General Routing and Shipping Instructions

Last modified: 03/15/24

1. Buyers are **NOT** authorized to issue vendor routing. All approved routings will be listed on the NMGOPS portal routing guide.
2. Vendors should validate all purchase orders through the PO Verification tool on the NMGOPS portal prior to shipping. If a purchase order shipping window/status is not valid, contact your Buyer.
3. All Purchase Orders on a shipment must be valid PO's and must arrive at the NMG location (DC, store etc) or consolidator no sooner than the "Start Ship Date" and no later than the "Cancel Date". Shipments with PO's outside this date range will be refused and returned to the shipper at the supplier's expense. Multiple PO shipments will be rejected even if only one PO is outside of the shipping date range.
4. Approved routings can be found through the Routing Guide tool on the NMGOPS portal.
5. Vendor standard routing can be viewed via the routing guide portal with just your Neiman Marcus (NM) DUNS and department number.
6. Vendor PO specific routing, including exception routings, can be viewed via the routing guide with your valid PO number.
7. Upon entering your PO or NM DUNS and Department number in the routing guide tool, **verify your ship from zip code** in the "Ship From Zip" field is accurate.
8. Store listings or a Store link will be shown in the "Ship To Store" column for each DC.
9. The routing guide will specify the ship to location, the carrier and the service level that must be used based on shipment carton count and weight criteria.
10. Any questions regarding the specified routing should be directed to the NMG Transportation Department.
11. Please contact the NMG Transportation Department for proper routing for the following:
    - Shipments requiring temperature controlled service (i.e. candles in the summer, cosmetics in the winter)
    - Perishable merchandise
    - Furniture shipments (Dept. 736)
    - Sample shipments
    - Shipments with extremely high value (i.e. fine jewelry, furs)
    - Shipments over 8,000 lbs. or greater than 749 cubic feet.
12. **The Purchase Order number must appear on the FedEx shipping label in the 'billing reference' field or 'PO reference' field when using FedEx.**
13. Do not insure or declare a value on any shipment unless authorized by NMG Transportation prior to shipping.
14. Charges such as duty, weight inspection fee, driver detention fee and notification-prior-to-delivery fee will be charged back to the vendor.
15. The Neiman Marcus Group does not allow freight, insurance, handling, packing, crating or any other

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miscellaneous charges on a merchandise invoice.

16. If the vendor uses Performance Team West or The Gilbert Company to ship merchandise to the consolidator and the freight invoice from the carrier is not paid within 30 days, Neiman Marcus will assume the invoice and charge the amount plus a $50.00 surcharge back to the vendor.
17. Please direct any routing or shipping question to the NMG Transportation Department at 469-262-1255 or NMG_Transportation@neimanmarcus.com prior to shipping.
18. For Truck-load pickup requests please click here or enter https://tinyurl.com/5ea84pu6 into your browser.

LTL Shipping Instructions

- When shipping multiple PO's to the same location on a single day, one master BOL should be used.
- The Purchase Order number must be listed on the Bill of Lading.

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