

## Merchandise Packing Requirements

Last modified: 04/15/22

How to properly pack your merchandise by all of or item categories - Hard Goods, Soft Goods, Apparel, Jewelry, and Food

### Hard Goods

**Neiman Marcus and Bergdorf Goodman Store Shipments:** All items should be packed by store and PO.

**Neiman Marcus Direct/Lockerstock/Express Allocation:** All items must be packed by individual SKU and each have protective covering. Style Number must be attached to exterior of covering or visible through it.

#### Hard Good Packing Requirements

Please confirm with your buyer that your item **IS NOT** a re-shipper and is packed in a box smaller than Length 27" Width 27" and Height of 24" before following these guidelines.

If your item is a re-shipper please reference the re-shipper page here:

#### Furniture

1. Special handling instructions (i.e. 'Fragile', 'Glass' or directional arrows) must be used and are helpful to Neiman Marcus furniture handlers, and to our freight carriers. However, the use of these warning signs does not supplant the packaging requirements outlined in this document.
2. Product with glass, doors, or drawers must be labeled 'Truck From.'
3. All case goods should be resting on a minimum 1" x 4" wood platform.
4. Within the container, corner guards or reinforcements must protect all corners of the item, and edges protruding in the body of the item.
5. Glass must be wrapped in bubble and placed in a separate carton, secured inside the outer container.
6. Marble must be wrapped in bubble and placed in a separate carton, packed vertically within the outside container.
7. Drawers, doors, hardware, shelving, etc. must be packed securely within the carton.
8. See National Motor Freight Classification (NMFC) item 79000 for additional minimum packing requirements for Furniture.
9. Furniture items must be packaged in the applicable "F" package as referenced in items under FURNITURE GROUP in the National Motor Freight Classification. See Item 79000 for additional information.
10. As a minimum requirement, furniture items tendered for transportation must also conspicuously bear the triangular symbol certifying that this item meets the performance requirements of National Motor Freight Classification Item 181.

#### Mirrors/Framed Art

1. Mirrors/framed art should be double-boxed, with a minimum of 3 inches on each side of the interior box, with dunnage on all six sides. For an example click [here](#).
2. Mirrors/framed art may be packed in a double-wall container large enough for 6" of bubble-wrap on all sides of the product.
  - Packing material between the mirror and the glass must be shock absorbent. (Do not use packing material that will put direct pressure on the mirror)
  - Raised portions of the merchandise should be protected. (Decorations or extensions)
3. Containers must have some sort of reinforcement in the center of the carton to prevent collapse under extreme weight conditions (typical stacking in a ship-alone environment).
4. See NMFC Item 137440 sub 1 for additional minimum packing requirements for mirrors and framed art.
5. Special handling instructions (i.e. 'Fragile', 'Glass' or directional arrows) must be used and are helpful to Neiman Marcus package handlers. However, the use of these warning signs does not supplant the packaging requirements outlined in this document.

### **Dinnerware/Glassware**

1. Dinnerware/Glassware must be packaged by selling unit as specified on the purchase order.
2. Dinnerware/Glassware should be tightly packed within the Supplier package, and all voids should be filled with appropriate dunnage to prevent damage.
3. When applicable, the bubble wrap method can be used to cover individual items and filling voids inside carton.
4. Special handling instructions (i.e. 'Fragile', 'Glass' or directional arrows) must be used and are helpful to Neiman Marcus package handlers. However, the use of these warning signs does **not** supplant the packaging requirements outlined in this document.
5. See NMFC Item 47500 (dinnerware) and Item 88140 (glassware) for additional minimum packing requirements.

### **Stone/Concrete/Garden/Resin**

1. Large or heavy stone or concrete garden items should be packed following the guidelines established for furniture product.
2. Item must be packed in a double-wall container.
3. Within the container, corner guards or reinforcements must protect all corners of the item, and edges protruding in the body of the item.
4. The stronger points of the item should be supported. Thin/Weaker points should not be touching sides of box or packaging.
5. Heavy garden items often need to be floor loaded by the shipper. These items must be packed in such a way to prevent crushing by other packages stacked on top of them.
6. Special handling instructions (i.e. 'Fragile', 'Glass' or directional arrows) must be used and are helpful to Neiman Marcus package handlers.) However, the use of these warning signs does not supplant the packaging requirements outlined in this document.
7. Accessories or pumps need to be secure within the box. There should be no movement within the carton.

## Rugs

1. Must be in a bag of at least 6mil in thickness.
2. The ends must be secured shut and taped down to the bag
3. All rugs should be rolled tightly so that the ends are aligned.
4. Rugs should be packed tightly into the polybag. All excess material should be taped down. Please see Rug Packaging Training document for further packaging details (click here for [Rug Packaging Training Document](#)).
5. Hand Knotted rugs should be folded.

## Lamps

Lamps should be boxed with the lamp and the shade together. If not please contact your merchant representative and ask for an exception. A prep form would need to be completed by the merchant to request the exception. (Exception: Merchandise must still be packed by selling unit – One box per shade or lamp base).

For questions contact NMD packaging at [nmdpckaging@neimanmarcus.com](mailto:nmdpckaging@neimanmarcus.com).

1. Lamps and lampshades should be separate within the carton.
  - Shade should not be touching the side of the box. If the shade can not be suspended with space between the shade and the box then appropriate packing material may be used. Paper or any absorbent packing material to keep the shade centered may be used. Please note that paper with printed material on it is not allowed.
2. A lamp base that is breakable must have at least 3" of packing material between the base and the box. (Glass, Ceramic, crystal etc...)
3. All items should be secure within the box. (Not moving around)
4. All small items must be easily visible to our customers. (Example: Finials or screws may be placed a poly bag and secured to the inside flap or attached to the lamp or cord.)
5. See NMFC Item 109400 for additional minimum packing requirements for lamps.

## Ceramic or Glass Home Décor

1. Home décor items must be packaged by selling units as specified on the purchase order. Set or each.
2. The most important factor for packing ceramic or glass home decor is that it is tightly packed within the vendor package and all voids are filled with appropriate dunnage.
3. Bubble is the preferred method of wrapping individual pieces of dinnerware/glassware.
4. Accessories or pumps need to be protected and secure within the box.
5. If the merchandise is to be placed in a re-shipper box, please refer to the re-shipper guidelines.

## **Soft Goods**

**Neiman Marcus and Bergdorf Goodman Store Shipments:** All items should be packed by store and PO.

**Neiman Marcus Direct/Lockerstock/Express Allocation:** All items must be packed in protective covering by individual sku

## **Soft Good Packing Requirements**

### **Bed Linens, Towels and Window Treatment**

1. Decorative Pillows should be inserted into the coverlet
2. Towels must be packaged separately by SKU (by style and color).
3. Draperies should be on hangers (by selling unit) protected with clear plastic or in a clear plastic zip bag that fits the product appropriately. (There should be no movement)
4. Rods and Finials should be protected and packed by selling unit.

### **Shoes and Handbags**

1. Shoes and Handbags (w/Retail value of \$500 and above) must have dust bags.
2. Each shoe must be contained in an individual plastic bag to prevent damage. **Suede shoes only**
3. Shoes must contain enough packing material to prevent movement of the shoes within the box.
4. Extra heel caps must be secured within the box to prevent damage to the shoes.
5. Shoe boxes must be secured to prevent the box from opening. **Store 7088, 7089, 7079 and 7099**
6. Handbags should be covered with a poly bag or inserted into a box even if a cloth cover is provided.

## **Apparel**

**Neiman Marcus and Bergdorf Goodman Store Shipments:** All items should be packed by store and PO.

**Neiman Marcus Direct/Lockerstock/Express Allocation:** All items must be packed in protective covering by individual sku

### **Hanger Requirement - Neiman Marcus Stores & CUSP**

1. All Apparel in Divisions below must ship on the approved NMG **Black** Hanger (Exclusion - Men's departments)
2. Black hanger is required to have a glossy finish with a black swivel hook
3. Pant and suit hangers must have a silver bar with a black swivel hook

#### **Divisions**

11	Women's Apparel
14	Contemporary Apparel (Exception Cashmere)

1. All **Intimate** and **Children's** Apparel in the Divisions below must ship on the approved NMG **Clear** Hanger.
2. The clear hanger is required to be clear in color with a silver swivel hook
3. Pant and suit hangers must have a silver bar with a silver swivel hook

#### **Divisions**

15	Children's
18	Intimate Apparel

\*\* All other Divisions CAN ship on a Supplier hanger if available.

## **Hanger Requirement - Bergdorf Goodman**

1. All departments must ship on the approved NMG **Black** Hanger (Exclusion - Men's departments)
2. Black hanger is required to have a glossy finish with a black swivel hook
3. Pant and suit hangers must have a silver bar with a black swivel hook

The following Suppliers are allowed to ship on the Supplier hanger

Chanel

Akris

Lanvin

**TO PURCHASE THE APPROVED NEIMAN MARCUS GROUP HANGERS** - We have negotiated with our hanger supplier "Mainetti/ Randy/ A&E" a reduced case cost for your purchase.

Please contact our representative:

Irma Mendoza | Global Account Manager

Irma.Mendoza@mainetti.com

Office: 562.741.2963

[Mainetti Order Form 4.15.22](#)

## **Jewelry**

**Neiman Marcus and Bergdorf Goodman Store Shipments:** All items should be packed by store and PO.

**Neiman Marcus Direct/Lockerstock/Express Allocation:** All items must be packed in protective covering by individual SKU.

### **Jewelry Packing Requirements**

1. Merchandise must be packed by PO and Store. Separated, packaged and protected by individual SKU (style/color/size) with protective covering:
  - Poly bag-The product label with requirements must be visible.
  - Bubble wrap-The product information must be listed on outside of bubble wrap.
  - Presentation box- The product label with requirements must be on outside of box.
2. All jewelry must be packaged by selling unit.
3. All peripheral items must be packaged with matching jewelry (i.e., jewelry item, pouch, warranty card, polishing cloth, presentation box, etc.)
4. Any jewelry sets (i.e., multiple/3 bangle bracelets) must be packaged together within a poly bag.
5. All jewelry should be packaged and shipped with pouches or presentation boxes. Jewelry should never be inside pouch.
6. Any type of presentation box must include jewelry inside the designated box. This includes watch boxes, gift tins, sunglass cases, etc.
7. If your item is shipped in unique or signature packaging, this packaging must be **approved** prior to shipment. NMD-related Please contact the Neiman Marcus Direct Packaging Department. Specific items may require a 10% overage of packaging sent direct to our Las Colinas Fulfillment Center.

8. Each item must have a sticker, tag, stamp, or hangtag attached to the merchandise indicating the manufacture style # and country of origin.

## Food

**Neiman Marcus and Bergdorf Goodman Store Shipments:** All items should be packed by store and PO.

**Neiman Marcus Direct/Lockerstock/Express Allocation:** All items must be packed in protective covering by individual sku

### Food Packing Requirements

Each item must state the following:

1. Name of the product
2. Net weight of the product
3. Manufacturer's name and place of business
4. Packer's name and place of business
5. "Distributed by Neiman Marcus, Dallas, TX 75201" (Private Label Only - Must have authorization to use)
6. Name and address of the vendor
7. Ingredients
8. Nutritional labels. If exempt you must provide documentation to your merchant representative prior to the merchandise arriving at a Neiman Marcus facility.
9. Expiration date or best by date. (Julian date is not accepted as the expiration date; however the product may contain the Julian date for vendor tracking.)
10. Baskets or sets containing units with multiple expiration dates must have the expiration dates listed on the outside of the box or basket.

Each shipment of food must contain merchandise with the **same expiration**