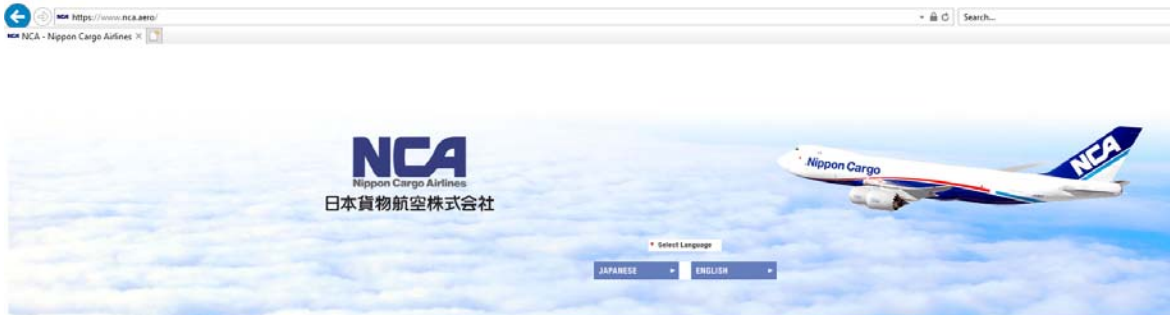


NCA Web reservation for import deliveries

- 1) Open the NCA website at <https://www.nca.aero> and press the ENGLISH option.



- 2) Scroll down to the warehouse information part and click on the NCA Cargo Service ORD link



- 3) Enter your user ID and password.

Note:

If User ID or password was entered incorrectly more than five time, the user privilege will be locked. Contact NCA to unlock the password at ordfkkz@nca.aero or 773 894-8422.

The screenshot shows the "NCA Cargo Login ORD" page. The page has a header with the NCA logo and the text "NCA Cargo Service" and "Nippon Cargo Airlines". Below the header is a large image of a Nippon Cargo Airlines cargo plane. The main content area is a login form with the following fields and buttons:

- USER ID:
- PASSWORD:
- LOGIN:

Below the login fields is a link: [If you forgot your password, click here Application / Usage Guide](#)

To create a pickup order, press the DELIVERY ORDER ENTRY button on the main MENU.

A user can change some of the user information and password on the User Information Change and Password Change screens.



NCA NCA Cargo Service
Nippon Cargo Airlines

Nippon Cargo

NCA

NCA Cargo Service ORD

MENU

DELIVERY ORDER ENTRY

ACCEPTANCE ORDER ENTRY

USER INFORMATION CHANGE

PASSWORD CHANGE

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- 1) To create a new order press the "ENTRY" button on the Delivery Order List screen.

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- 2) On the Delivery Entry Order screen press the "SEARCH" button. All outstanding shipments will be listed.

Note:

The shipments will appear on the screen after the import flight preparation is completed (approximately 4-5 hours prior to flight arrival). The shipment will be removed from the list after delivery is completed.

- 3) Select the shipments that needs to be included on the pickup order and press ENTRY.

Note:

The checkbox in the delivery column will be enabled after cargo is ready for delivery.

- The CBP AMS clearance is received.
- Cargo is received and checked in
- Ready for delivery message is sent.
This message is automatically sent after the first two conditions are met.

DELIVERY	AIR NUMBER	TTL	PCS	S/LAC	TTL	MET	MET UNIT	AMS	FLT NUMBER	PAYMENT	NCA S/OS	METHOD
<input type="checkbox"/>	933-8923979	5	5	5	87.8	87.8	K		K2136/34462808			
<input checked="" type="checkbox"/>	933-8923979	5	5	5	87.8	87.8	K	1C	K2136/34462808	PENDING		N/A
<input checked="" type="checkbox"/>	933-8925894	7	7	64	787.8	787.8	K	1F	K2136/34462808	OK		N/A

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If you are done with the order, press the CONFIRM button. If any changes need to be made, press the BACK button make the changes.

AIR NUMBER	TTL	PCS	S/LAC	TTL	MET	MET UNIT	AMS	FLT NUMBER	PAYMENT	NCA S/OS	METHOD
933-8923979	5	5	5	87.8	87.8	K		K2136/34462808			
933-8923979	5	5	5	87.8	87.8	K	1C	K2136/34462808	118.00		N/A
933-8925894	7	7	64	787.8	787.8	K	1F	K2136/34462808	OK		N/A

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Updating or viewing existing orders

- To update or view the existing orders press the "SEARCH" button on the Delivery Order List screen. The existing orders will be listed on the bottom of the screen.
- Press "EDIT" to make changes

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ORDER NO	TRUCK COMPANY	SCHEDULE DLV DATE	AWB CNT	STATUS	REGISTRATION DATE	EDIT
E0014275	GLOBAL CFS	08/14/2020	16:00	2 NOT CHECKED IN	08/14/2020 14:28	EDIT
E0014314	GLOBAL	08/14/2020	17:00	2 NOT CHECKED IN	08/14/2020 15:47	EDIT

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