



NOTICE OF PROCEDURAL CHANGE  
MASTER BILL OF LADING

June 15, 2009

In our continuing effort to improve service and reduce costs, effective July 15, 2009, Macy's Transportation will be requiring the use of Master Bills of Lading (BOL). Specifically, all freight shipping from one vendor origin, to one Macy's/Bloomingdale's destination must be combined into one Master BOL (accumulating any sub BOL's for all Macy's/Bloomingdale's shipments for that destination). Use of the Master BOL will simplify routing and improve communications on the status of inbound merchandise for the benefit of Macy's and our vendors.

Please make note of the following important instructions:

- Vendors must follow the VICS Master BOL standards, available at [www.vics.org](http://www.vics.org), or by a link from [www.MACYSNET.com](http://www.MACYSNET.com).
- Every Master BOL must have a unique number and that Master BOL number, as transmitted on the EDI 856, must exactly match the Master BOL number tendered to the carrier for that shipment. **It is essential that the shipment information submitted to the carrier exactly match the EDI 856 (ASN).**
- Every purchase order included in a shipment must be clearly and accurately noted in the body of the Master BOL, **showing all P.O. numbers, with total carton counts and corresponding weights for each Purchase Order.**
- The **authorization number** issued for the shipment **must be** noted on the shipment BOL.
- The **authorization number** must be noted in the **“Special Instructions”** box of the VICS BOL.
- **All cartons and weight** must be submitted via macysnet to determine whether the shipment should be sent via Small Package, LTL carrier, or Truckload.
- In the event a shipment requires more than one trailer, each trailer's Master BOL must reflect the exact contents of that trailer onto which it is loaded.
- The UCC 128 label must reflect the Master BOL number.
- Below is a link to the **Macy's 856 ASN and 810 Invoice Mapping Documents**. Segments that have been impacted by this change have been highlighted. Please refer to this information and make the necessary updates to your system to reflect this change ([www.macysnet.com/edi](http://www.macysnet.com/edi)).

**All technology or mapping questions should be directed to Macy's EDI Technology office at 513-782-3182 or 513-782-1873. All other questions or concerns regarding the information above, please contact the Macy's Transportation Office at 678 406-7200.**