not associated with a NNS Purchase Order.

Home
New Entry
Search
Reports
Exit

Shipment Details

(\*) Required Fields

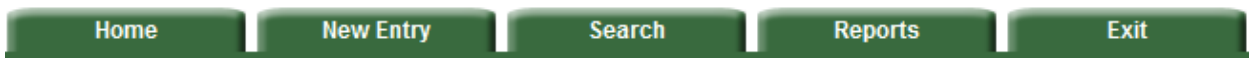
Item Qty#*	PO Number	PO Item#	Charge # <small>only required when material is not PO related.</small>	Part #	Package Type	Number of Packages	Hazmat UN #	Description*	Weight* LBS	Dimensions* Inch	add row
4	4501632697	3			Pieces					x x x	remove
					Pieces					x x x	remove
					Pieces					x x x	remove

Driver's Name  
Required for Suppliers delivering on their own trucks

Is driver a U.S. Citizen? --- Select One ---

Additional Comments

Enter the Part Number for each item.



Shipment Details

(\*) Required Fields

Item Qty#*	PO Number	PO Item#	Charge # <small>only required when material is not PO related.</small>	Part #	Package Type	Number of Packages	Hazmat UN #	Description*	Weight* LBS	Dimensions* Inch	add row
4	4501632697	3		14254544	Pieces					x x x	remove
					Pieces					x x x	remove
					Pieces					x x x	remove

Driver's Name  
Required for Suppliers delivering on their own trucks

Is driver a U.S. Citizen? --- Select One ---

Additional Comments

From the "Package Type" drop down menu, select the type of package (pieces, skids, reels or boxes/containers). Then enter the "Number of Packages." Example: The below details show 4 packages on 1 skid shipping.

Shipment Details

(\*) Required Fields

Item Qty#*	PO Number	PO Item#	Charge # <small>only required when material is not PO related.</small>	Part #	Package Type	Number of Packages	Hazmat UN #	Description*	Weight* LBS	Dimensions* Inch	add row
4	4501632697	3		14254544	Skids	1				x x	remove
					Pieces					x x	remove
					Pieces					x x	remove

Driver's Name  
Required for Suppliers delivering on their own trucks

Is driver a U.S. Citizen?    --- Select One ---

Additional Comments

If the materials are Hazmat, type in the UN# for each item, if available.

Shipment Details

(\*) Required Fields

Item Qty#*	PO Number	PO Item#	Charge # <small>only required when material is not PO related.</small>	Part #	Package Type	Number of Packages	Hazmat UN #	Description*	Weight* LBS	Dimensions* Inch	add row
4	4501632697	3		14254544	Skids	1	2794			x x	remove
					Pieces					x x	remove
					Pieces					x x	remove

Driver's Name  
Required for Suppliers delivering on their own trucks

Is driver a U.S. Citizen?    --- Select One ---

Additional Comments

Enter a general "Description" for the product.

Home New Entry Search Reports Exit

Shipment Details

(\*) Required Fields

Item Qty#*	PO Number	PO Item#	Charge # <small>only required when material is not PO related.</small>	Part #	Package Type	Number of Packages	Hazmat UN #	Description*	Weight* LBS	Dimensions* Inch	add row
4	4501632697	3		14254544	Skids	1	2794	BOXES OF BOLTS		x x x	remove
					Pieces					x x x	remove
					Pieces					x x x	remove

Driver's Name  
Required for Suppliers delivering on their own trucks

Is driver a U.S. Citizen? --- Select One ---

Additional Comments

Enter the weight and dimensions (Length x Width x Height) of the total shipping containers (packages). Example: There are 4 packages on 1 skid shipping and the weight for the one skid is 250 A3TMS and the dimensions of the skid are 48x48x48.

Home New Entry Search Reports Exit

Shipment Details

(\*) Required Fields

Item Qty#*	PO Number	PO Item#	Charge # <small>only required when material is not PO related.</small>	Part #	Package Type	Number of Packages	Hazmat UN #	Description*	Weight* LBS	Dimensions* Inch	add row
4	4501632697	3		14254544	Skids	1	2794	BOXES OF BOLTS	250	48 x 48 x 48	remove
					Pieces					x x x	remove
					Pieces					x x x	remove

Driver's Name  
Required for Suppliers delivering on their own trucks

Is driver a U.S. Citizen? --- Select One ---

Additional Comments





Enter Driver's name (Required only for Suppliers delivering on their own trucks). Enter whether or not the driver is a US citizen. Enter "Additional Comments" if needed, then select "Next".

Home New Entry Search Reports Exit

Shipment Details

(\*) Required Fields

Item Qty#*	PO Number	PO Item#	Charge # <small>only required when material is not PO related.</small>	Part #	Package Type	Number of Packages	Hazmat UN #	Description*	Weight* LBS	Dimensions* Inch	add row
4	4501632697	3		14254544	Skids	1	2794	BOXES OF BOLTS	250	48 x 48 x 48	remove
					Pieces					x x	remove
					Pieces					x x	remove

**Driver's Name**  
Required for Suppliers delivering on their own trucks

EARL

**Is driver a U.S. Citizen?**  
Yes

Additional Comments

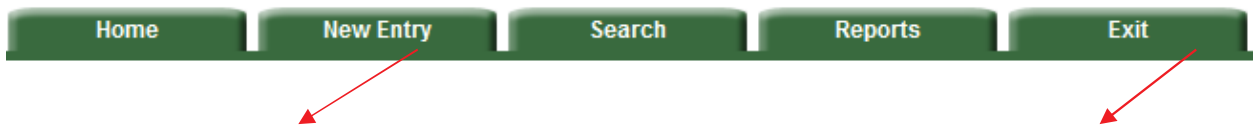
PLEASE PICKUP BEHIND THE WAREHOUSE BETWEEN 9:00AM - 11:0AM. CONTACT HEATHER @ 901-759-2918 TO ARRANGE PICKUP APPOINTMENT.

Clear Form Next >>



## Shipment Information

The following screen is the "Shipment Information" screen. From here, you can request, edit or start over. To edit, click on the edit button and revise the information. To request the shipment be processed, select "Request Shipment".



[Start Over](#)
[Request Shipment](#)

Shipment Information

Requested by
**Carl Hayes** i

Origin

Contact

Heather Smith  
901-759-2918  
hsmith@lanebalance.com

[edit](#) [Map](#)

Lane Balance Systems

8700 Trail Lake Dr Suite 100  
Memphis, TN 38125  
Hrs Operations: 07:00 AM to 06:00 PM  
LOADING DOCK IN BACK OF BUILDING

Pickup Date: 06/18/2014 to 06/18/2014  
Between 10:30 AM and 02:15 PM  
Pickup instructions: CONTACT HEATHER SMITH @ 901-759-2918 TO SCHEDULE PICKUP APPOINTMENT  
•Crane •Fork Lift •Helper

Destination

Contact

No contact

[edit](#) [Map](#)

Newport News Shipbuilding

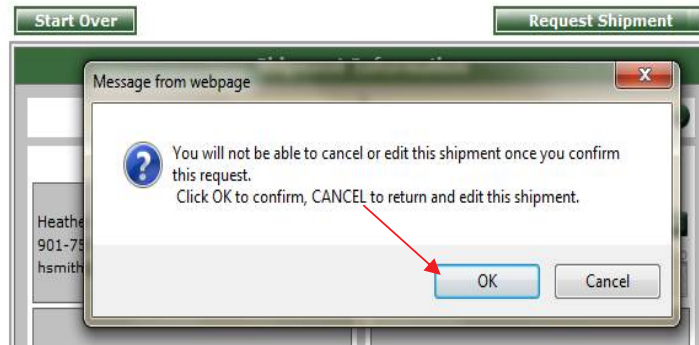
4101 Washington Ave, Dock 15  
Newport News, VA 23607  
Hrs Operations: 07:00 AM to 04:30 PM

Delivery Date: 06/24/2014 to 06/24/2014  
Between 11:00 AM and 11:00 AM  
Delivery instructions: CONTACT LARRY @ 757-380-4062 TO SCHEDULE DELIVERY APPOINTMENT  
•Crane •Fork Lift •Helper

Shipment Details [edit](#)

Pieces	PO Number	PO Item#	Charge #	Part #	Pck Type	Number of Packages	Hazmat	Description	Weight (Pounds)	Dimensions (Inches)
1	4500014141	4		14254544	Skids	4		BOXES OF BOLTS	250	48 x 48 x 48

Once you click on Request Shipment, a pop up box will appear, click "OK" to proceed.



Once you click on OK, the "Shipment Entry System" display will appear confirming the new shipment along with the shipment number (AA#)



### Shipment Entry System

The new shipment AA140465371 has been successfully inserted to our database and will be reviewed for approval by the Lane Balance team. You can start over and create a new shipment with new origin and destination information. You can also continue inserting a new shipment in our database by using the same origin information, or the same origin and same destination information as your previous shipment.

You also have the option to go to your newly created shipment's detail page.

Shipment Number: **AA140465371**  
Date: 06/17/2014 11:36:06 AM  
Origin: 8700 Trail Lake Dr Memphis, TN 38125  
Destination: 4101 Washington Ave, Dock 15 Newport News, VA 23607

[Send Email to Requestor](#)

[Create New Shipment](#)

[New Shipment w/ Same Origin](#)

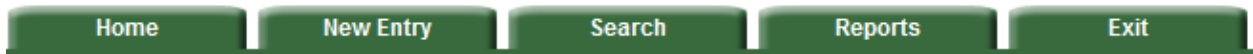
[New Shipment w/ Same Origin, Destination](#)

[view Shipment AA140465371](#)



From here you have five options:

- **Send Email to Requestor** – An email with the shipment details will be sent to the **user entering the shipment**.
- **Create New Shipment** - Select this option to create another shipment.
- **New Shipment w/ same Origin** - Select this option if you want to create a new shipment with the same origin as the previous shipment.
- **New Shipment w/ same Origin, Destination** - Select this option if you want to create a new shipment with the same destination as the previous shipment.
- **View Shipment** – Use this option to view the shipment details.



**Shipment Entry System**

The new shipment AA140465371 has been successfully inserted to our database and will be reviewed for approval by the Lane Balance team. You can start over and create a new shipment with new origin and destination information. You can also continue inserting a new shipment in our database by using the same origin information, or the same origin and same destination information as your previous shipment.

You also have the option to go to your newly created shipment's detail page.

Shipment Number: **AA140465371**  
Date: 06/17/2014 11:36:06 AM  
Origin: 8700 Trail Lake Dr Memphis, TN 38125  
Destination: 4101 Washington Ave, Dock 15 Newport News, VA 23607

Send Email to Requestor

Create New Shipment

New Shipment w/ Same Origin

New Shipment w/ Same Origin, Destination

view Shipment AA140465371



## **Online Shipment Approval Process**

When someone outside of A3 Transportation Management enters (requests) a new shipment, the coordinators will get an alert. If all the details were provided, the coordinator will approve the shipment and begin arranging the shipment for transit. If all the details were not provided or incorrect information was provided, the coordinator will contact the requestor to obtain the corrections needed. If corrections cannot be obtained from the requestor, the coordinator will reject the shipment.

The coordinator will select the appropriate service level (expedite, ground, etc) and the appropriate transportation mode (LTL, TL, Flatbed, etc). Once complete, the coordinator will then select the appropriate carrier to use for transit. The coordinator will assign the carrier and the load tender (shipment confirmation), packing list, Bill of Lading and shipping label are sent to the requestor and the carrier via email or fax.

Suppliers must use the A3 Transportation Management shipping label unless they have received approval to use their own label from NNS. Shipping label requirements and approval process are noted in the NNS Freight Routing Guide located at [http://supplier.huntingtoningalls.com/sourcing/res\\_shipping.html](http://supplier.huntingtoningalls.com/sourcing/res_shipping.html).

## View Shipment

The main shipment information page is designed to view all details associated with a particular shipment. The layout lets you print shipment (the load tender), Bill of Lading (BOL), packing list and shipping label from this screen.

Home
New Entry
Search
Reports
Exit

**Shipment Information**

AA140465372

Requested by: **Carl Hayes**

Origin	Destination
<p><b>Contact</b></p> <p>Heather Smith 901-759-2918 hsmith@lanebalance.com</p> <p style="text-align: right;"></p>	<p><b>Contact</b></p> <p>No contact</p> <p style="text-align: right;"></p>
<p><b>Lane Balance Systems</b></p> <p>8700 Trail Lake Dr Suite 100 Memphis, TN 38125 Hrs Operations: 07:00 AM to 06:00 PM LOADING DOCK IN BACK OF BUILDING</p>	<p><b>Newport News Shipbuilding</b></p> <p>4101 Washington Ave, Dock 15 Newport News, VA 23607 Hrs Operations: 07:00 AM to 04:30 PM</p>
<p>Pickup Date: 06/18/2014 to 06/18/2014 Between 10:30 AM and 02:15 PM Pickup instructions: CONTACT HEATHER SMITH @ 901-759-2918 TO SCHEDULE PICKUP APPOINTMENT •Crane •Fork Lift •Helper</p>	<p>Delivery Date: 06/24/2014 to 06/24/2014 Between 11:00 AM and 11:00 AM Delivery instructions: CONTACT LARRY @ 757-380-4062 TO SCHEDULE DELIVERY APPOINTMENT •Crane •Fork Lift •Helper</p>

**Load**

Not Assigned to Load

**Miscellaneous**

Created On:  
**06/17/2014 11:37 AM**

Created By:  
**Carl Hayes**

Routed By: Unknown

Print Shipment

Print BOL

Print Shipping Label

Print Packing List

**Shipment Details**

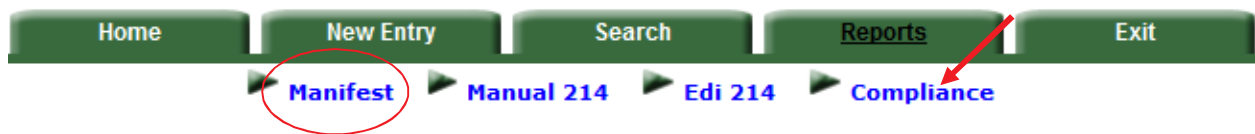
Pieces	PO Number	PO Item#	Charge #	Part #	Pck Type	Number of Packages	Hazmat	Description	Weight (Pounds)	Dimensions (Inches)
1	4500014141	4		14254544	Skids	4		BOXES OF BOLTS	250	48 x 48 x 48



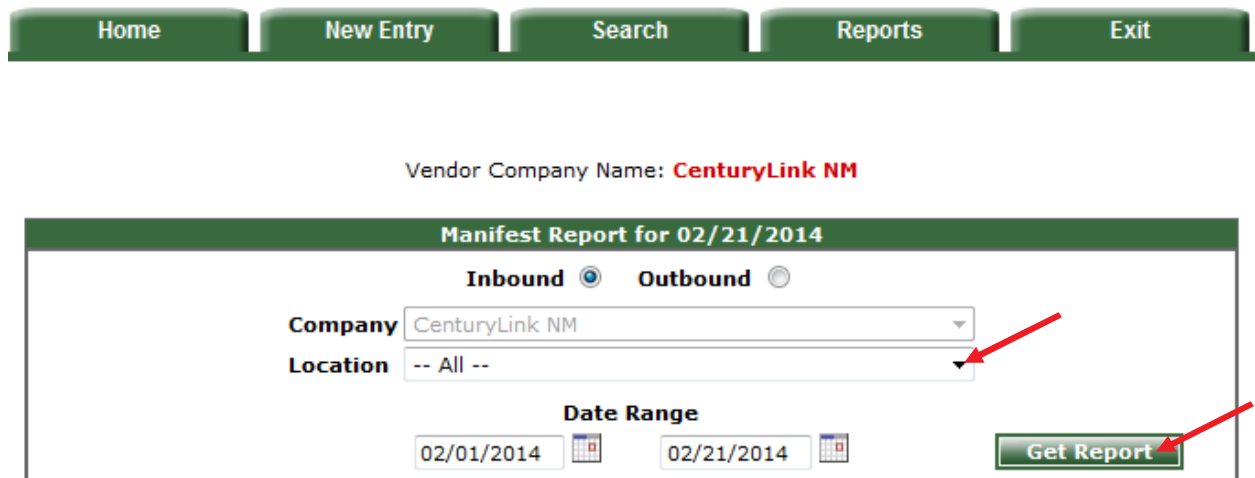
## Reports

Click on reports and then choose the report you would like to run. There are 2 reports available; Manifest and Compliance.

**Manifest Report** - Select this report to see all outbound shipments from your specific pickup location(s) and/or all inbound shipments to your specific delivery location(s). Vendors/Suppliers can only view her own shipments.

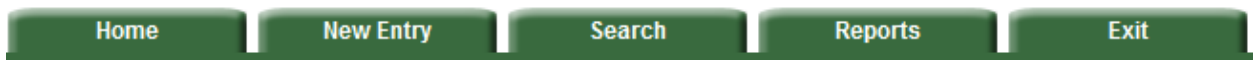


Select the pickup/delivery location you want to run manifest report for from the drop down list. Once the location has been chosen, select the date range and click "Get Report."



A screenshot of the 'Manifest Report for 02/21/2014' form. The form includes radio buttons for 'Inbound' (selected) and 'Outbound'. It has a 'Company' dropdown menu set to 'CenturyLink NM' and a 'Location' dropdown menu set to '-- All --'. Below these are 'Date Range' fields with '02/01/2014' and '02/21/2014' and a 'Get Report' button. A red arrow points to the 'Location' dropdown, and another red arrow points to the 'Get Report' button.

Our system will then display all shipments with the specifications you chose. The user has the choice of exporting the details to an Excel spreadsheet by clicking "Export to Excel."



Vendor Company Name: **CenturyLink NM**

**Manifest Report for 02/21/2014**

Inbound  Outbound

Company: CenturyLink NM

Location: NM Albuquerque 5001 Paseo Del Norte Ne

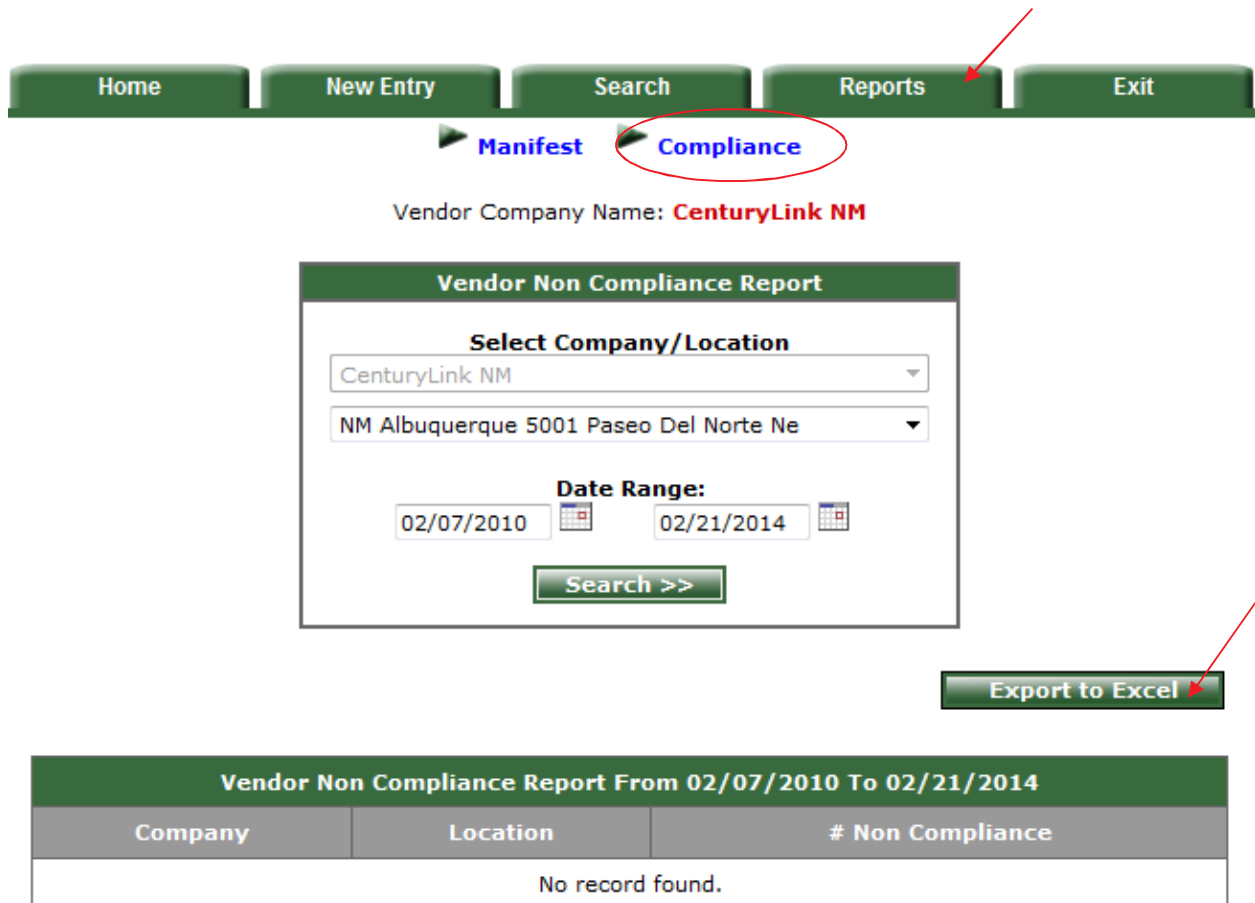
Date Range: 02/01/2014 - 02/21/2014

14 shipments have been found for this location.

Shipment	Load	Date Created	Current Status	Scheduled Pickup Date	Actual Pickup Date	Estimated Delivery Date	Actual Delivery Date	Consignor	City, State	Consignee	City, State	Carrier	Carrier Reference	Bill of Lading	Charge Code	Weight	Weight Type
AA140620962		02/03/2014	Dispatched 02/03/2014	01/29/2014		02/02/2014		CenturyLink NM	Albuquerque, NM	Kelly Cable	Roswell, NM	Lane Balance - (Scheduled Route)	lane balance		T6002061*	820	LBS
AA140620963		02/03/2014	Dispatched 02/03/2014	01/29/2014		01/30/2014		CenturyLink NM	Albuquerque, NM	Kelly Cable	Las Cruces, NM	Lane Balance - (Scheduled Route)	lane balance		T6002061*	987	LBS
AA140620964		02/03/2014	Dispatched 02/03/2014	01/29/2014		01/31/2014		CenturyLink NM	Albuquerque, NM	Kelly Cable	Albuquerque, NM	Lane Balance - (Scheduled Route)	lane balance		T6002061*, KGP1504512*	1106	LBS
AA140620965		02/03/2014	Dispatched 02/03/2014	01/29/2014		01/30/2014		CenturyLink NM	Albuquerque, NM	Kelly Cable	Sante Fe, NM	Lane Balance - (Scheduled Route)	lane balance		T6002061*, KGP1491350*	705	LBS

## Compliance Report

This report shows when a specific Vendor/Supplier has Non-Compliant shipments. Vendors/Suppliers can only search for his or her own shipments. Select location, then select Date Range and click "Search." The user has the choice of exporting the details to Excel by clicking Export to Excel."



Home   New Entry   Search   **Reports**   Exit

Manifest   **Compliance**

Vendor Company Name: **CenturyLink NM**

**Vendor Non Compliance Report**

**Select Company/Location**

CenturyLink NM

NM Albuquerque 5001 Paseo Del Norte Ne

**Date Range:**

02/07/2010   02/21/2014

**Search >>**

**Export to Excel**

Vendor Non Compliance Report From 02/07/2010 To 02/21/2014		
Company	Location	# Non Compliance
No record found.		

