

## C H Robinson Shipping Instructions

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Neiman Marcus Group is committed to continually improving our collective supply chain performance and to that end we are pleased to introduce C.H. Robinson as our key provider for both less-than-truckload (LTL) and full truckload (TL) inbound domestic transportation management.

To request a shipment pickup:

- Please submit your order using the “**Neiman Marcus CHR Pickup Request Form**” Excel spreadsheet linked below.
- Read “Initial Setup” and “Submitting an order” on the “**Instructions**” tab
- Complete the required fields on either the “**LTL Request**” or “**TL Request**” tab depending on shipment size and click “SUBMIT ORDER”
  - **Less-than-Truckload (LTL)**: under 8,000 lbs. and under 749 cubic feet
  - **Truckload (TL)**: over 8,000 lbs. or over 749 cubic feet
  - To calculate cubic feet click [here](#).
- C.H. Robinson will select the carrier, schedule a pickup, and send a Bill of Lading (BOL) to the shipper’s email address entered in Cell E14.

[NeimanMarcusCHRPickupRequestForm](#)

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### Pickup Request Form Quick Tips!

- If you do NOT use Microsoft Outlook as your email platform, then please contact [chr-neiman@chrobinson.com](mailto:chr-neiman@chrobinson.com) prior to filling out the form.
- Right-click the “Neiman Marcus CHR Pickup Request” hyperlink above and click “Save As” to save the file on your computer. This will ensure the macros are enabled.
- Once saved, open the file from its saved location and enter any default shipment information such as Shipper’s Company Name, Product Name, Class or NMFC etc. Next, click “Save” so this information defaults for future requests.
- The “SUBMIT ORDER” button will automatically create and open an email with the information C.H. Robinson requires in the body and [chr-neiman@chrobinson.com](mailto:chr-neiman@chrobinson.com) listed as the recipient. Please do not add to or omit information in the email and click “Send”!

If you would like to request a shipment online via Navisphere on [www.chrobinson.com](http://www.chrobinson.com) instead, then please email [chr-neiman@chrobinson.com](mailto:chr-neiman@chrobinson.com) for registration instructions.

If you have any questions, please reach out to your designated C.H. Robinson account management team at [chr-neiman@chrobinson.com](mailto:chr-neiman@chrobinson.com)