

# How to Ship a Northrop Order

Log onto <http://www.glovill.com.ryder/ng/jss/ib/menu.cfm> located in 'My Favorites' using the account name and password provided by your supervisor. Fill in the screen as explained below.



## QUICK REFERENCE

### SCATS® SUPPLIER INSTRUCTIONS

#### STEP 1: ENTER SHIPMENT WEIGHT

- Enter the approximate shipment weight in the required field shown above.
- Key the PO number(s) that are being shipped.
- Click GO.

#### STEP 2: SELECT PO/LINE ITEM(S)

RS	PO	LINE	PART NO	QTY SHIP	QTY	QTY RECV	QTY REJECTED	OVERAGE (%)	MAX SHIP	FOB	SHIP TO
<input type="checkbox"/>	<input type="radio"/>	4300050173	1	0.000	2.000	0.001	0.000	0	2.000	ORIG	VA23607

GO CLEAR ALL

- Click the box in the first column for the PO-line item number(s) being shipped.
- Key Carton ID if small parcel shipment (not shown above).
- To view the delivery schedule, click the blue radio button.

NOTE: This is an uncontrolled document when printed. You must check <http://www.glovill.com> to assure you have the latest revision.

- Click GO.

### STEP 3: ENTER QUANTITY/PACKING INFORMATION

4300050173 - 1

DRD/UOM	FILL QTY	CNTRS	HAZMAT UN *	PACKING SLIP
2.000 / EA	0.000			

Hazmat List: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

GO CLEAR ALL

- Enter quantity (first field only if decimal qty does not apply; if decimal qty applicable key decimal portion in second field).
- Enter CNTRS (containers) – the number of containers or shipment packages that the receiving dept at NGC will see on the dock.
- If this is a hazmat shipment, key the HAZMAT UN code or select the code from the alphabetical list. NOTE: SELECTION OF HAZARDOUS MATERIAL DESCRIPTIONS, DEFINITIONS, CODES, AND CLASSIFICATION ARE MADE SOLELY AT THE USER’S DISCRETION AND RESPONSIBILITY.
- Enter the packing slip number.
- Click GO.

### STEP 4: ENTER SHIPMENT AND PACKAGE DETAIL INFORMATION

**IMPORTANT:**  
It is critical to provide the complete and actual pickup address of the physical location of the freight. This is where the carrier will go to pickup your freight. P.O. boxes are NOT valid.

Ship From Name: WESCO DISTRIBUTION INC  
 Ship From Address: 418 ABERDEEN RD  
 City: HAMPTON State: VA Zip: 23661  
 Ship From Contact: [Blank]  
 Ship From Phone: 757-826-6730  
 Ship From Date/Time: HH:MM (24 Hour)  
 Dock Location: [Blank]

Ship To Name: NORTHROP GRUMMAN NEWPORT NEWS  
 Ship To Building: MAIN RECEIVING  
 Ship To Address: 39TH ST. AND WARWICK BLVD.  
 City: NEWPORT NEWS State: VA Zip: 23607  
 Ship To Phone: 757-380-1111

Cartons May Be Stacked  
 Supplier Truck (check if shipment to be delivered in Supplier/Company truck)

Ready to Ship Date / Time (24 hour): [Blank]  
 Equipment Codes: [Blank]  
 Special Handling: Select Multiple Codes by Pressing And Holding The CTRL Key

DRD UOM FILL QTY CNTRS HAZMAT UN \* PACKING SLIP  
 4300050173 1 2.000 1.000 1 1

NO OF PIECES	TYPE	WEIGHT	DIMENSION			NMFC	CLASS
			L	W	H		
	CTN						
	CTN						
	CTN						
	CTN						
	CTN						
	CTN						
	CTN						
	CTN						
	CTN						
	CTN						

GO CLEAR ALL

**ATTENTION:**  
PLEASE BE SURE YOU ENTERED THE CORRECT SHIPPING CONTAINER COUNT AND WEIGHT.

**ATTENTION:**  
IF YOU ARE SHIPPING HAZMAT BY AIR, YOU ARE REQUIRED TO PREPARE A SEPARATE DANGEROUS GOODS CERTIFICATE.

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- Confirm SHIP FROM and SHIP TO name and address. NOTE: THIS IS THE PHYSICAL ADDRESS AT WHICH THE CARRIER WILL PICK UP AND DELIVER THE SHIPMENT. NO PO BOXES.
- Key the CLOSE TIME. Use 24 hour clock. For example: 1700 is 5 PM.
- If the shipment is going to be delivered by your truck, click the box next to VENDOR TRUCK.
- If cartons are not stackable, uncheck the box.
- Key the READY TO SHIP date and time. Use 24 hour clock.
- Key the number of pieces for each package type.
- Key the total WEIGHT of the packages on each line.
- Key the DIMENSION of the packages on each line.
- Click GO.

#### STEP 5: YOUR SHIPMENT IS NOW BEING TENDERED

- If your shipment is a small parcel or LTL, SCATS will provide your shipping documents within a few seconds.
- If your shipment is heavy air or truckload, SCATS will provide your shipping documents at the conclusion of routing, which will be approximately 15 minutes – 1 hour. Once your shipment has completed tendering, you will receive an email confirming tender and providing shipment details, including shipment authorization (SA) number; you can print your shipping documents at that time.
- Or, you can find out if a shipment is ready to ship by clicking the blue button next to LIST SA READY FOR SHIPPING. When the carrier has accepted the tendered shipment, you SA number will be listed as ready to print.

NOTE: You must click 'READY TO SHIP' to complete the shipment process and print your shipping documents. Following these steps will ensure that NGC can receive your material and speed payment process.

#### ONE TIME BROWSER SET UP FOR BEST RESULTS:

- 1) Wave cursor over TOOLS; click POP UP BLOCKER.

- 2) Click POP UP BLOCKER OFF.
- 3) On browser command line, click TOOLS.
- 4) Click INTERNET OPTIONS.
- 5) Click ADVANCED.
- 6) Under PRINTING, click PRINT BACKGROUND COLORS & IMAGES.
- 7) Click APPLY.
- 8) Click OK.