

bloomingdales.com

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# Vendor Routing Guide

bloomingdales.com Fulfillment/Distribution Center

This bloomingdales.com Routing Guide (the "Guide") contains essential instructions on routing merchandise to the distribution centers that service bloomingdales.com (BCOM) and applies only when BCOM is paying the freight charges. We ask for your cooperation in adhering to these requirements, which are intended to provide the best overall service and most advantageous rates. Note that each BCOM vendor is responsible for complying with the Guide. Accordingly, please take note that:

- The Guide is to be used in conjunction with the **Macy's Direct To Consumer Vendor Standards ("D2C Standards")**, which are available at [www.macysnet.com](http://www.macysnet.com). It is your obligation to review and follow the D2C Standards, as well as all applicable portions of the Macy's Vendor Standards in their entirety, also as posted at [www.macysnet.com](http://www.macysnet.com).
- This Guide only applies to BCOM and then only when BCOM is paying the freight charges.
- A failure to follow these requirements will result in the assessment of an expense offset and/or administrative charge, as set forth in the D2C Standards posted in at [www.macysnet.com](http://www.macysnet.com).
- To avoid noncompliance and any expense offset and/or administrative charges, please distribute this Guide to the appropriate individuals within your organization.
- All merchandise purchase transactions are governed by the BCOM purchase order, including the general terms and conditions, which are posted at [www.macysnet.com](http://www.macysnet.com).
- You must use an "**Approved Carrier**," as identified in this Guide. For further information on Approved Carriers, contact BCOM's receiving office at (203) 271-5371, between 7:00 a.m. (Eastern Time or ET) and 3:30 p.m. (ET) or by email to [BDvendorcontact@macys.com](mailto:BDvendorcontact@macys.com).
- Invoices should be sent to: **Macy's Accounts Payables, 2101 E. Kemper Rd. Cincinnati, Ohio 45241. Att: Invoice Processing.**
- Partial shipments, over and/or under ships are strongly discouraged and require prior approval of the appropriate BCOM Planner.
- Please contact the BCOM receiving office with any questions by calling (203) 271-5371 between the hours of 7:00 a.m. and 3:30 p.m. ET, by sending a fax to 203-271-5842 or by emailing [BDvendorcontact@macys.com](mailto:BDvendorcontact@macys.com).
- For information about the Macy's Vendor Standards generally, visit [www.macysnet.com](http://www.macysnet.com), the website for Macy's and Bloomingdale's vendor-related information. For general Macy's, Inc. information, please visit [www.macys.com](http://www.macys.com).

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## Routing Instructions

### INSTRUCTIONS:

- All LTL and TL Carriers must contact BCOM's receiving department at 203-271-5800 for delivery appointments.
- Each carton must be clearly marked with the: (i) shipper and consignee names and addresses; and (ii) BCOM division number and purchase order number.
- Each carrier Bill of Lading must state the: BCOM division number, BCOM purchase order number, and total number of cartons and of pallets.
- All multi carton shipments must be palletized and stretch wrapped.
- Do not mix multiple purchase orders on a pallet.
- Standard released value does not exceed \$3 per pound. Carrier must be notified when value exceeds Cost of Goods and includes assessorial charges applied by BCOM to inter-company charge and cost.
- Special Purchase Order Instructions override standard instructions:
  - For shipments exceeding 5000 lbs or 650 Cubic Feet, contact BBC Worldwide for Routing: 609-268-9919 ext. 27.
- **BCOM merchandise shipping addresses:**
  - 475 KNOTTER DRIVE, CHESHIRE, CT 06410 (**Garments on hangers, Jewelry**)
  - 181 WEST JOHNSON AVE., CHESHIRE CT 06410 (**All other BCOM merchandise**)
- **Carrier Selection:**
  - **Garments on hangers:** With approval from BCOM distribution center (call 203-271-5371 (7:00 a.m. - 3:30 p.m. ET), fax 203-271-5842, email: BDvendorcontact@Macys.com).

Pacific Logistics	877-422-4752
Courier Systems	800-252-0353
	(800) 610-5544 to get Local Terminal Information
	Contact Local Terminal

- **Cartons less than 100 lbs.**
  - All States: United Parcel Service (UPS)
  - All collect shipments must be sent 3<sup>rd</sup> Party Billing
  - All UPS cartons should be marked "vendor shipment" and an alternate color tape on the package is also recommended to prevent introduction into BCOM's Returns Operation.
- **Cartons over 100 lbs., see chart on next page.**
- **For questions, phone: 203-271-5371 (Between 7:00am and 3:30pm ET), fax: 203-271-5842 or email: BDvendorcontact@macys.com**

# Carrier Selection

## Approved Carriers for Cartons of over 100 lbs.:

State	Primary Carrier	Secondary Carrier	Est. Transit Days
AL	ABF	ABF	3
AK	BBC	BBC	3-4
AR	ABF	BBC	5-7
AZ	ABF	BBC	
CA	Pacific Logistics	BBC	5-7
CO	ABF	BBC	5-7
CT	COURIER SYSTEMS	BBC	1-2
DE	COURIER SYSTEMS	BBC	1-2
DC	ABF	BBC	1-2
FL	COURIER SYSTEMS	BBC	3
GA	ABF	ABF	3
HI	BBC	BBC	5-7
ID	ABF	BBC	2
IL	ABF	BBC	3-4
IN	ABF	BBC	2
IA	ABF	BBC	3-4
KS	ABF	BBC	3-4
KY	ABF	BBC	3
LA	ABF	BBC	3-4
MA	COURIER SYSTEMS	BBC	1-2
MD	COURIER SYSTEMS	BBC	1-2
ME	ABF	BBC	1-2
MI	ABF	BBC	2
MN	ABF	BBC	3-4
MO	ABF	BBC	3-4
MS	ABF	BBC	3-4
MT	ABF	BBC	5-7
NC	ABF	BBC	3
NE	ABF	BBC	3-4
NH	ABF	BBC	1-2
NJ	COURIER SYSTEMS	BBC	1-2
NM	ABF	BBC	5-7
NV	ABF	BBC	5-7
NY State 10001-12010	COURIER SYSTEMS	ABF	1-2
NY ALL OTHER ZIP CODES	ABF	BBC	1-2
NY City	COURIER SYSTEMS	BBC	1-2

State	Primary Carrier	Secondary Carrier	Est. Transit Days
OH	ABF	BBC	2
OK	ABF	BBC	3-4
OR	ABF	BBC	5-7
*PA 13717,13779,19406	COURIER SYSTEMS	BBC	2
PA* ALL OTHER ZIP CODES	ABF	BBC	2
RI	ABF	BBC	1-2
SC	ABF	BBC	3
SD	ABF	BBC	3-4
TN	ABF	BBC	3
TX	ABF	BBC	3-4
UT	ABF	BBC	5-7
VA See Below *			2
VA ALL OTHER	ABF	BBC	2
VT	ABF	BBC	1-2
WA	ABF	BBC	5-7
WV	ABF	BBC	1-2
WI	ABF	BBC	3-4
WY	ABF	BBC	5-7
MEXICO	BBC	BBC	5-7
PUERTO RICO	BBC	BBC	5-7
CANADA			
AB	BBC		3
BC	BBC		3
MB	BBC		3
NB	BBC		3
ON	BBC		3
PQ	BBC		3
SK	BBC		3
NS	BBC		3
VA* 20151,20186,23606,24112,24148, 20171 20774, 20901	COURIER SYSTEMS	BBC	2
22033, 23431 23432, 23970 24502, 24540 24510	COURIER SYSTEMS	BBC	2

- **What are the BCOM distribution centers' hours of operation in receiving?**  
Our receiving hours are 7:00 AM – 3:30 PM (ET)
- **Where do I send the invoice?**  
Invoices should be sent to:  
  
Macy's Accounts Payable  
2101E. Kemper Rd.  
Cincinnati, Ohio 45241  
Attn: Invoice Processing
- **Where can I find charge-back amounts for noncompliance with requirements of the Macy's Vendor Standards generally and the D2C Standards?**  
Posted at [www.macysnet.com](http://www.macysnet.com).

- DC** Distribution Center, where merchandise is received for shipment to customers
- LTL** Less Than Trailer Load (i.e., a motor carrier shipment that is a less than full truckload)
- POD** Proof of delivery (e.g., signed bill of lading proving shipment was signed for at delivery)
- TL** Trailer Load (i.e., a motor carrier shipment that does constitute a full trailer load)