A3
Transportation Management

TMS User Guide
For
NNS Suppliers

Newport News Shipbuilding

Released: 1/29/2018
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Contact Information

Website:  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

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

Once there, the user will need to enter a username and password and then click “Submit” or “Clear” to clear fields.
If the user does not have a username and password, he/she will need to request one by clicking the "request a login" option.

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.

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.
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.

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

Select “New Entry” on the menu bar.
New Entry – Pickup/Shipper Location

Select Pickup/Shipper Location from the drop down list.
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.
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.
Enter “Pickup Instructions” (optional) and/or select specific requirements (if any) by placing a check by the corresponding options.
Select “Pickup On” date or date range by entering the date(s) or clicking on calendar icon.
Select time by clicking on the drop down list and once complete, click on “Next”.
# Pickup/Shipper Location

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newport News Shipyard</td>
<td>4101 Washington Avenue, Dock 15, Newport News, VA 23607</td>
</tr>
<tr>
<td>Hours of Operations:</td>
<td>07:00 AM to 04:30 PM</td>
</tr>
<tr>
<td>Special Instructions:</td>
<td>DELIVER ALL PIPE TO DOCK 15/DELIVER ALL STEEL &amp; HEAVY EQUIPMENT TO DOCK 7</td>
</tr>
</tbody>
</table>

**Contact Information**

- **Contact Name**: Heather Smith
- **Contact Phone**: 901-759-2918
- **Contact Email**: hsmith@lanebalance.com

**Pickup Instructions**

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

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

- **Date**: 01/14/2014
- **Time**: 10:30 AM to 02:15 PM

[Clear Form] [Next >>]
New Entry – Delivery/Consignee Location

Select Delivery/Consignee Location from the drop down list.
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.
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.
Enter “Delivery Instructions” and select specific requirements if any by placing a check by the corresponding options.
Delivery/Consignee Location

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: Heather Smith
Contact Phone: 901-759-2918
Contact Email: hsmith@lanebalance.com

Delivery Instructions (200 char 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: AM to PM

Clear Form  Next >>
Select “Delivery On” date or date range by entering the date(s) or clicking on calendar icon.

<table>
<thead>
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<th>Delivery/Consignee Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newport News Shipyard</td>
</tr>
<tr>
<td>Newport News VA 4101 Washington Avenue</td>
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**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

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Heather Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone</td>
<td>901-759-2918</td>
</tr>
<tr>
<td>Contact Email</td>
<td><a href="mailto:hsmith@lanebalance.com">hsmith@lanebalance.com</a></td>
</tr>
</tbody>
</table>

**Delivery Instructions** (200 chars maximum)
Delivery appointment is scheduled for 1/19/14 @ 11:30AM.

- Air Ride Equipment
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- Helper
- Inside Delivery
- Inside Pickup
- Lift Gate
- Lumper
- Masonite
- Padded Van
- Pallet Jack
- Stair Climber
- Tarp

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

<table>
<thead>
<tr>
<th>Date</th>
<th>01/19/2014 to 01/19/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>08 AM to 05 PM</td>
</tr>
</tbody>
</table>

[Clear Form] [Next >>]
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.
New Entry – Shipment Details

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

<table>
<thead>
<tr>
<th>Item Qty</th>
<th>PO Number</th>
<th>PO Item#</th>
<th>Charge #</th>
<th>Item Code</th>
<th>Part #</th>
<th>Package Type</th>
<th>Number of Packages</th>
<th>Hazmat UN #</th>
<th>Description</th>
<th>Weight LBS</th>
<th>Dimensions Inch</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
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<td>c, c</td>
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<td>c, c</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Driver’s Name
Required for shipments delivered on their own truck
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.
Enter the Part Number for each item.

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

Enter a general “Description” for the product.
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.
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”.

<table>
<thead>
<tr>
<th>Item Qty</th>
<th>PO Number</th>
<th>PO Item</th>
<th>Charge #</th>
<th>Part #</th>
<th>Package Type</th>
<th>Number of Packages</th>
<th>Hazmat UN #</th>
<th>Description</th>
<th>Weight (lbs)</th>
<th>Dimensions (in)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>4501602697</td>
<td>3</td>
<td>1426564</td>
<td>1</td>
<td>Boxes</td>
<td>200</td>
<td>48</td>
<td>Boxes of Bolts</td>
<td>200</td>
<td>48 x 48 x 48</td>
</tr>
</tbody>
</table>

- Driver’s Name: Enter driver's name (Required for Suppliers delivering on their own trucks).
- Is driver a U.S. Citizen?: Yes

**Additional Comments:**

PLEASE PICKUP BEHIND THE WAREHOUSE BETWEEN 5:00AM - 11:00AM. CONTACT HEATHER @ 901-753-2818 TO ARRANGE PICKUP APPOINTMENT.
**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”.

[Navigation Options]
- Home
- New Entry
- Search
- Reports
- Exit
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#)
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 11:36:05 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.
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.
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.
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.”
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.”
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.”

Vendor Company Name: CenturyLink NM

<table>
<thead>
<tr>
<th>Company</th>
<th>Location</th>
<th># Non Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No record found.