

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

Traffic Department (903) 233-5597  
E-mail: Alisa\_Jones@neimanmarcus.com

**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 ½ 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**

<b>Small Package Shipments 1-200 lb.</b>	<b>Less Than Truck Load (LTL) Shipments 201-8,000 lb.</b>	<b>Truck Load Shipments Over 8,000 or ½ Truck Load</b>	<b>Carpet Shipments All weights</b>
FedEx Ground Collect (800) 762-3725	Fed Ex Freight 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 – Carpet Mills in all other states 800-443-3786