

FEDERATED LOGISTICS

TRANSPORTATION OFFICE • 219 Perimeter Center Parkway • Suite 625 • Atlanta, Georgia 30346

To: All Federated Department Store Vendors

Attn: Traffic Shipping Department

Subject: FDSNET Shipping

April 13, 2005

Vendors and their carriers/brokers are **no longer permitted to fax** shipment information and pickup request to the Federated Transportation Office (“FTO”). Rather, such information must be communicated electronically in accordance with the instructions provided below. Failure to comply with this requirement will result in a deduction of \$200 per Bill of Lading.

As previously stated in our Federated Transportation Routing Guide, **FDSnet Shipping** is the only destination for submitting vendor shipment pickup requests to FTO for routing instructions. This procedure applies to all shipments, including all overweight shipments and containers. **It is essential that you refer to the Federated [Routing Guide](#) for instructions as to which shipments are to be directed to FTO and how those transactions are to be documented.** It is the vendor’s responsibility, or the responsibility of its designated agent (**i.e., broker or carrier**), to submit shipment information to FTO using **FDSnet Shipping** for all shipments that are to be handled by FTO. All purchase orders must be valid and within applicable ship and cancel dates at the time of requested pick up. It will be the vendor’s responsibility to contact the appropriate buyer if a purchase order has been canceled.

To register for a user name and password, go to the Federated website at www.fdsnet.com and click on the “Register Now” link. If a vendor would prefer to designate an agent/carrier or multiple agents/carriers as its designated agent(s), the designated agent(s) are required to register via www.fdsnet.com as a “**Public Warehouse**.” (Do not select ‘Carrier’.) Appointment information will be provided to whoever is registered for that vendor/designated agent via email. If a designated agent has multiple individuals entering shipments, the designated agent should set up a generic email recipient address that all necessary individuals may access. Any questions regarding this policy should be directed to the Federated Transportation Office at (770) 913-4608.

Instructions for Using FDSnet Shipping:

- 1 - Go to the Federated Home page at www.fdsnet.com
- 2 - Find the section USING FDSNET
- 3 - Click on the HELP button
- 4 - Under "Training Information" select SHIPPING

Please direct any questions to the Federated Transportation Office at (770) 913-4608.