Shipping Document Requirements

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Instructions for Paperwork Preparation, Packing Slip, Bill of Lading and Manifest

Paperwork Preparation

If you are an EDI compliant Supplier and receive your purchase orders electronically, you are NOT REQUIRED to include packing slips with your shipments.
EXCEPTION: All Special Order and Direct To Store shipments are required to have a packing list attached to each carton, containing the contents of that carton.

Paperwork Preparation Instructions for Consolidators/LTL/Common Carriers

FEDEX&UPS Ground/FEDEX&UPS Air Shipments
For all Non-EDI shipments, attach a packing slip to the outside of each individual carton. The packing slip should only represent the contents inside that one individual carton. Do not combine items for other cartons. FedEx shipments are not required to prepare a BOL or manifest.
VIA Consolidator – Performance Team
For all Non-EDI shipments, attach one copy of a packing slip to the outside of each carton. The packing slip should only represent the contents inside that one individual carton. Prepare a "packet" of paper to give to the performance team driver. This packet must be clearly labeled "Consolidated Paper." The packet of paper will include a Master BOL, Manifest by DC and Department and Packing Slips. The packing slips must be attached to the correct manifest. One BOL is required per shipment.
VIA Any Other Carrier to include LTL, YRC, FedEx Freight & Dedicated Trailers
For all Non-EDI shipments, attach one copy of a packing slip to the outside of each carton. The packing slip should only represent the contents inside that one individual carton. Prepare a "packet" of paper to attach to the lead carton of the shipment. This packet must be clearly labeled "Consolidated Paper." The packet of paper will include a Master BOL, Manifest by DC and Department and Packing Slips. The packing slips must be attached to the correct manifest. One BOL is required per shipment.

Packing Slip

If you are an EDI compliant Suppiler and receive your purchase orders electronically, you are NOT REQUIRED to include packing slips with your shipments.
Packing Slip Requirements

1. All Non EDI Supplier shipments, Special Orders and Direct to Store orders MUST have a packing slip by

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carton, a single purchase order, and single store.
2. The packing slip should list only the contents of that carton
3. Do not include multiple stores, purchase orders, or departments on a single packing slip.
4. All Non EDI shipment invoices must be emailed to: nmgapinvoices@neimanmarcus.com

All packing slips must include the following information

- Supplier name and address
- Packing slip number and date
- Corresponding department number
- Corresponding purchase order number
- Applicable store abbreviation and number
  - Neiman Marcus Stores must be a 4 digit store number format. Example: 1002
  - Neiman Marcus Direct store and warehouse number must be 4 digits. Example: 7088 or 7089
  - Bergdorf Goodman must be a 4 digit store number. Non-EDI Bergdorf Goodman store numbers must be converted from stores 1 and 2 to stores 1063 and 1064. Example: 1063, 1064, or 7099
- Supplier/Site as shown on the purchase order
  - The Supplier/Site is the Neiman Marcus Group or Bergdorf Goodman account number
- Manufacturing Style and description
- Size description (when ordered by size)
- Color description (when ordered by color)
- Quantity shipped
- Total quantity of items shipped by packing slip

Click here for Packing Slip Example

Bill of Lading

Bill of Lading Requirement

1. The Neiman Marcus Group prefers the use of the Voluntary Interindustry Commerce Standard (VICS) Bill Of Lading. BOL requirements are for Consolidated Shipments. The BOL is the Supplier's verification of what is picked up and delivered.
2. Both EDI and Non-EDI Suppliers must create a BOL for consolidated shipments, truck load and LTL shipments. A shipment using a local carrier such as Fedex ground or air does not require a BOL.

Bill of Lading should include the following information

- Ship From Address
- Ship To Address
- Unique BOL number
- Carrier Name & SCAC code

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- Freight Charge Terms
- Corresponding department number(s)
- Corresponding purchase order number(s)
- Total number of cartons by distribution center
- Total weight by distribution center

Click the PDF icon to the left to create The Neiman Marcus Group VICS Bill Of Lading Form for your shipment using a PDF document.

Click the Excel icon to the left to create The Neiman Marcus Group VICS Bill of Lading Form for your shipment using Excel.
Note: You will need to **Enable Macros** when prompted, for full functionality of the form.

Click the PDF icon to the left to see an example of The Neiman Marcus Group VICS Bill Of Lading Form.

Manifest

The **Manifest** contains shipment information that includes department, distribution center, purchase orders and carton count.

Manifest Requirements

1. The Neiman Marcus Group requires a manifest for shipments that go to our Consolidator.
2. Both EDI and Non-EDI Suppliers must create a manifest for shipments that go to our Consolidator. A shipment using a small package carrier such as FedEx Ground or FedEx Express does not require a manifest.
3. Manifests should be created by department and then by Distribution Centers according to your individualized routing guide. The routing guide will show the DC to Store splits based on your geographical location.
4. Gift with purchase (GWP) and collateral merchandise must be on a separate manifest from regular merchandise.

Click here for Manifest Forms

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