

Neiman Marcus Group

Vendor Compliance Quick Reference Shipping Guide

Invoicing/Packing Slip Content Requirements:

All invoices and packing slips must include the following information:

- Purchase Order number
- Department number
- Store abbreviation and number
- Vendor name and address
- Quantity shipped
- Size description (when ordered by size)
- Style
- Color description (when ordered by color)
- Invoice number and date
- Number of cartons covered by the invoice
- Shipment weight
- Duns (Vendor number for BG) as shown on the purchase order
- Total dollar amount by store

How to tender your paperwork to Neiman Marcus and the Consolidator:

If your shipment is sent to Neiman Marcus via.....

FEDEX Ground/FEDEX Air: Invoice or Packing slip on the outside of each carton listing the contents for the carton it is affixed to.

VIA OUR CONSOLIDATOR - Picked up by Consolidator: Invoices or packing slips attached to a manifest separated by DC and company - rolled into a Master BOL. Packet of paper given to the driver.

VIA ANY OTHER CARRIER: Invoices or packing slips attached to a manifest separated by DC rolled into a Master BOL. Packet of paper taped to the lead carton of the shipment.

Carton Labeling Requirements:

Each carton MUST be clearly labeled with the following information:

- Purchase Order number
- Department number
- Store abbreviation and number
- Carton marking by store (1 of 3, 2 of 3, 3 of 3)

All cartons must be well labeled. The information must be permanently attached to the carton, written directly on the carton, or on a non-removable label attached to the carton. A packing slip is not considered sufficient labeling. All carton markings and carton labels must be placed on side of carton, to include UCC 128 labels, all carriers labeling, address labels, etc .

General Packing Requirements:

- Security Tape must be used to seal all sides of the carton.
- All items must be packaged in a sellable unit
- All items must be in protective covering

PO Verification tool on www.nmgops.com

Verify that your order is approved to ship and that the merchandise will arrive at the receiving location before the cancellation date and after the start ship date.

Use the Routing Guide tool on www.nmgops.com

Input your purchase order and confirm your zip code. This is your routing matrix. The spread tells you where to ship the merchandise, what address to ship it to, what stores go to what DC and what means of transportation you should use. Transportation Main Line 903-233-5590 Email: nmg_transportation@neimanmarcus.com.

This is only a brief overview of the NMG shipping requirements. Please refer to nmgops.com for all the shipping requirements **specific** to each NMG Division.