

# Marine Corps Exchange Vendor Standards Guide



# Revision Sheet

[illegible]

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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 Marine Corps!

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 Chief Operating Officer, Deputy Director, Business Operations, and on behalf of the Marine Corps Exchanges world-wide, we extend our most heartfelt gratitude for your support as we forge ahead into our business relationship, and incorporate "Best Business Practices."

Sincerely,

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

Jennifer Wible  
Chief Operating Officer  
Deputy Director, Business Operations

## 1. INTRODUCTION

The following terms and conditions within the MCX Vendor Standards are applicable to the business relationship between you (the Vendor) and Marine Corps Exchange (MCX). As Vendor supplying retail merchandise to MCX, you are required to abide by the terms of this agreement as a condition of doing business with MCX. MCX personnel have no authority to waive or change the terms contained in the MCX Vendor Standards Guide or the MCX Terms and Conditions unless otherwise noted; a proposed change or request to waive any part of terms and conditions is not effective except by written approval by MCX. In the event of conflicting guidance, the order of precedence shall be the MCX Purchase Order (PO) or contract (hereafter referred to as order, purchase order, agreement, direct delivery agreement, and/or contract), the terms outlined in the MCX Vendor Trading Partner Profile (if any), the MCX Vendor Standards Guide, and the MCX Terms and Conditions).

### What is the MCX?

Marine Corps Exchanges provide a full line of retail products to active duty Marines, Sailors, Soldiers, and Airmen; as well as to their family members, retirees, and other authorized patrons. The Marine Corps Exchanges and its various activities are Non-appropriated Fund (NAF) Instrumentalities of the federal government and fall under the jurisdiction of the Department of Defense and the Department of the Navy.

The centralized merchandising staff at Headquarters US Marine Corps (HQMC) MCX is responsible for system-wide retail programs to include: advertising, corporate merchandising and private label programs, policy and coordination of information, and markets for the exchanges. Our merchandising policy is to respond to customer demand when selecting items and brands. Accordingly, the stock assortment is generally comprised of brands and private label items that offer a demonstrated value that has consumer acceptance in the commercial sector. Each buyer reviews merchandise lines and determines if a product or service should be carried based on customer demand, prices, and terms.

Marine Corps Exchanges purchase retail merchandise, supplies, and equipment from manufacturers and suppliers through negotiation based on best value in compliance with applicable laws and regulations.

The information contained within was specifically designed with Vendors in mind in anticipation of becoming one of our MCX Business Partners and providing the Vendor with the MCX organization's basic requirements.

In this guide you will find the details and information for our MCX Vendor Standards. We expect our Vendor partners to read this guide thoroughly and comply with our MCX Vendor Standards. This document provides crucial information on doing business with us.

See our MCX story at  
<http://www.mycmcx.com/history>

## 2. CORPORATE POLICY

An order/contract is not effective until: (1) an MCX buyer decides to purchase merchandise from your firm, (2) you and the buyer negotiate all "Vendor-specific terms" such as accepted items, prices, discounts and allowances, the FOB terms as described in the Logistics section [Transportation FOB Terms](#) of this document, (3) MCX issues an order to your firm reflecting these negotiated terms, and (4) you accept or begin performance (i.e., fill the first order).

Initial Vendor-specific terms and any changes thereafter will be entered into the MCX Retail Management System (RMS). Changes will be effective on the date of the next order issued to you. Retroactive price increases will not be recognized or accepted. Failure to comply with the negotiated agreement will result in a non-compliance charge – see [Compliance Program](#) section of this document.

Marine Corps Community Service (MCCS) orders/contracts may, under specified conditions, be established on simple documents such as purchase orders, or they may be complex in nature, containing detailed specifications and performance standards. The selection of the type of order/contract and the purchasing procedure to be used in a particular situation will be determined by the MCCS contracting officer or MCX buyer. The Federal Acquisition Regulation (FAR) does not apply to NAF MCCS/MCX procurements. MCCS contracts may also vary based on whether the order/contract supports the MCX or traditional Morale, Welfare and Recreation (MWR) activities. An important distinction is that different Disputes Clauses apply to MCX and MWR orders/contracts.

### A. TERMS AND CONDITIONS

The MCX order/contract requires Vendors to accept the **MCX TERMS AND CONDITIONS for Resale Merchandise** in effect on the date the order or contract is issued. The current MCX Terms and Conditions are located at: <http://www.mycmx.com/partner>.

The current MCX Terms and Conditions include contract clauses on the following:

- Legal Status
- Authority To Bind and Definitions
- Procurement Integrity
- Examination of Records
- Oral Representations
- Changes
- Advertisements
- Assignment
- Termination By Notice
- Disputes
- Indemnify and Hold Harmless
- Equal Employment Opportunity
- Affirmative Action For Disabled Veterans and Veterans of The Vietnam Era
- Affirmative Action and non-Discrimination For Workers With Disabilities
- Convict Labor
- Taxes
- Robinson-Patman Act
- Mailing List

- Environmental Protections
- Warranty
- Item Substitution and Variation in Quantity
- Inspection/Quality Assurance
- Prices
- Returns
- Contractor Liability
- Surveillance
- Withholding
- Non Waiver of Defaults
- Defaults
- Restrictions on Purchases of Foreign Goods
- Automatic Data Processing Virus
- MCX/Vendor Partnership Marketing Program
- MCX Sell Price
- Conformance with Applicable Laws and Regulations
- Insurance
- Permits and Licenses
- Non-Exclusive Contract
- Personal Identification of Contractor Personnel
- Drug-Free Work Place
- Invoicing and Payment
- Privacy Act

## **B. SOCIAL RESPONSIBILITY**

The Military Exchange Services have a rich, proud heritage of serving the men and women of the uniformed services and their families. Our global mission makes us citizens of worldwide communities and is rooted in the tenets of integrity, accountability and compassion, which are embodied in our core values.

Consistent with those values, we seek to do business with contractors, Vendors, suppliers and partners who share our enduring values and consistently hold themselves and their agents to our [Joint Letter Regarding Social Responsibility and Labor Standards](#) located in the Appendix of this document.

## **C. VENDOR PERSONNEL AND REPRESENTATIVES**

Vendor personnel are defined as any person who is contracted, employed, or represents an MCX Vendor to do work for such Vendor at a MCX installation or MCX Partner location such as a cross dock facility. Vendor personnel include, but are not limited to, company employees, representatives, brokers, agents, dealers and liaisons. While in Exchange facilities, Vendor personnel must access the facility through the employee-designated entrance and check in with a Marine Corps Exchange authorized associate and adhere to all local policies and procedures. Vendor personnel shall wear a Vendor-provided name tag that clearly identifies the individual as Vendor personnel. Vendor personnel will be neat and clean. Vendor employees having contact with MCX customers will wear attire that complies with the local Marine Corps Base and MCX dress code policy. All Vendor personnel having contact with MCX customers shall be able to read, write, and speak English at a fluency level sufficient for efficient performance of the order/contract.



The Vendor will discontinue using any Vendor personnel in Exchange facilities upon local MCX or HQMC MCX's written notice that the individual is not acceptable for performance under this order/contract. The Vendor will not use any such person to perform other MCX orders/contracts without the prior written consent of the local MCX or HQMC MCX. The Vendor will not use any individual to work in Exchange facilities who has been determined unacceptable under any other MCX order/contract, without prior written consent of the local MCX or HQMC MCX.

Vendor personnel, while on the military installation, shall at all times conduct themselves in an orderly and proper manner and abide by applicable regulations and directives, to include drug detection procedures, so as not to reflect negatively on MCX. Vendor and any subcontractors shall be required to comply with applicable Marine Corps Base and MCX identity verification procedures, access requirements, security clearance policies, and safety procedures.

The Vendor personnel will not represent themselves as an agent or representative of MCCS, MCX, or any other agency or instrumentality of the United States Government.

The materials and services to be delivered under any contract between MCX and Vendor are non-personal services. No employer-employee or master-servant relationships exist or shall exist under the contract between MCX and the Vendor and-or between MCX and the Vendor's employees.

Vendor personnel under this contract shall never be placed in a position where they are appointed or employed by a Federal officer, or are under the supervision, direction, or evaluation of a Federal officer, military or civilian.

#### **D. VENDOR OWNED OR PROVIDED EQUIPMENT/FIXTURES**

Vendor equipment, racks, sales fixtures and other display devices provided for performance of the order/contract are subject to approval by HQMC MCX Store Operations. The equipment/fixtures will be new or in like new condition. Unless otherwise stated in writing in the order/contract or modification thereto, any equipment, racks, sales fixtures, or other display devices delivered to MCX for use in conjunction with Vendor's products become MCX property upon delivery and at no additional charge to MCX.

Any Vendor provided equipment, racks, sales fixtures and/or other display devices where title remains with the Vendor, described as Vendor-owned, will be maintained in good, safe, working order by the Vendor. All expenses related to the maintenance and servicing of Vendor owned equipment/fixtures will be the responsibility of the Vendor.

All charges incident to shipping, furnishing, installing or removing Vendor provided equipment/fixtures will be at Vendor's expense unless otherwise stated in writing in the order/contract. If destined for an overseas facility, MCX will provide transportation support from the port of embarkation. No equipment/fixtures, Vendor-owned or MCX-owned, will be removed from MCX locations without HQMC MCX approval.

## **E. FIREARMS AND AMMUNITION**

### **Firearms Special Procedures for Shipping**

Authorized MCX locations accept packages containing firearms (as defined by Title 18, Chapter 44, and Title 26, Chapter 53, of the United States Code) for delivery only from licensed importers, licensed manufacturers, and licensed dealers (as defined in Title 18, Chapter 44 of the United States Code) pre-approved by HQMC MCX.

The shipper must comply with and must ensure that each shipment containing firearms complies with all federal, state and local laws applicable to the shipper, recipient, and package.

### **Firearms Packing and Labeling Requirements**

All firearms must be shipped in new corrugated packaging.

Firearms must be shipped separately from packages containing ammunition. Packages containing firearms must be separated from other packages tendered to the carrier for transit/delivery.

The labeling and outer box markings on all firearm shipments should not identify the contents as containing a firearm. Labeling, including the shipper's and consignees abbreviated names on the shipping label or air shipping document, must be non-descriptive.

### **Firearms Authorized Shipping Carriers and Services**

All firearm shipments for MCX are FOB Destination Vendor prepaid without reimbursement.

All Handguns must be shipped using a 2<sup>nd</sup> Day Air or Next Day Service.

Long guns can be shipped using Standard Ground service or a faster service.

The shipper must use Delivery Confirmation Adult Signature Required service for each package containing a firearm and affix the appropriate carrier label requesting an "adult signature upon delivery". When shipping a package containing a firearm, the pickup driver or drop-off center clerk must be verbally notified of such.

The shipper is responsible for carrier compliance, carrier service level requirements, shipment tracking and claims.

### **Ammunition Special Procedures for Shipping**

Authorized MCX locations accept packages containing ammunition as constitutes "cartridges, small arms," as defined in 49 C.F.R. § 173.59.

In order to meet the exception for "Limited Quantities" shipments or ORM-D materials, which are not subject to the shipping paper requirements of subpart C of part 172 of 49 CFR, ammunition can only be shipped via Ground Service, and only within the 48 contiguous United States. Contact [mcxlogistics@usmc-mccs.org](mailto:mcxlogistics@usmc-mccs.org) for special procedures on shipping ammunition to Marine Corps Base

Hawaii. Shipments of ammunition with other small parcel services must be prepared as fully regulated hazardous materials and are available only on a contractual basis with the small parcel carrier.

The shipper must comply with and must ensure that each shipment containing ammunition complies with all federal, state and local laws applicable to the shipper, recipient, and package, including, without limitation, age restrictions. Must be in classification 1.4S

#### **Ammunition Packing and Labeling Requirements**

All ammunition must be shipped in new corrugated packaging.

Ammunition must be shipped separately from packages containing firearms.

Ammunition must be packed with internal boxes or partitioning or in metal clips. The internal boxes, partitions or clips must fit snugly into the external packaging that is securely closed so that it cannot open during transportation.

Ammunition must be packaged and labeled in compliance with 49 C.F.R. Part 172, et seq. regarding hazardous materials shipments, and must be shipped in accordance with the Commercial carrier for Shipping Ground or Air Hazardous Materials.

#### **Ammunition Authorized Shipping Carriers and Services**

All ammunition shipments for MCX are FOB Destination Vendor prepaid without reimbursement.

All ammunition must be shipped using Ground Service.

The shipper must use Delivery Confirmation Adult Signature Required service for each package containing ammunition and affix the appropriate carrier label requesting an "adult signature upon delivery".

When shipping a package containing ammunition, the pickup driver or drop-off center clerk must be verbally notified of such.

The shipper is responsible for carrier compliance, carrier service level requirements, shipment tracking and claims.

Commercial Carriers will only transport small-arms ammunition when packed and labeled in compliance with local, state and federal law, and the Carriers Hazardous Materials guidelines. Ammunition is an explosive and must be shipped separately in accordance with hazardous materials guidelines.

#### **Shipping Restrictions**

Cartons containing firearms or ammunition cannot be shipped using a carrier drop box.

Shipments containing firearms or ammunition cannot be shipped to an APO, FPO, or PO BOX address.

The shipper and recipient must be of legal age as identified by applicable law. The Shipper is responsible for verifying that the address is a complete/accurate address for delivery. Carrier cannot ship or deliver firearms C.O.D.

## F. ALCOHOLIC BEVERAGES AND TOBACCO PRODUCTS

All alcoholic beverage and tobacco product sales and shipping must comply with all federal, state and local laws applicable to the shipping and recipient physical locations, including but not limited to: licensing as applies to manufacturer, shipper, carrier and recipient, packaging and labeling requirements, shipping and receiving age restrictions, and carrier HAZMAT requirements/limitations.

The shipper must use Delivery Confirmation Adult Signature Required service for each package containing alcoholic beverages or tobacco products and affix the appropriate carrier label requesting an "adult signature upon delivery".

## G. QUALITY ASSURANCE AUDITS

Vendor will maintain an in-process and end-item quality control program to ensure MCX shipments do not include defective/non-conforming items. HQMC MCX reserves the right to review and evaluate the program. Review and evaluation may include in-process inspections and initial pilot lot inspections as deemed appropriate at Vendor's or subcontractor's facility.

Items furnished under the order/contract are subject to inspection and testing at all reasonable times in the selection, ordering, shipping and receiving processes. Inspection and/or testing may occur at any/all reasonable place(s), including, but not limited to the manufacturing or assembly plant, shipping point, depot, and the using or selling activity. HQMC MCX may, at its option, inspect in accordance with any commercial or military inspection procedure.

If items purchased are determined to be defective/nonconforming, the MCX Buyer may take any of the following actions:

- Reject items and return them to Vendor at Vendor's expense.
- Reject items and require the Vendor to repair or replace items in a reasonable specified time.
- In lieu of total rejection, screen (100% inspect) the items; items meeting order/contract requirement will be accepted; defective/nonconforming items will be rejected.
- Accept the items and have the items repaired at the Vendor's expense.
- Accept the items at an adjusted cost determined by the MCX Buyer.

Exercising any of the options in the INSPECTION/QUALITY/ASSURANCE paragraph, will not preclude action under other clauses of the order/contract (e.g., Defaults, Returns, etc.) or in accordance with general provisions of law.

Invoices, for due dating and prompt payment discount qualifying purposes, will be considered received on the date inspection is completed and rejected items have been reconciled.

## 3. TECHNOLOGY

MCX is committed to streamlining and maximizing the use of our technology investments. MCX refers to industry standards to ensure that we provide the best possible service to our customers and most efficient trade with our business partners. We expect that our Vendors maintain comparable sufficient technological capabilities. The following resources may be of assistance:

- GS1 US at <http://www.gs1us.org/>
- National Retail Federation (NRF) at <http://www.nrf.com/>
- Retail Value Chain Federation (RVCF) at <http://www.rvcf.com>
- Dun & Bradstreet (D&B) at <http://www.dnb.com/>
- American Logistics Association (ALA) at <http://www.ala-national.org>

#### **A. DUNS NUMBERS**

MCX requires that all Vendor/contractors obtain at least one Dun & Bradstreet Universal Numbering System (DUNS) number.

The "DUNS" is a nine-digit number assigned by "Dun and Bradstreet Information Services" (D&B) that identifies the contractor by name and remittance address(es). The MCX accounts payable system requires a DUNS number to remit funds.

In the event that your company requires or possesses several DUNS numbers, you need to determine which are applicable. If you require that we utilize two or more DUNS numbers (i.e. to reflect separate divisions/branches of your company), it is imperative that you provide each respective branch number as well as your corporate number and a separate MCX Trading Partner Profile Form must be completed for each DUNS number your company requires.

DUNS numbers must be obtained directly from D&B, and will be provided at no charge. Contact D&B via the internet at [www.dnb.com](http://www.dnb.com)

DUNS numbers are retained for the following reasons:

- If a business moves to a new location, the DUNS number remains the same;
- If a business stops operation without a successor, its DUNS number is retired and will not be reissued or used again, unless the business reopens;
- If a company consolidates operations or locations, the DUNS number of one of the locations is retained for the consolidated location; and,
- If one or more corporations merge into an existing corporation, the DUNS number of the latter corporation is retained.

#### **B. UPC/EAN REQUIREMENTS**

MCX scanning, ticketing and POS systems are equipped to utilize UPC Type A, and EAN codes. We require that all retail products that are sold in our stores are identified with a scan-able barcode attached to the product using a UPC Type A, or EAN.

All of our EDI transmissions are traded at the UPC (Universal Product Code) level; therefore, all resale product must be 100% UPC marked.

MCX requires UPC Type A or EAN to build the vendor style in our Retail Management System (RMS).

#### **C. EDI (ELECTRONIC DATA INTERCHANGE)**

MCX utilizes Electronic Data Interchange (EDI) to trade business documents electronically. EDI is the automated application-to-application exchange of business data such as purchase orders, invoices, shipping notices, catalog information and point of sales information. MCX is committed to strengthening

Vendor partnerships through the application of industry standard technology; therefore, our Vendors must be EDI-capable on the EDI documents listed below. EDI exemptions must be requested and approved by the MCX Compliance department in order to prevent compliance violations.

### Capabilities

#### Current EDI Documents

The following are mandatory documents:

- 850 Purchase Order
- 860 Purchase Order Change
- 856 Advanced Ship Notice (ASN) including GSI-128 Bar Code label
- 810 Electronic Invoicing
- 997 Inbound/Outbound Functional Acknowledgement

The following are optional documents at this time:

- 832 Price/Sales Catalog
- MCX Sales reporting via SPS

### Testing Methodology

MCX requires all Vendors to test EDI Transactions through our Third Party EDI provider, SPS Commerce, prior to trading the 850, 860, 810 and 856 documents with MCX.

The purpose of conducting EDI testing is to confirm our trading partner's ability to exchange EDI data in compliance with EDI Standards, our EDI guideline requirements, and to provide confirmation that the turnaround details from one business transaction to another are correct. This involves testing the connection with the suppliers, EDI standards syntax validation and MCX's EDI guideline segment /element requirements.

**Our EDI specifications as well as on-boarding information can be found at:**

<https://community.spscommerce.com/mcx/>

### EDI 856 EDI Advanced Shipping Notice (ASN)

All Vendors are required to provide an EDI 856 ASN with carton level information for every shipment. EDI 856 (ASN) Requirements and mapping information can be found on the SPS website per the path above.

Multiple PO's can be consolidated onto one 856 (ASN) as long as the ship to site is the same on all of the PO's and the actual ship date is the same.

In order to send an EDI 856 ASN:

- Complete testing for all documents through SPS Commerce.
- Vendors must use correct, valid PO (Purchase Order) numbers, Ship to Site, Mark for Site (where applicable), UPC and DUNS number in the EDI 856

- The EDI 856 must be 100% accurate and include all mandatory segments and must match the shipment.
- Do not include UPC codes for any quantities not shipped, including merchandise that is back-ordered.
- Do not include UPC codes for items that were not on the 850 (860 where applicable). Any substitution must be approved by the HQMC Marine Corp Exchange buying team prior to shipment and/or transmission of the ASN with a corresponding 860.
- The UOM (unit of measure) must match the MCX 850/860
- The EDI 856 must match the shipment at the UPC/Quantity/Carton ID level.
- If an ASN needs to be corrected, please contact the MCX EDI Business team at [mccsediteam@usmc-mccs.org](mailto:mccsediteam@usmc-mccs.org) and MCX Compliance at [MCXCompliance@usmc-mccs.org](mailto:MCXCompliance@usmc-mccs.org)
- Every EDI 856 ASN must accurately provide 'ship to' 5 digit numeric code from the 850 PO. Markfors are also required on the 856 ASN for RDC/Crossdock PO types from the SDQ segment of the 850 PO per the EDI specifications.

#### D. COST FILES

For monthly price adjustments, they must be communicated to the MCX buying office by the 15<sup>th</sup> of the month for the cost to be effective on the 1<sup>st</sup> of the following month. Failure to do so will result in a non-compliance fee and/or the price not being honored until the following month. All cost files and new item setups must be submitted to the buying office at least two weeks prior to effective date.

#### E. PLANOGRAMS

For MCX Planogram inclusion, review, and processes; contact the appropriate MCX Buyer.

### 4. PURCHASE ORDERS

Vendors that are EDI capable and have finalized testing will receive 850 purchase orders and 860 purchase order change request transactions. A PDF email version will not be sent.

The following general terms and conditions of purchase orders apply to all MCX purchase orders and contracts (including agreements):

- All MCX Purchase Orders are subject to the specifications and clauses listed in the Purchase Order, the MCX Terms and Conditions that are in effect on the date the Purchase Order is issued (refer to Section 1. A.), this MCX Vendor Standard Guide, and the Vendor-Specific Terms listed in the MCX Trading Partner Profile (if any). In the event of conflicting guidance, the order of precedence shall be the MCX Purchase Order or contract, the MCX Terms and Conditions, the MCX Vendor Standards Guide, and Vendor-Specific Terms (if any).
- All Purchase Orders are marked with the following clause,
  - This order incorporates by reference, with the same force and effect as if given in full text, the MCX Terms and Conditions and the MCX Vendor Standards Guide that are in effect on the date this order is issued. Refer to [www.mymcx.com/partner](http://www.mymcx.com/partner). Contractor indicates agreement with these contract clauses by fulfilling this order.
- All MCX Purchase Orders marked as FOB Origin Terms, must go through validation and routing in our TMS system. Please see routing link at [www.MyMCX.com/supplychain](http://www.MyMCX.com/supplychain)
- Shipments against the Purchase Order must be an exact match for item, UPC, case pack, unit of measure (UOM), and cost.



- Vendors are responsible for verifying the accuracy of every PO detail, including ship not before and ship not after dates. Do not ship merchandise until all details are confirmed and the correction of any discrepancies are verified by an EDI or PDF retransmission documenting PO changes from the original transmitted order.
- Additions, substitutions, or changes to the PO including terms, shipping dates, and cost will not be accepted unless HQMC MCX has received written notification and has confirmed authorization of changes via EDI.
- Unauthorized substitutions and additions will be kept, destroyed, or returned at vendor's expense by the receiving location. Payment will not be rendered for unauthorized merchandise.
- Backorders\* are not accepted without prior Vendor agreement or order approval in writing from the buyer.

\*Note: The EDI Business Team needs to be notified so that the mapping can be updated to reflect that back orders are allowed. The EDI 850 PO CSH01 segment transmits information on whether back orders are allowed or not. CSH01 Sales Requirement Code "N" - No Back Order or "Y" – Back Orders allowed)

**Ship not before (SNB) and EDI code 037** are defined as: the date the shipping window opens. Do not ship orders earlier than the SNB. Shipping earlier than the SNB and/or numerous requests for early shipments will be a cause for non-compliance fees. Vendors/shippers that are FOB Origin MCX Third Party may log into the TMS and request PO validation and routing for MCX Origin/Third Party freight up to five calendar days prior to the SNB.

**Ship not after (SNA), EDI code 002 and EDI code 038** are defined as: the stop shipping or cancel date. No shipments will be made after this date. Best practice is not to wait until the last day to ship the product. Shipping later than the SNA and/or numerous requests for PO extensions will be a cause for non-compliance fees. PO validation and routing must be logged into the TMS for Vendors/shippers that are FOB Origin MCX Third Party at least 2 business days prior to the SNA.

\*FOB Destination vendors must ship between the SNB and SNA dates of the PO.

MCX reserves the right to refuse or return any merchandise that is shipped prior to the ship not before date or after the ship not after date. MCX assumes no risk or expense on any merchandise refused or returned for nonconformance with the terms and conditions of the Purchase Order or contract.

MCX reserves the right to reject unauthorized substitutions, invalid orders, canceled orders, early shipment, late shipments, over-shipments, and duplicate shipments. These rejections may be returned to the vendor (RTV) or destroyed in field (DIF). MCX reserves the right to assess non-compliance fees for all unordered merchandise whether rejected or accepted.

MCX reserves the right to charge storage fees of \$25 per carton per day for unauthorized substitutions or miss-shipments where return authorization is not granted within 5 business days of first notification of the issue from MCX. Charges begin on business day 6 until resolved.

## A. SPECIFICATIONS/PURCHASE DESCRIPTIONS

The Vendor will provide the brand name products listed in the order/contract which are the Vendor's regular commercial products. The specifications/purchase descriptions specified in the order/contract represent the minimum quality standards of items to be furnished.



Item(s) furnished must comply with all requirements of the order/contract and equal or exceed the quality of the sample(s) reviewed by the MCX Buyer and/or purchased by MCX. Such samples may be used as a basis for ensuring that items subsequently furnished are as called for by the order/contract.

## **B. REPLENISHMENT**

The MCX buyer determines the best method of replenishment.

- Auto Replenishment (A/R) – MCX's Retail Management System (RMS) generates replenishment orders either directly to the store or through a MCX Regional Distribution Center (RDC) based on sales, inventory levels and established stock levels. The purchase orders are transmitted to the Vendor as an EDI 850 transmission on a predetermined schedule.
- Direct Delivery Agreement (DDA) – DDA's are utilized for daily/weekly store delivery type of merchandising for those Vendors that are able to provide the billing invoice at the time of delivery. Examples of product that are appropriate for this program are bread, milk, periodicals and other daily/weekly delivery products. The DDA, receipt, and invoice match will be created at time of delivery. Only authorized assortment items approved by HQMC MCX will be accepted.

## **5. MARKETING**

### **A. LOGO MERCHANDISE (UNITED STATES MARINE CORPS)**

The Marine Corps Seal, emblem (Eagle, Globe & Anchor), initials (USMC), name and all derivatives of the United States Marine Corps name, slogans (The Few, The Proud, Earned Never Given, etc.) and all unit insignias are the exclusive property of the United States Marine Corps. Permission to use this property for commercial retail and advertising (free or paid) is required. Prior to production of any merchandise or materials, the Vendor shall complete a license agreement with the Marine Corps by contacting the Marine Corps Trademark Licensing Office. The Marine Corps Licensing office may be reached by phone (703) 614-7678, fax (703) 697-5362 or email [trademark\\_licensing@usmc.mil](mailto:trademark_licensing@usmc.mil). For more information regarding licensing and procedure visit [www.MARINES.mil/trademark](http://www.MARINES.mil/trademark)

MCX reserves the right to return all merchandise at the Vendor's expense that is in violation to the Marine Corps Trademark Licensing policy.

### **B. TRADEMARKS AND SERVICE MARKS**

The Marine Corps Exchange (MCX) is the owner of numerous trademarks and/or service marks including, but not limited to, "MCX"; "Core Brands Corps Value"; "1775"; and "Our Cost is Your Cost" logo.

MCX's exclusive ownership rights in these marks is not diminished by the absence of the ® or TM designation in the order/contract. The order/contract does not grant the Vendor any right, title or interest in or to the proprietary marks of MCX or of the other military Exchanges.

Accordingly, the Vendor shall not use such marks, including use in advertisements, marketing or promotions, and shall take no action to undermine, conflict with, or be contrary to, the rights and interest in such proprietary marks, except as specifically authorized in writing by the MCX Buyer.

### C. ADVERTISEMENTS

The Vendor will not represent, in any manner, that products purchased by MCX are approved or endorsed by any element of the United States Government. All Vendor advertisements, including cents off coupons which refer to MCX, will contain a statement that MCX neither paid for nor sponsored the advertisement.

### D. PRODUCT DEMONSTRATIONS, TESTERS AND CONSUMER SAMPLES

When requested by the MCX Buyer, the Vendor will provide personnel acceptable to the MCX Buyer to demonstrate products. Vendor personnel will comply with Vendor Standard Guide, paragraph C, [Vendor Personnel and Representatives](#). Demonstration frequency will be determined by activity sales volume and complexity of the category (i.e., high volume activities or activities selling computers may require daily visits in order to properly demonstrate the merchandise). Demonstrations will be conducted at times and locations mutually agreed to by MCX and the Vendor.

Products and display material used for product demonstration, display testers and/or samples will be at the Vendor's expense. Any material or product taken from a MCX shelf will require an RA # (Return Authorization number) and will be deducted from the Vendor's account at current cost of goods. All products will be marked as demo, tester or sample by MCX. All leftover demo, tester, or sample items no longer needed, will be disposed of locally by MCX. Any testers shipped to the MCX must be clearly marked as testers not for resale.

If a Vendor requires leftover demo, tester or sample items to be physically returned to Vendor, the Vendor must submit the request in writing to the local MCX and document method of removal at the Vendor's expense.

### E. PRODUCT SAMPLES

Vendors shall avoid sending any unsolicited samples of merchandise or products to either the MCX Exchanges or the HQMC MCX offices. If samples are required for product evaluation purposes, you will be specifically requested to send your product brochures or other descriptive literature portraying the merchandise or products you are interested in selling. If your product is chosen to be in one of our system-wide sale event circulars, it is the Vendor's responsibility to ensure that either merchandise or high quality resolution digital images arrive in a timely manner as dictated by the HQMC MCX buying team. If the product does not arrive in a timely manner as specified, or threatens to impede production of the circular, your product may be dropped from the circular.

## 6. FLOOR READY

### A. TICKETING, PRICING AND GARMENT LABELS

MCX Vendors that are directed by HQMC MCX to pre-ticket merchandise must comply with the [Retail Pricing Requirements](#), [Ticket Placement](#) and [Ticket Format](#) sections in the Appendix of this document prior to shipment, unless otherwise agreed upon by the MCX Buyer. This will allow for the merchandise to move through our distribution process faster leading to merchandise reaching the stores and our customers sooner.

Ticket “seeding” (putting unattached tickets in the box without attaching them to the product) is an unacceptable practice and will be assessed a non-compliance fee.

#### **Ticketing General Standards**

- All merchandise shipped to MCX must include a proper UPC or EAN ticket with correct industry standard UPC or EAN barcode. Do not ticket with both UPC and EAN.
- Use only UPC or EAN tickets that meet GS1 specifications.
- The quality of Vendor barcodes must support and not impair MCX scanning requirements. To ensure such quality, Vendors should institute an ongoing UPC or EAN barcode quality control program.
- Do not use secondary barcodes. Use only one UPC or EAN barcode and only one ticket for any single item.
- MCX requires color and size coding and follows GS-1 industry standardized color-coding guidelines. Vendors must ensure that all sized merchandise has the size clearly visible on the tickets. Visit GS-1 at [www.gs1us.org](http://www.gs1us.org) for color detail requirements.
- MCX does not require Vendors to use a specific ticket supplier company.

#### **Retail Price Marking**

- Retail price marking overview – see Appendix [Retail Pricing Requirements](#) for a list of products that require price marking
- Manufacturer's Suggested Retail Price (MSRP) is required on the UPC tickets for most merchandise.
- MCX ticketed retail must match retail on PO. If the retail does not match the PO, a non-compliance fee will be processed.
- Print retail price clearly using at least 18-point bold font.

#### **Attachment and Placement**

- UPC or EAN tickets must be securely affixed to merchandise so as to be clearly visible to customers and sales associates.
- Do not use safety pins, straight pins, or other pins of any kind. (Exceptions: dress shirts and woven sport shirts).
- Pins and metal parts used on approved merchandise must be rustproof and must not tarnish.
- Do not loop strings around buttons or through buttonholes. Fused string, which is securely attached, is permitted.
- Where fabric damage is a concern, swift-attach ticket through sewn-in label in the neck or in the waistband. On merchandise with sizes imprinted in neck, insert in nearest neck seam allowance.

- All labels that are applied directly to products must use a removable adhesive that will not damage the merchandise or leave residual adhesive on the merchandise.
- Ticket both the item and the package for boxed/package merchandise that can be displayed out of packaging.
- If merchandise is to be sold only as a set, affix only one UPC or EAN ticket to the outside of the package.
- Refer to the [Ticket Placement Chart](#) located in the Appendix

### Garment Labeling

- Merchandise must be properly labeled before shipment. At minimum, the merchandise must be clearly labeled in English and contain the garment size, fabric content, and the type of cleaning/care information according to Federal Trade Commission's Care Labeling Rule.
- Clothing must bear the brand name or manufacturer's label.

### B. HANGERS

GS-1 approved hangers are required for all hanging apparel displayed in MCX stores. The black matte hangers with metal swivel hooks will be used for most women's and men's apparel.

Additional information regarding GS-1 approved hangers can be found at [www.gs1us.org](http://www.gs1us.org)

**Hanger Requirements** are located in the Appendix. Vendors that either use the incorrect hanger or do not provide hangers will be charged a non-compliance fee.

- All Garments on Hanger (GOH) must be shipped on a MCX approved hanger – see [Hanger Requirements](#) in the Appendix.
- The hanger must fully and securely support the weight of the garment shipped.
- It is acceptable to re-use quality hangers that meet MCX standards.
- GS-1 standard swivel neck hangers may be used overseas.
- Do not deface the hangers in anyway, such as affixing your logo or any other items directly to the hanger.

### C. SIZING

MCX requires color and size coding and follows GS-1 industry standardized color-coding guidelines. Vendors must ensure that all sized merchandise has clearly visible size on the label and ticket. Visit GS-1 at [www.gs1us.org](http://www.gs1us.org) for Size Bric color detail requirements.

Sizes must be easy to identify on the Size Bric and use the GS-1 color scheme, reference [Hanger Requirements](#) in the Appendix of this document.

### D. PRESENTATION STANDARDS

- All merchandise must be received in "floor ready" condition for immediate placement on selling floor. Any exceptions to this rule must be approved in writing by the appropriate Divisional Merchandise Manager (DMM) and MCX Compliance.

- All garments to be displayed folded require a size strip unless requirement is waived in writing by the HQMC MCX. Size strips are recommended, but not required for folded dress shirts and folded woven sports shirts or tailored dress slacks.
- Sized products such as comforters, blankets, "Bed in a Bag" must clearly state the size on the product using print not smaller than 18-point bold font. The size indicators must be clearly visible on at least 2 sides (front and side) of the product.
- Women's and girl's bathing suits must have protective liners in the bottoms. A non-compliance fee will be charged for all bathing suits without the protective liner.

#### **E. WRINKLE PREVENTION**

- If the need arises to prevent wrinkling or soiling, cover each hanging or folded garment with a clear, dry cleaning style plastic bag. Bags are not otherwise required.
- Pack merchandise flat in cartons. If merchandise must be folded, use only one fold at the bottom of the garment.
- Lay garments front side facing up.
- Close all buttons, zippers, and hooks to prevent wrinkling or damage.
- Delicate items should be placed on top to prevent crushing.
- Do not over pack or under pack cartons.

### **7. LOGISTICS**

Additional guidance not covered in this section may be provided by the Buying Department based on special needs per MCX order for special circumstances. This communication will be provided in written format to the Vendor representative and is expected to be communicated to the necessary departments within the Vendor's Supply Chain for compliance.

#### **A. HAZARDOUS MATERIALS SHIPPER RESPONSIBILITIES**

The hazardous materials regulations are applicable to the transportation of hazardous materials in commerce and their offering to:

1. Interstate, intrastate, and foreign carriers by rail car, aircraft, motor vehicle and vessel.
2. The representation that a hazardous material is present in a package, container, rail car, aircraft, motor vehicle or vessel.
3. The manufacture, fabrication, marking, maintenance, reconditioning, repairing or testing of a package or container which is represented, marked, certified or sold for use in the transportation of hazardous materials

Identification of a hazardous material is the first step, and frequently the most difficult. The requirement to properly classify a hazardous material is very important. It is from the proper identification of the hazardous materials upon which these requirements are based.

A list of all materials regulated by the DOT is located in the Transportation Code of Federal Regulations (CFR).

The requirements for marking of packages are contained in title 49 of the CFR. The basic marking requirement consists of the proper shipping name and identification number of the hazardous materials contained in the package. Markings should be durable, in English, and not obscured by other markings or labels. Depending on the material there may be additional marking requirements.

- Hazmat markings / DOT Labels
- Add arrows up (package orientation)
- ORM-D (consumer commodity) or limited qty marking (black triangle)

Listed below are the major responsibilities of Hazardous Materials shippers. General shipper responsibilities are contained in title 49 Transportation Code of Federal Regulations (CFR).

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• DETERMINE WHETHER A MATERIAL MEETS THE DEFINITION OF A "HAZARDOUS MATERIAL"</li> <li>• PROPER SHIPPING NAME</li> <li>• CLASS/DIVISION</li> <li>• IDENTIFICATION NUMBER</li> <li>• HAZARD WARNING LABEL</li> <li>• PACKAGING</li> <li>• MARKING</li> <li>• EMPLOYEE TRAINING</li> <li>• ABILITY TO SUPPLY MSDS INFO TO MCX AS NEEDED</li> </ul> | <ul style="list-style-type: none"> <li>• SHIPPING PAPERS</li> <li>• EMERGENCY RESPONSE INFORMATION</li> <li>• EMERGENCY RESPONSE TELEPHONE NUMBER</li> <li>• CERTIFICATION</li> <li>• COMPATIBILITY</li> <li>• BLOCKING AND BRACING</li> <li>• PLACARDING</li> <li>• SECURITY PLAN</li> <li>• INCIDENT REPORTING</li> </ul> |
|---|---|

The shipper must list all HAZMAT contents on the shipping documents in the correct format/structure as defined by the current version of the guiding regulation.

- Code of Federal Regulations (CFR), title 49 Transportation
- International Maritime Dangerous Goods (IMDG)
- International Air Transport Association (IATA)

**Note:**

- For FOB Origin shipments you must mark "Haz Services" in the MCX TMS during routing and list any additional special instructions in the "special instructions field"
- Vendors shipping HAZMAT (including ORM-D) will be required to use their own BOL
- The shipper must list all HAZMAT contents on the BOL in the correct format/structure as defined by the CFR 49

## B. PACKAGING

It is the Vendor's responsibility to ensure that the merchandise is properly packaged, secured, and protected to minimize damages and loss during transportation. Costs required to protect the cargo are the shipper's responsibility. MCX encourages the use of "environmentally friendly" (recyclable, sustainable and/or biodegradable) packing materials whenever possible.

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

- Do not over or under pack the carton, which impairs the integrity of contents. Correct carton size should fit merchandise needs to ensure product does not get compressed or does not shift causing damage while in transit.
- Do not use excessive packing materials such as tissue paper as filler to "cube" or "fill-up" space in cartons.
- Seal cartons securely with security/reinforced tape. All openings on all sides of the carton, including edges must be sealed using the "H" method.
- Small items must be packed so that items are not concealed within the packaging to avoid loss.



- Carton width must allow hangers to fit squarely in the carton, not at an angle.
- All fragile and breakable items (glassware, crystal and gift items) must be packaged with ample packing materials to protect merchandise from breakage. Cartons must be marked "**FRAGILE.**"
- All hazardous and flammable commodities will be packaged and marked according to state and U.S. laws and regulations, international agreements, and military or carrier rules.

Polybags must meet the following specifications:

- Material must be clear polyethylene.
- All polybags must have a warning label with verbiage pertaining to suffocation risk if the *plastic bag* is either: (1) a sufficient size to fit over a child's head, or (2) has an opening larger than 25 inches or a capacity of more than 125 cubic inches. Ex: **WARNING: To avoid danger of suffocation keep bag away from babies and children. Do not use in cribs, carriages or playpens. This bag is not a toy.**
- The item contained within the polybag must be ticketed, and each polybag must have the appropriate inner pack label.

### Carton Size, Weight, Strength Requirements

- Cartons should not exceed 60 lbs. or 130" length plus girth.
- Shipping carton sizes should fit the merchandise. Ideally, merchandise should be packed 1/4inch below the top of the carton and 1/8 inch from the sides of the carton.
- Carton strength should be a minimum of 32 ETC (edge test crush) = 150 mullen to prevent crushing during transit.
- A chart has been included that will assist in ensuring the carton strength, refer to the [Small Parcel Consolidation and Bundling](#) section of this document.
- When unsure of your product specifications contact your corrugate provider for your specific product strength.
- Packaging should be able to withstand a 5 ft. drop test without damage to the contents.

### Small Parcel Consolidation and Bundling

MCX requires shippers to consolidate and bundle orders into as few shippable units as possible following these guidelines:

- Only one MCX Site location per carton
  - Only one PO per carton
- There must be a clear division between styles within the shippable unit (polybags, inner cartons, cardboard dividers, etc.)

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

Option 1:

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

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

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

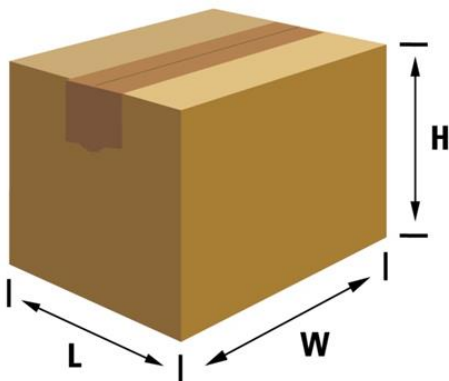
**SINGLE WALL CORRUGATED CONTAINERS**

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

**DOUBLE WALL CORRUGATED CONTAINERS**

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

- b. The heavier the over-pack carton, the more likely the opportunity for carton and product damage. The suggested maximum combined weight of the carton should not exceed 60 pounds.
- c. Shipments with any dimension larger than 60" inches should be broken down into smaller shipments.
- 1) Effective January 2, 2017, the DIM factor FedEx and UPS uses 139 for U.S. Domestic air and ground packages (applies to ground packages 3 cubic feet or larger) and uses 139 for most international services.



Dimensional weight = 
$$\frac{(\text{length} \times \text{width} \times \text{height})}{\text{Dimensional factor (139)}}$$



- d. Write "Master pack" on the outside of the master carton on the top and at least 2 side panels.
- e. Do not place a GSI-128 on the outside of the master pack.
- f. Each carton in the master/over-pack carton must have an individual carton label.
- g. Vendors that already perform the over-pack function should verify proper execution.

Option 2:

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

- a. Any shipments sent directly to Iwakuni Japan cannot be bundled due to International regulations and requirements. These should be shipped as consolidated cartons, use Option 1 for consolidation guidelines. Bundles are authorized if shipped to one of the consolidation points in Coastal Stockton CA, or MCX RDC. Each carton in the bundle will still need its individual carton label and be destined to the same site number destination.
- b. There will only be one UPS/FedEx tracking label applied to the bundle.
- c. The strapping or banding material should be strong enough to support the combined weight of the cartons in the bundle. The bundle should not exceed 60 pounds.
- d. Vendors that already perform the strapping/banding function should verify proper execution. Other Vendors might need to contact a specialist if they desire to execute this option.
- e. Strapping or banding that breaks or comes apart at one of the small parcel carrier terminals will be the responsibility of the Vendor.
- f. Strap tension should be adequate enough to support the bundle but not enough to damage the product.
- g. Ensure the strapping/banding material is resistant to moisture.

For combined shipments going to the same physical address, each carton must be marked with the appropriate MCX PO number/ GS1-128 Label. Orders are not authorized to combine without proper markings indicating MCX PO number and total cartons for that PO. Merchandise must be received under the MCX PO on which they were ordered for accurate invoice payment.

### **Pallet/Floor Loads/Slip Sheets**

For MCX shipments all product bulk shipped, with the exception of furniture, large appliances, large fixtures/displays and some other oversized commodities, must be on standard pallets (wooden, 48" X40"). Slip sheets, floor loads and box outs are not authorized.

- Pallets with broken or missing parts must not be used.
- Pallet height must be taken into account to avoid crushing and/or toppling, make the pallet height shorter if weight is too great or if cartons do not cube/stack.

- Merchandise must be stacked on pallets with NO OVERHANG product over the pallet edge.
- Know the rated capacity of the pallet and never exceed it. MCX max weight per pallet is 2200 lbs.; this includes the pallet weight.
- For OCONUS (Hawaii and Japan) locations Plastic or Heat Treated Wooden Pallets and/or Heat Treated Wooden Containers must be used.
- All palletized merchandise must be stretch wrapped to help prevent merchandise loss and damage during transit. Add banding or corner beads if deemed necessary
- Stretch wrap must be of top quality (use blown stretch wrap vs cast) and be a minimum 60 gauge thickness.
- To ensure these pallets maintain their integrity, place a large label or tag stating: "DO NOT BREAK DOWN PALLET."

Thickness	Width>	2"-5" Banding	12"-20" Hand Grade	20" Machine Grade
60 Gauge		Ideal for lighter smaller objects, small boxes, and banding light items together. Many moving companies use light gauge banding stretch film in place of tape.	Ideal for loads up to approx. 1300 lbs. 12", 15", and 18" widths are ideal for shorter loads or loads where bottom and top only need to be wrapped.	Same strength as 12"-20" hand Stretch wrap. Machines promote more efficient wrapping and reduce waste.

### C. MARKING

All individual cartons must be labeled with GS1-128 labels. Ensure the GS1-128 label is upright and not sideways. If the carton is too short to hold the full GS1-128 label, it may be folded over the top of the carton. Do not place GS1-128 labels over product UPC/Barcode data; this creates product receiving and inventory issues. GS1-128 Labels are required to have the following information:

- Shipper Address
- Ship to Site Number and Address
- MCX PO number
- MCX Store/Site Number
- Carton Number (1 of 5 etc.)

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

Hazmat markings – ORM-D

Add arrows up (package orientation)

ORM-D (consumer commodity) or limited qty marking (black triangle)

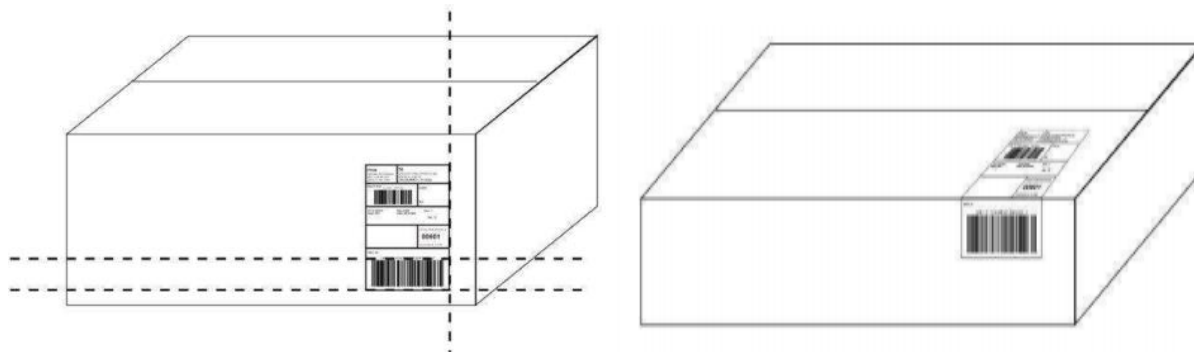
### D. CARTON CONTENT DOCUMENT REQUIREMENTS

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, 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.

## E. GSI-128 LABEL REQUIREMENTS

All individual cartons must be labeled. GSI-128 Carton labels are mandatory for EDI Vendors. Affix the GSI-128 Carton Label per the GS1 industry standards found on [www.gs1US.org](http://www.gs1US.org) 1-3" from bottom and 1-3" from the right. Label is to be affixed upright, not sideways. If the carton is too short to hold the full label, it may be folded over the top of the carton, however any barcodes in the space of Zones C, F, & H must be below the fold and readable by a scanner. Do not place labels over product UPC/Barcode data; this creates product receiving and inventory issues.



When consolidating, place the master GSI-128 label or a label indicating Master Pack onto the over-pack carton. Ensure each inside carton labeled individually with GS1-128 labels.

Reference [GSI-128 Label Example](#) in the Appendix. Vendors are encouraged to verify compliance of the GS 1-128 label with [MCXCompliance@usmc-mccs.org](mailto:MCXCompliance@usmc-mccs.org)

## F. ROUTING

The MCX requires all Vendors that are FOB origin MCX Third Party terms to obtain purchase order and ship-to address verification through our selected Transportation Management System (TMS) Portal prior to shipping. The TMS also provides shipping labels and directions which must be used/followed.

Vendors that ship as FOB Destination Vendor Prepaid are not required to route via the MCX TMS Portal.

NOTE: The dates in which a PO is visible and available to route in TMS (aka the routing window) will begin 5 business days before the PO start ship date, and closes 2 business days before the PO cancel date. All dates available to be selected as a product available date will be shown in bold in the calendar. When selecting a product available date it is a best practice to select the day after you are creating your routing request if that date is part of the highlighted routing window. PO extensions do not need be requested from your buyer unless the product will not be ready 2 days prior to the PO close date.

### TMS Portal

The TMS Portal provides routing to Vendors with multiple Purchase Orders shipping to the same MCX location on the same day. Refer to the [TMS User Guide](#) located at [www.MyMCX.com/supplychain](http://www.MyMCX.com/supplychain) for current instruction. The TMS Portal is available 24 hours a day, 7 days a week.

Utilizing the TMS Portal provides the MCX system maximum efficiencies within our supply chain and the visibility of our purchase orders. Should you have any questions related to these instructions or request exemption from a shipping process, contact MCX HQ Logistics by email at [MCXLOGISTICS@USMC-MCCS.ORG](mailto:MCXLOGISTICS@USMC-MCCS.ORG)

Please allow 48 hours for a response during peak routing periods or after national holidays.

All MCX shipping guidance and updates are posted at [www.MyMCX.com/supplychain](http://www.MyMCX.com/supplychain) and/or [www.MyMCX.com/partner](http://www.MyMCX.com/partner)

All shipment routing requests\* FOB Origin MCX (Third Party) are required to be entered through the TMS Portal at [www.MyMCX.com/supplychain](http://www.MyMCX.com/supplychain)

**\*NOTE:** In the event of a shortage or loss on any FOB Origin shipment that was not routed by the TMS Portal, losses that cannot be recovered from the carrier will be charged back to the Vendor.

The MCX 4PL provider Landair can be contacted directly at 866-404-8517 or [mcx@landair.com](mailto:mcx@landair.com)

Prior to logging into the TMS Portal, each shipping origin must obtain a unique Location ID which will be used as their Login ID to the portal. See [TMS Setup Form](#) in the Appendix.

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

- the shipper's Location ID
- the MCX order number
- carton/piece count
- weight (rounded to the nearest pound including pallet weight)
- LTL cube\* (rounded to the nearest cubic foot)
- Small Parcel Dimensions are required for each carton when the total shipment is under 150lbs or less than 25 cartons
- commodity
- MCX ship to site number
- shipment available date
- destination address at the time of the request

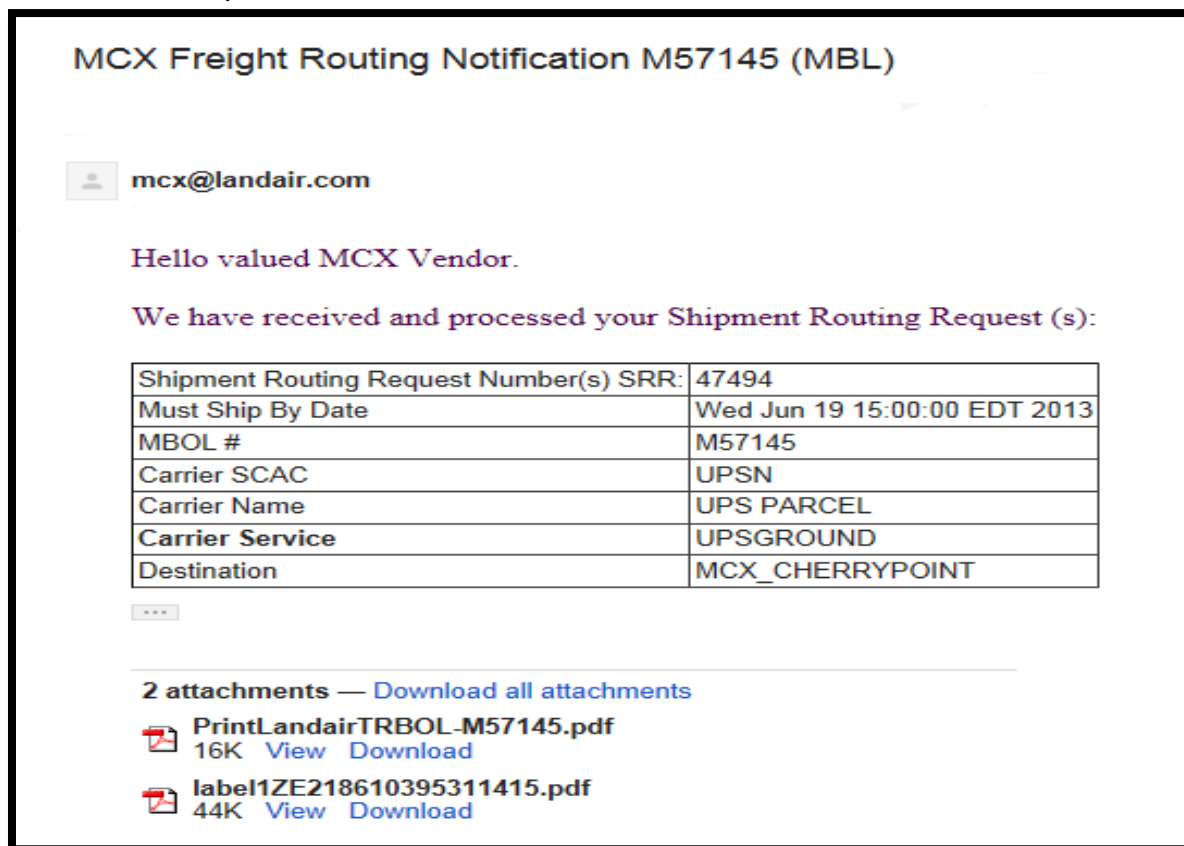
**\*NOTE:** To obtain cubic dimensions of a shipment measure the length, width and height to the furthest points of each shipping unit in inches. Multiply the three measurements, length x width x height to obtain cubic inches per unit. Divide cubic inches by 1728 to convert to cubic feet per unit. Add cubic feet results for all shipping units to obtain the total cubic feet of the shipment.

Once the Shipment Routing Request (SRR) has been built to a load, and a carrier assigned you will receive a Freight Routing Notification (FRN) e-mail, to the email address on the TMS Portal account, within 4 business days of request and not to surpass the ship not after date. These arrangements are designed to meet the destination receiving needs and capabilities. Landair will route all shipments via the best method and cost savings for MCX.

The email will include the following information:

- SRR (Shipment Routing Request Number)
- Must Ship By Date (**must ship on or within one business day of this date**)
- MBOL# (Master Bill of Lading Number)
- Carrier SCAC
- Carrier Name
- Carrier Service
- Destination
- Attachments

FRN Email Example:



The “Must Ship by Date” provided on the FRN supersedes the ship window that appears on the Purchase order. Shipments not shipped within 1 business day of the MUST SHIP BY DATE on the FRN will result in non-compliance fees. It is the vendor’s responsibility to update contacts/emails for routing requests with [mcx@landair.com](mailto:mcx@landair.com).

### MCX Addresses

The MCX shipment is to be shipped to the address notated on the TMS provided BOL. The address provided at the time of routing supersedes the address that appears on the purchase order. Shipping to the incorrect address will result in non-compliance fees and freight reimbursement fees to move the goods. They are also subject to a 15% service fee based off the cost of the freight. FOB Destination/ Prepaid must ship to the address indicated on the MCX Purchase Order.

**NOTE:** A complete listing of MCX addresses is available to download at [www.MyMCX.com/supplychain](http://www.MyMCX.com/supplychain)

## G. TRANSPORTATION

### FOB Terms

Terms by Vendor and/or order must be agreed to by HQMC MCX.

#### 1- FOB Destination - Freight Prepaid by Vendor

The Vendor is responsible for:

- Carrier selection, mode and service
- All Carrier, DoT, and/or International/Federal/State documents
- Making delivery appointment
- Filing claims for loss/damage (MCX will notify vendor of loss/damage minimally via the Compliance Portal, a convenience fee may apply)
- Tracking and POD requests
- Using accurate ship to addresses provided at [www.mymcx.com/supplychain](http://www.mymcx.com/supplychain)
- All costs and expenses incurred prior to the FOB point, including but not limited to, insurance, freight, fuel, notification fees, special requirements (not requested by MCX), detention, and sort/segregation charges.
- Shipping on time within the ship window provided

Title and risk of loss, less the notated shortages and damages on the carrier BOL or Delivery Receipt and all concealed shortages and concealed damages upon carton inspection, passes to MCX upon delivery at the destination specified by the MCX order/contract, which may include but is not limited to its stores, warehouses or consolidation points.

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

If the Vendor prepays the shipment, then the shipper's carrier/agent of choice may route the MCX order.

Required information on each small parcel label:

- MCX Store/Site Number
- MCX PO number

All BOLs are required to instruct the carrier to call for appointment prior to delivery. Contact information and site addresses for our stores can be found on [www.mymcx.com/partner](http://www.mymcx.com/partner) select shipping from the left-hand menu and download the PO site address listing

Required information on the BOL:

- MCX Store/Site Number
- MCX PO number
- Carton Count

#### 2- FOB Destination Shipments reimbursed by MCX

The shipment shall only be FOB Destination with reimbursement from MCX if it has been prior approved by the MCX Compliance and also in the terms outlined in the MCX Vendor Trading Partner Profile. There must be a written agreement on file with HQMC MCX Supply Chain for freight reimbursement prior to shipping/invoicing.

**Proof of Delivery**

A valid Proof of Delivery is defined as a delivery document date/time stamped and signed by an authorized receiving representative of an MCX ship to location. The delivery document must include the order/contract number(s), pallet or carton count to align with BOL shippable unit designation, and the name of the MCX location for which the shipment was designated.

The following is a list of acceptable proof of delivery documents:

- Original carrier delivery receipt, properly receipted by the approved consignee for all shipments made via railroad, motor carrier, freight, or air.
- Original post office forms bearing canceled postage, signed and dated by the post office, indicating number of packages and destination.
- Small Parcel delivery service delivery record-computer manifest, or the equivalent, signed and dated by the consignee. Must reference number of packages and destination.

The Vendor must retain the proof of delivery on FOB Destination shipments for three years after completion of the order. In the event the Vendor fails to provide a requested proof of delivery, the Vendor will be liable for any loss or costs to MCX.

- 3- FOB Origin** - MCX pays for the shipment as freight Third Party. ("Collect and bill recipient" fees are not authorized and will be charged back to shipper)

MCX will be responsible for:

- Routing portal where shipper will be required to log routing request into the TMS Portal and be responsible for following the Logistics Vendor TMS Portal instructions
- Carrier selection, mode and service
- Carrier BOL provided by the TMS Portal and making sure the carrier has current DoT State/Federal permits for specific loads. Shipper is required to provide all other documents as needed i.e. HAZMAT, Customs, etc.
- Arranging delivery appointments
- All costs and expenses incurred after the FOB point, limited to added services requested by the shipper not authorized by MCX including but not limited to, insurance, freight, fuel, notification fees, special requirements (not requested by MCX), detention, and sort/segregation charges.
- Submitting claims for loss and damage except small parcel which is the shippers responsibility
- Track and trace of shipment

Title and risk of loss passes to MCX upon pickup by the MCX selected carrier at the origin location specified by the Vendor in the TMS Portal, with the exception of small parcel shipments. In the case of small parcel, the shipper will maintain title and risk until carrier delivers to the designated MCX location specified on the TMS Portal.

**4- FOB Origin Shipments – Third Party**

All MCX paid freight (Origin Third Party) with the exception of HAZMAT commodities **MUST** use the TMS Portal generated BOL. Shippers are prohibited from using their own BOL unless prior approved by MCX Compliance. Freight charges are not to be added to the merchandise invoice unless you have preauthorized written permission from MCX Compliance. If shipper must use their own BOL, it must be in a plastic sleeve and attached to the carton/pallet and not given to the carrier. A non-compliance fee per incident will be assessed for failure to comply.



For all freight paid by MCX, verify the BOL billing section indicates Third Party Billing: MCX c/o Landair Transportation

- **Collect billing or bill recipient is not authorized.**
- Verify that all BOLs should instruct the carrier to call for appointment prior to delivery.
- To ensure pallets maintain their integrity, mark BOLs as "DO NOT BREAK DOWN PALLETS"

### **Proof of Shipment**

A valid Proof of Shipment is defined as a record stamped and signed by an MCX authorized freight/carrier or the MCX Third Party Logistics Provider. The proof of shipment record must include the order/contract number(s), carton count, and the name of the MCX location for which the shipment was designated. If there are multiple PO(s) on the shipment, the carton count must be provided by each PO.

The following is a list of acceptable proof of shipment documents:

- Original bill of lading, properly receipted by the authorized MCX carrier for all shipments made via railroad, motor carrier, freight, or air.
- Original post office forms bearing canceled postage, signed and dated by the post office, indicating number of packages and destination.
- Small Parcel delivery service pickup record-computer manifest, or the equivalent, and are signed and dated by the driver. Must reference number of packages and destination.

The Vendor must retain the proof of shipment on FOB Origin shipments for three years after completion of the order. Shipment must have followed routing instructions provided by MCX HQ or authorized Third Party Logistics Provider. In the event the Vendor fails to provide a requested proof of shipment, the Vendor will be liable for any loss or costs to MCX.

### **Appointment Process**

Verify that the BOL instructs the carrier to call for appointment prior to delivery.

Contact information and site addresses for our stores can be found on [www.mymcx.com/partner](http://www.mymcx.com/partner) select shipping from the left-hand menu and download the PO site address listing

Use the TMS Portal Inbound Shipment Routing Request Confirmation page to confirm the delivery location contact information and hours of operation.

A non-compliance fee will be processed against the Vendor for any contracted carrier that fails to call for appointment, fails to arrive within one hour of appointment time or fails to show at all. Marine Corps Installations and MCCS/MCX facilities require advanced knowledge of inbound carriers for safety, security and scheduling purposes. Contact the consignee facility to verify military base access restrictions and requirements prior to delivery to avoid being denied access to the military installation

When calling for an appointment the carrier should provide:

- MCX PO/order number(s)
- Shipper Name
- Mark for Destination or MCX Site number
- Qty of cartons inbound



## Loading/Unloading

The Vendor/shipper will load all MCX shipments at their own expense.

MCX will not pay or reimburse for loading requirements such as driver assist, lift gate, limited access, or other handling requirements.

The carrier may be required to unload at destination. Unloading charges for FOB Destination purchase orders are the Vendor's responsibility.

## H. DOMESTIC SHIPPING (CONUS)

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

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

Any deviation from the FRN must be approved by MCX or Landair via email confirmation. Non-compliance fees as well as the carrier freight fees denied and reversed back to sender will occur due to the error. Any deviation to the load once the FRN has been received must be communicated to [mcx@landair.com](mailto:mcx@landair.com), and a revised FRN will be given received prior to shipping. If shipper deviates without revised FRN, noncompliance fees will apply and freight fees may be denied or charged back to the vendor.

### Small Parcel Carrier

If a small package carrier is indicated, you must ship using the small parcel carton labels provided to you in the FRN email from Landair.

- Collect or bill recipient will be denied and charged back to the shipper.
- Handling charges, proof of delivery charges, taxes, and priority charges are not authorized for reimbursement. Additional fees not authorized on the FRN (i.e., additional insurance, declared value) will not be reimbursed.
- The shipper is required to contact the carrier to schedule pickup.
- Required information on each small parcel label:
  - MCX Store/Site Number
  - MCX PO number
  - Vendor will be held accountable for any issues that may occur due to failure to use the TMS labels provided.

Each carton must be 60 lbs. or less and no larger than 130" (length plus girth) and each shipment must be less than 25 cartons or less than 150 lbs. for most cost effective FedEx/UPS shipping rates.

Vendor is responsible for arranging FedEx/UPS pick up.

## LTL/TL Carrier

The TMS Portal will provide a completed BOL for the shipper to print and use. MCX requires all Third Party shippers to utilize the TMS BOL. If a shipper must include their own BOL, it must be in a plastic sleeve and attached to the carton/pallet of the shipment and NOT given to the carrier.

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

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

For all freight that MCX pays, verify the BOL billing section indicates Third Party Billing: MCX c/o Landair Transportation.

Collect billing or bill destination is not authorized. All freight bills that require MCX to correct billing on will receive non-compliance and an administration fee.

[Sample BOL](#) generated from the TMS Portal is attached to this guide in the Appendix for reference.

## I. INTERNATIONAL SHIPPING (OCONUS)

### Small Parcel (OCONUS)

If a small package carrier is indicated, you must ship using the small parcel carton label(s) provided to you in the FRN email from Landair. Vendors will be responsible and charged back for any issues that may occur due to failure to use the TMS labels provided.

- Collect or bill recipient will be denied and charged back to the shipper.
- Handling charges, proof of delivery charges, taxes, and priority charges are not authorized for reimbursement. Additional fees not authorized on the FRN (i.e. additional insurance, declared value) will not be reimbursed.
- The shipper is required to contact the carrier to schedule pickup.
- Required information on each small parcel label:
  - MCX Store/Site Number
  - MCX PO number
- Each carton must be 60 lbs. or less and no larger than 130" (length plus girth) and each shipment must be less than 25 cartons or less than 150 lbs. for most cost effective FedEx/UPS shipping rates.
- Vendor is responsible for arranging FedEx/UPS pick up.

Orders for Iwakuni, Japan, and Kaneohe Bay, Hawaii, are not authorized to be combined, when shipping FedEx/UPS for tracking purchases. Merchandise must be received under the MCX PO on which it was ordered for accurate invoice payment. Failure to do so may result in delayed invoice payments.

All Small Parcel shipments to Iwakuni, Japan, must be shipped via FedEx International Priority or UPS Worldwide Saver using the account number provided by Landair to qualify for MCX rates and billing.

- A customs form and proforma invoice must be completed for EACH shipment.

- Customs forms can be obtained from the FEDEX/UPS websites.
- If the total shipment is valued over \$2500 an Electronic Export Information (EEI) document is required
- Average delivery to Iwakuni from CONUS location is 5-10 days

FedEx/UPS shipments to Iwakuni, Japan should be sent to the following address:

MCCS Retail Warehouse  
Bldg. 380 MCAS Iwakuni  
Misumi-Cho, Iwakuni-Shi  
Yamaguchi-Ken, Japan 740-0025  
Attn: Mr. Hayashi ext. 253-4759  
Phone: 011-81-827-79-4759

All Small Parcel shipments to Kaneohe Bay, Hawaii must be routed FedEx 2Day Economy or UPS 2<sup>nd</sup> Day Air using the Third Party account number provided by Landair to qualify for MCX rates and billing.

- Average delivery to Kaneohe Bay, Hawaii from Conus location is 2-5 days
- Shipping addresses for Kaneohe Bay, Hawaii can be found at [www.mymcx.com/supplychain](http://www.mymcx.com/supplychain)

For additional information or to set up an account with FedEx or UPS please visit <http://www.fedex.com/us> or <http://www.ups.com/>

### Parcel Post Insured (PPI)

MCX does not allow the use of USPS to our facilities unless clearly documented on the Order/Contract. Our MCX locations do not receive USPS Postal deliveries directly; shipping in this method will result in delays and possible loss that the shipper will be responsible for. Non-compliance fees will apply for selecting an unauthorized carrier.

### Shipping via a Consolidator

All shipments less than 8,000 lbs., 800 cube, and 8 pallets for OCONUS locations must be sent to the appropriate consolidator's address for container stuffing and processing for preparation to ship over the water, unless otherwise directed by the TMS or MCX HQ.

#### **DRY GOODS:**

MCX RDC West Coast c/o Landair  
9210 Charles Smith Ave  
Rancho Cucamonga, CA 91730

#### **TEMPERATURE CONTROLLED GOODS:**

COASTAL PACIFIC  
1015 PERFORMANCE DRIVE  
STOCKTON, CA 95206

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

- TMS will provide a completed BOL for the shipper to print and use. MCX requires all Third Party shippers to utilize this BOL.
- Collect billing or bill destination/recipient is not authorized
- For combined shipments to the same destination, each carton must be marked with the appropriate MCX PO number and final destination. Merchandise must be received under the MCX PO on which

it was ordered for accurate invoice payment. Failure to do so may result in delayed invoice payments.

- All shipments over 8,000 lbs., 800 cube, or 8 pallets are required to ship via source load direct to OCONUS locations.
- Shipments delivered to Coastal cannot be combined on the same pallet for Kaneohe Bay, HI and Iwakuni Japan
- Shipments delivered to MCX RDC West can be combined on the same pallet for Kaneohe Bay, HI and Iwakuni Japan

### Source Load Shipping (OCONUS)

#### For all orders shipping to OCONUS locations that qualify as a Release Unit:

Release Unit is a shipment unit of a specific commodity, weight, size, or mode that requires an export release from the Port Authority before shipment. A release unit generally contains one or more of the following characteristics: (1) cargo in lots of 8,000 pounds or more; (2) cargo in lots of 800 cubic feet or more; (3) cargo loaded to 8 or more pallets; (4) cargo is classified, explosive, poisonous, or in need of protective or security measures; (5) cargo occupies or is tendered as a full TL.

**All vendors submitting for a source load must route in TMS & provide a completed “MCX OCEAN CONTAINER BOOKING REQUEST” form via email to both [international.traffic@nexweb.org](mailto:international.traffic@nexweb.org) and [mcx@landair.com](mailto:mcx@landair.com).**

**The MCX OCEAN CONTAINER BOOKING REQUEST form can be obtained by requesting via email to [mcx@landair.com](mailto:mcx@landair.com).**

*\*If the goods are time sensitive, please enter in the Remarks section: “GOODS MUST ARRIVE TO “JAPAN OR HAWAII” NO LATER XX/XX/XXXX (DATE)” in TMS and on the MCX OCEAN CONTAINER BOOKING REQUEST form.*

#### How a vendor enters a source load in TMS:

1. Log into TMS and find the associated PO/OPO/DD #.
  - a. If only routing one PO/OPO/DD # and it is in TMS, please route against it as normal except:
    - i. In the special instructions field enter the word “CONTAINER”
  - b. If routing multiple PO/OPO/DD #(s) and they are all in TMS, please select all of them while routing as normal except:
    - i. In the special instructions field enter the word “CONTAINER”
  - c. If the PO/OPO/DD #(s) are not in TMS, please send an email to [mcx@landair.com](mailto:mcx@landair.com) and advise in the email that the PO/OPO/DD#(s) are not in the system.
    1. Landair will research the issue with the PO/OPO/DD# and update you with resolution ASAP.
    2. Once resolution is in place, please route accordingly

For assistance: Please contact Landair at (866-404-8517) or [mcx@landair.com](mailto:mcx@landair.com)

**How a vendor provides a completed “MCX OCEAN CONTAINER BOOKING REQUEST” form:**

1. Please contact Landair at (866-404-8517) or [mcx@landair.com](mailto:mcx@landair.com) for a blank version of the “MCX OCEAN CONTAINER BOOKING REQUEST” form.
  - What must be included on this form?
    - Requestor – Person’s name making the request
    - Requestor’s Phone Number
    - Requestor’s Email Address
    - Loading Point of Contact (POC)
    - Loading POC Phone Number
    - Loading POC Email Address
    - Vendor’s name
    - Vendor’s Loading Address
    - Today’s Date – Date Request was submitted
    - Pages (including this one) – should always be 1, as there can be multiple containers requested per form, but each form must have only one destination
    - Selling Terms – Should always read FOB Origin, meaning MCX is paying freight (Already populated)
    - Load Date – Date the goods are available for loading
    - Commodity – Type of goods being shipped
    - Destination: Enter either Iwakuni, Japan or Kaneohe Bay Hawaii
    - PO# - MCX PO Number or MCCS/MCX Contract Number
    - PCS – Shippable units
    - WGT – Total Weight of shippable units
    - CU – Cube of the shippable units
    - Total – Add up total PCS, WGT, & CUBE
    - # CTRS – Number of containers being requested
    - Size – 20’ container (holds 10 pallet positions) or 40’ container (holds 20 pallet positions)
    - Type – Type of container needed
      - Dry – No temperature requirements
      - Refer – Temperature controlled environment needed
      - High Cube – Preferred as high cube containers allow more goods to ship
        - Can be requested for both Dry and Refer containers
    - Maintain At - Temperature the container needs to be set to (only used for Refer containers) in Farenheit
    - Remarks – Any additional information/special requirements needed
      - \*If the goods are time sensitive, please enter in the Remarks section: “GOODS MUST ARRIVE TO “JAPAN OR HAWAII” NO LATER XX/XX/XXXX (DATE)”
      - If anything other than a “live” load is needed, please enter any requirements here
      - If pickup locations have a special requirement(s), please list here
2. Email the completed form to both [international.traffic@nexweb.org](mailto:international.traffic@nexweb.org) and [mcx@landair.com](mailto:mcx@landair.com) at least 10 working days prior to load date
  - a. Landair will review the request to ensure all the pertinent information is completed correctly and validate the destination site

3. Within 48 hours of the requested Load Date, the Nexcom Booking Team will email the completed booking and Shipping Instructions (SI) back to the vendor that sent the initial request.
  - a. If you do not receive your shipping instructions within 24 hours of the requested load date, please email both [international.traffic@nexweb.org](mailto:international.traffic@nexweb.org) & [mcx@landair.com](mailto:mcx@landair.com) for assistance.
4. The appointed carrier will contact the vendor for arrangement of the movement of this container or the vendor may contact the ocean carrier to schedule loading/picking up of container
  - a. The Ocean Carrier assigns the drayage carrier, which may take between 48 to 72 hours after the booking
    - i. If you do not hear from or are unable to contact the appointed carrier within 72 hours after the booking, please contact the Ocean Carrier directly.
  - b. Live Loads or Drop Containers are both available options, but live loading is the default, so please enter request for drop containers in the remark section of the MCX OCEAN CONTAINER BOOKING REQUEST.
5. After the vendor loads container, vendor completes SI to include:
  - a. Container Number
  - b. Seal Number
  - c. Piece Count
  - d. Weight
  - e. Cubic Feet
6. Vendor emails the completed SI immediately to both: [international.traffic@nexweb.org](mailto:international.traffic@nexweb.org) & [mcx@landair.com](mailto:mcx@landair.com)
7. Vendor coordinates with the carrier for delivery to port
  - a. The seal must be attached to each container(s) before being released from the vendor's custody to the contracted carrier.
    - i. Here is the Security Seal information from US Customs and Border Protection link: <https://www.cbp.gov/travel/trusted-traveler-programs/fast/seal-requirements-manufacturers>
  - b. It is the Vendor's responsibility to ensure that the merchandise is properly packaged, secured, and protected to minimize damages and loss during transportation. Costs required to protect the cargo are the vendor's responsibility. MCX encourages the use of "environmentally friendly" (recyclable, sustainable and/or biodegradable) packing materials whenever possible.
8. Landair will monitor the process to ensure delivery to final destination

*All # of hours/days noted above excludes weekends and holidays!*

**Any issues related to this process can be addressed by contacting:**

**Landair:**

Phone: (866) 404-8517

Email: [mcx@landair.com](mailto:mcx@landair.com)

**Nexcom Booking Team:**

Phone: Direct Nexcom Booking Agent assigned to your account

Email: [international.traffic@nexweb.org](mailto:international.traffic@nexweb.org)

**MCX Supply Chain:**

Phone: (703) 784-3800

Email: [mcxlogistics@usmc-mccs.org](mailto:mcxlogistics@usmc-mccs.org)

**Definitions:**

DODAAC: DOD Activity Address Code

Iwakuni DODAAC: M95162

Kaneohe DODAAC: M95115

**Transportation Account Code (TAC) Fiscal 2019 (10/1/18-9/30/19)**

Iwakuni: M2CX

Kaneohe: M2CX

**Kaneohe Bay POC:**

Richard McElroy

[mcelroyr@usmc-mccs.org](mailto:mcelroyr@usmc-mccs.org)

**Iwakuni POC:**

Takeaki Hayashi or Ronald Edwards

[Takeaki.Hayashi@usmc-mccs.org](mailto:Takeaki.Hayashi@usmc-mccs.org)

[Ronald.Edwards@usmc-mccs.org](mailto:Ronald.Edwards@usmc-mccs.org)

**Kaneohe Bay, Hawaii Address:**

Marine Corps Exchange

Marine Corps Base Hawaii

1404 Craig Ave.

Kaneohe Bay, HI 96863-3073

**Iwakuni, Japan Address:**

Marine Corps Exchange

Marine Corps Air Station Iwakuni

MCAS Iwakuni Bldg. 380

Misumi-Cho, Iwakuni-Shi

Yamaguchi-Ken 740-0025 JPN

**Inbound Source Load (Container) Shipments – Import Vendors:**

MCX will allow inbound container shipments from a vendor for multiple locations to arrive to the MCX Regional Distribution Centers (RDCs). However, for this to occur, the MCX Buyer will cut a coastal purchase order for the goods, meaning that all the merchandise for the West Coast of the US commands should ride on the same container. Also, all the merchandise for the East Coast of the US commands should ride on the same container. Regardless of the country of origin that these goods are coming from, it is the vendor's responsibility to get the containers delivered to the closest coastal RDC to the destination commands. MCX will NOT pick up goods at port and dray to the RDCs.

All Import Buys should still have all cartons/items labelled for each mark for site locations. Please follow the "Carton Labelling" section of this document for more information.



## J. RDC SHIPMENTS

To assist the Marine Corps with cost savings, time and efficiencies, MCX opened our West Coast RDC on 19 April 2015 and East Coast RDC 28 Sept 2015. Please contact us at [MCXCompliance@usmc-mccs.org](mailto:MCXCompliance@usmc-mccs.org) for more information. Failure to be RDC/Crossdock certified and capable will result in non-compliance charges.

Vendors are required to affix GS1-128 labels to every carton per standards outlined in this guide noting the mark for. The mark for location in the SDQ of the 850 is to be transmitted as well on the 856/ASN transmission via EDI in the N1\*Z7 segment and zones F&G of the GS1-128 label.

For each "ship-to" location, one invoice should be generated for each ASN number per Purchase Order (1 invoice = 1 ASN = 1 Purchase Order)

Example:     *Ship to = RDC-East (60001) or RDC-West (70001)*  
              *Marked for = the actual store location for which the goods are intended. (18100 – South Carolina; 13100 – Twenty-Nine Palms, 05100- Camp Lejeune etc.)*

## K. ASN RECEIVING PROGRAM

MCX has implemented an Assured ASN (Advance Shipment Notification) Receiving Program to increase the efficiency of the receiving process. Merchandise is received against the ASN without an item-by-item verification of quantity but only if the EDI 856 is consistently accurate. To find out more about this program and how it benefits our vendors please contact [MCXCompliance@usmc-mccs.org](mailto:MCXCompliance@usmc-mccs.org)

## L. VENDOR AUDIT PROGRAM

MCX is committed to using technology to move merchandise through our supply chain as efficiently as possible. Our ASN Receiving program books the receipt without performing a piece count audit. This is possible only when the accuracy of shipments is consistently high. MCX requires that the EDI 856 ASNs are 100% accurate and that the Vendor has instituted an accuracy program to ensure compliance.

The MCX audit takes the actual merchandise receipt and compares it to the 856 ASN transmission. It then assigns an accuracy percentage. The higher the accuracy percent the less portion of cartons are audited. The UPC codes on your physical merchandise must match the UPC codes transmitted on the EDI 856 ASN. Vendor accuracy classification is analyzed and modified on a monthly basis.

Charges will be assessed if (but not limited to):

- Item Quantity per UPC on ASN Exceeds PO Quantities
- When performing a manual audit (QA), the ASN contents does not equal the shipment contents at the UPC/Quantity/Carton ID level
- Vendor submits an ASN with an invalid PO for this vendor
- Missing ASN - No ASN is sent or it is sent later than the time of receipt of merchandise
- Vendor submitted an ASN with a site number that does not exist within MCX on the PO
- Vendor submitted an ASN with a UPC that did not match the PO
- Vendor submitted an ASN with a MCX valid site number, but this site number is not on the PO
- Vendor submitted an ASN for a PO that was cancelled prior to ship
- Vendor submitted an ASN with an missing, invalid or unusable SCAC
- Vendor # (DUNS) on ASN does not match PO

- GS1-128 data doesn't reflect same elements as the ASN
- Carton IDs were received by MCX but not on the ASN
- Carton IDs are non-unique/reused by a vendor
- Vendor submitted an ASN with a Pro/Tracking number that was incorrect or no Pro/Tracking number

## **M. RETURNS (REVERSE LOGISTICS)**

### **Return to Vendor**

The MCX Buyer will notify the Vendor of the decision to return merchandise and request disposition instructions. In all cases where merchandise is to be returned to the Vendor, the cost of the goods on the date of the return will be charged back to the Vendor.

MCX retains the right to return merchandise to the Vendor for the reasons including but not limited to:

#### **Unordered Merchandise**

Unauthorized substitutions (including style, size, and/or color), invalid orders, canceled orders, early shipments, merchandise shipped past ship not after date, over-shipments, and duplicate shipments may be shipped back to the Vendor and are subject to non-compliance fees.

#### **Defective/Damaged/Unsaleable Returns**

Merchandise that is deemed to be sub-standard by our customers or our MCX Buyers will be returned to the Vendor and inbound and outbound freight charges along with an expense offset will be assessed in accordance with our Vendor Compliance program.

#### **Stock Return**

Seasonal and stock adjustment returns will be determined by the MCX merchants and the Vendor on an as needed basis.

MCX will deduct the cost of returned items including any transportation costs from any payment due the Vendor. If no money is due the Vendor to offset the cost of the returns, a notice of the balance due will be sent to the Vendor. The Vendor must reimburse MCX within thirty days of the date of the notice. In the event that the thirty days expires and the Vendors' debt has not been paid by check or deducted from payments due to the Vendor, MCX will apply accrued interest against the balance for each thirty days thereafter. The interest charge will be calculated using the balance due at the end of each thirty day period. The interest rate will be the rate established by the Prompt Payment Act (refer to <http://www.fms.treas.gov.index.html>)

Hawaii/Japan: Because of the expense and time frame to return merchandise back to the Vendor it will be at the discretion of the MCX, based on the line of business, whether the merchandise is returned or not. A non-compliance fee and transportation charges will be charged regardless.

If there are no RTV instructions on file with HQMC MCX and Vendor fails to provide disposition instructions within 5 business days or refuses to accept returned items, MCX retains the right to dispose of the merchandise by one of the methods listed below.

- Return merchandise to the Vendor on our selected carrier with merchandise cost and freight fees charged back to the Vendor.

- Sell defective/damaged merchandise at a reduced price and charge Vendor for markdown.
- Sell unordered merchandise with Vendor cost as Free Goods.
- Destroy In Field and deduct from Vendor.
- Use as Giveaways or promotional items.

The Vendor must notify HQMC MCX in writing within 90 calendar days after a deduction is made for returned product concerning returned merchandise not received or received in quantities at prices different from the document supporting the deduction. Claims for non-receipt will not be honored after this 90 day period.

## 8. ACCOUNTS PAYABLE

### A. INVOICING REQUIREMENTS

Invoices must be sent at the time of product shipment and received by MCX no later than the total terms of the payment. Example if the terms are Net 30, invoices must be received 30 days prior to the due date. Vendors will submit invoices to MCX in the following methods:

- EDI 810- EDI Vendors submitting electronic invoices must comply with the EDI 810 Invoice data specifications. <https://community.spscommerce.com/mcx/>  
Email [mccsedibusinesssteam@usmc-mccs.org](mailto:mccsedibusinesssteam@usmc-mccs.org) with any EDI related questions.
- Email [ombmccsinvoices@usmc-mccs.org](mailto:ombmccsinvoices@usmc-mccs.org) (Email should not be used for EDI invoices)

Invoices must have the proper information for accurate and timely processing

A separate invoice is required for each shipping address/site number on a purchase order/contract. Do not generate separate invoices for each "mark for" location on RDC PO types.

If partial shipments or back orders are authorized, Vendor must use a separate invoice. Do not duplicate or modify an existing invoice number used for prior billings.

Each invoice must have a unique invoice number and must not be duplicated.

All NON EDI invoices must include the following information:

1. Vendor Name
2. Vendor DUNs number matching the DUNs # on the PO
3. Vendor "remit to" address for payment
4. Vendor mailing address for correspondence
5. Vendor contact phone number, fax number and/or email address
6. Vendor Invoice number (max length 15 alpha/numeric characters)
7. MCX Purchase order or contract number
8. Ship to site/store number, location name and address referenced from the MCX purchase order or contract
9. Invoice date – date of invoice must not precede date of shipment
10. Invoice due date – If the invoice due date is not clearly defined; a due date of 30 days following the receipt of a proper invoice will be used.

11. Vendor payment terms
12. Discount terms – Shipping and discount terms, including prompt payment discounts, and special allowance(s). Prompt payment discounts and special allowances must be shown on the invoice using percentage figures only. Do not deduct any of these discounts from the item cost or from the invoice total. If an invoice offers discount terms better than those specified on the purchase order or contract, the better of the terms offered will be taken. A Vendor may offer a discount on an invoice even though the contract terms are Net 30 days.
13. The body of the invoice must contain:
  - a. Item description
  - b. Quantity shipped/delivered
  - c. UPC /Style number
  - d. Product unit cost
  - e. Product total extended cost
  - f. Unit of measure in “each”
  - g. Total invoice amount
14. Provide detail of any additional charges – Additional charges (freight, special handling, etc.) must be clearly indicated on the invoice as a separate line and must have a Vendor Specific Terms agreement on file indicating these are authorized to bill on invoice. All additional charges that do not have a Vendor Specific Terms agreement on file with MCX or that do not comply with said agreement will be short paid.

Discrepancies between the invoice, purchase order, ASN and physical receipt may result in delayed payment.

In the event that an improper invoice is returned to the Vendor for correction, the invoice date and terms, for purposes of prompt payment discounts, will be considered to be the date of receipt of the corrected, proper invoice.

## **B. INVOICE COMPLIANCE**

MCX will impose fees when Vendors fail to comply with our business requirements and procedures or cause MCX additional expenses related to but not limited to resources and labor.

Invoicing non-compliance chargebacks may be processed for the following reasons including but not limited to:

- 810 Invoice Not received – An approved EDI 810 Vendor failed to transmit the EDI Invoice
- Late 810 invoice– EDI 810 invoice received later than the terms of the payment. Example if the terms are Net 30, 810 invoices must be received 30 days prior to the due date.
- 810 Invoice unusable or failed transmission – Failure to resend a corrected EDI 810 invoice after receiving a failed transmission notification
- 810 invoice Duplicate Invoice – more than one EDI 810 sent for the same shipment
- Vendor sending paper invoices/statements/financial documents via the mail in lieu of electronic invoices or in conjunction with electronic invoices. MCX does not accept mailed invoices/statements etc.
- Missing/Inaccurate invoice data- Example the cost by UPC on the Invoice must match the cost on the UPC of the PO (850/860 where applicable)
- Incorrect payment terms
- Multiple Purchase Order numbers on an invoice
- Multiple or Invalid Ship to sites on an invoice
- Invalid invoice disputes – a service fee will be deducted on all disputes found to be invalid

- Ink Quality on Direct Delivery Invoices must be dark enough to be legible and electronically scanned
- Remit address on invoice must match remit on file with MCX. Failure to communicate timely “remit-to” address changes – notification must be received within 30 calendar days of the effective date of change. Contact [mcxvendorsetup@usmc-mccs.org](mailto:mcxvendorsetup@usmc-mccs.org) for remit updates/changes.

Non-compliance fees will be deducted from MCX future payments via chargeback(s) for all violations.

MCX will attempt to provide Vendor with notice of chargebacks as they occur through the use of the compliance portal. Vendor may request backup data by emailing [SSC.CustomerSupport@usmc-mccs.org](mailto:SSC.CustomerSupport@usmc-mccs.org) and [MCXCompliance@usmc-mccs.org](mailto:MCXCompliance@usmc-mccs.org)

For all RDC shipments, invoices should be generated according to the following criteria:

For each “ship-to” location, one invoice should be generated for each ASN number per Purchase Order  
(1 invoice = 1 ASN = 1 Purchase Order)

Do not submit an invoice for each “mark for” location.

Note: *Ship to = RDC-East (60001) or RDC-West (70001)*  
*Marked for = the actual store location for which the goods are intended. (18100 – South Carolina; 13100 – Twenty-Nine Palms, etc.)*

The Invoice ship to must match the ship to transmitted on the 850 PO

### C. PAYMENTS

Invoices will be processed and payments will be released based on order/contract terms or discount due date.

Payment is considered to be made on:

- The date a check for payment is dated
- The date an electronic funds transfer (ACH) is processed by our financial institution, regardless of the date your financial institution receives or posts the transfer to your account.
- The date a withholding is initiated by MCX

If the invoice due date is scheduled on a Saturday, Sunday or US Federal holiday, payments will be released the next business day.

Vendors should setup EFT to receive invoice payments via ACH Transfer through PayMode-X  
This is a free service for our business partners.

To Get Started go to:

[www.paymode.com/marinecorpscommservices](http://www.paymode.com/marinecorpscommservices)

For more information call 1-877-443-6944

E-mail [customer\\_service@paymode.com](mailto:customer_service@paymode.com)

Or visit [www.bankofamerica.com/paymode](http://www.bankofamerica.com/paymode)

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 for free 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.

### **For Payments to MCX**

Make Check Payable to:  
Business & Support Services, MR

Mail to Lockbox Address:  
Business & Support Services, MR  
c/o Marine Corps Exchange  
PO BOX 277160  
ATLANTA, GA 30384-7160

Include a copy of the MCX Invoice or reference the MCX Invoice number on the check statement.

If you wish to send funds via ACH or Wire Transfer please contact [mccshq.treasury@usmc-mccs.org](mailto:mccshq.treasury@usmc-mccs.org)

### **D. ACCOUNT STATEMENTS**

Account statements are requested to be sent monthly to MCX SSC via email to [SSC.RetailAP@USMC-MCCS.org](mailto:SSC.RetailAP@USMC-MCCS.org)

Mailed paper statements are not authorized and noncompliance fees will be assessed.

### **E. INQUIRIES AND DISPUTES**

In accordance with the Dispute Clause, a disagreement between Vendor and MCX does not become a "dispute" unless a formal "claim" has been submitted in conformance with the "Disputes Clause" located in the [MCX Terms and Conditions for Resale Merchandise](#) and/or Vendor Contract. Invoice payment

status requests and/or disputes must be routed through our Vendor relations email [SSC.CustomerSupport@usmc-mccs.org](mailto:SSC.CustomerSupport@usmc-mccs.org).

Invoice payment inquiries should be at least ten days after the invoice due date, allowing time for receipt of payment and must be made no later than 90 calendar days after invoice due date. An invoice inquiry submitted later than 90 calendar days and up to 365 calendar days from due date is subject to a service fee deduction. All invoice inquiries submitted later than 365 calendar days from invoice due date will not be researched or honored.

Attach a copy of the original invoice with a valid proof of shipment for FOB Origin or proof of delivery for FOB Destination document. See the [Transportation](#) Section FOB terms for acceptable proof of shipment/delivery documents.

Disputes for debit memos must be made within 90 calendar days from date of issue. Disputes made after 90 calendar days are subject to a service fee deduction. MCX will not research/honor disputes made after 365 calendar days from issue date. Debit Memo Chargeback (CB) Disputes must provide

- A copy of the original invoice and debit memo
- Provide what is being disputed
  - Identify item(s) from original MCX PO/Direct Delivery Agreement Order
  - Quantity Variance
    - For Small Parcel FedEx/UPS this must be Proof of Delivery to the MCX location with the MCX order 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.
  - 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.

## F. VENDOR PROFILE MAINTENANCE

In order to ensure the timely receipt of payments, Vendors must notify MCX, in writing, of all changes to a Vendor's address file, "remit-to", shipping information/terms, and shipping location 30 days prior to the effective date of the change. Please send this information to [MCXVendorSetup@usmc-mccs.org](mailto:MCXVendorSetup@usmc-mccs.org)

Timely communication will eliminate potential returned checks and stop payment requests. Failure to communicate these changes may result in the Vendor absorbing fees associated with these requests.

Any change due to a merger, acquisition, Chapter 11 filing, company closings, or change in licensee agreement, must be communicated to MCX as promptly as possible, but not later than 48 hours after occurrence, via e-mail to [MCXVendorSetup@usmc-mccs.org](mailto:MCXVendorSetup@usmc-mccs.org) and include the following information:

- Parent company name (old and new) if there has been a change.
- Vendor company name



- DUNS number (old and new if there has been any change)
- Company address (old and new if there has been any change).
- Description of change
- Effective date of change
- Mergers, splits and acquisitions also require copies of all supporting legal documents, including validation from GS1 for purchased company's GS1 company prefixes.

## 9. COMPLIANCE PROGRAM

MCX serves the best customers in the world, the men and women who defend our country in uniform; in order to do this efficiently we must have compliance from our Vendor community. The goal of our compliance program is not to generate revenue but to achieve compliance so we can quickly move merchandise through our supply chain. When failures or neglect occur pertaining to the guidance or instructions provided, a non-compliance fee will be assessed to the Vendor for each violation.

MCX works with all of our Vendors and understands that mistakes occur; however, we must impose fees when our procedures and policies are not followed. This creates an increased work load for our business partners and staff. MCX may charge an administration fee for non-compliance issues per incidence in addition to chargeback fees per violation and freight costs incurred from shipping errors. MCX compliance deductions can be viewed, researched, downloaded and disputed via our Retail Compliance Management Solution (rCMS) Compliance portal located at [www.MyMCX.com/supplychain](http://www.MyMCX.com/supplychain). Attach a copy of any supporting documentation for your dispute via the compliance portal.

Vendors should allow 10 business days for responses to all disputes, to accommodate for research time. Vendors have the ability to dispute a single charge a maximum of two times.

Questions on noncompliance violations along with disputes must be submitted through the Compliance portal. If a vendor has not yet registered for access to the portal please contact [mcxcompliance@usmc-mccs.org](mailto:mcxcompliance@usmc-mccs.org)

MCX will charge a "chargeback research fee" for any research or dispute request between 90-365 days from date of chargeback notification. In addition, an "unwarranted chargeback fee" may be assessed when the chargeback is found to be valid and the Vendor was supplied adequate supporting documentation pertaining to the chargeback. Any disputes older than 365 days will not be researched unless the vendor has evidence of this request prior to 365 days.

A listing of chargeback rules associated with the rCMS is located in the Appendix of this document, [Chargeback Deduction Table](#).

## 10. CONTACT INFORMATION

### HQMC MCX Buying Office

Phone: (703) 784-3800

Buyer Contact Details located at [www.mymcx.com/partner](http://www.mymcx.com/partner)

### HQMC MCX Compliance

Phone: (703) 784-3805

Email: [MCXcompliance@usmc-mccs.org](mailto:MCXcompliance@usmc-mccs.org)

### HQMC MCX Vendor Setup (Vendor Setup and Maintenance)

Email: [MCXVendorsetup@usmc-mccs.org](mailto:MCXVendorsetup@usmc-mccs.org)

### HQMC MCX SSC Finance Vendor Relations

Email: [ssc.customersupport@usmc-mccs.org](mailto:ssc.customersupport@usmc-mccs.org)

### PayMode-X (Digital Remittance)

Phone: (877) 443-6944 Email: [customer\\_service@paymode.com](mailto:customer_service@paymode.com)

### MCX Invoice Submission

Email: [ombmccsinvoices@usmc-mccs.org](mailto:ombmccsinvoices@usmc-mccs.org)

### MCX Financial Statement Submission

Email: [SSC.RetailAP@usmc-mccs.org](mailto:SSC.RetailAP@usmc-mccs.org)

### HQMC MCX EDI Team

Email: [MCCSEDIBusinessTEAM@usmc-mccs.org](mailto:MCCSEDIBusinessTEAM@usmc-mccs.org)

### SPS Commerce (EDI Provider)

Phone: (866) 245-8100

Email: [clientservices@spscommerce.com](mailto:clientservices@spscommerce.com) – New vendors for EDI setup

Email: [spssupport@spscommerce.com](mailto:spssupport@spscommerce.com) - Existing Customers

Call: 888-739-3232

Chat: SPS Support Center, <https://supportcenter.spscommerce.com/spscommerce>

### HQMC MCX Logistics

Phone: (703) 784-6357

Email: [MCXLOGISTICS@usmc-mccs.org](mailto:MCXLOGISTICS@usmc-mccs.org)

### Landair (TMS Provider- Routing and Shipping)

Phone: (866) 404-8517

Email: [MCX@landair.com](mailto:MCX@landair.com)

Training Assistance: [TMStraining@landair.com](mailto:TMStraining@landair.com)

Shipping Addresses/Routing Guide: [www.mymcx.com/supplychain](http://www.mymcx.com/supplychain)

### Nexcom Booking Team: (Source load OCONUS)

Phone: Direct Nexcom Booking Agent assigned to your account

Email: [international.traffic@nexweb.org](mailto:international.traffic@nexweb.org)

## 11. VENDOR PARTNER SIGNATURE SHEET



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

Dear Business Partner:

SUBJECT: DOING BUSINESS WITH THE MARINE CORPS EXCHANGE

The MCX Vendor Standards Guide and the MCX terms and Conditions are available for you to review online at [www.MyMCX.com/partner](http://www.MyMCX.com/partner)

The MCX Vendor Standards Guide is **not** a contract between MCX and the vendor. It can be amended at any time at the discretion of MCX. If Headquarters US Marine Corps (HQMC) MCX makes changes to the guide, HQMC MCX will communicate those changes in ways that are designed to inform our vendors of the new or revised information.

The MCX Vendor Standards Guide has been prepared to be a source of information for MCX and our Business Partners. Vendors are responsible to review and follow all guidelines related to procedures, policies and processes outlined in the guide. The MCX order/contract requires Vendors to accept the **MCX TERMS AND CONDITIONS for Resale Merchandise that are** in effect on the date the order or contract is issued.

The MCX Vendor Standards Guide is intended as a reference while doing business with MCX. It is impractical to address every circumstance or situation that could possibly occur. Therefore, this signed form must be completed and submitted to HQMC MCX before the next MCX order can be accepted.

By my signature below, I acknowledge that I have **read and understand** the MCX Vendor Standards Guide. If I have any questions regarding the content of the MCX Vendor Standards Guide, it is my responsibility to seek additional information from MCX prior to signing this statement.

-----  
Print Name of Person Signing

-----  
Company Name

-----  
Signature and Date

-----  
Company DUNS

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## 12. APPENDIX

## A. POLICY OF SOCIAL RESPONSIBILITY

JUN 27 2013

DEPARTMENT OF THE ARMY AND AIR FORCE  
 ARMY AND AIR FORCE EXCHANGE SERVICE  
 DALLAS, TX 75236-1598  
 DEPARTMENT OF THE NAVY  
 NAVY EXCHANGE SERVICE COMMAND  
 VIRGINIA BEACH, VA 23452-5724  
 HEADQUARTERS, UNITED STATES MARINE CORPS  
 SEMPER FIT AND EXCHANGE SERVICES DIVISION (MR)  
 QUANTICO, VA 22134-5103

**POLICY OF SOCIAL RESPONSIBILITY AND LABOR STANDARDS  
 FOR PRIVATE LABEL AND DIRECTLY IMPORTED MERCHANDISE**

The Army and Air Force Exchange Service (AAFES), Navy Exchange Service Command (NEXCOM), and Marine Corps Exchange (MCX) have a proud heritage of serving the men and women of the uniformed services and their families. The military exchanges perform a vital mission in bringing an array of products and services to military members and their families serving throughout the world. Our mission is global; we are citizens of many worldwide communities, supported by a very diverse workforce. Our endeavors are deeply rooted in the tenets of integrity, accountability, and compassion, which are embodied in our core values. Consistent with those values, AAFES, NEXCOM, and MCX require their suppliers and/or manufacturers of private label merchandise and merchandise imported directly by the exchanges, to assess their practices, as well as those of their subcontractors, for compliance with these Social Responsibility and Labor Standards in this Policy and Enclosure (1). Any violations of these standards by any manufacturer or subcontractor may be cause for immediate termination of any agreement.

Each military exchange shall implement a program ensuring that its private label or directly imported merchandise is not produced by child or forced labor and make periodic assessments of this program. This program shall be based on the Social Responsibility and Labor Standards outlined in Enclosure (1). The military exchanges shall also use government agencies, such as the Departments of State and Labor, retailers, and the International Labor Organization, as resources for information and insights that would facilitate structuring the program. We will establish ongoing communications with these organizations to help us stay abreast of information that facilitates our implementation and monitoring efforts to assure that exchange service merchandise is not produced by child or forced labor. Wherever possible, we will pursue efforts to implement this program jointly to minimize costs where there are opportunities to do so.

AAFES, NEXCOM, and MCX shall continue to expect that all brand name merchandise suppliers will comply with all applicable federal or international laws and regulations concerning Social Responsibility and Labor Standards, and shall take appropriate contractual or other action if this expectation is not met.



THOMAS C. SHULL  
 Director/CEO  
 Army and Air Force Exchange  
 Service (AAFES)



ROBERT J. BIANCHI  
 Chief Executive Officer  
 Navy Exchange Service  
 Command (NEXCOM)



WILLIAM C. DILLON  
 Director  
 Semper Fit and Exchange  
 Services Division (MR)



## POLICY OF SOCIAL RESPONSIBILITY AND LABOR STANDARDS FOR PRIVATE LABEL AND DIRECTLY IMPORTED MERCHANDISE

**Child Labor:** Suppliers and/or subcontractors shall not employ any person under the age of 14 years, unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age will apply.

**Forced Labor:** Suppliers and/or subcontractors shall not use force or other compulsory labor in the manufacture of products. Suppliers shall not require employees to lodge "deposits" or identity papers upon commencing employment with the company.

**Working Hours:** Suppliers and/or subcontractors shall comply with applicable local laws on maximum daily/weekly working hours.

**Compensation and Benefits:** Suppliers and/or subcontractors shall ensure that wages paid for a standard workweek are consistent with local national laws.

**Disciplinary Practice:** Suppliers and/or subcontractors shall not engage in or support the use of corporal punishment, mental or physical coercion, verbal abuse, or withholding passports or travel documents.

**Freedom of Association & Right to Collective Bargaining:** Suppliers and/or subcontractors shall respect the right of all employees to form and join trade unions of their choice, consistent with prevailing local/national law and to bargain collectively, without any activity that impedes or suppresses freedom of association. Suppliers shall ensure that representatives of such employees are not subject to discrimination and that such representatives have access to their members in the workplace.

**Discrimination:** Suppliers and/or subcontractors shall be consistent with local laws regarding discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, maternity status, union membership, or political affiliation.

**Safe and Healthy Workplace:** Suppliers and/or subcontractors shall provide their employees with a safe and healthy workplace in compliance with all local laws.

A copy of these standards, translated in the language(s) of the workers, shall be posted in an accessible central location and visible to all employees at all production facilities that manufacture goods and merchandise for AAFES/NEXCOM/MCX. Any persons having knowledge of any violation of these standards are encouraged to contact:




Army and Air Force Exchange Service (AAFES)	Navy Exchange Service Command (NEXCOM)	Semper Fit and Exchange Services Division (MR)
Chief, Quality Assurance	Chief Merchandising Officer	Head, Merchandising Branch
3911 S. Walton Walker Blvd.	3280 Virginia Beach Blvd.	3044 Catlin Avenue
Dallas, TX 75236 U.S.A.	Virginia Beach, VA 23452 U.S.A.	Quantico, VA 22134 U.S.A.

**B. GSI-128 LABEL****ZONE CONTENT**

- A. Vendors ship from name and address (10 to 12 pt. font)
- B. Ship to name and address (10 to 12 pt. font) verify with our EDI provider how to map per PO type
- C. Ship to postal code and barcode (10 to 16 pt. font)
- D. Shipment Information (Carrier, BL/Pro/Tracking #) (10 to 16 pt. font) (Requested not required)  
Carton Tally information (Box xx of yyy)
- E. Carton Contents: (PO#, UPC or Item #s, unit QTY) (10 to 16 pt. font) PO number and UPC number or "mixed" **If "mixed" then a packing slip must be affixed to the lead carton.**
- F. Mark for Location as a barcode
- G. Mark For location imprinted (5 Digit Numerical)
- H. GSI-128 Serial Shipping Container Code (SSCC-18) \*cannot be reused on future shipments  
Example GSI-128 Carton Label approved to use on MCX shipments:

**SSCC-18 / GS1-128 Carton Label**

*\*Illustration not to scale  
Actual size = 4"x6"*

A →	<b>Ship From:</b> <b>Ship From Name</b> 345 Main St Example, Va 12345	<b>Ship To:</b> <b>MCX Ship To Name</b> 123 Anywhere St Example, Tx 85040	← B
C →	<b>Ship To Postal Code</b> (420) 85040 	<b>CARRIER SCAC:</b> ABCD <b>BL/Pro/Tracking NUMBER:</b> 1234567890  <b>Number of cartons:</b> 1 of XXX	← D
E →	<b>Contents:</b> <b>PO Number:</b> 123456-00 <b>UPC#:</b> 123456789012 (or "mixed") <b>Quantity:</b> 12 each (or "mixed")		
F →	(92) 13100 	<b>Mark For:</b> 13100	← G
H →	<b>Serialized Shipping Container Barcode</b> (00) 0 0042273 000000113 1 		



### C. RETAIL PRICING REQUIREMENTS

Does Not Require MCX Retail Price		Does Require MCX Retail Price or MSRP	
LOB Description	LOB	LOB Description	LOB
Stationery	101	Luggage	312
Auto Accessories	102	Prerecorded AV	317
Non Alcoholic Bev	103	Ladies RTW	501
Spirits	104	Juniors	502
Health Beauty Aids	105	Accessories/Jewelry	503
Cleaning	106	Children's	504
Food	107	Intimate Apparel	505
Tobacco	108	Men's	509
Beer and Ale	109	Young Men's	510
Mass Cosmetics	110	Shoes	511
Wine	111	Ladies	515
Sports Nutrition	112	Military Logo	701
Personal Care	113		
Video/Audio	301		
Photo	302		
Sporting Goods	303		
Outdoor	304		
Housewares	305		
Appliances	306		
Furniture	307		
Gifts & Home Decor	309		
Toys	310		
Trim	311		
Domestics	313		
Computers	314		
Hardware	315		
Communication	316		
Video Games	318		
Floor Care	320		
Small Electrics	321		
Pets	322		
Cosmetics	506		
Commercial Uniform	702		
DSCP	703		
Navy Uniform	704		
Non RMS Store Supplies	800		

### D. TICKET FORMAT (GS1)

Zones	Information Type	Status: Required/Optional
1	Merchandise identification	Required
2	Vendor information	Optional
3	Data Structure	Required
4	Consumer Information	Optional
5	Size/Dimension	Required, unless defined by product
6	MCX Retail Price	Required, unless defined by ticket format
7	Manufacturer's Suggested Retail Price	Optional

#### Vertical Ticket Zones

<b>Zone 1</b>
<b>Zone 2</b>
<b>Zone 3</b>
<b>Zone 4</b>
<b>Zone 5</b>
<b>Zone 6</b>
<b>Zone 7</b>

Merchandise Identification (PID) →

Vendor Information  
If provided in Zone 2 →

U.P.C. Version A Symbol →

Consumer Information →

Size/Dimension →

Space for Retail Price (1" x 1.25") →

Manufacturer's Suggested Price →

#### Vertical Sample Ticket



Size/Dimension

Min. Size:  
1.0" x 1.25"

#### Horizontal Ticket Zones

Zone 1	Zone 3	Zone 4	Z O N E 7
Zone 2		Zone 6	

(Usually required)

(Usually required)

#### Horizontal Sample Ticket



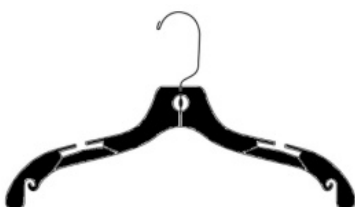


KEY Required Optional

### E. TICKET PLACEMENT CHART






Item Requirement	Ticket Placement	Attachment
Belts	Through buckle or on belt	Loop-lock' or sewn in
Bottoms	Left side or on joker	Swift attached or sewn on joker
Bras	Left side seam/around front left strap	Swift attached or loop-lock
Dresses	Left sleeve/through vendor care label	Swift attached
Gloves-not boxed	Through vendor care label/connected string	Swift attached
Hair accessories loose	Around or on item	Rat-tail, dumbbell or sticker
Hair accessories on cards	Bottom of card	Stocker or printed on card
Handbags/Backpacks	Around handle, zipper, or strap	Loop-lock
Hats/Caps	Through headband or vendor care label	Swift attached
Intimate Apparel (excluding bras)	Left side/through vendor care label	Swift attached
Jewelry loose/watches	Around the item	Non-removable rat-tail or dumbbell
Jewelry on cards	Bottom of card/bottom of box	Sticker or printed on card
Luggage/Briefcases	Around handle	Joker, loop-lock
Men's and Women's folded/packaged shirts and sweaters	Through placket on shirt or vendor care label in back neck of garment	Swift attached through garment, do not ticket package
Outerwear	Left sleeve or left cuff	Swift attached
Robes/Sleepwear	Left sleeve/through vendor care label	Swift attached
Scarves/shawls	Through vendor care label	Swift attached
Shoes	Front of box, next to size identification	Sticker or printed on box
Socks	On band or card	Sticker or printed on band
Sold in box/pkg (Cosmetics/Housewares/T abletop/Gloves / Umbrellas/Candles/Bath Acc.)	On back of the box/package.	Sticker or preprinted on box
Sold out of box/pkg (Frames/Housewares/T abletop/Gifts/Wat ches/Candles/Bath Acc.)	On back of the box and on the merchandise.	Removable sticker on box and merchandise
Suits, sport coats, and blazers	Left sleeve, cuff or seam	Swift attached or sewn on
Sweaters	Through vendor care label/left sleeve seam.	Swift attached
Swimwear/Bodywear-one piece	Left side/through vendor care label.	Swift attached
Swimwear/Bodywear-two piece	Left side/through vendor care label. Left side/through back of top/care label.	Swift attached
Ties	Through vendor care label.	Swift attached
Tops folded	Through vendor care label in neck.	Swift attached
Tops hanging	Left side seam/through vendor care label in neck.	Swift attached
Towels	Corner	Swift attached or sewn on loop-lock
Umbrellas-not boxed	Around the handle	Swift attached
Wallets	Securely attached to product	Sewn in or loop-lock
<b>Miscellaneous Tickets</b>	For items too small for a standard UPC or EAN hangtag ticket, such as jewelry or watches, properly affix small specialty tags.	
		MCX Ticket Placement (2013)

## F. HANGER REQUIREMENTS








Department	Sizers	Sizer Description
Newborns, Infants, Toddlers, Girls 2-6X, Boys 2-7 Sizer		SIZER – The colored sizer must follow VICs standardized color to size.
Ladies', Men's, and Children's		SIZER -- Secure Over Hook Sizers must be black matte with white lettering on all 4 sides and should follow the same sizing guidelines as printed on the UPC ticket (S/M/L/XL, 6/8/10/12). Slacks that are sized by waist and inseam should include waist only on the SOHS.
MCX Hanger Requirements (2019)		

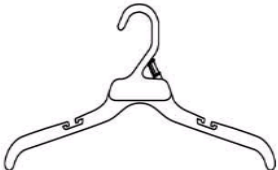
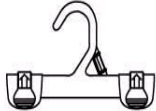

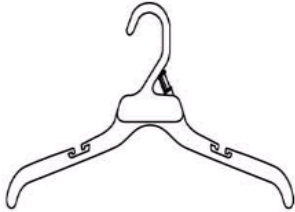
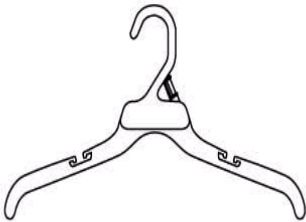
Men's Standard Hanger	Hanger Style	VICS Hanger Code	Hanger Description
Standard Top		484	Black plastic 17" heavyweight, matte black finish, chrome swivel euro style ball end hook, rubber grip.
Standard Bottom, Pant		6014/Black; 6214 soft clip	Black plastic 14", matte black finish, black swivel hook, black bar, black plastic clips.
Outerwear		5245	Black plastic 17" heavyweight, matte black finish, chrome swivel euro style ball end hook.

MCX Hanger Requirements (2019)

Ladies' Standard Hanger	Hanger Style	VICS Hanger Code	Hanger Description
Dress, Lightweight Jacket, Sweaters, Robes, Sleepwear, Camisoles, Blouse, 1pc Swimsuit, 2 pc Swimsuit Top		484	Black Plastic 17", matte black finish, chrome swivel euro style ball end hook, rubber grip.
Outerwear		5245	Black plastic 17" heavyweight, matte black finish, chrome swivel euro style ball end hook.
Plus size bottoms		6014/Black; 6214 soft clip	Black plastic 14", matte black finish, softclips with rubber pad option if needed.
Intimate Apparel: Bras and Panties, Daywear, Slips		2403	Clear plastic foundation hanger.
Swim 2Pc Bottoms, Denim Bottoms, Loungewear, Strapless, Halter, Bottoms		6012/black; 6212 soft clip	Black plastic 12", matte black finish, softclips with rubber pad option if needed.

**MCX Hanger Requirements (2019)**

Children's Standard Hanger	Hanger Style	VICS Hanger Codes	Hanger Description
Infant & Toddler (Boys & Girls) Sizes 0-4T Tops		437	10" chrome swivel euro style ball end hook, black preferred.
Infant & Toddler (Boys & Girls) Sizes 0-4T Bottoms		6008	VICS 8" Bottom, black preferred
Girls & Boys Sizes 5-6 Tops		438	12" chrome swivel euro style ball end hook. Black preferred.
Girls & Boys Sizes 5-6 Bottoms		6010	10" with soft clips. Black preferred.
Girls & Boys Sizes 7-20 Tops		485	15" chrome swivel euro style ball end hook. Black preferred.
Girls & Boys Sizes 7-20 Bottoms		6012	12" with soft clips. Black preferred.
Girls & Boys Coats		3315	VICS 15" Coat, chrome swivel euro style ball end hook. Black preferred.
<b>MCX Hanger Requirements (2019)</b>			

Children's Molded Plastic Hanger	Hanger Style	Hanger Description
Newborns and Infants, Tops Sizes 0 to 24 months		10" White polypropylene hanger with a plastic hook.
Newborns and Infants, Bottoms Sizes 0 to 24 months		8" White polypropylene soft pinch hanger with a plastic hook.
Newborns and Infants, Sets Sizes 0 to 24 months		10" White polypropylene hanger with a plastic hook, 8" soft pinch bottom with combination loop.
Toddlers Girls 2-6X, Boys 2-7 Tops (Sizes 2 to 3)		12" White polypropylene hangers with plastic hook.
Toddlers, Girls 2-6X, Boys 2-7 Tops (Sizes 4-6X/7)		15" White polypropylene hangers with plastic hook.



# G. BILL OF LADING (BOL)

## Sample BOL generated by the TMS Portal

MCX CORE BRANDS GREEN VALLEY						BILL OF LADING		Page 1	
<b>SHIP FROM</b>					<b>SHIP TO</b>				
Name: Address: City/State/Zip: Contact:					Bill of Lading Number: Print Date: Must Ship By Date:				
					Carrier Name: Carrier SCAC: Trailer :				
<b>THIRD PARTY FREIGHT CHARGES BILL TO:</b>					<b>REFERENCES:</b>				
Name: MCK % Landair Address: PO Box 938 City/State/Zip: GREENEVILLE, TN 37744 Contact: Landair Traffic,423-783-1288					Carrier Service: FX Account #: UPS Account #: Carrier Proc:				
Special Instructions: PICK UP AND DELIVERY APPOINTMENTS REQUIRED									
Accessories:					Master Bill of Lading: with attached Underlying Bills of Lading			Freight Terms: Prepaid 3rd Party: x	
<b>CUSTOMER ORDER INFORMATION</b>									
SRR #		PO #		Site #		Cartons		Weight	
<b>GRAND TOTAL</b>									
<b>CARRIER INFORMATION</b>									
<b>HANDLING UNIT</b>				<b>COMMODITY DESCRIPTION</b>				<b>LTL ONLY</b>	
QTY	TYPE	WEIGHT	NUM. (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 Carrier's Bill of Lading Form 100)				CLASS	
				<b>Grand Total</b>				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 _____	
<b>NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. 14708(a)(1)(A) and (B).</b>									
The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.					The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.				
<b>SHIPPER SIGNATURE / DATE</b> 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.					<b>SHIPPER SIGNATURE</b> _____ Signature Date				
<b>Trailer Loaded:</b> <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver					<b>Freight Counted:</b> <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver / Packers and to contain <input type="checkbox"/> By Driver / Packers				
<b>CARRIER SIGNATURE / PICKUP DATE</b> 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.					<b>CARRIER SIGNATURE</b> _____ Signature Date				

## H. VENDOR CONTAINER BOOKING REQUEST FORM



## MCX OCEAN CONTAINER BOOKING REQUEST

To: International Traffic  
 Phone: (757) 440-4624 or 440-4611  
 Email: [international.traffic@nexweb.org](mailto:international.traffic@nexweb.org)  
[mcx@landair.com](mailto:mcx@landair.com)

MCX c/o NEXCOM  
 3280 Virginia Beach Blvd.  
 Virginia Beach, VA 23452

Requestor:   
 Phone:   
 Email:

Loading POC  
 Phone:   
 Email:

Vendor Name:   
 Loading Address:

(Preferably 10 Work Days before load date)

Today's Date:  Pages (including this one)  1

Selling Terms: FOB ORIGIN

Load Date:

Commodity:

Destination:

(Either Iwakuni, Japan or Kaneohe Bay, Hawaii)

PO#  PCS:  WGT:  CUBE:

PO#  PCS:  WGT:  CUBE:

PO#  PCS:  WGT:  CUBE:

TOTAL PCS:  WGT:  CUBE:

# CTRS:  SIZE:  (20' or 40') TYPE:  (dry/hicube/refree) MAINTAIN AT:  Temperature in Fahrenheit

REMARKS:

## I. JULIAN DATE CALENDAR

(PERPETUAL)

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

## FOR LEAP YEARS ONLY

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

## J. OCEAN CONTAINER SPECIFICATIONS

### OCEAN CONTAINER SPECIFICATIONS

The following dimensions and weights are offered as average indicators. Exact dimensions may vary due to manufacturer of equipment. Maximum capacity weights listed do not correspond to the permissible weight limits for port, road and rail transport in all locations. Loaded containers rarely weigh more than 50,000 lbs.

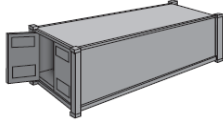
#### DRY CONTAINERS

Suitable for normal cargos.

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

##### 20' STANDARD

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
19' 4"	7' 8"	7' 10"	7' 8"	7' 6"	1,172 Cft	47,900 Lbs	4,916 Lbs
5.90 m	2.35 m	2.39 m	2.34 m	2.28 m	33.2 Cu.m	21,700 Kgs	2,230 Kgs



##### 40' STANDARD

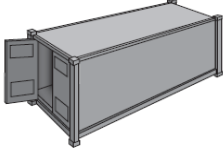
INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
39' 5"	7' 8"	7' 10"	7' 8"	7' 6"	2,390 Cft	59,040 Lbs	8,160 Lbs
12.04 m	2.35 m	2.39 m	2.34 m	2.28 m	67.7 Cu.m	26,780 Kgs	3,700 Kgs

#### HIGH CUBE DRY CONTAINERS

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

##### 40' HIGH CUBE

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
39' 5"	7' 8"	8' 10"	7' 8"	8' 5"	2,694 Cft	58,450 Lbs	8,750 Lbs
12.04 m	2.35 m	2.70 m	2.34 m	2.59 m	76.3 Cu.m	26,510 Kgs	3,970 Kgs



##### 45' HIGH CUBE

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
44' 6"	7' 8"	8' 10"	7' 8"	8' 5"	3,050 Cft	64,250 Lbs	8,550 Lbs
13.56 m	2.35 m	2.70 m	2.34 m	2.59 m	86.4 Cu. M	29,140 Kgs	3,880 Kgs

#### REEFER CONTAINERS

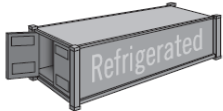
Specifically for cargo requiring transport at a constant temperature above or below a freezing point.

##### 20' REEFER

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
17' 8"	7' 5"	7' 5"	7' 5"	7' 3"	1,000 Cft	45,760 Lbs	7,040 Lbs
5.43 m	2.28 m	2.26 m	2.26 m	2.22 m	28.3 Cu.m	20,800 Kgs	3,200 Kgs

##### 40' REEFER

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
37' 8"	7' 5"	7' 2"	7' 5"	7' 0"	2,040 Cft	56,276 Lbs	10,780 Lbs
11.50 m	2.27 m	2.20 m	2.28 m	2.20 m	57.8 Cu.m	25,580 Kgs	4,900 Kgs



##### 40' REEFER HIGH CUBE

INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
37' 11"	7' 6"	8' 2"	7' 6"	8' 0"	2,344 Cft	57,561 Lbs	9,900 Lbs
11.58 m	2.30 m	2.50 m	2.30 m	2.44 m	66.6 Cu.m	25,980 Kgs	4,500 Kgs

## K. TMS SETUP FORM

revised 28 April 2014

# 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:

Current PO:

Vendor Name:

DUNS:

Current PO:

Vendor Name:

DUNS:

Current PO:

\* 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:

Shipping Notes:



\* Compliance Dept POC:

\* Email:

\* Phone:



### L. COMPLIANCE DEDUCTION TABLE

Category	MCX Rule #	Description	Service Fee	Charge Amount
ADMIN	ADM01	Vendor Requested Chargeback Inquiry on an Aged Claim	\$100.00	\$ -
ADMIN	ADM02	Chargeback Processing Fee	\$25.00	\$ -
ADMIN	ADM03	Unwarranted Chargeback Research Request Fee	\$100.00	\$ -
ADMIN	ADM04	Invoice Research Request Fee	\$100.00	\$ -
ADMIN	ADM05	Special Charge See attachment/comments	\$0.00	VARIABLE-BASED ON VIOLATION
ADMIN	ADM06	Vendor Submitted a Record Change without 2 Week notification	\$0.00	\$50.00
ADMIN	ADM07	Warning/Reminder sent to Vendor Communicating MCX Requirements - see attached/comments	\$0.00	\$ -
ADMIN	ADM08	Expired/Missing/Incomplete Certificate of Liability	\$200.00	\$ -
ADMIN	ADM09	Expired/Missing/Incomplete Vendor File Documents	\$200.00	\$ -
ASN	EDI01	856 ASN UPC Qtys over Receipt Qtys	\$25.00	\$.25 PER UNIT-MINIMUM \$10
ASN	EDI03	856 ASN - Invalid PO	\$25.00	\$100.00
ASN	EDI09	856 ASN-Non-Existent style/color/dim/size on 850 PO	\$25.00	\$200.00
ASN	EDI10	856 ASN - Ship to Site # does not match PO	\$25.00	\$100.00
ASN	EDI11	856 ASN - PO cancelled	\$25.00	\$250.00
ASN	EDI15	856 ASN - Wrong DUNS	\$25.00	\$100.00
ASN	EDI16	856 ASN- Late ASN for 850 PO	\$50.00	\$250.00
ASN	EDI17	Missing/Inaccurate/Unusable ASN for 850 PO	\$50.00	\$250.00
ASN	EDI19	856 ASN- Mark for site is unusable, missing, or invalid	\$25.00	\$7.50 PER CARTON-MINIMUM \$125
ASN	EDI20	856 ASN-Unit of measure is unusable, missing, or invalid	\$25.00	\$200.00
ASN	EDI21	856 ASN-UPC in carton doesn't match Markfor on PO	\$25.00	\$200.00
ASN	EDI22	Missing/Inaccurate/Unusable CARTON ID on ASN for 850 PO	\$50.00	\$250.00
ASN	EDI27	856 ASN - Non-Unique Carton ID Used	\$25.00	\$200.00
Audit	MRX16	Missing auditable content document	\$25.00	\$7.50 PER CARTON-MINIMUM \$25
BOL	MRL02	Failure to Consolidate and ship POs onto one Master BOL for LTL/FTL shipments	\$25.00	\$125.00
BOL	MRL03	Failure to use TMS BOL /Unauthorized Edit/Invalid Usage	\$25.00	\$200.00
CARRIER APPOINTMENT	MRL04	LTL/FTL Freight not Ready by Carrier Pickup Appt	\$25.00	\$75.00
CARRIER APPOINTMENT	MRL05	Truck Ordered not Used/Cancelled Timely	\$25.00	\$75.00
CARRIER APPOINTMENT	MRX01	Vendor PREPAID Carrier delivering late or has no Delivery Appointment	\$25.00	\$100.00
CARRIER APPOINTMENT	MRX37	MCX ORIGIN Carrier delivering late or has no Delivery Appointment	\$25.00	\$100.00
CUSTOMS	MRL06	Customs/Commercial Invoice missing or Inaccurate Information	\$0.00	\$75.00
CUSTOMS	MRL07	Japan shipments billed to incorrect account or as collect causing customs issues	\$25.00	\$125.00



EDI Invoice(810)	EDI23	810 INVOICE- INVALID PO#	\$25.00	\$200.00
EDI Invoice(810)	EDI24	810 INVOICE- SHIP TO SITE# DOESN'T MATCH 850 PO	\$25.00	\$200.00
EDI Invoice(810)	EDI25	810 INVOICE- WRONG DUNS	\$25.00	\$200.00
EDI Invoice(810)	EDI26	810 INVOICE- LATE INVOICE FOR 850 PO	\$25.00	\$200.00
EDI Invoice(810)	EDI30	810 INVOICE-MISSING/INVALID/INACCURATE PAYMENT TERMS TRANSMITTED	\$25.00	\$200.00
EDI Invoice(810)	EDI31	810 INVOICE - NON-MATCHING REMIT ADDRESS XMITTED	\$25.00	\$200.00
EDI PO	EDI08	Failure to respond to 850 with accurate 997 acknowledgement	\$0.00	\$25.00
EDI PO	EDI18	Failure to be EDI compliant - 850 PO	\$50.00	\$100.00
FLOOR READY	MRX02	Incorrect type of hangers sent with merchandise	\$25.00	\$.25 PER UNIT-MINIMUM \$25
FLOOR READY	MRX03	Required Hangers not shipped with product	\$25.00	\$.25 PER UNIT-MINIMUM \$25
FREIGHT FEES	MRL08	Freight Reimbursement from Vendor	\$0.00	Variable-Freight Cost
FREIGHT FEES	MRL09	Shipment Accessorial Fee Marking/Tagging Fee	\$25.00	\$100.00
FREIGHT FEES	MRL10	Shipment Reconsignment Fee	\$25.00	\$200.00
FREIGHT FEES	MRL11	LTL shipment Accessorial Fee Weight Variance/Limitation	\$25.00	\$75.00
FREIGHT FEES	MRL12	Shipment Special Handling Charges Unauthorized Additional Insurance	\$25.00	\$50.00
FREIGHT FEES	MRL13	Shipment Special Handling Charges Unauthorized Inside Delivery	\$25.00	\$50.00
FREIGHT FEES	MRL14	Shipment Special Handling Charges Unauthorized Liftgate	\$25.00	\$150.00
FREIGHT FEES	MRL15	Shipment Special Handling Charges Unauthorized Protect from Freezing	\$25.00	\$100.00
FREIGHT FEES	MRL17	Shipment Special Handling Charges Unauthorized Rush fees	\$25.00	\$50.00
FREIGHT FEES	MRL18	Shipment Special Handling Charges Unauthorized Signature Required	\$25.00	\$50.00
FREIGHT FEES	MRL19	Small Parcel shipment unauthorized Special Handling Charges. See attachment/comments	\$25.00	\$50.00
INVOICE	EDI06	810 INVOICE-MISSING/INACCURATE/UNUSABLE INVOICE FOR 850 PO- If no Invoice 2 weeks after shipping	\$25.00	\$200.00
INVOICE	MRF01	810/Invoice Duplicate Received	\$25.00	\$200.00
INVOICE	MRF02	810/Invoice Not Received Timely	\$25.00	\$200.00
INVOICE	MRF03	810/Invoice Not Received	\$25.00	\$200.00
INVOICE	MRF04	Vendor mailing paper invoices	\$25.00	\$75.00
INVOICE	MRF05	EDI 810 Invoice Vendor Sending both paper and EDI invoices	\$25.00	\$75.00
INVOICE	MRF06	Invoice Inaccurate See attachment/comments	\$25.00	\$75.00
INVOICE	MRF07	Invoice Missing Required Data See attachment/ comments	\$25.00	\$50.00
INVOICE	MRF08	Late invoice 6 months or older requiring POD and MCX research	\$100.00	\$ -
INVOICE	MRF09	Disputed debit memo more than 3 months from date of issue	\$50.00	\$ -
INVOICE	MRF10	Invoiced Multiple Sites on same Invoice	\$25.00	\$50.00
INVOICE	MRF11	DEBIT Memo Notice - See Attached Documents	\$0.00	\$ -
ITEM	MRM01	Item not shipped	\$25.00	VARIABLE
ITEM	MRM02	Item over shipped	\$25.00	VARIABLE
ITEM	MRM03	Item under shipped	\$25.00	VARIABLE
ITEM	MRX04	Product Bathing Suit Liners not included	\$25.00	\$100.00

ITEM	MRX05	Concealed Substitution/Item not authorized/Wrong Vendor Style #	\$25.00	\$3.00 PER UNIT-MINIMUM \$15
ITEM	MRX06	Item Damaged/Defective	\$0.00	VARIABLE
LABELS	MRL25	Missing/Inaccurate/Unusable Label Data-- Store Location does not Match ASN	\$25.00	\$7.50 PER CARTON-MINIMUM \$25
LABELS	MRL37	Failure to enter appropriate reference detail into reference fields for small parcel	\$25.00	\$200.00
LABELS	MRX08	Duplicate labels on cartons	\$25.00	\$200.00
LABELS	MRX09	Label placed incorrectly on carton	\$25.00	\$7.50 PER CARTON-MINIMUM \$25
LABELS	MRX10	Not able to scan label	\$25.00	\$7.50 PER CARTON-MINIMUM \$25
LABELS	MRX11	No label on carton	\$25.00	\$7.50 PER CARTON-MINIMUM \$25
MIS-SHIP	MRL26	Failure to make address change as requested by MCX or Landair	\$25.00	\$200.00
MIS-SHIP	MRX12	Delivered to Incorrect MCX Site/Address	\$25.00	\$300.00
MIXED UNITS	MRX13	Mixed Units Multiple OCONUS Sites on pallet	\$25.00	\$200.00
MIXED UNITS	MRX14	Mixed Units Multiple UPCs/Styles, POs, Sites in Same carton	\$25.00	\$50.00
OS&D	MRX32	Shipment Arrived Short	\$0.00	VARIABLE
OS&D	MRX33	Shipment Contained Damaged/Expired Product	\$0.00	VARIABLE
OS&D	MRX34	Shipment Contained Damaged Product	\$0.00	VARIABLE
PACKAGING	MRX15	Packaging Improper Materials	\$25.00	\$75.00
PALLETS	MRL27	Pallets Not Used when required by MCX guidance	\$25.00	\$75.00
PALLETS	MRX18	Pallets for Overseas Not Heat Treated	\$25.00	\$200.00
PALLETS	MRX19	Pallets Stacked Incorrectly	\$25.00	\$20.00 PER UNIT-MINIMUM \$75
PALLETS	MRX20	Pallets Wrong Size	\$25.00	\$20.00 PER UNIT-MINIMUM \$75
PALLETS	MRX36	Pallets broken or substandard	\$25.00	\$20.00 PER UNIT-MINIMUM \$75
PRICE	MRM04	Price File Not Submitted to MCX Timely	\$25.00	\$75.00
PRICE	MRX21	Vendor MCX Retail Does not Match Retail on PO	\$25.00	\$.25 PER UNIT-MINIMUM \$10
SHIPMENT	MRL28	Shipment Consolidator Troubled Freight. See attachment/comments	\$25.00	\$75.00
SHIPMENT	MRL29	Small parcel shipment dimensions missing or invalid	\$25.00	\$100.00
SHIPMENT	MRL30	Shipment Failure to Consolidate/Bundle	\$25.00	\$100.00
SHIPMENT	MRL31	Shipment Freight Terms Violation	\$25.00	\$100.00
SHIPMENT	MRL32	Shipment Incorrect/Unauthorized Carrier Used	\$25.00	\$200.00
SHIPMENT	MRL33	Incorrect Shipment Mode	\$25.00	\$100.00
SHIPMENT	MRL39	PO Split/MultiShip Unauthorized	\$25.00	\$100.00

SHIPMENT	MRL42	Failure to be RDC/Crossdock Compliant	\$50.00	\$100.00
SHIPMENT	MRX22	Duplicate Shipment	\$25.00	\$100.00
SHIPMENT	MRX35	Missing/Inaccurate PO on Label/document	\$25.00	\$100.00
SHIPMENT	QA05	Concealed substitution to ASN - Item not on ASN	\$25.00	\$3.00 PER UNIT-MINIMUM \$15
SHIPMENT	QA99	Carton contents do not match ASN - over, short, or substitution	\$25.00	\$200.00
SHIPPING ADDRESS	MRL34	Shipment Unauthorized Direct to Store	\$25.00	\$200.00
SHIPPING WINDOW	MRL35	Shpd earlier than FRN Must Ship by Date/PO SNB Date	\$25.00	\$100.00
SHIPPING WINDOW	MRL36	Shpd later than FRN Must Ship by Date/PO SNA Date	\$25.00	\$100.00
SHIPPING WINDOW	MRM05	PO Extension Request	\$25.00	\$ -
SHIPPING WINDOW	MRX23	Shipment Delivered on Cancelled PO	\$25.00	\$100.00
TICKET	MRX24	Ticket Incorrect Placement	\$25.00	\$.25 PER UNIT-MINIMUM \$10
TICKET	MRX25	Invalid/Missing Info on Ticket. See attachment/comments	\$25.00	\$.25 PER UNIT-MINIMUM \$10
TICKET	MRX26	UPC Barcode not Readable	\$25.00	\$.25 PER UNIT-MINIMUM \$10
TICKET	MRX27	UPC Barcode/Ticket Missing from Item	\$25.00	\$.25 PER UNIT-MINIMUM \$10
TMS	MRL38	Incorrect carton/pallet count entered in TMS vs Actual Shipped	\$25.00	\$50.00
TMS	MRL40	PO Validated/Routed in TMS but not shipped	\$25.00	\$100.00
TMS	MRL41	Failure to use TMS for Validation/Routing	\$25.00	\$300.00
UPC	MRX28	UPC Shipped does not match UPC in system New UPC for item	\$25.00	\$3.00 PER UNIT-MINIMUM \$15