

**NEIMAN MARCUS / SUPPLY PRODUCT
ROUTING INSTRUCTIONS**

Traffic Department (903) 233-5536

ONLY the TRAFFIC department is allowed to issue routing or instructions on shipping.

**SUPPLY DISTRIBUTION DOCK HOURS ARE:
6:00 A.M. To 12:00 P.M. Central Standard Time**

Effective February 1, 2010 FedEx Ground will be required to make a separate delivery of goods destined to our Supply Distribution Center in Longview, TX. Currently this freight delivers to our Receiving dock mixed in with vendor merchandise and other goods.

The current ship to address is:

Neiman Marcus
2301 Neiman Marcus Parkway
Longview, Tx. 75602

Effective February 1, 2010 the new delivery address is:

**Neiman Marcus
Supply Distribution Center (SDC)
2304 Neiman Marcus Parkway
Longview, TX. 75602
903-233-5675**

Supply vendors are being notified now to begin shipping to the new address. The new address is located at the South end of our facility. There are three dock doors at that end of the facility that can be used for delivery - dock doors 31, 32, 33 and 34.

This will require your local terminal to segregate deliveries for 2301 and 2304 Neiman Marcus Parkway, Longview, TX. and make two separate and distinct deliveries. You currently deliver all goods our receiving dock - 2301 Neiman Marcus Parkway, Longview, TX and you would need to make the 2304 Neiman Marcus Parkway, Longview, TX delivery a separate delivery stop. Please confirm when this new delivery information is communicated to the local Supervisor and drivers.

PACKING INSTRUCTIONS

Failure to comply with the following instructions will result in a charge back to the vendor in the amount of **\$100.00**.

- 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) Purchase order number(s) must appear on every bill of lading or air bill.
- 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) The Traffic Department - (903) 233-5536, must route all air shipments.
- 6) The Traffic Department – (903) 233-5536, must route all shipments more than 10,000 lbs. and/or over ½ trailer load.
- 7) Vendors cannot prepay freight without the approval of the Neiman Marcus Transportation Department —(903)-233-5536.

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. Freight Payment Desk
2301 Neiman Marcus Pkwy
Longview, Texas 75602**

- 2) **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.
- 3) A **purchase order #** or **expense center #** must appear on your **bill of lading in the billing reference section**. Failure to show a purchase order # or expense center # on your bill of lading will result in a **charge back of \$150.00**.

SHIPPING MATRIX

Authorized Freight Carriers

Small Package Shipments 1-200 lb.	Less Than Truck Load (LTL) Shipments 201-10,000 lb.	Truck Load Shipments Over 10,000 or ½ Truck Load
FedEx Ground Collect (800) 762-3725	FedEx Freight 3 rd Party Freight Collect	Call Neiman Marcus Transportation Department: (903) 233-5536