



Headquarters US Marine Corps
NAF Business & Support Services, MR
3044 Catlin Ave
Quantico, VA 22134
703-784-3800

Dear Business Partner:

SUBJECT: DOING BUSINESS WITH THE MARINE CORPS EXCHANGE

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

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

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

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

Sincerely,

A handwritten signature in blue ink that reads 'Jennifer Wible'.

Jennifer Wible
Chief Operating Officer
Deputy Director, Business Operations

15 MAY 2024



Headquarters US Marine Corps
NAF Business & Support Services, MR
3044 Catlin Ave
Quantico, VA 22134
703-784-3800

NEW VENDOR CHECKLIST

Before you can ship your first orders with MCX, the following items must be completed.

- 1) Download a copy of the MCX Terms and Conditions from www.mymcx.com/partner sign and return Appendix B NDAA Section 889 Representation to mcxvendorsetup@usmc-mccs.org
- 2) Download a copy of MCX Vendor Standards from www.mymcx.com/partner sign and return page 56 mcxvendorsetup@usmc-mccs.org
- 3) Complete the MCX Vendor Profile Form at <http://www.surveymonkey.com/s/MCXVendorProfile> A copy of the questions have been attached at the end of this document. Use this as a reference guide in gathering your answers. The survey must be submitted and completed online not emailed/handwritten. The survey should take less than 30 minutes.
- 4) Submit a Blank Sample Invoice to mcxvendorsetup@usmc-mccs.org
- 5) Submit a current signed W-9 to mcxvendorsetup@usmc-mccs.org
- 6) Submit a Certificate of Liability Insurance to mcxvendorsetup@usmc-mccs.org (see MCX Terms and Conditions for coverage requirements) with the certificate holder made out to:

NAF BUSINESS & SUPPORT SERVICES, MR
Marine Corps Exchange (MCX)
3044 Catlin Ave
Quantico VA 22134

Once MCX confirms your Vendor setup has been complete:

- Download a copy of MCX address listing from www.mymcx.com/supplychain
- FOB Origin Vendors, complete TMS Training www.mymcx.com/supplychain
- All vendors complete rCMS Training www.mymcx.com/supplychain
- Setup account for PayMode-X (contact memberservices@paymode-x.com)
- Begin EDI setup, our EDI specifications can be found at <https://community.spscommerce.com/mcx/>
- Submit invoices to ombmccsinvoices@usmc-mccs.org do not email EDI invoices and no postal mail

Bill to: NAF Business & Support Services

Attn: Shared Service Center
PO Box 1834
Quantico, VA 22134



**Headquarters US Marine Corps
NAF Business & Support Services, MR
3044 Catlin Ave
Quantico, VA 22134
703-784-3800**

To Whom It May Concern:

NAF Business & Support Services Division (MR), Headquarters, United States Marine Corps dba The Marine Corps Exchange (MCX) is an integral part of the Department of Defense, and is a Non-appropriated Fund Instrumentality (NAFI) of the United States Government.

Federal Identification Number: 54-1465325 (tax-exempt status)

Corporate Address:

NAF BUSINESS & SUPPORT SERVICES, MR
Marine Corps Exchange (MCX)
3044 Catlin Ave
Quantico VA 22134

Billing Address:

NAF Business & Support Services
Attn: Shared Services Center
PO Box 1834
Quantico, VA 22134

Paperless Invoices Required:

Submit non-EDI invoices to ombmccsinvoices@usmc-mccs.org
Do not send them via postal mail
(Email should not be used for EDI invoices)

Our EDI specifications can be found at <https://community.spscommerce.com/mcx/>

Make Check Payable to:

Business & Support Services, MR

Mail to Lockbox Address:

Business & Support Services, MR
PO BOX 277151
ATLANTA, GA 30384-7151

If you wish to send money via ACH or Wire Transfer please contact mccshq.treasury@usmc-mccs.org

15 MAY 2024

Paperless Statements/Credit Memos Required:

Email to ssc.retailap@usmc-mccs.org

Do not send them via postal mail

HQ MCX Finance Vendor Relations

Email: ssc.retailap@usmc-mccs.org

PayMode-X (Digital Remittance)

Phone: (800) 331-0974

Email: MemberServices@paymode-x.com

HQ MCX Buying Office

Phone: (703) 784-3800

Buyer Contact Details located at www.mymcx.com/partner

HQ MCX EDI Team

Phone: (703) 784-3800

Email: mccsedibusinessteam@usmc-mccs.org

SPS Commerce (EDI)

Phone: (866) 245-8100

Email: clientservices@spscommerce.com

Shipping Information:

A complete listing of MCX store addresses can be downloaded at www.mymcx.com/supplychain

Landair (TMS Provider Routing and Shipping)

Phone: (866) 404-8517

Email: mcx@landair.com

HQ MCX Compliance

Phone: (703) 784-3800

Email: mcxcompliance@usmc-mccs.org

Download a copy of MCX Terms and Conditions from www.mymcx.com/partner

Download a copy of MCX Vendor Standards from www.mymcx.com/partner

HQ MCX Vendor Setup and Maintenance

Email: mcxvendorsetup@usmc-mccs.org



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3044 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:

April 26, 2024
Federal Tax ID # 54-1465325

TO WHOM IT MAY CONCERN

Subj: TAX EXEMPTION CERTIFICATE

This is to certify that all tangible personal property and services purchased pursuant to a written Non-Appropriated Fund (NAF) contract or purchase order by the Business and Support Services Division, Headquarters, U.S. Marine Corps (HQMC MR), conducting business as Marine Corps Community Services (MCCS) and/or Marine Corps Exchange (MCX), are for resale, consumption, or use in support of programs and activities operated by the MCCS and/or MCX. MCCS provides an integrated organization for the development, operation, and delivery of numerous military Morale, Welfare and Recreation (MWR) activities, including a wide variety of resale and services such as the MCX. HQMC MR and Marine Corps installation-based MCCS activities are an integral part of the Department of Defense (DoD) and are NAF Instrumentalities (NAFIs) of the United States established and operated in accordance with Federal laws and U.S. Armed Services regulations. Each MCCS activity retains a unique Federal Tax ID number. The above referenced number is that of HQMC MR.

MCCS contracts, including purchase orders, are United States Government contracts; however, they do not obligate appropriated funds of the United States except for a judgment or compromise settlement in suits brought under the Contract Disputes Act (41 USC §§ 7101-7109), in which event MCCS will reimburse the United States Government (31 USC § 1304(c)). NAF procurements are subject to Department of Defense Instruction 4105.71, Secretary of the Navy Instruction 7043.5B, and Marine Corps Order 7010.20. The Federal Acquisition Regulation (FAR) published pursuant to the Office of Federal Procurement Policy Act of 1974 does not apply to NAF procurements except for those FAR provisions administratively adopted in the NAF contract. MCCS is eligible to participate in all General Services Administration contracts and other contracts available for use by U.S. Government agencies and instrumentalities.

It is a well-established principle of Constitutional law that the United States and its' Instrumentalities are immune from direct taxation by State and local governments unless Congress specifically authorizes taxation (See 4 USC §§ 105 et seq. (The Buck Act)). The Supreme Court of the United States first recognized the Constitutional doctrine of sovereign immunity in *M'Culloch v. Maryland*, 17 U.S. (4 Wheat.) 316 (1819); then extended constitutional immunity to federal instrumentalities in *Standard Oil v. Johnson*, 316 U.S. 481, 485 (1942); and in *United States v. Tax Com. of Mississippi*, 421 US 599 (1975), held that, viewing the tax in question as a sales tax, when the legal incidence of that tax was applied to instrumentalities of the United States, the taxation was unconstitutional. Several states expressly or generally recognize this immunity from taxation in state statutes and regulations. However, since the basis for such immunity is the United States Constitution and federal statutes, state exemption requirements do not pertain to sales to MCCS; nor is any state retailer's certificate/number required by MCCS to recognize its' tax-free status. The United States Congress has not authorized state, territory, or local governments, the District of Columbia, or any subdivisions thereof, to impose a tax directly on MCCS contracts or purchases of goods or services.

Subj: TAX EXEMPTION CERTIFICATE

Therefore, it is suggested that you retain this certificate as documentation of the tax-free status of your sales of goods or services to MCCS or MCX. Please direct questions to the undersigned at (703) 432-0572.

CARLSON.CHRIS
TOPHER.GEORGE
.1100960385
Christopher G. Carlson
Counsel
HQMC MR

Digitally signed by
CARLSON.CHRISTOPHER.GE
ORGE.1100960385
Date: 2024.04.26 12:48:54
-04'00'

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	Business and Support Services	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	☐ Individual/sole proprietor or single-member LLC	
	☐ C Corporation	
	☐ S Corporation	
☐ Partnership		
☐ Trust/estate		
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►		
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		
☒ Other (see instructions) ►		
Public Government Entity		
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):		
Exempt payee code (if any) 2		
Exemption from FATCA reporting code (if any)		
(Applies to accounts maintained outside the U.S.)		
5 Address (number, street, and apt. or suite no.) See instructions.		
Requester's name and address (optional)		
3044 Catlin Avenue		
6 City, state, and ZIP code		
Quantico, VA 22134-5099		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-			-			
or									
Employer identification number									
5	4	-	1	4	6	5	3	2	5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	CRADDOCK,PAT RICIA.A.1229185 094	Digitally signed by CRADDOCK,PATRICIA.A.1229185094 Date: 2021.04.15 08:59:05 -0400	Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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JOIN TODAY TO BE PART OF OUR E-PAYMENT SYSTEM

The Accounts Payable department of the Marine Corps Community Services (MCCS) NAF Business & Support Services, MR utilizes the Paymode-X® service offered by Bank of America Merrill Lynch to replace paper checks and other traditional electronic payments. We are asking our vendors and suppliers to enroll in Paymode-X so that all future payments are made electronically using this service.

Payments will begin electronically once you have enrolled and have been activated in Paymode-X.

As a PayMode-X member, you can receive payment and digital remittance information electronically in a secure online environment.

Enrollment in PayMode-X offers many benefits:

- Saves time and money
- Enhances cash flow
- Fits with existing systems and banking practices
- Includes detailed remittance information
- Provides access to payment history

Enroll online via the secure PayMode-X website.

Enrollment takes less than 10 minutes and you will need:

- Your company's U.S. federal employer identification number (EIN) or Social Security number (if you are a sole proprietor)
- Bank Transit Routing number
- Bank Account Number
- Your company's legal name, main telephone number and all physical and remittance addresses used by your company

Choose how you want to receive digital remittance information: ACH, online download, or direct accounts receivable integration.

To Get Started go to:

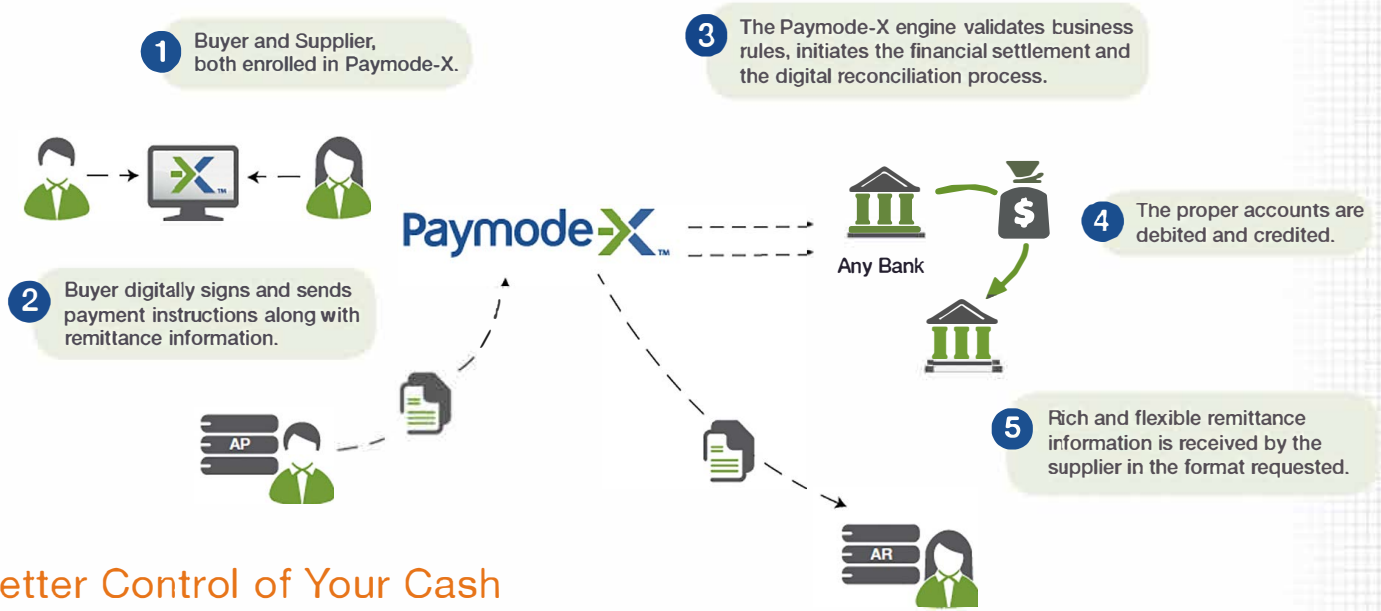
www.paymode.com/marinecorpscommservices

For more information

Call 1-877-443-6944

E-mail MemberServices@paymode-x.com

How Paymode-X Works



Better Control of Your Cash

As a member of the Paymode-X network, you can receive payment and digital remittance information electronically in a secure online environment, simplifying your reconciliation process. Paymode-X allows you to track inbound payments in real-time with an array of online reports, so you can better manage your cash flow. You can start receiving payments through Paymode-X without purchasing any software, modifying your existing accounts receivable systems or changing banks or bank accounts. Paymode-X features the highest levels of security available to ensure privacy, protection and control.

Paymode-X...

- Is easy to enroll and easy to use
- Enables better control and predictability of cash flow
- Works with any bank
- Fits your existing systems and banking practices
- Utilizes state-of-the-art security
- Includes unlimited digital remittance capabilities
- Notifies you electronically when payments are received
- Provides dedicated customer support

How to Get Started

Enroll in just 10 minutes via our secure Paymode-X web site.

What You'll Need:

- EIN (Tax ID number)
- Bank transit routing number
- Bank account number

Paymode-X offers the flexibility of sending your digital remittance information via ACH (CCD, CCD+ or CTX) via online download options or direct accounts receivable integration.

For more information call: 1.800.331-0974
or visit: <http://www.Paymode-X.com>

"The Paymode-X service is great, it's easy to use and provides complete online access to all remittance information for ease of posting. We continue to see more and more of our clients paying this way which streamlines our receivables process considerably." - FLEETPRIDE, INC.



MCX Vendor Deduction Queries

Remittance Advice Codes

The codes below will be indicated on your remittance for the below deduction types.

AD = Agreement Deductions (rollout starting 08 June 2018)

- Co-Op Marketing
- Program Support

For Inquiries and Disputes access portal at <https://mcx.traversesystems.com>

For portal access see last page

***JUNSUM18-001 = Co-Op Contracts** (prior to Type AD email mcxcompliance@usmc-mccs.org)

- Month/Campaign/Year/-3 digit contract sequence

CN = Compliance

- compliance penalties
- freight reimbursements
- admin fees

For Inquiries and Disputes access portal at <https://mcx.traversesystems.com>

For portal access see last page

CB = Chargeback

- debit memos for invoice cost or unit variance
- invoice short pay
- pay adjustment

For Inquiries access portal at <https://mcx.traversesystems.com>

For portal access see last page

For Disputes email ssc.retailap@usmc-mccs.org

Debit Memo (CB) Disputes must provide

- A copy of the original invoice
- Provide what is being disputed –
 - o Identify item(s) from original MCX PO/Direct Delivery Agreement Order
 - o Quantity Variance
 - For Small Parcel FedEx/UPS this must be Proof of Delivery to the MCX location with the MCX PO number notated
 - For FOB Origin Freight provide Proof of Pickup from the designated carrier with carton count and driver signature. Document must be addressed to the MCX location instructed by our routing guidance.
 - For FOB Destination Freight provide Proof of Delivery with carton count and consignee signature to the MCX location designated on the MCX order.
 - o Payment Variance
 - If PO, provide version of MCX PO dated prior to your ship date (your shipment date must land within the shipping window on the PO) and identify the cost that was agreed on the PO.
 - If Direct Delivery, forward the dated acknowledgement of the agreed cost file from the MCX buyer honoring the price. The email must be dated prior to the shipment date and invoice of the order.

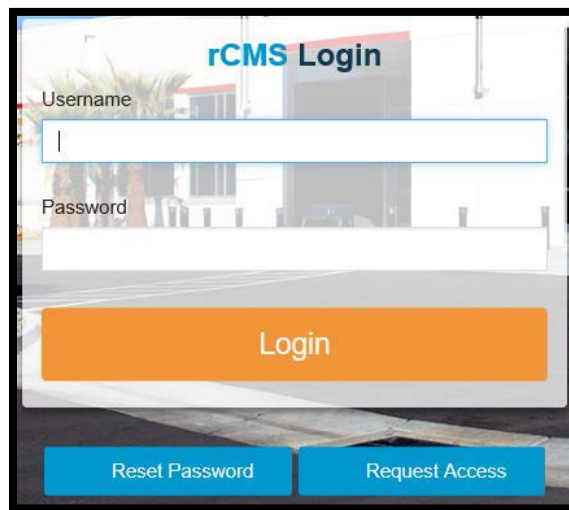
CL = Claims

- Markdown Support
- Price Protection
- Return to Vendor (RTV)
- Destroy in Field (DIF)
- Promotional Giveaway (donation)

For Inquiries and Disputes contact the MCX Buyer via email or 703-784-3800

MCX VENDOR COMPLIANCE PORTAL ACCESS

- Go to: <https://mcx.traversesystems.com>
- Select Request Access
- Provide the following information o Vendor 9-digit DUNs # (MCX converts to 11-digits)
 - o Vendor Name
 - o Contact First and Last Name
 - o Email
 - o Phone Number
 - o Department
 - Corporate Office
 - Compliance
 - Logistics
 - Accounts Receivable
 - Sales
 - EDI
- o What access do you need?
 - Portal Access
 - Email Notification
 - Both



Allow for at least two business days to verify information and process request. MCX Compliance will send your Login ID and Password to the email provided on the request.

Setup Request Email mcxcompliance@usmc-mccs.org

15 MAY 2024

VENDOR PROFILE FORM

Thank you for taking the time to complete our MCX Trading Partner Profile Form.

Use the profile form below to gather all information before attempting the online version.

www.surveymonkey.com/s/MCXVendorProfile

Please complete this form as it applies to your business with the Marine Corps Exchange (MCX).

Fields with an asterisk (*) are mandatory.

If you have any questions pertaining to this form or information within, email MCXVendorSetup@usmc-mccs.org

VENDOR PROFILE FORM

If you need to exit the MCX Vendor Profile before you have completed - please copy the URL from your browser and save for later use. Once you are ready to continue - copy and paste the URL into your browser to access your form.

Contact MCXVendorSetup@usmc-mccs.org if you need assistance.

VENDOR PROFILE FORM

*** 1. Is your company...**

- ☐ Existing Business Partner - Have done business with the MCX within the past 18 months
- ☐ New Business Partner - Vendor has never done business with MCX or it has been over 18 months
- ☐ Not Sure

*** 2. CORPORATE INFORMATION**

Company:	
Corporate Address 1:	
Address 2:	
City/Town:	
State/Province:	
ZIP/Postal Code:	
Country:	
Phone Number:	
Fax Number:	

*** 3. Provide the Company Federal Tax ID#**

*** 4. What is your company's website?**

*** 5. What is the Vendor DUNS Number that MCX utilizes to process orders with your company?**

*** 6. Do you currently do business under any other trading name(s) or DUNS numbers?**

☐ Yes

☐ No

VENDOR PROFILE FORM

*** 7. List all additional DUNS numbers and Trading Names.**

VENDOR PROFILE FORM

*** 8. PayMode Information:**

All MCX Business Partners must use PayMode

Enroll online via the secure PayMode Website.

Enrollment takes less than 10 minutes and you will need:

- EIN (Tax ID Number)**
- Bank Transit Routing Number**
- Company Profile Data (address, phone, etc.)**

Choose how you want to receive digital remittance: ACH, online download, or direct accounts receivable integration.

To get started go to:

<https://secure.paymode.com/paymode/login.jsp>

For more information

call 1-877-443-6944

email customer_service@paymode.com

or visit www.bankofamerica.com/paymode

- ☐ I have read the above and have notated the setup contact information to enroll
- ☐ I am already setup in Pay-Mode with MCX
- ☐ I do not plan on enrolling - please explain why?

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*** 9. Does your company have Insurance Coverage to fulfill the Terms and Conditions of the MCX Purchase Order?**

- ☐ Yes - Email a Certificate of Liability Insurance for product liability coverage with MCX to mcxvendorsetup@usmc-mccs.org within 5 business days of completing your Vendor Profile - make sure your company name and DUNs are clearly notated.
- ☐ No - Your Purchase Order requires you to defend and indemnify MCX in the event of a claim arising out of your product. Most of our business partners carry product liability insurance to protect themselves from financial burden of potential claims. If you sell children's products, food, cosmetics, or health and beauty aids, evidence of coverage is required to continue business with MCX.

*** 10. Submit the following documents to mcxvendorsetup@usmc-mccs.org within 5 business days of completing this form.**

- ☐ Corporate W9
- ☐ Sample Invoice
- ☐ Certificate of Liability Insurance - see MCX Terms and Conditions for coverage requirements at www.mymcx.com/partner
- ☐ Download a copy of the MCX Vendor Standards from www.myMCX.com/partner sign and return page 50

*** 11. What type of orders will you process with MCX?**

- ☐ Purchase Order (received as an EDI or PDF)
- ☐ Direct Delivery Agreement - DDA

Other (please specify)

*** 12. Payment Terms with discount if applicable (example 2% 10 days NET 30)**

*** 13. Choose the currency that your company trades in? (ex. USD = US Dollars)**

Currency

Purchase/Payment
Currency

*** 14. Are your invoices factored?**

☐ Yes

☐ No

VENDOR PROFILE FORM

*** 15. Provide Factors Name and Address**

Accounts Receivable

Contact:

Company Name:

Address 1:

Address 2:

City/Town:

State/Province:

ZIP/Postal Code:

Country:

POC Email Address:

Phone Number:

VENDOR PROFILE FORM

*** 16. Provide Company Remit To**

Accounts Receivable

Contact:

Company Name:

Address 1:

Address 2:

City/Town:

State/Province:

ZIP/Postal Code:

Country:

POC Email Address

Phone Number:

VENDOR PROFILE FORM

- * 17. MCX has partnered with SPS Commerce as our EDI provider, EDI testing and set-up must be completed with SPS Commerce before MCX can move into a trading partnership.**

SPS Commerce has the MCX specs and requirements for EDI set-up.

**To get started call 866-245-8100
or email clientservices@spscommerce.com**

- ☐ I have read the above and have notated the EDI setup contact information
- ☐ I am already setup with MCX for EDI transactions through SPS Commerce
- ☐ I do not plan on enrolling - please explain why?

*** 18. Which EDI transactions are you able to send/receive?
(check all that apply)**

- ☐ 810 - Invoice
- ☐ 832 - Price Sales Catalog
- ☐ 850 - Purchase Order
- ☐ *852 - Product Activity Data (*or similiar)
- ☐ 855 - PO Acknowledgement
- ☐ 856 - Ship Notice/manifest
- ☐ 860 - PO change Request
- ☐ 753 - Request for Routing
- ☐ 754 - Routing Instructions
- ☐ None at this time
- ☐ Other (please specify)

19. For 832 (Price Sales/Catalog) vendors, what is your CATALOG ID#?

20. EDI Contact

Name:

Company:

Email Address:

Phone Number:

VENDOR PROFILE FORM

*** 21.**

All MCX shipments require an auditable shipping document per carton; such as a packing slip, detailed GS1-128 label, carton content label or a carton imprint of contents for internal receiving audits.

The document should contain the MCX PO Number, Style or UPC Number, Ship To Location, Mark For Site Number (when applicable), and quantity shipped per carton.

All EDI Vendors are required to submit an EDI 856 ASN with each carton labeled with a GS1-128 to satisfy this requirement.

Indicate below which method(s) you use

- ☐ Packing Slip
- ☐ Carton Imprint
- ☐ Detailed GS1-128 with ASN 856
- ☐ Carton Content Label
- ☐ Other (please specify)

*** 22. How much Lead Time do you require to fill an order before PO is ready to ship (Calendar days after order date):**

*** 23. How much Shipping Time does your product require from Ready to Ship to Delivery at Destination on average (Calendar Days):**

*** 24. FOB/Freight Terms**

- ☐ Destination/Prepaid (shipper pays freight MCX does not reimburse)
- ☐ Origin/Collect Third Party (shipper uses MCX carrier and carrier bills MCX)

VENDOR PROFILE FORM

*** 25. Destination/Prepaid Vendor**

What Carrier(s) do
you use?

How can MCX verify
routing and delivery
for your carriers?

VENDOR PROFILE FORM

Please provide us with your Shipping Point information below.

*** 26. Do you currently have a MCX TMS Location ID for this location?**

☐ No

☐ Yes, please provide the ID

*** 27. Fill out the Shipping Location Information (if you have more than one location you will be prompted to fill out this form for each location that you ship from).**

Shipper Name:

Company:

Address 1:

Address 2:

City/Town:

State/Province:

ZIP/Postal Code:

Country:

Email Address:

Phone Number:

*** 28. Does your location require an appointment for pickup?**

- ☐ No
- ☐ Yes - provide apt phone number

29. What are your shipping hours?

Earliest Appointment:

hh	mm	-	▲▼
----	----	---	----

Latest Appointment:

hh	mm	-	▲▼
----	----	---	----

30. Provide the Vendor Name and DUNS for each company that your facility is authorized to ship to MCX.

The "data universal numbering system," known as a 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. List all DUNS below. For more than 5, list in the notes section.

Vendor Name	
DUNS	
Vendor Name	
DUNS	
Vendor Name	
DUNS	
Vendor Name	
DUNS	
Vendor Name	
DUNS	

31. Please provide any additional notes that you have for this location:

*** 32. Do you have an additional shipping location?**

☐ No

☐ Yes

VENDOR PROFILE FORM

*** 33. Fill out the Shipping Location Information (if you have more than one location you will be prompted to fill out this form for each location that you ship from).**

Shipper Name:

Company:

Address 1:

Address 2:

City/Town:

State/Province:

ZIP/Postal Code:

Country:

Email Address:

Phone Number:

*** 34. Does your location require an appointment for pickup?**

☐ No

☐ Yes - provide apt phone number

35. What are your shipping hours?

Earliest Appointment:

hh	mm	-	↑ ↓
----	----	---	--------

Latest Appointment:

hh	mm	-	↑ ↓
----	----	---	--------

36. Provide the Vendor Name and DUNS for each company that your facility is authorized to ship to MCX.

The "data universal numbering system," known as a 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. List all DUNS below. For more than 5, list in the notes section.

Vendor Name	
DUNS	
Vendor Name	
DUNS	
Vendor Name	
DUNS	
Vendor Name	
DUNS	
Vendor Name	
DUNS	

37. Please provide any additional notes that you have for this location:

*** 38. Do you have an additional shipping location?**

- ☐ No
- ☐ Yes

VENDOR PROFILE FORM

To add additional shipping points for this vendor DUNs please contact Landair at 866-404-8517 or mcx@landair.com

VENDOR PROFILE FORM

*** 39. Do you have purchase order minimums?**

- ☐ Yes
- ☐ No

VENDOR PROFILE FORM

*** 40. Are your minumums calculated by....**

- ☐ Total Purchase Order
- ☐ Individual Ship to Site

*** 41. Choose how you calculate minimum order validation and provide requirement - there can not be more than 2 different minimums and one must be cost of goods.**

Dollar (Cost)	
Units	
Cases	
Weight	

VENDOR PROFILE FORM

Please provide the points of contacts for your business that relate to MCX (some areas may be handled by a third party or military broker).

42. President, Ceo, Senior Officer

Name:	
Title:	
Email Address:	
Phone Number:	

43. Regional Sales Manager

Name:	
Email Address:	
Phone Number:	

44. Local Representative

Name:	
Email Address:	
Phone Number:	

*** 45. Credit Manager**

Name:	
Email Address:	
Phone Number:	

46. Chief Financial Manager

Name:	
Email Address:	
Phone Number:	

47. Customer Service Representative

Name:	
Company:	
Email Address:	
Phone Number:	

48. Logistics Contact

Name:	
Company:	
Email Address:	
Phone Number:	

*** 49. Compliance Department Contact**

Name:	
Company:	
Email Address:	
Phone Number:	

VENDOR PROFILE FORM

Fill in all allowances that your company offers.

Include the

- % or \$ amount**
- Frequency (per PO, Monthly, Quarterly, etc.)**
- include any additional notes related to allowances**

50. Provide % or \$ amount and frequency for all allowances your company support.

Damage Allowance	
Freight Allowance	
Co-Op Allowance	
Display/End Cap	
Quantity Allowance	
New Item introduction Discount	
Price Protection	
Customer Samples @ no charge	
Customer Giveaway Support	
Drawings/Contest Support	
Vendor Fixtures	
Stock Balancing Support	
In-Store Vendor Service	
In-Store Signing Allowance	
Trade	
New Store	
Other please provide	

51. Please enter the effective dates for the allowances above.

Start Date

Stop Date

*** 52. Can you support the below service added programs?**

	Currently Provide MCX	Yes but do not currently provide	No
Pre-Ticketing	☐	☐	☐
Hanger Supplied Vendor	☐	☐	☐
Security Tag Supplied	☐	☐	☐

53. Please indicate any other service programs that your business offers that MCX could benefit from:

VENDOR PROFILE FORM

*** 54. MCX Policy on returning product to the vendor:**

- 1. MCX does not accept style substitutions or overages unless the MCX Buyer provides vendor authorization in writing. The vendor is responsible for maintaining records of authorizations received from the MCX Buyer.**
- 2. All unauthorized substitutions and overages will be returned, disposed of, and/or donated at the vendor's expense.**
- 3. MCX may or may not contact the vendor for occurrences with values under \$250 in NET cost of goods for disposition assistance. MCX reserves the right to dispose/salvage any items not shipped as ordered that the vendor does not respond to within 5 business days at the vendor's expense.**
- 4. MCX will process a non-compliance charge per incident.**
- 5. All merchandise, either received by MCX or returned to MCX by a patron, that is deemed as defective due to negligence or non-compliance on the vendor's part will be returned, disposed of, and/or donated at the vendor's expense.**
- 6. Refer to our MCX Vendors Standards Guide at www.mymcx.com/partner for additional information.**

- ☐ I have read the above and understand MCX Policy concerning return to vendor
- ☐ I have read the above but have questions/concerns about the MCX return to vendor policy (please specify)

*** 55. Return Shipping Information**

Name:	
Company:	
Address 1:	
Address 2:	
City/Town:	
State/Province:	
ZIP/Postal Code:	
Country:	
Email Address:	
Phone Number:	

*** 56. Where do you post or how do you report your recall information?**

--

*** 57. How should MCX handle defective merchandise?**

- ☐ Option 1 - Defective/Return Merchandise Allowance (Allowance must be listed in the Trading Partner Allowance section of this form and must be adequate to cover cost of goods and MCX processing).
- ☐ Option 2 - Defective/Return Merchandise should be Returned to Vendor
- ☐ Option 3 - Defective/Return Merchandise Special Instructions (you will be prompted on next page to explain)

VENDOR PROFILE FORM

*** 58. [Q57]**

Check which method MCX should use to dispose of merchandise

- ☐ MCX Facility may dispose of defective/unauthorized merchandise through salvage
- ☐ MCX Facility must destroy defective/unauthorized merchandise

VENDOR PROFILE FORM

*** 59. [Q51]**

The Trading Partner will be charged current cost of merchandise plus a 10% handling fee in addition to all freight charges that apply to the shipment.

Open RA# if
applicable

Expiration Date

1-800 number to
obtain RA# (if Open
RA not provided
above)

Email address to
obtain RA#

VENDOR PROFILE FORM

*** 60. [Q51]**

Defective/Return Merchandise Special Instructions

VENDOR PROFILE FORM

*** 61. What is the name of the Buyer at MCX who will handle your account?**

*** 62. What commodity does your company sell?**

*** 63.**

Please provide us with your contact information for MCX HQ to follow-up on any additional information needed in the Vendor Profile.

Name	
Company	
Email Address	
Phone Number	

VENDOR PROFILE FORM

Thank you very much for assisting MCX! Capturing this data will better our relationship and grow our businesses.

A copy of the MCX Vendor Profile will be provided to you for your records after your account has been approved for setup, please email mcxvendorsetup@usmc-mccs.org if you have any questions or need further assistance.