

## Shipping Definitions and Forms

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### Bill of Lading (BOL)

The **Bill Of Lading (BOL)** is the vendor's verification of what is picked up by the Carrier.

#### Bill of Lading Requirements

1. The Neiman Marcus Group prefers the use of the Voluntary Inter-industry Commerce Standard (VICS) Bill Of Lading.
2. Both EDI and Non-EDI vendors must create a BOL for all Truckload and LTL shipments as well as shipments that the consolidator picks up from the vendor. A shipment using a small package carrier such as FedEx Ground or FedEx Express does not require a BOL.

Click the PDF icon to the left to see an example of The Neiman Marcus Group VICS Bill Of Lading Form.

### Manifest

The **Manifest** contains shipment information that includes department, distribution center, purchase orders and carton count.

#### Manifest Requirements

1. The Neiman Marcus Group requires a manifest for shipments that go to our Consolidator.
2. Both EDI and Non-EDI vendors must create a manifest for shipments that go to our Consolidator. A shipment using a small package carrier such as FedEx Ground or FedEx Express does not require a manifest.
3. Manifests should be created by department and then by Distribution Centers according to your individualized routing guide. The routing guide will show the DC to Store splits based on your geographical location.
4. Gift with purchase (GWP) and collateral merchandise must be on a separate manifest from regular merchandise.

Click here for [Manifest Forms](#)

## Cube

To obtain cubic feet use the following equation: length x width x height = cube(inches)  
If your measurements are in inches you will need to convert cubic inches to cubic feet by dividing cubic inches by 1728.

Example:

40" x 48" X 50" = 96,000 cubic inches

Divide 96,000 by 1728 (12" x 12" x 12") to get 55.555 cubic feet for a container or palette

For shipments over 749 cubic feet click [\(Here\)](#) to request a truckload pickup.

## Truck Load

Abbreviation: **(TL)** Any shipment over 8,000 lbs. or over 749 cubic feet

For shipments over 8,000 lbs. or over 749 cubic feet click [\(Here\)](#) to request a truckload pickup.

## Less than Truck Load

Abbreviation: **(LTL)** A term used if the quantity or volume of one or more consignment(s) does not fill a standard truck.

## Oversize Carton

A carton that weighs 150 lbs. or less and exceeds 108 inches in length or 130 inches in length and girth is considered an "**Oversize Carton**".

You must indicate on the BOL if the cartons are oversize when shipping via a "**LTL**" carrier.

## Less than Container Load

Abbreviation: **(LCL)** The quantity of freight which is less than that required for the application of an ocean container load rate.

## SCAC Codes

### What is a SCAC code and where do I find it?

The Standard Carrier Alpha Code (**SCAC**) is a 4 letter abbreviation used to identify road transport companies. If you do not know which SCAC code to use, please contact

[NMG\\_Transportation@neimanmarcus.com](mailto:NMG_Transportation@neimanmarcus.com).

Below are the most commonly used SCAC codes:

FEDX = FedEx Air

RPSC = FedEx Ground

FXFE = FedEx Freight

GATR = Performance Team CA

GBEA = The Gilbert Company

GLTN = Performance Team NJ

DHLX = DHL

DYXE = Dynamex Operations East

IWHS = International Warehousing Group