

# THE NEIMAN MARCUS GROUP DOMESTIC CAPITAL-VISUAL ROUTING INSTRUCTIONS

Transportation Department (469) 262-1236  
E-mail: [Alisa\\_Jones@neimanmarcus.com](mailto:Alisa_Jones@neimanmarcus.com)

**ONLY the Transportation Department is allowed to issue routing or instructions on shipping.**

## SHIPPING INSTRUCTIONS

**Failure to comply with the following instructions will result in a charge back to the vendor for a minimum charge of \$150.00.**

1. Merchandise 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.
2. **All** Purchase Order number(s) must appear on every bill of lading or air bill. For all shipments the PO# must appear in the PO# or billing reference field on the bill. **Failure to comply will result in a charge back of full freight plus a \$50.00 processing fee, subject to a \$150.00 minimum charge.**
3. **Do not insure or declare a value on any shipment.**
4. All shipments should ship via our designated surface transportation carrier. Use of an **unauthorized** carrier will result in a charge back for full freight.
5. All air shipments must be routed by the Transportation Department.
6. The Transportation Department must route all shipments more than 8,000 lbs. and/or over ½ trailer load.
7. **All** Blanket Wrap shipments must be routed through the Transportation Department - (469) 262-1236.
8. **Furniture** shipments must be routed through the Transportation Department - (469) 262-1236.
9. Vendors cannot prepay freight without the approval of the NMG Transportation Department.
10. All shipments regarding **RUSH ORDERS** consisting of wall covering, fabric, or lighting must have the approval by the appropriate Capital Purchasing Agent prior to shipping.
11. Note: Shipments for Store #31 AM (Ala Moana, Hawaii), call Transportation.
12. Note: Shipments for Store #17 OB- Must be a pup or LTL delivery. (No 53' Trailers)

## SHIPPING INSTRUCTIONS

When shipping, these instructions apply to all purchase orders when terms are FOB-destination freight collect. Please refer to the shipping matrix below:

- 1) **Authorized** freight **carrier bills** should be sent freight collect.
- 2) Approved **prepaid freight** must be **billed** on a **separate invoice** from product and sent to the above address. Must be pre-approved by the NMG Transportation Department by calling (469) 262-1236.. This is for freight charges only and **actual freight bills** from the carriers **must be sent** (along with invoice) as back up.
- 3) **Unauthorized billing of freight, handling and insurance charges** on an invoice will result in a **charge back** for the total freight amount. Actual copies of freight bills from carriers must be furnished.

### Shipping 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 or ½ Truck Load	Carpet Shipments All Weights
FedEx Ground Collect (800) 762-3725	FedEx Freight – Priority Service 3rd Party Freight Collect	Call NMG Transportation Department at (469) 262-1236 <a href="#">Truckload Request</a>	Xpress Global Systems – Carpet Mills in GA & CA only (800) 367-4416 3rd Party Freight Collect
	If shipping to NY or NJ call NMG Transportation Dept at (469) 262-1236		FedEx Freight – Priority Service Carpet Mills in all other states (800) 443-3786