

May 18, 2006

**To: All Furniture & Bedding Vendors**

**Subject: Federated Department Stores Appointment Requirements**

This notice is being provided to reiterate Federated's requirement that vendors enter all requests for delivery appointments into fdsnet.com. The requirements and instructions are available at [www.fdsnet.com](http://www.fdsnet.com) in the Transportation Section of the Federated Vendor Standards for 2006. The website is available 24 hours a day/7 days per week. If you encounter any problems or have any questions please contact Federated Transportation Office (FTO) at 404-250-7200, wait for the prompt for routing instructions and press 1, then press 3 for furniture shipment.

Please note that, by May 30, 2006, all Furniture and Bedding vendors must be registered and in compliance with the following:

- Appointment requests must be made using fdsnet.
- All appointment requests, except VMI/RVI and Bedding, must be submitted 48 hours prior to desired appointment date and time. Contact FTO directly if shorter window is required on an exception basis.
- Bedding vendors, located on the West Coast, must submit appointment requests by 9:00 a.m. PST for the following days appointment. Any request entered after 9:00 am. PST is in jeopardy of not receiving an appointment for the next day, which may delay your delivery creating a customer failure.
- In the event that BOL or other final load information is not available at the appointment request time, a series of the numeral "1" should be used (ie: 111111111) in lieu of a Bill of Lading. This will allow you to enter the data needed to complete the request. However since this is a placeholder and is NOT the required data element, it must be updated 24 hours prior to the delivery appointment. Bedding/LVI/RVI vendors may update their appointment information in fdsnet a minimum of 1 hour prior to the appointment date/time.
- If you are a prepaid vendor or ship import containers, please select the appropriate field in the Specialized Routing Requests portion of your shipment request. Doing so correctly will take you to the next screen on fdsnet, where you will enter your container number, last free day, broker information for container shipments, or carrier name, trailer number, and contact information for prepaid shipments or collect / carrier pre-assigned. You may choose from the following Specialized Routing Requests options: Purchase Order Add-on, Collect Pre-Assigned Carrier, Port of Entry (POE) Shipment [Select this for import containers], Need Appt Only – Prepaid, LVIQ – Local Vendor Inventory
- 24 hours prior to appointment date and time, all vendors/carriers must update their appointment information to reflect actual Bill of Lading number in the Bill of Lading field, PO's shipped and final carton counts. This entry must match your advanced ship notice (ASN) exactly as transmitted.

As a reminder, please review the Vendor Standards for 2006. Failure to follow these requirements may result in a charge back to your company.

Thank you for your continued partnership with Federated Department Stores. Your cooperation is anticipated and very much appreciated.