

USER GUIDE

MCX Routing and Shipping

Packing, Marking, Movement, and Non-compliance

08 February 2013



Landair
Solutions from the Ground Up

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	02/06/13	Complete Update New Format – mods to sections 3, 6, 7, 12, 13, 14, 15, 17, 18, 19, 23

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Headquarters US Marine Corps
Semper Fit and Exchange Services Division
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, appearing to read 'Cindy Whitman Lacy', written over a light blue horizontal line.

Cindy Whitman Lacy
Chief Operating Officer

Deputy Director, Business Operations

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.

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

1. TMS Portal

The Marine Corps Exchange requires all 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 2 business days 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. Refer to the **Vendor Logistics Portal User Guide** 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 detail validations (prepaid) are required to be entered through the Vendor Logistics TMS Portal at www.usmc-mccs.org/shipping

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 each shipping origin must obtain a unique Location ID which will be used as their Login ID to the portal. See Section 22 **TMS Setup Form**

Ensure the person initiating the routing request or order validation has:

- the shipper's Location ID
- the MCX order number
- carton/piece count
- weight (rounded to the nearest pound including pallet weight)
- cube (rounded to the nearest cubic foot)
- commodity
- MCX site number
- shipment available date
- 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.

Once the Shipment Routing Request has been approved and a carrier assigned you will receive a Freight Routing Notification (FRN) E-mail, to the email address on the Vendor Logistics TMS Portal shipper account, within 4 business days of request and not to surpass the close ship date. 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.

The email will include the following information.

- SRR#
- Ship Date (must ship on or one business day before or after of this date)
- MBOL#
- Carrier SCAC
- Carrier Name and Service
- Destination
- Important Compliance
- Attachments

2. Packing, Marking Cartons and Addresses

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 shipper's responsibility. MCX encourages the use of "environmentally friendly" packing materials whenever possible.

Failure to package merchandise properly may result in short pay on invoice and/or non-compliance fees. MCX will not be responsible for concealed damage or defective merchandise, items will be returned at vendor's expense.

All fragile and breakable items (glassware, crystal and gift items) must be packaged with ample packing materials to protect merchandise from breakage. Cartons must be marked "**FRAGILE.**"

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 requires shippers to consolidate and bundle orders into as few shippable units 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

3. Small Parcel Consolidation and Bundling

There are two options to support consolidation of small parcel cartons into a combined shipment.

Option 1:

Consolidate the individual cartons with the same site number destination into an over-pack box. Under this option there are certain rules that should apply.

- a. The master carton must possess the strength to support the combined weight. The following chart might assist in ensuring the carton strength. You can also contact your corrugate provider for your specific product strength.

Maximum Weight of Contents (lbs.)	Size Limit of Box (inches) L + W + H	Bursting Test (lbs. per sq. in.)	Edge Crush Test (ECT) (lbs. per in. width)
---	---	--	---

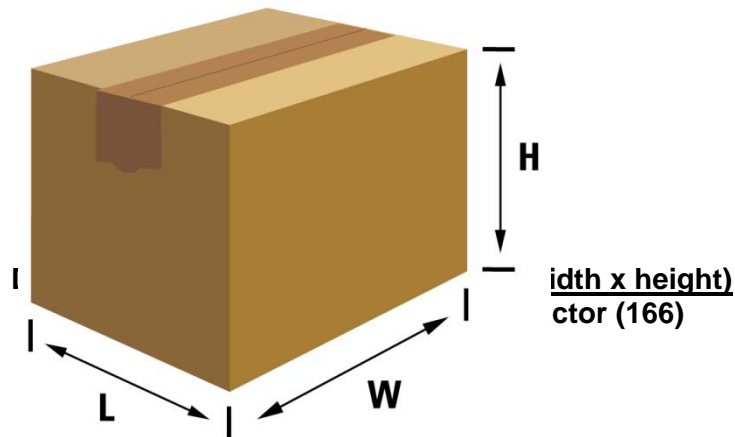
SINGLE WALL CORRUGATED CONTAINERS

30	75	200	32
40	75	200	40
50	85	250	44
65	95	275	55
80	105	350	NA

DOUBLE WALL CORRUGATED CONTAINERS

60	85	200	48
80	95	275	51
100	105	350	61
120	110	400	71
140	115	500	82

- b. The heavier the over-pack carton, the more likely the opportunity for carton and product damage. The suggested maximum combined weight of the carton should not exceed 70 pounds.
- c. The DIM factor of the master carton must not exceed 166 inches. Shipments larger than 166 inches should be broken down into smaller shipments.
- 1) Effective January 3, 2011 the DIM factor FedEx and UPS use changed, from 194 to 166 for U.S. Domestic air and ground packages (applies to ground packages 3 cubic feet or larger) and from 166 to 139 for many international services.



- d. Each carton in the master / over-pack carton must have an individual carton label.
- e. Vendors that already perform the over-pack function should verify proper execution.

Option 2:

Banding or strapping of smaller cartons is another method of ensuring a freight savings when shipping multiple small parcel cartons to the same destination. Under this option there are certain rules that should apply.

- a. Each carton in the bundle will still need its individual carton label and be destined to the same site number destination.
- b. There will only be one UPS / FedEx tracking label applied to the bundle.
- c. The strapping or banding material should be strong enough to support the combined weight of the cartons in the bundle. The bundle should not exceed 70 pounds.
- d. The DIM factor of the master carton must not exceed 166 inches. Shipments larger than 166 inches should be broken down into smaller shipments.
- e. Any shipments sent directly to Iwakuni Japan cannot be bundled due to International regulations and requirements. These should be shipped as consolidated cartons, use Option 1 for consolidation guidelines. Bundles are authorized if shipped to one of the consolidation points in WCDC Chino CA, Coastal Stockton CA, or KPAC Wilmington CA.
- f. Vendors that already perform the strapping / banding function should verify proper execution. Other vendors might need to contact a specialist if they desire to execute this option.
- g. Strapping or banding that breaks or comes apart at one of the small parcel carrier terminals will be the responsibility of the vendor.

- h. Strap tension should be adequate enough to support the bundle but not enough to damage the product.
- i. Ensure the strapping / banding material is resistant to moisture.

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.

*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.

4. UCC-128 Carton Labels

All individual cartons must be labeled. UCC-128 Carton labels are only mandatory for vendors that have finished EDI testing with MCX. 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 barcodes in the space of Zones F, G & H must be below the fold and readable by a scanner. Do not place labels over product UPC/Barcode data; this creates product receiving and inventory issues.

When consolidating, place the master UCC-128 label onto the over-pack carton or onto the lead carton in the bundle with each inside carton labeled individually.

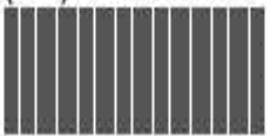
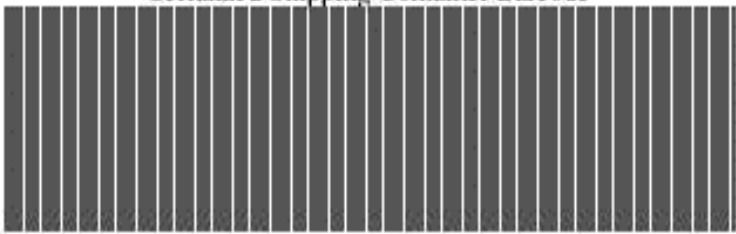
Labels are required to have the following information.

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)
- 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 →	Serialized Shipping Container Barcode  (00) 0 0042273 000000113 1		

5. Labeling (other than UCC-128)

All individual cartons must be labeled. Affix the 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. Do not place labels over product 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.)

When consolidating, place the master label onto the over-pack carton or onto the lead carton in the bundle with each inside carton labeled individually.

6. Packing Slip

All MCX shipments require an audible shipping document such as a packing slip, detailed UCC-128 label, carton content label or a carton imprint of contents for internal receiving audits. An EDI 856 ASN transmission does not full fill the requirement for an audible shipping document at this time.

The document should contain the UPC and/or Style information and quantity shipped.

If using a packing slip it should be placed on or in the lead carton.

7. Pallet/Floor Loads/Slip Sheets

With the exception of furniture, large appliances, large fixtures/displays and some other oversized commodities; all product bulk 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."

8. Addresses

The MCX shipment is to be shipped to the address notated on the Vendor Logistics Portal BOL.

The address provided at the time of routing supersedes the address that appears on the purchase order. Shipping to the incorrect address will result in non-compliance fees.

NOTE: A complete listing of MCX addresses is available to download at www.usmc-mccs.org/shipping select site listing from left-hand menu.

9. Loading/Unloading

The vendor/shipper will load all MCX shipments at their 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.

10. Appointment Process

Verify that the BOL instructs 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

MCX ROUTING & SHIPPING INSTRUCTIONS 2013

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 ROUTING & SHIPPING INSTRUCTIONS 2013

Facility	Address	Address2	City	State	Zip	Phone
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 WCDC	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 (FEDEX/UPS)	MCB HAWAII KANEOHE BAY	MCX BLDG 1404	KANEOHE BAY	HI	96863	808-254-7532 OR 7533
MCX KANEOHE BAY (CHINO FREIGHT FORWARDER)	050 KBAY C/O NEX WCDC	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 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 ROUTING & SHIPPING INSTRUCTIONS | 2013

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

11. 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, losses that cannot be recovered from the carrier will be charged back to the vendor.

Origin/Collect Third Party shippers must route via the carrier and method instructed by the Freight Routing Notification (FRN) email. Pay close attention to your FRN email to ensure you are shipping using the correct ship to address, carrier, service method and account billing.

The address provided at the time of routing supersedes the address that appears on the purchase order. Shipping to the incorrect address will result in non-compliance fees.

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.

Small Package Carrier

If FedEx or UPS is indicated, you must ship and bill using the MCX FedEx or UPS account number provided on the FRN email.

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

The shipper is required to prepare the small package carrier 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.

LTL/TL Carrier

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 our BOL.

The MCX shipment is to be shipped to the address notated on the Vendor Logistics Portal BOL.

For all LTL and TL loads where MCX pays freight, the FRN will provide carrier contact information for the shipper to arrange pickup.

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:

MCX c/o

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 16**.

12. Parcel Post Insured (PPI)**Iwakuni Japan**

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://cns.usps.com/go>

Each package must be less than 70 lbs. and 130" (length plus girth).

Package shipment in 40 – 60 pound boxes 84" or less (length plus girth) for best 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 2976-A 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 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.

CONUS and Kaneohe Bay Hawaii

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

13. FedEx and UPS (OCONUS)

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

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.

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

Orders for Iwakuni Japan and Kaneohe Bay 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.

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

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.

Merchandise cannot be palletized.

HAZMAT merchandise is not authorized to ship FedEx/UPS.

Vendor is responsible for arranging FedEx/UPS pick up.

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.

Average delivery to Iwakuni is 5-10 days

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

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.

Average delivery to Kaneohe Bay Hawaii is 2-5 days

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

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.

14. OCONUS 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.

All shipments less than 8,000 lbs., 800 cube, and 8 pallets for OCONUS locations must be sent to the appropriate address for container stuffing and sent over the water, unless otherwise directed by the HQ MCX CBO or OCONUS merchandise coordinator. See table below to verify correct address.

All shipments over 8,000 lbs., 800 cube, or 8 pallets are required to ship via source load; see **Section 16**.

All OCONUS LTL shipments must be routed using Vendor Logistics TMS Portal to qualify for MCX payment.

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:

MCX c/o

Landair Transportation

PO Box 938

Greeneville, TN 37744

Collect billing or bill destination is not authorized.

For combined shipments to the same final destination, each carton must be marked with the appropriate PO number and final destination. Iwakuni Japan and Kaneohe Bay are not authorized to be combined on the same pallets. 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.

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 909-517-2665
Chill Products	MCX Iwakuni Warehouse c/o Coastal Pacific 1015 Performance Dr. Stockton, CA 95206 209-983-2454
Frozen Product	MCX Iwakuni Warehouse c/o Coastal Pacific 1015 Performance Dr. Stockton, CA 95206 209-983-2454

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

Dry Products	050 MCCS Kaneohe Bay Hawaii C/O Navy Exchange West Coast Distribution Center 4250-OS Eucalyptus Ave Chino, CA 91710 209-983-2454
Chill Products	050 MCCS Kaneohe Bay Hawaii C/O K PAC 1420 Coil Ave Wilmington, CA 90744
Frozen Product	050 MCCS Kaneohe Bay Hawaii C/O K PAC 1420 Coil Ave Wilmington, CA 90744 619-237-5832

15. 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:

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 2012 shipping to Iwakuni needs 1 container =
TCN# M95162035121234XXX

Example:

POKBM863001 ordered on 5 Jul 2012 shipping to Kaneohe needs 2 containers = TCN#
M95115186128630XAX & M95115186098630XBX

Definitions:

Iwakuni DODAAC: M95162

Kaneohe DODAAC: M95115

Date order placed is the date of the purchase order.

Julian date:

Date Order placed (from PO) – DDDYY Ex: Jan 1st 2012 would be - 00112

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: MCX3

Kaneohe: MCX3

Line of Accounting:

MCX3: 17 20132013 1106 4A3G 95490 MCX320130000 M00088 220 M0008813CB0MCX3
AA 067443 2D

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

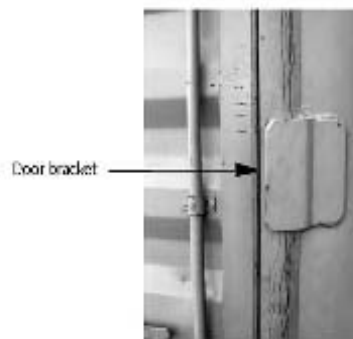
FPO AP 96310-0019

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: (2013, 2014, 2015, 2017, 2018, 2019, 2021, 2022 ...)

Leap years: (2012, 2016, 2020, 2024 ...)

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.

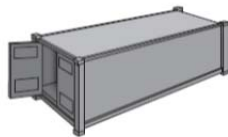
Fitted with bar systems for Garment on Hanger (GOH) cargos in some inventories/trade lanes.

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

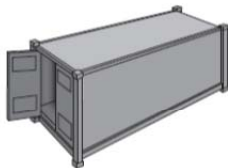
Specifically for light, voluminous, or over-height cargo.

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

16. 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 unless previously an agreement is on file with MCX prior to use. 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.

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:

MCX c/o

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.

Sample BOL generated by the Vendor Logistics TMS Portal

BILL OF LADING										
SHIP FROM					Bill of Lading Number: 476501 SRR Number: 498914, 498918 RGA Number: Pick Up Appt Required: no Delivery Appt Required: yes CARRIER NAME: YRC Trailer Number: Serial Number(s): SCAC: RDWY Pro Number: Seal Number: _____					
Name: GEAR FOR SPORTS-BORDER WAREHOUSE Address: 1300 W. Sharm Dr. City/State/Zip: PHARR, TX 78577 Location # GEARF78577 FOB: []										
SHIP TO					Freight Charge Terms: (freight charges are prepaid unless marked otherwise) Prepaid _____ Collect _____ 3 rd Party <u>X</u>					
Name: MCX SAN DIEGO WAREHOUSE Address: 3800 CHOSIN AVE BLDG 148 MCRD SAN DIEGO City/State/Zip: SAN DIEGO, CA 92140 Contact Name: SHAWN NIEDERHAUSER Contact Phone: (619) 725-6487 Location # MCX_SANDIEGO FOB: [X]										
BILL TO					<input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading					
Name: MCX Address: C/O LANDAIR PO BOX 938 City/State/Zip: GREENEVILLE, TN 37744										
SPECIAL INSTRUCTIONS:										
CUSTOMER ORDER INFORMATION										
Valid MCX PO #	SRR #	Site #	Product Description	Cartons	Weight	Cube	PALLET \$ (CIRCLE ONE)	# OF PALLET \$	Freight Class	
832062	498914	09100	Sports Clothing	9	260	33				70
832067	498914	09100	sports Clothing	12	377	34				70
834842	498918	09103	Sports Clothing	3	60	7				70
GRAND TOTAL					24	697	74	Y	(N)	0
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. Shipper Signature			
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: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver <input type="checkbox"/> By Driver/pallets said to contain <input type="checkbox"/> 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.		

Sample Master BOL with underlying pages generated by the Vendor Logistics TMS Portal

BILL OF LADING										
SHIP FROM					Bill of Lading Number: 502561					
Name: GEAR FOR SPORTS- BORDER WAREHOUSE		Location # GEARF78577			SRR Number: 531116, 531114, 531109, 531117, 531087, 531112					
Address: 1300 W. Sharm Dr.					RGA Number:					
City/State/Zip: PHARR, TX 78577					Pick Up Appt Required: no					
FOB: []					Delivery Appt Required: yes					
SHIP TO					CARRIER NAME: YRC					
Name: LANDAIR GREENEVILLE CROSS DOCK		Location # LNDR_TN_XDOC			Trailer Number:					
Address: 310 T. ELMER COX DRIVE C/O LANDAIR DIST WAREHOUSE					Serial Number(s):					
City/State/Zip: GREENEVILLE, TN 37743					SCAC: RDWY					
Contact Name:					Pro Number:					
Contact Phone: (866) 404-8517					Seal Number: _____					
FOB: [X]					Freight Charge Terms: (freight charges are prepaid unless marked otherwise)					
					Prepaid _____ Collect _____ 3 rd Party ___X___					
BILL TO					[X] Master Bill of Lading: with attached underlying Bills of Lading					
Name: MCX										
Address: C/O LANDAIR PO BOX 938										
City/State/Zip: GREENEVILLE, TN 37744										
SPECIAL INSTRUCTIONS:										
CUSTOMER ORDER INFORMATION										
Valid MCX PO #	SRR #	Site #	Product Description	Cartons	Weight	Cube	PALLETS (CIRCLE ONE)	# OF PALLETS	Freight Class	
See Attached Supplement Page										
GRAND TOTAL					17	280	29	Y	(N)	0
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(e) (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.					
SHIPPER SIGNATURE / DATE					SHIPPER SIGNATURE					
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:					
					<input type="checkbox"/> By Shipper <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver <input type="checkbox"/> By Driver/pallets sold to contain <input type="checkbox"/> By Driver/Pieces					
SHIPPER SIGNATURE / DATE					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.					

SUPPLEMENT CUSTOMER ORDER INFORMATION									
Valid MCX PO #	SRR #	Site #	Product Description	Cartons	Weight	Cube	Freight Class		
860356	531116	3132	18100	Sports Clothing	4	98	7	70	
860349	531114	3132	04100	Sports Clothing	3	32	5	70	
860353	531109	3132	05102	Sports Clothing	2	12	3	70	
860350	531117	3132	03100	Sports Clothing	3	27	5	70	
860351	531087	3132	01100	Sports Clothing	2	27	4	70	
860352	531112	3132	05100	Sports Clothing	3	84	5	70	

17. Prepaid and Destination Shipments

All guidance listed within this document, in previous sections, must still be followed with the exception of using MCX carriers and accounts.

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.

18. Non-Compliance Chargeback Information

Please know that MCX works with all of our vendors and understands that mistakes occur, however we have to impose fees when our procedures and policies are not followed and it creates an increased work load for our business partners and staff. MCX 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 |

Vendors are only authorized to ship merchandise listed on the Purchase Order, Open Purchase Order, or Direct Delivery Contract established by the Headquarters U.S. Marine Corps Semper Fit and Exchange Services Division 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 chargeback(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.

19. 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.
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.

20. 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.

21. Contact Information

Landair

Phone: (866) 404-8517

Fax: (423) 783-1369

Email: mcx@landair.com

HQ MCX Operations

Phone: (703) 784-5336

Fax: (703) 784-5354

Email: OMBMCXLOGISTICS@usmc-mccs.org

HQ MCX Vendor Relations

Phone: (703) 432-1196

Email: OMBMCSSVENDORS@usmc-mccs.org

HQ MCX EDI Team

Phone: (703) 784-3800

Email: MCCSETEAM@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)

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

Fax: 717-770-2701

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

22. TMS Setup Form

MCX TRADING PARTNER TMS SETUP FORM

Check the box that applies to your facility.

- NEW SETUP
E-mail form to mcxvendorsetup@usmc-mccs.org or
Fax to 703-784-5354 Attention MCX Logistics
-
- UPDATE EXISTING
E-mail form to mcx@landair.com or
Fax to 423-783-1369 Attention MCX Vendor Profile

SHIPPING POINT INFORMATION

Note: List all vendor DUNS that this location is authorized to ship orders for.

A new form must be filled out for each shipping location. Send completed form to the appropriate location above.

MCX TMS Location ID (MCX will create/provide ID for new setup):

* Shipper Company Name:

* Shipper POC Name: * Phone:

* Shipper Address:

* City: * State:

* Country: * Postal Code:

* Shipping Location Fax: * Commodity:

MCX recommends that our vendors provide an Open Mail Box or Group E-mail to decrease the occurrence of our communications being unread, deleted or sent to a closed address due to turnover, out of the office or mailbox size restrictions.

* Group E-mail Address:

* Secondary E-mail Address:

* Other Contact Name: * Other Phone:

Provide the Vendor name and DUNS for each company that your facility is authorized to ship to MCX for. The "data universal numbering system," known as DUNS, is a unique 9-digit number that is used by the federal government to keep track of how federal money is spent. The federal government requires organizations to provide a DUNS number as part of their proposals when doing business with a government agency. If more than 3, list them in the notes section.

Vendor Name: DUNS:

Vendor Name: DUNS:

Vendor Name: DUNS:

* Does your location require an appointment for pickup? NO YES, provide appt phone number

Shipping Hours Mon-Fri (please enter all times as Military Time ex. 1300 = 1pm)

* Earliest Appointment: * Latest Appointment:

Notes: