

SELLING TO THE MILITARY EXCHANGE SERVICES

The Military Exchanges Services are the largest component of the Military Resale System. Exchanges function as non-appropriated fund activities. Meaning they do not receive an appropriation from Congress to cover operational expenses. Their operating funds are generated from the monies earned through the sales of merchandise. Profits above operating costs (dividends) are used to fund Morale Welfare and Recreational Programs aboard military installations. Exchange sales total more than \$10 billion in sales with over 3,000 retail outlets.

Military Exchanges Services consists of:

Army Air Force Exchange Service headquartered in Dallas, Texas. 3911 South Walton Walker Boulevard, Dallas TX 75236

Navy Exchange Service headquartered at, 3280 Virginia Beach Blvd. Virginia Beach, VA 23452-8724

Marine Corp Exchange Service headquartered at 3044 Catlin Ave. Quantico, VA 22134-5099

Coast Guard Exchange Service headquartered at Community Services Command 510 Independence Parkway, Suite 500 Chesapeake, VA 23320

Each of these individual headquarters are responsible for the product selection for their respective retail outlets. This equates to products being sold across 12,000 Exchange facilities worldwide, in catalogs, and online; thus, enhancing the quality of life for active duty military, National Guard members, Reservists, and Retirees. Exchanges sell all categories of products typically found in any retail location as well as operating franchised retail and food establishments within their operating environment.

The Army Air Force Exchange service is the largest of the exchange branches. The following links can provide the information necessary to become a possible supplier to the Army Air Force Exchange Service:

- <http://partners.aafes.com/sourcelist/>
- <https://www.aafes.com/Images/doingbusiness/handbook.pdf>
- [Exchange Retail Purchase Order Terms and Conditions](#)
- [Supplier Requirements \(Sept 18\): applicable to Exchange Purchase Orders](#)
- [Guide for Visiting the Exchange HQ Vendor Reception Center](#)
- [Exclusive Brand Supplier Requirements manual](#)
- [Revised Rates Notice](#)
- [Authorization to Enter Military Installations](#)

Navy Exchange Service is the next largest of the Exchange Services and operates all retail establishments aboard Navy Installations and ships afloat. The following links can provide the information necessary to become a supplier to the Navy Exchange Service:

- [Vendor Guide](#)
- https://www.navsup.navy.mil/public/navsup/business_opps_vendor_form/
- [Corporate Contracts](#)
- [Merchandising Division](#)
- [Procurement Policy](#)
- [General Provisions - NEXCOM Publication No. 61 \(P-61\)](#)

Marine Corp Exchange Service is responsible for the operation of exchange operations aboard Marine Corp Bases worldwide. The following links can provide the information on becoming an MCX supplier:

- [MCX VENDOR STANDARDS GUIDE 01 JULY 20](#)
- [Tax Exempt Memo](#)
- [MCX Terms & Conditions 01 May 2014](#)
- [PayMode-x Setup](#)

Coast Guard Exchange Service is responsible for the operation of exchanges aboard Coast Guard Installations. The following links can provide information of becoming a Coast Guard Exchange Supplier:

- <https://shopcgx.com/images/Forms/CGX%20HQ%20Directory-forWeb.pdf>
- <https://shopcgx.com/images/Forms/US%20Coast%20Guard%20Exchange%20Shipping%20Guide.pdf?1433942006813>

There are third party Military Resale Brokers who can assist with the process of presenting and servicing you products to the various Exchange Services. A source for locating a military broker is the American Logistics Association which is a trade association dedicated to supporting the military resale system.
<https://www.ala-national.org/>

They can be reached at (202) 466-2520 or emailed at membership@ala-national.org