

Consolidator Shipping Instructions

Last modified: 08/14/19

Performance Team-East

145 Talmadge Road
Edison, NJ 08817

Neiman Marcus Group requires all shipments picked up or delivered to our consolidator Performance Team to be entered into the Performance Team Client Zone Web Portal at www.performanceteam.net prior to actual pick-up or delivery. If you currently do not have a TMS Members Login on the Performance Team Client Zone Web Portal, please click on this [Customer Profile](#) link, complete the information and forward to NMGOPS@Performanceteam.net. Performance Team will e-mail a User ID and Password within 24 hours of request. For questions regarding the Performance Team Website, please call (732) 379-6050 ext. 2066.

In order to effectively process your shipments through our consolidator, we ask that you follow the shipping instructions detailed below.

1. All Purchase Orders on a shipment must be valid PO's and must arrive at the consolidator no sooner than the "Start Ship Date" and no later than the "Cancel Date". Shipments with PO's outside this date range will be refused and/or returned to the shipper at supplier's expense. Multiple PO shipments will be rejected even if only one PO is not valid. Visit our website www.nmgops.com and view your PO status under "Merchandise PO VERIFICATION".
2. Suppliers are required to schedule a Performance Team pick-up at least 24 hours in advance of the Pick-up Ready date/time using the Performance Team Client Zone Web Portal. Same Day pick-up may be available for an additional charge (paid for by supplier). Contact Performance Team for details and driver availability.
3. Suppliers must accurately enter the PO's, DC location, Number of Cartons & Cubic Feet information into the Performance Team Client Zone Web Portal when requesting pick-ups. A chargeback fee will be assessed if the information entered is incomplete or inaccurate.
4. Suppliers are required to allow Performance Team at least a three (3) hour pick-up window from the 'Pick-up Ready' time until the close time of the supplier's facility. For example if the supplier's facility closes at 5:00 p.m. then the 'Pick-up Ready' time should be no later than 2:00 p.m. A chargeback fee will be assessed if the pick-up is missed (due to supplier's facility being closed) and the pick-up window was less than three (3) hours.
5. Suppliers will be charged back for pick-up attempts where the driver arrives at the destination and there is no freight for pick-up. Pick-up cancellations must be called-in or e-mailed to Performance Team at least 12 hours before scheduled pick-up. A chargeback fee will be assessed for suppliers that violate this requirement.
6. Suppliers freight must be sorted by NM DC and tendered to the carrier by manifest. If shipping from a 3PL facility, freight must be sorted by supplier and by NM DC.
7. Palletized shipments must have carton labels detailing Store #, PO #, and Dept # information and

corresponding bar codes facing out in the upright position for ease of identification and processing.
8. To avoid any Driver Detention charge backs due to delayed loading time, freight is expected to be tendered to the Performance Team driver within 15 minutes of arrival. Large carton quantity shipments should be promptly loaded adhering to a general rule of 400 CPH (Cartons per Hour) loading standard.

A chargeback fee will be assessed for suppliers that violate this requirement

9. To ensure adequate outbound trailer capacity is scheduled each night, all outside deliveries to Performance Team require a scheduled appointment to be requested through the Performance Team Client Zone Web Portal. This includes small package (FedEx, UPS, etc.), LTL (FedEx Freight and International Warehouse Group) and other outside carrier deliveries.

A chargeback fee will be assessed for unscheduled deliveries.

10. Suppliers must deliver freight to Performance Team in a workable condition (sorted by supplier and by NM DC). Palletized freight must be shrink-wrapped or secured. For unpalletized or loose freight, cartons must be 'stair-stepped' down, tightly stacked and secured in the trailer.

A chargeback fee will be assessed for suppliers that violate this requirement.

11. Suppliers who ship prepaid using Performance Team are required to remit payment to Performance Team within 30 days of the invoice date. Unpaid invoices that are billed to Neiman Marcus will be charged back to the supplier for total freight cost and an administrative processing fee. In addition, the shipping documents provided with your shipment play a critical role in the proper identification and processing so please pay special attention to the detailed document requirements. Shipment documents must consist of the following:

- Master Bill of Lading for shipment. The VICS Standard BOL should be used.
- ASN shipments going to multiple distribution centers require a Sub-BOL with a unique number for each DC.
- Neiman Marcus location manifest(s). Use a separate manifest for each department # shipped to the same NM location. (e.g. Shipping two departments to two distribution centers requires four manifests.)
- For Non-ASN suppliers, attach merchandise invoice/packing list to the outside of the corresponding carton.

A chargeback fee will be assessed for suppliers that violate any of these requirements.

Click here to go to the [Performance Team](#) website.

Click here for [Instructions](#) on using the Consolidators website.

Click here for [The Neiman Marcus Group VICS Bill Of Lading Form](#) in Excel format.

Click here for [The Neiman Marcus Group VICS Bill Of Lading Form](#) in PDF format.

Manifests:

[PT East Manifest - NSC](#)

[PT East Manifest - ECDC](#)

[PT East Manifest - Neiman Marcus Direct](#)

Performance Team-West

12816 Shoemaker Ave.

Santa Fe Springs, CA 90670

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www.performanceteam.net prior to actual pick-up or delivery. If you currently do not have a TMS Members Login on the Performance Team Client Zone Web Portal, please click on this [Customer Profile](#) link, complete the information and forward to NEIMANCA@Performanceteam.net.

Performance Team will e-mail a User ID and Password within 24 hours of request. For questions regarding the Performance Team Website, please call (562) 741-1300 option 1.

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A chargeback fee will be assessed if the pick-up is missed (due to supplier's facility being closed) and the pick-up window was less than three (3) hours.

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Manifests:

[PT West Manifest -NSC \(7079\)](#)

[PT West Manifest - WCSC \(7077\)](#)

[PT West Manifest - Neiman Marcus Direct](#)