

## NOTICE OF PROCEDURAL CHANGE Shipment Updates

### REMINDER

January 9, 2008

As of January 17, 2007, Macy's Transportation **no longer accepts faxes for shipment updates**. Vendors that have been given authorization via MACYSNET Shipping must follow the below instructions:

#### **Trailerload Instructions** -

- **All updates must be submitted 24 hours prior to the shipment's delivery.**
- If changing bill of lading number, please submit via MACYSNET Shipping by selecting "Shipment Change".
- Carton, weight and cube updates must be submitted using the **Appendix B** form found in the Macy's Routing Guide.
- Please email the completed Appendix B form to [shipmentupdates@macys.com](mailto:shipmentupdates@macys.com)
- If the shipment information **either increases or decreases by 50 cartons, 1500 lbs, or 500 cubes** and/or purchase order(s) numbers are added, you must submit a new shipment request via MACYSNET for authorization.

#### **LTL (Roadway, NRT, etc.) or UPS Instructions** -

- If the shipment information **increases by 50 cartons, 500 lbs, or 250 cubes** and/or purchase order(s) numbers are added, you must submit a new shipment request via MACYSNET for authorization.
- **DO NOT email a shipment update**

Failure to follow the above procedural change may result in an expense offset to your company. If you have questions regarding this notice, please contact the Macy's Transportation office at 404 250-7200.