

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 Portal. This document covers MCX order validation, Shipment Routing Request entry, edit features, BOL retrieval, and Location Management.

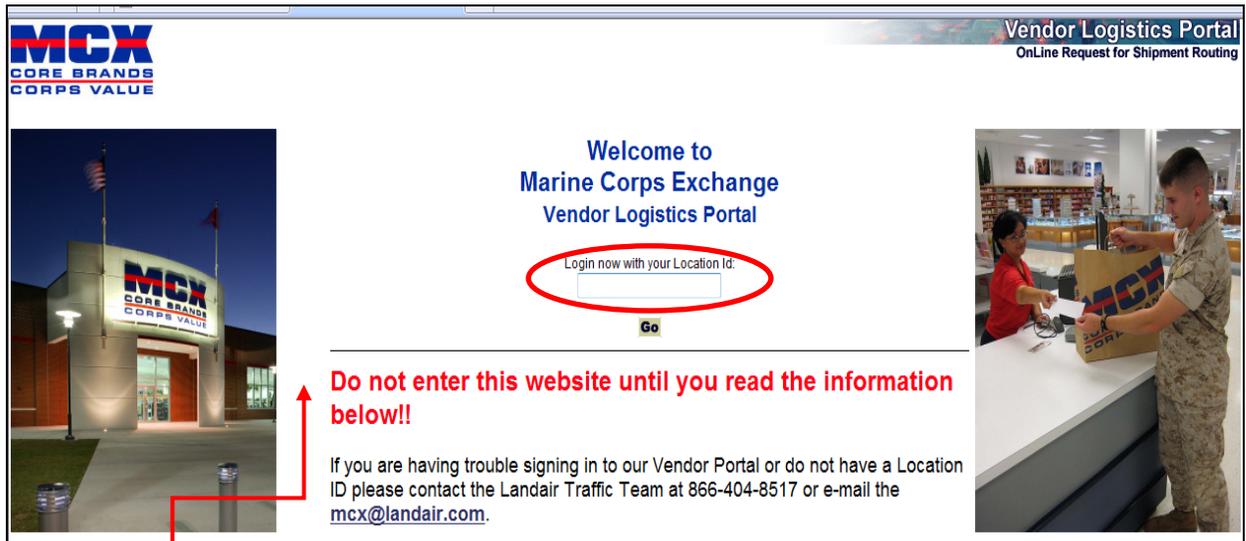
*Before you can access the Vendor Portal to enter a shipment you will need your unique Location ID.

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**.

Vendor Logistics Portal
OnLine Request for Shipment Routing

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**

If you have more than 6 orders to enter, click Add More PO's

Select Next once all MCX orders have been entered

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.

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". 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.

Vendor Logistics Portal
OnLine Request for Shipment Routing

Inbound Shipment Routing Request - Header Details

Location ID: ACVAL28429
Location Ship Site Name: A C VALOR RE

SRR Number: 1181

Location ID: ACVAL28429
Location Ship Site Name: A C VALOR RE

Available Shipment Window: 06-10-10 through 07-09-10
Date Shipment Available: (MM-DD-YYYY)

Total Cube: 1
Total Weight: 1
Total Cartons: 1

Non Stackable:
Palletized:
Pallets / Seats:

Shipments will be routed according to the weight and cube given on the *Inbound Shipment Routing Request - Line Item* screen first and foremost. Please make sure that information is correct.

Receiving Location: MCX_PENDLETON, MCX PENDLETON WAREHOUSE, Bldg 1108, Camp Pendleton, CA

Special Instructions / Comments:
Ex: HAZMAT, require driver to load, vendor pick up #, ad merchandise, etc.

Buttons: Cancel, Back, Next

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.

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.

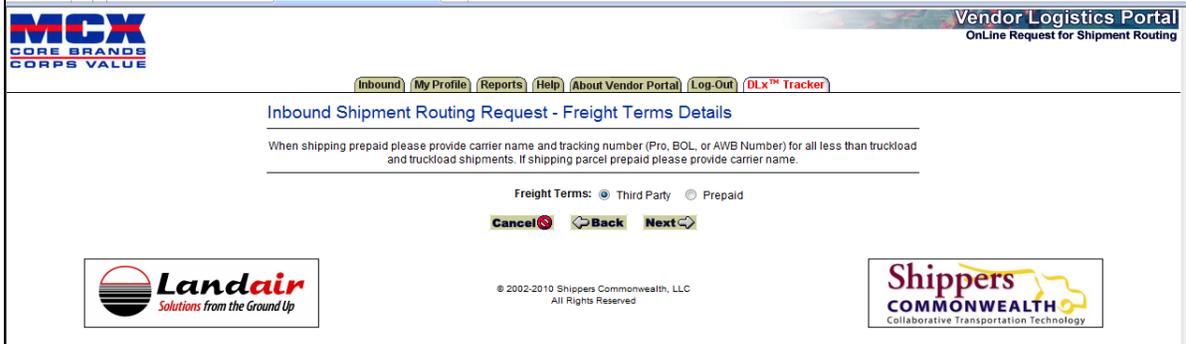
Total Weight, Cartons, and Cube: Total weight, cartons, and cube are added together from the previous screen's PO lines. If these numbers appear incorrect then press the **Back** button to verify information entered. Remember this is the total of each line entry.

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.



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

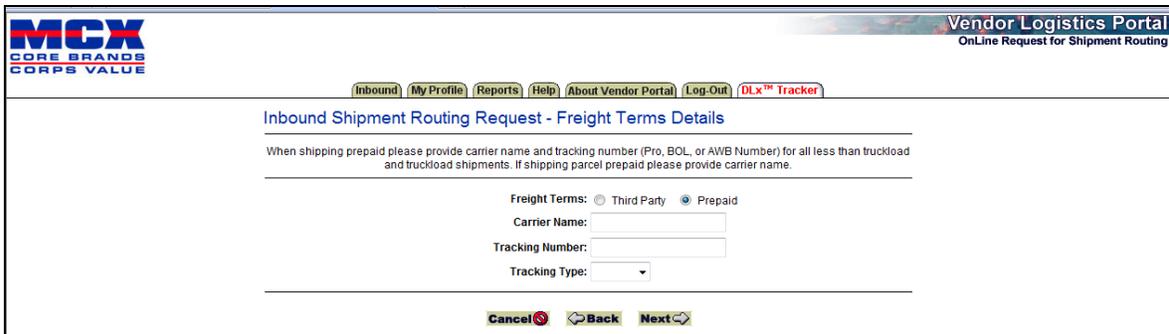
[Cancel](#) [Back](#) [Next](#)

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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.



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 of the carrier that you are using for this shipment.

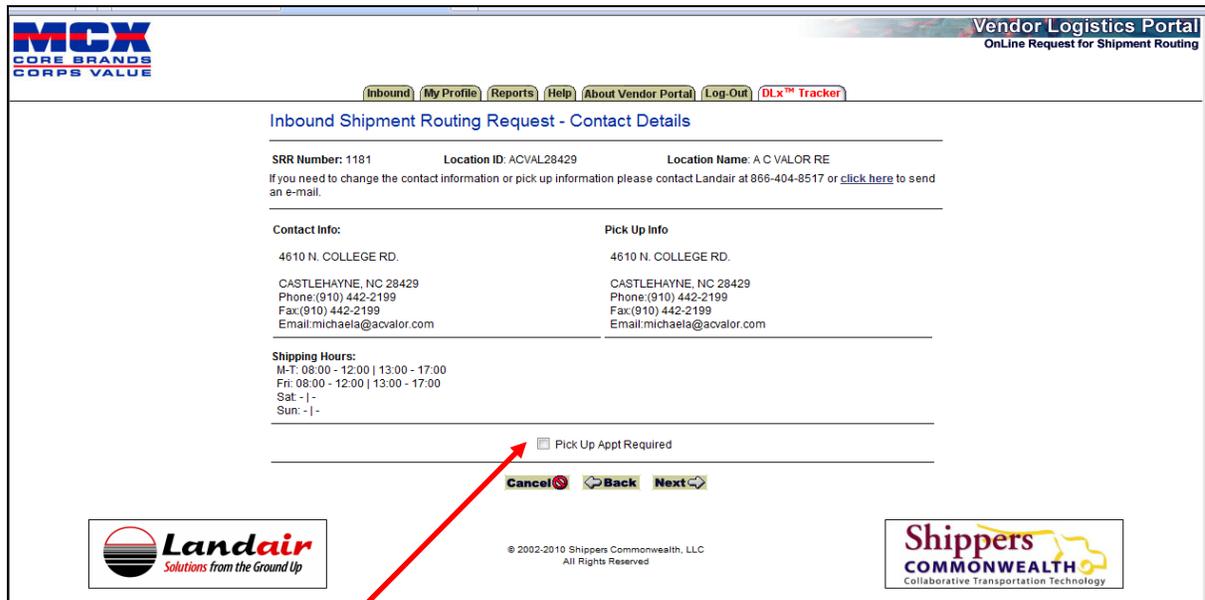
Tracking Number: Enter the complete carrier tracking number for this shipment.

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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OnLine Request for Shipment Routing

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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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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.

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

Shipment Routing Request Number: 1181

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

Origin Location Information

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

Pick Up Info:

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

Shipping Hours:

From - Thru	From - Thru
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: No

Receiving Location Information

Location ID: MCX_PENDLETON
Location Name: MCX PENDLETON WAREHOUSE
Contact Info:
BLDG 1108
CAMP PENDLETON, CA 92055
Phone:(760) 725-6233
Fax:
Email:

Receiving Info:

BLDG 1108
CAMP PENDLETON, CA 92055
Phone:(760) 725-6233
Fax:
Email:

Receiving Hours:

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

Delivery Appt Required: Yes

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			



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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	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

The Inbound Shipment Routing Request – Summary page will open.

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

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OnLine Request for Shipment Routing

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Inbound Shipment Routing Request - Summary

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.

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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	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	0-25-10	0010005

Click on the BOL# to open the printable BOL

Click Printer Friendly for a PDF version to print

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OnLine Request for Shipment Routing

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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>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>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>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 ___X___ Collect _____</p> <p><input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading</p>
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CUSTOMER ORDER INFORMATION									
Valid MCX PO #	Site #	Product Description	Cartons	Weight	Cube	PALLET (CIRCLE ONE)		# OF PALLETS	Freight Class
453827	01100	test	25	2500	300	(Y)	N	10	175
GRAND TOTAL			25	2500	300				

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.

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		Pick Up Appt Required: no							
FOB: []									
SHIP TO		CARRIER NAME: OLD DOMINION							
Name: MCX PARRIS ISLAND	Location #	Trailer Number:							
BEAUFORT WAREHOUSE	MCX_BEAUFORT	Serial Number(s):							
Address: DEFRANC BLVD BLDG 406		SCAC: ODFL							
MCRD PARRIS ISLAND		Pro Number:							
City/State/Zip: PARRIS ISLAND, SC 29905		Seal Number: _____							
Contact Name:		Freight Charge Terms: (freight charges are prepaid unless marked otherwise)							
Contact Phone: (843) 228-1552	FOB: [x]	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 property as follows:						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

Vendor Logistics Portal
OnLine Request for Shipment Routing

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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: ACVAL28429

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>
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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

Vendor Logistics Portal
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

Vendor Logistics Portal
OnLine Request for Shipment Routing

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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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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:

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:

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