

# Creating a Shipment

## Notes About Shipments

- No order can be palletized until a shipment is created and its status is set to 'In Progress'.
- Contract data is downloaded automatically by clicking on the 'Download' button on the Orders screen.
- The Orders and Shipments screens tells you how many items are shipped or packed against any order.
- Always click the 'Report' button on the shipment screen before shipping. Ensure that there are no RFID tags with the type of, 'dodPallet' in the list. If there are any 'dodPallet' RFID tags, contact SimplyRFiD immediately.

**Step 1.** Log into the Nox homepage using Internet Explorer. Type your username and password to log in.

**Step 2.** Click on the DoD tab in the navigation bar at the top of the page, then click on the Orders menu item.

**Step 3.** Select your contract and delivery order from the list of open orders. Use CTRL +F to type your contract number to quickly locate it.

**Step 4.** Click the 'Add Shipment' button on the contract screen to open the new shipment window. Select your 'Ship To DODAAC' then click the 'Save' button.

**Step 5.** Click the 'Add CLIN' button, then select your CLIN from the drop-down list. You will only be able to select CLINs from the contract, delivery order, and Ship-To DODAAC you selected. Click the 'Save' button to continue.

**Step 6.** Specify the quantity you will be shipping on this order. This can be an estimated quantity, but it must be equal to, or greater than, the total number of items you are shipping. Change the Status from 'New' to 'In Progress' then click the 'Save' button.

You may add as many different CLINs to the shipment as needed. Be sure to change the status on the shipment from 'New' to 'In Progress' in order to palletize and ship it.

## Getting Help

(703) 343-1689      SimplyRFiD Support