



April 21, 2009

## **NOTICE TO VENDORS**

### **SMALL PACKAGE SHIPPING REQUIREMENTS**

Macy's vendors shipping via Small Package (UPS or FedEx), please note the following changes effective Monday April 13, 2009 -

#### **UPS SHIPMENTS**

We have changed our UPS shipper / account numbers. Access to our new shipper / account numbers may be obtained as follows -

- Access macysnet.com and select Registered User section
- Log into macysnet.com using your password
- Refer to Small Package Account information

**Please note: This does not apply to Vendor Direct to Consumer. Refer to Vendor Direct Program Guide for UPS 3 party billing shipping instructions ([http://macysnet.com/VS/standards/VD/VendorDirect\\_ProgramGuide](http://macysnet.com/VS/standards/VD/VendorDirect_ProgramGuide)).**

#### **FEDEX SHIPMENTS**

Shipments via FedEx must be shipped FREIGHT COLLECT.

**Any questions concerning the above procedure should be directed to the Macy's Logistics office at (678) 406-7200.**