

Marine Corps Exchange Vendor Standards Guide



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Headquarters US Marine Corps
NAF Business & Support Services, MR
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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 Exchange(s), we extend our most heartfelt gratitude for your support as we forge ahead into our business relationship, and incorporate "Best Business Practices."

Sincerely,

A handwritten signature in black ink, appearing to read 'Cindy Whitman Lacy'.

Cindy Whitman Lacy
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 a 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; any proposed changes or waivers to this agreement will not be recognized 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 MCX Terms and Conditions, the MCX Vendor Standards Guide, and the terms outlined in the MCX Vendor Trading Partner Profile (if any).

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 Nonappropriated 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 (HQ) Marine Corps Exchange 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, FOB terms as described in the Logistics section [Transportation FOB Terms](#) of this document, discounts and allowances, (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. 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.

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 Marine Corps Exchange (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

Per the terms of the order/contract, all Vendors shall comply with the current **MCX TERMS AND CONDITIONS for Resale Merchandise** which is in effect on the date the order or contract is issued and is located at:

<http://www.mymcx.com/index.cfm/about/partner/policy/>

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

- 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 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

A Vendor employee is defined as any person who is contracted/employed by a MCX Vendor to do work for such Vendor at a MCX installation or MCX Partner location such as a cross dock facility. Vendor employees include, but are not limited to, company employees, representatives, brokers, agents, dealers and liaisons. While in exchange facilities, Vendor employees shall wear a Vendor-provided name tag that clearly identifies the individual as a Vendor employee. Vendor employees 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 employees 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 employee in exchange facilities upon local MCX or HQ MCX's written notice that the Vendor employee 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 HQ MCX. The Vendor will not employ 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 HQ 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 and its employees or representatives will not represent themselves as an agent or representative of MCX, or any other agency or instrumentality of the United States Government.

MCX and the Vendor understand and agree that the materials and services to be delivered under this contract by the Vendor to MCCS are non-personal services and the parties recognize and agree that 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. It is, therefore, in the best interest of MCX to afford the parties a full and complete understanding of their respective obligations.

Vendor personnel under this contract shall not 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 HQ MCX Field 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 HQ 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 HQ 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 consignee's 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.

Firearms must be shipped using either UPS or FedEx.

All Handguns must be shipped using a 2nd 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.

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. 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.

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 UPS or FedEx Guide 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.

Ammunition must be shipped using either UPS or FedEx.

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.

FedEx and UPS 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.

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. HQ 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. HQ 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/>

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.dnbcorp.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, UPC Type E, 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, UPC Type E, 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 should be EDI-capable on the EDI documents listed below.

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:

- 832 Price/Sales Catalog

Testing Methodology

MCX requires all Vendors that are EDI capable 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 and that the partner is able to accept inbound documents such as the EDI 850 PO and EDI 860 Purchase order Change and send outbound documents such as the EDI 810 invoice, EDI 856 ASN and a scannable shipping label in the correct format. 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:

www.spscommerce.net

Username: mcxvendor

Password: spscommerce

EDI 856 EDI Advanced Shipping Notice (ASN)

All Vendors that have passed EDI 856 testing are required to provide an EDI 856 ASN with carton level information for every shipment to that particular MCX site.

In order to send an EDI 856 ASN:

- Complete testing for EDI 850, EDI 810 and EDI 856/ GSI-128 label through SPS Commerce.
- Vendors must use correct, valid PO numbers in the EDI 856
- The EDI 856 must be 99% 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.
- If an ASN needs to be corrected, please contact the MCX EDI Business team at mccsediteam@usmc-mccs.org
- Every EDI 856 ASN must accurately provide 'ship to' numeric code in the N104 segment that matches the 'ship to' numeric code in the N104 or SDQ segment of the EDI 850 Purchase Order.

D. COST FILES

All cost changes must be communicated to the buying office by the 15th of the month for the cost to be effective on the 1st 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.

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.

Vendors that have not finalized the EDI testing or are not EDI capable will receive POs in a PDF format via email.

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 Marine Corps Exchange (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 MCX orders, regardless of FOB Terms, must go through validation and routing at www.usmc-mccs.org/shipping

- Shipments against the purchase order must be an exact match for item, UPC, case pack 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 or via written notification from HQ MCX.
- Additions, substitutions, or changes to the PO including terms, shipping dates, and cost will not be accepted unless HQ MCX has received written notification and has confirmed authorization of changes in writing via email.
- 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)

Ship not before (SNB) and EDI code 037 are defined as: the date the shipping window opens. Vendors/shippers may log into the TMS and request PO validation and routing for MCX Origin/Third Party Collect freight up to five calendar days prior to the SNB. 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.

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. PO validation and routing must be logged into the TMS at least 2 business days prior to the SNA. 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.

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. MCX reserves the right to assess non-compliance fees for all unordered merchandise whether rejected or accepted.

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. STOCK STRUCTURE/AUTHORIZED ORDERING ACTIVITIES

Each item listed on the Direct Delivery Agreement (DDA) is coded to correspond to each facility/store Master Stock Assortment (MSA). The Vendor will not ship any items to a store which are not in the authorized MSA for that facility.

Items authorized for purchase under the order/contract and facilities/stores authorized to stock specific items are listed in an Inventory Management Purchase Order (IMPO) Catalog. The Vendor will not ship any items which are not in the authorized stock structure for that facility.

C. REPLENISHMENT

The MCX buyer determines the best method of replenishment.

- Auto Replenishment (A/R) – MCX's Retail Management System generates replenishment orders either directly to the store or through a MCX warehouse based on sales, inventory levels and established stock levels. The purchase orders are transmitted to the Vendor as an EDI 810 transmission or pdf format via email 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 HQ 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. For more information regarding licensing and procedure visit 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 and all leftover demo, tester, or sample items no longer needed will be disposed of locally by MCX.

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 Marine Corps Exchanges or to the Headquarters Office. 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 digital images arrive in a timely manner as dictated by the Headquarters' merchandising branch. 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 HQ 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 VICS industry standardized color-coding guidelines. Vendors must ensure that all sized merchandise has the size clearly visible on the tickets. Visit VICS at www.vics.org for color detail requirements.

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.
- At this time MCX is not requiring the MCX Retail on the tickets. However, if this can be accomplished please do so. MCX will be requiring this in the near future.
- 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/packaged 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

VICS 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 VICS approved hangers can be found at www.vics.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.
- VICS 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 VICS industry standardized color-coding guidelines. Vendors must ensure that all sized merchandise has clearly visible size on the label and ticket. Visit VICS at www.vics.org for Size Bric color detail requirements.

Sizes must be easy to identify on the Size Bric and use the VICS 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).
- All garments to be displayed folded require a size strip unless requirement is waived in writing by the HQ 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.

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

For more specific requirements the Vendors/Shippers should consult the most current edition of the following documents.

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

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 insure 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. 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 70 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.

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.)
- Cartons should not exceed 70 lbs. or 130" length plus girth

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

Option 1:

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

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

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

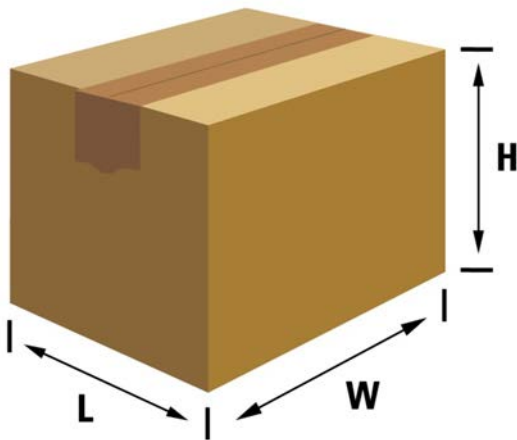
SINGLE WALL CORRUGATED CONTAINERS

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

DOUBLE WALL CORRUGATED CONTAINERS

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

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



$$\text{Dimensional weight} = \frac{(\text{length} \times \text{width} \times \text{height})}{\text{Dimensional factor (166)}}$$

- 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 should 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 WDC Chino CA, Coastal Stockton CA, or KPAC Wilmington CA. Each carton in the bundle will still need its individual carton label and be destined to the same site number destination.
- b. There will only be one UPS/FedEx tracking label applied to the bundle.
- c. The strapping or banding material should be strong enough to support the combined weight of the cartons in the bundle. The bundle should not exceed 70 pounds.
- d. The DIM factor of the master carton must not exceed 166 inches. Shipments larger than 166 inches should be broken down into smaller shipments.
- e. 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.
- f. Strapping or banding that breaks or comes apart at one of the small parcel carrier terminals will be the responsibility of the Vendor.
- g. Strap tension should be adequate enough to support the bundle but not enough to damage the product.
- h. 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. 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.

*Note: Kaneohe Bay, Hawaii orders and Iwakuni, Japan orders shipping to the same CONUS consolidation point are not authorized to be combined on the same pallet or shipping BOL. Each carton must be identified as either Kaneohe Bay, Hawaii or Iwakuni, Japan for proper processing at our container consolidation point.

Pallet/Floor Loads/Slip Sheets

With the exception of furniture, large appliances, large fixtures/displays and some other oversized commodities, all product bulk shipped must be on standard pallets. Slip sheets, floor loads and box outs are not authorized. MCX Facilities are not designed with resources, technology or manpower to handle these types of loads.

- Pallets with broken or missing parts must not be used.
- Pallet height must not exceed 72 inches – to avoid crushing and/or toppling, make the pallet height shorter if weight is too great or if cartons do not cube/stack.
- Merchandise must be stacked on pallets with NO OVERHANG product over the 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 international 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.
- 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. Affix the label on the longest/tallest vertical side of the carton, in the upper left hand corner. Ensure the label is upright and not sideways. If the carton is too short to hold the full label, it may be folded over the top of the carton. Do not place labels over product UPC/Barcode data; this creates product receiving and inventory issues. Labels are required to have the following information:

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

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

D. PACKING SLIP REQUIREMENTS

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

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

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

E. GSI-128 LABEL REQUIREMENTS

All individual cartons must be labeled. GSI-128 Carton labels are only mandatory for Vendors that have finished EDI testing with MCX. Affix the GSI-128 Carton Label on the longest/tallest vertical side of the carton, in the upper left hand corner. 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 F, G & H must be below the fold and readable by a scanner. Do not place labels over product UPC/Barcode data; this creates product receiving and inventory issues.

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

Reference [GSI-128 Label Example](#) in the Appendix.

F. ROUTING

The MCX requires all Vendors to obtain purchase order and ship-to address verification through our selected TMS Portal prior to shipping, regardless of the FOB terms.

NOTE: Purchase orders may be routed up to 5 days prior to the ship window and no later than 2 business days prior to the intended ship date providing the intended ship date coincides with the Ship Not Before and Ship Not After dates.

TMS Portal

The Vendor Logistics TMS Portal has been enhanced to provide routing to Vendors with multiple purchase orders shipping to the same MCX location on the same day. Refer to the [Vendor Logistics TMS Portal User Guide](#) located at www.usmc-mccs.org/shipping for current instruction. The Vendor Logistics 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 process, contact MCX HQ Logistics by email at OMBMCXLOGISTICS@USMC-MCCS.ORG

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

All MCX shipping guidance and updates are posted at www.usmc-mccs.org/shipping

All shipment routing requests* (collect/Third Party) and shipping detail validations (prepaid) are required to be entered through the Vendor Logistics TMS Portal at www.usmc-mccs.org/shipping

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

The MCX Third Party Logistics provider Landair can be contacted directly at 866-404-8517 or mcx@landair.com

Prior to logging into the Vendor Logistics TMS Portal, each shipping origin must obtain a unique Location ID which will be used as their Login ID to the portal. See [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)
- cube* (rounded to the nearest cubic foot)
- commodity
- MCX site number
- shipment available date
- destination address at the time of the request

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


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

MCX Freight Routing Notification M57145 (MBL)

 mcx@landair.com

Hello valued MCX Vendor.

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

Shipment Routing Request Number(s) SRR:	47494
Must Ship By Date	Wed Jun 19 15:00:00 EDT 2013
MBOL #	M57145
Carrier SCAC	UPSN
Carrier Name	UPS PARCEL
Carrier Service	UPSGROUND
Destination	MCX_CHERRYPOINT

2 attachments — [Download all attachments](#)

 **PrintLandairTRBOL-M57145.pdf**

16K [View](#) [Download](#)

 **label1ZE218610395311415.pdf**

44K [View](#) [Download](#)

MCX Addresses

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

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

NOTE: A complete listing of MCX addresses is available to download at www.usmc-mccs.org/shipping

G. TRANSPORTATION

FOB Terms

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

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
- Tracking and POD requests
- Following the Vendor Logistics TMS Portal instructions including approval to ship, destination address to ship to and when to ship.
- 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.

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 Logistics Vendor TMS Portal, 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.

The Vendor is required to validate the MCX PO, Destination, and ship date through the Vendor Logistics TMS Portal.

Required information on each small parcel label:

- MCX Store/Site Number
- MCX PO number

All BOLs should instruct the carrier to call for appointment prior to delivery.

Required information on the BOL:

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

FOB Destination Shipments reimbursed by MCX or not prepaid

The shipment shall only be FOB Destination with reimbursement from MCX only as allowed by the MCX PO or as approved by the MCX Buyer in the terms outlined in the MCX Vendor Trading Partner Profile.

Proof of Delivery

A valid Proof of Delivery is defined as a delivery receipt stamped and signed by an authorized receiving representative of an MCX ship to location. The delivery receipt 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. 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 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.

FOB Origin - MCX pays for the shipment as freight Third Party Collect. ("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 Vendor Logistics TMS Portal and be responsible for following the Logistics Vendor TMS Portal instructions
- Carrier selection, mode and service
- Carrier BOL provided by the Vendor Logistics 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
- 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 Vendor Logistics TMS Portal, with the exception of small parcel shipments, the shipper will maintain title and risk until carrier delivers to the designated MCX location specified on the Vendor Logistics TMS Portal.

FOB Origin Shipments – Third Party/Collect

All MCX paid freight (Origin/Collect Third Party) **MUST** use the Vendor Logistics TMS Portal generated BOL. Shippers are prohibited from using their own BOL unless allowed by the MCX PO or as approved by the MCX buyer in the Vendor Specific Terms. Freight charges are not to be added to the merchandise invoice unless you have written permission from MCX HQ. A non-compliance fee per incident will be assessed for failure to comply.

If you are given a cost quote by Landair you must notate the amount and the quote number on the BOL. Failure to do so will result in the difference between the quote and actual charges billed back to the shipper in addition to a non-compliance administration fee.

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 authorized freight/carrier authorized by MCX 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 by location listed in Appendix – ***Delivery Appointment Contact Sheet***.

Use the Vendor Logistics 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. Marine Corps Installations and MCCS/MCX facilities require advanced knowledge of inbound carriers for safety, security and scheduling purposes.

When calling for an appointment the carrier should provide:

- 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.

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. If you have requested and have been approved as an NPL (Non-Parcel Label) Vendor status you must bill using the MCX small parcel account number provided on the FRN email and create the small parcel labels.

- 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.
- 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
 - Landair Shipment Routing Request number - SRR number in Ref 1 field
- Each carton must be 70 lbs. or less and no larger than 130" (length plus girth) and each shipment must be 300 lbs. or less for most cost effective FedEx/UPS shipping rates. HAZMAT merchandise is not authorized to ship FedEx/UPS.

Vendor is responsible for arranging FedEx/UPS pick up.

LTL/TL Carrier

The Vendor Logistics TMS Portal will provide a completed BOL for the shipper to print and use. MCX requires all Third Party Collect shippers to utilize the TMS BOL.

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

If you are given a cost quote by Landair you must notate the amount and the quote number on the BOL. Failure to do so will result in the difference between the quote and actual charges billed back to the shipper in addition to an admin fee.

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 a non-compliance and an administration fee.

[Sample BOL](#) generated from the Vendor Logistics 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. If you have requested and have been approved as an NPL (Non-Parcel Label) Vendor status you must bill using the MCX small parcel account number provided on the FRN email and create the small parcel labels.

- 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.
- 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
 - Landair Shipment Routing Request number - SRR number in Ref 1 field
- Each carton must be 70 lbs. or less and no larger than 130" (length plus girth) and each shipment must be 150 lbs. or less for most cost effective FedEx/UPS shipping rates.
- HAZMAT merchandise is not authorized to ship FedEx/UPS.
- 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 routed International Priority for FedEx or Worldwide Saver for UPS 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.
- 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 2Day Economy for FedEx or 2nd Day Air for UPS 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

FedEx/UPS shipments to Hawaii should be sent to the following address:

Marine Corps Exchange
Marine Corps Base Hawaii
Building 1404
Kaneohe Bay, HI 96863-3073
Attn: Richard McElroy
Phone: 808-254-7531

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

Parcel Post Insured (PPI)

Iwakuni, Japan

All USPS-PPI shipments must be pre-approved, in writing, by MCX for reimbursement.

USPS-PPI shipments to Iwakuni should be sent to the following address:

Marine Corps Exchange
Marine Corps Air Station Iwakuni
PSC 551 Box 1866
FPO AP 96310-0019
Attn: Mr. Hayashi

- The Vendor is responsible for taking the cartons to the Post Office or arranging postal pick up. USPS pickups are free. To request pick up visit:
<https://carrierpickup.usps.com/cgi-bin/WebObjects/CarrierPickup.woa>
- Postage and shipping labels can be printed from the USPS website: <https://cns.usps.com/go>

- Each package must be less than 70 lbs. and 130" (length plus girth).
- Package shipment in 40 – 60 pound boxes 84" or less (length plus girth) for best cost effective PPI shipping rates.
- Hazmat items are not authorized to ship through the Post Office.
- A customs form and proforma invoice must be completed for EACH shipment. Form 2976-A for the Military FPO address can be obtained at https://webapps.usps.com/customsforms/cp72sender_recipient_APO.jsp
- Shipment must be insured for the actual value of the goods; additional insurance is not authorized and will not be reimbursed. Fill out and attach form 3813-P to each carton. Forms can be obtained from the Post Office or requested from the Mail Carrier.
- Freight charges for PPI are authorized to be added to the merchandise invoices for Iwakuni only. Charges must be on a separate line and described as freight or shipping charge.
- Vendor invoice must have USPS receipts attached to receive full payment of charges.
- Handling charges, proof of delivery charges, taxes, and priority charges are not authorized for reimbursement.
- Average delivery to Iwakuni from CONUS location is two weeks.

CONUS and Kaneohe Bay, Hawaii

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

LTL via Consolidator

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

All shipments over 8,000 lbs., 800 cube, or 8 pallets are required to ship via source load to OCONUS locations.

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

The Vendor Logistics TMS Portal will provide a completed BOL for the shipper to print and use. MCX requires all Third Party Collect shippers to utilize this BOL.

If you are given a cost quote by Landair you must notate the amount and the quote number on the BOL. Failure to do so will result in the difference between the quote and actual charges billed back to the shipper in addition to a non-compliance admin fee.

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.

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

Source Load Shipping (OCONUS)

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

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

Defense Distribution Center (DDC) BOOKING PROCESS: The Vendor/shipper fills out the [VRS Form](#) located in the Appendix and sends it to Landair.

Landair

Phone: (866) 404-8517

Email: mcx@landair.com

Copy all communications to:

Traffic Management Specialist

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

Fax: 717-770-2701

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

What must be included on this form?

- Vendor's name
- Vendor's shipping address
- Vendor's email address
- Vendor's POC
- Vendor's phone number
- Vendor's fax number
- Date the material is available for loading
- The military destination Department of Defense Activity Addressing Code (DODAAC) – See Appendix
- Transportation Control Number (TCN) – See Appendix
- Transportation Account Code (TAC) – See Appendix
- Number of containers
- Type of container(s) (i.e. dry, reefer, highcube, or combination of reefer/highcube)
- Temperature if it is a refrigerated load
- Commodity being shipped
- Weight
- Cube
- Pallet Quantity or Piece Count
- MCX PO/Contract Number

Prior to loading, the Vendor/shipper, may not know the weight, cube, and quantity. When this information becomes available, forward it to DDC so that the processing of the Transportation Control Movement Document (TCMD) can be completed.

1. BOOKING:

DDC has 24 hours* upon receipt of the VRS to enter the booking. Once the request is received, the booking is entered into Integrated Booking System (IBS). Surface Deployment and Distribution Command (SDDC) in Ft. Eustis, VA will book the request with an ocean carrier. It is at this point that a Port Call File Number is assigned and will be used as a reference number throughout the process. It is imperative that the Vendor/shipper documents this number. When IBS generates the booking, the carrier accepts the booking and although it is usually completed within 24 hours, it could take up to 72 hours for carrier acceptance. DDC will then send via email to the Vendor/shipper the shipping information referred to as shipping instructions.

*Note: The Japan 24 Hour Advance Manifest Filing Rule, issued by the Military Surface Deployment and Distribution Command which takes effect 9 March 2014. The Customer Advisory provides guidance for cargo destined for Japanese ports for surface shipments requiring that all shippers must submit shipping instructions (SI) for cargo at least 72 hrs. prior to scheduled vessel sail from Seaport of Embarkation (SPOE). Failure to comply with guidance will cause cargo to be frustrated and possibly miss Required Delivery Date (RDD) until receipt of SI.

The Shipping Instructions will include:

- PCFN
- Carrier booking number
- Number of containers
- Container TCN(s)
- Container size(s)
- Container type(s)
- Container temperature(s)
- Ocean carrier
- Vessel name
- Voyage document number
- Scheduled pick up date
- Date due at port (port cutoff date)
- Scheduled sail date
- Point of de-embarkation (POD)
- Arrival date
- Point of embarkation (POE)
- Ultimate consignee
- Vendor cage code
- Vendor shipping address

2. SUBSISTENCE:

If this is a subsistence (food items) shipment, DDC will email you the shipping instructions and request the following information from you:

- Container number food is loaded to
- Container ownership 4 digit code (i.e. Maersk~MSKU or MRKU)
- Seal number
- Commodity being shipped
- Pieces
- Weight
- Cube
- Declared value* of the shipment

*Note: The declared value is mandatory for customs paperwork and is required to complete the TCMD. When you receive the following information above, immediately forward to DDC so the TCMD can be produced. Once the required information is received then the TCMD is produced via electronic document interface (EDI) and the TCMD is sent to the carrier.

3. NON-SUBSISTENCE:

If this is a non-subsistence (non-food items) shipment, DDC will email you the shipping instructions and request the following information from you:

- Container number goods are loaded to
- Container ownership 4 digit code (i.e. Maersk~MSKU or MRKU)
- Commodity being shipped
- Pieces
- Weight
- Cube
- Declared value of the shipment

Once DDC receives the above info, they will provide a bolt style seal Radio Frequency Identification Device (RFID) tag for each container and six copies of the TCMD paperwork sent via priority overnight FedEx delivery to the Vendor/shipper. The RFID tag must be attached to the container(s) before being released from the Vendor/shipper custody to the contracted tractor trailer driver.

4. THE FEDEX PACKAGE:

The FedEx package will contain RFID tags, bolt style seals, cable seals to go through the latches of both doors, four copies of the TCMD stapled in a separate packet for the truck driver, two copies stapled for the Vendor, and one container Military Shipping Label (MSL) stapled with instructions to attach to the container.

5. CONTAINER INFORMATION:

The ocean carrier commits to the booking and their dispatch office contacts a trucking company to pick up a container and deliver to the Vendor. The trucking company will contact the Vendor for arrangement of the movement of the container to and from the Vendor. This kind of shipment is called a drop & pick, which means that the container is dropped at the shipping facility for loading and scheduled for pickup at a later time.

If the Vendor/shipper facility only does live loads, it is imperative that you share this information with DDC and also with the trucking carrier when they contact you.

6. RAIL SERVICE:

Container shipments traveling long distances to the ports may be shuttled via the rail system. This is determined and established by the ocean carrier's dispatch office. The DDC does not provide rail cut off dates or any contact with the rail system. The DDC only incorporates extra days for rail movement in the building of the booking.

TCN Number:

The TCN number will be created by Landair and entered on the booking request prior to sending to the shipper and then on to FISC, preferable via email, or with proper notification, fax. Each container, even if they are part of the same order, will have a TCN number. The TCN number must follow the following format:

DODAAC + Julian date (date order placed) + first 4 digits of the PO + container count info

Example:

PO123456 ordered on 4 Feb 2012 shipping to Iwakuni needs 1 container =
TCN# M95162035121234XXX

Example:

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

Definitions:

DODAAC: DoD Activity Address Code

Iwakuni DODAAC: M95162

Kaneohe DODAAC: M95115

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

See Julian in the Appendix

Container count:

XXX represents container count when only one container is being moved

For multiple containers:

XAX represents first container

XBX represents second container

XCX represents third container

XXD represents fourth container, etc.

TAC code required for booking request form:

Iwakuni: MCX4

Kaneohe: MCX4

Line of Accounting:

MCX4 - 172014201411064A3G95490MCX420140000M00088220M0008814CB0MCX4AA0674432D

Kaneohe Bay POC:
Richard McElroy or Dino Frosinos
mcelroyr@usmc-mccs.org
FROSINOSD@usmc-mccs.org

Iwakuni POC:
Takeaki Hayashi or Gator Allgaier
Takeaki.Hayashi@usmc-mccs.org
Gator.Allgaier@usmc-mccs.org

Marine Corps Exchange
Marine Corps Base Hawaii
Building 1404
Kaneohe Bay, HI 96863-3073

Marine Corps Exchange
Marine Corps Air Station Iwakuni
PSC 551 Box 1866
FPO AP 96310-0019

J. CROSS DOCK AND CONSOLIDATOR INFORMATION

It is mandatory to route shipments to the address provided by the Vendor Logistics TMS Portal. The LTL BOL and Small Parcel shipping labels must have the correct shipping address as instructed by the Vendor Logistics TMS Portal. In some cases, this may indicate an address that is different from the address on the purchase order which is the final destination. The Vendor's carton labels, GSI-128 labels, ASN EDI 856 transmission and invoice should not be adjusted; these items should use the MCX PO address. A non-compliance fee as well as additional freight fees incurred due to the error will be billed back to the Vendor for failure to ship to the designated Vendor Logistics TMS Portal address.

Our cross-dock facility requires the below critical elements to ensure timely delivery of goods to our stores. Following these steps is essential for efficient processing through the cross-dock.

- For LTL or FTL shipments, the TMS BOL that is printable from the Vendor portal must be utilized as the shipments bill of lading.
- Make sure to ship the goods on the date specified on the Freight Routing Notification that you receive for all shipments. That date is used to schedule carriers and calculate estimated arrival dates at the cross dock.
- Ship to the destination address listed on the MCX TMS BOL. Your MCX PO address may differ from the address listed on the MCX TMS BOL; however the shipment must go to the BOL address.

K. ASN RECEIVING PROGRAM

MCX has implemented an 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.

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 99% accurate and that the Vendor has instituted an accuracy program to ensure compliance.

The MCX audit looks at piece count accuracy. A Vendor will not be eligible for our ASN Receiving Program until the audit shows consistently high accuracy of 99% or better. The UPC codes on your physical merchandise must match the UPC codes transmitted on the EDI 856 ASN.

Charges will be assessed if:

- Item Quantity per UPC on ASN Exceeds PO Quantities
- When performing a manual audit (QA), the ASN contents does not equal the shipment contents
- 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
- 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 Invalid SCAC
- Vendor # (DUNS) on ASN does not match PO
- Vendor submitted an ASN that was missing the SCAC
- ASN was transmitted with no Pro/Tracking number
- Vendor submitted an ASN with a Pro/Tracking number that was incorrect

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 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 HQ MCX and Vendor fails to provide disposition instructions within 10 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 HQ 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 received no later than two weeks before the invoice due date in order to ensure timely payment. 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.

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

www.spscommerce.net

Username: mcxvendor

Password: spscommerce

- Email
ombmccsinvoices@usmc-mccs.org
(Email should not be used for EDI invoices)
- Mail
NAF Business & Support Services
Attn: Centralized Accounts Payable
PO Box 1834
Quantico, VA 22134
- Fax
703-432-0255

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.

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 invoices must include the following information:

1. Vendor Name
2. Vendor DUNs number
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 "eaches"
 - 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
- 810 invoice Not received Timely – EDI 810 invoice received later than 2 calendar days after invoiced 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
- 810 EDI Invoice Vendor sending paper invoices in lieu of electronic invoices or in conjunction with electronic invoices
- Late Invoice – invoice 6 months or older
- Inaccurate invoice data
- Incorrect terms
- Missing invoice data
- Multiple Purchase Order numbers on an invoice
- Multiple sites on an invoice
- Invalid invoice disputes – a service fee will be deducted on all disputes found to be invalid
- Failure to communicate timely “remit-to” address changes – notification must be received within 30 calendar days of the effective date of change.

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. Vendor may request backup data from our Vendor Relations department by emailing OMBMCCSVENDORS@usmc-mccs.org.

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 fund transfer is received, regardless of the date the financial institution posts the transfer
- 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 can elect to receive invoice payments via check or electronically via PayMode-X.

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

Enrollment in PayMode-X offers many benefits:

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

Enroll online via the secure PayMode-X website.

Enrollment takes less than 10 minutes and you will need:

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

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

To Get Started go to:

www.paymode.com/marinecorpscommservices

For more information

Call 1-877-443-6944

E-mail customer_service@paymode.com

Or visit www.bankofamerica.com/paymode

D. 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 OMBMCCSVENDORS@usmc-mccs.org. Vendors should allow 14 business days for responses to all inquiries, to accommodate for research time.

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.

Attach a copy of the debit memo and a copy of the original invoice with a valid proof of shipment for FOB Origin or proof of delivery for FOB Destination. See the Transportation Section FOB terms for acceptable proof of shipment/delivery documents.

Allow up to 14 business days on all responses to inquiries/disputes to accommodate for research time.

E. VENDOR PROFILE MAINTANENCE

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.

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 and include the following information:

- Parent company name (old and new) if there has been a change.
- Vendor company name
- DUNS number
- 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) portal located at www.usmc-mccs.org/shipping

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

MCX will charge a “chargeback inquiry fee” for any research or dispute request older than 90 days from date of chargeback notification. In addition, MCX will apply a fee for unwarranted chargeback research/dispute requests when the chargeback is found to be valid and the Vendor was supplied adequate supporting documentation pertaining to the chargeback.

10. CONTACT INFORMATION

HQ MCX Buying Office

Phone: (703) 784-3800

Buyer Contact Details located at <http://www.mymcx.com/index.cfm/about/partner/>

HQ MCX Finance Vendor Relations

Phone: (703) 432-1196

Email: OMBMCCSVENDORS@usmc-mccs.org

PayMode-X (Digital Remittance)

Phone: (877) 443-6944

Email: customer_service@paymode.com

HQ MCX EDI Team

Phone: (703) 784-3800

Email: MCCSEDETEAM@usmc-mccs.org

SPS Commerce (EDI)

Phone: (866) 245-8100

Email: clientservices@spscommerce.com

HQ MCX Logistics

Phone: (703) 784-6357

Email: OMBMCXLOGISTICS@usmc-mccs.org

Landair (TMS Provider Routing and Shipping)

Phone: (866) 404-8517

Email: MCX@landair.com

DLA Traffic Management (Sourceload OCONUS)

Phone: (800) 456-5507 or (717) 770-5534

Email: delivery@dla.mil

HQ MCX Compliance

Phone: (703) 784-3805

Email: MCXcompliance@usmc-mccs.org

HQ MCX Vendor Setup

Email: MCXVendorsetup@usmc-mccs.org

11. 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:


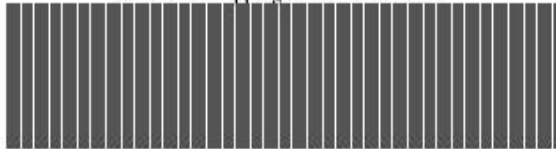
Army and Air Force Exchange Service (AAFES)	Navy Exchange Service Command (NEXCOM)	Semper Fit and Exchange Services Division (MR)
Chief, Quality Assurance	Chief Merchandising Officer	Head, Merchandising Branch
3911 S. Walton Walker Blvd.	3280 Virginia Beach Blvd.	3044 Catlin Avenue
Dallas, TX 75236 U.S.A.	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)
- C. Ship to postal code and barcode (10 to 16 pt. font)
- D. Shipment Information (Carrier, B/L #) (10 to 16 pt. font) (Requested not required) Carton Tally information (Box xx of yyy) (Optional)
- E. Carton Contents: (PO#, Item #s, Carton pieces count) (10 to 16 pt. font) **If “mixed” then a packing slip must be affixed to the lead carton.**
- F. Any additional info needed (could be Cross Dock Location as a barcode) (Optional)
- G. Mark For location code (Required)
- H. GSI-128 Serial Shipping Container Code (SSCC-18)
Example GSI-128 Carton Label approved to use on MCX shipments:

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

A	Ship From: Ship From Name 123 Anywhere St Mount Prospect, IL 60056	Ship To: Ship To Name 3925 E Broadway Phoenix, AZ 85040	B
	Ship To Postal Code (420) 85040 	CARRIER: B / L NUMBER: 123456 Number of cartons: 1 of XXX	
E	Contents: PO Number: 123456-00 UPC#: 123456789012 (or "mixed") SKU#: 150675 (or "mixed") Carton Quantity: 12 each (or "mixed")		
F	<optional>	Mark For: location #	G
H	Serialized Shipping Container Barcode  (00) 0 0042273 000000113 1		

C. RETAIL PRICING REQUIREMENTS

DOES NOT REQUIRE MCX RETAIL PRICE		DOES REQUIRE MCX RETAIL PRICE or MSRP	
LOB	LOB DESCRIPTION	LOB	LOB DESCRIPTION
101	STATIONERY	312	LUGGAGE
102	AUTO ACCESSORIES	317	PRERECORDED AV
103	NON-ALCOHOLIC BEVERAGES	501	LADIES READY TO WEAR
104	SPIRITS	502	JUNIORS
105	HEALTH BEAUTY AIDS	503	ACCESSORIES/JEWELRY/SUNGLASSES/HANDBAGS
106	CLEANING	504	CHILDRENS
107	FOOD	505	INTIMATE APPAREL
108	TOBACCO	509	MENS
109	BEER AND ALE	510	YOUNG MENS
111	WINE	511	SHOES
112	SPORTS NUTRITION	515	LADIES
113	PERSONAL CARE	701	MILITARY LOGO
301	VIDEO/AUDIO		
302	PHOTO		
304	OUTDOOR		
305	HOUSEWARES		
306	APPLIANCES		
307	FURNITURE		
308	HOME DÉCOR		
309	GIFTS		
310	TOYS		
311	TRIM		
313	DOMESTICS		
314	COMPUTERS		
315	HARDWARE		
316	COMMUNICATION		
318	VIDEO GAMES		
320	FLOOR CARE		
321	SMALL ELECTRICS		
322	PETS		
		MCX PRICING REQUIREMENTS (2013)	

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

Zone 1
Zone 2
Zone 3
Zone 4
Zone 5
Zone 6
Zone 7

Vertical Sample Ticket

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 →

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)



KEY Required Optional

Horizontal Sample Ticket


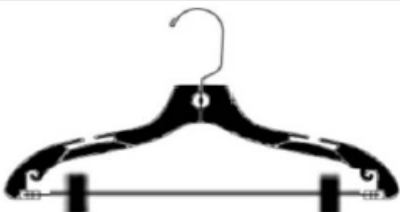

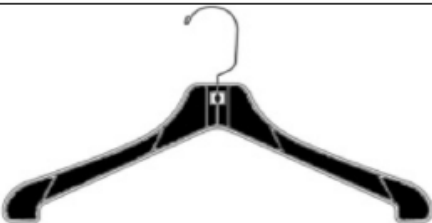
E. TICKET PLACEMENT CHART

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
Miscellaneous Tickets	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	Size 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 (FEB 2014)

Men's Standard Hanger	Hanger Style	Hanger Description
Standard Top		Black plastic 17" heavyweight, matte black finish, chrome swivel euro style ball end hook, rubber grip.
Standard Suit		Black Plastic 17", matte black finish, silver swivel euro style ball end hook, silver bar, silver plastic clips, rubber grip.
Standard Bottom, Pant		Black plastic 14", matte black finish, black swivel hook, black bar, black plastic clips.
Outerwear		Black plastic 17" heavyweight, matte black finish, chrome swivel euro style ball end hook.










MCX Hanger Requirements (FEB 2014)

Ladies' Standard Hanger	Hanger Style	Hanger Description
Dress, Jacket, Blouse, 1pc Swimsuit		Black Plastic 17", matte black finish, chrome swivel euro style ball end hook, rubber grip.
Standard Suit, 2pc Swimsuit		Black Plastic 17", matte black finish, chrome swivel euro style ball end hook, silver bar, silver clips, rubber grip.
Outerwear		Black plastic 17" heavyweight, matte black finish, chrome swivel euro style ball end hook.
Pant, Skirt		Black plastic 14", matte black finish, chrome swivel hook, silver bar, silver plastic clips.
Bras and Panties		Clear plastic foundation hanger.

MCX Hanger Requirements (FEB 2014)

Children's Standard Hanger	Hanger Style	Hanger Description
Infant Dress, Top, Outerwear, 1pc Swimsuit		10" chrome swivel euro style ball end hook, black preferred.
Toddler Dress, Top, Outerwear, 1pc Swimsuit		12" chrome swivel euro style ball end hook. Black preferred.
Infant/Toddler Suit, Bottom, 2pc Swimsuit		12" chrome swivel euro style ball end hook, silver clips. Black preferred.
Boys 4-8/Girls 4-6x Tops, Dresses, Outerwear, 1pc Swimsuit		14" chrome swivel euro style ball end hook. Black preferred.
Boys 4-8/Girls 4-6x Suit, 2pc Swimsuit		14" chrome swivel euro style ball end hook. Black preferred with silver clips.
Boys 4-8/Girls 4-6x Bottom		12" soft pinch bottom with chrome swivel hook.
Boys 8-20/Girls 7-16 Dress, Top, Outerwear, 1pc Swimsuit		17" chrome swivel euro style ball end hook. Black.
Boys 8-20/Girls 7-16 Suit, 2pc Swimsuit		17" chrome swivel euro style ball end hook with silver clips. Black.
Boys 8-20/Girls 7-16 Bottoms		14" soft pinch bottom with chrome swivel ball end hook. Black.


MCX Hanger Requirements (FEB 2014)


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.
Toddlers Girls 2-6X, Boys 2-7 Outerwear/Sweaters (Sizes 2 to 3)		12" White polypropylene hangers with plastic hook, heavy weight.
Toddlers, Girls 2-6X, Boys 2-7 Outerwear/Sweaters (Sizes 4-6X/7)		15" White polypropylene hangers with plastic hook, heavy weight.
Toddlers, Girls 2-6X, Boys 2-7 Bottoms		10" White polypropylene soft pinch hanger with a plastic hook.
Toddlers, Girls 2-6X, Boys 2-7 Set Bottoms		10" white polypropylene soft pinch bottom with combination loop.

MCX Hanger Requirements (FEB 2014)

G. BILL OF LADING (BOL)

Sample BOL generated by the Vendor Logistics TMS Portal

				BOL NO: M207276 Print Date: 02-19-2014						
BILL OF LADING				Carrier: JB Hunt						
Ship From				Seal #: Trailer #:						
				Available Ship Date: 02-20-2014						
				<input checked="" type="checkbox"/> Master Bill of Lading						
				With attached underlying Bills of Lading						
Ship To				References						
				CARRIER SERVICE Standard PO Number 1074108-01100 PO Number 1074108-02100 PO Number 1074108-05100 PO Number 1074121-01100 PO Number 1074121-02100 PO Number 1074121-04100 PO Number 1074121-05100 PO Number 1074121-18100 PO Number 1074150-01100 PO Number 1074150-02100 PO Number 1074150-03100 PO Number 1074150-04100 PO Number 1074150-05100 PO Number 1074150-05102 PO Number 1074150-08100 PO Number 1074150-18100 PRO M207276 (AUTO:02/19/2014 01:16:44:450)						
3rd Party Freight Charges Bill To										
				Special Instructions: Pick-up and Delivery appointments required.						
				Freight Terms: Prepaid: ____ 3rd Party: <u> x </u>						
Accessorials:										
CUSTOMER ORDER INFORMATION										
PO #	SRR #	Site #	HM	Product Description	Cartons	Weight	Cube	Pallets	Shipping Cartons	Freight Class
1074150-05102	191092	05102		Clothing	1	15	1.8	0	1	70
1074150-03100	191085	03100		Clothing	1	29	1.1	0	1	70
1074150-08100	191087	08100		Clothing	1	29	1.1	0	1	70
1074121-18100	191086	18100		Clothing	1	14	2.2	0	2	70
1074150-18100				Clothing	1	29				70
1074121-04100	191082	04100		Clothing	1	15	15.0	1	0	70
GRAND TOTALS:					33	581.0	99.2	0	9	
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____.										
Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC 14706(c)(1)(A) and (B).										
Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.				Trailer Loaded: ____ by Shipper ____ by Driver		Freight Counted: ____ by Shipper ____ by Driver		The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. Shipper: _____		
Shipper Signature/Date: This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT. Shipper: _____				Carrier Signature/Pickup Date: Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in vehicle. Property described above is received in good order, except as noted. Carrier: _____						

					BOL NO: M207276						
BILL OF LADING					Page: 2 / 2						
CUSTOMER ORDER INFORMATION											
PO #	SRR #	Site #	HMF	Product Description	Cartons	Weight	Cube	Pallets	Shipping Cartons	Freight Class	
1074150-0410 0				Clothing	4	69				70	
1074121-0110 0	191063	01100		Clothing	1	11	26.0	1	0	70	
1074108-0110 0				Clothing	2	29				70	
1074150-0110 0				Clothing	4	69				70	
1074108-0510 0	191070	05100		Clothing	2	29	26.0	1	0	70	
1074121-0510 0				Clothing	2	29				70	
1074150-0510 0				Clothing	4	69				70	
1074150-0210 0	191078	02100		Clothing	4	75	26.0	1	0	70	
1074108-0210 0				Clothing	2	35				70	
1074121-0210 0				Clothing	2	35				70	
GRAND TOTALS:					33	581.0	99.2	0	9		

H. DELIVERY APPOINTMENT CONTACT SHEET

Facility	Address	Address2	City	State	Zip	Phone
MCX 29 PALMS WAREHOUSE	MCAS 29 PALMS	1533 5TH AND STURGIS	TWENTYNINE PALMS	CA	92277	760-830-5637 x262
MCX ALBANY WAREHOUSE	MCLB ALBANY	814 RADFORD RD	ALBANY	GA	31704	229-888-6801 x245
MCX BARSTOW WAREHOUSE	MCLB BARSTOW	319 S. IWO JIMA ST	BARSTOW	CA	92311	760-577-6550
MCX BEAUFORT WAREHOUSE	MCAS SCM BEAUFORT	406 DEFRANC BLVD	PARRIS ISLAND	SC	29905	843-228-1664
MCX BRIDGEPORT	MWTC BRIDGEPORT	4044 TOYABE ST	BRIDGEPORT	CA	93517	760-932-1525
MCX CHERRY POINT WAREHOUSE	MCAS CHERRY POINT	3918 WOODSIDE DR	CHERRY POINT	NC	28533	252-463-1681
MCX ELMORE WAREHOUSE	MCB CAMP ALLEN	1251 YALU STREET	NORFOLK	VA	23515	757-423-1187 x208
MCX HENDERSON HALL WAREHOUSE	HQBN HENDERSON HALL	1555 SOUTHGATE ROAD	ARLINGTON	VA	22214	703-979-8420 x113
MCX IWAKUNI - CHINO CONSOLIDATOR	038 MCX IWAKUNI C/O NEX WDCD	4250-OS EUCLYPTUS AVE	CHINO	CA	91710	909-517-2680
MCX IWAKUNI - COASTAL - CHILLFROZEN CONSOLIDATOR	MCX IWAKUNI C/O COASTAL PACIFIC	1015 PERFORMANCE DR	STOCKTON	CA	95206	209-983-2454 x152
MCX IWAKUNI WAREHOUSE	MCCS RETAIL WAREHOUSE	BLDG 380 MISUMI-CHO, IWAKUNI-SHI	YAMAGUCHI-KEN	JP	740-8691	81-827-79-5255
MCX KANEONE BAY - CHINO CONSOLIDATOR	050 MCX KANEONE BAY C/O NEX WDCD	4250-OS EUCLYPTUS AVE	CHINO	CA	91710	909-517-2680
MCX KANEONE BAY - KPAC - CHILLFROZEN PRODUCT CONSOLIDATOR	K50 MCX KANEONE BAY C/O KPAC	1420 COIL AVE	WILMINGTON	CA	90744	310 518-1000
MCX KANEONE BAY WAREHOUSE	MCB KANEONE BAY	1404 CRAIG & SHELDON	KANEONE BAY	HI	96863	808-254-7533
MCX LANDAIR CROSSDOCK	MCX CROSSDOCK C/O BEST CARTAGE	829 GRAVES STREET	KERNERSVILLE	NC	27285	336-992-0288 x1200
MCX LEJEUNE WAREHOUSE	MCB CAMP LEJEUNE	1402 GIBB RD	CAMP LEJEUNE	NC	28547	910-451-3136
MCX MIRAMAR MAIN STORE	MCAS CAMP ELLIOT	21133 H & 18TH STREET	SAN DIEGO	CA	92145	858-279-6280
MCX MIRAMAR WAREHOUSE	MCAS CAMP ELLIOT	21133 18TH STREET	SAN DIEGO	CA	92145	858-279-6280
MCX NEW RIVER	MCAS NEW RIVER	4040 CURTIS RD	CAMP LEJEUNE	NC	28547	910-449-4306
MCX PARRIS ISLAND WAREHOUSE	MCRD SCM PARRIS ISLAND	406 DEFRANC BLVD	PARRIS ISLAND	SC	29905	843-228-1664
MCX PENDLETON WAREHOUSE	MCB CAMP PENDLETON	1108 E ST	CAMP PENDLETON	CA	92055	760-725-6233 x181
MCX QUANTICO MAIN STORE	MCB QUANTICO	3500 RUSSELL RD	QUANTICO	VA	22134	703-432-8834
MCX QUANTICO WAREHOUSE	MCB QUANTICO	3036 ZELIN RD	QUANTICO	VA	22134	703-432-0816
MCX SAN DIEGO WAREHOUSE	MCRD SAN DIEGO	3800 CHOSIN AVE BLDG 148	SAN DIEGO	CA	92140	619-725-6471
MCX YUMA WAREHOUSE	MCAS YUMA	965 THOMAS ST	YUMA	AZ	85369	928-269-2486

I. VRS FORM

<u>Vendor Name:</u>	<u>To:</u> Landair Phone: (866) 404-8517 Email: mcx@landair.com	
<u>Vendor Address:</u>	<u>Vendor Email:</u>	
<u>Vendor POC:</u>	<u>Vendor POC Phone Number:</u>	
<u>Date Material Available for Loading:</u>	<u>Vendor POC Fax Number:</u>	
<u>Destination DODAAC:</u>	<u>Transportation Control Number (TCN):</u>	
<u>Number of Dry Containers:</u>	<u>Size:</u>	<u>TAC:</u>
<u>Number of High Dry Cube Containers:</u>	<u>Size:</u>	<u>Product/Commodity:</u>
<u>Number of Reefer Containers:</u>	<u>Size:</u>	<u>Temperature:</u>
<u>Number of High Cube Reefer Containers:</u>	<u>Size:</u>	<u>Temperature:</u>
<u>Vendor Reference PO Number:</u>	<u>Weight, Cube, & Quantity:</u> (If Known)	

J. 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

K. 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.

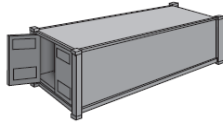
DRY CONTAINERS

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

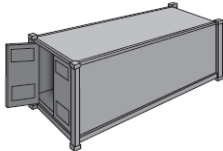
INTERIOR DIMENSIONS			DOOR OPENINGS		MAXIMUM CAPACITY		TARE WEIGHT
LENGTH	WIDTH	HEIGHT	WIDTH	HEIGHT	VOLUME	WEIGHT	
39' 5"	7' 8"	7' 10"	7' 8"	7' 6"	2,390 Cft	59,040 Lbs	8,160 Lbs
12.04 m	2.35 m	2.39 m	2.34 m	2.28 m	67.7 Cu.m	26,780 Kgs	3,700 Kgs

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

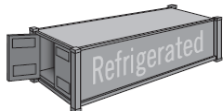
Specifically for cargo requiring transport at a constant temperature above or below a freezing point.

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

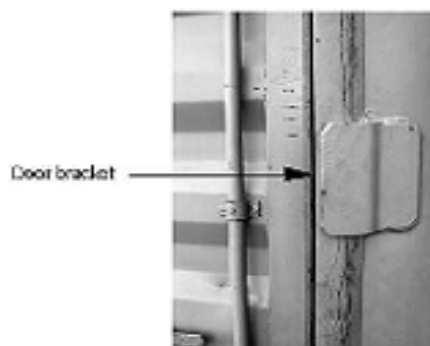
L. CONTAINER DOOR TAG PLACEMENT

Tag Placement

Savi Technology recommends that you fit the Savi ST-656-I ISO Container Door Tag above the door bracket and on the left-hand door of the container. The recommended mounting location for the tag is shown in the following photos.



1. Open the right door of the container.
2. Align the device with the bracket on the right door, if possible.



3. Using both hands, secure the device on the left door until it is flush.

This is a side view of the device mounted on the left door.



This is a view from inside the container.



M. TMS SETUP FORM

revised 28 April 2014

Check the box that applies to your facility.

MCX TRADING PARTNER TMS SETUP FORM

NEW VENDOR

☐ E-mail form to mcxvendorsetup@usmc-mccs.org or Fax to 703-784-5354 Attention MCX Logistics

UPDATE EXISTING

☐ E-mail form to mcx@landair.com or Fax to 423-783-1369 Attention MCX Vendor Profile

SHIPPING POINT INFORMATION

Note: List all vendor DUNS that this location is authorized to ship orders for.
A new form must be filled out for each shipping location. Send completed form to the appropriate location above.

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

* Shipper Company Name:

* Shipper POC Name: * Phone:

* Shipper Address:

* City: * State:

* Country: * Postal Code:

* Shipping Location Fax: * Commodity:

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

* Group E-mail Address:

* Secondary E-mail Address:

* Other Contact Name: * Other Phone:

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

Vendor Name:	<input style="width: 150px;" type="text"/>	DUNS:	<input style="width: 150px;" type="text"/>	Current PO:	<input style="width: 150px;" type="text"/>
Vendor Name:	<input style="width: 150px;" type="text"/>	DUNS:	<input style="width: 150px;" type="text"/>	Current PO:	<input style="width: 150px;" type="text"/>
Vendor Name:	<input style="width: 150px;" type="text"/>	DUNS:	<input style="width: 150px;" type="text"/>	Current PO:	<input style="width: 150px;" type="text"/>

* 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:

N. COMPLIANCE DEDUCTION TABLE

MCX Rule #	Category	Rule Description	Rule Explanation	Service Fee	Charge Amount
ADM01	ADMIN	Vendor Requested Chargeback Inquiry on an Aged Claim (older than 90 days)	Fee deducted to research claims older than 6 months from date of chargeback notification	\$100.00	\$0.00
ADM02	ADMIN	Chargeback Processing Fee	Admin fee added for non compliance that requires additional research, resources, labor	\$25.00	\$0.00
ADM03	ADMIN	Unwarranted Chargeback Research Request Fee	Fee deducted for chargeback disputes where the chargeback is found to be valid and vendor was supplied adequate supporting data	\$100.00	\$0.00
ADM04	ADMIN	Invoice Research Request Fee	Fee deducted for invoice disputes found to be valid	\$100.00	\$0.00
ADM05	ADMIN	Special Charge See attachment/comments	Any charges that do not fall under a chargeback rule but is a non compliance to MCX processes/policy	\$25.00	Variable - Based on Violation
ADM06	ADMIN	Vendor Submitted a Record Change without 30 day notification	Vendor submitted a record shange without a 30 day notification i.e. shipping location, remittance, terms, etc.	\$0.00	\$50.00
EDI01	ASN	856 ASN - UPC Qtys Exceed PO Qty	Item Qty per UPC on 856 ASN Exceeds PO Qty	\$25.00	\$1.00 per unit min \$10.00
EDI02	ASN	856 ASN - Missing SCAC	Vendor submitted an ASN that was missing the SCAC	\$25.00	\$25.00
EDI03	ASN	856 ASN - Invalid PO	Vendor submitted an ASN with an invalid PO for this vendor	\$25.00	\$25.00
EDI04	ASN	856 ASN - Missing ASN	Vendor did not transmit ASN for a particular shipment	\$25.00	\$200.00
EDI05	ASN	856 ASN - Non-existent Site #	Vendor submitted an ASN with a site number that does not exist within MCX on the PO	\$25.00	\$25.00
EDI09	ASN	856 ASN - UPC does not match PO	856 ASN - UPC does not match PO With variance(s) in one of the following criteria: UPC / Color / Size / Style / Dimension issues	\$25.00	\$10.00 per UPC
EDI10	ASN	856 ASN - Site # does not match PO	Vendor submitted an ASN with a valid site number but this site number is not on the PO	\$25.00	\$25.00

MCX Rule #	Category	Rule Description	Rule Explanation	Service Fee	Charge Amount
EDI11	ASN	856 ASN - PO cancelled prior to Ship	Vendor submitted an ASN for a PO that was cancelled prior to ship	\$25.00	\$100.00
EDI12	ASN	When performing a manual audit (QA) - ASN contents does not equal shipment contents	When performing a manual audit (QA) - ASN contents does not equal shipment contents	\$25.00	\$200.00
EDI13	ASN	856 ASN - Missing PRO/Tracking #	The ASN was transmitted with no PRO/Tracking number	\$25.00	\$25.00
EDI14	ASN	856 ASN - Invalid SCAC	Receiving team validates SCAC on ASN to actual delivery	\$25.00	\$25.00
EDI15	ASN	856 ASN - Wrong DUNS	Vendor # (DUNS) on ASN does not match PO	\$25.00	\$25.00
EDI16	ASN	856 ASN - Invalid PRO/Tracking #	Vendor submitted an ASN with a Pro/Tracking number that was incorrect	\$25.00	\$25.00
MRL02	BOL	Failure to Consolidate and ship PO's onto one Master BOL for LTL/FTL shipments	Failure to consolidate and ship LTL/FTL orders from one origin to the same destination on the same master BOL	\$25.00	\$125.00
MRL03	BOL	BOL Incorrect or missing Information See attachment/ comments	Failed to use the MCX TMS BOL or authorized exempt vendor/prepaid vendor missing data or has incorrect data	\$25.00	\$100.00
MRL04	CARRIER APPOINTMENT	LTL/FTL Freight not Ready by Carrier Pickup Apt	MCX assigned carrier arrives at origin location and the freight is not ready to be picked up.	\$25.00	\$75.00
MRL05	CARRIER APPOINTMENT	Truck Ordered not Used/Cancelled Timely	Vendor requests a Truck or Container and does not use it or cancel within 24 hours of drop/pickup	\$25.00	\$75.00
MRX01	CARRIER APPOINTMENT	Vendor PREPAID Carrier delivering late or has no Delivery Appointment	Prepaid Carrier attempts to deliver without an appointment, after receiving hours or at least 2hrs earlier or later than the assigned appointment time	\$25.00	\$100.00
MRL06	CUSTOMS	Customs/Commercial Invoice missing or Inaccurate Information	International shipments missing or has inaccurate customs forms and/or commercial invoices	\$25.00	\$75.00
MRL07	CUSTOMS	Japan shipments billed to incorrect account or as collect causing customs issues	International shipments billed to incorrect account or billed as collect	\$25.00	\$125.00

MCX Rule #	Category	Rule Description	Rule Explanation	Service Fee	Charge Amount
EDI06	EDI INVOICE	810 Invoice Unusable or failed transmission	The 810 Invoice is unusable or failed transmission	\$25.00	\$100.00
MRF01	EDI INVOICE	810 Invoice Duplicate Received	More than one EDI 810 for the same shipment transmitted to MCX	\$25.00	\$100.00
MRF02	EDI INVOICE	810 Invoice Not Received Timely	EDI 810 Invoice late (more than 2 days after invoice date)	\$25.00	\$75.00
MRF03	EDI INVOICE	810 Invoice Not Received	An approved EDI 810 vendor failed to transmit the EDI Invoice	\$25.00	\$100.00
MRF04	EDI INVOICE	810 Invoice Vendor sending paper invoices Instead	EDI approved vendor sending paper invoices instead of EDI 810 invoice	\$25.00	\$75.00
MRF05	EDI INVOICE	EDI 810 Invoice Vendor Sending both paper and EDI invoices	EDI approved vendor sending both EDI 810 invoice and paper invoice	\$25.00	\$75.00
EDI07	EDI PO	Failure to respond to 850 with 855 PO update	Vendor did not transmit an EDI 855 PO update to respond to the EDI 850 (PO)	\$0.00	\$0.00
EDI08	EDI PO	Failure to respond to 850 with accurate 997 acknowledgement	Vendor did not transmit an EDI 997 acknowledgement to respond to the EDI 850 (PO)	\$0.00	\$0.00
MRX02	FLOOR READY	Incorrect type of hangers sent with merchandise	Incorrect type of hangers sent with merchandise	\$25.00	\$0.25 per unit min \$25 charge
MRX03	FLOOR READY	Required Hangers not shipped with product	Required Hangers not shipped with product	\$25.00	\$0.25 per unit min \$25 charge
MRX04	FLOOR READY	Product Bathing Suit Liners not included	Required hygienic lining is missing from bathing suit.	\$25.00	\$100.00
MRL08	FREIGHT FEES	Freight Reimbursement from Vendor	MCX Paid Shipment where vendor is billed reimbursement due to vendor error or shipment agreement	\$25.00	Variable - Freight Cost
MRL09	FREIGHT FEES	Shipment Accessorial Fee Marking/Tagging Fee	Accessorial Fee from carrier for correcting labels	\$25.00	\$100.00
MRL10	FREIGHT FEES	Shipment Reconsignment Fee	Reconsignment fee from carrier for shipment change to new or corrected address	\$25.00	\$100.00
MRL11	FREIGHT FEES	LTL shipment Accessorial Fee Weight Variance/Limitation	Accessorial fee applied to LTL shipments from carrier for weight variance reported on the BOL vs actual weight	\$25.00	\$75.00

MCX Rule #	Category	Rule Description	Rule Explanation	Service Fee	Charge Amount
MRL12	FREIGHT FEES	Shipment Special Handling Charges Unauthorized Additional Insurance	Shipper requested additional shipping insurance that was not authorized by MCX	\$25.00	\$50.00
MRL13	FREIGHT FEES	Shipment Special Handling Charges Unauthorized Inside Delivery	Shipper requested Inside Delivery without MCX request or approval	\$25.00	\$50.00
MRL14	FREIGHT FEES	Shipment Special Handling Charges Unauthorized Lift gate	Shipper requested lift gate at pickup or delivery without MCX request or approval	\$25.00	\$150.00
MRL15	FREIGHT FEES	Shipment Special Handling Charges Unauthorized Protect from Freezing	Shipper marked product unnecessarily as Protect from Freezing	\$25.00	\$100.00
MRL17	FREIGHT FEES	Shipment Special Handling Charges Unauthorized Rush fees	Shipper marked as rush delivery without MCX approval	\$25.00	\$50.00
MRL18	FREIGHT FEES	Shipment Special Handling Charges Unauthorized Signature Required	Shipper requested signature required at delivery without MCX request or approval	\$25.00	\$50.00
MRL19	FREIGHT FEES	Small Parcel shipment unauthorized Special Handling Charges. See attachment/comments	Small parcel shipment added services (accessorial fees) not authorized unless approved by MCX in writing	\$25.00	\$50.00
MRF06	INVOICE	Invoice Inaccurate See attachment/comments	Inaccurate information on the invoice submitted to MCX	\$25.00	\$75.00
MRF07	INVOICE	Invoice Missing Required Data See attachment/ comments	Mandatory information missing on the invoice submitted to MCX	\$25.00	\$50.00
MRF08	INVOICE	Late invoice 6 months or older requiring POD and MCX research	Late invoice 6 months or older requiring POD and MCX research	\$25.00	\$100.00
MRF09	INVOICE	Disputed debit memo more than 3 months from date of issue	Debit memo disputed more than 3 months from date of issue	\$50.00	\$0.00
MRF10	INVOICE	Invoiced Multiple Sites on same Invoice	MCX requires only one MCX Site number per invoice	\$25.00	\$50.00
MRF11	INVOICE	DEBIT Memo Notice - See Attached Documents	MRF will notify Vendors of short pays via a Debit Memo Notice, this will provide the vendor knowledge of the short pay faster and maintain record in the portal.	\$0.00	\$0.00
MRM01	ITEM	Item not shipped	Item was ordered and vendor did not notify MCX of back order or out of stock status prior to shipping. Applies to product slated for MCX advertised events/promotions and special buys.	\$25.00	10% COG or \$200 whichever is greater

MCX Rule #	Category	Rule Description	Rule Explanation	Service Fee	Charge Amount
MRM02	ITEM	Item over shipped	Vendor shipped over the PO order quantity without prior approval from MCX.	\$25.00	10% COG or \$200 whichever is greater
MRM03	ITEM	Item under shipped	Vendor shipped less than the PO order quantity without notifying MCX of short fill.	\$25.00	10% COG or \$200 whichever is greater
MRX05	ITEM	Items/Styles Received not on original PO	Item/Style/Color/Size shipped does not match MCX PO ordered Item/Style/Color/Size	\$25.00	\$5 per unit min \$50 charge
MRL20	LABELS	Small Parcel Label Data Missing/Inaccurate. See attachment/comments	Small Parcel label missing or has inaccurate required information	\$25.00	\$1.00 per carton min \$10 charge
MRL21	LABELS	Small Parcel Label Duplicate	Shipper used same small parcel label more than once	\$25.00	\$25 per carton
MRL22	LABELS	Small Parcel Label Improper Placement	Small Parcel labels are to be placed on the longest/tallest vertical side of the carton in the upper left hand corner to the right of the GS1 128 label	\$25.00	\$5 per carton min \$10 charge
MRL23	LABELS	Small Parcel Label Multiple Labels used on same carton	Shipper used the MCX TMS provided label along with additional small parcel label(s)	\$25.00	\$5 per carton min \$25 charge
MRL24	LABELS	Small Parcel Label Wrong Label Used	Shipper failed to use the MCX TMS provided small parcel label and is not an NPL vendor	\$25.00	\$5 per carton min \$25 charge
MRL25	LABELS	GS1 128 Label Data Missing/Inaccurate. See attachment/comments	GS1 128 label data missing or inaccurate to MCX guidance	\$25.00	\$5 per carton min \$25 charge
MRL37	LABELS	Failure to enter appropriate reference detail into reference fields for small parcel	Small parcel reference details missing from small parcel label	\$25.00	\$100.00
MRX07	LABELS	Multiple GS1 128 Labels on single carton	Carton contains more than one GS1 128 label	\$25.00	\$50.00
MRX08	LABELS	GS1 128 Label Duplicate	Shipper used same GS1 128 label more than once	\$25.00	\$100.00

MCX Rule #	Category	Rule Description	Rule Explanation	Service Fee	Charge Amount
MRX09	LABELS	GS1 128 Label Improper Placement	GS1 128 labels are to be placed on the longest/tallest vertical side of the carton in the upper left hand corner to the left of the small parcel label if applicable	\$25.00	\$1.00 per carton min \$10 charge
MRX10	LABELS	GS1 128 Label not Scannable	Serialized Shipping Container Barcode on the GS1 128 label does not scan	\$25.00	\$1.00 per carton min \$10 charge
MRX11	LABELS	GS1 128 Label Missing from Carton	GS1 128 label not on carton for required EDI Vendors	\$25.00	\$5 per carton min \$25 charge
MRL26	MIS-SHIP	Failure to make address change as requested by MCX or Landair	Failure to make address change to shipping documents or Vendor system as requested by MCX or Landair	\$25.00	\$200.00
MRX12	MIS-SHIP	Delivered to Incorrect MCX Site/Address	Merchandise Delivered to a location other than instructed by the MCX TMS	\$25.00	\$200.00
MRX13	MIXED UNITS	Mixed Units Multiple OCONUS Sites on pallet	Vendor ships multiple OCONUS Sites on same pallet, per MCX guidance only one MCX Site per OCONUS location on a pallet	\$25.00	\$200.00
MRX14	MIXED UNITS	Mixed Units Multiple UPCs/Styles, PO's, Sites in Same carton	There must be a clear separation of MCX Sites, POs, and UPC/Styles shipped	\$25.00	\$50 per carton
MRX15	PACKAGING	Packaging Improper Materials	Materials that do not comply with MCX guidance or do not secure/protect the product from damage/loss during transit i.e. use of non clear Clear Poly bags or slip sheets, failure to use FRAGILE labels, corrugate strength not strong enough for product, etc.	\$25.00	\$75.00
MRX16	PACKING SLIP	No Packing Slip or Carton Content information	All orders must contain an auditable content document that contains the UPC and/or Style information and quantity shipped - MCX allows for a packing slip, a detailed GS1 128 label, a carton content label or a carton imprint	\$25.00	\$100.00

MCX Rule #	Category	Rule Description	Rule Explanation	Service Fee	Charge Amount
MRX17	PACKING SLIP	Packing Slip Inaccurate/Missing Information. See attachment/comments	Packing slip or other allowed auditable content document contains missing or inaccurate information i.e. vendor name, PO number, Site Number, Ship to Address, item description, item qty, or item style/UPC	\$25.00	\$100.00
MRL27	PALLETS	Pallets Not Used when required by MCX guidance	LTL/FTL shipment arrived non-palletized without MCX prior approval	\$25.00	\$75.00
MRX18	PALLETS	Pallets for Overseas Not Heat Treated	Product shipped using pallets to OCONUS locations must use heat treated pallets	\$25.00	\$200 per pallet
MRX19	PALLETS	Pallets Stacked Incorrectly	Pallet height must not exceed 72 inches in height and have no product overhang.	\$25.00	\$20 per pallet min \$75 charge
MRX20	PALLETS	Pallets Wrong Size	Pallets must be big enough and strong enough to support product being shipped to eliminate damage/loss	\$25.00	\$20 per pallet min \$75 charge
MRM04	PRICE	Price File Not Submitted to MCX Timely	Price files must be submitted at least 30 days prior to the pricing taking effect. MCX has the right to not honor the new pricing if not received timely	\$25.00	\$75.00
MRX21	PRICE	Vendor MCX Retail Does not Match Retail on PO	Merchandise ticketed retail price does not match MCX agreed retail price	\$25.00	\$1 per unit min \$10 charge
MRL28	SHIPMENT	Shipment Consolidator Troubled Freight. See attachment/comments	MCX consolidator, cross dock or DC requires MCX HQ assistance due to vendor shipment negligence and/or non-compliance	\$25.00	\$75.00
MRL29	SHIPMENT	Small parcel shipment Dimension or Weight Variance	Small parcel weight and/or dimension entered varied from actual	\$25.00	\$50.00
MRL30	SHIPMENT	Shipment Failure to Consolidate/Bundle	Shipper failed to consolidate/bundle per MCX guidelines	\$25.00	\$75.00
MRL31	SHIPMENT	Shipment Freight Terms Violation	Vendor anotated freight charges differently than negotiated by MCX	\$25.00	\$75.00
MRL32	SHIPMENT	Shipment Incorrect/Unauthorized Carrier Used	Shipper used a carrier not provided by the TMS or approved by MCX	\$25.00	\$200.00

MCX Rule #	Category	Rule Description	Rule Explanation	Service Fee	Charge Amount
MRL33	SHIPMENT	Incorrect Shipment Mode	Shipper used a shipment mode not provided by the TMS or approved by MCX	\$25.00	\$75.00
MRL39	SHIPMENT	PO Split/MultiShip Unauthorized	Same PO, Origin and Destination shipped multiple times within shipping window without MCX approval	\$25.00	\$75.00
MRX22	SHIPMENT	Duplicate Shipment	Vendor shipped duplicate order to same location - vendor is liable for freight to and from MCX	\$25.00	\$100 + Freight Cost To and From MCX
MRX23	SHIPMENT	Shipment Delivered on Cancelled PO	Vendor delivered on a cancelled PO or shipped later than the ship not after date and goods received after PO cancel	\$25.00	\$100.00
MRX35	SHIPMENT	Invalid/Missing PO#	Missing/Inaccurate PO on label/document	\$25.00	\$100.00
MRL34	SHIPPING ADDRESS	Shipment Unauthorized Direct to Store	Shipper bypassed instructed ship to location of the MCX Warehouse, consolidator, cross dock or DC without authorization	\$25.00	\$200.00
MRL35	SHIPPING WINDOW	Shipped Earlier than PO Ship Not Before Date	PO shipped or delivered before the Ship Not Before Date without MCX approval	\$25.00	\$100.00
MRL36	SHIPPING WINDOW	Shipped Later than PO Ship Not After Date	PO shipped after the Ship Not After date without MCX approval	\$25.00	\$100.00
MRM05	SHIPPING WINDOW	PO Extension Request	Shipping Window extension request after shipping window has expired or within 3 business days of expiring	\$25.00	\$0.00
MRX24	TICKET	Ticket Incorrect Placement	Vendor placed ticket on the incorrect location on the product	\$25.00	\$0.25 per unit min \$10 charge
MRX25	TICKET	Invalid/Missing Info on Ticket. See attachment/comments	Vendor provided ticket missing or contains inaccurate information	\$25.00	\$0.25 per unit min \$10 charge
MRX26	TICKET	UPC Barcode not Readable	The UPC Barcode on the item is not readable or able to be scanned	\$25.00	\$0.25 per unit min \$10 charge

MCX Rule #	Category	Rule Description	Rule Explanation	Service Fee	Charge Amount
MRX27	TICKET	UPC Barcode/Ticket Missing from Item	The UPC Barcode/Ticket is missing from the item	\$25.00	\$0.25 per unit min \$10 charge
MRL38	TMS	Incorrect carton/pallet count entered in TMS vs Actual Shipped	Information entered into TMS varied significantly than actual freight	\$25.00	\$50.00
MRL40	TMS	PO Validated/Routed in TMS but not shipped	Vendor validated/routed merchandise in TMS but failed to ship	\$25.00	\$100.00
MRL41	TMS	Failure to use TMS for Validation/Routing	Vendor shipped merchandise but failed to validate/route in TMS	\$25.00	\$200.00
MRX28	UPC	UPC Shipped does not match UPC in system New UPC for item	Unauthorized item substitution or UPC swap	\$25.00	\$0.25 per unit min \$10 charge