

# MCX TRADING PARTNER TMS SETUP FORM

*Check the box that applies to your facility.*

NEW VENDOR

- E-mail form to [mcxvendorsetup@usmc-mccs.org](mailto:mcxvendorsetup@usmc-mccs.org) or  
Fax to 703-784-5354 Attention MCX Logistics

UPDATE EXISTING

- E-mail form to [mcx@landair.com](mailto: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: