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To: All Macy's and Bloomingdale's Vendors

Subject: MacysNet Shipment Entry Enhancement

August 11th, 2008

## NOTICE TO VENDORS

### MacysNet Shipment Entry Enhancement

**Effective August 18, 2008**, Macy's Transportation will be streamlining our routing procedures by simplifying the process that vendors use to enter shipment requests into MacysNet. We will simultaneously be improving communication on the status of inbound merchandise.

**Important Note: This change affects all vendors except: Fine/Bridge/Fashion Jewelry, Watches, Direct to Store shipments, Bloomingdale's by Mail and vendors with active NOPC's. Please continue to follow routing instructions for these categories as specified in the routing guide or NOPC until further notice. PREPAID VENDORS MUST SEE ROUTING GUIDE FOR FURTHER INSTRUCTIONS.**

#### **For all other vendors, from and after August 18th:**

- Vendors will be entering shipments for multiple Macy's divisions that are directed to a single distribution center on one shipment request.
- When a receiving destination has been selected in MacysNet Shipping, only those Macy's divisions appropriate for that receiving location will display.
- Each vendor entry will receive a Project Number, which is a master number that ties all of the shipments on that entry together.
- All shipment entries will be assigned both shipment numbers and a Project Number and will also continue to receive an appointment number and carrier assignment from Macy's Transportation prior to shipping. That appointment number should still be used when tendering a shipment to the assigned carrier, and must be noted on the bill of lading.
- **Vendors will have the ability to update shipment requests until 12 midnight (EST) on the day of entry and will have the capability to increase/decrease cartons, weight, cube, and add/delete P.O. numbers.**
- **The first time vendors select a Ship From (i.e. - pick up address) location, a pop up box will appear with time schedules to prompt for Hours of Operation that represent open and close shipping hours. Vendors should select the schedule that best suits the Hours of Operation at that shipping location. (Note - lunch hours are not included in Hours of Operations calendar.)**

Please visit [MacysNet Help for Shipping](#) for further detailed information on these changes. Contact the Macy's Transportation Office at 404- 250-7200 with any additional questions.