



**Headquarters US Marine Corps
Personal and Family Readiness Division MRX
3044 Catlin Ave
Quantico, VA 22134
703-784-3800**

Dear Business Partner:

SUBJECT: DOING BUSINESS WITH THE MARINE CORPS EXCHANGE

It is a pleasure to welcome you to our Marine Corps Exchange (MCX) system. Marine Corps Exchanges have been proudly servicing the needs of Marines and their families since 1897. For over a century, we have known that our customers are special people who serve their country proudly. The Marine Corps Exchange is the #1 Marine Corps Community Services (MCCS) benefit to our customers based on the "Marine Corps MCCS needs Assessment Survey." Our goal requires special commitment to both our Marine Corps and military communities by providing the best quality and value for their purchasing needs.

We truly believe that our business partners are special too. Our partnerships are an integral part in providing the best goods and services available to America's elite force in Readiness, The United States Marines!

Through the years, we have worked closely with our sister services through cooperative sales initiatives. We look forward to more support opportunities for cooperative endeavors with the greater involvement and participation of the vendor community.

As the Deputy Director, Business Operations and on behalf of the Marine Corps Exchange(s), we extend our most heartfelt gratitude for your support as we forge ahead into our business relationship, and incorporate "Best Business Practices."

Sincerely,

A handwritten signature in black ink that reads "Cindy Whitman Lacy". The signature is written in a cursive, flowing style.

Cindy Whitman Lacy
Chief Operating Officer
Deputy Director, Business Operations



Modified 08 MARCH 2011

PACKING, MARKING, MOVEMENT AND NON-COMPLIANCE - Effective 1 July 2002, vendors are only authorized to ship merchandise listed on the Purchase Order, Open Purchase Order, or Direct Delivery Contract established by the Headquarters Marine Corps Exchange Central Buying Office (HQ MCX CBO).

Additions, substitutions, or changes will not be accepted unless the buyer has received written notification and has confirmed authorization of changes in writing, e-mail, or by fax.

Failure to comply will result in a \$200 non-compliance fee that will be assessed to the vendor for each violation. MCX is authorized to return such merchandise to the vendor at the vendor's expense. Increased freight and handling costs due to over-shipping will be charged back to the vendor. The non-compliance fees will be deducted from MCX future payments via charge back(s) for all violations. Frustrated freight is an expensive and non-productive process for all concerned; vendors will work with the HQ MCX CBO to prevent and resolve all frustrated freight issues in a timely manner.

***Failure to comply with these instructions will result in charge backs for excessive freight costs and a processing fee up to \$200.00 for each offense.**

Additional shipping guidance not covered in this document may be provided by our Buying Department based on special needs per MCX Order for special circumstances. This communication will be provided in email format to the Vendor Representative and is expected to be communicated to the Vendor Shipping Department for compliance.

The following sections contain the listed instructions:

- A. Guidelines Overview
- B. Packing and Marking Cartons
- C. Domestic Shipping (CONUS)
- D. MCX Loading, Unloading and Delivery Appointment Process
- E. Iwakuni Japan – Parcel Post Insured
- F. Iwakuni Japan – FedEx/UPS Direct
- G. Iwakuni Japan – LTL to Consolidator
- H. Kaneohe Bay Hawaii - Parcel Post Insured
- I. Kaneohe Bay Hawaii – FedEx/UPS Direct
- J. Kaneohe Bay Hawaii – LTL to Consolidator
- K. Full Container/Source Load Shipping (OCONUS)
- L. Procedures for Preparing Bills of Lading
- M. Prepaid and Destination Shipments
- N. Chargeback Information
- O. Cross Dock Information
- P. Contact Information
- Q. Vendor Logistics Portal Instruction Manual

A. Guidelines Overview

The Marine Corps Exchange requires vendors to obtain purchase order and ship-to address verification through our selected TMS Portal prior to shipping, regardless of the FOB terms.

NOTE: Purchase orders may be routed up to 5 days prior to the ship window and no later than 48 hours prior to the intended ship date providing the intended ship date coincides with the Ship Not Before and Ship Not After dates.

The Vendor Logistics TMS Portal has been enhanced to provide routing to vendors with multiple purchase orders shipping to the same MCX location on the same day. Please refer to Section Q of this document, “Vendor Logistics Portal Instruction Manual” for current instruction. The Vendor Logistics TMS Portal is available 24 hours a day, 7 days a week.

This process provides the Marine Corps Exchange system maximum efficiencies within our supply chain and the visibility of our purchase orders. Should you have any questions related to these instructions or request exemption from a process, contact MCX HQ Logistics by email at OMBMCXLOGISTICS@USMC-MCCS.ORG Please allow 48 hours for a response during peak routing periods or after national holidays.

All MCX shipping guidance and updates are posted at www.usmc-mccs.org/shipping

All shipment routing requests (collect/Third Party) and shipping details validations (prepaid) are required to be entered through the Vendor Logistics TMS Portal at <http://landair.shipcomm.com/LogisticsPortal/vendor/>

The MCX Third Party Logistics provider Landair can be contacted directly at 866-404-8517 or mcx@landair.com

Prior to logging into the Vendor Logistics TMS Portal ensure the person initiating the routing request or order validation has the MCX purchase order number, carton count, weight, cube, commodity, MCX site number, shipment available date and destination address at the time of the request.

NOTE: To obtain cubic dimensions of a shipment, measure the length, width and height to the furthest points of each shipping unit in inches. Multiply the three measurements, length x width x height to obtain cubic inches per unit. Divide cubic inches by 1728 to convert to cubic feet per unit. Add cubic feet results for all shipping units to obtain the total cubic feet of the shipment.

Please enter all special instructions in the **Special instructions/Comments** field of the Vendor Logistics TMS Portal: ex Hazmat, shipment must be refrigerated, fragile shipment, lift gate required, etc.

Landair will contact the shipper within two business days from the shipment availability date provided by the shipper, using the email address on the Vendor Logistics TMS Portal shipper account, to detail routing instructions and carrier selection. These arrangements are designed to meet the destination receiving needs and capabilities. Landair will route all shipments via the best method and cost savings for MCX.

If FedEx or UPS is indicated, you must ship and bill using the MCX FedEx or UPS account number provided by Landair. Collect or bill recipient will be denied and charged back to the shipper.

FAILING TO USE THE FEDEX/UPS ACCOUNT NUMBER PROVIDED BY LANDAIR WILL RESULT IN A \$200 NON-COMPLIANCE CHARGE!!

B. Packing and Marking Cartons

It is the vendor's responsibility to ensure that the merchandise is properly packaged, secured, and protected to minimize damages and loss during transportation. Costs required to protect the cargo are the Contractor's responsibility. Failure to package merchandise properly may result in short pay on invoice and/or non-compliance fees.

All hazardous and flammable commodities will be packaged and marked according to state and U.S. laws and regulations, international agreements, and military or carrier rules.

MCX requests shippers to consolidate orders into as few cartons as possible following these guidelines:

- Only one destination per carton
- Only one PO per carton
- There must be a clear division between styles (polybags, inner cartons, cardboard dividers, etc.)
- Cartons should not exceed 70 lbs or 130" length plus girth

For combined shipments going to the same physical address, each carton must be marked with the appropriate PO number. Orders are not authorized to combine without proper markings indicating PO number and total cartons for that PO. Merchandise must be received under the PO on which they were ordered for accurate invoice payment.

PROCEDURES FOR MARKING OCONUS (HAWAII & JAPAN) CARTONS

Kaneohe Bay Hawaii orders and Iwakuni Japan orders shipping to the same CONUS consolidation point are not authorized to be combined on the same pallet.

Cartons must be identified as either Kaneohe Bay Hawaii or Iwakuni Japan for proper processing at our container consolidation point (see sections G & J).

Purchase orders for OCONUS are not authorized to be combined when shipping FedEx, UPS or PPI for tracking purposes.

Labeling:

All individual cartons must be labeled. The top left of the carton is the recommended placement of the label. Do not place labels over carton UPC/Barcode data; this creates product receiving and inventory issues. Labels are required to have the following information.

- Shipper Address
- Destination Address
- MCX PO number
- MCX Store/Site Number
- Carton Number (1 of 5 etc.)

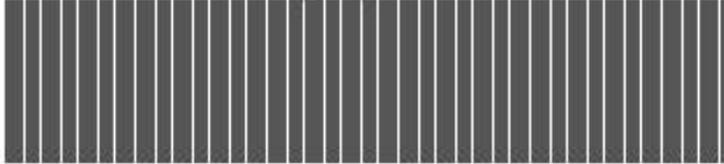
UCC-128 Carton Labels:

UCC-128 Carton labels are only mandatory for vendors that have finished EDI testing with MCX. It is suggested to affix the UCC-128 Carton Label on the longest/tallest vertical side of the carton, in the upper left hand corner. Ensure the label is upright and not sideways. If the carton is too short to hold the full label, it may be folded over the top of the carton, however any bar codes in the space of Zones F, G & H must be below the fold and readable by a scanner.

Example UCC-128 Carton Label approved to use on MCX shipments:

SSCC-18 / UCC-128 Carton Label

**Illustration not to scale
Actual size = 4"x6"*

A	Ship From: Ship From Name 123 Anywhere St Mount Prospect, IL 60056	Ship To: Ship To Name 3925 E Broadway Phoenix, AZ 85040	B
C	Ship To Postal Code (420) 85040 	CARRIER: B / L NUMBER: 123456 Number of cartons: 1 of XXX	D
E	Contents: PO Number: 123456-00 UPC#: 123456789012 (or "mixed") SKU#: 150675 (or "mixed") Carton Quantity: 12 each (or "mixed")		
F	<optional>	Mark For: location #	G
H	<p style="text-align: center;">Serialized Shipping Container Barcode</p>  <p style="text-align: center;">(00) 0 0042273 000000113 1</p>		

ZONE CONTENT

- A. Vendors ship from name and address (10 to 12 pt font)
- B. Ship to name and address (10 to 12 pt font)
- C. Ship to postal code and barcode (10 to 16 pt font)
- D. Shipment Information (Carrier, B/L #) (10 to 16 pt font) (Requested not required)
Carton Tally information (Box xx of yyy) (Optional)
- E. Carton Contents: (PO#, or Item #s, Carton pieces count) (10 to 16 pt font) (PO number and UPC number or mixed required. Other information is also acceptable) If "mixed" than a packing slip must be affixed to the lead carton.
- F. Any additional info needed (could be Cross Dock Location as a barcode) (Optional)
- G. Mark For location code (Optional)
- H. UCC-128 Serial Shipping Container Code (SSCC-18)

Packing Slip:

All MCX shipments require a packing slip for internal receiving audits. The packing slip should contain UPC/Style information and quantity shipped. A copy of the packing slip should be placed on or in the Number One carton. A detailed UCC-128 carton label with UPC/Style identification and quantity will qualify for receiving audits and can substitute a packing slip. An EDI 856 ASN transmission does not full fill the requirement for a packing slip.

Pallet/Floor Loads/Slip Sheets:

With the exception of furniture, large appliances, large fixtures/displays and some other oversized commodities; all product bulked shipped needs to be on standard pallets. Slip sheets, floor loads and box outs are not authorized. MCX Facilities are not designed with resources, technology or manpower to handle these types of loads.

- Pallet height must not exceed 72 inches – to avoid crushing and/or toppling, make the pallet height shorter if weight is too great or if cartons do not cube/stack well.
- Merchandise must be stacked on pallets with NO OVERHANG product over the edge.
- For OCONUS locations Heat Treated Wooden Pallets and/or Heat Treated Wooden Containers must be used.
- All palletized merchandise must be stretch wrapped to help prevent merchandise loss and damage during transit. Stretch wrap must be of top quality and memory.
- To ensure these pallets maintain their integrity, place a large label or tag stating: "DO NOT BREAK DOWN PALLET."

C. Domestic Shipping (CONUS)

NOTE: In the event of a shortage or loss on any FOB Origin shipment that was not routed by the Vendor Logistics TMS Portal, any losses that cannot be recovered from the carrier will be charged back to the vendor.

- **MCLB MCX Albany - Albany, GA**
- **MCLB MCX Barstow - Barstow, CA**
- **MCAGCC MCX 29Palms - Twenty-nine Palms, CA**
- **MCB MCX Pendleton - Camp Pendleton, CA**
- **MCAS MCX Miramar - San Diego, CA**
- **MCRD MCX San Diego - San Diego, CA**
- **MCAS MCX Yuma - Yuma, AZ**
- **MCX Henderson Hall - Arlington, VA**
- **MCB MCX Quantico - Quantico, VA**
- **Camp Allen MCX Elmore - Norfolk, VA**
- **MCAS MCX Beaufort - Beaufort, SC**
- **MCRD MCX Parris Island - Parris Island, SC**
- **MCAS MCX Cherry Point - Cherry Point, NC**
- **MCB MCX Lejeune - Camp Lejeune, NC**

The MCX shipment is to be shipped to the address provided from the Vendor Logistics TMS Portal. Verify the address from the MCX order **directed by the HQ MCX CBO**.

The Vendor Logistics TMS Portal will direct shipper on the best mode and carrier to forward freight through.

Origin/Collect Third Party shippers must route via the carrier and method instructed by the Freight Routing Notification (FRN) email. Any deviation from the FRN must be approved by MCX or Landair via email confirmation. A non-compliance fee up to \$200 as well as the carrier freight fees denied and reversed back to sender will occur due to the error.

If FedEx or UPS is indicated, you must ship and bill using the MCX FedEx or UPS account number provided on the Freight Routing Notification (FRN) email. Collect or bill recipient will be denied and charged back to the shipper.

The shipper is required to prepare the FedEx/UPS labels and contact the carrier to schedule pickup

Required information on each small parcel label.

- MCX Store/Site Number
- MCX PO number
- Landair Shipment Routing Request number - SRR number in Ref 1 field

Each carton must be 70 lbs or less and no larger than 130" (length plus girth) and each shipment must be 300 lbs or less for most cost effective FedEx/UPS shipping rates.

For all LTL and TL loads where MCX pays freight, Landair will contact carrier for load tendering.

The Vendor Logistics TMS Portal will provide a completed BOL for the shipper to print and use. MCX requires all Third Party Collect shippers to utilize this BOL.

If you are given a cost quote by Landair you must notate the amount and the quote number on the BOL. Failure to do so will result in the difference between the quote and actual charges billed back to the shipper in addition to a \$200 admin fee.

For all freight that MCX pays, verify the BOL billing section indicates Third Party Billing:

Landair Transportation
PO Box 938
Greeneville, TN 37744

Collect billing or bill destination is not authorized. All freight bills that MCX must correct billing on will receive a \$200 admin fee.

Sample BOL generated from the Vendor Logistics TMS Portal attached to this document in section L.

Failure to comply will result freight costs billed back and a charge back of \$200 non-compliance fee.

D. MCX Loading, Unloading and Delivery Appointment Process

LOADING/UNLOADING:

The vendor/shipper will load all MCX shipments at its own expense.

MCX will not pay or reimburse for loading requirements such as driver assist, lift gate, limited access, or other handling requirements.

The carrier may be required to unload at destination. Unloading charges for FOB destination purchase orders are the vendor's responsibility.

Verify that all BOLs should instruct the carrier to call for appointment prior to delivery. Contact information by location listed on next page.

The Vendor Logistics Portal Inbound Shipment Routing Request Confirmation page shows the delivery location contact information and hours of operation.

A non-compliance fee will be processed against the vendor for any contracted carrier that fails to call for appointment. Marine Corps Installations and MCCS/MCX facilities require advanced knowledge of inbound carriers for safety, security and scheduling purposes.

When calling for an appointment the carrier should provide:

- PO/order number(s)
- Shipper Name
- Mark for Destination or MCX Site number
- Qty inbound

Facility	Address	Address2	City	State	Zip	Phone
MCX 29 PALMS WAREHOUSE	MCAS 29 PALMS	MCX BLDG 1533 MCGACC	TWENTYNINE PALMS	CA	92278	760-830-6163 X264
MCX ALBANY WAREHOUSE	MCLB ALBANY	814 RADFORD RD BLDG 7500	ALBANY	GA	31704	229-438-2567
MCX BARSTOW WAREHOUSE	MCLB BARSTOW	MCX BLDG 319	BARSTOW	CA	92311	760-256-8974
MCX BEAUFORT WAREHOUSE	MCAS SCM BEAUFORT	MCX BLDG 406	PARRIS ISLAND	SC	29905	843-228-1552
MCX BRIDGEPORT	MWTC BRIDGEPORT	MCX BLDG 4044	BRIDGEPORT	CA	93517	760-932-1525
MCX LEJEUNE WAREHOUSE	MCB CAMP LEJEUNE	MCX BLDG 1402	CAMP LEJEUNE	NC	28547	910-451-3136
MCX LEJEUNE HADNOT POINT	MCB CAMP LEJEUNE	MCX BLDG 84	CAMP LEJEUNE	NC	28547	910-451-5070
MCX NEW RIVER	MCAS NEW RIVER	MCX BLDG AS 4040 CURTIS RD	JACKSONVILLE	NC	28545	910-449-0539
MCX CHERRY POINT WAREHOUSE	MCAS CHERRY POINT	BLDG 3918	CHERRY POINT	NC	28533	252-463-1618
MCX CHERRY POINT MARINE MART	MCAS CHERRY POINT	BLDG 4472	CHERRY POINT	NC	28533	252-463-1639
MCX CHERRY POINT TROOP STORE	MCAS CHERRY POINT	BLDG 293	CHERRY POINT	NC	28533	252-463-1693
MCX ELMORE WAREHOUSE	MCB CAMP ALLEN	1251 YALU STREET	NORFOLK	VA	23515- 4693	757-423-1187 X208
MCX HENDERSON HALL WAREHOUSE	HQBN HENDERSON HALL	1555 SOUTHGATE ROAD BLDG 26	ARLINGTON	VA	22214	703-979-8420 X113
MCX IWAKUNI (FEDEX INTERNATIONAL)	MCCS RETAIL WAREHOUSE BLDG 380	MISUNI-CHO, IWAKUNI-SHI	YAMAGUCHI-KEN	JP	740- 8691	011-81-827-79- 5419
MCX IWAKUNI (USPS-PPI)	MCAS IWAKUNI MCX WAREHOUSE	PSC 551 BOX 1866	FPO	AP	96310- 0019	011-81-827-79- 5419
MCX IWAKUNI (CHINO FREIGHT FORWARDER)	038 MCX IWAKUNI C/O NEX WDCD	4250-OS EUCALYPTUS AVE	CHINO	CA	91710	909-517-2665
MCX IWAKUNI (CHILL/FROZEN)	K38 MCX IWAKUNI C/O KPAC	1420 COIL AVE	WILMINGTON	CA	90744	619-237-5832
MCX KANEOHE BAY	MCB HAWAII KANEOHE	MCX BLDG 1404	KANEOHE BAY	HI	96863	808-254-7532 OR

(FEDEX/UPS)	BAY					7533
Facility	Address	Address2	City	State	Zip	Phone
MCX KANEOHE BAY (CHINO FREIGHT FORWARDER)	050 KBAY C/O NEX WDCDC	4250-OS EUCALYPTUS AVE	CHINO	CA	91710	909-517-2665
MCX KANEOHE BAY (CHILL/FROZEN)	K50 MCX KBAY C/O KPAC	1420 COIL AVE	WILMINGTON	CA	90744	619-237-5832
MCX LANDAIR CROSSDOCK						
MCX MIRAMAR WAREHOUSE	MCAS CAMP ELLIOT	18 TH ST BLDG 21133	SAN DIEGO	CA	92145	858-688-9304
MCX MIRAMAR MAIN STORE	MCAS CAMP ELLIOT	SITE 11100 BLDG 2660	SAN DIEGO	CA	92145	858-688-9304
MCX MIRAMAR UNIFORM SHOP	MCAS CAMP ELLIOT	SITE 11800 BLDG 6275	SAN DIEGO	CA	92145	858-688-9304
MCX PARRIS ISLAND WAREHOUSE	MCRD SCM PARRIS ISLAND	MCX BLDG 406	PARRIS ISLAND	SC	29905	843-228-1552
MCX PENDLETON WAREHOUSE	MCB CAMP PENDLETON	MCX BLDG 1108	CAMP PENDLETON	CA	92055	760-725-6233 X181 OR 182
MCX QUANTICO WAREHOUSE	MCB QUANTICO	BLDG 3036 ZELIN RD	QUANTICO	VA	22134	703-432-0816
MCX QUANTICO MAIN STORE	MCB QUANTICO	BLDG 3500 RUSSEL RD	QUANTICO	VA	22134	703-432-8834
MCX QUANTICO TBS	MCB QUANTICO	BLDG 24005 MONTEZUMA AVE	QUANTICO	VA	22134	703-432-6464
MCX SAN DIEGO WAREHOUSE	MCRD SAN DIEGO	3800 CHOSIN AVE BLDG 148	SAN DIEGO	CA	92140	619-725-6487
MCX YUMA WAREHOUSE	MCAS YUMA	MCX BLDG 965	YUMA	AZ	85369	928-269-2486

E. Iwakuni Japan – Parcel Post Insured (PPI)

All USPS-PPI shipments must be pre-approved, in writing, by MCX for reimbursement. USPS-PPI shipments to Iwakuni should be sent to the following address:

Marine Corps Exchange
Marine Corps Air Station Iwakuni
PSC 551 Box 1866
FPO AP 96310-0019
Attn: Mr. Hayashi

The vendor is responsible for taking the cartons to the Post Office or arranging postal pick up. USPS pickups are free, to request pick up visit:

<https://carrierpickup.usps.com/cgi-bin/WebObjects/CarrierPickup.woa>

Postage and shipping labels can be printed from the USPS website:

<https://sss-web.usps.com/cns/landing.do>

Each package must be less than 70 lbs and 130" (length plus girth). Package order in 40 – 60 pound boxes 84" or less (length plus girth) for most cost effective PPI shipping rates.

Hazmat items are not authorized to ship through the Post Office.

A customs form must be completed for EACH carton. Form 2976A for the Military FPO address can be obtained at

https://webapps.usps.com/customsforms/cp72sender_recipient_APO.jsp

Shipment must be insured for the actual value of the goods; additional insurance is not authorized and will not be reimbursed. Fill out and attach form 3813-P to each carton. Forms can be obtained from the Post Office or requested from the Mail Carrier.

Freight charges for PPI are authorized to be added to the merchandise invoices for Iwakuni only. Charges must be on a separate line and described as freight or shipping charge.

Vendor invoice must have USPS receipts attached for payment or must contain 1) Zip code packages shipped from 2) Number of Cartons and 3) Weight of each carton – to receive full payment of charges.

Handling charges, proof of delivery charges, taxes, and priority charges are not authorized for reimbursement.

Average delivery to Iwakuni is two weeks.

F. Iwakuni Japan – FedEx and UPS

All FedEx/UPS Iwakuni Japan direct shipments must be routed using the Vendor Logistics TMS Portal to qualify for MCX payment.

FedEx/UPS shipments to Iwakuni Japan should be sent to the following address:

MCCS Retail Warehouse
Bldg 380 MCAS Iwakuni
Misumi-Cho, Iwakuni-Shi
Yamaguchi-Ken, Japan 740-0025
Attn: Mr. Hayashi ext 253-4759
Phone: 011-81-827-79-4759

Vendor is responsible for arranging FedEx/UPS pick up.

Shipping labels can be printed from the FedEx/UPS websites.

Shipper must ship and bill using the MCX FedEx or UPS account number provided on the Freight Routing Notification (FRN) email or by MCX HQ.

Collect or bill recipient will be denied and charged back to the shipper.

Each carton must be 70 lbs or less and no larger than 130" (length plus girth) and each shipment must be 300 lbs or less for most cost effective FedEx/UPS shipping rates.

Merchandise cannot be palletized.

Orders **for Iwakuni, Japan are not authorized to be combined, when shipping FedEx/UPS for tracking purchases.** Merchandise must be received under the PO on which they were ordered for accurate invoice payment. Failure to do so may result in delayed invoice payments.

Required information on each small parcel label.

- MCX Store/Site Number
- MCX PO number
- Landair Shipment Routing Request number - SRR number in Ref 1 field

All **Small Parcel shipments to Iwakuni Japan must be routed International Priority using the Third Party account number provided by Landair to qualify for MCX rates and billing.**

A customs form must be completed for EACH carton.

Customs forms can be obtained from the FEDEX/UPS websites.

HAZMAT merchandise is not authorized to ship FedEx/UPS.

Handling charges, proof of delivery charges, taxes, and priority charges are not authorized for reimbursement.

Average delivery to Iwakuni is 5-10 days

For additional information or to set up an account with FedEx or UPS please visit <http://www.fedex.com/us> or <http://www.ups.com/>

*The shipping company does not have to use FedEx/UPS as their primary small parcel service to setup an account – designate account as Third Party Collect.

G. Iwakuni Japan – LTL via Consolidator

NOTE: In the event of a shortage or loss on any FOB Origin shipment that was not routed by the Vendor Logistics TMS Portal, any losses that cannot be recovered from the carrier will be charged back to the vendor.

Non-food shipments less than 8,000 lbs and less than 800 cube for Iwakuni should be sent to Chino, CA for container stuffing and sent over the water, unless otherwise directed by the HQ MCX CBO or Iwakuni merchandise coordinator.

All shipments over 8,000 lbs or 800 cube are required to ship via source load; see section J.

All LTL Iwakuni Japan c/o Navy Distribution Chino shipments must be routed using Vendor Logistics TMS Portal to qualify for MCX payment.

For all LTL loads where MCX pays freight, Landair will contact carrier for load tendering.

The Vendor Logistics TMS Portal will provide a completed BOL for the shipper to print and use. MCX requires all Third Party Collect shippers to utilize this BOL.

If you are given a cost quote by Landair you must notate the amount and the quote number on the BOL. Failure to do so will result in the difference between the quote and actual charges billed back to the shipper in addition to a \$200 admin fee.

For all freight that MCX pays, verify the BOL billing section indicates Third Party Billing:

Landair Transportation
PO Box 938
Greeneville, TN 37744

Collect billing or bill destination is not authorized.

For combined shipments, each carton must be marked with the appropriate PO number and final destination. Merchandise must be received under the PO on which they were ordered for accurate invoice payment. Failure to do so may result in delayed invoice payments.

All LTL to Iwakuni must request appointment at
wcdc_appt_desk@nexweb.org

LTL shipments to Iwakuni should be sent to the following address:

Dry Products	038 MCCS Iwakuni Japan C/O Navy Exchange West Coast Distribution Center 4250-OS Eucalyptus Ave Chino, CA 91710
Chill Products	038 MCCS Iwakuni Japan C/O K PAC 1420 Coil Ave Wilmington, CA 90744
Frozen Product	038 MCCS Iwakuni Japan C/O K PAC 1420 Coil Ave Wilmington, CA 90744

H. Kaneohe Bay, HI – Parcel Post Insured (PPI)

USPS-PPI is not the preferred method of shipping to Kaneohe Bay. Contact MCX with questions regarding Parcel Post to Kaneohe Bay.

I. Kaneohe Bay, HI – FedEx/UPS

All FedEx/UPS Hawaii direct shipments must be routed using the Vendor Logistics TMS Portal to qualify for MCX payment.

FedEx/UPS shipments to Hawaii should be sent to the following address:

Marine Corps Exchange
Marine Corps Base Hawaii
Building 1404
Kaneohe Bay, HI 96863-3073
Attn: Boyd Tokuhiga
Phone: 808-254-7531

Vendor is responsible for arranging FedEx/UPS pick up.

Shipping labels can be printed from the FedEx/UPS websites.

Shipper must ship and bill using the MCX FedEx or UPS account number provided on the Freight Routing Notification (FRN) email or by MCX HQ.

Collect or bill recipient will be denied and charged back to the shipper.

Each carton must be 70 lbs or less and no larger than 130" (length plus girth) and each shipment must be 300 lbs or less for most cost effective FedEx/UPS shipping rates.

Merchandise cannot be palletized.

Orders **for Kaneohe Hawaii are not authorized to be combined, when shipping FedEx/UPS for tracking purchases**. Merchandise must be received under the PO on which they were ordered for accurate invoice payment. Failure to do so may result in delayed invoice payments.

Required information on each small parcel label.

- MCX Store/Site Number
- MCX PO number
- Landair Shipment Routing Request number - SRR number in Ref 1 field

All Small Parcel shipments to Kaneohe Bay Hawaii must be routed 2Day Economy using the Third Party account number provided by Landair to qualify for MCX rates and billing.

HAZMAT merchandise is not authorized to ship FedEx/UPS.

Handling charges, proof of delivery charges, taxes, and priority charges are not authorized for reimbursement.

Average delivery to Kaneohe Bay Hawaii is 2-5 days

For additional information or to set up an account with FedEx or UPS please visit <http://www.fedex.com/us> or <http://www.ups.com/>

*The shipping company does not have to use FedEx/UPS as their primary small parcel service to setup an account – designate account as Third Party Collect.

J. Kaneohe Bay, HI – LTL to Consolidator

NOTE: In the event of a shortage or loss on any FOB Origin shipment that was not routed by the Vendor Logistics TMS Portal, any losses that cannot be recovered from the carrier will be charged back to the vendor.

Non-food shipments less than 8,000 lbs and less than 800 cube for Hawaii should be sent to Chino, CA for container stuffing and sent over the water, unless otherwise directed by the HQ MCX CBO or Hawaii merchandise coordinator.

All shipments over 8,000 lbs or 800 cube are required to ship via source load; see section J.

All LTL Kaneohe Bay Hawaii c/o Navy Distribution Chino shipments must be routed using Vendor Logistics TMS Portal to qualify for MCX payment.

For all LTL loads where MCX pays freight, Landair will contact carrier for load tendering.

The Vendor Logistics TMS Portal will provide a completed BOL for the shipper to print and use. MCX requires all Third Party Collect shippers to utilize this BOL.

If you are given a cost quote by Landair you must notate the amount and the quote number on the BOL. Failure to do so will result in the difference between the quote and actual charges billed back to the shipper in addition to a \$200 admin fee.

For all freight that MCX pays, verify the BOL billing section indicates Third Party Billing:

Landair Transportation
PO Box 938
Greeneville, TN 37744

Collect billing or bill destination is not authorized.

For combined shipments, each carton must be marked with the appropriate PO number and final destination. Merchandise must be received under the PO on which they were ordered for accurate invoice payment. Failure to do so may result in delayed invoice payments.

All LTL to Hawaii must request appointment at
wcdc_appt_desk@nexweb.org

LTL shipments to Kaneohe Bay should be sent to the following address:

Dry Products	050 MCCA Kaneohe Bay Hawaii C/O Navy Exchange West Coast Distribution Center 4250-OS Eucalyptus Ave Chino, CA 91710
Chill Products	050 MCCA Kaneohe Bay Hawaii C/O K PAC 1420 Coil Ave Wilmington, CA 90744
Frozen Product	050 MCCA Kaneohe Bay Hawaii C/O K PAC 1420 Coil Ave Wilmington, CA 90744

K. TL/Full Container/Source Load Shipping (OCONUS)

For all orders shipping to OCONUS locations that qualify as a Release Unit.

Release Unit is a shipment unit of a specific commodity, weight, size, or mode that requires an export release from the Port Authority before shipment. A release unit generally contains one or more of the following characteristics: (1) cargo in lots of 8,000 pounds or more; (2) cargo in lots of 800 cubic feet or more; (3) cargo loaded to 8 or more pallets; (4) cargo is classified, explosive, poisonous, or in need of protective or security measures; (5) cargo occupies or is tendered as a full TL.

Defense Distribution Center (DDC) BOOKING PROCESS: The vendor/shipper fills out the VRS form and sends it to the Defense Distribution Center.

Copy all communications to:

Scot Osborne - Traffic Management Specialist

Office: 1-800-456-5507 or 717-770-5534

Fax: 717-770-2701

delivery@dla.mil and Scot.osborne@dla.mil

What must be included on this form?

- Vendor's name
- Vendor's shipping address
- Vendor's email address
- Vendor's POC
- Vendor's phone number
- Vendor's fax number
- Date the material is available for loading
- The military destination Department of Defense Activity Addressing Code (DODAAC) – see last page
- Transportation Control Number (TCN) – see last page
- Transportation Account Code (TAC) – see last page
- Number of containers
- Type of container(s) (i.e. dry, reefer, highcube, or combination of reefer/highcube)
- Temperature if it is a refrigerated load
- Commodity being shipped
- Weight
- Cube
- Pallet Quantity or Piece Count

Prior to loading, the vendor/shipper, may not know the weight, cube, and quantity. When this information becomes available, forward it to DDC so that the processing of the Transportation Control Movement Document (TCMD) can be completed.

1. BOOKING:

DDC has 24 hours upon receipt of the VRS to enter the booking. Once the request is received, the booking is entered into Integrated Booking System (IBS). Surface Deployment and Distribution Command (SDDC) in Ft. Eustis VA will book the request with an ocean carrier. It is at this point that a Port Call File Number is assigned and will be used as a reference number throughout the process. It is imperative that the vendor/shipper documents this number. When IBS generates the booking, the carrier accepts the booking and although it is usually completed within 24 hours, it could take up to 72 hours for carrier acceptance. DDC will then send via email to the vendor/shipper the shipping information referred to as shipping instructions.

The Shipping Instructions will include:

- PCFN
- Carrier booking number
- Number of containers
- Container TCN(s)
- Container size(s)
- Container type(s)
- Container temperature(s)
- Ocean carrier
- Vessel name
- Voyage document number
- Scheduled pick up date
- Date due at port (port cutoff date)
- Scheduled sail date
- Point of de-embarkation (POD)
- Arrival date
- Point of embarkation (POE)
- Ultimate consignee
- Vendor cage code
- Vendor shipping address

2. SUBSISTENCE:

If this is a subsistence (food items) shipment, DDC will email you the shipping instructions and request the following information from you:

- Container number food is loaded to
- Container ownership 4 digit code (i.e. Maersk~MSKU or MRKU)
- Seal number
- Commodity being shipped
- Pieces
- Weight
- Cube
- Declared value of the shipment

The declared value is mandatory for customs paperwork and is required to complete the TCMD. When you receive the following information, immediately forward to DDC so the TCMD can be produced. Once the required information is received then the TCMD is produced via electronic document interface (EDI) and the TCMD is sent to the carrier.

3. NON-SUBSISTENCE:

If this is a non-subsistence (non-food items) shipment, DDC will email you the shipping instructions and request the following information from you:

- Container number goods are loaded to
- Container ownership 4 digit code (i.e. Maersk~MSKU or MRKU)
- Commodity being shipped
- Pieces
- Weight
- Cube
- Declared value of the shipment

Once DDC receives the above info, they will provide a bolt style seal Radio Frequency Identification Device (RFID) tag for each container and six copies of the TCMD paperwork sent via priority overnight FedEx delivery to the vendor/shipper. The RFID tag must be attached to the container(s) before being released from the vendor/shipper custody to the contracted tractor trailer driver.

4. THE FEDEX PACKAGE:

The fedex package will contain RFID tags, bolt style seals, cable seals to go through the latches of both doors, four copies of the TCMD stapled in a separate packet for the truck driver, two copies stapled for the vendor, and one container Military Shipping Label (MSL) stapled with instructions to attach to the container.

5. CONTAINER INFORMATION:

The ocean carrier commits to the booking and their dispatch office contacts a trucking company to pick up a container and deliver to the vendor. The trucking company will contact the vendor for arrangement of the movement of the container to and from the vendor. This kind of shipment is called a drop & pick, which means that the container is dropped at the shipping facility for loading and scheduled for pickup at a later time. If the vendor/shipper facility only does live loads, it is imperative that you share this information with DDC and also with the trucking carrier when they contact you.

6. RAIL SERVICE:

Container shipments traveling long distances to the ports may be shuttled via the rail system. This is determined and established by the ocean carrier's dispatch office. The DDC does not provide rail cut off dates or any contact with the rail system. The DDC only incorporates extra days for rail movement in the building of the booking.

TCN Number:

The TCN number will be created by Landair and entered on the booking request prior to sending to the shipper and then on to FISC, preferable via email, or with proper notification, fax. Each container, even if they are part of the same order, will have a TCN number. The TCN number must follow the following format:

DODAC + Julian date (date order placed) + first 4 digits of the PO + container count info

Example:

PO123456 ordered on 4 Feb 2009 shipping to Iwakuni needs 1 container =
TCN# M95162035091234XXX

Example:

POKBM863001 ordered on 5 Jul 2009 shipping to Kaneohe needs 2 containers = TCN#
M95115186098630XAX & M95115186098630XBX

Definitions:

Iwakuni DODAC: M95162

Kaneohe DODAC: M95115

Date order placed is the date of the purchase order.

Julian date:

Date Order placed (from PO) – DDDYY Ex: Jan 1st 2009 would be - 00109

See Julian date chart below.

Container count:

XXX represents container count when only one container is being moved

For multiple containers:

XAX represents first container

XBX represents second container

XCX represents third container

XXD represents fourth container, etc

TAC code required for booking request form:

Iwakuni: MCX1 Kaneohe: MCX1

Line of Accounting: FY 10 LOA:

17 20092009 1106 27T0 00027 MCX920090000 M00088 220 M0008809CB0ST09 AA
067443 2D MCX1

SDN: M0008809CB0ST09

Kaneohe Bay POC:
Boyd Tokuhiga or Dino Frosinos
Boyd.Tokuhiga@usmc-mccs.org
FROSINOSD@usmc-mccs.org

Iwakuni POC:
Takeaki Hayashi or Gator Allgaier
Takeaki.Hayashi@usmc-mccs.org
Gator.Allgaier@usmc-mccs.org

Marine Corps Exchange
Marine Corps Base Hawaii
Building 1404
Kaneohe Bay, HI 96863-3073

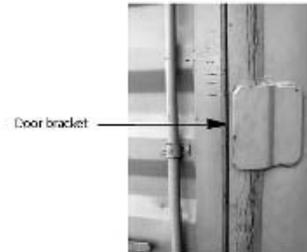
Marine Corps Exchange
Marine Corps Air Station Iwakuni
PSC 551 Box 1866
FPO AP 96310-0019

Tag Placement

Savi Technology recommends that you fit the Savi ST-656-I ISO Container Door Tag above the door bracket and on the left-hand door of the container. The recommended mounting location for the tag is shown in the following photos.



1. Open the right door of the container.
2. Align the device with the bracket on the right door, if possible.



3. Using both hands, secure the device on the left door until it is flush.

This is a side view of the device mounted on the left door.



This is a view from inside the container.



Julian Calendars

Regular years:

(2001, 2002, 2003, 2005, 2006, 2007, 2009, 2010 ...)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	1	32	60	91	121	152	182	213	244	274	305	335
2	2	33	61	92	122	153	183	214	245	275	306	336
3	3	34	62	93	123	154	184	215	246	276	307	337
4	4	35	63	94	124	155	185	216	247	277	308	338
5	5	36	64	95	125	156	186	217	248	278	309	339
6	6	37	65	96	126	157	187	218	249	279	310	340
7	7	38	66	97	127	158	188	219	250	280	311	341
8	8	39	67	98	128	159	189	220	251	281	312	342
9	9	40	68	99	129	160	190	221	252	282	313	343
10	10	41	69	100	130	161	191	222	253	283	314	344
11	11	42	70	101	131	162	192	223	254	284	315	345
12	12	43	71	102	132	163	193	224	255	285	316	346
13	13	44	72	103	133	164	194	225	256	286	317	347
14	14	45	73	104	134	165	195	226	257	287	318	348
15	15	46	74	105	135	166	196	227	258	288	319	349
16	16	47	75	106	136	167	197	228	259	289	320	350
17	17	48	76	107	137	168	198	229	260	290	321	351
18	18	49	77	108	138	169	199	230	261	291	322	352
19	19	50	78	109	139	170	200	231	262	292	323	353
20	20	51	79	110	140	171	201	232	263	293	324	354
21	21	52	80	111	141	172	202	233	264	294	325	355
22	22	53	81	112	142	173	203	234	265	295	326	356
23	23	54	82	113	143	174	204	235	266	296	327	357
24	24	55	83	114	144	175	205	236	267	297	328	358
25	25	56	84	115	145	176	206	237	268	298	329	359
26	26	57	85	116	146	177	207	238	269	299	330	360
27	27	58	86	117	147	178	208	239	270	300	331	361
28	28	59	87	118	148	179	209	240	271	301	332	362
29	29		88	119	149	180	210	241	272	302	333	363
30	30		89	120	150	181	211	242	273	303	334	364
31	31		90		151		212	243		304		365

Leap years:

(1988, 1992, 1996, 2000, 2004, 2008, 2012 ...)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	1	32	61	92	122	153	183	214	245	275	306	336
2	2	33	62	93	123	154	184	215	246	276	307	337
3	3	34	63	94	124	155	185	216	247	277	308	338
4	4	35	64	95	125	156	186	217	248	278	309	339
5	5	36	65	96	126	157	187	218	249	279	310	340
6	6	37	66	97	127	158	188	219	250	280	311	341
7	7	38	67	98	128	159	189	220	251	281	312	342
8	8	39	68	99	129	160	190	221	252	282	313	343
9	9	40	69	100	130	161	191	222	253	283	314	344
10	10	41	70	101	131	162	192	223	254	284	315	345
11	11	42	71	102	132	163	193	224	255	285	316	346
12	12	43	72	103	133	164	194	225	256	286	317	347
13	13	44	73	104	134	165	195	226	257	287	318	348
14	14	45	74	105	135	166	196	227	258	288	319	349
15	15	46	75	106	136	167	197	228	259	289	320	350
16	16	47	76	107	137	168	198	229	260	290	321	351
17	17	48	77	108	138	169	199	230	261	291	322	352
18	18	49	78	109	139	170	200	231	262	292	323	353
19	19	50	79	110	140	171	201	232	263	293	324	354
20	20	51	80	111	141	172	202	233	264	294	325	355
21	21	52	81	112	142	173	203	234	265	295	326	356
22	22	53	82	113	143	174	204	235	266	296	327	357
23	23	54	83	114	144	175	205	236	267	297	328	358
24	24	55	84	115	145	176	206	237	268	298	329	359
25	25	56	85	116	146	177	207	238	269	299	330	360
26	26	57	86	117	147	178	208	239	270	300	331	361
27	27	58	87	118	148	179	209	240	271	301	332	362
28	28	59	88	119	149	180	210	241	272	302	333	363
29	29	60	89	120	150	181	211	242	273	303	334	364
30	30		90	121	151	182	212	243	274	304	335	365
31	31		91		152		213	244		305		366

<u>Vendor Name:</u>	<u>To:</u> Defense Distribution Center (DDC) New Cumberland, PA 17070 Email: delivery@dla.mil Com: 1-800-456-5507 Fax: 717-770-2701	
<u>Vendor Address:</u>	<u>Vendor Email:</u>	
<u>Vendor POC:</u>	<u>Vendor POC Phone Number:</u>	
<u>Date Material Available for Loading:</u>	<u>Vendor POC Fax Number:</u>	
<u>Destination DODAAC:</u>	<u>Transportation Control Number (TCN):</u>	
<u>Number of Dry Containers:</u>	<u>Size:</u>	<u>TAC:</u>
<u>Number of High Dry Cube Containers:</u>	<u>Size:</u>	<u>Product/Commodity:</u>
<u>Number of Reefer Containers:</u>	<u>Size:</u>	<u>Temperature:</u>
<u>Number of High Cube Reefer Containers:</u>	<u>Size:</u>	<u>Temperature:</u>
<u>Vendor Reference PO Number:</u>	<u>Weight, Cube, & Quantity:</u> (If Known)	

OCEAN CONTAINER SPECIFICATIONS

The following dimensions and weights are offered as average indicators. Exact dimensions may vary due to manufacturer of equipment. Maximum capacity weights listed do not correspond to the permissible weight limits for port, road and rail transport in all locations. Loaded containers rarely weigh more than 50,000 lbs.

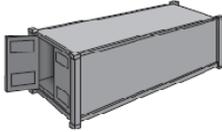
DRY CONTAINERS

Suitable for normal cargos.

Fitted with bar systems for Garment on Hanger (GOH) cargos in some inventories/trade lanes.

20' STANDARD

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
19' 4"	7' 8"	7' 10"	7' 8"	7' 6"	1,172 Cft	47,900 Lbs	4,916 Lbs
5.90 m	2.35 m	2.39 m	2.34 m	2.28 m	33.2 Cu.m	21,700 Kgs	2,230 Kgs



40' STANDARD

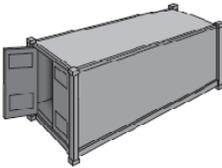
INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
39' 5"	7' 8"	7' 10"	7' 8"	7' 6"	2,390 Cft	59,040 Lbs	8,160 Lbs
12.04 m	2.35 m	2.39 m	2.34 m	2.28 m	67.7 Cu.m	26,780 Kgs	3,700 Kgs

HIGH CUBE DRY CONTAINERS

Specifically for light, voluminous, or over-height cargo.

40' HIGH CUBE

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
39' 5"	7' 8"	8' 10"	7' 8"	8' 5"	2,694 Cft	58,450 Lbs	8,750 Lbs
12.04 m	2.35 m	2.70 m	2.34 m	2.59 m	76.3 Cu.m	26,510 Kgs	3,970 Kgs



45' HIGH CUBE

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
44' 6"	7' 8"	8' 10"	7' 8"	8' 5"	3,050 Cft	64,250 Lbs	8,550 Lbs
13.56 m	2.35 m	2.70 m	2.34 m	2.59 m	86.4 Cu. M	29,140 Kgs	3,880 Kgs

REEFER CONTAINERS

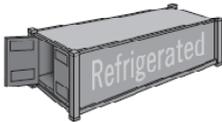
Specifically for cargo requiring transport at a constant temperature above or below a freezing point.

20' REEFER

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
17' 8"	7' 5"	7' 5"	7' 5"	7' 3"	1,000 Cft	45,760 Lbs	7,040 Lbs
5.43 m	2.28 m	2.26 m	2.26 m	2.22 m	28.3 Cu.m	20,800 Kgs	3,200 Kgs

40' REEFER

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
37' 8"	7' 5"	7' 2"	7' 5"	7' 0"	2,040 Cft	56,276 Lbs	10,780 Lbs
11.50 m	2.27 m	2.20 m	2.28 m	2.20 m	57.8 Cu.m	25,580 Kgs	4,900 Kgs



40' REEFER HIGH CUBE

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
37' 11"	7' 6"	8' 2"	7' 6"	8' 0"	2,344 Cft	57,561 Lbs	9,900 Lbs
11.58 m	2.30 m	2.50 m	2.30 m	2.44 m	66.6 Cu.m	25,980 Kgs	4,500 Kgs

L. Procedures for Preparing the Bill of Lading

FOB Origin Shipments – Third Party/Collect

All MCX paid freight (Origin/Collect Third Party) must use the Vendor Logistics TMS Portal generated BOL. Shipper use of their own company BOL is prohibited. Freight charges are not to be added to a merchandise invoice unless you have written permission from MCX HQ. A non-compliance fee up to \$200 per incident will be assessed for failure to comply.

When you have multiple SRR #'s that are consolidated as one shipment, please print out each SRR #'s TMS BOL separately, staple all of the BOLs that have the same BOL number together and mark the top BOL page as the Master BOL by checking the "Master Bill of Lading: with attached underlying Bills of Lading" box.

If you are given a cost quote by Landair you must notate the amount and the quote number on the BOL. Failure to do so will result in the difference between the quote and actual charges billed back to the shipper in addition to a \$200 admin fee.

For all freight that MCX pays, verify the BOL billing section indicates Third Party Billing:

Landair Transportation
PO Box 938
Greeneville, TN 37744

Collect billing or bill destination is not authorized.

Verify that all BOLs should instruct the carrier to call for appointment prior to delivery.

To ensure pallets maintain their integrity, mark BOLs as "DO NOT BREAK DOWN PALLETS"

Proof of Shipment

The Vendor must retain the proof of shipment on FOB Origin shipments for three years after completion of the order. Shipment must have followed routing instructions provided by MCX HQ or authorized Third Party Logistics Provider. In the event the Vendor fails to provide a requested proof of shipment, the Vendor will be liable for any loss or costs to MCX. The following is a list of acceptable proof of shipment documents:

- Original bill of lading, properly receipted by the authorized MCX carrier for all shipments made via railroad, motor carrier, freight, or air.
- Original post office forms bearing canceled postage, signed and dated by the post office, indicating number of packages and destination.
- Parcel delivery service pickup record-computer manifest, or the equivalent, and are signed and dated by the driver. Must reference number of packages and destination.

FOB Destination Shipments reimbursed by MCX or not prepaid

If the shipment is FOB Destination with reimbursement from MCX, then the method requires a detailed agreement with the buyer to be on file.

BILL OF LADING

SHIP FROM

Name: ACCESSORY NETWORK Location # ACCES91761
 Address: 1015 SOUTH VINTAGE AVE
 City/State/Zip: ONTARIO , CA 91761

FOB: []

Bill of Lading Number: 100018

SRR Number: 1277

RGA Number:

Pick Up Appt Required: yes

SHIP TO

Name: MCX LEJEUNE WAREHOUSE Location # MCX_LEJEUNE
 Address: BLDG 1402
 MCB CAMP LEJEUNE
 City/State/Zip: CAMP LEJEUNE, NC 28547
 Contact Name:
 Contact Phone: (910) 451-3136

FOB: [X]

CARRIER NAME: OLD DOMINION

Trailer Number:

Serial Number(s):

SCAC: ODFL

Pro Number:

Seal Number: _____

Freight Charge Terms: (freight charges are prepaid unless marked otherwise)

Prepaid _____ 3rd Party X Collect _____

[] Master Bill of Lading: with attached underlying Bills of Lading

BILL TO

Name: LANDAIR TRANSPORTATION
 Address: PO Box 938
 City/State/Zip: GREENEVILLE, TN 37744

SPECIAL INSTRUCTIONS:

Subject to bilateral contract with Broker
 Hazmat, require driver unload.

CUSTOMER ORDER INFORMATION

Valid MCX PO #	Site #	Product Description	Cartons	Weight	Cube	PALLET(S) (CIRCLE ONE)		# OF PALLETS	Freight Class
469232	05102	Socks & Shoes (Mens)	100	1000	120				70
469238	05100	Socks & Shoes (Kids)	200	200	150				70
GRAND TOTAL			300	1200	270	(Y)	N	2	

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. - 14706(c) (1) (A) and (B).

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

 Signature Shipper

SHIPPER SIGNATURE / DATE

This is to certify that the above named materials are properly classified, described, packaged marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

Trailer Loaded: _____ Freight Counted: _____
 By Shipper By Shipper
 By Driver By Driver/pallets said to contain
 By Driver/Pieces

CARRIER SIGNATURE / PICKUP DATE

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle.

 Carrier Signature Pickup Date

Property described above is received in good order, except as noted.

If the vendor prepays the shipment, then the shipper's carrier/agent of choice may route the MCX order.

The vendor is required to validate the MCX PO, Destination, and ship date through the Vendor Logistics TMS Portal.

Required information on each small parcel label.

- MCX Store/Site Number
- MCX PO number

All BOLs should instruct the carrier to call for appointment prior to delivery.

Required information on the BOL.

- MCX Store/Site Number
- MCX PO number
- Carton Count

Proof of Delivery

The Vendor must retain the proof of delivery on FOB Destination shipments for three years after completion of the order. In the event the Vendor fails to provide a requested proof of delivery, the Vendor will be liable for any loss or costs to MCX. The following is a list of acceptable proof of delivery documents:

- Original carrier delivery receipt, properly receipted by the approved consignee for all shipments made via railroad, motor carrier, freight, or air.
- Original post office forms bearing canceled postage, signed and dated by the post office, indicating number of packages and destination.
- Parcel delivery service delivery record-computer manifest, or the equivalent, signed and dated by the consignee. Must reference number of packages and destination.

N. Chargeback Information

Please know that MCX works with all of our vendors and understands that mistakes occur, but we have to imply fees when our procedures and policies are not followed and it creates an increased work load for our business partners and staff. As a reminder our freight guidance states that we may charge an administration fee up to \$200 for non-compliance issues per incidence in addition to chargebacks for excessive freight costs incurred from shipping errors.

MCX will attempt to provide vendor/shipper with notice of chargebacks as they occur. Vendor/shipper may request backup data from our Vendor Relations department by emailing OMBMCCSVendors@usmc-mccs.org

Shipping and Freight chargebacks may be processed for the following reasons but are not limited to this list.

Vendor Ticket Error	Vendor Cost Price Quote Different
Damaged/Defective Goods Shipped	Vendor Over shipment/Substitution
Delivery Appointment Not Scheduled	Item Not on PO/OPO
Shipped to the Incorrect Site	Shipped with Bad/No PO/OPO
Shipped with No/Different UPC	Shipped on a Canceled PO/OPO
Late/Early Shipment	Failure to Ship
Shipment not Logged into TMS	Incorrect Carrier/Billing Used
No Packing Slip	Incomplete/Incorrect BOL
Freight Returns	Unauthorized Freight Billed
Shipment Weight Variance	Lost Event Sales Due to Error

O. Cross Dock Information

It is mandatory to route shipments to the address provided by the Vendor Logistics Portal TMS. The LTL BOL and Small Parcel shipping labels must have the correct shipping address as instructed by the Vendor Logistics Portal TMS. In some cases, this may indicate an address that is different from the address on the purchase order which is the final destination. The vendor's carton labels, UCC-128 labels, ASN EDI 856 transmission and invoice should not be adjusted; these items should use the MCX PO address. A non-compliance fee up to \$200 as well as additional freight fees incurred due to the error will be billed back to the vendor for failure to ship to the designated Vendor Logistics Portal TMS address.

Our cross-dock facility in Greeneville, TN requires the below critical elements to ensure timely delivery of goods to our stores. Following these steps is essential for efficient processing through the cross-dock.

1. For LTL or FTL shipments, the TMS BOL that is printable from the vendor portal must be utilized as the shipments bill of lading. When you have multiple SRR #'s that are consolidated as one shipment, please print out each SRR #'s TMS BOL separately, staple all of the BOLs that have the same BOL number together and mark the top BOL page as the Master BOL by checking the "Master Bill of Lading: with attached underlying Bills of Lading" box.
2. Make sure to ship the goods on the date specified on the Freight Routing Notification that you receive for all shipments. That date is used to schedule carriers and calculate estimated arrival dates at the cross dock.
3. Ship to the destination address listed on the MCX TMS BOL. Your MCX PO address may differ from the address listed on the MCX TMS BOL; however the shipment must go to the BOL address.

Frequently Asked Questions by Vendors

1. The TMS BOL prints with FAK 70 non-furniture, however my commodity is covered by another FAK, what should I do?
 - a. Our MCX carrier contracts are negotiated under a FAK 70 rate, FAK 70 covers Freight of All Kinds ranging from classes 70-150. If your commodity falls outside of this range or is considered HAZMAT, you may notate it in the "Special Instructions/Comments" field in the TMS entry portal. This field will print on the TMS BOL and satisfy DOT Freight Declaration Guidance.

2. My UCC-128 labels and ASN 856 generates with my vendors generated BOL number and I cannot override this number to document the MCX TMS BOL number?
 - a. Your vendor generated BOL number can transmit on the UCC-128 labels and on the ASN 856; however you must use the MCX TMS BOL document for shipping. You may attach your Vendor generated BOL to the MCX TMS BOL and mark the MCX TMS BOL as the Master BOL if you require your copy for records. Our carriers are assigned pickup based on the MCX TMS BOL generated number and our EDI 214 Carrier Tracking and Financial matchup are completed by our MCX TMS BOL number.

3. What is the Landair Greeneville TN address?
 - a. The address is only released to vendors selected for the cross dock. The address will appear on the MCX TMS BOL. Vendors should not build this address in their systems for the MCX site number. This address should only appear on the LTL/FTL shipping documents.

P. Contact Information

Landair

Phone and Fax: (866) 404-8517

Email: mcx@landair.com

HQ MCX Operations

Phone: (703) 784-3800

Fax: (703) 784-2710

Email: OMBMCXLOGISTICS@usmc-mccs.org

HQ MCX Vendor Relations

Phone: (703) 432-1196

Email: OMBMCCSVENDORS@usmc-mccs.org

HQ MCX EDI Team

Phone: (703) 784-3800

Fax: (703) 784-2710

Email: MCCSEDATEAM@usmc-mccs.org

USPS Military Postal Service Line

(800)-810-6098

USPS Mailing Requirements Office

(802)-524-6518

UPS Customer Service

800-742-5877

FedEx U.S. Customer Service

(800) 463-3339

FedEx International Customer Support

(800) 247-4747

Defense Distribution Center (DDC)

Scot Osborne - Traffic Management Specialist

Office: 1-800-456-5507 or 717-770-5534

Fax: 717-770-2701

delivery@dla.mil and Scot.osborne@dla.mil

Q. Vendor Logistics Portal Instruction Manual

Begins on following page.

INSTRUCTION MANUAL

INBOUND VENDOR LOGISTICS PORTAL

Online Requests for MCX Shipment Validation and Routing

<http://landair.shipcomm.com/LogisticsPortal/vendor/>

Powered by:



Introduction:

This is a comprehensive step by step instruction document explaining how to use the MCX Vendor Logistics TMS Portal. This document covers MCX order validation, Shipment Routing Request entry, edit features, BOL retrieval, and Location Management.

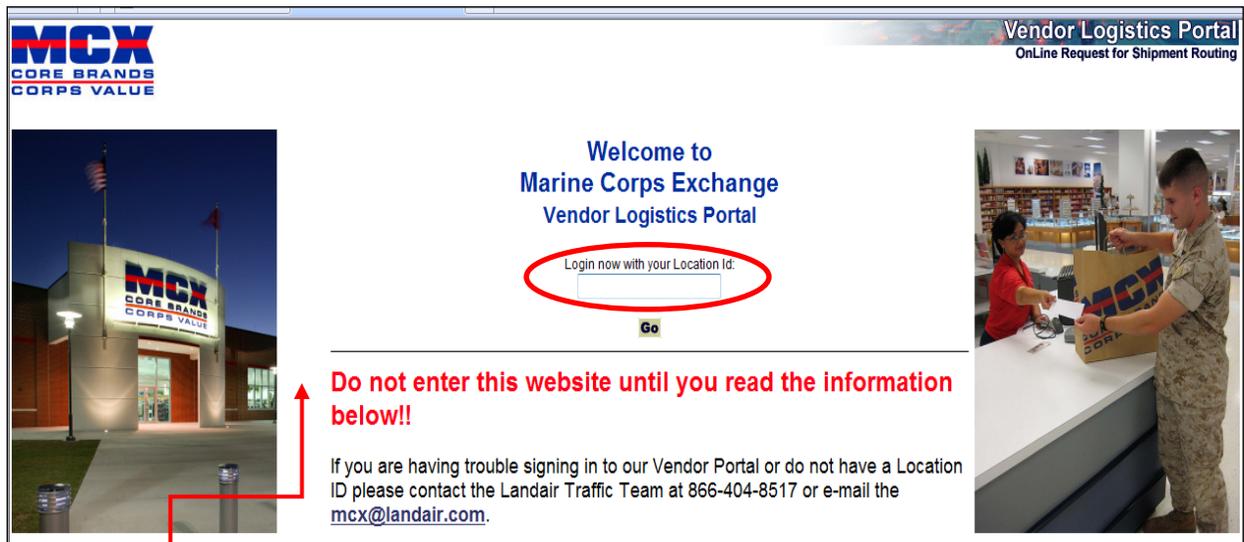
*Before you can access the Vendor Portal to enter a shipment you will need your unique Location ID.

Landair will provide your shipping location with your unique location ID to allow access to the Vendor Portal.

If you have not received a Location ID then please call Landair at 866-404-8517 or email at mcx@landair.com

Below is a screenshot of the Vendor Portal login screen. It is suggested that your shipping locations bookmark the following link in their browser to access the site easily.

<http://landair.shipcomm.com/LogisticsPortal/vendor/>



*Be sure to read all messages before requesting routing. By signing into the portal you have agreed to all terms, conditions and messages outlined on this site and in the MCX Routing and Shipping Guide.

When you have your entire shipment data ready, enter your Landair provided **Location ID** and click **GO**.

The first screen that populates is the **Inbound Processing Management** page. This screen allows you to add new **Shipment Routing Requests (SRRs)**, edit existing open requests, and print Bills of Lading for collect/third party shipments that have been routed.

The page will display the last 25 SRRs that the shipping point has entered.

A SRR's status can be viewed or modified from this page. Entries can be retrieved for editing prior to routing approval or reviewed for historical data by entering the SSR number, as previously assigned by the Portal, or can be accessed by entering in a date range search.

Vendor Logistics Portal
OnLine Request for Shipment Routing

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Inbound Processing Management

Listed below are the most recent Shipment Routing Requests (SRRs) that you have submitted. Up to 25 will display at one time. To use the search filter enter any or all of the search criteria in the space provided and press **Search**.

If you wish to View, Edit, or Cancel an existing request in the **Open Status**, click on the SRR Number and follow the instructions. You may not modify a request that is in the **Closed Status**.

If you have any questions or concerns, please do not hesitate to contact us. To contact us via phone, call 866-404-8517. To contact us via email [click here](#) and please reference the SRR Number if you have one.

Please Note: To Submit your routing request you must click on the **CONFIRM** button, failure to hit confirm when you are done will result in all data being lost!!

[Add a Shipment Routing Request](#)

Search by Date Last Updated (MM-DD-YYYY) or SRR:
 From: Through:

SRR#	Available	Recipient Id	Recipient Name	1st PO	Weight	Cartons	Cube	Status	Carrier Name	Ship Date	BOL#
1169	07-15-10	MCX_29PALMS	MCX 29 PALMS WAREHOUSE	dd1294	1	1	1	open			
1052	09-01-10	MCX_BEAUFORT	MCX PARRIS ISLAND BEAUFORT WAREHOUSE	453827	3,000	10	25	routed	OLD DOMINION	09-02-10	0010077

To edit an existing routing request, click on the SRR#. Only SRRs that are in an open status can be modified.

Once the shipper has completed a SRR and has submitted it the status will say **'open'**

Once the shipment is staged in the TMS for routing, the SRR status in the portal will change from **'open'** to **'closed'**. When the status is **'closed'**, you can no longer go in and edit the shipment.

Once a SRR is tendered and accepted by a carrier, the status will change from **'closed'** to **'routed'**.

Once the shipment has been routed and the tender has been accepted by the carrier, a carrier name, ship date and BOL# will populate in the summary screen. At this time the **Bill of Lading (BOL#)** link will be created for the SRR. You can click on the BOL# link to view and print the Bill of Lading.

To create a new entry for routing (collect/third party) or validation (prepaid) click on **Add a Shipment Routing Request**.

Vendor Logistics Portal
OnLine Request for Shipment Routing

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Inbound Shipment Routing Request - Line Details

Location ID: ACMEU27830 Location Ship Site Name: ACME UNITED

[Shipping Authorities](#)

Valid MCX PO #	Cartons	Weight	Cube	Freight Class	Product Description	Site #
				Non-Furniture - Class-70		
				Non-Furniture - Class-70		
				Non-Furniture - Class-70		
				Non-Furniture - Class-70		
				Non-Furniture - Class-70		
				Non-Furniture - Class-70		

All column headings marked in **BOLD** are required fields and must be entered here. In the event you receive an error that says "PO Number invalid" please call Landair at 866-404-8517 for assistance.

Total weight for this order may not exceed 40000.
Total cube for this order may not exceed 3700.

[Cancel](#) [Add More PO's](#) [Next](#)

Creating a New Entry:

When 'Add a Shipment Routing Request' is clicked the Portal advances to the **Inbound Shipment Routing Request – Line Details** page. Here, you will enter the MCX order number(s) and additional line item information in each field.

Valid MCX PO #: Enter each MCX order number; Purchase Order (PO), Direct Delivery (DD), or Open Purchase Order (OPO) as provided to you by MCX. DD and OPO orders must begin with DD or OPO to validate.

Cartons: Enter the number of Cartons for each MCX order.

Weight: Enter the total weight for each MCX order. The Portal will then sum the weight, by Valid MCX PO Number line, for the total SRR.

Origin/Collect Third Party shippers weights entered into the Vendor Logistics Portal must be within 25 lbs of the actual weight. When entering routing data it is imperative that the correct weight (to include pallet weight) be entered as this is the source of the carrier/method selection and the payment audit program. A non-compliance fee up to \$200 as well as additional freight fees incurred due to the error will be billed back to the vendor for variances greater than 25 lbs.

***Important note:** If, at the time of shipment, a weight variance from the TMS BOL to actual shipment weight is determined, the correct action to take is to manually modify the carrier BOL and email Landair at mcx@landair.com providing them with Vendor name, BOL number and corrected weight. You do NOT have to hold the shipment pending a response nor do you have to reprint the TMS BOL.

Freight Class: Select one of two available freight classes, by MCX order line. If you have separate freight classes for product on a MCX order, enter the same MCX order

number on multiple lines and then select the correct freight class code for each. Please do not mix furniture product with non-furniture product on the same line.

Product Description: Enter a specific product description for each line. If the product can be worn you may enter the word “Softlines” or “Apparel”. If an item is considered “Hazmat”, please enter “Hazmat” in this field.

Site Number: Enter the 5 digit code provided to you on your MCX order. The combination of MCX order number and Site Number will identify a unique MCX Receiver location and the address will be shown on the next screen.

Validity Checks: The Vendor Portal will validate the following inputs:

1. PO number must be valid and assigned to the vendor location entering the request.
2. No MCX order individually or collectively can be greater than 40,000 lbs.
3. No MCX order individually or collectively can be greater than 3,700 cube.
4. Vendor cannot mix PO's destined to different MCX addresses on the same SRR.
5. Vendor cannot mix prepaid and collect PO's on the same SRR.

Once you have completed the information on the Inbound Shipment Routing Request – Line page and have clicked **Next**, the **New Shipment Routing Request – Header Details** screen will open. You will need to fill out and verify all fields.

Your entry has now been assigned a SRR number

Optionally, you can add comments here on special requirements, instructions, or other information regarding the specific SRR.

Available Shipment Window: This date range is the MCX PO start and stop dates from the line item orders you have entered (does not populate for DD and OPO orders). You are required to select a ‘**Date Shipment Available**’ between these two dates and must request routing no earlier than 5 days prior to the PO start date and no later than 2 days prior to the PO stop date to avoid a routing error. In the event you attempt to request routing without providing sufficient notice you will be directed to contact Landair directly for further assistance.

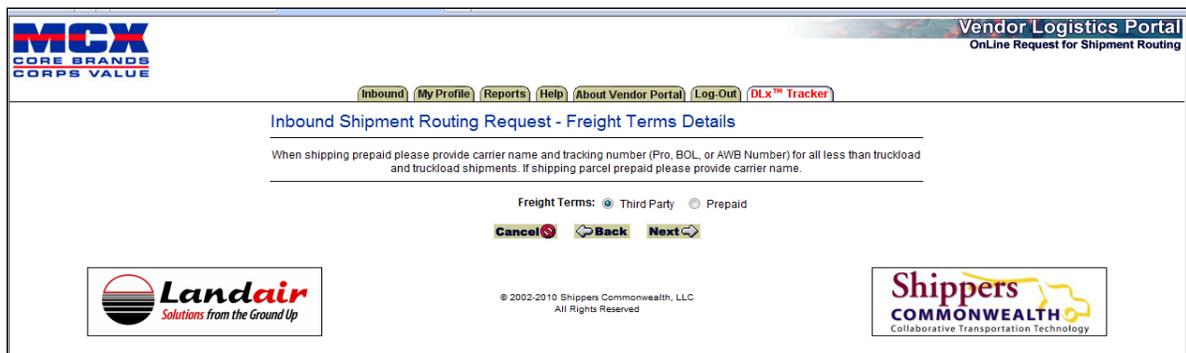
Total Weight, Cartons, and Cube: Total weight, cartons, and cube are added together from the previous screen's PO lines. If these numbers appear incorrect then press the **Back** button to verify information entered. Remember this is the total of each line entry.

Non-Stackable: Click on the check box if the cartons or merchandise to be shipped are being shipped on pallets that are non-stackable.

Palletized: Click on the box if the cartons or merchandise to be shipped are palletized. If selecting '**Palletized**', you will be prompted to enter the number of pallets.

Number of Pallets/Seats: Enter the total number of pallets for all line entries. If you are a furniture supplier and are shipping unboxed furniture you are required to enter the number of "seats" in the pallet box field.

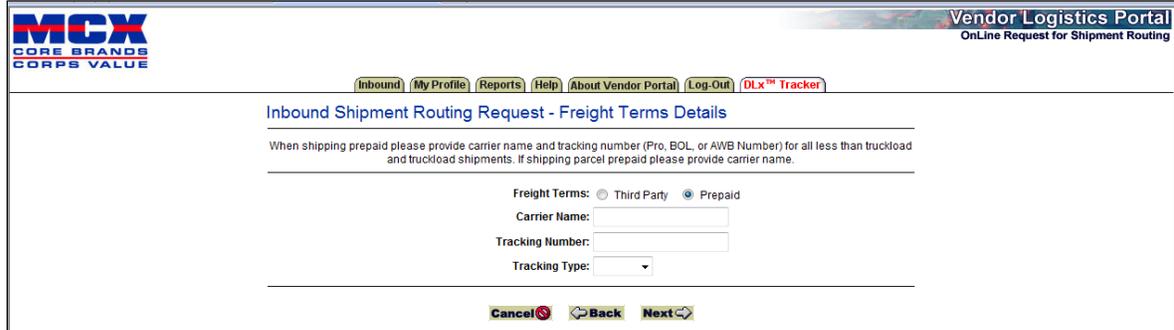
Destination Location: The location will automatically default to the location found on the PO. This cannot be changed or overridden. For DD and OPO, enter the city the shipment is going to and select the correct destination from the drop down menu. Any questions about changing the ship to location should be directed to your Landair contact.



When the **Shipment Routing Request – Header Details** page is complete, click the **Next** button to continue. The **Inbound Shipment Routing Request – Freight Terms Details** page will display. Select the correct terms, as agreed between your vendor and MCX; Third Party (Collect) or Prepaid, then click **Next**.

Third Party (Collect): Select Third Party for all shipments where MCX is the responsible party for the payment and arranging of freight transportation.

Prepaid (Prepaid with or without reimbursement): Select Prepaid for all shipments where the vendor is the responsible party for the payment and arranging of freight transportation.



MCX
CORE BRANDS
CORPS VALUE

Vendor Logistics Portal
OnLine Request for Shipment Routing

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Inbound Shipment Routing Request - Freight Terms Details

When shipping prepaid please provide carrier name and tracking number (Pro, BOL, or AWB Number) for all less than truckload and truckload shipments. If shipping parcel prepaid please provide carrier name.

Freight Terms: Third Party Prepaid

Carrier Name:

Tracking Number:

Tracking Type:

[Cancel](#) [Back](#) [Next](#)

If the purchase orders entered on the SRR have prepaid freight terms the system will require the entry of minimal additional prepaid shipment detail information. This shipment will be routed by you on your carrier of choice.

Carrier Name: Enter the full name or “unknown” of the carrier that you are using for this shipment.

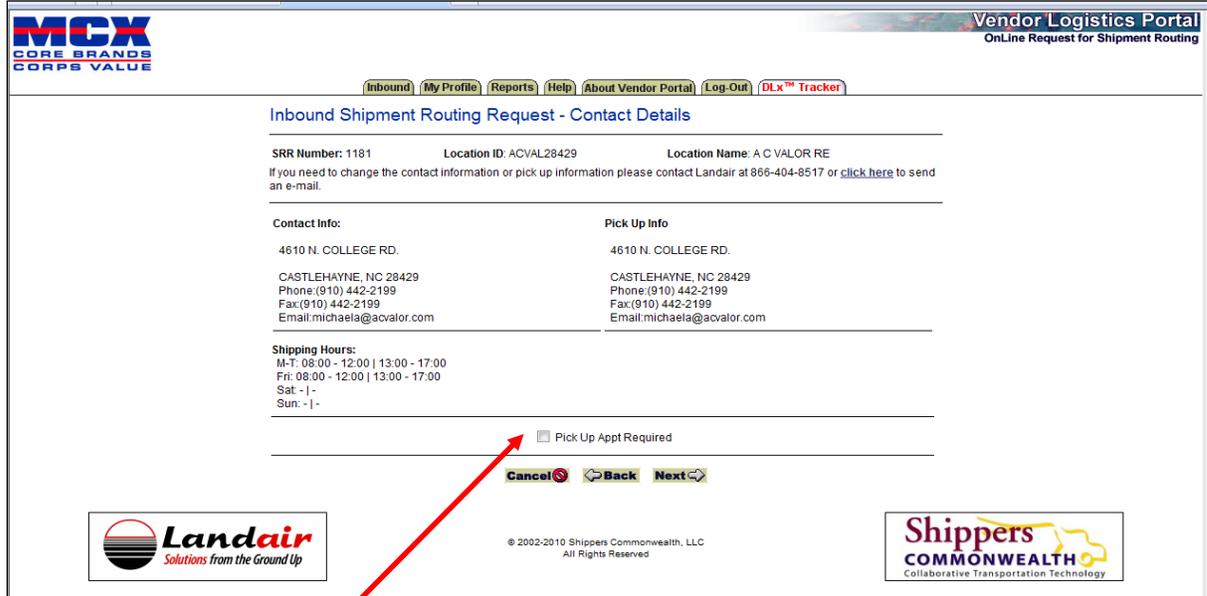
Tracking Number: Enter the complete carrier tracking number or “unknown” for this shipment.

Tracking Number Type: Enter the carrier tracking number type from the drop down options for this shipment.

Click **Next** button if ready to submit (otherwise, click **Cancel** or **Back** to revise or change or withhold submittal).

The **Inbound Shipment Routing Request – Contact Details** page will display the current Location information from your My Profile setup. All of your profile information can be seen on the **My Profile** tab.

If this information is incorrect and needs to be modified, you must contact Landair directly 866-404-8517 or email mcx@landair.com



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Inbound Shipment Routing Request - Contact Details

SRR Number: 1181 Location ID: ACVAL28429 Location Name: A C VALOR RE
If you need to change the contact information or pick up information please contact Landair at 866-404-8517 or [click here](#) to send an e-mail.

Contact Info:	Pick Up Info
4610 N. COLLEGE RD. CASTLEHAYNE, NC 28429 Phone:(910) 442-2199 Fax:(910) 442-2199 Email:michaela@acvalor.com	4610 N. COLLEGE RD. CASTLEHAYNE, NC 28429 Phone:(910) 442-2199 Fax:(910) 442-2199 Email:michaela@acvalor.com

Shipping Hours:
M-T: 08:00 - 12:00 | 13:00 - 17:00
Fri: 08:00 - 12:00 | 13:00 - 17:00
Sat: - | -
Sun: - | -

Pick Up Appt Required

[Cancel](#) [Back](#) [Next](#)

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Pick Up Appointment Required: Click to make sure the box is checked if a pick up appointment is required at your shipping location from the Landair tendered carrier.

When the **Inbound Shipment Routing Request – Contact Details** page has been verified, click the **Next** button. The **Inbound Shipment Routing Request – Confirmation** page will display.

You must verify all of the data to be accurate.

If the data is correct select **Confirm**. Your request will be submitted for routing and you will be returned to the **Inbound Processing Management** page.

If any data needs to be changed click **Back** to the appropriate page to modify or click **Cancel** to delete the request and start over.

If the field which needs to be modified is a protected field, then select **Confirm** and contact Landair to make the corrections.

Warning: you must click Confirm for the SRR to be submitted into the system. If you click out of this screen the current shipping request will not be saved! If there is no activity for 5 minutes, the system will time out and data will not be saved.

Inbound Shipment Routing Request – Confirmation page:

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OnLine Request for Shipment Routing

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Inbound Shipment Routing Request - Confirmation

Inbound SRR will only be submitted to the system once Confirm is clicked. If you click out of this screen the current shipping request will not be saved!

Once a carrier has been assigned, the TMS BOL # will be available via the BOL Link in the table on the Inbound Processing Management screen. This TMS BOL # MUST appear on your Bill of Lading paperwork given to the carrier.

Shipment Routing Request Number: 1181

- Min Shipment Window: 06-10-10
- Status:
- Max Shipment Window: 07-09-10
- Carrier Name:
- Available Date: 07-05-2010
- Carrier Phone:
- Ship Date:

<p>Origin Location Information</p> <p>Location ID: ACVAL28429 Location Name: A C VALOR RE Contact Info: 4610 N. COLLEGE RD. CASTLEHAYNE, NC 28429 Phone:(910) 442-2199 Fax:(910) 442-2199 Email:michaela@acvalor.com</p> <p>Pick Up Info:</p> <p>4610 N. COLLEGE RD. CASTLEHAYNE, NC 28429 Phone:(910) 442-2199 Fax:(910) 442-2199 Email:michaela@acvalor.com</p> <p>Shipping Hours:</p> <table border="0"> <tr> <td>From - Thru</td><td>From - Thru</td><td>From - Thru</td><td>From - Thru</td> </tr> <tr> <td>M-T: 08:00 - 12:00 13:00 - 17:00</td><td>M-T: 08:00 - 12:00 13:00 - 17:00</td><td>Fri: 08:00 - 12:00 13:00 - 17:00</td><td>Sat: - - -</td> </tr> <tr> <td>Sun: - - -</td><td></td><td></td><td></td> </tr> </table> <p>Pick Up Appt Required: No</p>	From - Thru	From - Thru	From - Thru	From - Thru	M-T: 08:00 - 12:00 13:00 - 17:00	M-T: 08:00 - 12:00 13:00 - 17:00	Fri: 08:00 - 12:00 13:00 - 17:00	Sat: - - -	Sun: - - -				<p>Receiving Location Information</p> <p>Location ID: MCX_PENDLETON Location Name: MCX PENDLETON WAREHOUSE Contact Info: BLDG 1108 CAMP PENDLETON, CA 92055 Phone:(760) 725-6233 Fax: Email:</p> <p>Receiving Info:</p> <p>BLDG 1108 CAMP PENDLETON, CA 92055 Phone:(760) 725-6233 Fax: Email:</p> <p>Receiving Hours:</p> <table border="0"> <tr> <td>From - Thru</td><td>From - Thru</td><td>From - Thru</td><td>From - Thru</td> </tr> <tr> <td>M-T: 08:00 - 12:00 13:00 - 17:00</td><td>M-T: 08:00 - 12:00 13:00 - 17:00</td><td>Fri: 08:00 - 12:00 13:00 - 17:00</td><td>Sat: - - -</td> </tr> <tr> <td>Sun: - - -</td><td></td><td></td><td></td> </tr> </table> <p>Delivery Appt Required: Yes</p>	From - Thru	From - Thru	From - Thru	From - Thru	M-T: 08:00 - 12:00 13:00 - 17:00	M-T: 08:00 - 12:00 13:00 - 17:00	Fri: 08:00 - 12:00 13:00 - 17:00	Sat: - - -	Sun: - - -			
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Sun: - - -																									

Special Instructions:

PO Items:

Non Stackable: No Palletized: No Number of Pallets:

Valid MCX PO #	Weight	Cartons	Cube	Freight Class	Product Description	Site #
461192	1.0	1.0	1.0	70	Clothing	10120
Totals:	1	1	1			

The vendor **must** click **CONFIRM** for the SRR to be submitted for routing.

A Freight Routing Notification (FRN) email will be sent as soon as a carrier has been selected on MCX FOB Origin collect/third party shipments.

Origin/Collect Third Party shippers must route via the carrier, method and billing account instructed by the Freight Routing Notification (FRN) email. Any deviation from the FRN must be approved by MCX or Landair via email confirmation. A non-compliance fee up to \$200 as well as the carrier freight fees denied and reversed back to sender will occur due to the error.

If FedEx or UPS is indicated, you must ship and bill using the MCX FedEx or UPS account number provided on the Freight Routing Notification (FRN) email. Collect or bill recipient will be denied and charged back to the shipper.

To Modify Existing Shipment Routing Request:

To change (edit) or delete (cancel) a SRR, click on the SRR number of an existing request that is in an Open Status (closed status and routed status cannot be changed).

Click on the SRR# you wish to edit or cancel

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OnLine Request for Shipment Routing

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Inbound Processing Management

Listed below are the most recent Shipment Routing Requests (SRRs) that you have submitted. Up to 25 will display at one time. To use the search filter enter any or all of the search criteria in the space provided and press **Search**.

If you wish to View, Edit, or Cancel an existing request in the **Open Status**, click on the SRR Number and follow the instructions. You may not modify a request that is in the **Closed Status**.

If you have any questions or concerns, please do not hesitate to contact us. To contact us via phone, call 866-404-8517. To contact us via email [click here](#) and please reference the SRR Number if you have one.

Please Note: To Submit your routing request you must click on the **CONFIRM** button, failure to hit confirm when you are done will result in all data being lost!!

Add a Shipment Routing Request

Search by Date Last Updated (MM-DD-YYYY) or SRR:
From: Through:

SRR#	Available	Recipient Id	Recipient Name	1st PO	Weight	Cartons	Cube	Status	Carrier Name	Ship Date	BOL#
1181	7-05-10	MCX_PENDLETON	MCX PENDLETON WAREHOUSE	461192	1	1	1	open			
1156	7-15-10	MCX_HENDERSON	MCX HENDERSON HALL WAREHOUSE	DD123	1	1	1	open			
1153	7-05-10	MCX_PENDLETON	MCX PENDLETON WAREHOUSE	461192	10	2	1	open			
1050	09-01-10	MCX_BEAUFORT	MCX PARRIS ISLAND BEAUFORT WAREHOUSE	453827	2,500	25	300	routed	OLD DOMINION	06-25-10	0010005

The Inbound Shipment Routing Request – Summary page will open.

Select either **Cancel This SRR** to delete the request or **Edit** to modify it.

Vendor Logistics Portal
OnLine Request for Shipment Routing

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Inbound Shipment Routing Request - Summary

Cancel This SRR **Edit**

Shipment Routing Request Number: 1156

- Min Shipment Window:
- Max Shipment Window:
- Available Date: 07-15-10
- Status: open
- Carrier Name:
- Carrier Phone:
- Ship Date:

Origin Location Information	Receiving Location Information
Location ID: ACVAL28429	Location ID: MCX_HENDERSON
Location Name: A C VALOR RE	Location Name: MCX HENDERSON HALL WAREHOUSE
Contact Info:	Contact Info:
4610 N. COLLEGE RD. CASTLEHAYNE, NC 28429 Phone:(910) 442-2199 Fax:(910) 442-2199 Email:michaela@acvalor.com	1555 SOUTHGATE RD BLDG 26 ARLINGTON, VA 22214 Phone:(703) 979-8420 Fax: Email:
Pick Up Info:	Receiving Info:
4610 N. COLLEGE RD.	1555 SOUTHGATE RD BLDG 26

Editing Existing SRR:

To change an existing SRR, retrieve the SRR records from the **Inbound Processing Management** home page. This will open the **Inbound Shipment Routing Request – Summary** page and then click the **Edit** button. The **Inbound Shipment Routing Request – Line Details** will open for you to review or update.

To Add More orders to an Existing SRR:

Retrieve the SRR records from the **Inbound Processing Management** home page. This will open the **Inbound Shipment Routing Request – Summary** page and then click the **Edit** button. The **Inbound Shipment Routing Request – Line Details** will open. Click the **Add More PO's** button at the bottom of the detailed screen. This function can also be used to add additional lines to enter more than 6 orders on a single SRR.

Cancelled or Routed SRR Records:

SRR's that show a Cancelled or Routed Status (routed is when the SRR has been tendered to a carrier) can be viewed but no longer modified.

Cancel This Routing Request:

On any given SRR record, you can click **Cancel** to delete or void the SRR, if it has not already been staged, processed, or routed by Landair (in which case, it will show a Routed or Closed Status). Contact Landair directly to Cancel a routed or closed SRR.

If you are editing a routing request then you must click “next” through all the screens whether information on that particular screen changes or not. You must click **Confirm on the last page for the new information on the SRR to be submitted to Landair.**

SRR Status:

When a SRR has been “staged” in the TMS the status will update to **closed**. After an SRR has been “staged” and then tendered to a carrier and carrier accepted, the status will change to **routed**. At this time the Carrier Name, Ship Date and BOL link will appear in the SRR row.

You can then click on the **BOL#** which will bring you to the **Bill of Lading** page. To see the entire BOL you can scroll down the page using the scroll bar. To print the BOL click the **Printer Friendly** button. This opens the BOL file in a .PDF format and allows you to print.

MCX CORE BRANDS CORPS VALUE Vendor Logistics Portal
OnLine Request for Shipment Routing

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Inbound Processing Management

Listed below are the most recent Shipment Routing Requests (SRRs) that you have submitted. Up to 25 will display at one time. To use the search filter enter any or all of the search criteria in the space provided and press **Search**.

If you wish to View, Edit, or Cancel an existing request in the **Open Status**, click on the SRR Number and follow the instructions. You may not modify a request that is in the **Closed Status**.

If you have any questions or concerns, please do not hesitate to contact us. To contact us via phone, call 866-404-8517. To contact us via email [click here](#) and please reference the SRR Number if you have one.

Please Note: To Submit your routing request you must click on the **CONFIRM** button, failure to hit confirm when you are done will result in all data being lost!!

Add a Shipment Routing Request

Search by Date Last Updated (MM-DD-YYYY) or SRR:

From: Through:

SRR#	Available	Recipient Id	Recipient Name	1st PO	Weight	Cartons	Cube	Status	Carrier Name	Ship Date	BOL#
1181	07-05-10	MCX_PENDLETON	MCX PENDLETON WAREHOUSE	461192	1	1	1	open			
1156	07-15-10	MCX_HENDERSON	MCX HENDERSON HALL WAREHOUSE	DD123	1	1	1	open			
1153	07-05-10	MCX_PENDLETON	MCX PENDLETON WAREHOUSE	461192	10	2	1	open			
1050	09-01-10	MCX_BEAUFORT	MCX PARRIS ISLAND BEAUFORT WAREHOUSE	453827	2,500	25	300	routed	OLD DOMINION	08-25-10	0010005

Click on the BOL# to open the printable BOL

Click Printer Friendly for a PDF version to print

MCX CORE BRANDS CORPS VALUE Vendor Logistics Portal
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Printer Friendly

Print out the BOL by clicking the 'Printer Friendly' button. Then click on the Print icon to print. When finished click the Back button on your browser

BILL OF LADING

<p style="text-align: center;">SHIP FROM</p> <p>Name: A C VALOR RE Location # ACVAL28429 Address: 4610 N. COLLEGE RD. City/State/Zip: CASTLEHAYNE, NC 28429</p> <p style="text-align: right;">FOB: []</p> <p style="text-align: center;">SHIP TO</p> <p>Name: MCX PARRIS ISLAND BEAUFORT WAREHOUSE Location # MCX_BEAUFORT Address: DEFRANC BLVD BLDG 406 MCRD PARRIS ISLAND City/State/Zip: PARRIS ISLAND, SC 29905 Contact Name: Contact Phone: (843) 228-1552</p> <p style="text-align: right;">FOB: [x]</p> <p style="text-align: center;">BILL TO</p> <p>Name: LANDAIR TRANSPORTATION Address: PO Box 938 City/State/Zip: GREENEVILLE, TN 37744</p> <p>SPECIAL INSTRUCTIONS: Subject to bilateral contract with Broker</p>	<p>Bill of Lading Number: 0010005 SRR Number: 1050 RGA Number: Pick Up Appt Required: no CARRIER NAME: OLD DOMINION Trailer Number: Serial Number(s): SCAC: ODFL Pro Number: Seal Number: _____</p> <p>Freight Charge Terms: (freight charges are prepaid unless marked otherwise) Prepaid _____ 3rd Party <input checked="" type="checkbox"/> Collect _____</p> <p><input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading</p>
--	--

CUSTOMER ORDER INFORMATION									
Valid MCX PO #	Site #	Product Description	Cartons	Weight	Cube	PALLETS (CIRCLE ONE)	# OF PALLETS	Freight Class	
453827	01100	test	25	2500	300			175	
GRAND TOTAL			25	2500	300	(Y) N	10		

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. - 14706(c) (1) (A) and (B).

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

Signature _____ Shipper

Above is a screen shot of the BOL screen in the Portal. Below is a screen shot of the BOL after the vendor has clicked the **Printer Friendly** button. This BOL is in a .PDF printable format.

Click the print button in the upper left corner of the screen to print the BOL; this button is circled on the screen shot.

Warning:
When leaving this screen to do not click on the X in the upper right. This will close the Portal. Please click the **“Back”** button in the upper left corner of the screen.

BILL OF LADING

SHIP FROM		Bill of Lading Number: 0010005							
Name: A C VALOR RE	Location # ACVAL28429	SRR Number: 1050							
Address: 4610 N. COLLEGE RD.		RGA Number:							
City/State/Zip: CASTLEHAYNE, NC 28429	FOB: []	Pick Up Appt Required: no							
SHIP TO		CARRIER NAME: OLD DOMINION							
Name: MCX PARRIS ISLAND	Location #	Trailer Number:							
BEAUFORT WAREHOUSE	MCX_BEAUFOR	Serial Number(s):							
Address: DEFRANC BLVD BLDG 406		SCAC: ODFL							
MCRD PARRIS ISLAND		Pro Number:							
City/State/Zip: PARRIS ISLAND, SC 29905	FOB: [x]	Seal Number: _____							
Contact Name:		Freight Charge Terms: (freight charges are prepaid unless marked otherwise)							
Contact Phone: (843) 228-1552		Prepaid _____ 3 rd Party <u>X</u> Collect _____							
BILL TO		[] Master Bill of Lading: with attached underlying Bills of Lading							
Name: LANDAIR TRANSPORTATION									
Address: PO Box 938									
City/State/Zip: GREENEVILLE, TN 37744									
SPECIAL INSTRUCTIONS:									
Subject to bilateral contract with Broker									
CUSTOMER ORDER INFORMATION									
Valid MCX PO #	Site #	Product Description		Cartons	Weight	Cube	PALLETS (CIRCLE ONE)	# OF PALLETS	Freight Class
453827	01100	test		25	2500	300			175
GRAND TOTAL				25	2500	300	(Y) N	10	
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of						The agreed or declared value of the property is specifically stated by the			

Request New Location ID:

You are allowed to view your Profile at anytime by clicking the **My Profile** tab located at the top of the Vendor Portal. You are not authorized to modify any of the information. Please contact Landair to request all changes.

If you need to add a new address, you may **Request a New Location ID** by clicking on the link. After clicking this link you will be directed to enter in the new contact and pick up information. Once completed you are required to click **Confirm** in order for the request to be sent to Landair.



Select the My Profile tab to view your vendor shipper profile

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It is recommended that you validate and update the information in "Your Profile" on a regular basis. Please call Landair if you have any questions concerning this information or need to have this information updated.

[Request New Location ID](#)

[Shipping Authorities](#)

Location ID: ACVAL20429
 Location Name:
 A C VALOR RE

<p>Contact Info:</p> <p>4610 N. COLLEGE RD. CASTLEHAYNE, NC 28429 Phone: (910) 442-2199 Fax: (910) 442-2199 Email: michaela@acvalor.com</p>	<p>Pick Up Info:</p> <p>4610 N. COLLEGE RD. CASTLEHAYNE, NC 28429 Phone: (910) 442-2199 Fax: (910) 442-2199 Email: michaela@acvalor.com</p>
--	--

Vendor Type:
Shipper

Appointment Required: No

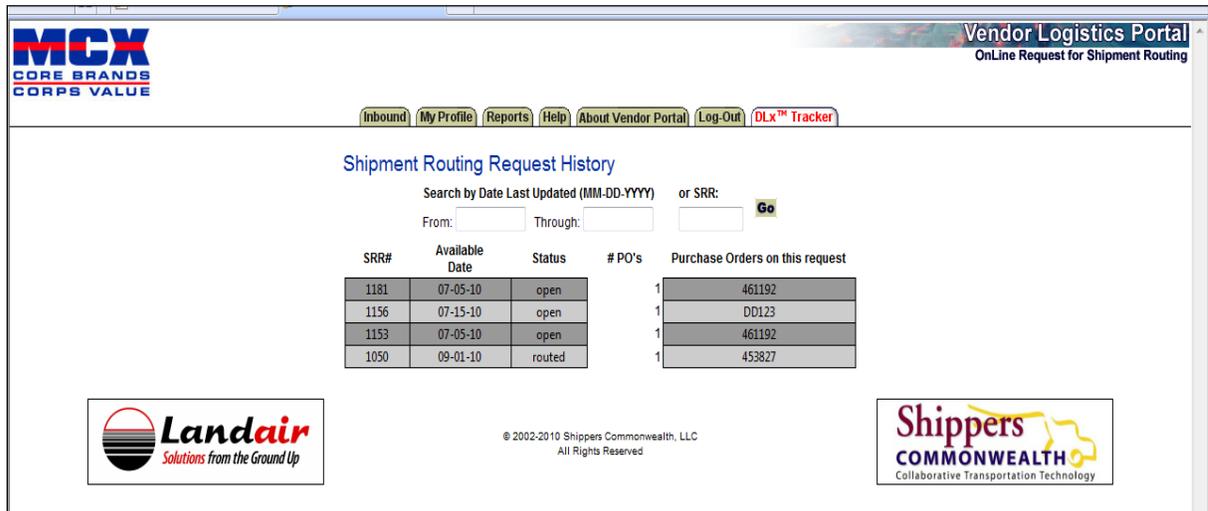
Shipping Hours:

M-T: 08:00 - 12:00 13:00 - 17:00	
Fri: 08:00 - 12:00 13:00 - 17:00	
Sat: -	-
Sun: -	-

Reports:

Currently there are two reports available to the shipper. These are found by clicking the **Reports** tab found at the top of the Vendor Portal Screen.

Shipment Routing Request History Report



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OnLine Request for Shipment Routing

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Shipment Routing Request History

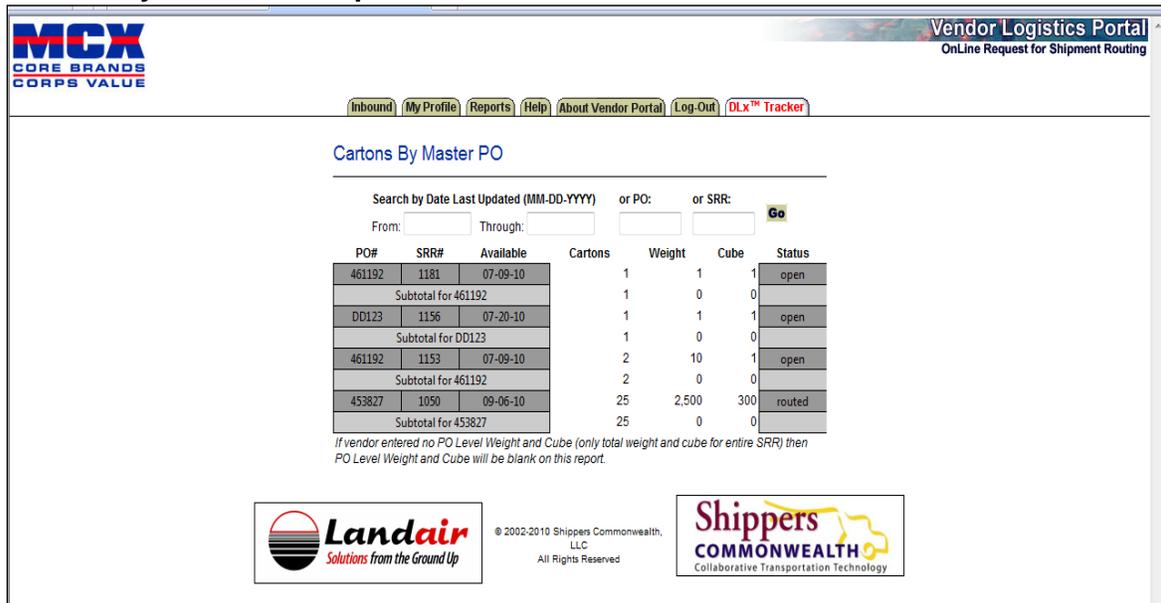
Search by Date Last Updated (MM-DD-YYYY) or SRR:

From: Through:

SRR#	Available Date	Status	# PO's	Purchase Orders on this request
1181	07-05-10	open	1	461192
1156	07-15-10	open	1	DD123
1153	07-05-10	open	1	461192
1050	09-01-10	routed	1	453827

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Cartons by Master PO Report



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Cartons By Master PO

Search by Date Last Updated (MM-DD-YYYY) or PO: or SRR:

From: Through:

PO#	SRR#	Available	Cartons	Weight	Cube	Status
461192	1181	07-09-10	1	1	1	open
Subtotal for 461192			1	0	0	
DD123	1156	07-20-10	1	1	1	open
Subtotal for DD123			1	0	0	
461192	1153	07-09-10	2	10	1	open
Subtotal for 461192			2	0	0	
453827	1050	09-06-10	25	2,500	300	routed
Subtotal for 453827			25	0	0	

If vendor entered no PO Level Weight and Cube (only total weight and cube for entire SRR) then PO Level Weight and Cube will be blank on this report.

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Inbound Processing Management

Listed below are the most recent Shipment Routing Requests (SRRs) that you have submitted. Up to 25 will display at one time. To use the search filter enter any or all of the search criteria in the space provided and press **Search**.

If you wish to View, Edit, or Cancel an existing request in the **Open Status**, click on the SRR Number and follow the instructions. You may not modify a request that is in the **Closed Status**.

If you have any questions or concerns, please do not hesitate to contact us. To contact us via phone, call 866-404-8517. To contact us via email [click here](#) and please reference the SRR Number if you have one.

Please Note: To Submit your routing request you must click on the **CONFIRM** button, failure to hit confirm when you are done will result in all data being lost!!

Add a Shipment Routing Request

Search by Date Last Updated (MM-DD-YYYY) or SRR:

Refresh List

From:
Through:

Search

SRR#	Available	Recipient Id	Recipient Name	1st PO	Weight	Cartons	Cube	Status	Carrier Name	Ship Date	BOL#
1181	07-05-10	MCX_PENDLETON	MCX PENDLETON WAREHOUSE	461192	1	1	1	open			
1156	07-15-10	MCX_HENDERSON	MCX HENDERSON HALL WAREHOUSE	DD123	1	1	1	open			
1153	07-05-10	MCX_PENDLETON	MCX PENDLETON WAREHOUSE	461192	10	2	1	open			
1050	09-01-10	MCX_BEAUFORT	MCX PARRIS ISLAND BEAUFORT WAREHOUSE	453827	2,500	25	300	routed	OLD DOMINION	06-25-10	0010005

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Help and About Vendor Portal: The information provided under the **Help** and **About Vendor Portal** tabs are intended to provide general information to aid the online user. For further information, contact Landair.

Log Out: Clicking this tab on the Web Site will close out your online session and log you off the Portal. You must log out at end of every session.

Digital Tracker Link: The Vendor Logistics Portal includes a tab which links the SRRs to the Digital Tracker companion Web site. The Digital Tracker provides graphical and text information on shipment status after shipment routing of the SRR for MCX view.

Contact information:

Landair
 ph/fax 866-404-8517
 Email mcx@landair.com

MCX
 ph 703-784-3800
 fax 703-784-2710
 Email OMBMCXLogistics@usmc-mccs.org

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