Supply Vendor Packing and Shipping Information

Last modified: 05/17/23

PACKAGING SPECIFICATIONS

Failure to perform the Packaging Specifications #1-7 will result in a $100 violation assessment charged, per specification, plus any additional charges incurred to have the item(s)/shipment(s) meet the specifications:

1. All empty space within any carton is to be filled with newsprint or another form of dunnage to insure box strength and a minimum of shifting. Any carton that contains a folding or rigid gift box is to have a slip sheet in the top, bottom and sides of the carton.
2. The maximum weight of the carton is not to exceed 30 lbs.
3. All cases are to be marked with the Neiman Marcus item number.
4. All items are to be packed in full units of measure as outlined on the release Purchase Order. No partial units of measure will be accepted. If partial units are shipped, there will be a $100 violation assessed.
5. Each item is to be palletized separately and wrapped with stretch film. See Attachment "A" for proper stretch wrapping procedures.
6. Do not mix items on the pallet. Any exception must be approved by Neiman Marcus Supply Distribution Manager or Inventory Coordinator.
7. A packing list with the Neiman Marcus Release Purchase Order Number and Neiman Marcus Item number must be attached to the lead pallet or carton of the shipment.

SHIPPING SPECIFICATIONS

Failure to perform Shipping Specifications #1-4 may result in a $100 violation assessment, per pallet per specification, and may included additional charges incurred to have the pallet(s)/shipment(s) meet the specifications. Failure of specification #5 and #6 could result in a violation assessment chargeback of the actual freight charges incurred.

1. All items are to be shipped on Standard 4 way pallets. Size can be 40" x 48" See Attachment "B"
2. The height of the loaded pallet from the floor to the top of the pallet should not exceed 55". Any exceptions to the height have to be approved by the Neiman Marcus Supply Distribution Manager or Inventory Coordinator. See Attachment "B"
3. No carton is to overhang the pallet on any side. See Attachment "B"
4. Pallets are to be loaded with the 48" dimension parallel to the sides of the trailer and the 40" dimension parallel to the nose and tail of the trailer.
5. All deliveries must be scheduled with Neiman Marcus. If you are a prepaid vendor a dock appointment is not necessary as long as you are delivering within 48 hours of the expected due date for your shipment ,(PO release), and within the SDC dock hours of 6:30 AM - 12:00PM, (you must provide the due date to the freight carrier so they know this). If you are a collect vendor, please call Neiman Marcus Transportation at NMG_Transportation@neimanmarcus.com. This includes all prepaid as well as prepay and add shipments. Delivery hours are 6:00 AM until 12:00 PM Monday through Friday. Only the SDC Management can make

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exceptions to these delivery guidelines.

6. If your are shipping third party or collect for the first time to Neiman Marcus, you must contact our Transportation Department to ensure proper setup for billing at NMG_Transportation@neimanmarcus.com. Please refer to the shipping matrix for restrictions and guidance related to weight, number of pallets/cartons, etc.

How do I get FedEx Ground Collect shipping capabilities?

1. The Neiman Marcus Supplier will need to open a FedEx Express and Ground account number.
2. Once the account numbers are established, contact FedEx Customer Service at 1-877-340-2840 and request to be authorized to ship Ground Collect packages.
    - The vendor can also request to ship online at FedEx.com.
    - If shipping via your in house manifest system, you will need to select “bill ground collect” billing option in this system.
    - If you are shipping via the internet at FedEx.com, you will need to select the “bill ground collect” billing option box.
    - In both scenarios the packages shipped will be billed collect when the driver reaches his destination and scans the delivery cartons and then scans the collect billing barcode at the Neiman Marcus facility.

CARTON DAMAGES

Failure to perform Routing, Packaging and Shipping Specifications that result in damage to cartons on pallets, will incur a $100 violation assessment, per specification ,plus any additional charges required to have the pallet(s)/shipment(s) meet the specifications. Cartons with damages, containing damaged product, will be returned to the Vendor at the Vendor’s expense.

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