

NEXCOM REQUEST FOR ROUTING AND ROUTING INSTRUCTIONS

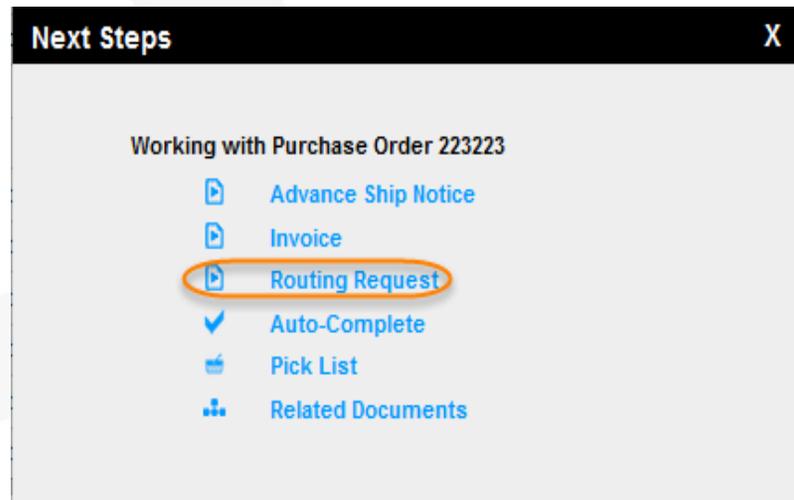


SPS COMMERCE

Nexcom is now requiring that vendors manage requests for routing and responses via EDI; this new process will replace the Nexcom OTM Portal, which will no longer be offered. A Request for Routing will be required for every electronically created order. A Request for Routing should be sent for only one purchase order. Suppliers are required to provide at least a 72 hour notice of when products will be available to be picked up. Any updates or cancellations of the request will require the supplier to contact the Nexcom logistics team; there is not an electronic way to update or cancel requests at this time.



To send a Request for Routing, navigate to your WebForms inbox and click on the Next Steps arrow to the right of the purchase order with which you are working. From the Next Steps window, click on Routing Request. This will load the form.



There are two tabs that need to be completed on the NEXCOM Routing Request. First, you will need to complete the header tab. All mandatory fields are outlined in blue. All these fields will need to be completed before sending the document.

The screenshot shows a window titled "NEXCOM Routing Request" with two tabs: "Header" and "Detail". The "Header" tab is active. The form contains the following fields:

- Request ID**: A text input field with a blue border.
- Date**: A date picker set to "09/29/2014".
- Time**: A time picker set to "9:27:AM".
- Contact Info**: A section containing three text input fields: **Name**, **Telephone #**, and **Email #**, all with blue borders.
- Ship From**: A section containing two text input fields: **Name** and **Location Code**, both with blue borders.

At the bottom of the window, there is a toolbar with the following buttons: Done, Close, Check, Defaults, Save, Send, and Find a Field.

Request ID Date M 09/29/

Request ID: This is a unique number identifying the Request for Routing. This works similar to an invoice number.

Contact Info

Name Telephone # Email #

Contact Info: This is the contact at your company which Nexcom may reach out to should they need to.

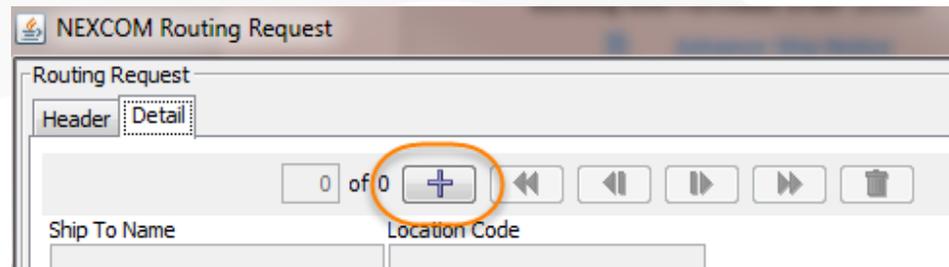
Ship From

Name Location Code

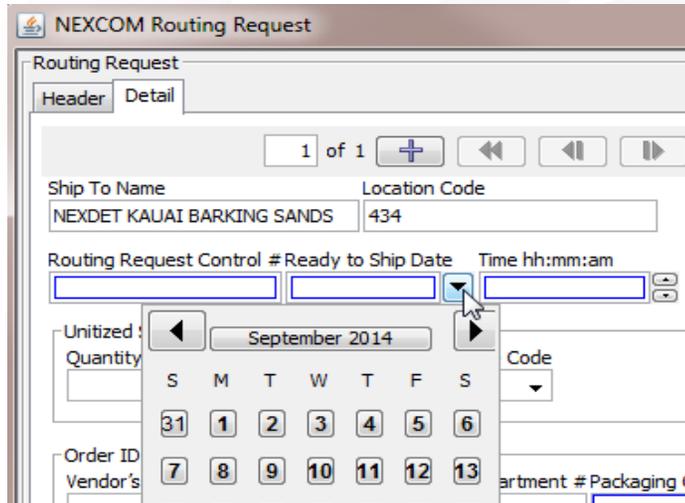
Ship From: Your company name and 5 digit location code. The location code is provided by Nexcom. If you are unsure of the 5 digit code Nexcom has assigned your company, please reference the email from your analyst which will contain instructions on how to obtain this information.

Defaults can be stored for the contact and ship from information if these items will remain consistent on each Request for Routing. If you are unsure how to create defaults, please work with your implementation analyst.

After completing the required fields on the Header tab, navigate to the Detail tab. You will need to click the plus button to activate the required fields.



Complete all required fields on the Detail tab (outlined in blue). The arrow to the right of the Ready to Ship Date field will populate a calendar for easy date entry.

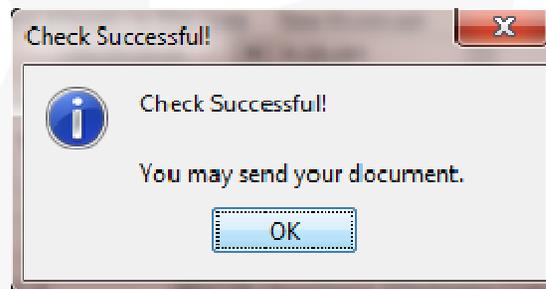


Use the up and down arrows to the right of time field to enter the time.

Once all the required fields have been completed, use the check button to ensure that no fields have been missed.



If all required information has been entered, you will receive the below prompt when clicking check.



You may now send the Request for Routing. Nexcom will follow up with Routing Instructions which will post to your WebForms inbox.