## NCA Web e-LDR (Local Delivery Receipt)

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



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

🗊 Warehouse Inforr	nation	NCA STORE
USA	NARITA	Priority Service
Warehouse Charges PDF (from 15JUL2020)	Warehouse Charges	Announcements cargo transporting conditions.
NCA Cargo Service ORD NCA Cargo Service LAX		After registering user account, register the AWB number and you will receive up-to-date information by a mail as your shipment travels

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 <u>ordfkkz@nca.aero</u> or

773-894-8422.

laxfkkz@nca.aero or 310- 417-0820

NCA Cargo Login ORD	
USER ID	
PASSWORD	
LOGIN	
If you forgot your password, click here	
NCA Web Reservation instructions NCA Web Registration Application Form	

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To create a Local Delivery Receipt (LDR), press the ACCEPTANCE 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.

	A Cargo Ser		
NCA Cargo	Service ORD		
MENU	DELIVERY ORDER ENTRY	ACCEPTANCE ORDER ENTRY	
	USER INFORMATION CHANGE		

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- 1) To create a LDR press the "NEXT" button on the Acceptance Order Entry screen.
- 2) Press the SEARCH button to list AWB that are booked/recorded in NCA system
- 3) Enter Trucking Company, scheduled acceptance date & time and then press NEXT.

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	320611370552	ATL	NRT	NRT	1	1	1	120.2	120.2	К		RECEIVE
	320611399521	ATL	NRT	NRT	6	6	6	5.0	5.0	K		RECEIVE
2	320611399543	ATI	NRT	NRT	1	1	1	55.0	55.0	к		RECETVE

## All outstanding shipments will be listed.

## Note:

The shipments will appear on the screen when the following conditions are met:

- Shipment is booked
- FWB/FHL is received
- Shipper name match the shipper's name record in the NCA's system
- Flight is not departed yet.
- 4) Select the shipments that needs to be included on the LDR and press NEXT. The Acceptance Order Confirmation screen will open.

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If you are done with the order, press the CONFIRM button.

If any changes need to made, press the BACK button and make the changes.

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