

USER GUIDE

VENDOR LOGISTICS PORTAL

Online Requests for MCX Shipment Validation and Routing

July 2022



Covenant

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 – revised Oct
Rev. 10	7/31/22	Removed Density Calculator Instructions – revised July 2022

Table of Contents

1.0	GENERAL INFORMATION	4
1.1	System Overview	4
1.2	Points of Contact	4
2.0	GETTING STARTED	5
2.1	Accessing the Vendor Portal	5
2.2	New User Registration	5
2.3	Logging In	7
2.4	Vendor Home Screen	8
2.4.1	Quick Tab	9
2.5	Exiting the System	10
2.6	Resetting Your Password	10
3.0	USING THE SYSTEM	10
3.1	Vendor News	10
3.2	Locations – Shipping Points	12
3.3	Shipment Routing Request	12
3.4	Searching Open Orders	14
3.4.1	Selecting a Single Order	15
3.4.2	Selecting Multiple Orders	16
3.5	Requesting Routing	18
3.5.1	Palletized (LTL/TL)	20
3.5.2	Hazmat Routing	20
3.5.3	Floor Load (LTL/TL)	23
3.5.4	Non-palletized (small parcel)	24
3.5.5	Multiple PO Entry	26
3.5.6	Summary and SRR Record	27
3.5.7	Region Routing	30
3.6	Freight Routing Notification (FRN) E-Mail	31
3.6.1	Commercial Invoice	35
3.7	Vendor Manage Shipments – Search Status	38
3.8	Edit SRR	40
3.9	Re-Print Documents	41
3.10	OPO, DD, and Procurement Orders	42
3.11	Purchase Order Fill and Kill Description	42
3.12	Freight Class Designation for Routing – Mercurygate TMS	42

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 contacts that may be needed by the user for informational and troubleshooting purposes. All communications will be returned within one business day. Direct all communications regarding transportation and/or routing to Landair, and if no answer is received than 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
 - Patrick Norris, Senior Director, Managed Transportation
E-mail – pnorris@covenantlogistics.com
Phone (Direct) – 423-783-1246
- Landair Transport, Inc. - Escalation
 - Erika Thompson, Senior TMS Coordinator, Managed Transportation
E-mail – ethompson@covenantlogistics.com
Phone (Direct) – 423-783-1283
- MCX Logistics – General Traffic and Help desk
 - MCX Logistics
E-mail – MCXLOGISTICS@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/a/landairtms.com/mcx-log-in/>



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.

MCX TRADING PARTNER TMS SETUP FORM

Check the box that applies to your facility.

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 2.2 for **New User Registration**
- See Section 2.6 for **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



The image shows the Landair Vendor Portal login screen. At the top is the Landair logo with the tagline "LOGISTICS • TRANSPORTATION • DISTRIBUTION". Below the logo are two input fields: "Login ID:" and "Password:". A red box highlights these two fields. To the left of the "Login ID:" field is a callout box that says "Enter Login ID and Password". Below the password field is a checkbox labeled "Remember Me" with a red arrow pointing to it from a callout box at the bottom that says "Click Remember Me option box to save login ID and password information to allow for faster access to the Vendor Portal." Below the "Remember Me" checkbox are two buttons: "Sign In" and "Forgot Password?". A red box highlights the "Sign In" button, and a callout box to its left says "Click Sign In tab to enter the portal".

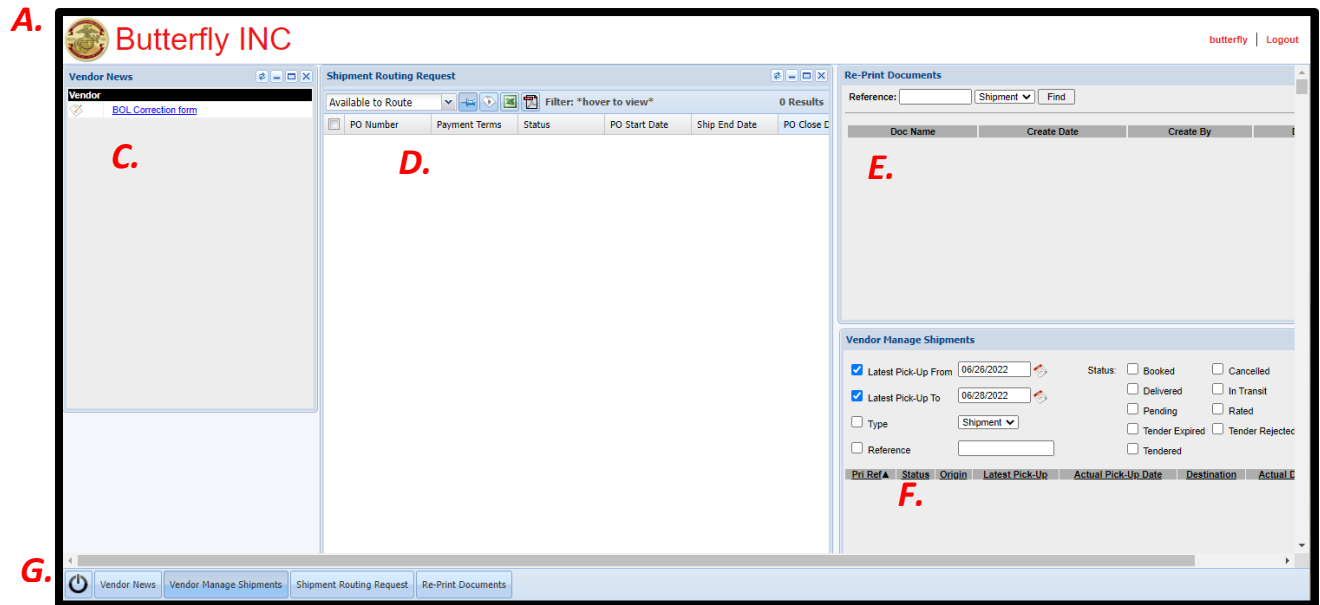
Enter Login ID and Password

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**

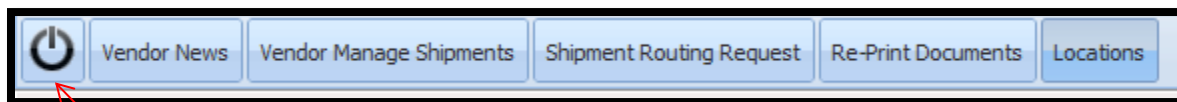


These quadrants will automatically be displayed

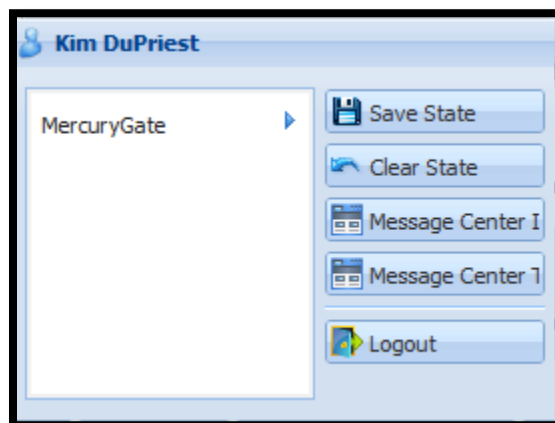
- A. The Vendor or Shipper's Location name
 - B. Logout Function
 - C. Vendor News quadrant
 - D. Shipment Routing Request quadrant
 - E. Re-Print Document quadrant
 - F. Vendor Manage Shipments quadrant
 - G. Quick Launch Tab Menu
- The functions of all the **quadrant items** are described in detail 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.



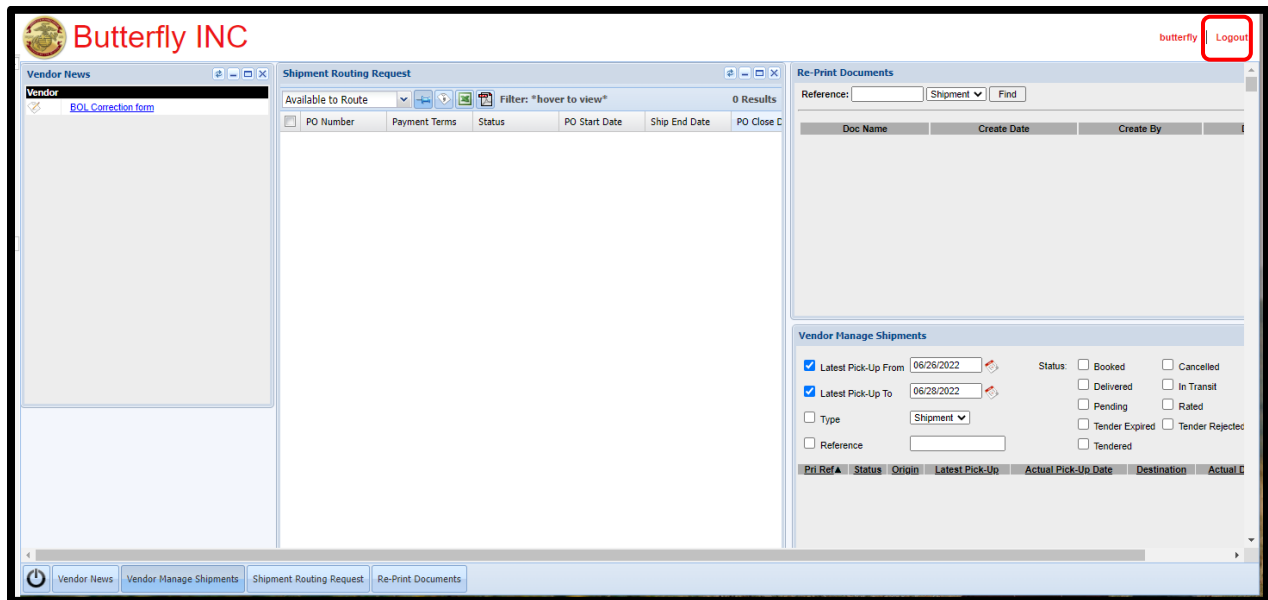
- The **Power button** brings up the MercuryGate user preferences window.



- 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 Resetting Your Password

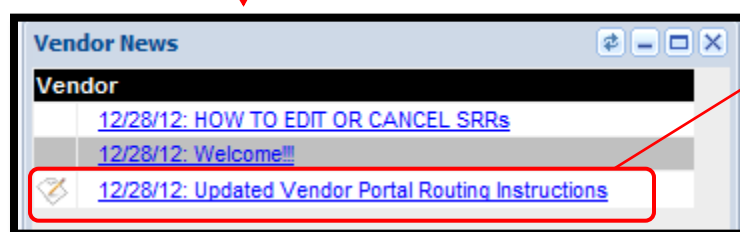
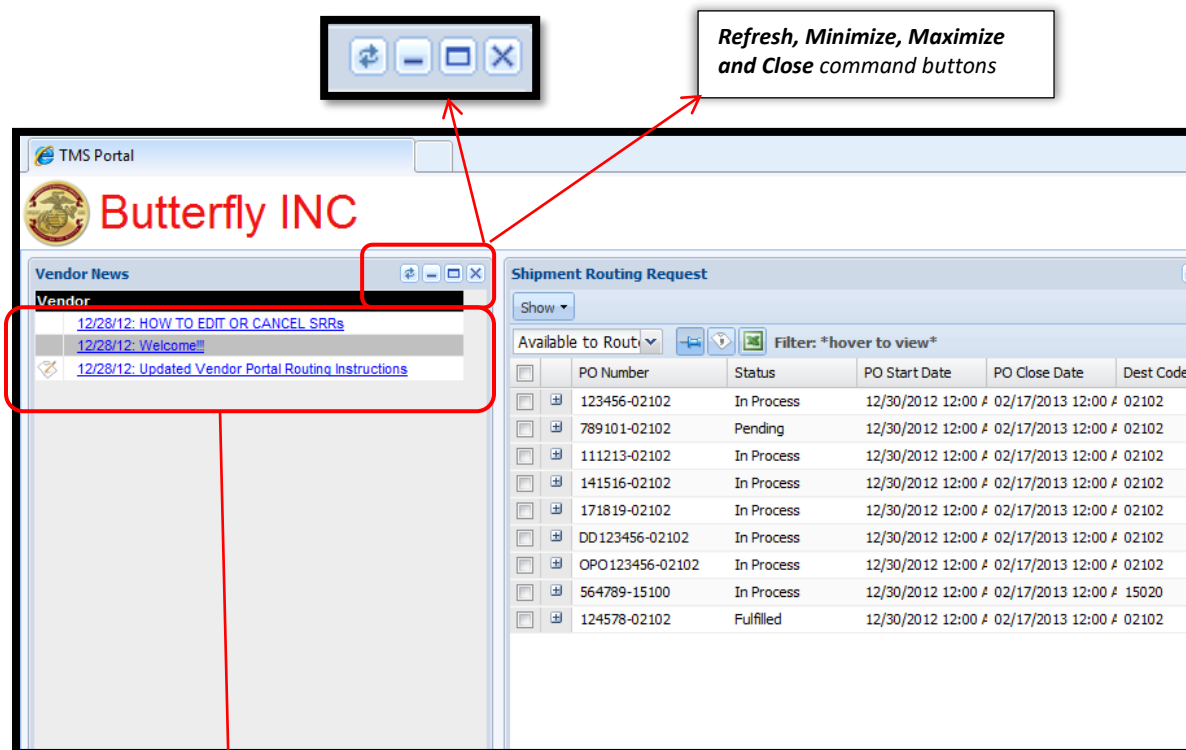
If you forgot your password and need it reset please email mcx@landair.com and provide your User ID. You will not be able to reset your password by selecting “forgot your password” when logging in.

3.0 USING THE SYSTEM

3.1 Vendor News

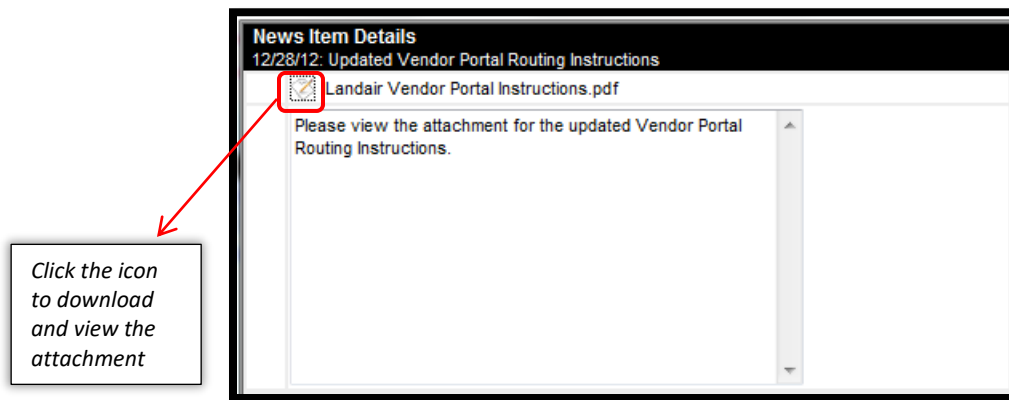
- Important alerts concerning system updates, routing/shipping compliance, and MCX supply chain modifications will be posted in the **Vendor News** quadrant.
- Each alert will include the date posted to the **Vendor News** quadrant.

- 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.



Click the blue link to view details

- 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.

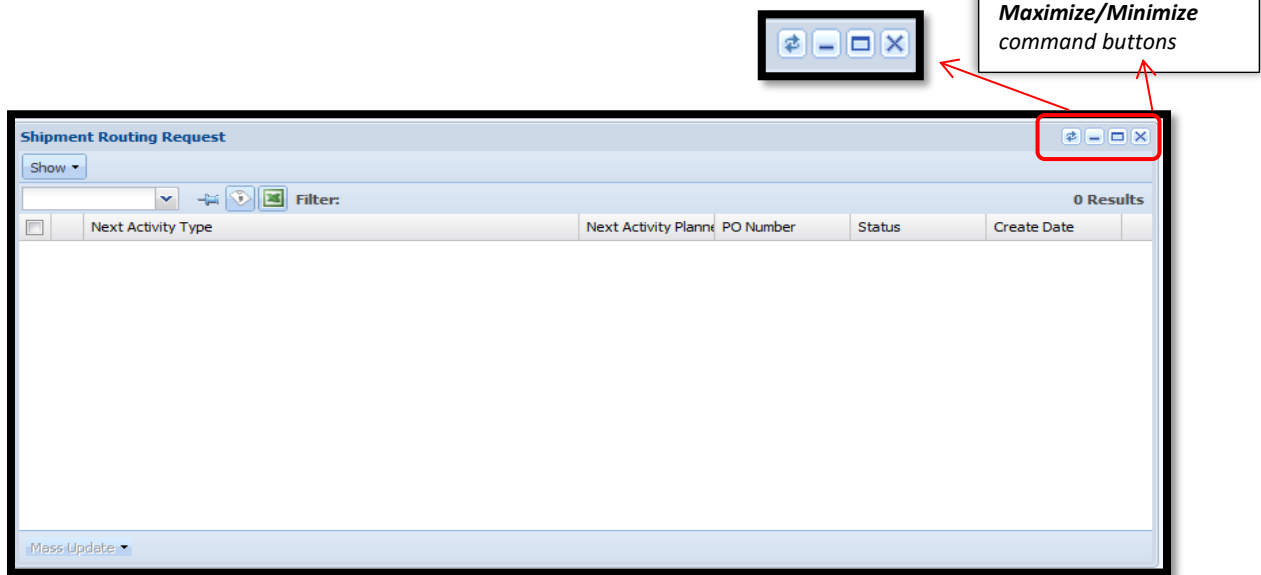


3.2 Locations – Shipping Points

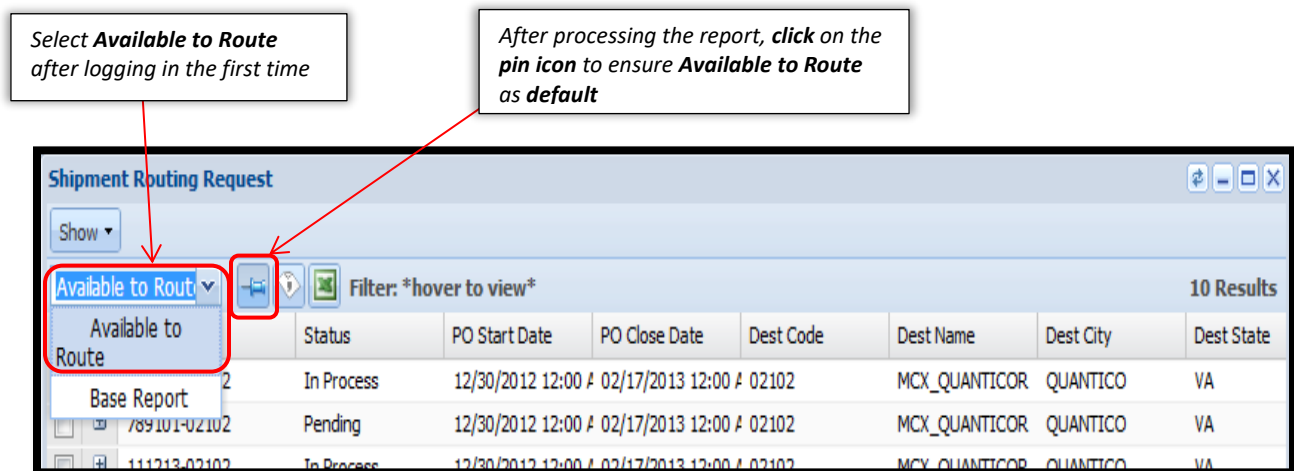
- To modify your shipping location address or to add a new location to the vendor, complete the **MCX Trading Partner TMS Setup Form** located on page 6 and email or Landair.
- To modify the contact information on a shipping location you must email Landair at mcx@landair.com to request.

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 screenshot shows a web application titled "Shipment Routing Request". It includes a "Report Format" dropdown set to "Dynamic", a "Filter: *hover to view*" button, and a "5 Results" indicator. Below the header, there is a table with columns: PO Number, Payment Terms, Status, PO Start Date, Ship End Date, PO Close Date, Dest Code, Dest Name, Dest City, Dest State, and Ref: Service. Five rows of data are visible, all with a status of "Pending".

PO Number	Payment Terms	Status	PO Start Date	Ship End Date	PO Close Date	Dest Code	Dest Name	Dest City	Dest State	Ref: Service
1663169-60001	Third Party	Pending	10/20/2016 12:0...	10/31/2016 11:5...	11/02/2016 12:...	60001	MCX RDC EAS...	Warsaw	NC	
1663462-70001	Third Party	Pending	10/20/2016 12:0...	10/31/2016 11:5...	11/02/2016 12:...	70001	MCX RDC WE...	Ontario	CA	
1663504-15101	Third Party	Pending	10/20/2016 12:0...	10/31/2016 11:5...	11/02/2016 12:...	00022	MCX_KBAY_C...	CHINO	CA	
1664240-60001	Third Party	Pending	10/20/2016 12:0...	10/27/2016 11:5...	10/31/2016 12:...	60001	MCX RDC EAS...	Warsaw	NC	
1664241-70001	Third Party	Pending	10/20/2016 12:0...	10/31/2016 11:5...	11/02/2016 12:...	70001	MCX RDC WE...	Ontario	CA	

- 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

PO Number	Status	PO Start Date	PO Close Date	Dest Code	Dest Name	Dest City	Dest State
123456-02102	In Process	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA
DD123456-02102	In Process	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA
OPO123456-02102	In Process	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA

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

PO Number	Status	PO Start Date	PO Close Date	Dest Code	Dest Name	Dest City	Dest State
123456-02102	In Process	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA
789101-02102	Pending	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA
111213-02102	In Process	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA
141516-02102	In Process	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA
171819-02102	In Process	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA
DD123456-02102	In Process	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA
OPO123456-02102	In Process	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA
124578-02102	Fulfilled	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA
987654-02102	Pending	12/30/2012 12:00	02/17/2013 12:00	02102	MCX_QUANTICOR	QUANTICO	VA

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

Status	PO Start Date	PO Close Date	Dest Code	Dest Name	Dest City	Dest State	Ref: Service
In Process	12/30/2012 12:00	02/17/2013 12:00	15020	KANEOHE BAY	HI		

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**.

<input type="checkbox"/>	PO Number	Status	PO Start Date	PO Close Date	Dest Code	Dest Name
<input type="checkbox"/>	123456-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR
<input checked="" type="checkbox"/>	111213-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR
<input type="checkbox"/>	141516-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR
<input type="checkbox"/>	171819-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR
<input type="checkbox"/>	DD123456-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR
<input type="checkbox"/>	OPO123456-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR

Mass Update ▾

Mass Update ▾

Route

Click **Mass Update**
and then click
Route

- 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

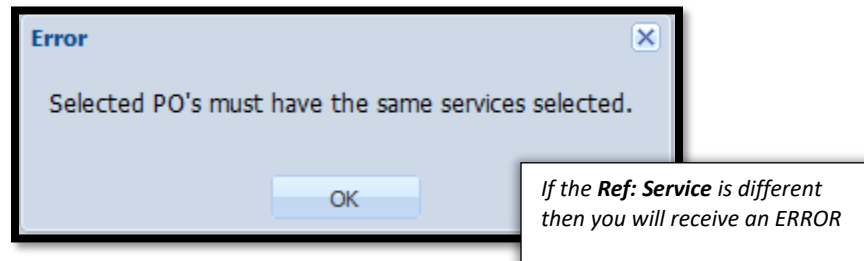
- Multiple orders can be routed together on the same request as long as they meet the following criteria.

<input type="checkbox"/>	PO Number	Dest Name	Ref: Service
<input checked="" type="checkbox"/>	123456-02102	MCX_QUANTICOR	2DA
<input checked="" type="checkbox"/>	789101-02102	MCX_QUANTICOR	2DA
<input type="checkbox"/>	111213-02102	MCX_QUANTICOR	
<input type="checkbox"/>	141516-02102	MCX_QUANTICOR	
<input type="checkbox"/>	171819-02102	MCX_QUANTICOR	
<input type="checkbox"/>	DD123456-02102	MCX_QUANTICOR	
<input type="checkbox"/>	OPO123456-02102	MCX_QUANTICOR	
<input type="checkbox"/>	564789-15100	MCX_KANEOHE	
<input type="checkbox"/>	124578-02102	MCX_QUANTICOR	
<input type="checkbox"/>	987654-02102	MCX_QUANTICOR	2DA

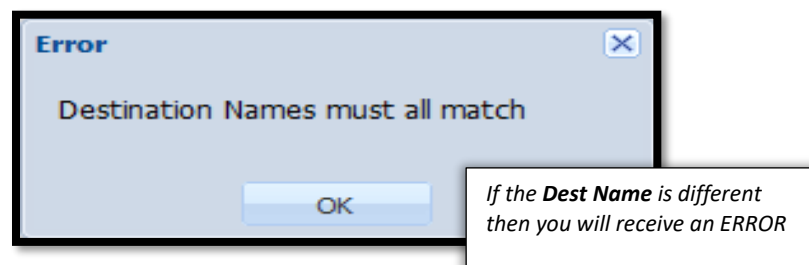
Select the orders that you are ready to request routing for by checking the **selection box** next to the **PO Number**

Dest Name and Ref: Service must be same for multiple orders to route together

- 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 Requesting 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 screenshot shows a window titled "Request Route" with two main sections: "Origin Location" and "Destination Location".

Origin Location:

- Select Location: (dropdown menu)
- Location Type:
- Name:
- Address 1:
- Address 2:
- City:
- State:
- Postal Code:
- Country: USA
- Contact:
- Phone:
- Fax:
- Email:
- Comments:
- Available Date: (calendar icon)

Destination Location:

- Location Code: 02102
- Location Type: MCX
- Name: MCX_QUANTICOR
- Address 1: 3044 Catlin Ave
- Address 2: MCCS RETAIL HQ
- City: QUANTICO
- State: VA
- Postal Code: 22134
- Country: USA
- Contact:
- Phone:
- Fax:
- Email:
- Comments:

At the bottom right, there are buttons: Back, Next, Save, and Cancel.

- 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 is not listed see **Section 2.1 New Vendor Registration***

Origin Location

Select Location:

Location Type: **BI0001: Butterfly Distribution Center**
123 Anywhere Street, Quantico VA

Name: **BI0002: Butterfly West Cost DC**
123 Anywhere Street, Oceanside CA

Address 1:

Address 2:

City:

State:

Postal Code:

Country: USA

Contact:

Phone:

Fax:

Email:

Comments:

Available Date:

02/06/2013 12:00 AM

February 2013

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

Today

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).

Back Next Save Cancel

3.5.1 Palletized (LTL/TL)

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

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

Request Route

Shipment Palletization

Is your shipment palletized? ☒ Yes ☐ No

Services

☐ Hazardous ☐ Non-Stackable Pallet(s)
☐ Lift Gate (D) ☐ Refrigerated

Item 1 - 2452390-70001 (PO Number)

Description:
 Freight Class: 070
 Actual Carton Quantity: CARTONS

Weight (Include Pallet Weight): Pour Total
 Hazardous: ☐

Loading Method

Description:
 Freight Class: 070
 Total Handling Units: PALLETS

Total Shipment Weight:
 Cubic Feet Calculation ((LxWxH)/1728):

Back Next Save Cancel

Select appropriate services

Drop down arrow for Freight Class selection

Total Handling Units represents the total number of pallets

- Select **Yes** if the shipment is palletized

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, AS WELL AS THE BOX IN EACH ITEM DESCRIPTION. ALSO, PLEASE ENTER A BRIEF DESCRIPTION OF THE HAZMAT ITEM IN THE SPECIAL INSTRUCTIONS SECTION OF YOUR ROUTING SUMMARY. (Ex. Hazmat – Lighters)**

Request Route

Shipment Palletization
Is your shipment palletized? ☒ Yes ☐ No

Services
☒ **Hazardous** ☐ Non-Stackable Pallet(s) ☐ Refrigerated

Item 1 - 1599283-60001 (PO Number)

Description: *
 Freight Class: * 070 (Non-Furniture)
 Actual Carton Quantity: * CARTONS

Weight (Include Pallet Weight): * Pour Total

Hazardous: ☒

HazMat UN Number:
 HazMat Package Group:
 HazMat Class:
 EMS Number:
 Hazmat Shipping Name:
 HazMat Contact Name:
 HazMat Contact Phone:
 Placards Required: ☐
 Placard Details:
 Comments:

Loading Method

Back Next Save Cancel

Request Route

Summary

From: ADIDAS AMERICA, 495 CEDAR CREST RD, SPARTANBURG, SC, 29301, USA
 To: MCX RDC EAST COAST, LANDAIR/MCX c/o NFI, 151 CARTER BEST RD UNIT 5, Warsaw, NC, 28398, USA

Total Shipment 10
 Weight:
 Quantity: 1

Item Carton Quantity: 1
 Handling Unit Type: CARTONS
 Total Handling Units: 1
 Total Shipment Cubic Feet: 0.6

Special Instructions

Contact

Name: Landair Traffic
 Phone: 866-404-8517
 Fax:
 eMail: mcx@landair.com

Terms and Conditions

To the best of my knowledge the weight, cubic feet, and carton and/or pallet information entered are accurate and in accordance with the MCX Purchase Order and the MCX Shipping and Routing Guidelines (located at www.usmc-mccs.org/shipping). This includes small parcel bundling rules outlined in the small parcel section of the MCX Shipping and Routing Guidelines. I understand that MCX Shipping and Routing Guidelines states that MCX may charge up to \$200 for non-compliance issues per incidence. MCX works with all of their vendors and understands that mistakes occur, however they may impose non-compliance fees when procedures and policies are not followed and it creates an increased work load for their business partners and staff.

☐ I agree to the above terms and conditions.

Back Next Save Cancel

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

Hazardous:	<input checked="" type="checkbox"/>
HazMat UN Number:	<input type="text"/>
HazMat Package Group:	<input type="text"/>
Hazmat Shipping Name:	<input type="text"/>
HazMat Contact Name:	<input type="text"/>
HazMat Contact Phone:	<input type="text"/>

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

Loading Method

Description:*

Freight Class:*

Total Handling Units:*

Total Shipment Weight:*

Cubic Feet Calculation ((LxWxH)/1728):*

PALLETS

CARTON

FLOOR LOADED

PALLETS

Weight automatically calculated from previous entry

- 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.

Loading Method

Description:*

Freight Class:*

Total Handling Units:*

Total Shipment Weight:*

Cubic Feet Calculation ((LxWxH)/1728):*

PALLETS

*Click **Next** to proceed, **Back** to return to previous screen or **Cancel** to quit*

Back Next Save Cancel

3.5.3 Floor Load (LTL/TL)

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

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

Request Route

Shipment Palletization

Is your shipment palletized? ☒ Yes ☐ No

Services

☐ Hazardous ☐ Non-Stackable Pallet(s)
☐ Lift Gate (D) ☐ Refrigerated

Item 1 - 2451043-70001 (PO Number)

Description: footwear
 Freight Class: 070
 Actual Carton Quantity: 25 CARTONS
 Weight (Include Pallet Weight): 250 Pour Total
 Hazardous: ☐

Loading Method

Description: footwear
 Freight Class: 070
 Total Handling Units: 25 FLOOR LOADED
 Total Shipment Weight: 250
 Cubic Feet Calculation ((LxWxH)/1728): 300

Back Next Save Cancel

Select appropriate **services**

Drop down arrow for **Freight Class** selection

Total Handling Units represents the total number of cartons

- **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.).

Loading Method

Description:*

Freight Class:* 070

Total Handling Units:* **PALLETS**

Total Shipment Weight:*

Cubic Feet Calculation ((LxWxH)/1728):*

CARTON

FLOOR LOADED

PALLETS

- 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.

Loading Method

Description:* footwear

Freight Class:* 070

Total Handling Units:* 25 **FLOOR LOADED**

Total Shipment Weight:* 250

Cubic Feet Calculation ((LxWxH)/1728):* 300

Back Next Save Cancel

Weight automatically calculated from previous entry

Click Next to proceed, Back to return to previous screen or Cancel to quit

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, AS WELL AS THE BOX IN EACH ITEM DESCRIPTION. 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)

Request Route

Shipment Palletization

Is your shipment palletized? ☐ Yes ☒ No

Services

☐ Hazardous ☐ Refrigerated
☐ Lift Gate (D)

Item 1 - 564789-15100 (PO Number)

Description:* Mugs Weight (Include Pallet Weight):* 70 Pour Total
 Freight Class:* 070 (Non-Furniture) Hazardous: ☐
 Actual Carton Quantity:* 2 CARTONS

Loading Method

Actual Carton Quantity:* 2 CARTONS

Recommended Maximum Bundled Quantity: 2 All dimensions the same? ☐ Yes ☒ No

Dimensions (L x W x H):* 12 x 12 x 18 in Cubic Feet: 1.5 Weight (Include Pallet Weight):* 30 Poun Total
 Dimensions (L x W x H):* 18 x 18 x 24 in Cubic Feet: 4.5 Weight (Include Pallet Weight):* 40 Poun Total

Back Next Save Cancel

Select appropriate services

Drop down arrow for Freight Class selection

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

Hazardous: ☒

HazMat UN Number:

HazMat Package Group:

Hazmat Shipping Name:

HazMat Contact Name:

HazMat Contact Phone:

- 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

Loading Method

Actual Carton Quantity:* 2 CARTONS

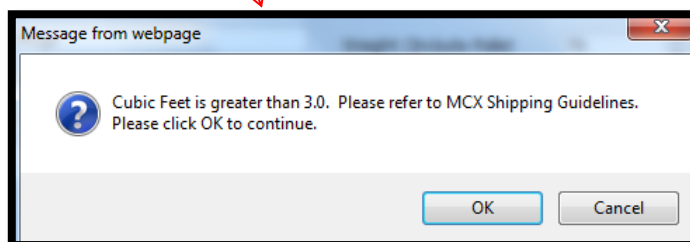
Recommended Maximum Bundled Quantity: 2

All dimensions the same? ☐ Yes ☒ No

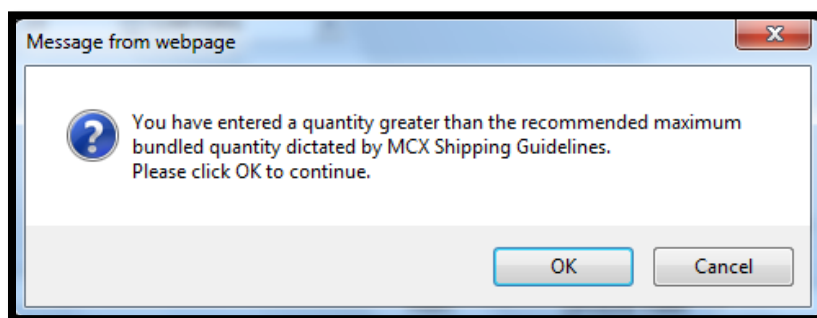
Dimensions (L x W x H):* 12 x 12 x 18 in Cubic Feet: 1.5 Weight (Include Pallet Weight):* 30 Poun Total

Dimensions (L x W x H):* 18 x 18 x 24 in Cubic Feet: 4.5 Weight (Include Pallet Weight):* 40 Poun Total

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.

3.5.6 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.

Request Route

Summary

From: Butterfly Distribution Center, 123 Anywhere Street, Quantico, VA, 22134, USA		To: MCX_QUANTICOR, 3044 Catlin Ave, MCCS RETAIL HQ, QUANTICO, VA, 22134, USA	
Total Shipment Weight:	440	Item Carton Quantity:	36
Total Handling Units:	2	Handling Unit Type:	PLT
Total Shipment Cubic Feet:	20.0		

Special Instructions

Contact

Name: Landair Traffic
Phone: 866-404-8517
Fax:
eMail: mcx@landair.com

Terms and Conditions

To the best of my knowledge the weight, cubic feet, and carton and/or pallet information entered are accurate and in accordance with the MCX Purchase Order and the MCX Shipping and Routing Guidelines (located at www.usmc-mccs.org/shipping). This includes small parcel/bundling rules outlined in the small parcel section of the MCX Shipping and Routing Guidelines. I understand that MCX Shipping and Routing Guidelines states that MCX may charge up to \$200 for non-compliance issues per incidence. MCX works with all of their vendors and understands that mistakes occur, however they may impose non-compliance fees when procedures and policies are not followed and it creates an increased work load for their business partners and staff.

☒ I agree to the above terms and conditions.

Terms and Conditions box must be checked to continue

Click **Save** to proceed, **Back** to return to previous screen or **Cancel** to quit

Back Next Save Cancel

- 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**.

Print Documents

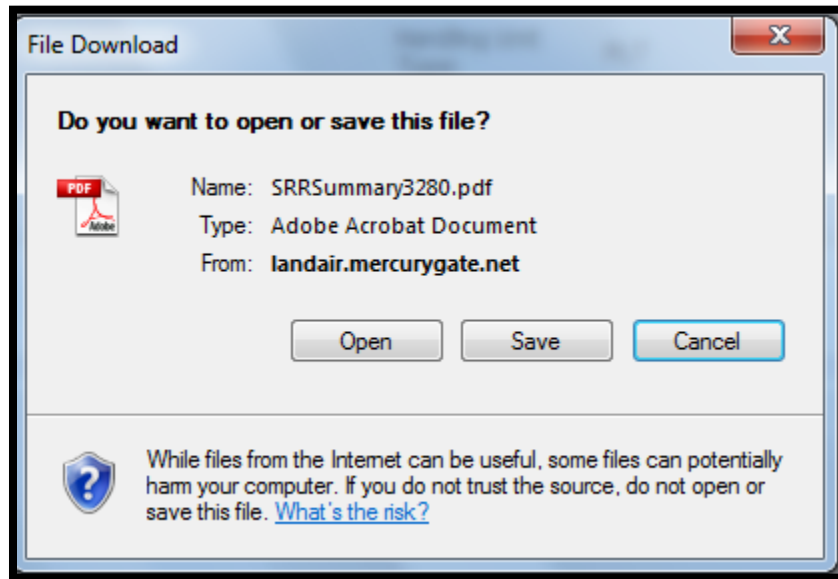
Shipment Created: 3280 (SRR)

Select Document:

Summary
SRR Summary

Close

- 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. The FRN (Freight Routing Notification) will reference the SRR number(s) instead of the PO(s).***

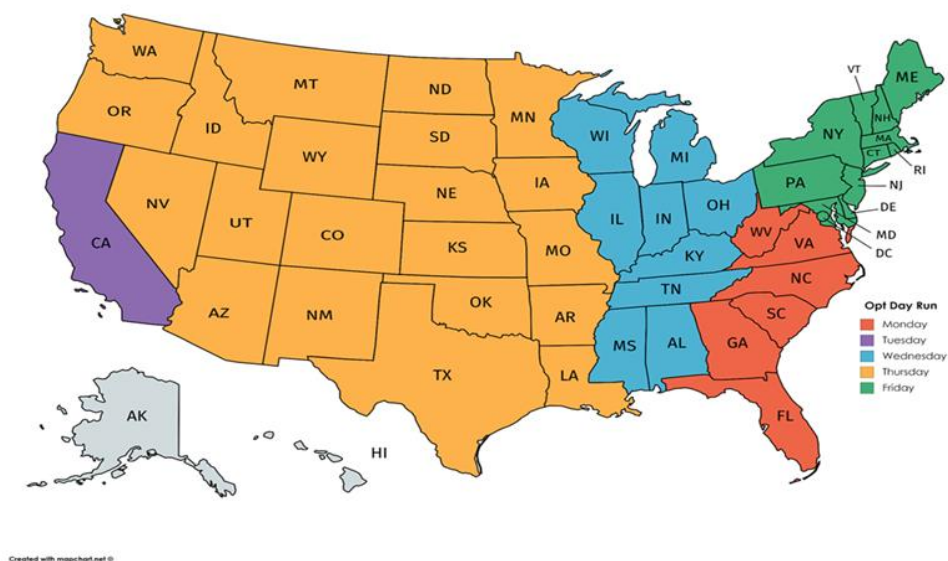


- This an example of a SRR Summary for your routing request. **This document is not a BOL.** The BOL Document, Carrier information, Service of shipping, and if applicable the small parcel labels will be emailed to you upon approval to ship.
- This document should be saved for your records.

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					

3.5.7 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 moved into the planning stage (issued an MBOL number), a carrier will be selected and you will receive a Freight Routing Notification (FRN) within 4 business days of the selected ready date. The email will include the following information.
 - SRR# (Ensure you are shipping **ALL** POs routed under each SRR as the BOL will only display one PO per 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 Items for shipping (Including carrier contact information. Make sure to reach out to the carrier to schedule pick up appointment.)
 - 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

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:

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

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.

- JB HUNT: 877-872-6133
- YRC Freight: 800-610-6500
- WARD Trucking: 800-458-3625
- City Logistics: forms@cityx.com or 310-223-1010 *Notice - This carrier has 48 hours to pickup from the Must Ship by Date.
- FedEx Freight Priority: 866-393-4585
- Southeastern Freight: 803-794-7300
- Central Freight: 800-782-5036
- Reddaway: 888-420-8960
- XPO Logistics: 800-755-2728
- SAIA: NAECustomerservice@saia.com or 800-765-7242

MCKX CORE BRANDS CORPS VALUE		BILL OF LADING		Page 1
SHIP FROM				
Name:	MCX EAST COAST RDC	Bill of Lading Number: M916270-Cancelled-1046124		
Address:	151 CARTER BEST RD UNIT 5	Print Date: 21 Sep 2020		
City/State/Zip:	MCX c/o LANDAIR	Must Ship By Date:		
Contact:	Warsaw, NC 28398	Carrier Name: LANDAIR TRANSPORTATION		
	Receiving, 877-505-5650	Carrier SCAC: LTAO		
		Trailer :		
SHIP TO		REFERENCES:		
Name:	MCX WEST COAST RDC	Carrier Service: Standard		
Address:	9210 CHARLES SMITH AVE	FX Account #:		
City/State/Zip:	MCX c/o LANDAIR	UPS Account #:		
Contact:	RANCHO CUCAMONGA, CA 91730			
	Receiving, 888-203-0608			
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				
Accessorial:		Master Bill of Lading: with attached		Freight Terms:
		Underlying Bills of Lading		Prepaid:
				3rd Party: X
CUSTOMER ORDER INFORMATION				
SRR #	PO #	Site #	Cartons	Weight
GRAND TOTAL			0.0	0.0
CARRIER INFORMATION				
HANDLING UNIT	COMMODITY DESCRIPTION			LTL ONLY
QTY	TYPE	WEIGHT	H.M. (X)	CLASS
PLT				Grand Total
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 / DATE		Trailer Loaded:		Freight Counted:
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.		<input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver		<input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver / pallets <input type="checkbox"/> said to contain <input type="checkbox"/> By Driver / Pieces
Signature _____ Date _____		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. Property described above is received in good order, except as noted.

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.

KIM EXPRESS BUTTERFLY WEST COURT DR 122 ANTONIO STREET OAKLAND, CA 94612		20 LBS	2 OF 5
SHIP TO: BOYD TORU HGA (ROR) 254-7532 MCX KANEHOE MCAS KANEHOE BAY BLDG 1404 KANEHOE BAY HI 96863		DWT: 12,12,12	
HI 967 9-02			
UPS 2ND DAY AIR		2	
TRACKING #: 1Z 94A 7P2 02 9558 0468			
BILLING: 3RD PARTY			

3.6.1 Commercial Invoice

- 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

INVOICE

From							
Tax ID/VAT No:				Waybill Number:			
Contact Name:				Date:			
Company Name:				Invoice Number (Reference 1):			
Address:				Purchase Order Number (Reference 2):			
City State/Province:				Terms of Sale (Incoterm):			
Postal Code Country:				Reason for Export:			
Phone:							
Ship To				Sold To / Importer Information			
Tax ID/VAT No:				Tax ID/VAT No:			
Contact Name:				Contact Name:			
Company Name:				Company Name:			
Address:				Address:			
City State/Province:				City State/Province:			
Postal Code Country:				Postal Code Country:			
Phone:				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:			
Declaration Statement:				Invoice Sub-Total:			
				Freight:			
				Insurance:			
				Other:			
				Total Invoice Amount:			
				Currency			

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

Shipper Signature / Title

Date:

Total Number of Packages:

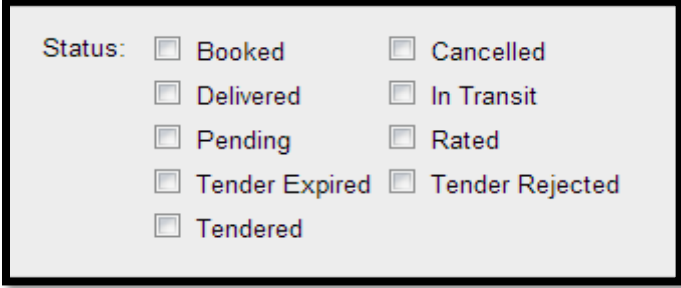
Total Weight:

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.



A screenshot of a web interface showing a 'Status:' label followed by a grid of checkboxes for different shipment statuses. The statuses are arranged in two columns: Booked, Cancelled, Delivered, In Transit, Pending, Rated, Tender Expired, Tender Rejected, and Tendered.

Status:	Booked	Cancelled
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

- **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.

Vendor Manage Shipments

☐ Latest Pick-Up From 01/14/2013
☐ Latest Pick-Up To 01/16/2013
☐ Type Shipment
☒ Reference 111213

Status: ☐ Booked ☐ Cancelled
☐ Delivered ☐ In Transit
☐ Pending ☐ Rated
☐ Tender Expired ☐ Tender Rejected
☐ Tendered

Find

SRR#	Status	Origin	Latest Pick-Up	Actual Pick-Up Date	Destination	Actual Drop Date	Carrier Name
3136	In Transit	Oceanside, CA	02/14/2013	12/31/2012	QUANTICO, VA		Multi-Leg
3157	Booked	Oceanside, CA	02/14/2013		QUANTICO, VA		Multi-Leg
3280	Pending	Quantico, VA	02/14/2013		QUANTICO, VA		UPS LTL SERVICE

- 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.

Shipment Summary: 3142 (SRR)

Shipment Status: Delivered
 Loads: M3286 (MBL)

Locations

Origin	Destination	Bill To
Vendor B10002 Butterfly West Coast DC 123 Anywhere Street Oceanside, CA, USA 92049 Appt: 02/14/2013 11:59PM to 02/14/2013 11:59PM No contact specified.	MCX 02102 MCX_QUANTICOR 3044 Catlin Ave QUANTICO, VA, USA 22134 Appt: 02/22/2013 11:59PM to 02/22/2013 11:59PM No contact specified.	Bill To LANDA37744 MCX C/O Landair PO Box 938 GREENEVILLE, TN, USA 37744 Contact: Landair MCX Traffic phone: 866-404-8517 email: mcx@landair.com Payment terms: Prepaid

Items

Item ID	HazMat	Class	NMFC	Weight	Act Qty	Descr
124578-02102-2	no	70.0		350.0 lb	25.0 CARTONS	?

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

The screenshot shows a window titled "Re-Print Documents" with a search bar containing "Reference:" and a dropdown menu set to "Shipment". A "Find" button is next to the dropdown. Below the search bar is a table with four columns: "Doc Name", "Create Date", "Create By", and "Doc Type". The table is currently empty.

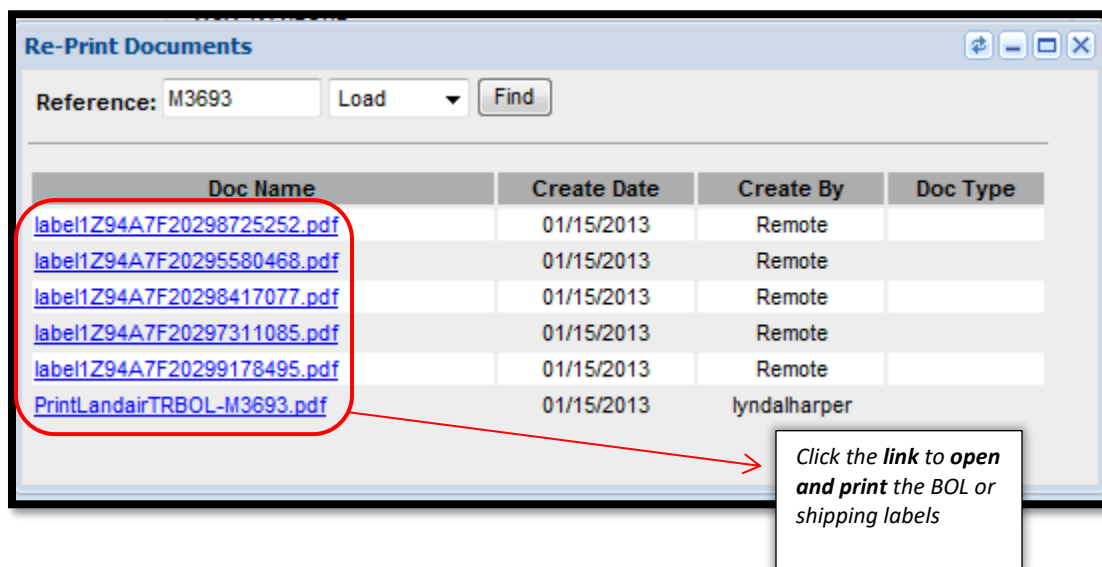
- Enter the **Reference** SRR number and select **Shipment** then click **Find** to print the SRR record

The screenshot shows the same "Re-Print Documents" window, but now with search results. The "Reference" field contains "3280", the dropdown is still "Shipment", and the "Find" button is highlighted. The table below has one row with the following data:

Doc Name	Create Date	Create By	Doc Type
SRRSummary-3280.pdf	01/15/2013	kimdupriest	

A red box highlights the link "SRRSummary-3280.pdf" in the "Doc Name" column. A red arrow points from a text box below to this link. The text box contains the instruction: "Click the link to open and print the document screen".

- 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.

3.12 Freight Class Designation for Routing – Mercurygate TMS

- To route a PO, a vendor will need to enter the freight class of the freight that is being shipped. During routing, you will have the option to select one of two classes, 70 (Non-

Furniture) or 175 (Furniture). If you are shipping large, bulky items, please select class 175.

- If you route cartons and receive routing for an LTL carrier, per the Freight Routing Notification, please see below for instructions on updating the weight and class.

If your shipment was entered as small parcel and was consolidated into an LTL shipment, you MUST add pallet weight to avoid reweigh chargebacks. Please find the BOL Correction Form in the Vendor News section on the TMS Dashboard. This form is to be used to update your shipment weigh and freight class. Please complete the form and email to mcx@landair.com to receive a revised BOL.