



December 22, 2009

## MACYSNET ROUTING EXPECTATIONS

### REMINDER

Effective January 4, 2010, Macy's will systemically enforce the macysnet.com **48 hour before the Ready to Ship date** requirement described below. Specifically:

- Shipment requests **must be** submitted for routing **48 hours before the Ready to Ship (RTS) date**. Ideally, the RTS should be equal to the Purchase Order (PO) start ship date.

**Note: The RTS date should be 48 hours before to the purchase order cancel date (taking into consideration weekends and holidays).**

In addition:

- All shipments (cartons, weight and cube) consigned to any Macy's or Bloomingdale's distribution center must be submitted via Macysnet Shipping to determine whether the shipment should be sent via Small Package, LTL carrier, or Truckload.
- All shipments will receive a carrier assignment and an **authorization/appointment** number from the Transportation Office prior to shipping and **this authorization/appointment number must appear on the shipment Bill of Lading (BOL)**.
- Vendors should expect carrier assignment **24 business hours after RTS date of shipment request (taking into consideration weekends and holidays)**.
- Small package, LTL, and Consolidation shipments shipped from a single location and consigned to a single location may not be shipped on consecutive days.
- Shipment requests may be submitted **14 days** before the **RTS date**.
- Modifications to Project or Shipments may only be made up to midnight eastern on date of entry. (BOL numbers can be updated anytime).
- All updates to *Ship to Locations* will be available as a Notice of Procedural Change (NOPC) on Macysnet.

Please note that in connection with the above change and the Macy's Vendor Standards generally, all vendors are advised to familiarize themselves with the materials posted at macysnet.com and to check regularly for updates.

Your cooperation is anticipated and very much appreciated. If you have questions regarding this notice, please contact Macy's Transportation at 678 406-7200.