

## Suppliers - New to NMG

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### Getting Started

If you are a new Supplier with NMG or new to EDI, this is where you start. All NMG Suppliers are required to be EDI compliant. Once you have been set up as a Supplier in our Accounts Payable system, you will have 90 days to become EDI compliant.

1. Determine how EDI will be integrated into your organization. EDI can be conducted through an internal system or via a third party service provider. [Third Party Provider Options](#)
2. Obtain a GS1 prefix and UPC/EAN codes from the Global Standards Group. <http://www.gs1.org>
3. Assign style numbers and UPC/EAN codes to your merchandise. This process will be repeated for all new styles.
4. Register with InterTrade for the UPC/EAN catalogue: <http://nmg.intertrade.com>
5. Upload your UPC/style data to your InterTrade catalogue. You only need to load the product we are buying, however, the catalogue should be updated and maintained as business changes. Styles should remain on the catalogue until NMG no longer has inventory on that item.
6. Grant NMG access to your InterTrade catalogue so we can view your data.  
*Log on to the catalogue, go to the Catalogue function, select Manage Retailers, and on the new webpage go to the Neiman Marcus Group line. On the right is the "Access" column with a faded circle (not the orange circle). Click on that faded circle and grant NM full access. Once the circle turns solid green, NM will be able to access your UPC data.*
7. Download NMG's mandatory Mapping guidelines to ensure all EDI transmissions are compliant. [EDI 5010 Maps](#)
8. Once all above steps have been completed, check with your EDI provider to determine if EDI testing is needed.

### Ready to Test

**Welcome to The Neiman Marcus Group Compliance Testing!**

Please reach out to [NMGEDIOutreach@neimanmarcus.com](mailto:NMGEDIOutreach@neimanmarcus.com) for further instructions

## Ready To Ship

### 856 ASN Transmissions

- 856 ASN transactions must be transmitted at the time of shipment release from the Supplier's facility. ASNs are considered late if not received same day of shipment release. Violations will be assessed for non-compliance.
- ASNs must be consolidated, looping at the detail order level.
- View routing for each PO using our Merchandise Routing Guide. Routing is determined by PO, by zip code. [Routing Guide](#)
- Note: You must use a valid DC location on the ASN. Incorrect data will cause the ASN to fail. [DC Location Codes](#)
- If invalid data is sent on the ASN, the ASN will fail to load to our system and an error notification will be sent to the Supplier with details of the error. The ASN will need to be corrected and resent so it can load to our systems for processing.
- View [ASN Requirements](#) for further guidelines.

### 810 Invoice Transmissions

- Invoices will be validated before entering our systems. Any Invoice with invalid data will fail and an error notice will be sent to the Supplier. The Invoice must be corrected and resent before payment will be processed.
- View [Invoice Requirements](#) for further guidelines.

Details regarding ticketing, packing, preparing shipping documents and shipping to NMG can be found in the Partner Relations section of NMGOps.com.

- [Partner Relations](#)
- [Shipping Document Requirements](#)
- [Carton and Packaging Requirements](#)
- [Merchandise Ticketing and Labeling Requirements](#)