

USER GUIDE

VENDOR LOGISTICS PORTAL

Online Requests for MCX Shipment Validation and Routing

February 2013



Landair
Solutions from the Ground Up



Revision Sheet

Release No.	Date	Revision Description
Rev. 0	10/07/12	User's Manual for TMS
Rev. 1	10/09/12	Updated screen images
Rev. 2	12/26/12	Updated Screen Images and Directions to accommodate new portal design.
Rev. 3	01/14/13	Updated Screen Images and Directions to accommodate portal modifications.
Rev. 4	1/28/13	Revised based off of team edits
Rev. 5	2/11/13	Revised TMS Setup Form

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1.0 GENERAL INFORMATION

1.1 System Overview

- Function
 - The function of this document is to aid the MCX business Partners in navigating the MercuryGate TMS vendor portal effectively and efficiently.
- Architecture
 - This software is a web based transportation management application customized for third party logistic companies to provide routing and carrier selection.
- User access mode
 - Graphical User Interface.
- System Name
 - MercuryGate Transportation Management System.

1.2 Points of Contact

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

- Landair Transport, Inc. - General Traffic and Help Desk
 - Landair Traffic
E-mail – mcx@landair.com
Phone (Direct) – 866-404-8517
- Landair Transport, Inc. - Escalation
 - Lyndal Harper, Manager TMS
E-mail – lharper@landair.com
Phone (Direct) – 423-783-1489
 - Raj Date, Business Analyst
E-mail – raj@landair.com
Phone (Direct) – 423-783-1227
- MCX Logistics – General Traffic and Help desk
 - MCX Logistics
E-mail – OMBMCXLOGISTICS@usmc-mccs.org
Phone (Direct) – 703-784-3805

2.0 GETTING STARTED

2.1 Accessing the Vendor Portal

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

<https://sites.google.com/a/landairtms.com/mcx-log-in/>

The screenshot shows the MCX Vendor Portal main page. At the top center is the MCX logo with the tagline "CORE BRANDS CORPS VALUE". Below the logo is a navigation bar with a button labeled "Click to Route Your PO" which is circled in red. To the left of the navigation bar is a box with the text "Click image to enter Vendor Portal" and an arrow pointing to a small image of an MCX building. To the right is another small image of a person at a counter. Below the navigation bar is a text block: "If you are having trouble signing in to our Vendor Portal or do not have a location ID, please contact the Landair Traffic Team at 866-404-8517 or by email at mcx@landair.com." Below this text are two links: "Click [here](#) for updated MCX Shipping Guidelines." and "Click [here](#) for instruction on how to route a shipment." At the bottom of the page are two boxes: "Click to view **User Guide** for Vendor Portal" and "Click to view **updated MCX shipping guidelines**".

2.2 New User Registration

If you have not received your MercuryGate Vendor Portal Login ID and Password or if you are a new location, complete the form on page 6 and submit to Landair at E-mail mcx@landair.com or Fax to 423-783-1369 attention MCX TMS Setup. Allow for at least two business days to verify information and process request. Landair will send your Login ID and Password to the emails listed on the form.

MCX TRADING PARTNER TMS SETUP FORM

Check the box that applies to your facility.

- NEW VENDOR
E-mail form to mcxvendorsetup@usmc-mccs.org or
Fax to 703-784-5354 Attention MCX Logistics
-
- UPDATE EXISTING
E-mail form to mcx@landair.com or
Fax to 423-783-1369 Attention MCX Vendor Profile

SHIPPING POINT INFORMATION

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

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

* Shipper Company Name:

* Shipper POC Name: * Phone:

* Shipper Address:

* City: * State:

* Country: * Postal Code:

* Shipping Location Fax: * Commodity:

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

* Group E-mail Address:

* Secondary E-mail Address:

* Other Contact Name: * Other Phone:

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

Vendor Name: DUNS:

Vendor Name: DUNS:

Vendor Name: DUNS:

* Does your location require an appointment for pickup? NO YES, provide appt phone number

Shipping Hours Mon-Fri (please enter all times as Military Time ex. 1300 = 1pm)

* Earliest Appointment: * Latest Appointment:

Notes:

2.3 Logging In

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

The screenshot shows the Landair Solutions login interface. At the top is the Landair logo with the tagline "Solutions from the Ground Up". Below the logo are two input fields: "Login ID:" and "Password:". A red box highlights both input fields, with a callout box on the left stating "Enter Login ID and Password". Below the password field is a "Remember Me" checkbox, also highlighted with a red box and a callout box at the bottom stating "Click Remember Me option box to save login ID and password information to allow for faster access to the Vendor Portal." Below the checkbox is a "Sign In" button, highlighted with a red box and a callout box on the left stating "Click Sign In tab to enter the portal". At the bottom of the form is a link for "Forgot Password?".

2.4 Vendor Home Screen

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

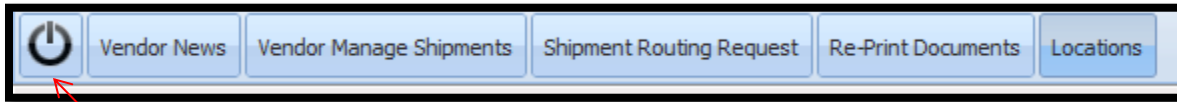
B.

These quadrants will automatically be displayed

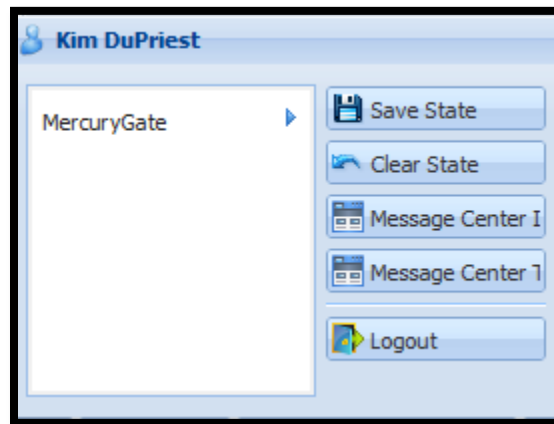
- A. The Vendor or Shipper's Location name
 - B. Logout Function
 - C. Vendor News quadrant
 - D. Shipment Routing Request quadrant
 - E. Re-Print Document quadrant
 - F. Locations quadrant
 - G. Vendor Manage Shipments quadrant
 - H. Quick Launch Tab Menu
- The functions of all the **quadrant items** are described in detail in Section 3.0 **Using the System**

2.4.1 Quick Tab

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



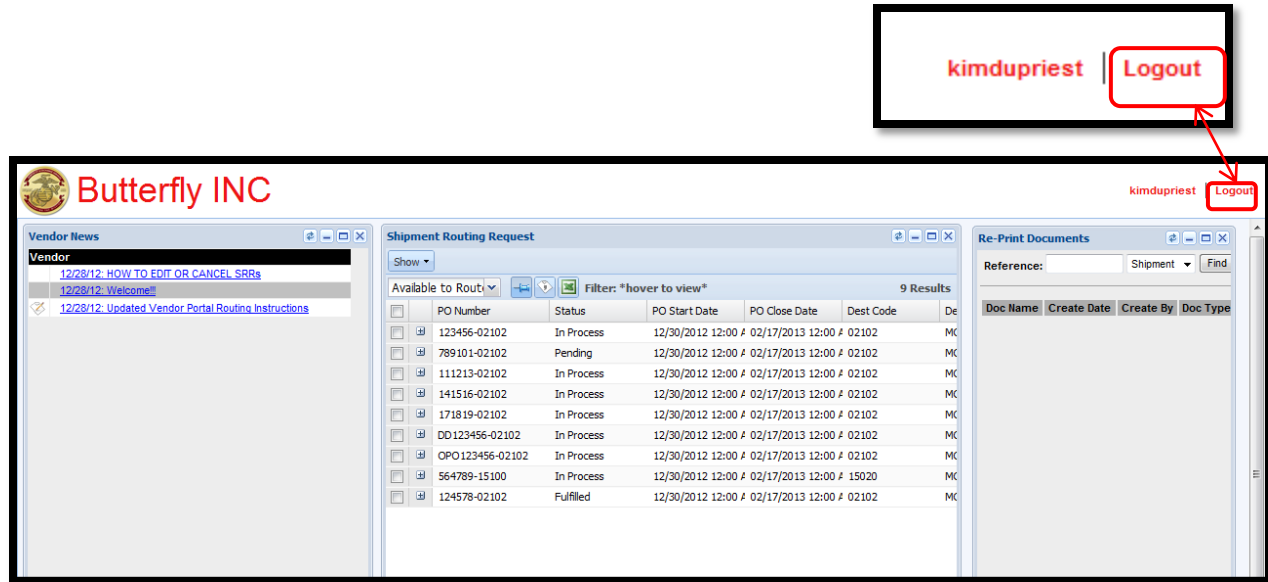
- The **Power button** brings up the MercuryGate user preferences window.



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

2.5 Exiting the System

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



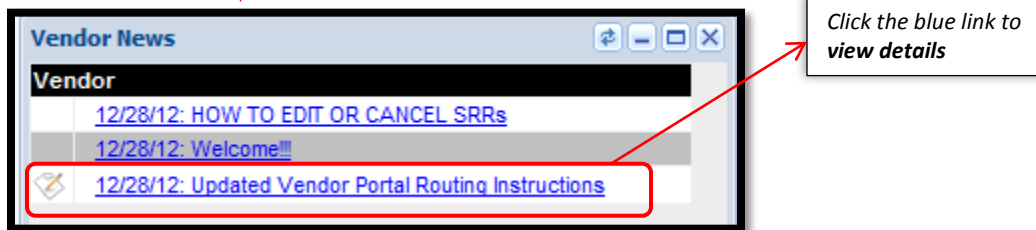
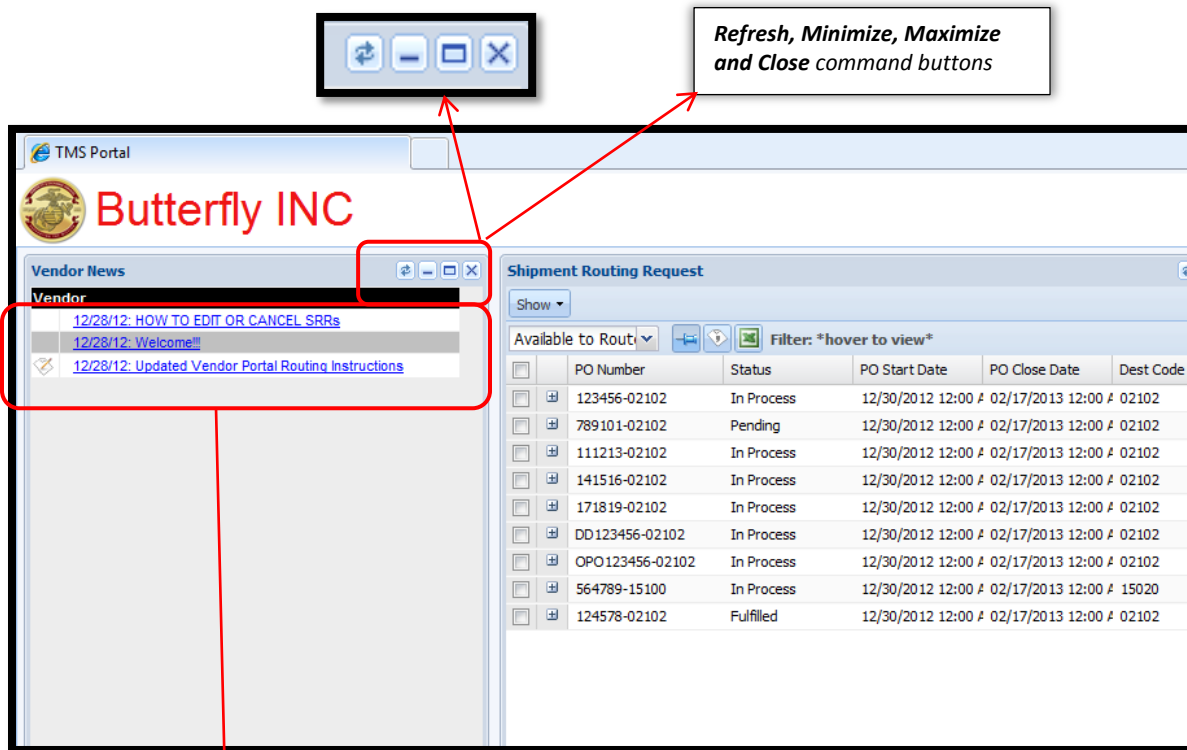
2.6 Changing or Resetting Your Password

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

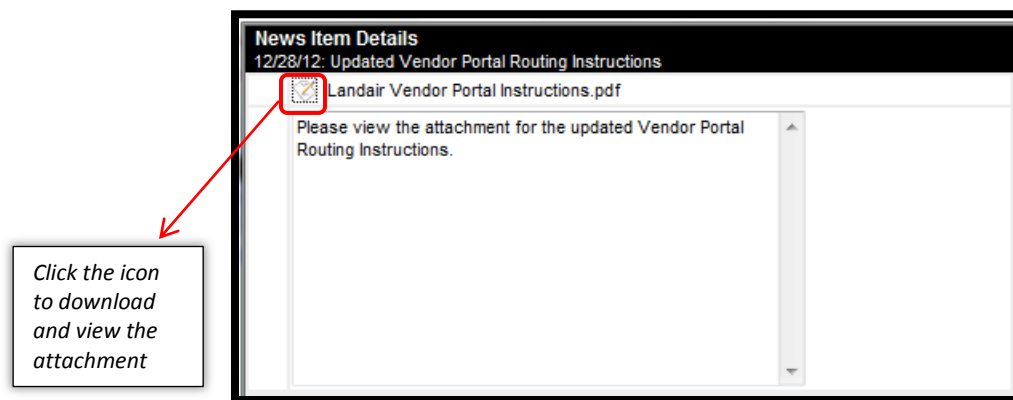
3.0 USING THE SYSTEM

3.1 Vendor News

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

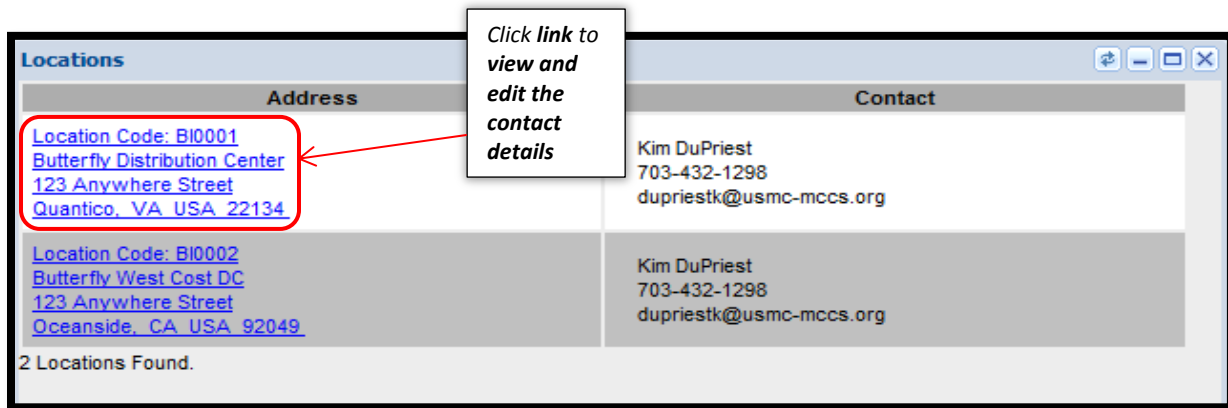


- The **Selected link** will appear as a dialog box with the pertinent details to include document attachments.
- Click on the document icon to download and view any attachments associated with the alert.



3.2 Locations – Shipping Points

- All of the authorized shipping points for the Vendor will be displayed in the **Locations Quadrant**
- The **Locations** are displayed as a list with the **blue links** indicating Vendor locations that are active for the user.



- To modify the shipping location address or to add a new location to the vendor, complete the **MCX Trading Partner TMS Setup Form** located on page 6 and email or fax to Landair.
- To modify the contact information for an address select the blue link to that location.
- An **Edit Location** Box will open, modify appropriate information and press **Save**

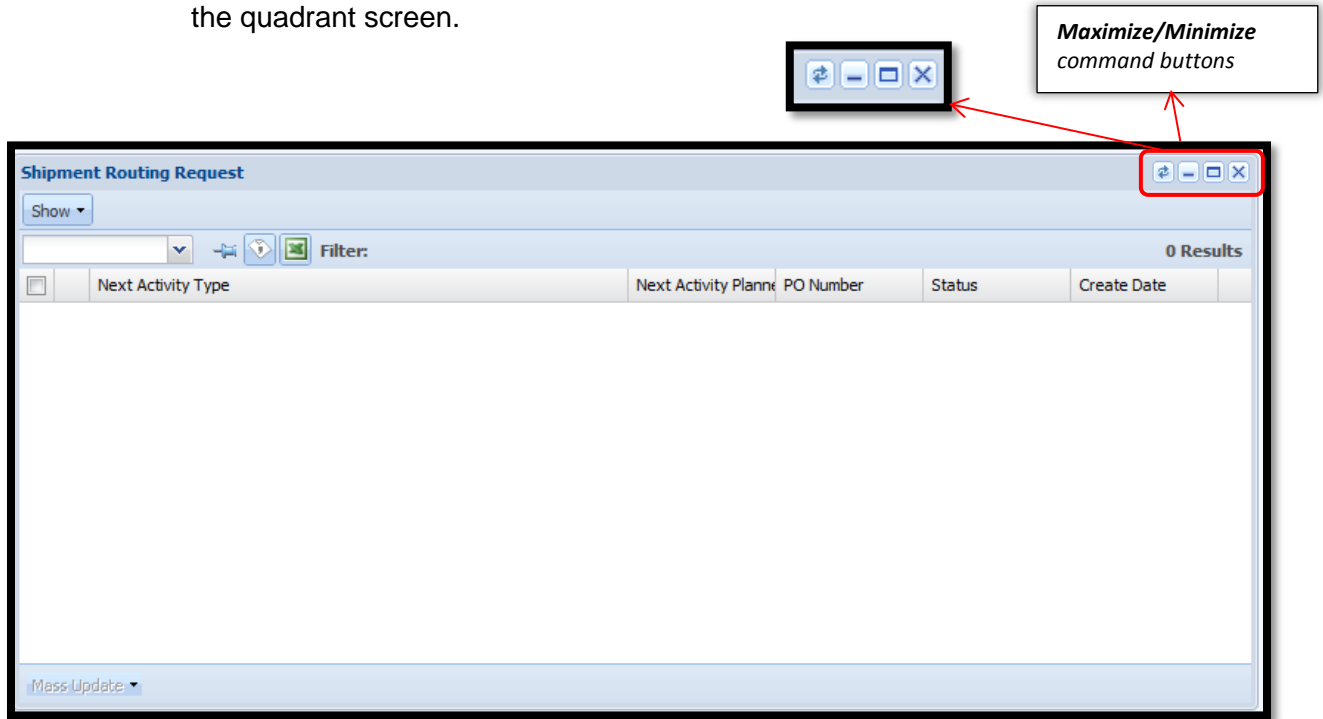
The following fields can be edited by the user:

- Contact
- Phone
- Fax
- Email
(Multiple emails must be separated by a comma ,)
- Comments
- EarliestAppointment time
- Latest Appointment time

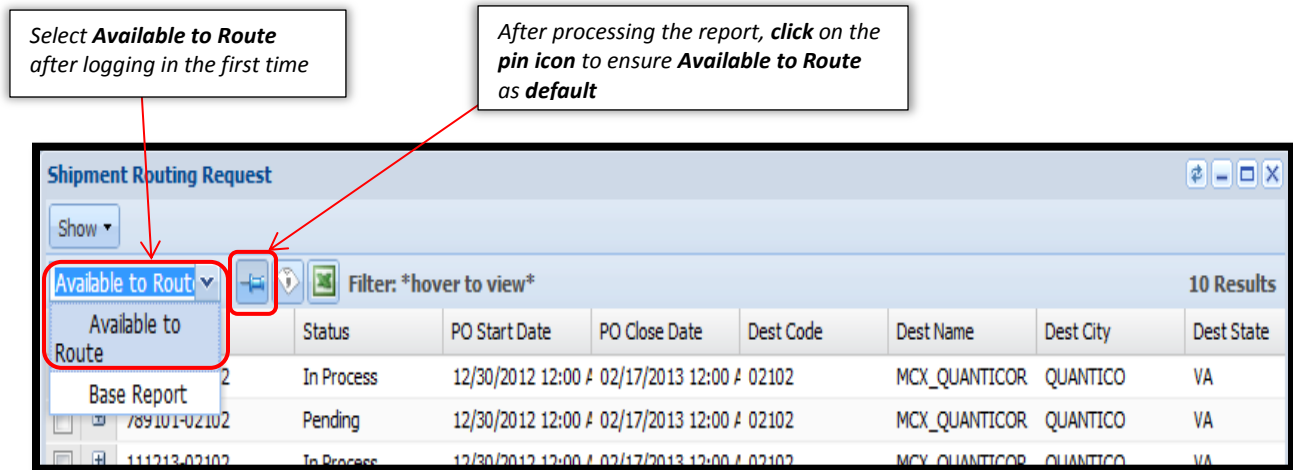
(Times must be entered as standard time xx:xx am/pm)

3.3 Shipment Routing Request

- The **Shipment Routing Request** quadrant is as displayed below
- Maximize the quadrant using the command buttons located on the upper right of the quadrant screen.



- The first time logging in, the **Available to Route** report must be selected for open orders attached to the vendor to display.
- Once the report processes, click on the **pin icon** to pin the report as the default for subsequent visits.



- This quadrant shows all open orders that are authorized to route by the shipper. **Any order that is past the PO close date will not populate.**
- You may request routing up to 5 days prior to the **PO Start Date**
- PO extension requests must be made to the appropriate MCX buyer.
- Shipping on a cancelled PO will result in a non-compliance fee.

PO Number	Status	PO Start Date	PO Close Date	Dest Code	Dest Name	Dest City	Dest State	Ref: Service
123456-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR	QUANTICO	VA	ZDA
789101-02102	Pending	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR	QUANTICO	VA	ZDA
111213-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR	QUANTICO	VA	
141516-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR	QUANTICO	VA	
171819-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR	QUANTICO	VA	
DD123456-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR	QUANTICO	VA	
OPO123456-02102	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR	QUANTICO	VA	
564789-15100	In Process	12/30/2012 12:00 A	02/17/2013 12:00 A	15020	MCX_KANEOHE	KANEOHE BAY	HI	
124578-02102	Fulfilled	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR	QUANTICO	VA	
987654-02102	Pending	12/30/2012 12:00 A	02/17/2013 12:00 A	02102	MCX_QUANTICOR	QUANTICO	VA	ZDA

- The **Shipment Routing Request** columns include
 - **PO Number** – The MCX Purchase Order Number paired with the MCX Site/Store number destination
 - **Status** – the routing status of the order
 - **Pending** – no request submitted by the shipper, open order
 - **In Process** – request for routing submitted by shipper and being processed by the TMS
 - **Fulfilled** – routing has been completed
 - **PO Start Date** – authorized start shipping date designated by the MCX buyer
 - **PO Close Date** – the last date that the PO can be entered for routing approval
 - **Dest Code** – the MCX site/store number as designated by the order
 - **Dest Name** – the Destination Location address code
 - **Dest City** – the city that the shipment will be shipped to
 - **Dest State** – the State the shipment will be shipped to
 - **Ref: Service** – the type of shipping service requested by the MCX buyer

3.4 Searching Open Orders

- To locate the order(s) that you would like to request routing for use the column headers to sort and filter by your unique criteria, this minimizes your open orders to your query.
- Example: Filter by selecting category **Contains** and enter **PO Number** ex 123456

A screenshot of a table with columns: PO Number, Status, PO Start Date, PO Close Date, Dest Code, and Dest Name. The table contains three rows of data. A dropdown menu is open over the 'Status' column, showing 'Sort Ascending' and 'Sort Descending' options. Below the dropdown, a 'Filter By:' field is highlighted with a red box, containing the text 'Contains' and a search input field with the value '123456'.

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

A screenshot of a table with columns: PO Number, Status, PO Start Date, PO Close Date, Dest Code, Dest Name, Dest City, and Dest State. The table contains eight rows of data. A dropdown menu is open over the 'Dest State' column, showing 'Sort Ascending' and 'Sort Descending' options. Below the dropdown, a 'Filter By:' field is highlighted with a red box, containing the text 'Begins' and a search input field with the value 'QUA'.

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

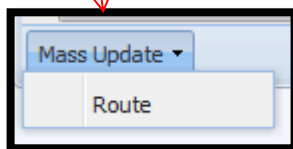
A screenshot of a table with columns: Status, PO Start Date, PO Close Date, Dest Code, Dest Name, Dest City, Dest State, and Ref: Service. The table contains one row of data. A dropdown menu is open over the 'Dest Name' column, showing 'Sort Ascending' and 'Sort Descending' options. Below the dropdown, a 'Filter By:' field is highlighted with a red box, containing the text '=' and a search input field with the value '15020'.

3.4.1 Selecting a Single Order

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

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

Mass Update ▾



Click **Mass Update**
and then click
Route

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

3.4.2 Selecting Multiple Orders

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

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

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

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

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

Error ✕

Selected PO's must have the same services selected.

OK

*If the **Ref: Service** is different then you will receive an ERROR*

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

Error ✕

Destination Names must all match

OK

*If the **Dest Name** is different then you will receive an ERROR*

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

3.5 Request Routing

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

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

Origin Location:

- Select Location: [Dropdown menu]
- Location Type:
- Name:
- Address 1:
- Address 2:
- City:
- State:
- Postal Code:
- Country: USA
- Contact:
- Phone:
- Fax:
- Email:
- Comments:
- Available Date: * [Date field]

Destination Location:

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

At the bottom right of the window are buttons for "Back", "Next", "Save", and "Cancel".

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

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

Origin Location

Select Location:

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

Name: **BI0002: Butterfly West Cost DC**

Address 1: 123 Anywhere Street, Oceanside CA

Address 2:

City:

State:

Postal Code:

Country: USA

Contact:

Phone:

Fax:

Email:

Comments:

Available Date: *

02/06/2013 12:00 AM

February 2013

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

Today

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

Back Save

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

3.5.1 Palletized or Floor Loaded (TL/LTL)

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

The screenshot shows the 'Request Route' window with the following sections:

- Shipment Palletization:** Radio buttons for 'Yes' (selected) and 'No'.
- Services:** Checkboxes for 'Hazardous', 'Lift Gate (D)', and 'Refrigerated'. A red box highlights these three options, with an arrow pointing to a callout box that says 'Select appropriate services'.
- Item 1 - 111213-02102 (PO Number):**
 - Description:*
 - Freight Class:*. A dropdown menu is shown with '070 (Non-Furniture)' selected. A red box highlights the dropdown arrow, with an arrow pointing to a callout box that says 'Drop down arrow for Freight Class selection'.
 - Actual Carton Quantity:*. A spinner box shows '36' and a dropdown menu shows 'CARTONS'.
 - Weight (Include Pallet Weight):*. A spinner box shows '440', with 'Pc' and 'Total' dropdowns.
 - Hazardous:
- Loading Method:**
 - Handling Unit:*. A spinner box shows '1' and a dropdown menu shows 'PALLETS'.
 - Total Handling Units:*. A spinner box shows '1' and a dropdown menu shows 'PALLETS'.
 - Total Shipment Weight:*
 - Cubic Feet Calculation ((LxWxH)/1728):*. A text input field.


Buttons at the bottom: Back, Next, Save, Cancel.

- Select **Yes** if the shipment is palletized or floor loaded (only fixtures, furniture, and appliances are authorized all others must have approval by MCX to floor load).
- Select appropriate **Services** from the options – **Hazardous/Lift Gate/Refrigerated**
- In the **Item section** enter **Description**, appropriate **Freight Class** from the dropdown options, **Weight** to include pallet weight, **Actual Carton Quantity**, and check the **Hazardous box** if applicable.

The screenshot shows the 'Item 1 - 111213-02102 (PO Number)' section with the following data:

- Description:*
- Freight Class:*. 070 (Non-Furniture)
- Actual Carton Quantity:*. 36 CARTONS
- Weight (Include Pallet Weight):*. 440 Pour Total
- Hazardous:

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

- In the **Loading Method** section click the **magnifying glass**  next to **Handling Unit** for available choices. Select the appropriate option.
- Select either **Floor Loaded** (only fixtures, furniture, and appliances are authorized all others must have approval by MCX to floor load) or **Pallets**

Item ID	Description	Freight Class	STCC	NMFC	Commodity	Package Type
FLOOR LOADED	Class 70	70		None		FLR
PALLETS	Pallets	70		None		PLT

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

3.5.2 Non-palletized (small parcel)

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

Request Route

Shipment Palletization

Is your shipment palletized? Yes No

Services

Hazardous Refrigerated
 Lift Gate (D)

Item 1 - 564789-15100 (PO Number)

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

Loading Method

Actual Carton Quantity:* 2 CARTONS

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

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

Back Next Save Cancel

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

Hazardous:

HazMat UN Number:

HazMat Package Group:

Hazmat Shipping Name:

HazMat Contact Name:

HazMat Contact Phone:

- The **Loading Method** section will expand based on the **Actual Carton Quantity** entered.
- Select **All Dimensions the Same, Yes** or **No**, and input appropriate dimensions and carton weights and click **Next** to continue. **Note, cubic feet will automatically be calculated once the dimensions are entered*

Loading Method

Actual Carton Quantity:* 2 CARTONS

Recommended Maximum Bundled Quantity: 2

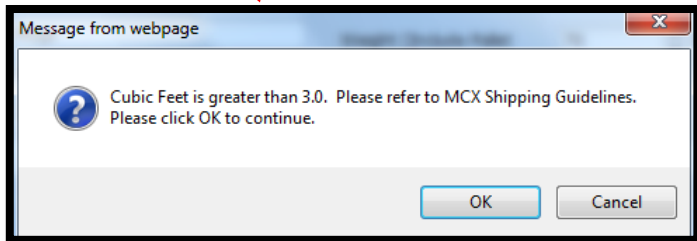
All dimensions the same? Yes No

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

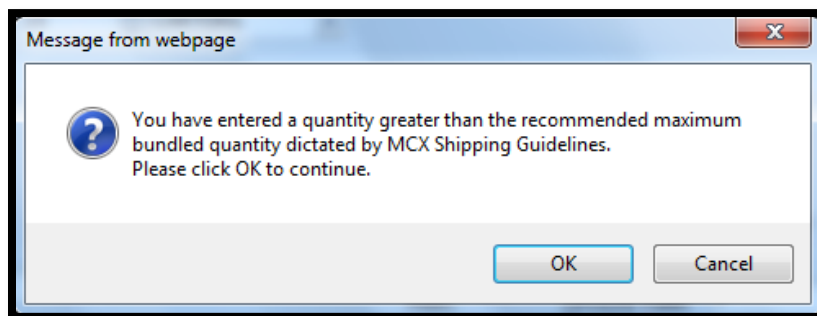
Dimensions (L x W x H):* 18 x 18 x 24 in Cubic Feet: 4.5 Weight (Include Pallet Weight):* 40 Poun Total

Back Next Save Cancel

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



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



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

3.5.3 Multiple PO Entry

- Select appropriate choice for **Is your shipment palletized?**
- Select appropriate **Services** from the options – **Hazardous/Lift Gate/Refrigerated**
- In the **Item Sections** notice that each individual PO has it's own section. Enter **Description, Freight Class** from the dropdown options, **Weight , Actual Carton Quantity**, and check the **Hazardous box** if applicable per PO.

Shipment Palletization

Is your shipment palletized? Yes No

Services

Hazardous Refrigerated
 Lift Gate (D)

Item 1 - 123456-02102 (PO Number)

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

Item 2 - 789101-02102 (PO Number)

Description:* Teddy bears Weight (Include Pallet Weight):* 100 Pour Total
 Freight Class:* 070 (Non-Furniture) Hazardous:
 Actual Carton Quantity:* 2 CARTONS

Item 3 - 987654-02102 (PO Number)

Description:* Flags Weight (Include Pallet Weight):* 60 Pour Total
 Freight Class:* 070 (Non-Furniture) Hazardous:
 Actual Carton Quantity:* 3 CARTONS

Loading Method

Handling Unit:* PALLETS Total Shipment Weight:* 230
 Total Handling Units:* 1 PALLETS Cubic Feet Calculation ((LxWxH)/1728):* 46

Back Next Save Cancel

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

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

3.5.4 Summary and SRR Record

- Once the **Shipment Characteristics** and the **Loading Method** has been completed, the below summary screen will appear
- All information needs to be validated, any **Special Comments** entered, and the **Terms and Conditions** statement read and agreed to before the shipment (SRR) can be created
- If any changes need to be made, click **Back** to adjust accordingly; otherwise click **Save** to create the Shipment Routing Request (SRR) record.

Request Route

Summary

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

Special Instructions

Contact

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

Terms and Conditions

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

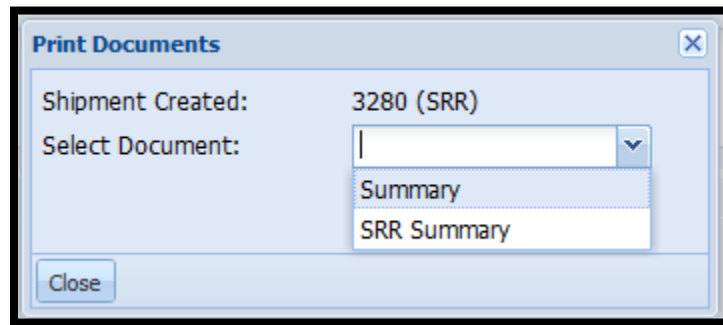
I agree to the above terms and conditions.

Back **Next** **Save** **Cancel**

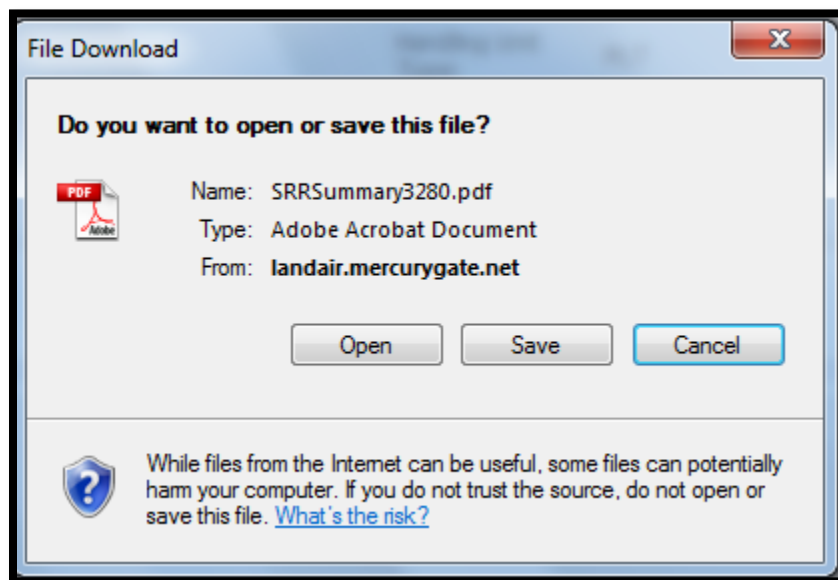
Click Save to proceed, Back to return to previous screen or Cancel to quit

Terms and Conditions box must be checked to continue

- After **Save** has been selected a **Print Documents** window will open with the **SRR** number.
- In the **Select Document** field use the drop down to select **SRR Summary**.



- A **File Download** window will open giving the options to **Open**, **Save** or **Cancel** the document. **Open** and **Print** or **Save** the SRR Summary for your records.



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

SRR Summary (3280)

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

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

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

Services	No services requested.
References	<ol style="list-style-type: none"> 1. 3280 (SRR) 2. 00362 (PoolID) 3. BI0001 (Shipper Alias) 4. 02102 (Consignee Alias) 5. LANDA37744 (Bill To Alias) 6. dupriestk@usmc-mccs.org, ombmcxlogistics@usmc-mccs.org (Created By) 7. 111213-02102 (PO Number) 8. Test PO (Special Instructions)
Rate Information	Customer rate details unavailable.
Special Instructions	No special instructions.
Contact	Landair Traffic Phone: 866-404-8517 Email: mcx@landair.com

3.6 Freight Routing Notification (FRN) E-Mail

- Once the SRR has been approved and a carrier assigned you will receive a Freight Routing Notification (FRN) E-mail within 4 business days of request and not to surpass the close ship date. The email will include the following information.
 - SRR#
 - Ship Date (must ship on or one business day before or after of this date)
 - MBOL#
 - Carrier SCAC
 - Carrier Name and Service
 - Destination
 - Important Compliance
 - Attachments (Shipment BOL or Small Parcel Labels)

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

Message | PrintLandairTRBOL-M3692.pdf (16 KB)

Hello valued MCX Vendor.

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

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

Important Items to consider with this notification:

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

From: mcx@landair.com
 To: DuPriest CIV Kimberly; OMB MCX Logistics
 Cc:
 Subject: MCX Freight Routing Notification M3693 (MBL) |


Message | PrintLandairTRBOL-M3693.pdf (16 KB) | label1Z94A7F20298725252.pdf (43 KB) | label1Z94A7F20295580468.pdf (43 KB)

Hello valued MCX Vendor.

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

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



Important Items to consider with this notification:

 BILL OF LADING		BOL NO: M3692 Print Date: 01-15-2013								
Ship From Butterfly Distribution Center 123 Anywhere Street Quantico, VA 22134		Carrier: UPS LTL SERVICE Seal #: Trailer #:								
Ship To MCX_QUANTICOOR 3044 Catlin Ave MCCS RETAIL HQ QUANTICO, VA 22134		Available Ship Date: 01-15-2013 <input type="checkbox"/> Master Bill of Lading With attached underlying Bills of Lading								
3rd Party Freight Charges: Bill To MCX C/O Landair PO Box 938 GREENEVILLE, TN 37744 Landair MCX Traffic, 866-404-8517,		References PO Number: 111213-02102 SCAC: UGSP SRK: 3280 MHL: M3692								
Special Instructions: Pick-up and Delivery appointments: required.		Freight Terms: Prepaid: _____ 3rd Party: <u> X </u>								
Accessorials:										
CUSTOMER ORDER INFORMATION										
PO #	SRK #	Site #	HM	Product Description	Cartons	Weight	Cube	Pallets	Shipping Cartons	Freight Class
111213-02102	3280	02102		Teddy Bears	36	440	20.0	2	0	70
GRAND TOTALS :					36	440.0	20.0	2	0	
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, reference 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.				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: _____						
Shipper: _____										

Example of a BOL that will be emailed to you

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

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

20 LBS DWT: 12.12.12 2 OF 5	SHIP TO: KANEHOE BAY, TOKIHIKA (808) 254 7532 MCX-KANEHOE MCX-KANEHOE BAY P.O. BOX 938 KANEHOE BAY HI 96863	HI 967 9-02 	UPS 2ND DAY AIR TRACKING #: 1Z 9AA 7P2 02 9558 0468 2 	BILLING: 3RD PARTY 
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3.7 Vendor Manage Shipments – Search Status

- The **Vendor Manage Shipments** quadrant helps users to find shipments created based on a time period selection or other searchable criteria.
- Expand the **Vendor Manage Shipments** quadrant using the **command button** to maximize the quadrant screen.

Vendor Manage Shipments

Latest Pick-Up From 01/14/2013 Status: Booked Cancelled

Latest Pick-Up To 01/16/2013 Delivered In Transit

Type Shipment Pending Rated

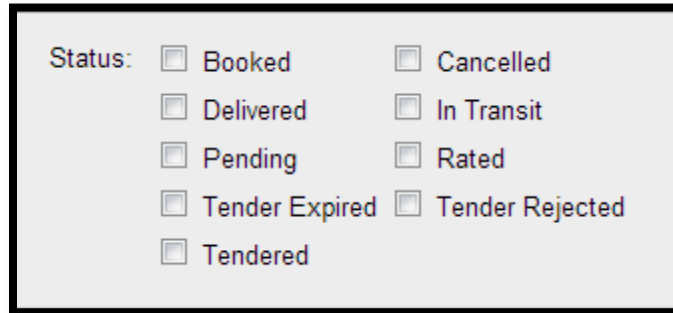
Reference Tender Expired Tender Rejected

Tendered

Pri Ref▲	Status	Oriqin	Latest Pick-Up	Actual Pick-Up Date	Destination	Actual Drop Date	Carrier Name
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- The expanded view of the **Vendor Manage Shipments** portal is shown above
- **Uncheck the date selection boxes** to search all possible dates or use the calendar boxes to enter a date range to minimize search
- **Check the Reference box** and enter your reference number
 - the SRR number
 - the PO number
 - the MCX site/store number

- The status section shows the different search criteria for tracking shipment statuses
- **Check** any of the following criteria boxes to search for the shipments and track their statuses.



A screenshot of a web interface showing a 'Status:' label followed by a grid of checkboxes for various shipment statuses. The statuses listed are: Booked, Cancelled, Delivered, In Transit, Pending, Rated, Tender Expired, Tender Rejected, and Tendered. Each status has an unchecked checkbox to its left.

- **Status:**
 - **Booked** – This status box checked will return the shipments that have been booked with a carrier but not picked up
 - **Delivered** – This status box checked will return the shipments that have been delivered to the destination locations (Green = On Time, Red = Late)
 - **Pending** – This status box checked will return the shipments that have not been planned
 - **Tender Expired** – This status box checked will return the shipments that have not been accepted by a carrier for pick up
 - **Tendered** – This status box checked will return the shipments that have been assigned a carrier
 - **Cancelled** – This status box checked will return the shipments that have been cancelled due to PO expiration date or cancellation notice from MCX
 - **In Transit** – This status box checked will return the shipments that are currently in transit to the destination locations (Green = On Time, Red = Late)
 - **Rated** – This status box checked will return the shipments that have been assigned a dollar value by the assigned carrier per destination location; \$ value not visible
 - **Tender Rejected** – This status box checked will return the shipments that have been rejected by a carrier and must be tendered to another carrier

- User can select multiple search criteria to return shipment tracking results.
- Click **Find** to search the specific shipment for details – all orders that meet your criteria will populate.

Vendor Manage Shipments

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

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

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

- The example above retrieved all SRRs that contained the PO 111213.
- The Query results provides
 - **SRR Number** – the Shipment Routing Request Number assigned to the order
 - **Status** – see page 29 for Status definitions
 - **Origin** – City and State of pickup
 - **Latest Pick-Up** – latest ship date obtained from the order minus weekends, holidays and carrier requirement notification days
 - **Actual Pick-Up Date** – carrier acknowledged date of pickup
 - **Destination** – City and State for delivery
 - **Actual Drop Date** – actual delivery date
 - **Carrier Name** – Carrier/Service assigned to shipment
- Click on the **blue** SRR link to get additional information pertaining to the shipment.

Shipment Summary: 3142 (SRR)

Shipment Status: Delivered
 Loads: M3286 (MBL)

Locations

Origin	Destination	Bill To
Vendor: BI0002 Butterfly West Cost DC 123 Anywhere Street Oceanside, CA USA 92049 Appt: 02/14/2013 11:59PM to 02/14/2013 11:59PM No contact specified.	MCX 02102 MCX_QUANTICOR 3044 Catlin Ave QUANTICO, VA USA 22134 Appt: 02/22/2013 11:59PM to 02/22/2013 11:59PM No contact specified.	Bill To LANDA37744 MCX C/O Landair PO Box 938 GREENEVILLE, TN USA 37744 Contact: Landair MCX Traffic phone: 866-404-8517 email: mcx@landair.com Payment terms: Prepaid

Items

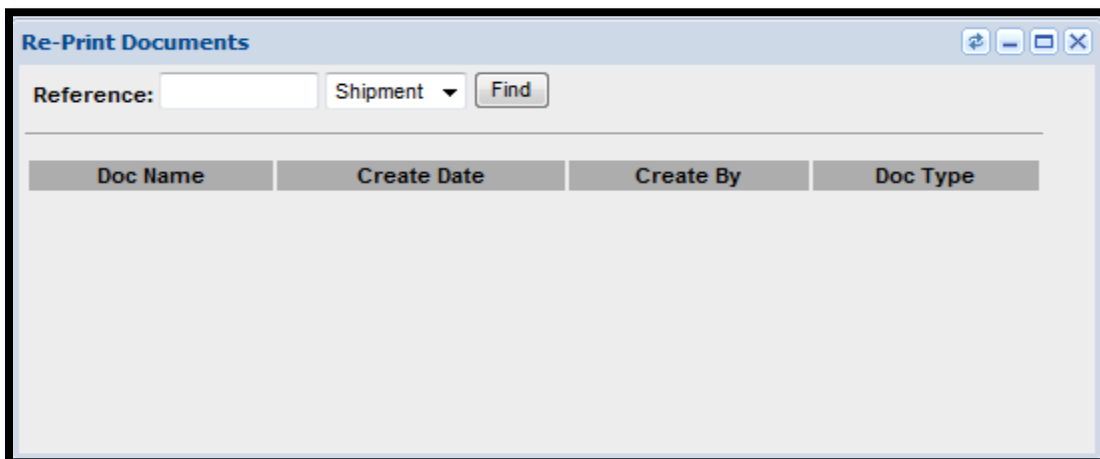
Item ID	HazMat	Class	NMFC	Weight	Act Qty	Descr
124578-02102-2	no	70.0		350.0 lb	25.0 CARTONS	?

3.8 Edit SRR

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

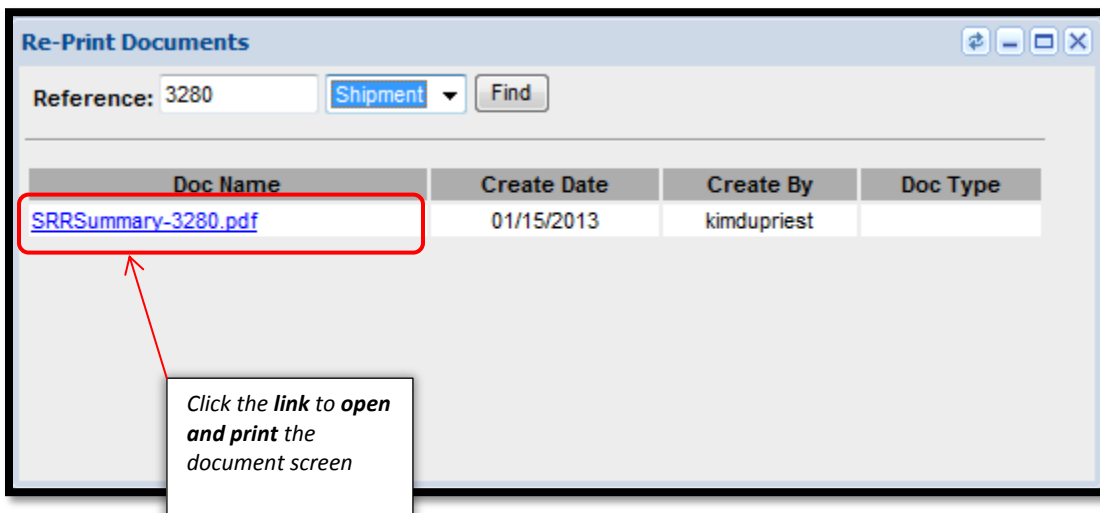
3.9 Re-Print Documents

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



The screenshot shows the 'Re-Print Documents' window. At the top, there is a search area with a 'Reference:' text box, a 'Shipment' dropdown menu, and a 'Find' button. Below this is a table with four columns: 'Doc Name', 'Create Date', 'Create By', and 'Doc Type'. The table is currently empty.

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



The screenshot shows the 'Re-Print Documents' window after a search. The 'Reference:' text box contains '3280', the 'Shipment' dropdown is selected, and the 'Find' button is highlighted. The table below now contains one row of data:

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

A red box highlights the link 'SRRSummary-3280.pdf' in the 'Doc Name' column. A callout box with an arrow pointing to the link contains the text: 'Click the link to open and print the document screen'.

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

The screenshot shows a window titled "Re-Print Documents" with a search interface. The "Reference" field contains "M3693", and the "Load" dropdown is selected. A "Find" button is visible. Below is a table with the following data:

Doc Name	Create Date	Create By	Doc Type
label1Z94A7F20298725252.pdf	01/15/2013	Remote	
label1Z94A7F20295580468.pdf	01/15/2013	Remote	
label1Z94A7F20298417077.pdf	01/15/2013	Remote	
label1Z94A7F20297311085.pdf	01/15/2013	Remote	
label1Z94A7F20299178495.pdf	01/15/2013	Remote	
PrintLandairTRBOL-M3693.pdf	01/15/2013	lyndalharper	

A red circle highlights the first five links in the table. A red arrow points from this circle to a callout box containing the text: "Click the link to open and print the BOL or shipping labels".

3.10 OPO, DD, and Procurement Orders

- Occasionally routing of an **OPO (Open Purchase Order)**, **DD (Direct Delivery)**, or **Procurement PO** is required.
- A list of OPO, DD, and Procurement Order numbers by vendor and approved destination ship to will be loaded in TMS for normal routing.
- The OPO, DD, and Procurement Order numbers will populate in your open orders in the **Shipment Routing Request** quadrant.
- If you do not see the OPO, DD, and Procurement Order number you have been required to use, please contact Landair Traffic at mcx@landair.com or 866-404-8517