Supply Vendor Routing Instructions

Last modified: 03/19/24

- Buyers are **NOT** authorized to issue supply vendor routings.
- The NMG Transportation Department approves all surface, air and truckload routings.
- All shipments must ship via our designated transportation carrier. Use of an unauthorized carrier will result in a violation assessment to your account.
- Purchase order number(s) must appear on the bill of lading.
- Do not insure or declare value on any shipment.
- Shipment must be crated or in corrugated cartons. Packing must be able to withstand normal truckload or LTL shipping. Any damages due to improper packing will result in a charge back of freight and merchandise to the vendor.
- The Neiman Marcus Group does not allow freight, insurance, handling, packing, crating or any other miscellaneous charges on an invoice.
- Please direct any routing or shipping questions to the NMG Transportation Department at NMG_Transportation@neimanmarcus.com prior to shipping.
- Non-compliance with these routing and shipping instructions will result in a charge back to your company.
- Authorized freight carrier bills should be sent freight collect and billed to:

Neiman Marcus
Attn. Freight Payment Desk
PO Box 6440
Longview, TX 75608

- Routing instructions are listed below:
- For Supply orders shipping to the **ECDC (Pittston, PA.)** – email NMG_Transportation@neimanmarcus.com.
- The Neiman Marcus third-party logistics affiliate's delivery address for store supplies distribution is:

Neiman Marcus c/o Bunzl Distribution
2005 Valley View Ln.
Dallas, TX 75234
505-823-2313

Monday-Friday

5am-noon

Email to request appointments- appointments.bunzl53@bunzlusa.com – Freight requiring appointments are the following freight types: 1)Truckload shipments 2) LTL freight -delivering to Bunzl location noted above. If freight is prepaid the supplier should schedule using this website. Goods moving via small parcel are not required to have an appointment.

If NMG is paying the freight for Truckload shipments you need to schedule with NMG (Blackhawk Logistics) and they will coordinate the delivery with Bunzl and provide an appointment (see link below in matrix). If NMG is paying the freight for LTL the

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supplier will still need to schedule the appointment as NMG Transportation doesn't know when the freight will either ship or deliver.

For LTL shipments with FedEx Freight, the bill-to portion of the BOL should reference:
" Neiman Marcus EDI 981785991"

Supply Vendor Routing Matrix
Authorized Freight Carriers

Small Package Shipments 1-200 lbs	Less Than Truck Load (LTL) Shipments 201-10,000 lbs	Truck Load Shipments Over 10,000 lbs or greater than 749 cubic feet
FedEx Ground (800) 762-3725	**CH Robinson LTL** https://tinyurl.com/5ea84pu6	**CH Robinson TL** https://tinyurl.com/5ea84pu6

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