

Merchandise Packing Guidelines

Last modified: 12/10/12

Hard Goods

All merchandise must be packed sufficiently to reach Neiman Marcus, Bergdorf Goodman Stores and Neiman Marcus Direct customers without damage.

Neiman Marcus, Bergdorf Goodman, CUSP & Last Call Store Shipments: All items should be packed by store and PO.

Neiman Marcus Direct/Last Call Online Shipments/Lockerstock/Express Allocation: All items must be packed by individual sku

Hard Goods 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 ('Fragile', 'Glass' or directional arrows), must be used and are helpful to furniture handlers, and carriers.
2. All case goods should be resting on a minimum 1" x 4" wood platform.
3. Within the container, corner guards or reinforcements must protect all corners and edges.
4. Glass must be wrapped in bubble and placed in a separate carton, secured inside the container.
5. Marble must be wrapped in bubble and placed in a separate carton, packed vertically in the container.
6. Drawers, doors, hardware, shelving, etc. must be packed securely within the carton.
7. 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.

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.
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 (Decorations or extensions) of the merchandise should be protected.
3. Containers must have reinforcement in the center of the carton to prevent collapse under heavy weight.
4. Special handling instructions ('Fragile', 'Glass' or directional arrows), must be used and are helpful to handlers.

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 vendor 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 the carton.
4. Special handling instructions ('Fragile', 'Glass' or directional arrows), must be used and are helpful.

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 and edges protruding on 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 to prevent crushing by other cartons stacked on top of them.
6. Special handling instructions ('Fragile', 'Glass' or directional arrows), must be used and are helpful to package handlers.
7. Accessories or pumps need to be secured within the box. There should be no movement within the carton.

Rugs

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

For questions contact NMD packaging at nmdpackaging@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. Paper with printed material on it is not allowed.

2. A lamp base that is breakable (Glass, Ceramic, crystal etc...) must have at least 3 inches of packing material between the base and the box.
3. All items should be secure within the box.
4. All small items must be easily visible to customers. (Example: Finials or screws may be placed a poly bag and secured to the inside flap or attached to the lamp or cord.)

Ceramic or Glass Home Décor

1. Home décor items must be packaged by selling units as specified on the purchase order as a 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

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Soft Good Packing Requirements

The items below should meet apparel and textiles requirements.

1. Linens
2. Bed Pillows
3. Decorative Pillows should be inserted into the coverlet
4. Towels must be packaged separately by SKU, style and color.
5. Draperies should be on hangers, by selling unit, protected with clear plastic or bag that fits the product appropriately.
6. Rods and Finials should be protected and packed by selling unit.

Shoes and Handbags

1. Shoes and Handbags must be inside dust bags.
2. Each shoe must be in an individual plastic bag to prevent damage.
3. Shoes must contain 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.
6. Handbags should be covered with a poly bag or inserted into a box even if a cloth cover is provided.

Apparel

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Apparel Packing Requirements

Garment On Hanger apparel must be fully protected with a clear plastic bag.

Hanger Requirement - Neiman Marcus Stores

Vendors will have two options to ship apparel merchandise into Neiman Marcus Stores as stated below. The below listed departments must follow the hanger requirements for Neiman Marcus Stores, CUSP and Last Call.

1. Purchase Neiman Marcus Approved Hangers- Neiman Marcus has negotiated with our hanger supplier "Mainetti" a reduced case cost for your purchase.

Please click [here](#) for a hanger order form.

Please contact our representative:

Irma Mendoza

irma.mendoza@mainetti.com

562.741.2963

2. Flat Pack Merchandise - No Vendor Hangers- All hangers removed from merchandise in carton.

Merchandise that is purchased for "In Store" hanger departments must be shipped on the vendor hanger to expedite processing. Please click on the link for the approved "In Store Hanger Program" departments, In Store Hanger Listing PDF. This listing only includes those departments that are approved to ship on the vendor hanger.

You will be receiving communication from Neiman Marcus when shipments do not comply with the new requirement. Please feel free to contact Neiman Marcus Stores Vendor Compliance with any questions.

The following Neiman Marcus Stores, CUSP, and Last Call departments must follow the above hanger requirements before shipping to The Neiman Marcus Group. All other departments may ship on a vendor hanger.

(Excludes Neiman Marcus Direct store 08801 & 08806)

22	43	82	187	205	286	414	436	499
25	46	83	188	214	287	416	439	676
28	47	121	194	216	290	417	440	706
29	49	154	196	217	304	418	443	778
32	51	179	197	218	311	427	459	779
37	52	181	198	239	315	433	489	782
42	76	182	204	245	338	435	498	784

Hanger Requirement - Neiman Marcus Direct/Last Call Online

Neiman Marcus Direct - Warehouse 1	Last Call Online - Warehouse 6
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GOH Departments			GOH Departments	
Dept	Department Name		Dept	Department Name
516	Bridge Collections		742	Suits
519	Leisure		763	Gowns
520	Contemporary Collections		All other Apparel Departments ship without hangers	
524	Leisure Collection			
527	Men's Sportswear			
528	Branded Sportswear			
529	Branded Sportswear			
530	Galleria, Dress Collection			
533	Galleria, Dress Collection			
534	Galleria, Dress Collection			
535	Bridge Career			
537	Fine Apparel			
539	Intimate Apparel			
551	Designer II			
557	Bridge Career			
568	Bridge Career			
575	Fashion Accessories, Children's			
576	Fine Apparel			
582	Fashion Accessories, Children's			
583	Galleria, Dress Collection			
590	Men's Sportswear			
592	Fine Apparel			
593	Galleria, Dress Collection			
594	Fashion Accessories, Children's			
937	Outerwear			
938	Contemporary Separates			
939	Fine Apparel			
941	Fine Apparel			
942	Classic Couture			
943	Classic Couture			
956	Contemporary Collections			
957	Contemporary Collections			
962	Fashion Accessories, Children's			
977	MK Apparel			
979	Bridge Career			
983	Fashion Accessories,			

	Children's			
988	Contemporary Separates			
989	Contemporary Separates			

Jewelry

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Jewelry Packing Requirements

- Merchandise must be packed by PO and Store, packaged by individual SKU (style/color/size) and shipped in a 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.
- All jewelry must be packaged by selling unit.
- Items such as jewelry item, pouch, warranty card, polishing cloth, presentation box must be packaged with the jewelry.
- Any jewelry sets (i.e., multiple/3 bangle bracelets) must be packaged together within a poly bag.
- If the item is shipped in unique or signature packaging, this packaging must be **approved** prior to shipping.
Neiman Marcus Direct - 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.
- Pricing of any kind should not be on the packaging or merchandise.
- Each item must have a sticker, tag, stamp, or hangtag attached to the merchandise indicating the manufacture style number and country of origin.

Food

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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 address
4. Packer's name and address
5. "Distributed by Neiman Marcus, Dallas, TX 75201" (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**