

Supply Vendor Routing Instructions

Last modified: 06/07/19

- Buyers and/or SDC associates 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 903-233-5590 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
2301 Neiman Marcus Parkway
Longview, TX 75602

- Routing instructions are listed below:
- For Supply orders shipping to the **ECDC (Pittston, PA.)** – call Neiman Marcus Transportation for routing (903)-233-5590.
- The Neiman Marcus Supply Distribution Center delivery address is:

Neiman Marcus
Supply Distribution Center (SDC)
2304 Neiman Marcus Parkway
Longview, TX 75602
903-233-5675

- NMG Supply Distribution Dock hours are 6:30 am To 12:00 pm Central Standard Time.

Supply Vendor Routing Matrix Authorized Freight Carriers

Small Package Shipments	Less Than Truck Load (LTL) Shipments	Truck Load Shipments Over 10,000 lbs or greater than 749 cubic
-------------------------	--------------------------------------	---

1-200 lbs	201-10,000 lbs	feet
FedEx Ground Collect (800) 762-3725	FedEx Freight Priority 3rd Party Freight Collect	Call Blackhawk Logistics (903) 233-5733 Click here for truckload request form.