

# NEIMAN MARCUS / BERGDORF GOODMAN DOMESTIC CONSTRUCTION-VISUAL ROUTING INSTRUCTIONS

Traffic Department (903) 233-5597  
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**ONLY the Traffic Department is allowed to issue routing or instructions on shipping.**

## SHIPPING INSTRUCTIONS

**Failure to comply with the following instructions will result in a charge back to the vendor for a minimum charge of \$150.00.**

- 1) Merchandise must be crated or in corrugated cartons. Packing must be able to withstand normal truckload or LTL shipping. Any damages due to improper packing will result in a charge back of freight and merchandise to the vendor.
- 2) **All** Purchase Order number(s) must appear on every bill of lading or air bill. For all shipments the PO# must appear in the PO# or billing reference field on the bill. **Failure to comply will result in a charge back of full freight plus a \$50.00 processing fee, subject to a \$150.00 minimum charge.**
- 3) **Do not insure or declare a value on any shipment.**
- 4) All shipments should ship via our designated surface transportation carrier. Use of an **unauthorized** carrier will result in a charge back for full freight.
- 5) All air shipments must be routed by the Traffic Department.
- 6) The Traffic Department must route all shipments more than 8,000 lbs. and/or over 1/2 trailer load.
- 7) **All** Blanket Wrap shipments must be routed through the Traffic Department - (903) 233-5597.
- 8) Vendors cannot prepay freight without the approval of the Neiman Marcus Transportation Department.
- 9) All shipments regarding **RUSH ORDERS** consisting of wall covering, fabric, or lighting must have the approval by the appropriate Capital Purchasing Agent prior to shipping.
- 10) Note: Shipments for Store #31 AM (Ala Moana, Hawaii), call Traffic.
- 11) Note: Shipments for Store #17 OB- Must be a pup or LTL delivery. (No 53' Trailers)

## SHIPPING INSTRUCTIONS

When shipping, these instructions apply to all purchase orders when terms are FOB-destination freight collect.

Please refer to the shipping matrix below:

- 1) **Authorized freight carrier bills** should be sent freight collect and billed to:  

**Neiman Marcus**  
**Attn. Alisa Jones**  
**2301 Neiman Marcus Pkwy**  
**Longview, Texas 75602**
- 2) Approved **prepaid freight** must be **billed** on a **separate invoice** from product and sent to the above address. Must be pre-approved by NM Transportation Department by calling (903) 233-5597. This is for freight charges only and **actual freight bills** from the carriers **must be sent (along with invoice)** as back up.
- 3) **Unauthorized billing of freight, handling and insurance charges** on an invoice will result in a **charge back** for the total freight amount. Actual copies of freight bills from carriers must be furnished.

### Shipping Matrix Authorized Freight Carriers

Small Package Shipments 1-200 lbs.	Less Than Truck Load (LTL) Shipments 201-8,000 lbs.	Truck Load Shipments Over 8,000 or 1/2 Truck Load	Carpet Shipments All Weights
FedEx Ground Collect (800) 762-3725	FedEx Freight – Priority Service 3 <sup>rd</sup> Party Freight Collect	Call Neiman Marcus Transportation Department at (903) 233-5597	Xpress Global Systems – Carpet Mills in GA & CA only (800) 367-4416 3 <sup>rd</sup> Party Freight Collect
			FedEx Freight – Priority Service Carpet Mills in all other states (800) 443-3786