USER GUIDE

VENDOR LOGISTICS PORTAL

Online Requests for MCX Shipment Validation and Routing

February 2026

Powered By:

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	10/07/12	User’s Manual for TMS
Rev. 1	10/09/12	Updated screen images
Rev. 2	12/26/12	Updated Screen Images and Directions to accommodate new portal design.
Rev. 3	01/14/13	Updated Screen Images and Directions to accommodate portal modifications.
Rev. 4	01/28/13	Revised based off of team edits
Rev. 5	02/11/13	Revised TMS Setup Form
Rev. 6	03/29/13	Added Prepaid and Commercial Invoice Sections
Rev. 7	10/23/20	Added PO Fill and Kill Section
Rev. 8	2/4/21	Added Region Routing definition and notes around routing
Rev. 9	5/7/21	Added Density Calculator Instructions
Rev. 10	7/27/22	Removed Density Calculator Instructions – revised July 2022
Rev. 11	4/19/23	Added pallet height requirement
Rev. 12	9/10/25	Updated contact information
Rev. 13	02/09/26	Updated links

Table of Contents

1.0 GENERAL INFORMATION

1.1 System Overview

- Function
  - The function of this document is to aid the MCX business Partners in navigating the MercuryGate TMS vendor portal effectively and efficiently.

- Architecture
  - This software is a web-based transportation management application customized for third party logistic companies to provide routing and carrier selection.

- User access mode
  - Graphical User Interface.

- System Name
  - MercuryGate Transportation Management System.

1.2 Points of Contact

Following is the list of the points of organizational contact that may be needed by the user for informational and troubleshooting purposes. All communications will be returned within one business day. Direct all communication regarding transportation and/or routing to Landair, and if no answer is received then contact the Covenant Logistics Escalation team. Contact the MCX Logistics department if you have any concerns or unresolved communications.

- Landair Transport, Inc. - General Traffic and Help Desk
  - Landair Traffic
E-mail – mcx@landair.com
Phone (Direct) – 866-404-8517

- Landair Transport, Inc. - Escalation
  - Brittany Ricker, Operations Manager
E-mail – bricker@covenantlogistics.com
Phone (Direct) – 423-783-1328

  - Patrick Norris, Director of Customer Account Management
E-mail – pnorris@covenantlogistics.com
Phone (Direct) – 423-783-1246

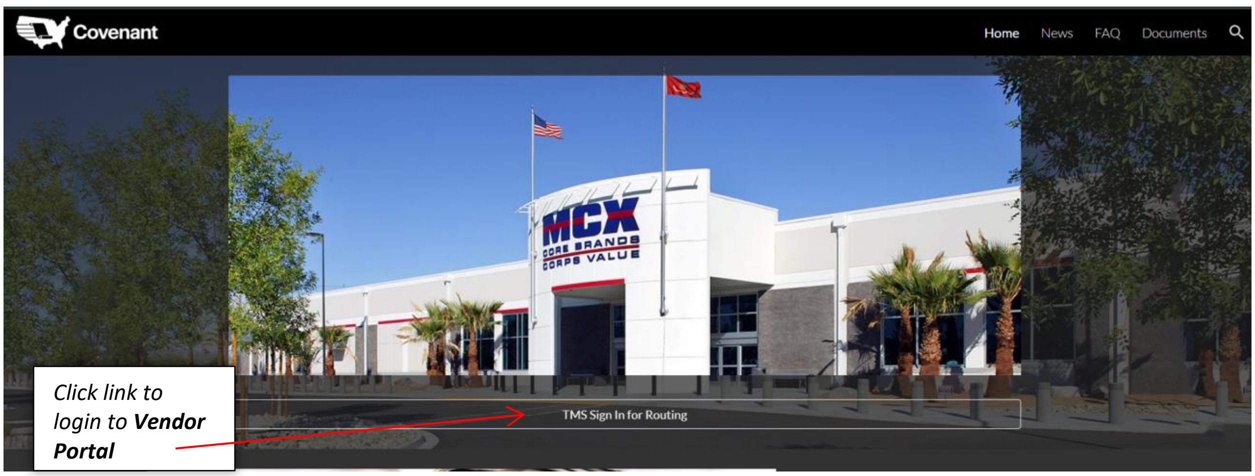
- MCX Logistics – General Traffic and Help desk
  - MCX Logistics
E-mail – OMBMCXLOGISTICS@usmc-mccs.org
Phone (Direct) – 703-784-3805

2.0 GETTING STARTED

2.1 Accessing the Vendor Portal

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

  https://sites.google.com/landairtms.com/mcx



2.2 New User Registration

If you have not received your MercuryGate Vendor Portal Login ID and Password or if you are a new location, complete the form on page 6 and submit to the applicable email address for the box that you have checked at the top right hand side of the Setup Form. Allow for at least two business days to verify information and process request. Landair will send your Login ID and Password to the emails listed on the form.

Check the box that applies to your facility.

MCX TRADING PARTNER TMS SETUP FORM

NEW VENDOR
☐ 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:

2.3 Logging In

- After clicking the ***Image*** to route your PO the user will be directed to the Landair Solutions Login Screen
- Before you can access the Vendor Portal to enter a shipment you will need your unique Login ID and Password.
- See section 2.1 for **New User Registration**
- See Section 2.5 for **Changing or Resetting Your Password** if you do not remember your Login ID and/or Password.
- Enter the ***Login ID*** and ***Password*** assigned to your location into the TMS Vendor Portal

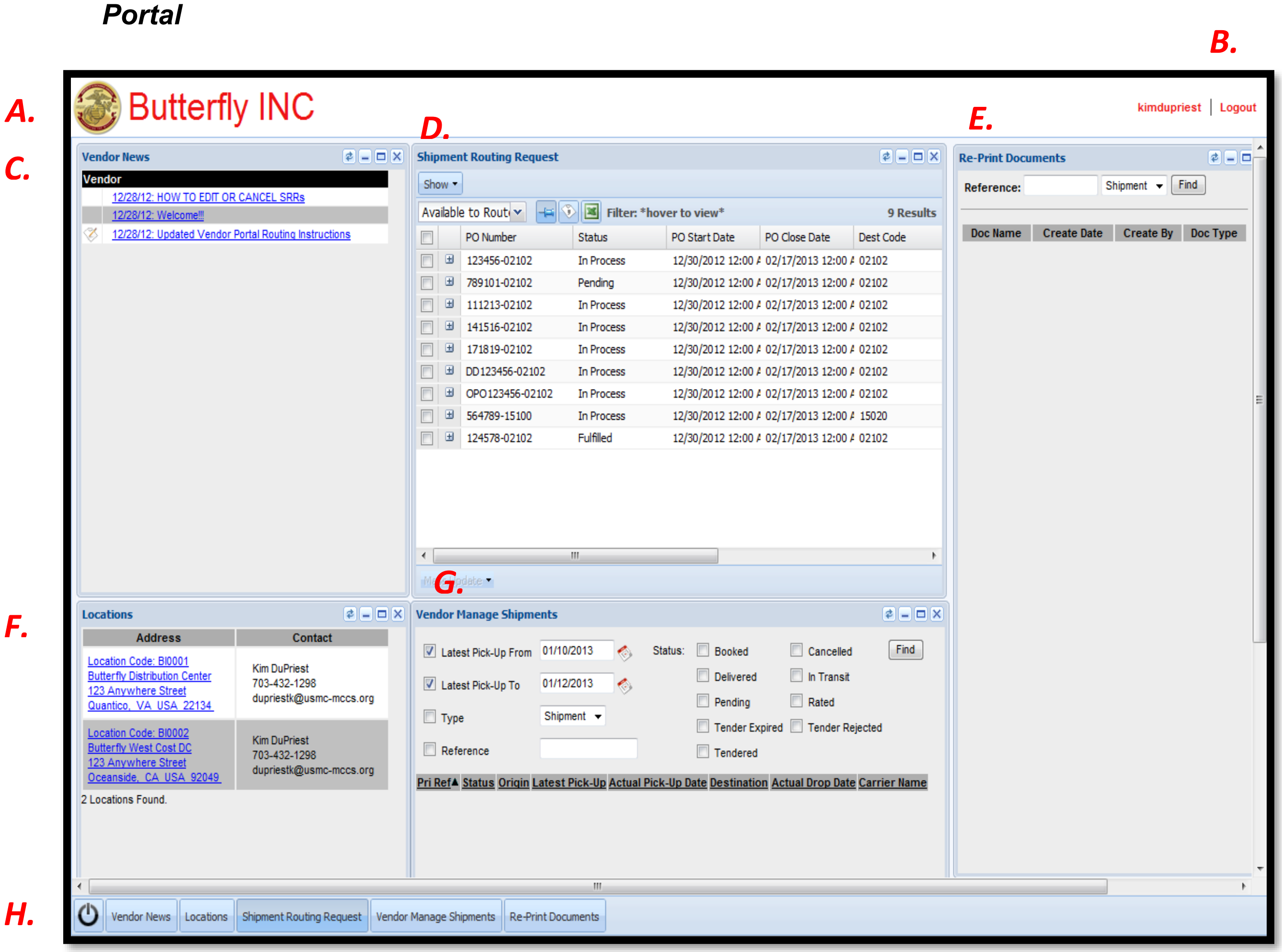
*Enter **Login ID** and **Password***

*Click **Sign In** tab to enter the portal*

*Click **Remember Me** option box to save login ID and password information to allow for faster access to the Vendor Portal.*

2.4 Vendor Home Screen

- A similar screen as shown below will appear after successfully logging into the ***TMS Vendor Portal***



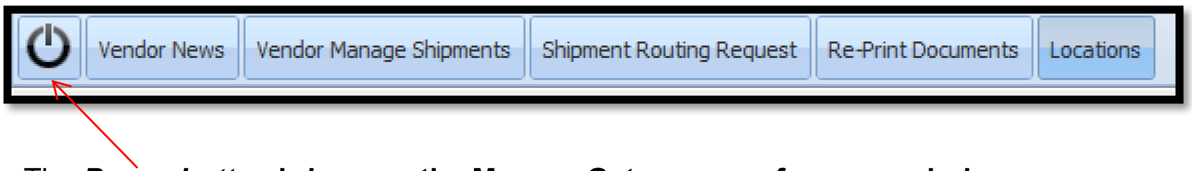
These quadrants will automatically be displayed

A. The Vendor or Shipper's Location name
B. Logout Function
C. Vendor News quadrant
D. Shipment Routing Request quadrant
E. Re-Print Document quadrant
F. Locations quadrant
G. Vendor Manage Shipments quadrant
H. Quick Launch Tab Menu

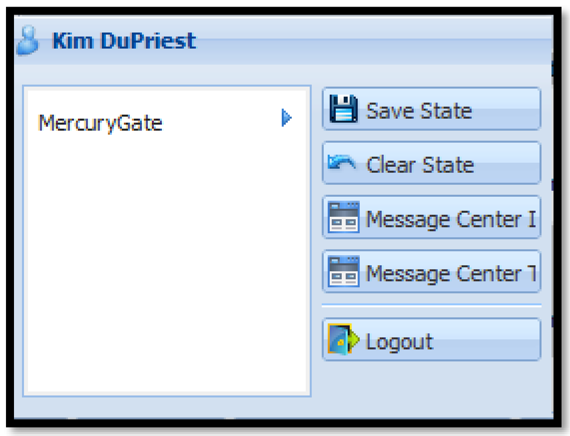
- The functions of all the ***quadrant items*** are described in detail in Section 3.0 **Using the System**

2.4.1 Quick Tab

- The ***Quick Tab*** located at the bottom of the home screen provides buttons to launch each quadrant.



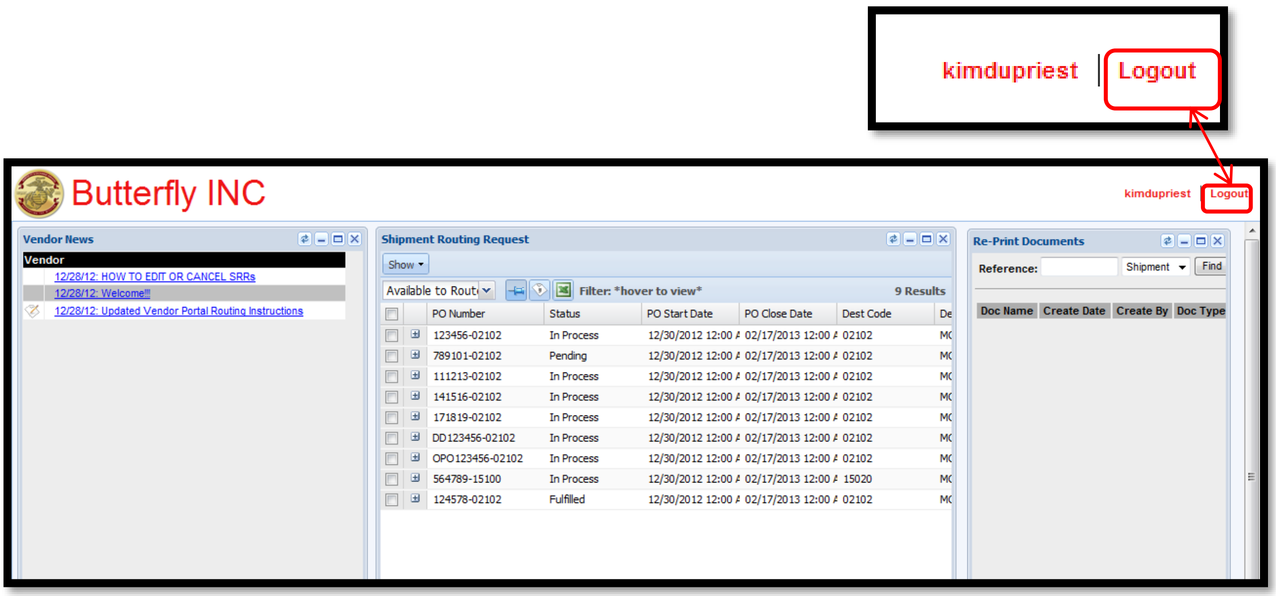
- The ***Power button*** **brings up the MercuryGate user preferences window.**



- The user can arrange the home screen by reordering, resizing, or subtracting the quadrants then using the ***quick tab*** and pressing the power button and choosing ***Save State*** to save the home screen preferences.
- To return to the default settings choose ***Clear State***
- The message Center buttons are not functional at this time.
- Choose ***Logout*** to exit the system completely
- Click the *Power button* again to return to the home screen

2.5 Exiting the System

To Exit the system click on the ***Logout*** icon in the upper right hand corner.



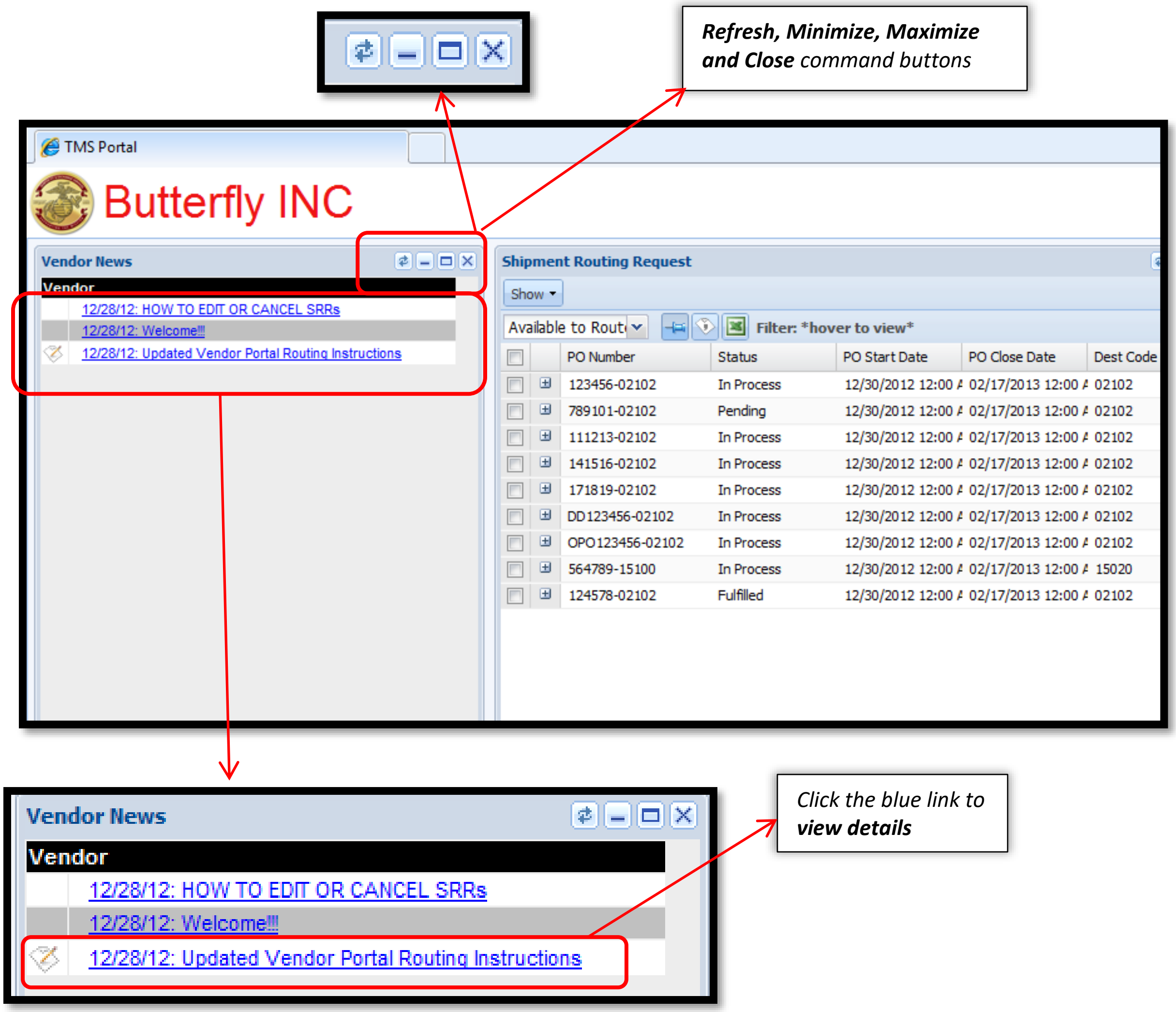
2.6 Changing or Resetting Your Password

Use the ***Forgot Password*** link on the ***login screen*** to submit a password reset request. You must enter your Login ID and e-mail. If you do not know your Login ID, send an ***email*** to ***mcx@landair.com*** or call ***866-404-8517***.

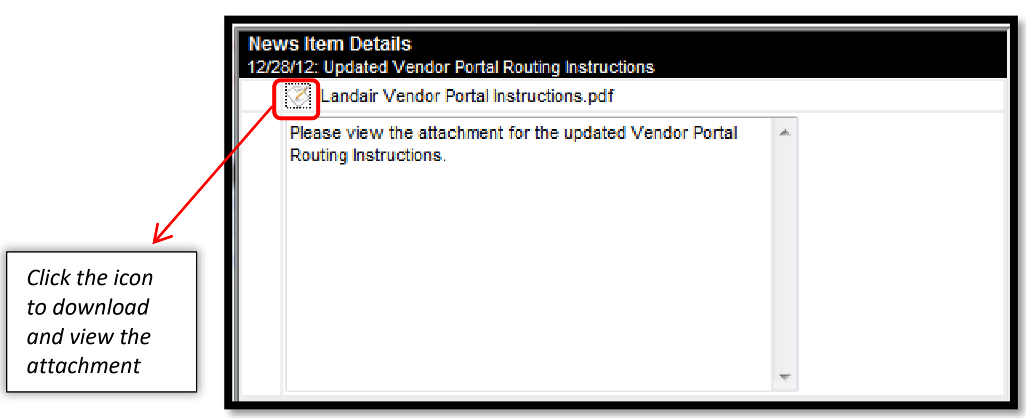
3.0 USING THE SYSTEM

3.1 Vendor News

- Important alerts concerning system updates, routing/shipping compliance, and MCX supply chain modifications will be posted in the ***Vendor News*** quadrant.
- Each alert will include the date posted to the ***Vendor News*** quadrant.
- All users are required to read the alerts prior to routing and shipping their orders.
- To view the ***Vendor News*** details, click on the blue link of the subject line in the ***Vendor News*** quadrant.



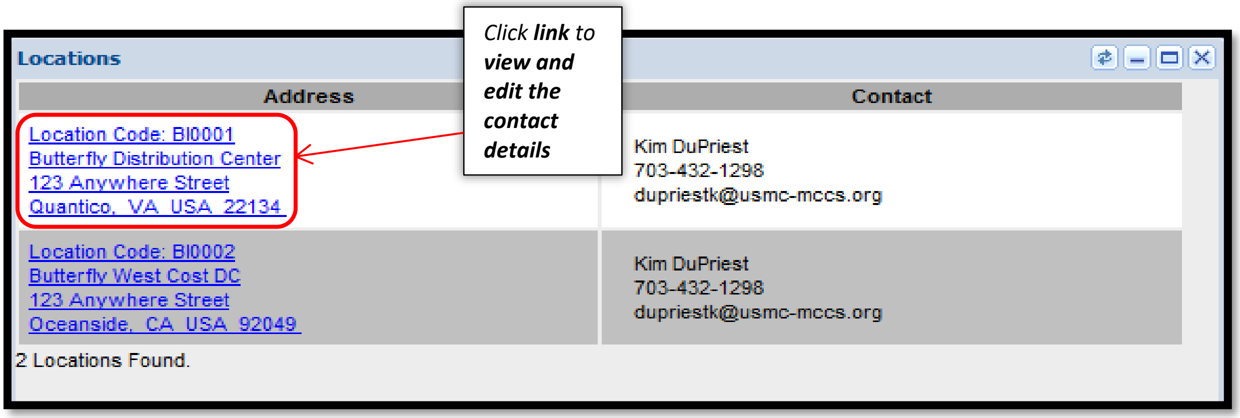
- The ***Selected link*** will appear as a dialog box with the pertinent details to include document attachments.
- Click on the document icon to download and view any attachments associated with the alert.



3.2 Locations – Shipping Points

- All of the authorized shipping points for the Vendor will be displayed in the ***Locations Quadrant***

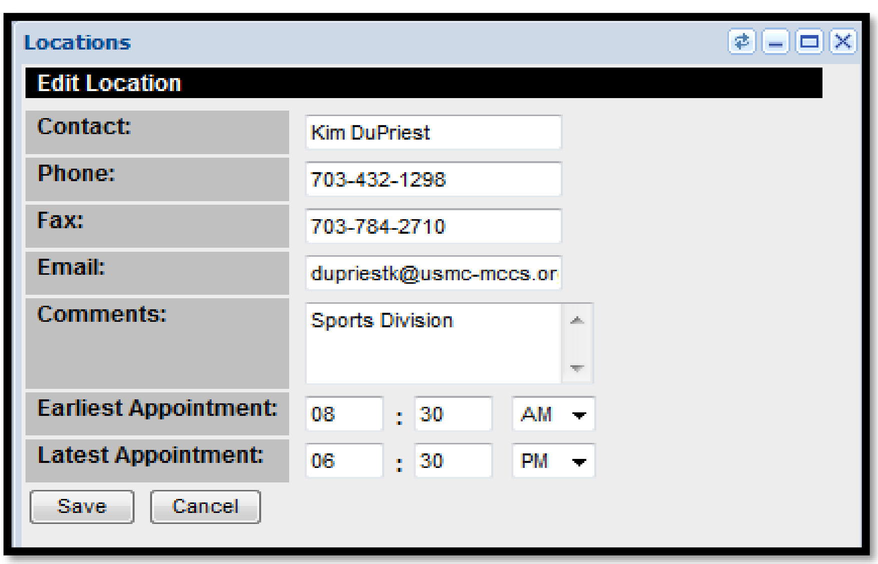
- The ***Locations*** are displayed as a list with the ***blue links*** indicating Vendor locations that are active for the user.



- To modify the shipping location address or to add a new location to the vendor, complete the ***MCX Trading Partner TMS Setup Form*** located on page 6 and email or fax to Landair.

- To modify the contact information for an address select the blue link to that location. Please note that modifying a contact for a shipping location will not change the contact that will receive the Freight Routing Notifications. To change that contact, you must email Landair at mcx@landair.com to request.

- An ***Edit Location*** Box will open, modify appropriate information and press ***Save***



The following fields can be edited by the user:

- Contact
- Phone
- Fax
- Email

(Multiple emails must be separated by a comma,)

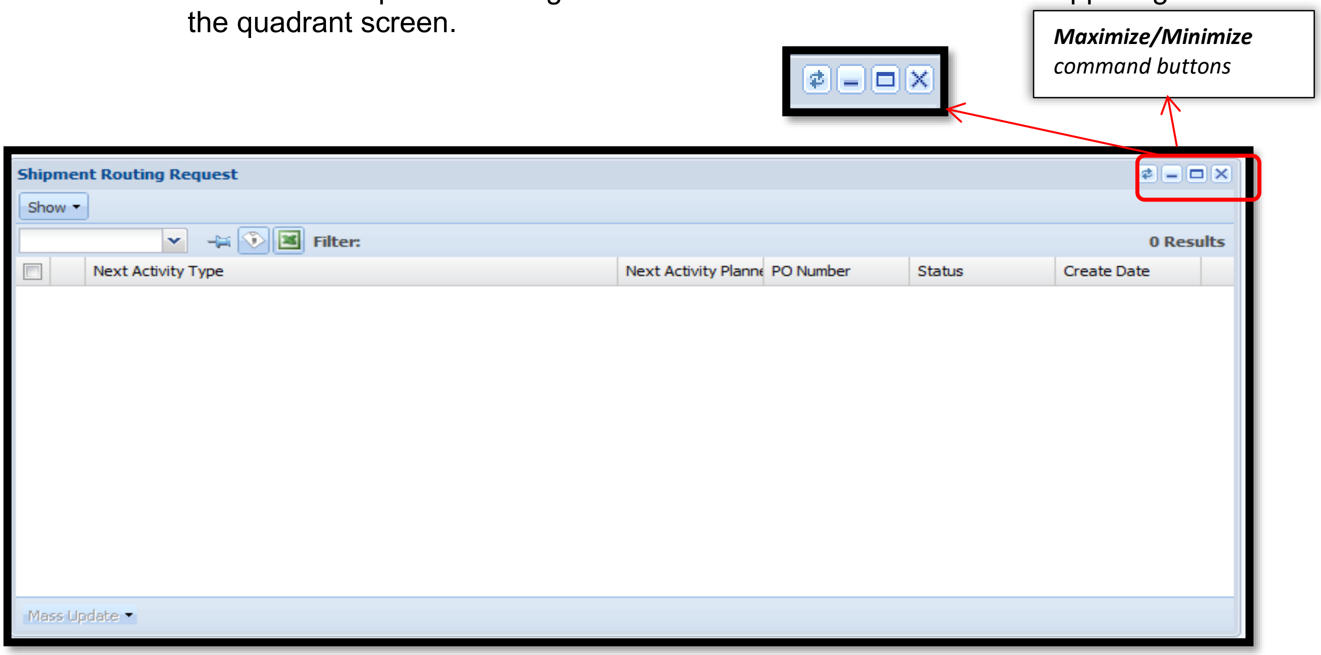
- Comments
- Earliest Appointment time
- Latest Appointment time

(Times must be entered as standard time xx:xx am/pm)

3.3 Shipment Routing Request

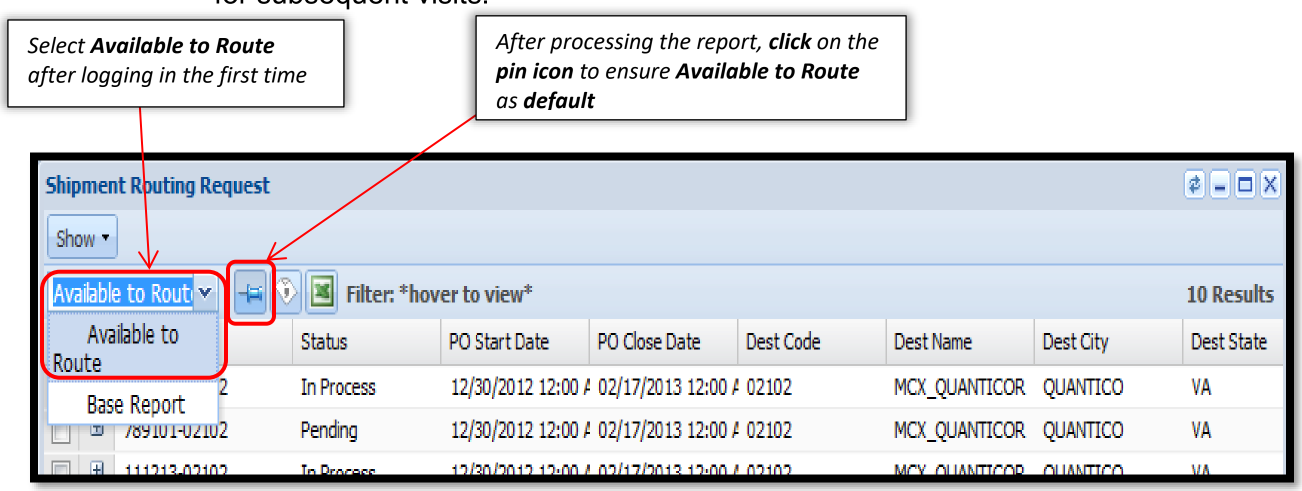
- The ***Shipment Routing Request*** quadrant is as displayed below

- Maximize the quadrant using the command buttons located on the upper right of the quadrant screen.



- The first time logging in, the ***Available to Route*** report must be selected for open orders attached to the vendor to display.

- Once the report processes, click on the ***pin icon*** to pin the report as the default for subsequent visits.

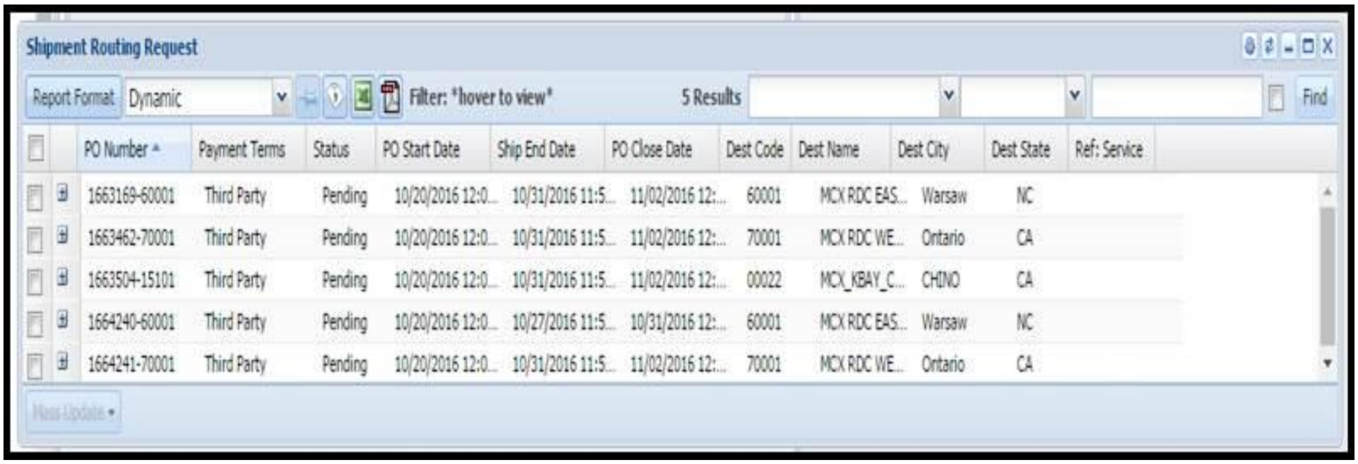


- This quadrant shows all open orders that are authorized to route by the shipper. **Any order that is past the Ship End Date will not populate**.

- Your PO will be available in your portal for routing **5 days prior to your PO Start Date and will close on the Ship End Date.**

- PO extension requests must be made to the appropriate MCX buyer.

- Shipping on a cancelled PO will result in a non-compliance fee.



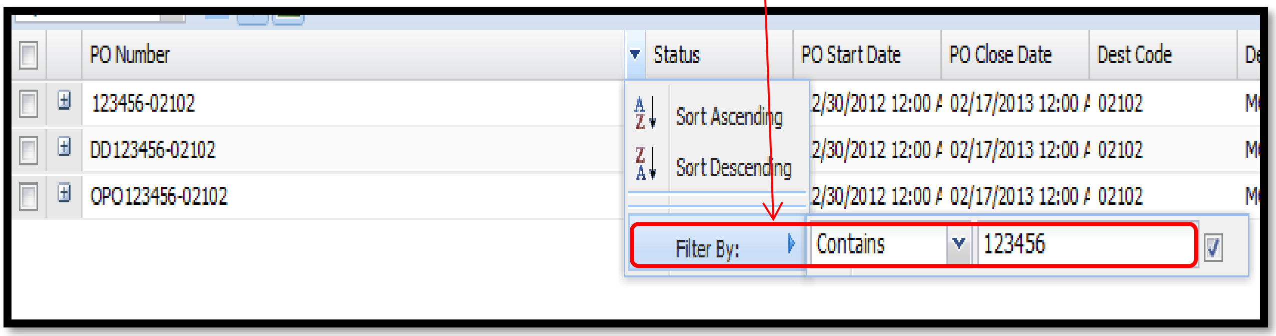
- The ***Shipment Routing Request*** columns include

  - **PO Number** – The MCX Purchase Order Number paired with the MCX Site/Store number destination
  - **Status** – the routing status of the order
    - **Pending** – no request submitted by the shipper, open order
    - **In Process** – request for routing submitted by shipper and being processed by the TMS
    - **Fulfilled** – routing has been completed
  - **PO Start Date –** authorized start shipping date designated by the MCX buyer
  - **Ship End Date –** the last date that can be selected as pickup available date
  - **PO Close Date –** Authorized close date designated by the MCX Buyer
  - **Dest Code –** the MCX site/store number as designated by the order
  - **Dest Name –** the Destination Location address code
  - **Dest City –** the MCX site/store city location as designated by the order
  - **Dest State –** the MCX site/store state location as designated by the order
  - **Ref: Service** – the type of shipping service requested by the MCX buyer

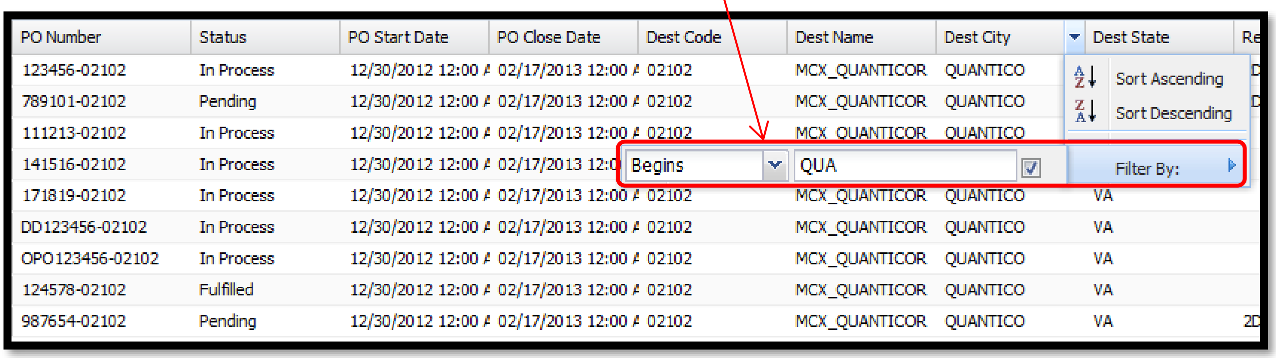
3.4 Searching Open Orders

- To locate the order(s) that you would like to request routing for use the column headers to sort and filter by your unique criteria, this minimizes your open orders to your query.

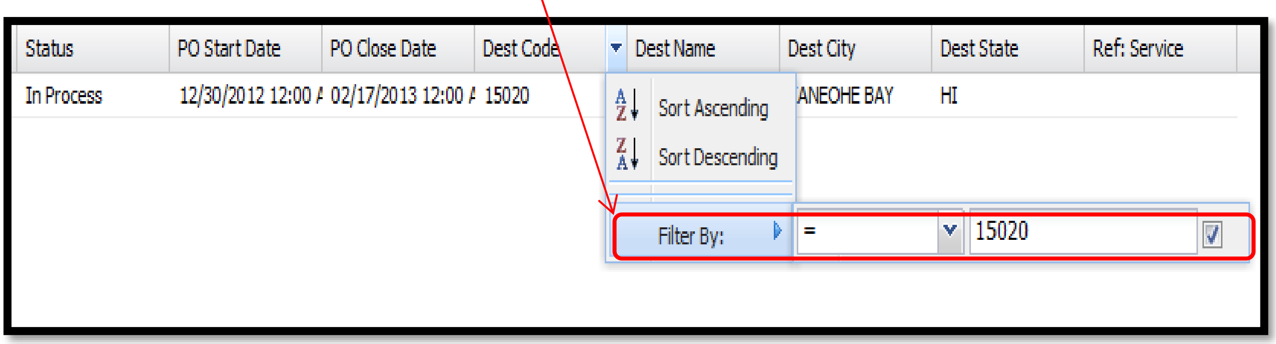
- Example: Filter by selecting category ***Contains*** and enter ***PO Number*** ex 123456



- Example: Filter ***Dest City*** to ***Begins*** QUA to only show Quantico VA orders

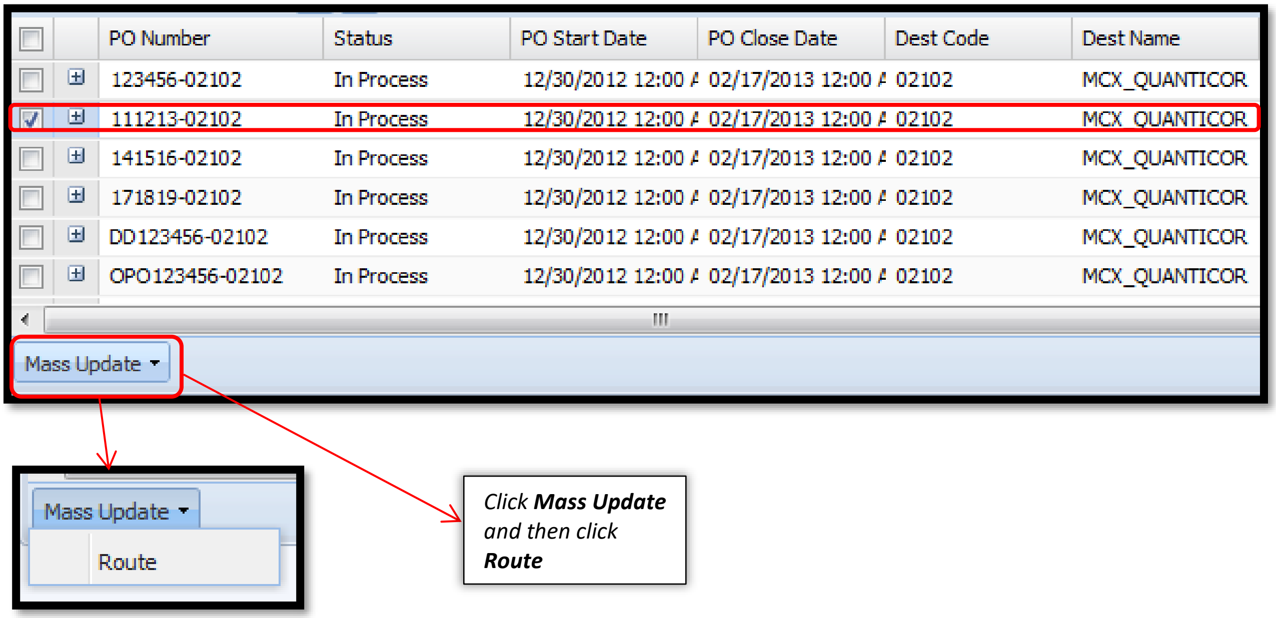


- Example: Filter ***Dest Code*** to **=** 15020 to only show Kaneohe Bay Store 15020 orders



3.4.1 Selecting a Single Order

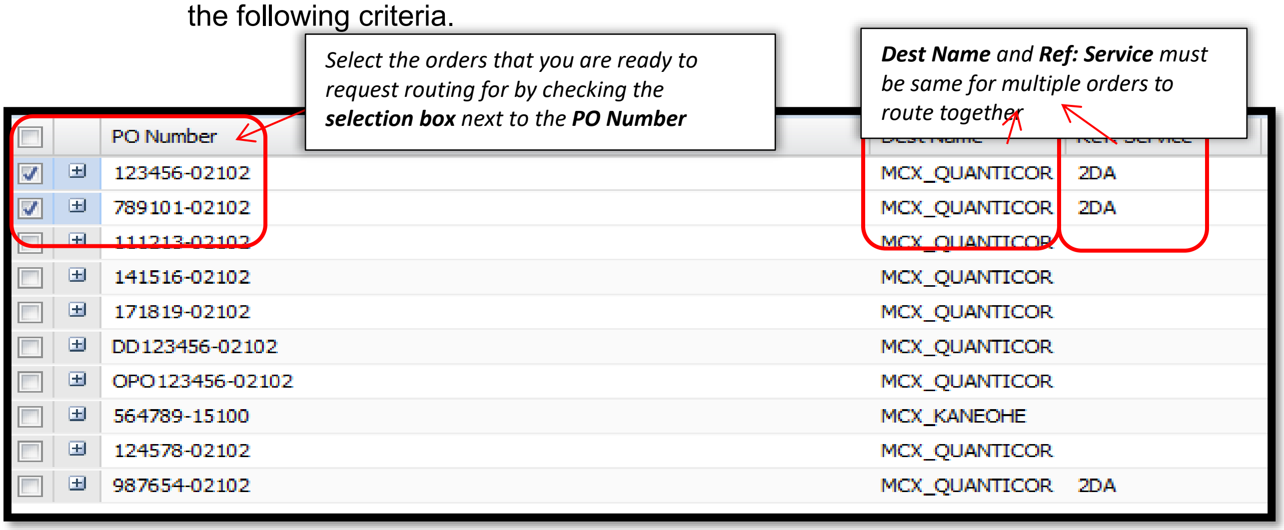
- After Filtering your open orders to locate the order that you are ready to ship select the ***PO Number*** by checking the box on the left hand side of the ***PO Number***.



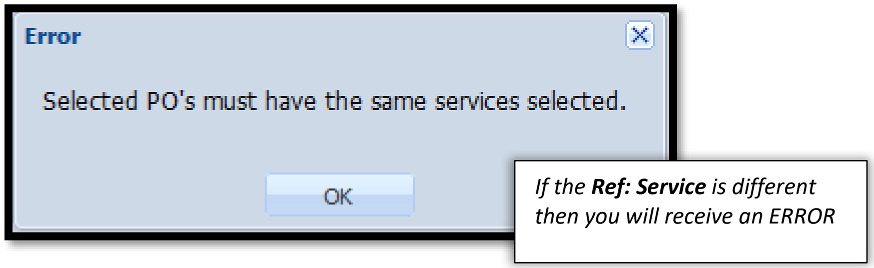
- Click ***Mass Update*** at the bottom left hand side of the window and then click ***Route.***
- After the user clicks ***Route***, the ***Request Route*** window will open with the ***Origin Location*** and ***Destination Location*** details.

3.4.2 Selecting Multiple Orders

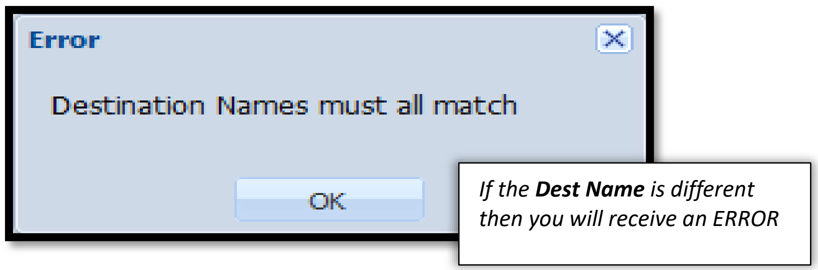
- Multiple orders can be routed together on the same request as long as they meet the following criteria.



  - They all must have the same ***Ref: Service***



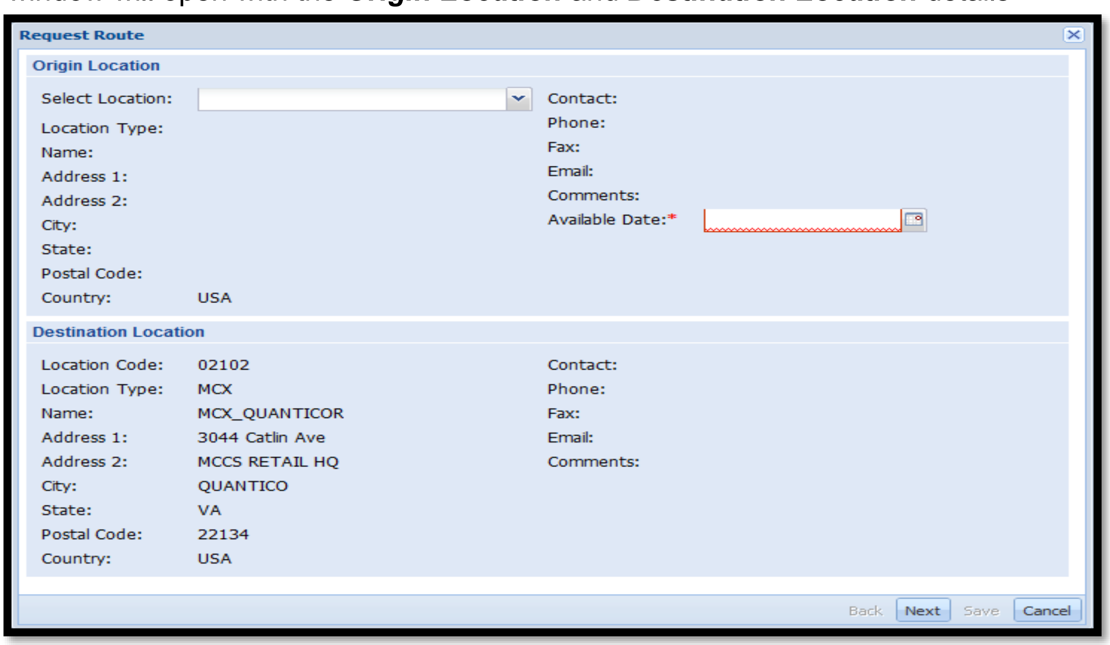
- They all must have the same ***Dest Name***



- Click ***Mass Update*** at the bottom left hand side of the window and then click ***Route***

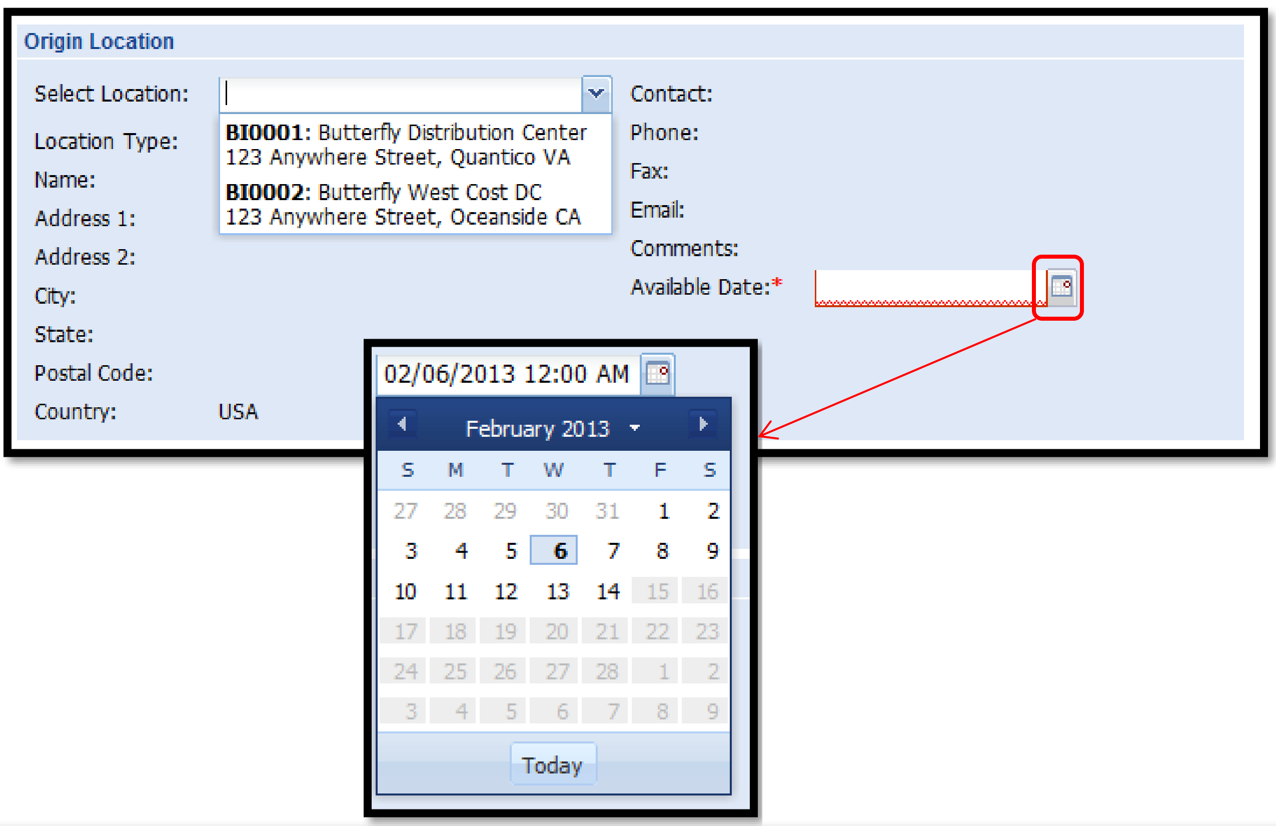
3.5 Request Routing

- After the user has selected the PO(s) and has clicked ***Route***, the ***Request Route*** window will open with the ***Origin Location*** and ***Destination Location*** details



- The ***Destination Location*** is automatically populated from the MCX order
- In the ***Origin Location*** section choose your shipping location from the drop down box to populate the ***Select Location*** field.

*All shipping points authorized to ship for the vendor will display, only choose your location, if your location in not listed see **Section 2.1 New Vendor Registration***

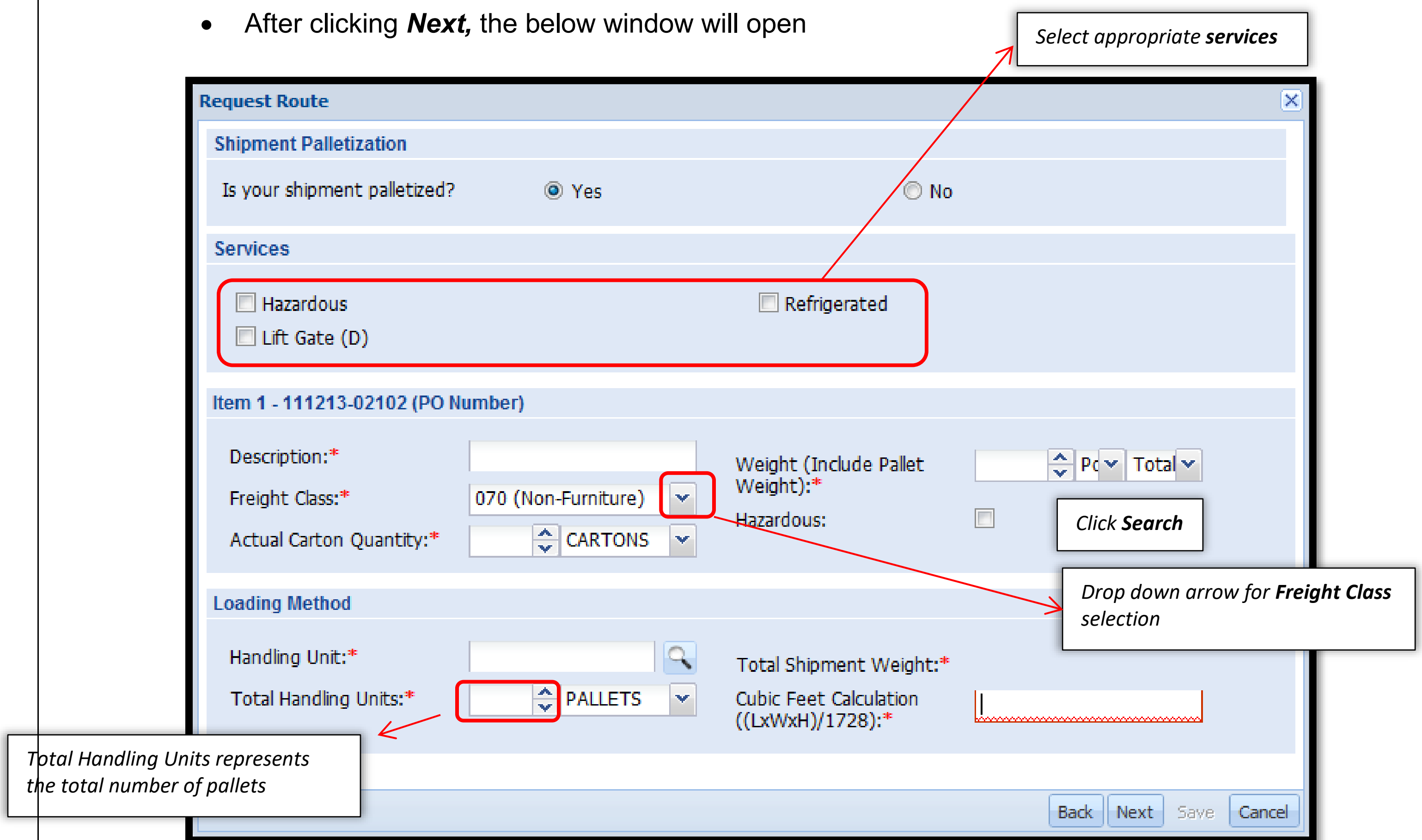


The example PO has a shipping window of 12/30/2012 to 02/17/13. The Available Date only allows shipping until 02/14/13. Two to four days may be deducted from the ship window due to weekends, holidays, and carrier requirements.

- Choose the date that the shipment will be available for pickup in the ***Available Date*** field
- If the shipment is ready now, then select the ***Today*** button
- The calendar will only populate dates within the PO shipping window
- In the bottom right hand corner click ***Next*** to continue or ***Cancel*** to end the request (the routing request will not be saved if ***Cancel*** is selected).

3.5.1 Palletized (TL/LTL) – *This only applies if your "product only" weight is greater than 150 lbs. Pallet height should not exceed 84".*

- After clicking ***Next,*** the below window will open

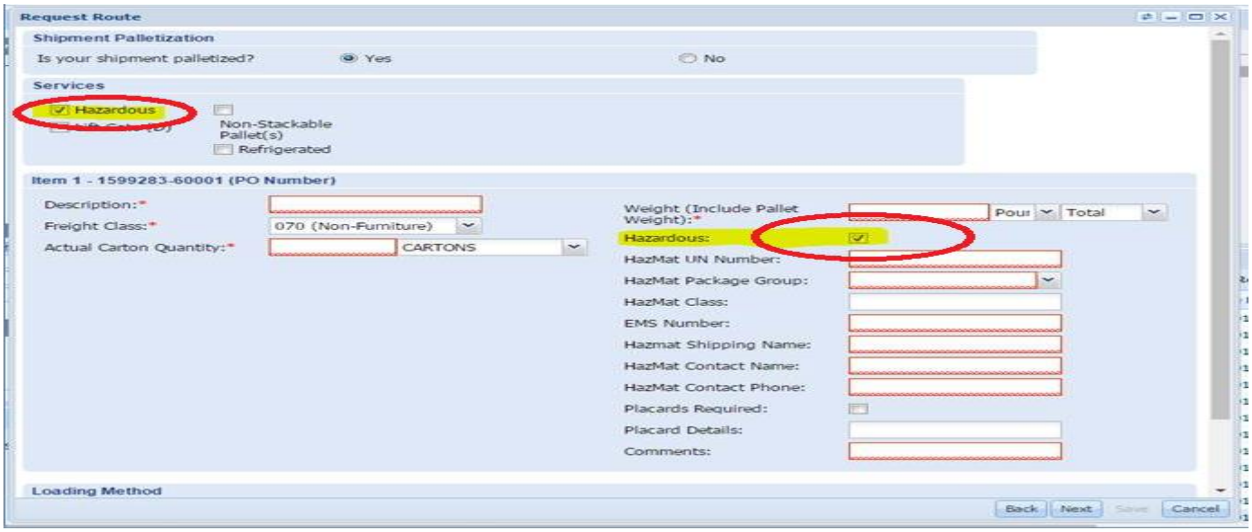


- Select ***Yes*** if the shipment is palletized or floor loaded (only fixtures, furniture, and appliances are authorized all others must have approval by MCX to floor load).

3.5.2 Hazmat Routing

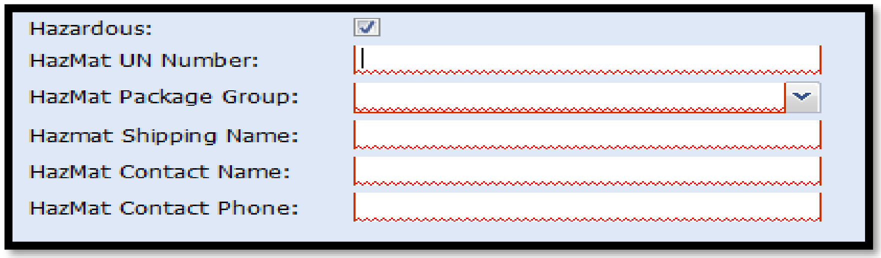
- Select appropriate ***Services*** from the options – ***Hazardous/Lift Gate/Refrigerated***
  - ***WHEN SHIPPING HAZMAT, YOU MUST CHECK THE BOX IN THE SERVICES, <u>AS WELL AS THE BOX IN EACH ITEM DESCRIPTION</u>. ALSO, PLEASE ENTER A BRIEF DESCRIPTION OF THE HAZMAT ITEM IN THE***

SPECIAL INSTRUCTIONS SECTION OF YOUR ROUTING SUMMARY. (Ex. Hazmat – Lighters)

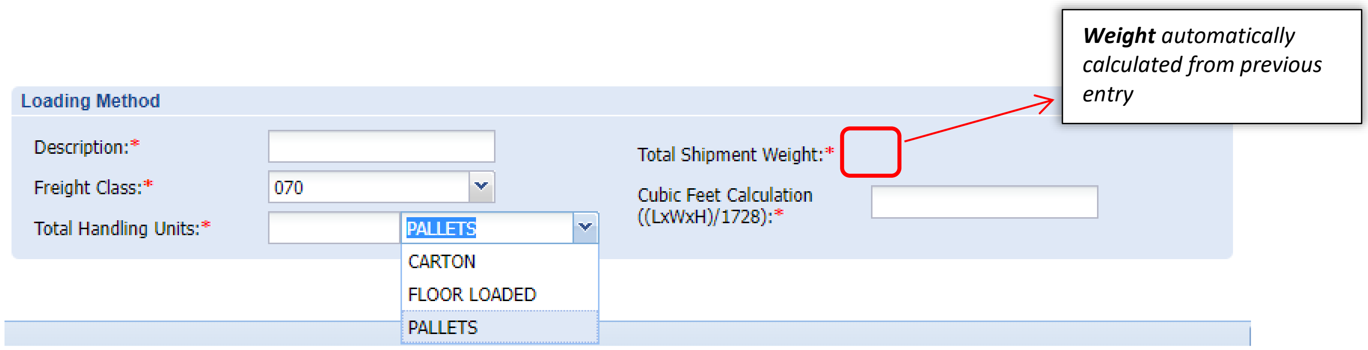


- In the ***Item section*** enter ***Description***, appropriate ***Freight Class*** from the dropdown options, ***Weight*** to <u>include pallet weight</u>***, Actual Carton Quantity,*** and check the ***Hazardous box*** *if applicable.*

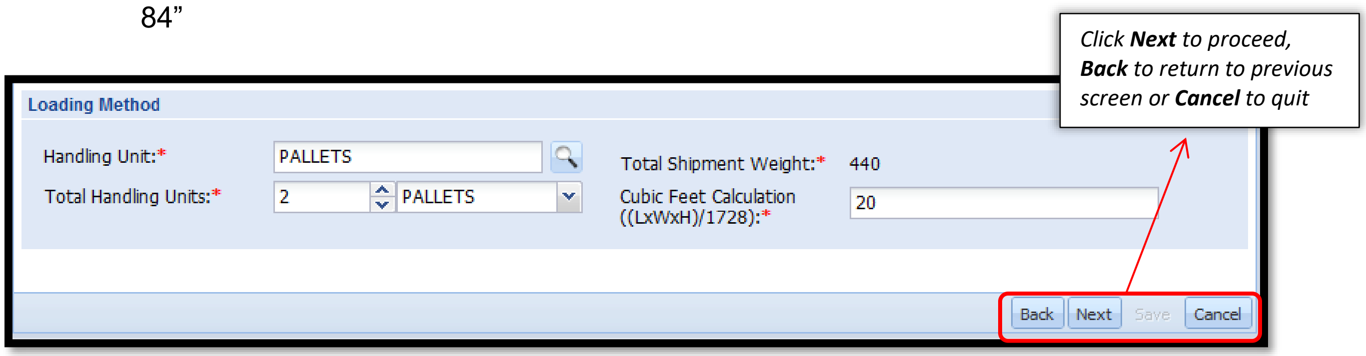
- If the ***Hazardous*** box is checked enter the ***Hazardous Information*** as it pertains to the shipment.



- In the ***Loading Method*** section click the **Total Handling Units** dropdown for available choices. Select the appropriate option.



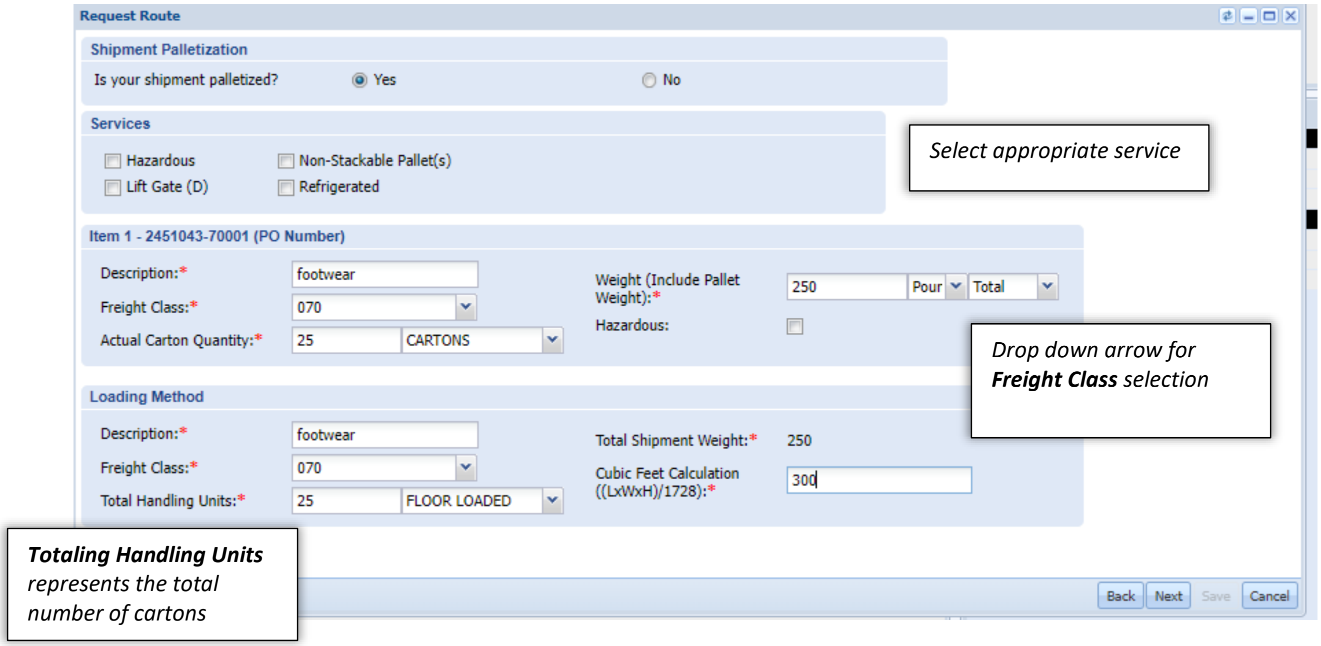
- Enter the actual number of ***Total Handling Units*** and click on the drop down arrow to select the appropriate option then enter the total shipment ***Cubic Feet Calculation*** *and click* ***Next*** *to* continue.
  - ➢ When figuring cube please keep in mind that pallet ***height*** should not exceed 84”



3.5.3 Floor Load (LTL/TL)

This only applies if your “product only” weight is greater than 150lbs.

- • After clicking ***Next,*** the below window will open

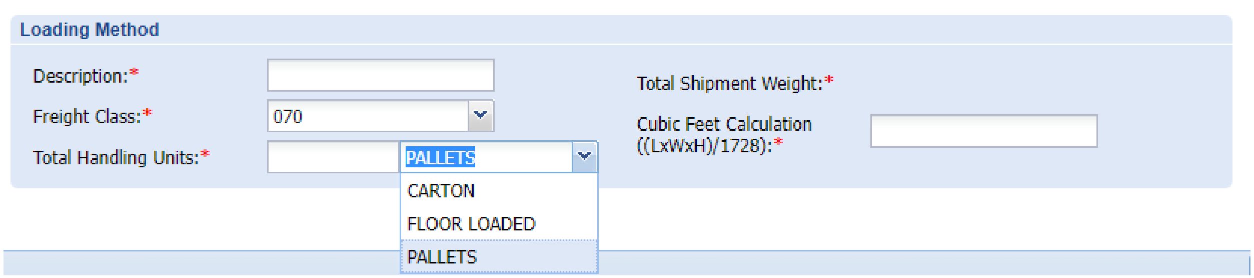


- **Shipment Palletization-** Select ***Yes*** if the shipment is floor loaded

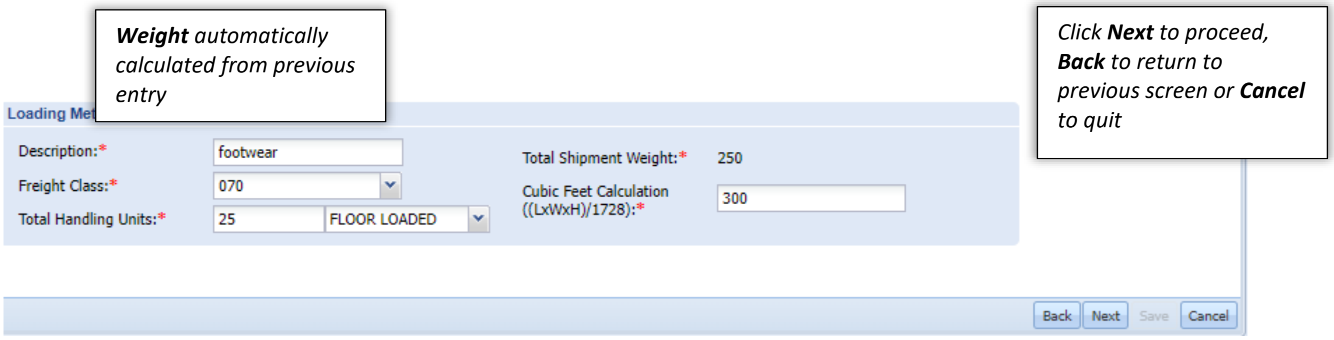
- Select appropriate ***Services*** from the options – ***Hazardous/Lift Gate/Refrigerated***

- In the ***Item section*** enter ***Description***, appropriate ***Freight Class*** from the dropdown options, ***Weight*** to include pallet weight***, Actual Carton Quantity,*** and check the ***Hazardous box*** *if applicable (refer to 3.5.2 Hazmat Routing).*

- *In the **Loading Method** section click the **Total Handling Units** dropdown for available choices. Select **Floor Loaded**. (Must be MCX approved to Floor Load.).*



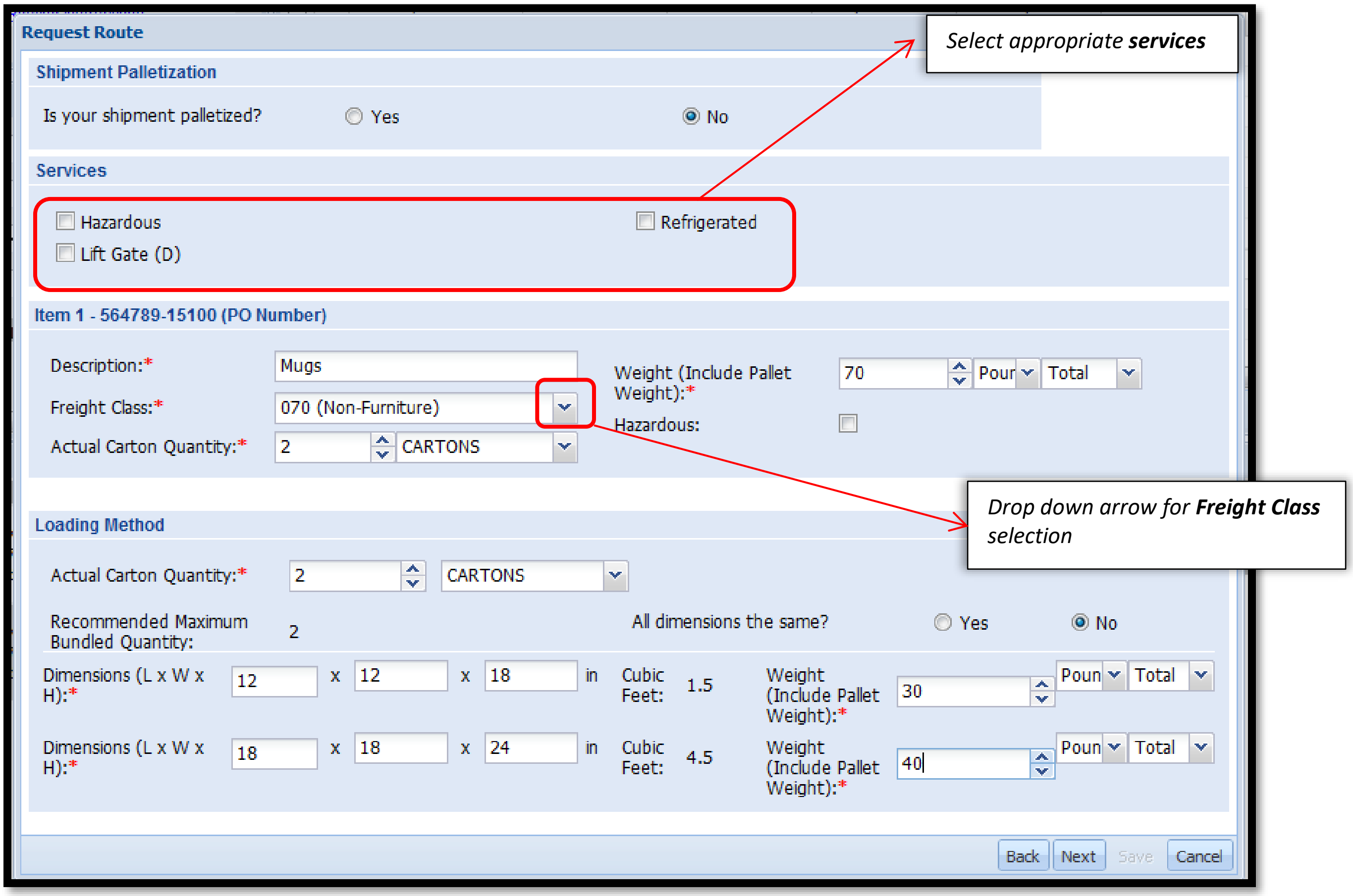
- Enter the actual number of ***Total Handling Units (Cartons)*** and click on the drop down arrow to select the Floor Loaded then enter the total shipment ***Cubic Feet Calculation*** *and click **Next** to* continue.



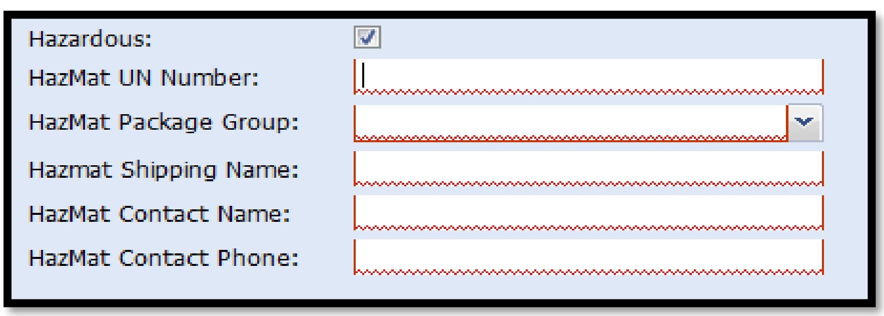
3.5.4 Non-palletized (small parcel)

- Select **No** for ***Is your shipment palletized?***
- Select appropriate ***Services*** from the options – ***Hazardous/Lift Gate/Refrigerated***
- In the ***Item section*** enter ***Description***, ***Freight Class*** from the dropdown options, ***Weight , Actual Carton Quantity,*** and check the ***Hazardous box*** *if applicable.*

WHEN SHIPPING HAZMAT, YOU MUST CHECK THE BOX IN THE SERVICES, <u>AS WELL AS THE BOX IN EACH ITEM DESCRIPTION</u>. ALSO, PLEASE ENTER A BRIEF DESCRIPTION OF THE HAZMAT ITEM IN THE SPECIAL INSTRUCTIONS SECTION OF YOUR ROUTING SUMMARY. (Ex. Hazmat – Lighters – See page 21 for screen shot of special instructions screen)



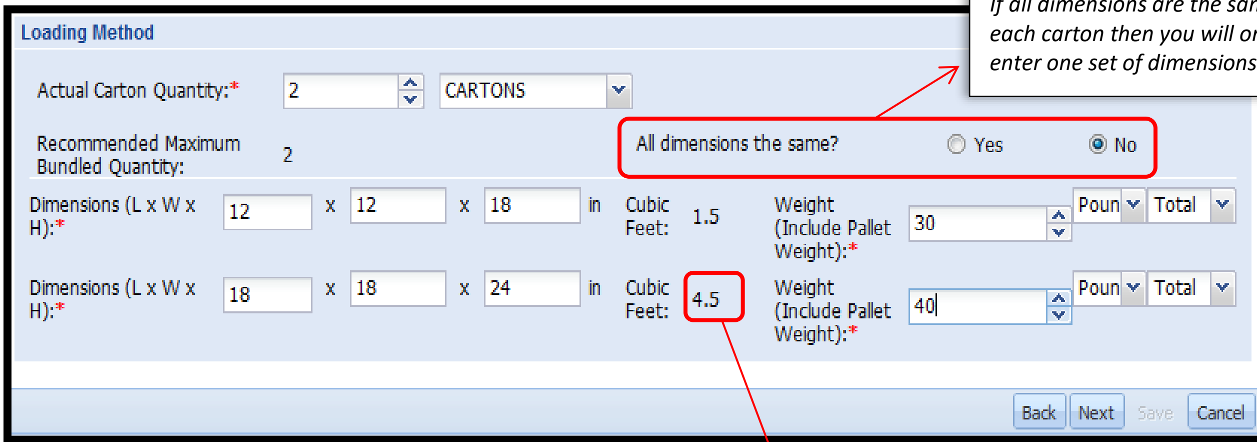
- If the ***Hazardous*** box is checked enter the ***Hazardous Information*** as it pertains to the shipment.



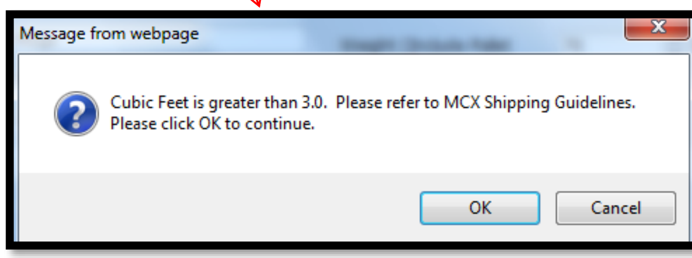
- The ***Loading Method*** section will expand based on the ***Actual Carton Quantity*** entered. Please make sure when entering weights that the total item weight and total of the loading method weight must be an exact match or the system will generate an error.

- Select ***All Dimensions the Same, Yes*** or ***No***, and input appropriate dimensions and carton weights *and click* ***Next*** *to* continue. **Note, cubic feet will automatically be calculated once the dimensions are entered*

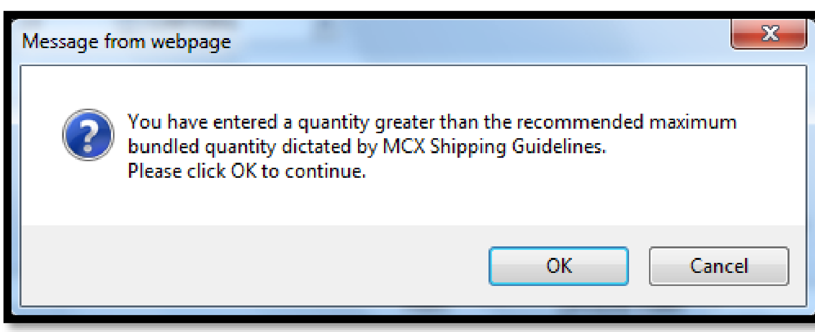
If all dimensions are the same for each carton then you will only enter one set of dimensions



If any single carton has a cubic feet greater than 3.0, a warning box will appear when ***Next*** is clicked. *Sometimes a carton with greater than 3.0 cubic feet is unavoidable. Check the dimensions and if correct select **OK**. If this is a strapped bundle, the cartons may need to be deconsolidated to avoid oversize fees.*



- Directly below the **Actual Carton Quantity** field is a **Recommended Maximum Bundled Quantity** number. This is the MCX recommended number of shippable cartons based on MCX Bundling Guidelines. The shipper is required to bundle to this quantity either by strapping or using a master outer box. If the Actual Carton number exceeds the Recommended number, a warning box will appear when **Next** is clicked.

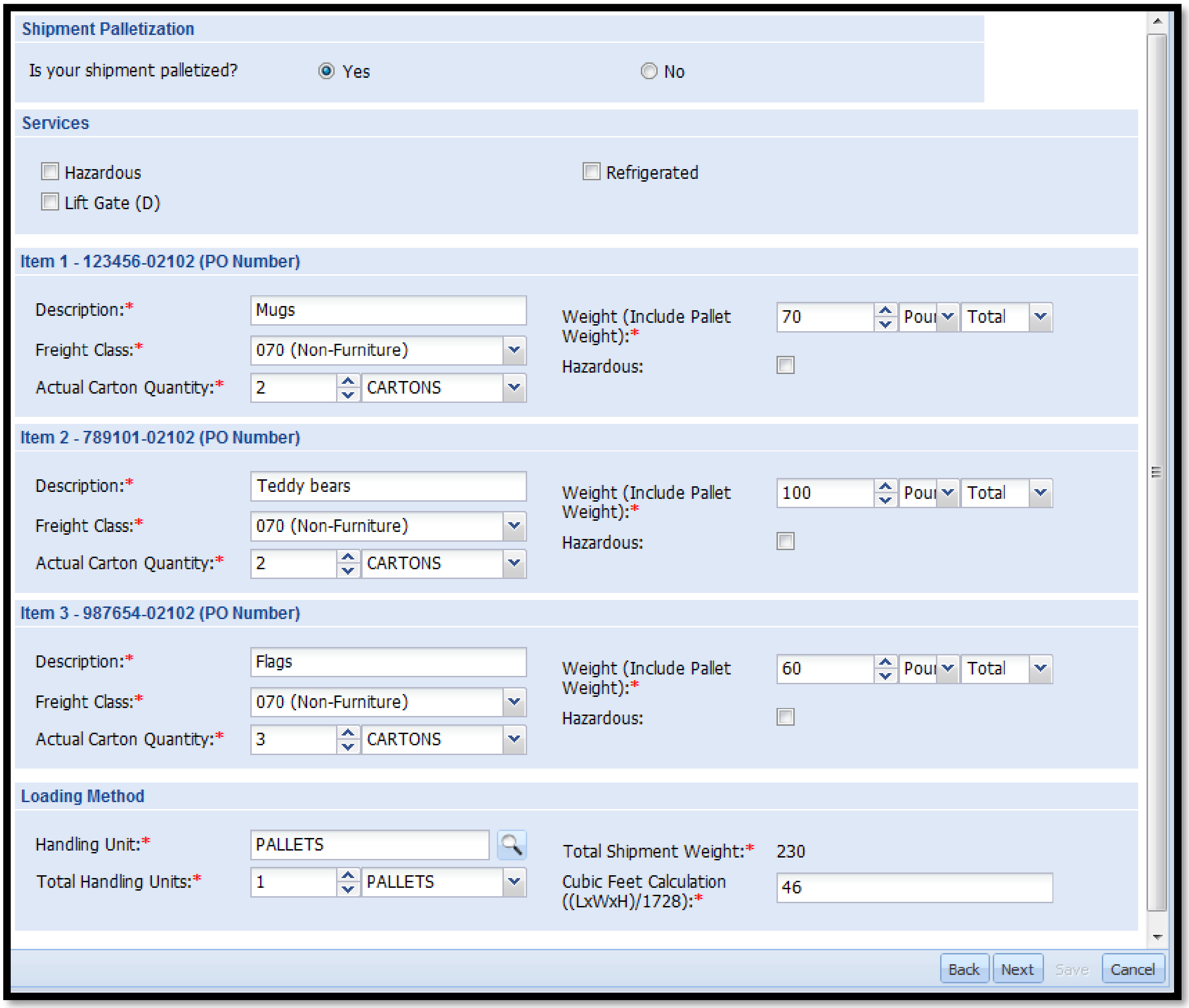


If a warning box appears for carton quantity or cubic feet, **"OK" must be selected to continue.*

3.5.5 Multiple PO Entry

- Select appropriate choice for ***Is your shipment palletized?***
- Select appropriate ***Services*** from the options – ***Hazardous/Lift Gate/Refrigerated***

- In the ***Item Sections*** notice that each individual PO has it's own section. Enter ***Description***, ***Freight Class*** from the dropdown options, ***Weight , Actual Carton Quantity,*** and check the ***Hazardous box*** if applicable per PO.



- Fill in the ***Loading Method*** for the total combined shipment. The ***Total Shipment Weight*** will auto-populate based on each Item entry. Select ***Next*** to continue.

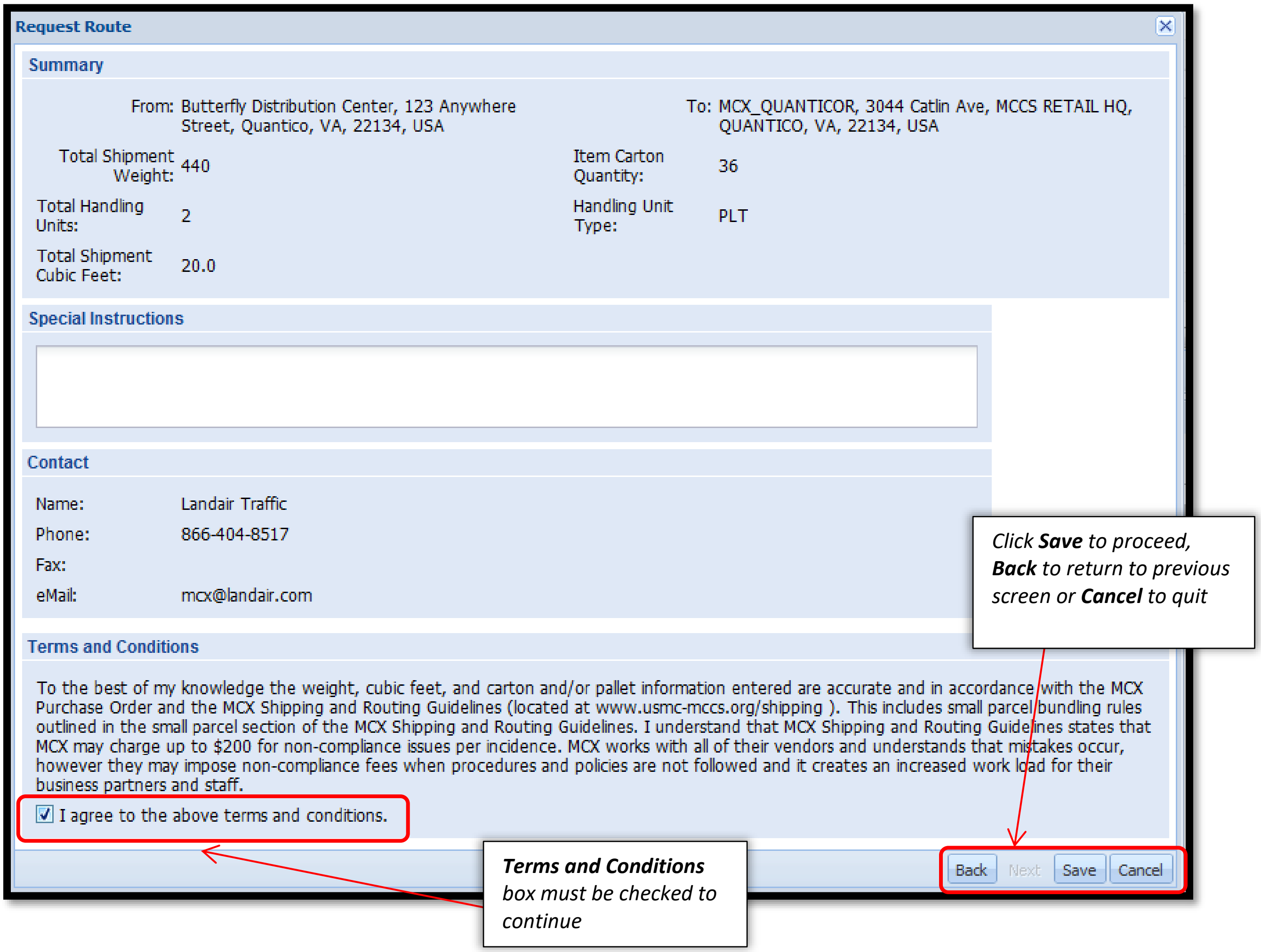
> *POs with multiple shipping methods i.e. Palletized/Floor Load and non-palletized or refrigerated and non-refrigerated must be entered as two individual shipment requests. The system cannot divide shipment to multiple carriers.*

3.5.4 Summary and SRR Record

- Once the ***Shipment Characteristics*** and the ***Loading Method*** has been completed, the below summary screen will appear

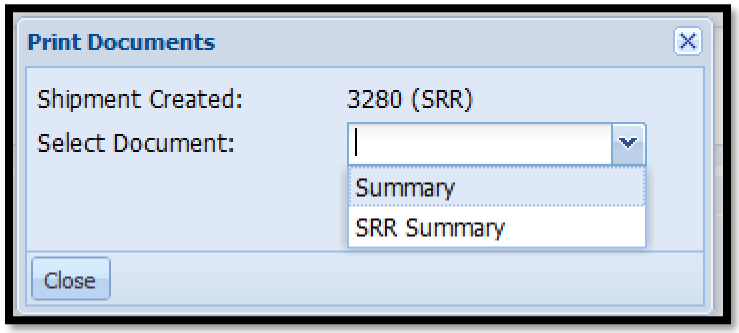
- All information needs to be validated, any ***Special Comments*** entered, and the ***Terms and Conditions*** statement read and agreed to before the shipment (SRR) can be created

- If any changes need to be made, click ***Back*** to adjust accordingly; otherwise click ***Save*** to create the Shipment Routing Request (SRR) record.

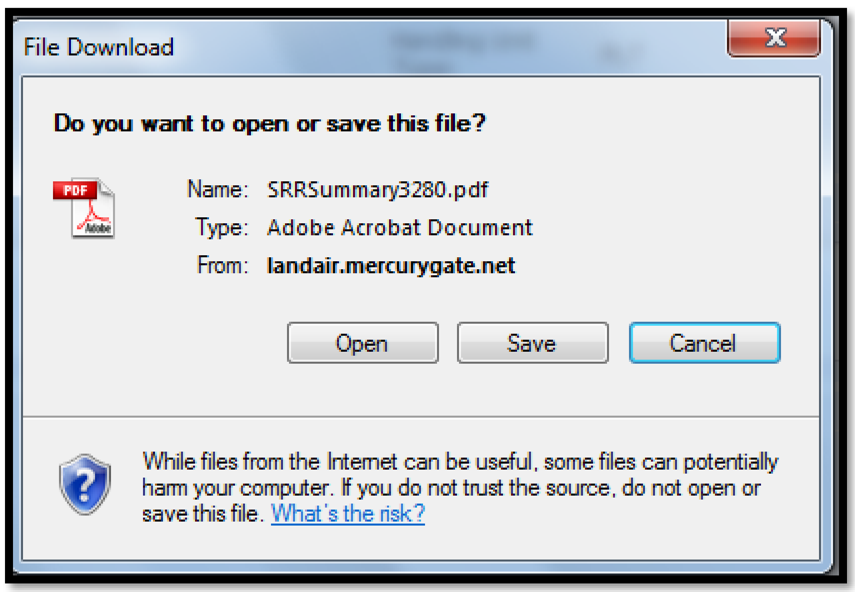


- After ***Save*** has been selected a ***Print Documents*** window will open with the ***SRR*** number.

- In the ***Select Document*** field use the drop down to select ***SRR Summary.***



- A ***File Download*** window will open giving the options to ***Open***, ***Save*** or ***Cancel*** the document. ***Open*** and ***Print*** or ***Save*** the SRR Summary for your records. ***This is strongly recommended that you save a copy of your SRR.***



- This an example of a SRR Summary for your routing request. **<u>This document is not a BOL.</u>** The BOL Document, Carrier information, Service of shipping, and if applicable the small parcel labels will be emailed to you upon approval to ship.

- This document should be saved for your records.

SRR Summary (3280)

Origin	Destination	Bill To
Butterfly Distribution Center 123 Anywhere Street Quantico, VA USA 22134 Contact: Phone: Fax: Email:	MCX_QUANTICOR 3044 Catlin Ave QUANTICO, VA USA 22134 Contact: Phone: Fax: Email:	MCX C/O Landair PO Box 938 GREENEVILLE, TN USA 37744 Contact: Landair MCX Traffic Phone: 866-404-8517 Fax: Email: mcx@landair.com Payment Terms: Third Party

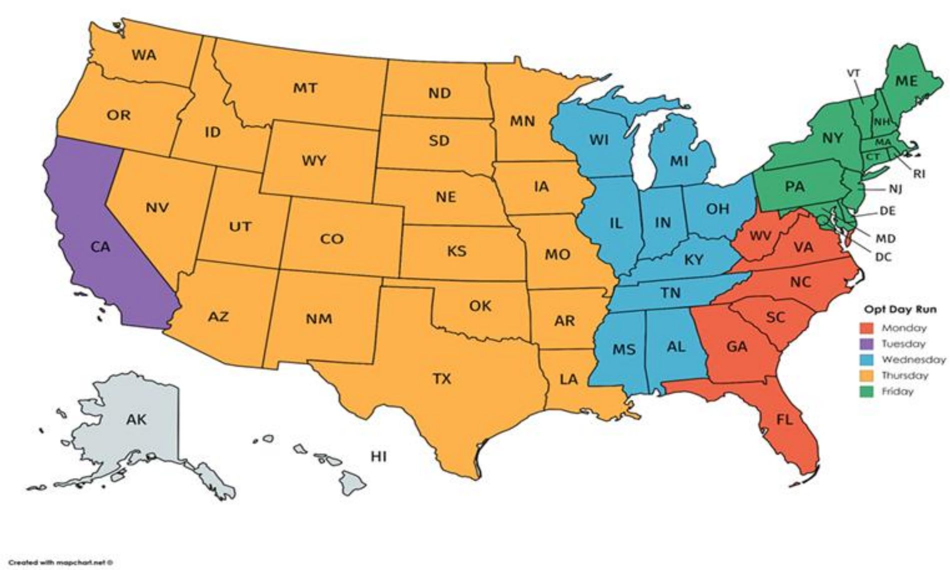
Origin Terminal	Destination Terminal
BRISTOW VA Phone: 703-754-2657 Fax: 703-754-2786	BRISTOW VA Phone: 703-754-2657 Fax: 703-754-2786

Item ID	HazMat	Class	NMFC	Weight	Qty	Description
111213-02102-3	no	70.0		440.0 lb	36.0 CTN	Teddy Bears

Services	No services requested.
References	1. 3280 (SRR) 2. 00362 (PoolID) 3. BI0001 (Shipper Alias) 4. 02102 (Consignee Alias) 5. LANDA37744 (Bill To Alias) 6. dupriestk@usmc-mccs.org, ombmcxlogistics@usmc-mccs.org (Created By) 7. 111213-02102 (PO Number) 8. Test PO (Special Instructions)
Rate Information	Customer rate details unavailable.
Special Instructions	No special instructions.
Contact	Landair Traffic Phone: 866-404-8517 Email: mcx@landair.com

3.5.5 Region Routing

- MCX shipments are optimized weekly by geography (based on ship-from state) for better consolidation efforts. MCX continues to encourage our vendors to submit routing with the earliest possible ready date for all MCX orders regardless of final destination.
- If you route your PO after your region routing day and the PO is going to close before the next region routing day, you should receive shipping instructions (FRN) within 48 hours after the Ship End Date. If you haven't received instructions by this time, please contact the MCX Help Desk at mcx@landair.com for more information.



3.6 Freight Routing Notification (FRN) E-Mail

- **Prepaid vendors will not be issued small parcel labels and will not use our documentation.**

- Once the SRR has been approved and a carrier assigned you will receive a Freight Routing Notification (FRN) E-mail within 4 business days of request and not to surpass the close ship date. 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 (Shipment BOL or Small Parcel Labels)

From: mcx@landair.com
To: DuPriest CIV Kimberly; OMB MCX Logistics
Cc:
Subject: MCX Freight Routing Notification M3692 (MBL)
Message | PrintLandairTRBOL-M3692.pdf (16 KB)

Hello valued MCX Vendor.

We have received and processed your Shipment Routing Request (s):

Shipment Routing Request Number(s) SRR:	3280
Ship Date	Wed Jan 16 17:00:00 EST 2013
MBOL #	M3692
Carrier SCAC	UPGF
Carrier Name	UPS LTL SERVICE
Destination	MCX_QUANTICOR

Important Items to consider with this notification:

From: mcx@landair.com
To: DuPriest CIV Kimberly; OMB MCX Logistics
Cc:
Subject: MCX Freight Routing Notification M3693 (MBL)
Message | PrintLandairTRBOL-M3693.pdf (16 KB) | label1Z94A7F20298725252.pdf (43 KB) | label1Z9

Top example of a LTL FRN with BOL attachment Bottom example of a Small Parcel FRN Email with labels attached

Hello valued MCX Vendor.

We have received and processed your Shipment Routing Request (s):

Shipment Routing Request Number(s) SRR:	3282
Ship Date	Wed Jan 16 17:00:00 EST 2013
MBOL #	M3693
Carrier SCAC	UPSN
Carrier Name	UPS SECOND DAY AIR
Destination	MCX_KANEOHE

Important Items to consider with this notification:

Please keep in mind that RDC POs could be routed together and will need to be shipped together.

- Example: East Coast vendor shipping a PO for RDC 60001 and RDC 70001. Both of these POs will be routed together and shipped to RDC 60001 for cross country consolidation. You will still use the same Mark For labels for the PO destination site.

MCX CORE BRANDS CORPS VALUE

BILL OF LADING Page 1

SHIP FROM

Name:	MCX EAST COAST RDC
Address:	151 CARTER BEST RD UNIT 5
	MCX c/o LANDAIR
City/State/Zip:	Warsaw, NC 28398
Contact:	Receiving,877-505-5650

Bill of Lading Number: M916270-Cancelled-1046124
Print Date: 21 Sep 2020
Must Ship By Date::

Carrier Name:LANDAIR TRANSPORTATION
Carrier SCAC:LTAO
Trailer :

SHIP TO

Name:	MCX WEST COAST RDC
Address:	9210 CHARLES SMITH AVE
	MCX c/o LANDAIR
City/State/Zip:	RANCHO CUCAMONGA, CA 91730
Contact:	Receiving,888-203-0608

REFERENCES:

Carrier Service: Standard
FX Account #:
UPS Account #:

THIRD PARTY FREIGHT CHARGES BILL TO:

Name:	MCX % Landair
Address:	PO Box 938
City/State/Zip:	GREENEVILLE, TN 37744
Contact:	Landair Traffic,423-783-1266

Special Instructions: PICK UP AND DELIVERY APPOINTMENTS REQUIRED

Accessorials:

Master Bill of Lading: with attached Underlying Bills of Lading

Freight Terms:
Prepaid:
3rd Party: **x**

CUSTOMER ORDER INFORMATION

SRR #	PO #	Site #	Cartons	Weight	ADDITIONAL SHIPPER INFO
GRAND TOTAL			0.0	0.0	

CARRIER INFORMATION

HANDLING UNIT				COMMODITY DESCRIPTION	LTL ONLY
QTY	TYPE	WEIGHT	H.M. (X)	Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360	CLASS
		PLT		Grand Total	

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 is 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. The shipper hereby certifies that he/she is familiar with all the terms and conditions of the NMFC Uniform Straight Bill of Lading, including those on the back thereof, and the said terms and conditions are hereby agreed to by the shipper and accepted for him/herself and his/her assigns.

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, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

Signature ---------------- Date -------------

Trailer Loaded:
☐ By Shipper
☐ By Driver

Freight Counted:
☐ By Shipper
☐ 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. ***Property described above is received in good order, except as noted.***

Signature ---------------- Date -------------

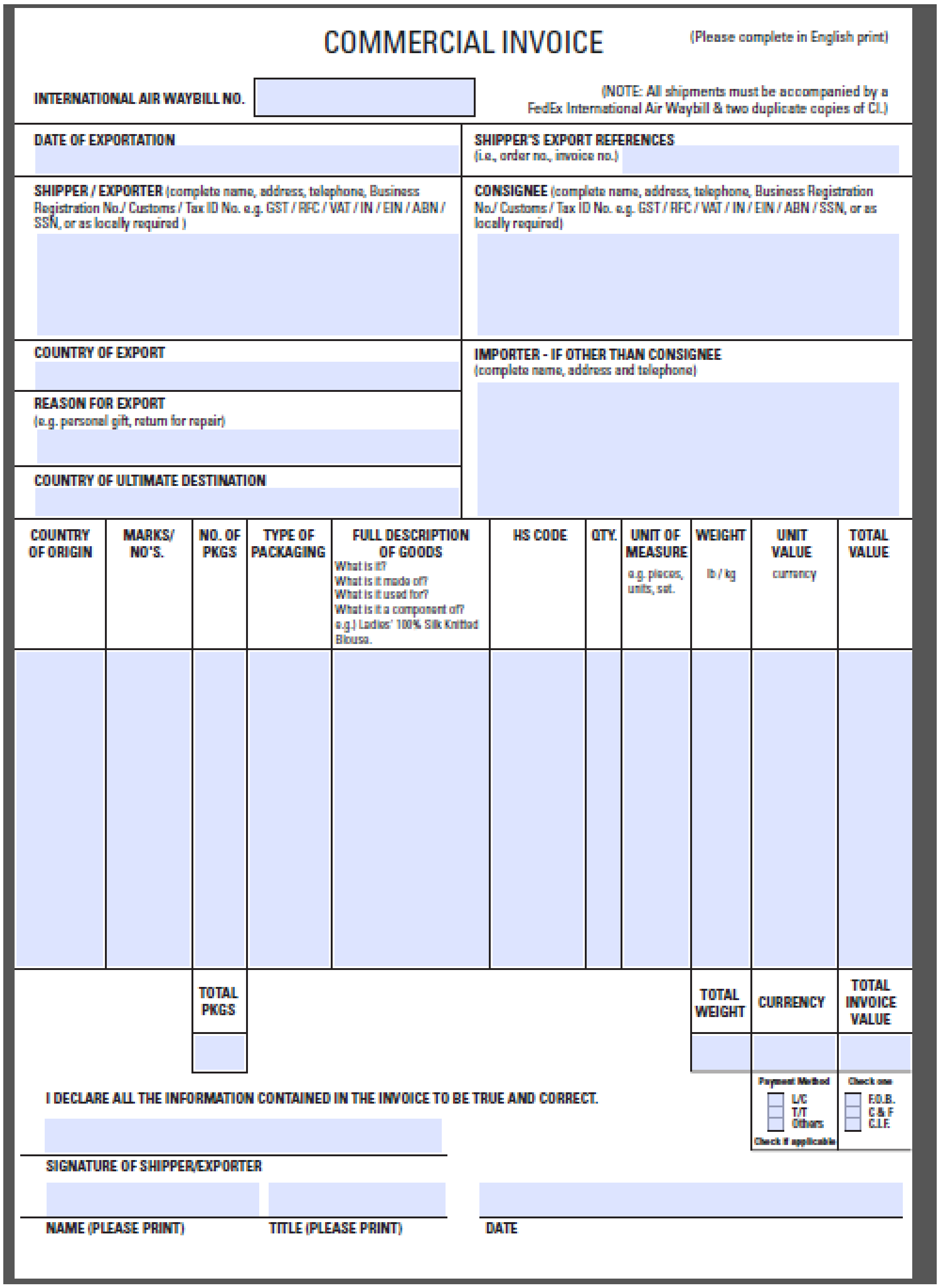
Example of a BOL that will be emailed to you

**You must ship within 1 business day (before or after) the available ship date to avoid non-compliance fees)*

Example of a Small Parcel label that will be emailed to you – this label can be configured to your thermal printer or can be printed out on standard paper and attached to the carton with clear packing tape or a clear document holder.

3.6.1 Commercial Invoices

- Commercial invoices are required when shipping product to Japan.
- You will need to complete the appropriate commercial invoice template and attach to the carton in a packing sleeve. For pdf documents, please email mcx@landair.com



COMMERCIAL INVOICE (Please complete in English print)

INTERNATIONAL AIR WAYBILL NO.

(NOTE: All shipments must be accompanied by a FedEx International Air Waybill & two duplicate copies of CI.)

DATE OF EXPORTATION

SHIPPER'S EXPORT REFERENCES (i.e., order no., invoice no.)

SHIPPER / EXPORTER (complete name, address, telephone, Business Registration No./ Customs / Tax ID No. e.g. GST / RFC / VAT / IN / EIN / ABN / SSN, or as locally required)

CONSIGNEE (complete name, address, telephone, Business Registration No./ Customs / Tax ID No. e.g. GST / RFC / VAT / IN / EIN / ABN / SSN, or as locally required)

COUNTRY OF EXPORT

IMPORTER - IF OTHER THAN CONSIGNEE (complete name, address and telephone)

REASON FOR EXPORT (e.g. personal gift, return for repair)

COUNTRY OF ULTIMATE DESTINATION

COUNTRY OF ORIGIN	MARKS/ NO'S.	NO. OF PKGS	TYPE OF PACKAGING	FULL DESCRIPTION OF GOODS What is it? What is it made of? What is it used for? What is it a component of? e.g.) Ladies' 100% Silk Knitted Blouse.	HS CODE	QTY.	UNIT OF MEASURE e.g. pieces, units, set.	WEIGHT lb / kg	UNIT VALUE currency	TOTAL VALUE
		TOTAL PKGS						TOTAL WEIGHT	CURRENCY	TOTAL INVOICE VALUE

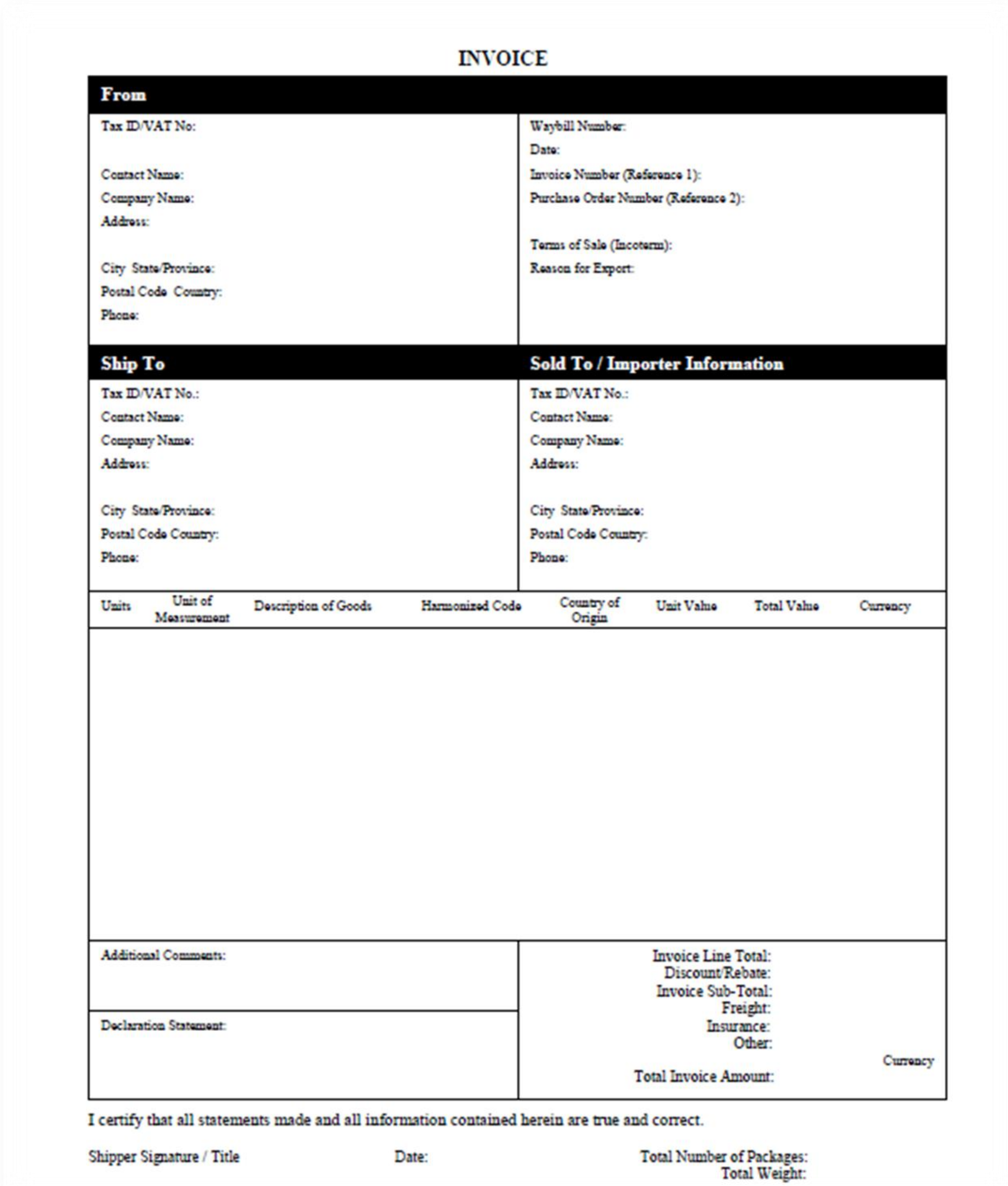
Payment Method: L/C, T/T, Others (Check if applicable)

Check one: F.O.B., C & F, C.I.F.

I DECLARE ALL THE INFORMATION CONTAINED IN THE INVOICE TO BE TRUE AND CORRECT.

SIGNATURE OF SHIPPER/EXPORTER

NAME (PLEASE PRINT) TITLE (PLEASE PRINT) DATE



INVOICE

From

Tax ID/VAT No: Contact Name: Company Name: Address: City State/Province: Postal Code Country: Phone:	Waybill Number: Date: Invoice Number (Reference 1): Purchase Order Number (Reference 2): Terms of Sale (Incoterm): Reason for Export:

Ship To	**Sold To / Importer Information**
Tax ID/VAT No.: Contact Name: Company Name: Address: City State/Province: Postal Code Country: Phone:	Tax ID/VAT No.: Contact Name: Company Name: Address: City State/Province: Postal Code Country: Phone:

Units	Unit of Measurement	Description of Goods	Harmonized Code	Country of Origin	Unit Value	Total Value	Currency

Additional Comments:	Invoice Line Total: Discount/Rebate: Invoice Sub-Total: Freight: Insurance: Other: Currency Total Invoice Amount:
Declaration Statement:	

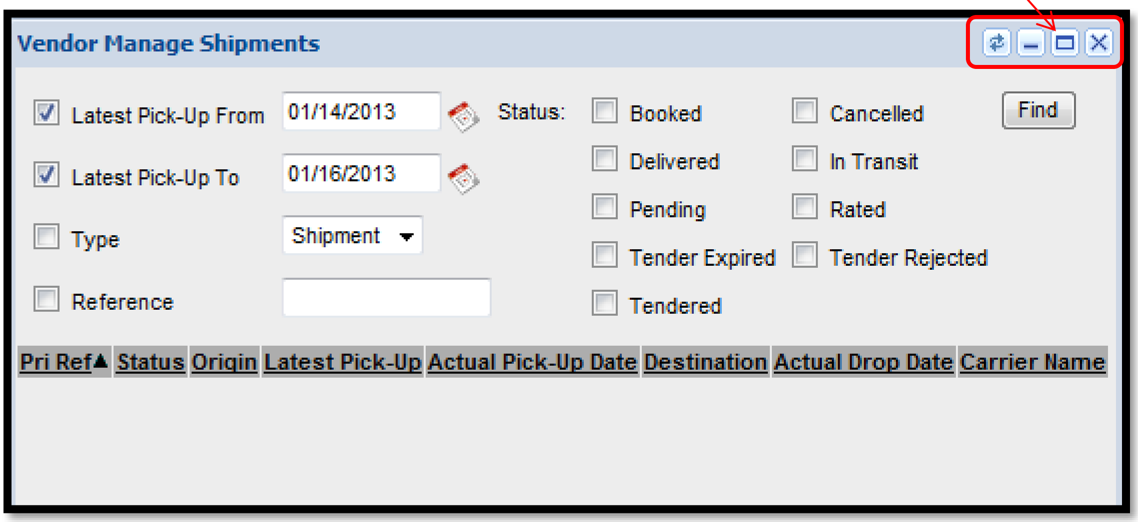
I certify that all statements made and all information contained herein are true and correct.

Shipper Signature / Title Date: Total Number of Packages:
Total Weight:

3.7 Vendor Manage Shipments – Search Status

- The ***Vendor Manage Shipments*** quadrant helps users to find shipments created based on a time period selection or other searchable criteria.

- Expand the ***Vendor Manage Shipments*** quadrant using the ***command button*** to maximize the quadrant screen.



- The expanded view of the ***Vendor Manage Shipments*** portal is shown above

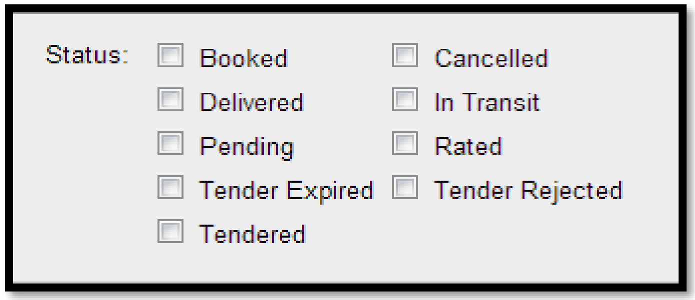
- ***Uncheck*** *the* ***date selection boxes*** to search all possible dates or use the calendar boxes to enter a date range to minimize search

- ***Check*** the ***Reference box*** and enter your reference number

  - the SRR number
  - the PO number
  - the MCX site/store number

- The status section shows the different search criteria for tracking shipment statuses

- ***Check*** any of the following criteria boxes to search for the shipments and track their statuses.



- **Status:**

    - ***Booked*** – This status box checked will return the shipments that have been booked with a carrier but not picked up

    - ***Delivered*** – This status box checked will return the shipments that have been delivered to the destination locations (Green = On Time, Red = Late)

    - ***Pending*** – This status box checked will return the shipments that have not been planned

    - ***Tender Expired*** – This status box checked will return the shipments that have not been accepted by a carrier for pick up

    - ***Tendered*** – This status box checked will return the shipments that have been assigned a carrier

    - ***Cancelled*** – This status box checked will return the shipments that have been cancelled due to PO expiration date or cancellation notice from MCX

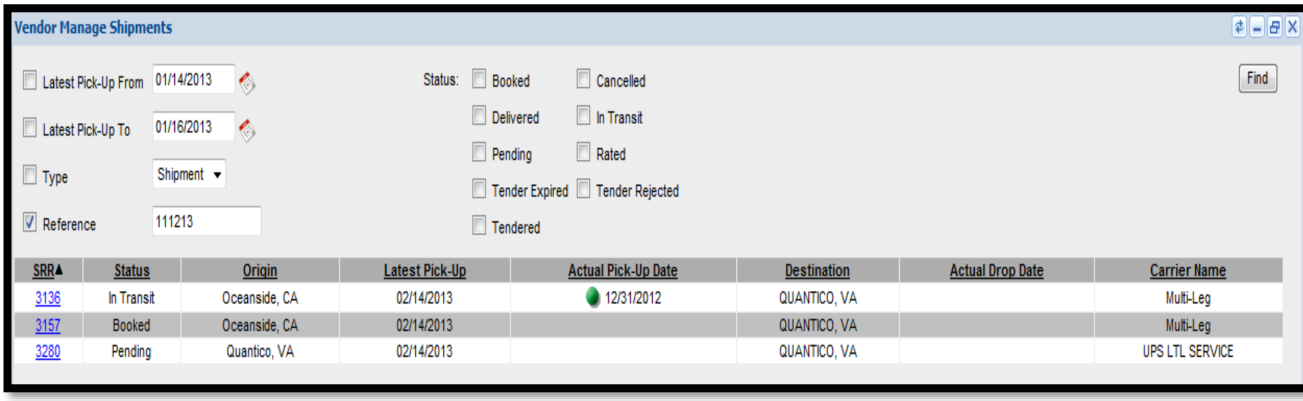
    - ***In Transit*** – This status box checked will return the shipments that are currently in transit to the destination locations (Green = On Time, Red = Late)

    - ***Rated*** – This status box checked will return the shipments that have been assigned a dollar value by the assigned carrier per destination location; $ value not visible. The load is still in planning and has not been cleared to ship.

    - ***Tender Rejected*** – This status box checked will return the shipments that have been rejected by a carrier and must be tendered to another carrier

- User can select multiple search criteria to return shipment tracking results.

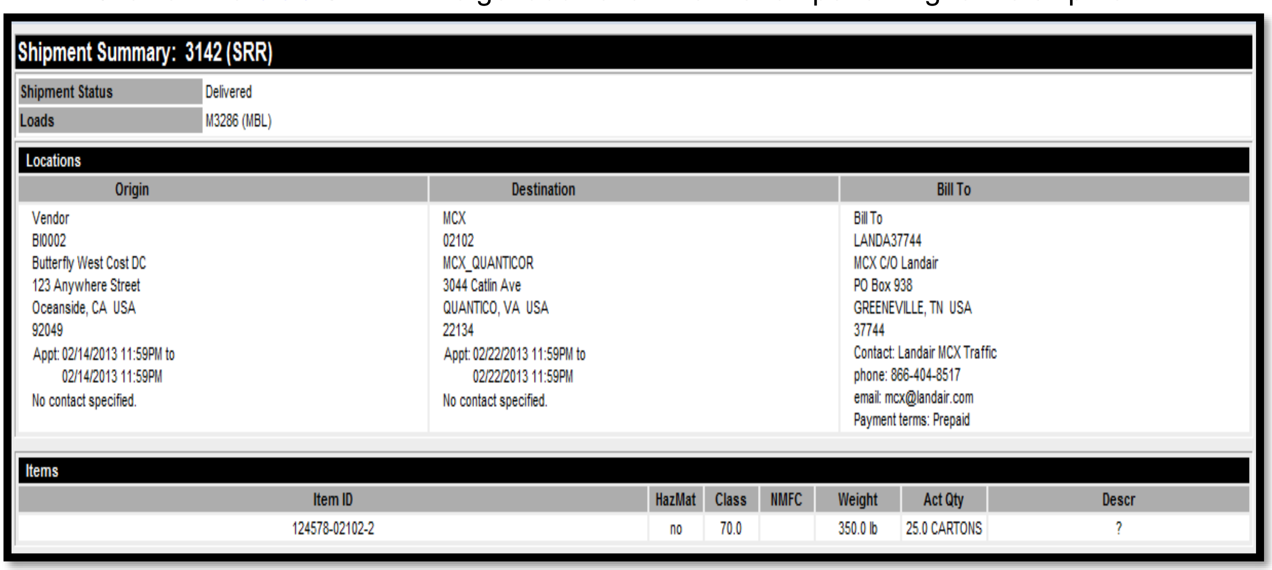
- Click ***Find*** to search the specific shipment for details – all orders that meet your criteria will populate.



- The example above retrieved all SRRs that contained the PO 111213.

- The Query results provides
    - ***SRR Number*** – the Shipment Routing Request Number assigned to the order
    - ***Status*** – see page 29 for Status definitions
    - ***Origin*** – City and State of pickup
    - ***Latest Pick-Up*** – latest ship date obtained from the order minus weekends, holidays and carrier requirement notification days
    - ***Actual Pick-Up Date*** – carrier acknowledged date of pickup
    - ***Destination*** – City and State for delivery
    - ***Actual Drop Date*** – actual delivery date
    - ***Carrier Name*** – Carrier/Service assigned to shipment

- Click on the ***blue*** SRR link to get additional information pertaining to the shipment.

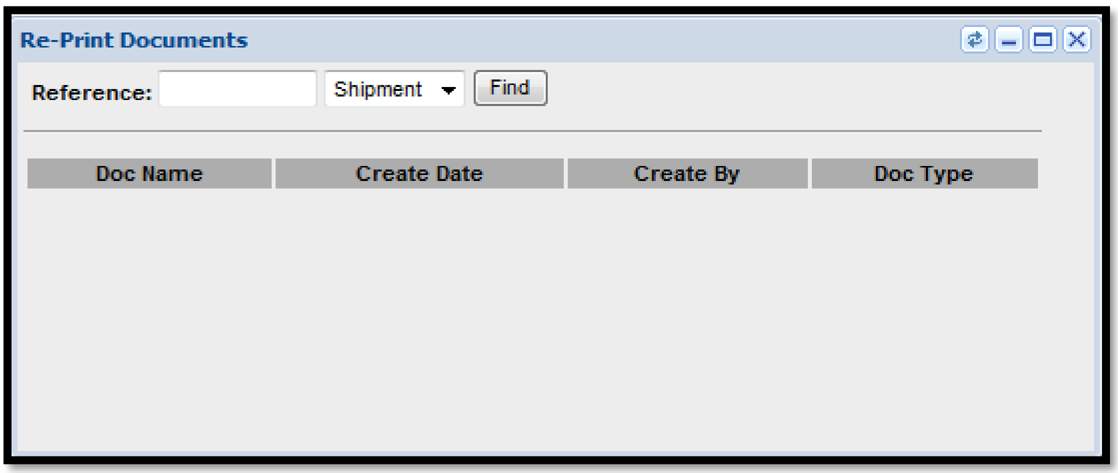


3.8 Edit SRR

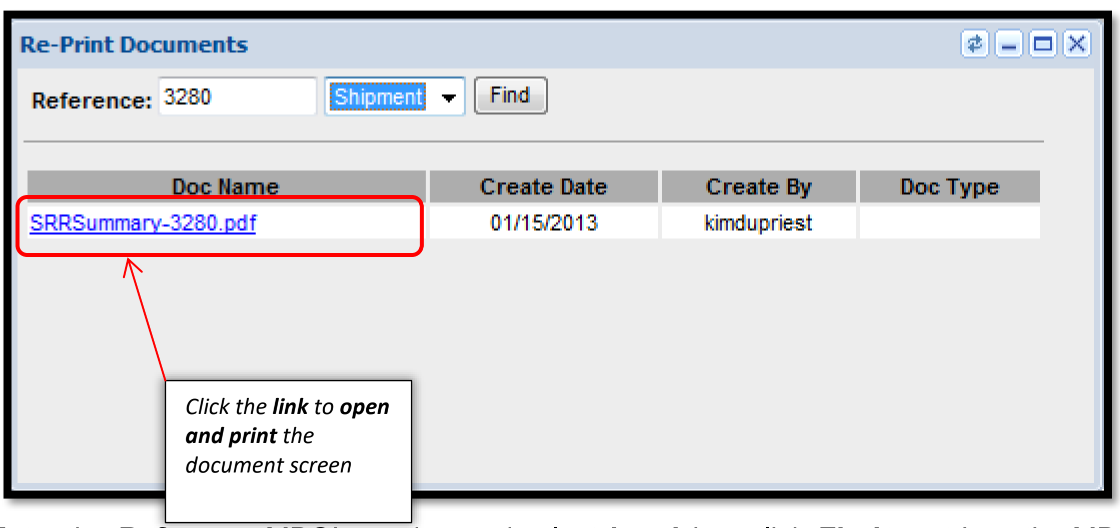
- All requested edits or deletes to an SRR must be done by the Landair Traffic Team. Please email mcx@landair.com or call 866-404-8517 with your SRR#.

3.9 Re-Print Documents

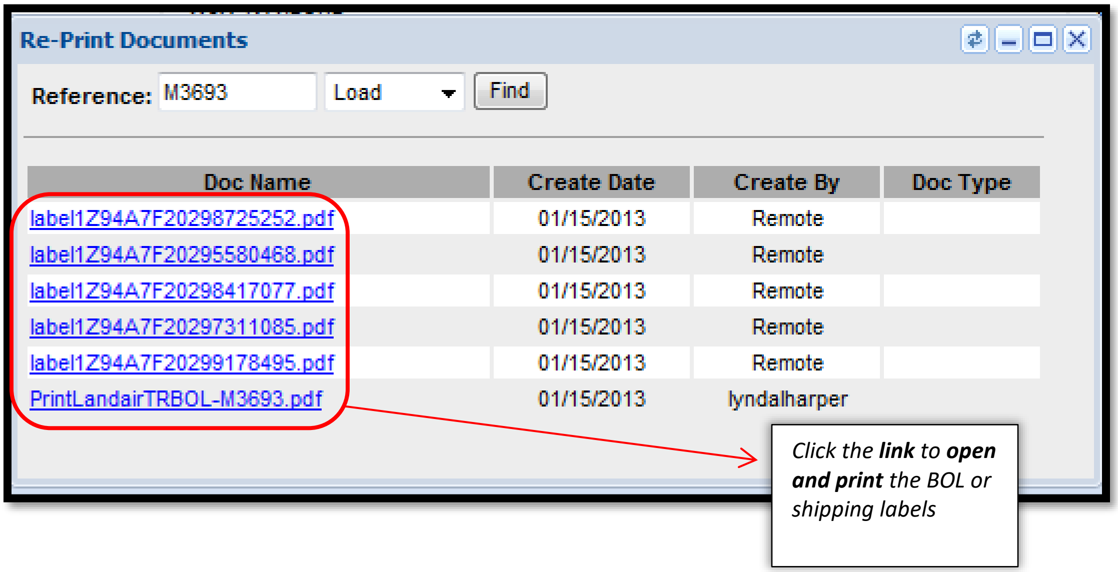
- The ***Re-Print Documents*** quadrant can be used to print the SRR record, the MBL (Master BOL), or the Small Parcel Shipping Labels
- Expand the ***Re-Print Documents*** quadrant using the ***command button*** to maximize the portal screen



- Enter the ***Reference*** SRR number and select ***Shipment*** then click ***Find*** to print the SRR record



- Enter the ***Reference*** MBOL number and select ***Load*** then click ***Find*** to retrieve the MBOL or Small Parcel Shipping Labels.



3.10 OPO, DD, and Procurement Orders

- Occasionally routing of an ***OPO (Open Purchase Order), DD (Direct Delivery)***, or ***Procurement PO*** is required.

- A list of OPO, DD, and Procurement Order numbers by vendor and approved destination ship to will be loaded in TMS for normal routing.

- The OPO, DD, and Procurement Order numbers will populate in your open orders in the ***Shipment Routing Request*** quadrant.

- If you do not see the OPO, DD, and Procurement Order number you have been required to use, please contact Landair Traffic at mcx@landair.com or 866-404-8517

3.11 Purchase Order Fill and Kill Description

- There are some instances where a vendor has been issued a "Fill and Kill" Purchase Order. In this instance, the vendor will only be allowed to route on a PO one time. Once the PO has been routed on, the PO will no longer be visible in your Vendor Portal. If you believe that you should be able to see a PO that is not showing in your portal, you can contact mcx@landair.com for more information.