

macys★.com

bloomingdales.com

**DIRECT TO CONSUMER
'D2C'**



**2010
Packaging
Manual**

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This D2C Packaging Manual contains instructions on preparing merchandise for the macys.com (MCOM) and bloomingdales.com (BCOM) direct to consumer (i.e., the “D2C”) businesses for safe and efficient movement through the D2C distribution centers. Critical steps to be followed when using this Manual are as follows:

1. Use this D2C Manual in conjunction with the “Macy’s Vendor Standards,” including relevant Routing Guides, all as posted at www.macysnet.com.
2. To the extent that the requirements in this Manual are inconsistent with the generally applicable Macy’s Vendor Standards, the D2C requirements govern D2C vendor obligations and transactions.
3. **Prep and Package** merchandise units individually per the “General” Macy’s and “Specific” BCOM instructions.
 - Polybag and seal soft goods as instructed.
 - Package all hard goods per requirements.
4. **Comply with BCOM SKU labeling** rather than any inconsistent Macy’s Vendor Standards for UPC Ticketing.
5. Please distribute this Manual to all appropriate personnel in your organization.
6. Contact the D2C Vendor Prep Coordinator by phone at (203) 271-5835 between the hours of 8:00 AM and 4:30 PM Eastern Time (ET) or email to D2Cvendorcontact@macys.com with any questions concerning these instructions.

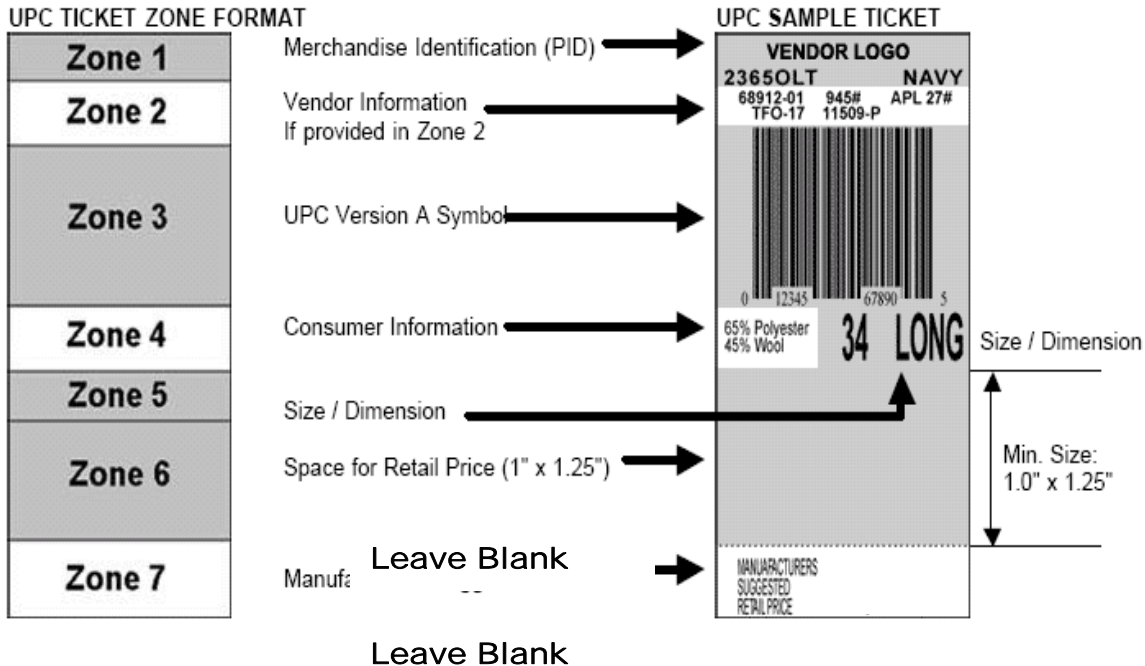
IMPORTANT NOTE:

- UPC Required for macys.com and bloomingdales.com
- SKU label also required for bloomingdales.com (refer to page 6)

Ticketing Requirements

SAMPLE UPC TICKET FORMAT

Note: These tickets are being provided for illustration only. Your UPC ticket should be created using your unique information in accordance with applicable Uniform Code Council guidelines.



The following UPC requirements differ from the Macy's Vendor Standards specifications. All other UPC requirements apply.

1. U.P.C. or EAN ticket must be placed on the item so that it is clearly visible through poly bag, if applicable.
2. UPC labels must be placed on the outside of the polybag when the size or shape of the items do not permit the polybag to be tight to the UPC (i.e., with no space/air between the UPC and the polybag).
3. All items qualifying as "H" (Garment on Hanger) in the table on Pages 11-12 of this Manual should have UPC on the outside of the polybag that is attached on the front of the item, approximately 5" below the hanger, and apply a hangtag in accordance with Macy's Vendor Standards.
4. Polybag markings of any kind must not cover the UPC. Must use clear plastic in the UPC area.
5. The barcode background and spaces of the UPC must be white. Clear plastic or any other color, including brown plastic are not acceptable.
6. Do not display any retail pricing on any UPC tickets (hangtags, stickers and packaging).
7. Zones 6 and 7 should be left blank. See hangtag example shown above.

GENERAL UPC TICKET REQUIREMENTS

U.P.C. and EAN Bar Code Requirements

1. Compliance with the U.P.C. or EAN catalog is required before trading EDI documents.
2. All merchandise must include a proper U.P.C. or EAN ticket.
3. Secondary barcodes are not permitted.
4. The U.P.C. or EAN ticket must be formatted correctly, properly affixed to merchandise.
5. U.P.C. or EAN must be on hangtag and sku label.
6. U.P.C. and EAN bar codes must meet industry standards that conform to UCC specifications. A 100% nominal "version A" U.P.C. or EAN format barcode must be 1.25" in length (including quiet zone), and 1" in height, with the narrowest bar or space width of 13 mil (+ or -4 mil).
7. The quality of all tickets must be sufficient for scanned auditing, scanning at point of sale and inventory scanning. Vendors must have ongoing U.P.C. and/or EAN bar code quality control programs to ensure ANSI A or B printing quality when scanning with a 6 mil aperture.

Size Requirements

1. Size coding is required on all children's, intimate apparel, missy and men's RTW. BCOM follows the VICS standardized color-coding guidelines. Visit the VICS web site at <http://www.vics.org> for color detail requirements.
2. If your merchandise is sized, be sure that the size (e.g., 8, 10, 12, S-M-L) is clearly visible on ticket or package in no smaller than an 18 point bold font.
3. Sizing-related requirement does not apply to accessories.

Ticket Attachment

1. U.P.C. or EAN tickets must be securely affixed to merchandise.
2. For garments, use device to swift-attach with plastic attachment affixed to the left sleeve/left side of most items.
3. Do not loop strings around buttons or use strings attached with pins or strings looped through buttonhole.
4. **Special safety note:** Pins are not permitted. Do not use pins of any kind, including any straight or safety pins.
5. U.P.C. or EAN ticket must be placed on items so that they are clearly visible through any poly bags used.
6. If fabric damage is a concern, swift-attach ticket through the sewn-in label in the neck or in the waistband or elsewhere, so long as visible and easily accessible.
7. All labels applied directly to a product must utilize a removable adhesive, including to apply labels on metal, paper, china, glass, silver, plastic, or wood. Non-removable adhesives are not permitted.

GENERAL UPC TICKET REQUIREMENTS CONTINUED

Multi-Piece Tickets

1. For multi-piece garments (e.g., 2-piece, 3-piece, 4-piece or more), the top garment must be marked with one (1) full detail ticket, including U.P.C. or EAN. Each additional piece must be marked with a ticket with PID (style #), color, size and vendor/label name.
2. Every ticket must clearly state total number of pieces (i.e., 2-piece, 3-piece or 4-piece garment, etc., as applicable). This applies to garments only and not to accessories attached to a garment.
3. For accessories, tickets must be swift attached to garment, not pinned and must be noted on the ticket. Examples include hats+gloves, 2-piece garment+hat, and hat+toddler set on a frame.
4. Include U.P.C. or EAN and/or PID number and/or bar code, as well as the multi-piece disclosure, on sewn-in care label to provide permanent merchandise identification, to assist with returns and re-ticketing. Vendors should contact their label makers for more information.
5. For boxed/packaged merchandise that can be displayed/sold in or out of packaging, both the item and the package must be ticketed with no piggybacks.
6. For merchandise that does not require a hangtag, contact D2C Vendor Prep Coordinator at 203-271-5835 between the hours of 8:00 a.m. to 4:30 p.m. ET or <http://www.macysnet.com> for alternate U.P.C. or EAN ticket types.
7. For merchandise in multi-packs sold only as eaches (i.e., by individual unit), both units and outer carton must be marked with U.P.C. or EAN (e.g., wine glasses packed 4 to carton but sold only by the glass require one U.P.C. or EAN per glasse, with same U.P.C. or EAN **4 times** on outside of carton).
8. For merchandise in multi-packs sold both as eaches and sets, including tabletop and other merchandise, vendors also must provide U.P.C./EAN tickets for the set and for each component of set (e.g., glasses sold in set or by stem require one U.P.C./EAN on outside of package for set and a unique U.P.C. or EAN on each stem that represents single stem. Note difference from #7 is that the availability of both sets and eaches requires use of two unique codes.
9. If merchandise is sold only as a set (e.g., salt & pepper) and not open stock, only one U.P.C. or EAN ticket on outside of package for set is required and one (1) piece must be marked with a full detail ticket, including U.P.C. or EAN. Additional pieces must be marked with ticket with PID (style #), color, size, vendor/label name but every ticket must clearly state "2-piece, 3-piece, or 4-piece set", etc., as applicable.
10. Vendors should confirm with appropriate D2C buyer how its merchandise will be sold.

Miscellaneous Tickets

1. Jewelry, watches or other items too small for standard U.P.C. or EAN hangtag must have small specialty tags affixed that have a scanable bar code, human readable U.P.C./EAN number and PID. For boxed items, merchandise must be ticketed on the both the item and the box.
2. Garments with extra items (e.g., extra buttons, special care instructions, beads or sequins), must have extras swift-attached to U.P.C./EAN hangtag, without any information covered.
3. Lamps must be packaged as one U.P.C. or EAN for lamp base and shade, together in one carton. For exceptions, contact D2C Vendor Prep Coordinator at (203) 271-5835 or by email to BCOMVendorContact@macys.com.

SKU LABELING REQUIREMENTS – BCOM ONLY

All merchandise (except shoes) shipped to BCOM must include one SKU label per item. SKU labels are our internal catalog Stock Keeping Unit and are critical to the identification of merchandise.

SKU TICKET REQUIREMENT

- **CO#**= Company number (BCOM = 37) (put on lower left corner of SKU label)
- **Item#** = Item number (5 digit): can be found on issued PO (put on upper left corner of SKU label)
- **Color#** = Numeric color code, can be found on issued PO (put on upper right corner of SKU label)
- **Size description abbreviation**: see below (put on center of SKU label) can be found on issued PO
- **The last 6 digits of the UPC should be printed in the lower right hand corner of the SKU label. (123456)**
- **Ticket size**: no smaller than 2" wide by 2" high.

Women's RTW

Item#	12345	12	Color #
		6	Size
		Miss	
Co#	37	123456	

Men's Shirts & Pants

Item#	12345	12	Color #
		15 x 33	Size
Co#	37	123456	

Sheets/Comforters

Item#	12345	12	Color #
		TWN FLT	Size
Co#	37	123456	

Item#	12345	12	Color #
		6	Size
		Pet	
Co#	37	123456	

Item#	12345	12	Color #
		30x36	Size
Co#	37	123456	

Towels

Item#	12345	12	Color #
		FGT	Size
Co#	37	123456	

Item#	12345	12	Color #
		6	Size
		Wms	
Co#	37	123456	

Hard Goods

Item#	12345	12	Color #
Co#	37	123456	

Tablecloths

Item#	12345	12	Color #
		60x90	Size
Co#	37	123456	

SIZE DESCRIPTION ABBREVIATIONS

B E D D I N G

Twin TWN
Twin Flat TWN FLT
Twin Fitted TWN FTD
Full FUL
Full Flat FUL FLT
Full Fitted FUL FTD
Full Queen FQ
Queen QUN
Queen Flat QUN FLT
Queen Fitted QUN FTD
King KNG
King Flat KNG FLT
King Fitted KNG FTD
California King CAL KNG
Extra Long Twin XL TWN
Standard Sham STD
European Square Sham EUR

R E A D Y T O W E A R

Petite P
Small S
Medium M
Large L
Extra Large XL
Extra Extra Large XXL
Girls GRL
Preteen PRT
Misses MIS
Petite PET
Woman's WMS
Petite Petite PP
Petite Small PS
Petite Medium PM
Petite Large PL

T O W E L S

Finger Tip FGT
Face FCE
Hand HND
Bath BTH
Bath sheet BSH
Tub mat TBM

I N T I M A T E A P P A R E L

A Cup A
B Cup B
C Cup C
D Cup D
DD Cup DD
DDD Cup DDD

C H I L D R E N

2 Toddler 2T
3 Toddler 3T
4 Toddler 4T
6 Months 6M
9 Months 9M
12 Months 12M
18 Months 18M

S H O E S

Narrow Width N
Medium Width M
Wide Width W
Half Sizes H (ex. 7 1/2 = 7H)

LABELING / SKU REQUIREMENTS - BCOM ONLY

SKU LABEL PLACEMENTS

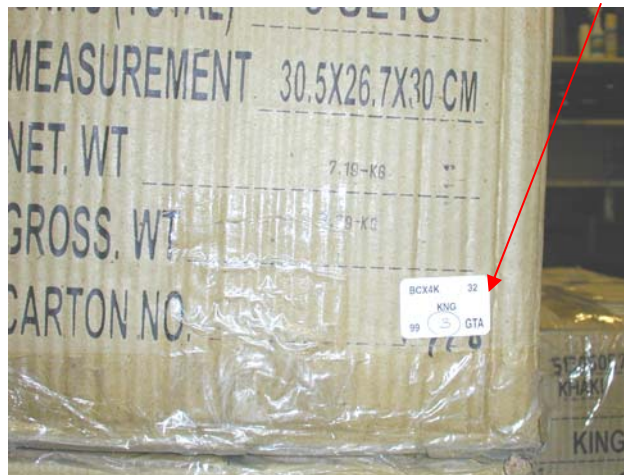
Flat Pack Merchandise: SKU label must be applied to lower right hand corner of packaging.



Hanging Merchandise: SKU label must be applied to upper right hand corner of garment bag.



Hard Goods Merchandise: SKU label must be applied to lower right hand corner of carton.



PREP & PACKAGING – SOFT GOODS

GENERAL – SOFT GOODS (Womens, Mens & Kids)

The following “General” requirements apply to all “Soft Goods” with the exception of shoes (Shoes do not require a polybag). Please follow these and specific packaging instructions below for complete requirements.

1. Merchandise must be packaged as an advertised selling unit. Units sold as sets (ex: 2 pc ensemble), must be packed in the same polybag.
2. All apparel/accessory items and soft home goods should be individually polybagged and meet the following criteria:
 - Polybags **MUST** be securely sealed. Recommend that bag be heat sealed or sealed with 2” wide clear tape along the entire length of the opening to keep merchandise in the polybag at all times.
 - Polybags must be a minimum of .9 mil. to 1.5 mil. thickness and be made of polyethylene. (Polypropylene and Cellophane are NOT acceptable)
 - Polybags **must not** contain airholes / ventholes or pin holes. Exception: All Leather, suede, and fur items should be covered with paper and shipped in polybags or garment bags with airholes/airvents to allow the fabric to breathe.
 - All Polybags/Garment bags must contain the following caution statement:
 “WARNING: TO AVOID DANGER OF SUFFOCATION KEEP AWAY FROM BABIES AND CHILDREN. DO NOT USE IN CRIBS, BEDS, CARRIAGES OR PLAYPENS.”
 - Flat folded merchandise must hold to folded form within sealed polybag. Do not use polybags that are too large causing the item fold to come undone.
3. The following bag sizes are recommended for all items that are not hanging, however, exceptions are acceptable if the unit size requires a larger or smaller size for neat presentation or snugness of fit:

RTW Merchandise Type	Polybag Size	RTW Merchandise Type	Polybag Size
Swimwear	8x11	Mens t-shirt	15x17
Blouses	10x17	Mens Underwear	8x11
Demin Shorts	10x17	Multi Pc Item	15x17
Dresses	10x17	Plus Size items	16x20
Handknit sweater	16x20	Robes	16x20
Heavy Weight Outwear	16x20	Skirts	10x17
Jeans	15x17	Skorts	10x17
Jumpers	10x20	Slacks	15x17
Leggings	10x17	Sweaters	10x17
Lingerie	8x11	Sweatpants/Shirts	16x20
Men’s Ties	8x11	Tights/Socks	8x11
Mens Denim Shorts	15x17	T-Shirt	10x17
Mens Polo Shirts	15x17	Turtleneck	15x17
Home Merchandise Type	Polybag Size	Home Merchandise Type	Polybag Size
Face Towel	8x11	Fingertip Towel	8x11
Hand Towel	10x17	Bath Towel	16x2
Bathsheet Towel	20x30		

PREP & PACKAGING – SOFT GOODS

GENERAL – SOFT GOODS (Womens, Mens & Kids)

4. The following carton and packaging requirements apply to all shipments of soft goods other than hanging merchandise.
 - ☑ Cartons should contain only one UPC. For example, Missy, Petite or Women sizes are **not** to be mixed in a carton.
 - ☑ In cases where there are too few units to put in a standard size carton, the excess of several different sizes and/or colors of the **same item** may be grouped together in a mixed carton separated by layers of corrugate or paper. However, the number of mixed cartons in a shipment must be kept to an absolute minimum.
 - ☑ Merchandise in a carton **may not** be tied together in bundles with string, band ribbon or otherwise.
 - ☑ Carton weights are not to exceed 50 lbs. Per carton and the maximum carton length should not exceed 40 inches unless required for a single selling unit (i.e., eaches).
 - ☑ Cartons should not be overpacked, with excessive merchandise or packing material, or underpacked, with insufficient packing material to protect from wrinkling/damage.
 - ☑ All packaging material must be recyclable.
 - ☑ Cartons should be palletized and stacked with **labels facing out**.
 - ☑ When cartons each contain a single selling unit, when palletized, pallets should be sorted by UPC.
5. Cartons must be sealed with tape. Having the vendor name printed on the tape is highly recommended to deter pilferage.

PREP & PACKAGING – SOFT GOODS

SPECIFIC INSTRUCTIONS - READY TO WEAR (RTW)

1. Use the “Hanging / Flat Criteria Matrix” below to determine prep type (“F” or “H”)
F = Flat / **H** = Hanging

2. Follow appropriate prep instructions below for Flat or Hanging.

- **Flat:** Neatly polybagged, securely sealed or taped (no hangers)
- **Hanging:** Hung on appropriate size hanger and bagged with bottom of bag sealed or taped. Hanger hook should face right side of garment.

MENS & WOMENS RTW MATRIX

	Woven Tops	Knit Tops	Sweaters	Blazers Jackets	Suits/ Multi Pc Sets	Pants Shorts	Coats	Dresses	Pleated Skirts	Skirts
Cashmere	N/A	F	F	H	H	F	H	F	F	F
Chenille	N/A	F	F	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Chiffon	H	N/A	N/A	H	H	H	H	H	H	H
Cotton	F	F	F	H	H	F	H	H	H	H
Crepe	H	N/A	F	H	H	H	H	H	H	H
Denim	F	N/A	N/A	H	H	F	H	F	F	F
Knit - all contents	N/A	F	F	H	H	F	H	F	F	F
Leather	H	N/A	N/A	H	H	H	H	H	H	H
Linen	H	N/A	N/A	H	H	H	H	H	H	H
Nylon	F	F	F	H	H	F	H	H	H	H
Polyester	F	F	F	H	H	F	H	H	H	H
Rayon	H	F	F	H	H	F	H	H	H	H
Silk	H	F	F	H	H	H	H	H	H	F
Spandex Lycra	N/A	F	F	H	H	F	H	H	F	F
Suede	H	N/A	N/A	H	H	H	H	H	H	H
Tencel	F	N/A	N/A	H	H	H	H	H	H	H
Wool 100%	H	N/A	F	H	H	H	H	H	H	H
Wool Blends	H	N/A	F	H	H	H	H	H	H	H

SPECIFIC INSTRUCTIONS – CHILDRENS READY TO WEAR (RTW)

1. Use the “Hanging/Flat Criteria Matrix” below to determine prep type (“F” or “H”)
 - **F** = Flat
 - **H** = Hanging
2. Follow appropriate prep instructions below for Flat or Hanging.
 - **Flat:** Neatly polybagged, securely sealed or taped (no hangers)
 - **Hanging:** Hung on appropriate sized hanger. Bagged with bottom of bag sealed or taped. Hanger hook should face right side of garment.
 - **F On Hanger:** Securely sealed inside polybag on a hanger

CHILDRENS RTW MATRIX

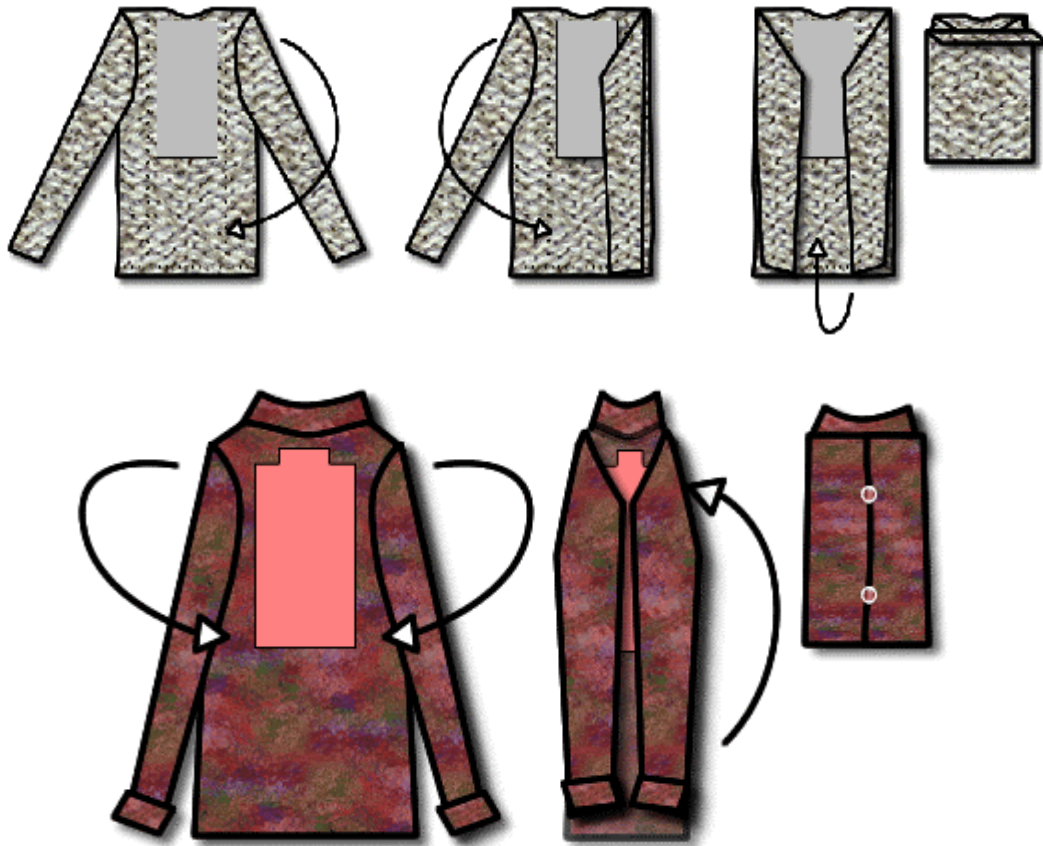
	Woven Tops	Knit Tops	Sweaters	Blazers Jackets	Suits/ Multi Pc Sets	Pants Shorts	Coats	Dresses	Pleated Skirts	Skirts
Cashmere	F	F	F	H	F on Hanger	F	H	H	F	F
Chenille	F	F	F	H	F on Hanger	F	H	H	F	F
Chiffon	F	F	F	H	F on Hanger	F	H	H	F	F
Cotton	F	F	F	H	F on Hanger	F	H	H	F	F
Crepe	F	F	F	H	F on Hanger	F	H	H	F	F
Denim	F	F	F	H	F on Hanger	F	H	H	F	F
Knit - all contents	F	F	F	H	F on Hanger	F	H	H	F	F
Leather	F	F	F	H	F on Hanger	F	H	H	F	F
Linen	F	F	F	H	F on Hanger	F	H	H	F	F
Nylon	F	F	F	H	F on Hanger	F	H	H	F	F
Polyester	F	F	F	H	F on Hanger	F	H	H	F	F
Rayon	F	F	F	H	F on Hanger	F	H	H	F	F
Silk	F	F	F	H	F on Hanger	F	H	H	F	F
Spandex Lycra	F	F	F	H	F on Hanger	F	H	H	F	F
Suede	F	F	F	H	F on Hanger	F	H	H	F	F
Tencel	F	F	F	H	F on Hanger	F	H	H	F	F
Wool 100%	F	F	F	H	F on Hanger	F	H	H	F	F
Wool Blends	F	F	F	H	F on Hanger	F	H	H	F	F

SPECIFIC INSTRUCTIONS – RTW FLAT FOLDING REQUIREMENTS

1. Flat folded merchandise must have the UPC tag visible within the polybag.
2. All items must be neatly folded and packaged snugly so that the item fold is maintained during handling in a clear plastic bag per the advertised selling unit. (See bag and sealing criteria above in Prep & Packaging – Soft Goods General section pages 9/10.)

Sweaters, Shirts and Blouses

1. Lay garment with back facing up.
2. Fold back sleeves, fold backsides, fold in half (front to back).
3. Place in bag with as much of garment showing as possible.
4. Be sure collar of garment is placed at the closed end of the bag.
5. Fold and tape flap to the back of the bag. There should be no more than a 2” flap.



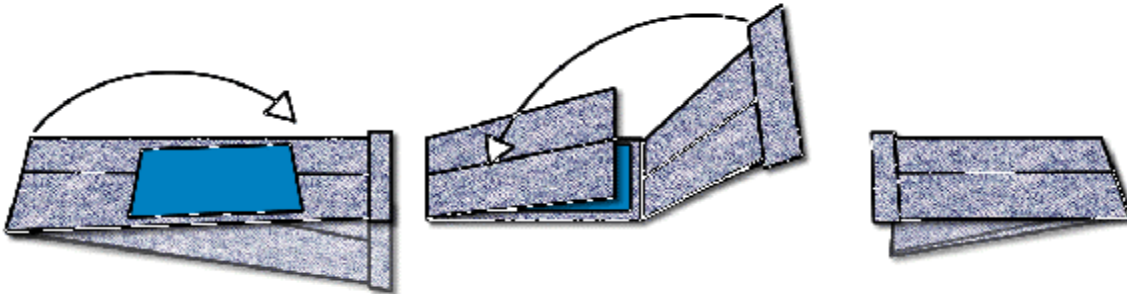
SPECIFIC INSTRUCTIONS – RTW FLAT FOLDING REQUIREMENTS

Pants & Shorts

1. Hold garment by the waist with front facing you, put hands at center of waist and pull apart.
2. Lay pants on side, fold legs back to center, then fold waist back to center and fold into thirds if possible.
3. Slide garment into bag waist first and then fold and tape flap to the back of the bag with no more than a 2" flap.

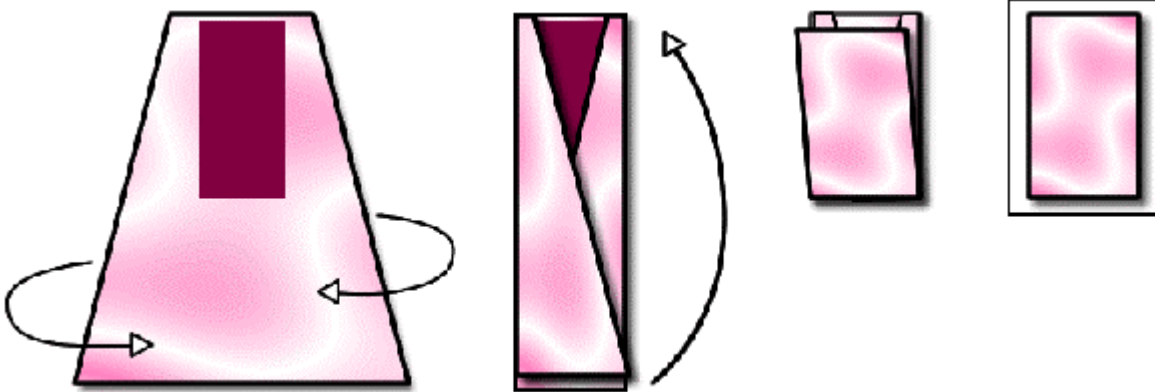
Folding Requirements - Shorts

4. Lay garment down with back facing up, fold sides of legs in and then fold in half with front of shorts facing up.
5. Place in bag waist first and then fold and tape flap to the back of the bag with no more than a 2" flap.



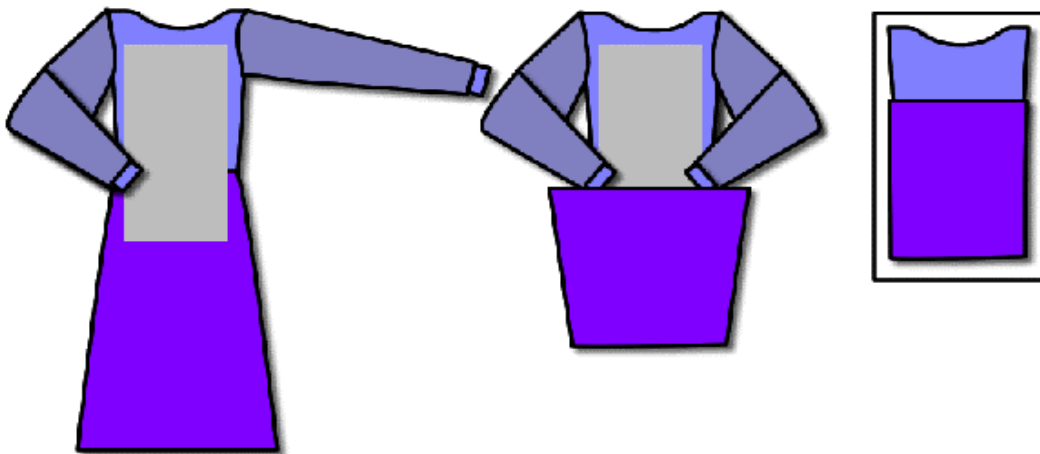
Skirts

1. Lay skirt with back facing up, fold in sides; fold bottom to top.
2. Put in bag waist first, fold and tape flap to the back of the bag with no more than a 2" flap.



Dresses, Slips

1. Lay dress/slip down with back facing up And fold back sleeves and fold sides in and bottom of the dress to the waist and then fold top of dress back, with collar showing and placed face up.
2. Fold and tape to the back of the bag with no more than a 2" flap.



SPECIFIC INSTRUCTIONS – RTW HANGING REQUIREMENTS

In addition to all Prep & Packaging Soft Goods -General instructions on Pages 9-10, the following criteria must be met for hanging goods:

- All Hanging merchandise requires hangtags indicating the vendor style, style number and size.
- Hanging merchandise should be polybagged and securely sealed, including bottom of bag, Recommended bag sizes:
 - Short Garment bag-21"x4"x54"
 - Long Garment bag-21"x4"x72"
- Hangers must be in full compliance with all VICS Hanger Standards. (Please refer to Appendix A.)
- Hanging Skirts/Pants -- Use hanging loops when possible to reduce the risk of clip marks. If clips must be used, foam **must** be placed between the clip and garment to reduce the possibility of clip marks.
- Leather, suede and fur items should be covered with paper and shipped in polybags or garment bags with airholes/airvents to allow the materials to breathe.

PREP & PACKAGING – SOFT GOODS

SPECIFIC INSTRUCTIONS - OTHER

Fashion Accessories

- All items must be individually packaged within polybag or carton. (See detailed requirements in “Soft Good,” pages 9 -10.)
- Packaging must protect the items' shapes (e.g., hats) and/or material (e.g., handbags).

Shoes

- Shoes to be master packed by size and color. Master pack shoe cartons are to be labeled with description, color, and size. Shoes must be packaged in a shoe box without openings. If shoe box has openings it **must** be polybagged.

Jewelry

- Jewelry must be individually packaged (within a polybag or carton) per advertised selling unit. Earrings must be attached to the insert holder and boxed as a selling unit
- Warranties and cases must be packaged with the selling unit/package.
- Jewelry **must not** have retail on UPC tickets/Items for all locations.
- UPC information must be on outer packing as well as on individual items.
- All UPS shipments **must** be sent “2nd Day Air” to reduce pilferage risk.
- Watches with their cases/boxes **must** each be packaged as an individual selling unit.

Cosmetics/Fragrances

- Merchandise must be wrapped individually for best protection in foam or bubble wrap. Tissue paper/corrugated will not protect from UPS/USPS handling and are not acceptable.
- Units **must** not move within the vendor carton.
- Cosmetics and fragrances packaged with molded inserts **must** be packed so as to not shift or dislodge during handling.
- Material safety data sheets for all cosmetics/fragrances **must** be sent to receiving facility prior to shipment of merchandise to the attention of Safety Manager.

Menswear

- Vendors are required to follow all instructions for corresponding Prep & Packaging – Soft Goods or Fashion Accessories Merchandise (pages 9-10).
- All neckties must be folded and attached to a cardboard insert, polybagged per “General Requirements.”
- All dress shirts must be flat packed, polybagged per “General Requirements”
- All Men’s hosiery must be folded neatly, polybagged per “General Requirements,” and not on hangers.

Lingerie

- All Lingerie requires hangtags indicating vendor style, style number and size.
- All items (e.g., bras, panties) must be individually packaged as a selling unit without hangers, in clear polybags, and secured per “General Requirements.”
- Nightwear, sleepwear and robes must be neatly folded, packaged in polybags per “General Requirements.”

Swimwear

- All items must be individually packaged as a selling unit, without hangers, per “General Requirements,”
- Vendors are responsible for pre-packing panty liners with each selling unit.
- All merchandise must be sent in master packs by UPC. Note that in small shipments, UPCs may be mixed but **must** be separated within the master carton using paper/polybags.

Towels/Tablecloths/Napkins/Curtains

- All items to be individually packaged in polybags as a selling unit are to be neatly folded, and polybagged for a snug fit with the UPC showing in accordance with detailed instructions in the Prep & Packaging –Soft Goods General Section (pages 9-10).

Bedding

- Vendor unit packaging of snap/ziplock bags are acceptable and don’t require a polybag.

PREP & PACKAGING – HARD GOODS

GENERAL – HARD GOODS

The following “General” requirements apply to all Hard Goods. Please follow these and specific packaging instructions below for complete requirements.

1. Unit Prep

- All merchandise must be packaged as a selling unit, without any additional repackaging / matching of sets.
- All masterpacks should contain one UPC per carton.
- All masterpack cartons must have the UPC number and UPC bar code on the outside of the carton.
- All components of a selling unit within a customer ship ready carton must be protected with foam, bubble wrap, or corrugate to protect the items from damage during handling and / or shipment.
- Vendors must make every effort to ship merchandise in cartons that contain only one UPC. In cases where there are too few units to put in a standard size carton, the excess of several different sizes and/or colors of the same item may be grouped together in a mixed carton. However, the number of mixed cartons in a shipment must be kept to an absolute minimum.
- If mixed cartons are necessary, the vendor must separate each section of a mixed carton with a layer of corrugate or paper.
- All merchandise greater than 21 inches in length or over 25 pounds must be sent in “customer ship ready cartons” as single units safe for transit in a small package environment.

2. Carton Prep

- All cartons, including vendor reships, must be 200lb. test minimum or 36 (E.C.T.) See Prep & Packaging. Lamps must be a minimum of 250lb bursting strength.
- Vendors must package flat pack merchandise in cartons where the maximum dimension does not exceed 40 inches.
- Cartons should be plain or with a minimum of vendor printing.
- All cartons must be securely sealed.
- Carton weights should not exceed 50 pounds, unless necessitated by the weight of a single unit.
- No Over-Packaging. All vendor cartons must be packaged with the minimum amount of packaging material required for safe shipment. Any “over-packaging” will be assessed a handling charge-back fee.

3. Palletizing

- See Macy’s Vendor Standards at www.macys.com for requirements and restrictions for palletizing. All shipments going directly to Cheshire (CD) and West Coast Fulfillment (SR/Sacramento) must be palletized.
- All Cartons being palletized should be grouped by Purchase Order Number and UPC to every extent possible without creating additional pallets.

SPECIFIC INSTRUCTIONS

China (Place Settings)

- China must be packed so as to prevent damage when merchandise is sent to Macy's customers through a small package carrier (UPS or USPS), without requiring additional internal rework to the vendor carton.
- D2C will package the vendor box in an appropriately sized corrugate box to allow cushioning (top, sides and bottom) using biodegradable peanuts, airbags or similar material.
- Individual components of the place settings must be packed in a manner to prevent movement during transit.
- Corrugated, bubble wrap, foam or other protective material should be used as "separators" to ensure individual pieces do not rub or make contact with each other to prevent chipping and scratching.
- Cups must be positioned to adequately protect handles from breakage.
- The unit box containing an individual place setting must be constructed with a burst strength to allow for a five (5) foot stack height in the D2C facility.
- All carton packaging materials, including loosefill "peanuts" must be biodegradable.
- An expense offset will be assessed for any china place settings where additional internal packing is required to be performed.

Dishware, Completer Sets, Glassware and Crystal

- Pieces must be individually wrapped in foam protection or bubble wrap. Tissue paper/corrugate will not protect the items during delivery and are not acceptable.
- Component pieces must not move within the vendor carton.
- China, glass and silver merchandise sold in both sets and eaches must have a unique U.P.C. ticket for the set and a different UPC coded ticket for each component of the set. Example: wine glasses sold in a set of 4, or by the stem, would require one U.P.C. on the outside of the package which represents the set and a unique U.P.C. on each stem which represents the single selling unit. If the merchandise is to be sold to the customer "only as a set" (not open stock), only one U.P.C. code for ticket on the outside of the package and on each stem is required. If you have any questions regarding how your merchandise will be sold, please contact the appropriate D2C merchant.

Confections (Food/Candy)

- Expiration date/shelf life date must be affixed to individual unit packaging.
- All items must be securely sealed with tamper proof tape or shrink wrapped.
- All merchandise must be sent in master packs by UPC. In small shipments, UPCs may be mixed but must be separated within the master carton. Paper/Polybags can be used to separate mixed UPCs in to layers.
- If items are breakable they must be wrapped in foam protection or bubble wrap.

Giftware/Crystal - Trim-a-Tree

- Protective packaging (i.e., bubble-wrap, foam) must be included in all individual selling units to protect merchandise during handling and shipment.

Chair Sets

- Cartons must be plain or with a minimum of vendor printing and securely sealed.
- Cartons must be palletized and individually strapped or individually shrink wrapped (3 mil. thickness).
- When multiple chairs are packaged as a selling unit, protection is required between chairs, using styrofoam or corrugate.
- Inside corners of cartons must be reinforced with corrugate or styrofoam forms.
- Packaging must be customer ship-ready without additional over wrapping, re-cartoning or re-strapping.

Knock - Down Furniture/Mirrored Framed Art

- Package components of selling unit within the carton with foam or corrugate around the individual pieces.
- Cartons must be plain or with a minimum of vendor printing and securely sealed.
- Interior carton corners must be reinforced with corrugate or styrofoam forms.
- Items such as tile or glass top tables need special protection. Styrofoam or extra corrugate sheets must be added to prevent damage during handling and shipment.
- All hardware and assembly instructions must be in a sealed pouch or bag.
- Packing must be customer ship-ready (no additional over wrapping, re-cartoning or re-strapping).
- Mirrors /Framed Art should be double boxed, have corner foam cushioning and be labeled as Fragile. Outside container needs to be shippable container.

Window Shades and Blinds

- Packaging must be customer ship-ready without additional over-wrapping, re-cartoning or re-strapping.
- All carton openings must be securely sealed, taped, or stapled.
- Ends of boxes must be reinforced and securely sealed.
- Cartons must be plain or with a minimum of vendor printing.

Flatware

- Merchandise must be packaged as an advertised selling unit, including any bonus components.
- Flatware boxes must be securely sealed. Tape or sealed polybag is preferred.
- Knives sold individually must be packaged so as not to present a safety hazard during handling. Preferred methods are securely sealed boxes or sealable, foam-backed corrugate sleeves. Knife blades must be protected in plastic sleeves. Plastic sleeves should extend a minimum of 1" past the tip of the knife blade to prevent push through.
- Each individual package must display vendor name, item number and pattern.

Lamps

- All merchandise must be packaged as a selling unit, without any additional repackaging. Shades should be packaged with the lamp as a single selling unit. Ticketing and packaging is to provide one U.P.C. / EAN for the lamp with the base and shade packed in one carton. If you have any questions about lamps and U.P.C. / EAN, call (513) 782-1222.
- Lamp necks must be protected by corrugate collars or styrofoam forms.
- Packaging must be customer ship-ready without additional over wrapping, re-cartoning or re-strapping.
- Carton must be 250lb. test minimum.
- All openings must be securely sealed, taped, or stapled.
- Vendors must insert appropriate protective packaging material, (i.e. bubble-wrap, corrugate sheets, pelspan, Styrofoam) to ensure items are secure within ship ready cartons.
- Carton must have equal product weight distribution.
- If vendor has received UPS approval for packaging, the vendor must provide the Vendor Prep Coordinator with a copy of the UPS letter. The letter must be on UPS letterhead and specify the item, including description and model number. An email can be sent to D2CVendorcontact@macys.com

Rugs

- Rugs and mats need to be rolled and bagged as individual selling units. Bag should be 3 mil thick. White color poly bags are acceptable.

D2C Charges for Non-Compliance

1. Prep Violations

VIOLATION	CHARGE	MIN. CHARGE
UPC Ticketing – Merchandise not UPC Marked	\$50 plus 50¢ per unit	\$50.00
Poor Quality UPC Tickets	\$50 plus 50¢ per unit	\$50.00
UPC tickets or other items affixed improperly (pins, strings, etc.)	\$50 plus 50¢ per unit	\$50.00
UPC not placed properly on merchandise per guideline standards	\$50 plus 50¢ per unit	\$50.00
Merchandise not individually labeled with SKU information (BCOM)	\$50 plus 25¢ per unit	\$50.00
Polybag markings cover visibility to UPC ticket	\$50 plus 50¢ per unit	\$50.00
Merchandise received with price tags	\$50 plus 25¢ per unit	\$50.00
Merchandise not folded and individually polybagged	\$50 plus 50¢ per unit	\$50.00
Merchandise not securely sealed	\$50 plus 25¢ per unit	\$50.00
Merchandise not packaged as selling unit	\$50 plus 50¢ per unit	\$50.00
Merchandise missing Fabric/Care/Country of Origin tags	\$50 plus 50¢ per unit	\$50.00
Incorrect /no hanger for GOH merchandise	\$25 plus 50¢ per unit	\$75.00
Garmet on hanger (GOH) not properly UPC ticketed, hangtagged & polybagged	\$50 plus 50¢ per unit	\$50.00
Merchandise received in poor condition (wrinkled)	\$1 per item	\$75.00
Unnecessary product packing materials / pins, etc.	\$25 plus 50¢ per unit	\$75.00
100% INSPECTION for damages/wrong style	\$50 plus 25¢ per unit	\$100.00
Polybag too thin not 1.5 mil	\$50 plus 50¢ per unit	\$50.00
Incorrect polybag type – not polyethylene	\$50 plus 50¢ per unit	\$50.00
No suffocation warning on polybag.	\$50 plus 50¢ per unit	\$50.00
Insufficient packaging to prevent damage	\$25 plus 50¢ per unit	\$25.00
China multiple piece place setting (5pps, 61pps, etc.) not properly packed to prevent damage when sent to Macys customer.	\$50 per receipt plus 50¢ for each component in set (effective 5/1/2004) (i.e.; a charge of \$2.50 would be assessed for each 5 pc set plus the \$50.00 receipt charge); a charge of \$30.50 would be assessed for a 61 pc set plus the \$50.00 receipt charge	\$50.00



2. Other

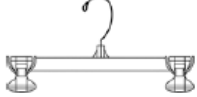
VIOLATION	CHARGE	MIN. CHARGE
Shipment Not Matching Product Sample – Photo Touch-up (.com only)	\$100.00	\$100.00
Shipment Not Matching Product Sample – Reshoot Flat (.com only)	\$250.00	\$250.00
Shipment Not Matching Product Sample – Reshoot Figure (.com only)	\$500.00	\$500.00
Shipment not palletized going to Cheshire / Sacramento	\$250.00	\$250.00


- Airhole** A punch hole, flutter / butterfly vent or pinhole in a poly bag.
- E.A.N** European Article Number – A 13 digit number which is the European equivalent of the U.P.C. number that is used in the U.S. and Canada.
- DC** Distribution Center where merchandise is received and shipped to customers.
- Hard Goods** Merchandise in the following categories: Dishware, Glassware, Giftware, Crystal, Confections (Food/Candy), Furniture, Framed Art, Window Shades, Lamps and Rugs
- RTV** Merchandise returned to vendor.
- Securely seal** The two (2) inch wide tape to be used across the entire length of a polybag to seal it.
- Soft Goods** Merchandise in the following categories: Ready to Wear, Accessories, Shoes, Cosmetics, Menswear, Swimwear, Tableclothes, Napkins, Towels, Curtains, Textiles, Bedding
- TL** Trailer Load (i.e., a motor carrier shipment that constitutes a full trailer load).
- UPC** Universal Product Code (i.e., the twelve (12) digit number assigned to an item by the vendor to uniquely identify an item of merchandise to the color and size level.
- WMS** Warehouse Management System


Macy's
2008 Floor Ready Hanger Program


(All merchandise displayed hanging in our stores, including sweaters, must be shipped on a Floor Ready Hanger.)
 Hangers are expected to be in full compliance with all VICS hanger standards. (No Logos) Use of any hangers that fail to comply with these standards are subject to expense offsets from the receiving locations.
 This list is intended to be used as a general guide. If you have any questions regarding hanger requirements, **contact your buyer.**


Family of Business / Examples	Hanger Description	Style Number	Hanger Style
TOP (use hanger size appropriate for product) Tops, Blouses, Dresses, Robes, Sleepwear Women's jackets, 2-piece Pajamas (w/ slip tape), Intimate Apparel Daywear Robes / Heavy Tops, such as Streetwear should use the Jacket Hanger – 3328	19" Top	479	
	17" Top	484	
	15" Top	485	
	12" Top	498	
	Optional for Knitwear/ Sweaters / Robes (alternate styles 888 & 999)	10" Top	
	19"	579	
	17"	584	
	15"	585	


BOTTOM (use hanger size appropriate for product) Bottoms, Pants, Skirts, Shorts, 2-piece & Strapless Swimwear, Men's Swimwear	14" Bottom	6014	
	12" Bottom	6012	
	10" Bottom	6010	
	8" Bottom	6008	
	Bottom hangers are available with clear "rubberized" / crease-free padding to prevent garment damage if necessary. (Style 6208, 6210, 6212, 6214) Heavy Bottoms, such as Streetwear should use style 7008, 7010, 7012, 7014		

JACKETS (optional alternate to style #484) Women's Jacket Streetwear Tops and all other heavy Tops	19" Top	3319	
	17" Top	3328	
	15" Top	3315	

WOMEN'S SUITS Women's, Juniors, Missy Suits	17" Suits	494	
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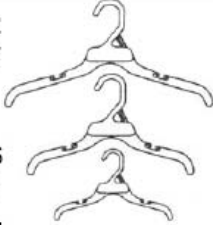



COATS (use hanger size appropriate for product) Outerwear Coats and Jackets	19" Coat	3320	
	17" Coat	3329	
	15" Coat	3316	

LEATHER COATS (designed to prevent product damage, optional alternate to style #3329, 3316 & 3320) Men's & Women's Leather Coats	19" Leather	3969	
	17" Leather	3937	
	15" Leather	3945	

SWIMWEAR HANGER (with or without soft pad)	10"	8010	
	12"	8012	
	14"	8014	

INTIMATE APPAREL	GS-11	
Intimate Apparel (Bras / Pants / Slips)	GS-19	
Clear, No Logos	CW-87	

Men's / Young Men's Sportcoats and Suits	Use wishbone style wood hanger or black plastic hanger (pant bar if Needed) as per current agreement
Women's Designers	Black velvet

Infants / Children's					
Infants					
Children's through	12" 9412		472		
Girls 6x	10" 9410		467		
Boys 7 separates	8" 9408				
Use white plastic molded hook hanger in common use today, with color sizer as outlined in VICS standard. No logos.	10" 6110		496		
All other children's sizes use appropriate clear hangers noted in top & bottom sections.	8" 6108		495		
			12"		
			10"		
				951	
				959	

Use a combination of the top and bottom hangers for all 2 piece Men's, Women's, and Children's (over Girls 6x / Boys 7) coordinates / sets, except suits. Clear plastic extenders may be used.
 Use mini-gards or foam strips on top hangers to prevent garment slippage or damage to fine fabrics if necessary or as directed by buyer.
DO NOT USE SIZE INDICATORS ON HANGERS (except Infants / Children's, Men's Suits and Sportcoats)