

## SDC Vendor Checklist

Last modified: 05/17/23

### Shipping Department

1. Check NMGOPS.com for shipment instructions relating to present out-bound shipment.
2. If product ships in full pallets, assure that 4-Way Pallet, 40"X48" is used.
3. If product ships in full pallets, assure that no product over-hangs the pallet.
4. If product ships in full pallets, assure that pallet is shrink wrapped per instructions on NMGOPS
5. If product ships in full pallets, assure that there is no mixed product on the pallet, one part number per pallet.
6. Confirm receipt date on release will be met by method of shipment.
7. If method of shipment will not meet required date, notify Customer Service for correction.
8. Confirm all boxes are labeled as specified on NMGOPS.
9. Confirm Packing slip specifies requirements on NMGOPS.
10. Confirm product on packing slip matches product to be shipped.
11. Confirm product quantity on packing slip matches quantity to be shipped.
12. Confirm product quantity is not a partial shipment.
13. Confirm unit of measure for product to be shipped is correct.
14. Confirm pallet is the designated height of 55", and does not exceed specified height.
15. Confirm that each box/case does not exceed 50 pounds.
16. Confirm any discrepancies above have been corrected and meet Neiman Marcus specifications.
17. Tracking number logged in shipment system.
18. Confirm that purchase order number appears on bill of lading.

### Customer Accounts Receivable

1. Confirm that invoice reflects the correct purchase order number.
2. Confirm that invoice reflects proper Neiman Marcus Part Number.
3. Confirm that invoice reflects proper Unit of Measure.
4. Confirm that invoice reflects proper cost per unit of measure.
5. Confirm that invoice reflects the correct payment terms as specified by the purchase order.
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