

bloomingdale's *DIRECT*

Vendor Standards

"OUR SUCCESS IS YOUR SUCCESS"

Bloomingdale's Direct Fulfillment/Distribution Center

Bloomingdale's Direct is an Affiliate of Macy's Inc.

Dear Valued Business Partner:

Welcome to the December 2008 version of the *Bloomingdale's Direct Vendor Standards*, which, in prior years, was known as the *Bloomingdale's By Mail Vendor Standards Manual*.

These Bloomingdale's Direct Vendor Standards apply **only** to Bloomingdale's Direct. Please visit macysnet.com for additional information about Macy's and Bloomingdale's vendor requirements.

OUR SUCCESS IS YOUR SUCCESS . . . The 2008 Bloomingdale's Direct Vendor Standards have been revised to provide clearer and more concise descriptions of our requirements. These requirements, in turn, have been enhanced to provide better service our customers by promoting safe and efficient processing of your merchandise through our facility conveyor and sortation systems. Merchandise that meets our requirements generally becomes available to our customers 70% percent faster and is delivered in better condition.

We urge you to familiarize yourself with the 2008 Bloomingdale's Direct Vendor Standards and with macysnet.com generally. Compliance with our standards will strengthen our partnership and help achieve our mutual success. If you have any questions about any of these requirements, please do not hesitate to contact our Vendor Prep Coordinator at BDVendorContact@macys.com or by phone at (203) 271-5835 between 8:00 a.m. and 4:30 p.m. Eastern Time.

We look forward to working with you and thank you for your cooperation.

Sincerely,



Patricia Aesif
Vice President, Operations

Bloomingdale's Direct (BD) has made a total commitment to providing efficient and effective specifications for processing receipts within our distribution centers. We expect and rely on our vendors' adherence to these specifications, all as set forth in these Bloomingdale's Direct Vendor Standards, which are specific and apply only to BD. Vendors who also deal with Bloomingdale's stores, Macy's and/or other Macy's Logistics facilities must consult and comply with the Macy's Vendor Standards applicable to such stores and other facilities. There are differences between the Macy's Vendor Standards and the Bloomingdale's Direct Vendor Standards and it is the vendor's responsibility to fully comply with the appropriate standards, which is determined by where merchandise is to be sent. Please visit macysnet.com to access the Macy's Vendor Standards and related materials.

The Bloomingdale's Direct Vendor Standards include the Bloomingdale's Direct Routing Guide, which provides information required for shipping to a BD distribution center. Please take note that BD's agreement to pay all or any portion of freight expenses is conditioned on compliance with the instructions in the Bloomingdale's Direct Routing Guide. Failure to follow those instructions will serve as your agreement to pay the freight expenses plus a processing fee if asserted by BD.

The Bloomingdale's Direct Vendor Standards also incorporate BD's purchase order documentation, which governs all BD merchandise transactions. All the BD purchase documents are also posted at macysnet.com. Also incorporated are all of the Macy's and Bloomingdale's vendor policies that are generally applicable to our vendors, including that no Macy's or Bloomingdale's associate or any member of an associate's immediate family will request or accept (or direct others to request or accept) gifts, gift certificates, discounts, gratuities or any other item of significant (i.e., other than nominal) value from any vendor, supplier, or resource with whom Macy's or Bloomingdale's (or any of their respective divisions) has an existing or potential business relationship. Violation of this policy will result in the termination of the associate's employment.

Please advise the appropriate individuals within your organization to access and make themselves familiar with these Bloomingdale's Direct Vendor Standards and the Bloomingdale's Direct Routing Guide, together with all other relevant material also posted at macysnet.com, including Macy's and Bloomingdale's policies and purchase order documentation (all included in each reference to the Bloomingdale's Direct Vendor Standards and available at macysnet.com). If there are any questions concerning these instructions, please contact the Bloomingdale's Direct Vendor Prep Coordinator at (203) 271-5835 between the hours of 8:00 a.m. and 4:30 p.m. Eastern time. Email inquiries may be sent to BDVendorContact@macys.com.

Please review the Bloomingdale's Direct Vendor Standards carefully. Any unauthorized failure to comply with the Bloomingdale's Direct Standards, including the Bloomingdale's Direct Routing Guide, shall entitle BD to recover liquidated amounts as specified or, if no liquidated amount has been established for a particular deviation from these requirements, BD shall be entitled to reimbursement of any costs that BD has incurred. In addition, BD may also impose administrative fees with regard to such noncompliance. By entering into a transaction with BD, BD vendors are deemed to have authorized BD to charge back to such vendors any such liquidated amounts, costs and/or administrative charges.

It is especially important to remember the following critical steps required of every BD vendor:

1. Provide a **Merchandise Sample** and completed **Product Information** form prior to BD's receipt of the first shipment.
2. Label all units individually with a BD "**S.K.U. Label**" per Ticketing Requirements detailed in these standards.
3. Affix a **U.P.C. Ticket** to all merchandise per Ticketing Requirements WITHOUT price tags of any kind on the merchandise.
4. **Prep and Package** units individually per the "General" and "Specific" instructions. Polybag and tape Soft Goods as required. Safely package all hard goods per requirements.
5. Affix **Carton Labels** with required **Marking Information**.
6. Provide a Master Packing Slip with all shipments.
7. Partial shipments, over or under ships are strongly discouraged and require prior approval of the respective BD Planner.
8. Invoices must be sent to: **Macy's Accounts Payables, 2101 E. Kemper Rd. Cincinnati, Ohio 45241. ATT: Invoice Processing.**
9. **For general information about Macy's and Bloomingdale's vendor standards, visit our website at www.macysnet.com. For general Macy's, Inc. information, visit the Macy's website at www.macys.com.**

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Product Samples

BD requires each new vendor to provide one unit sample FULLY PREPPED PER VENDOR PREP GUIDELINES for each merchandise type/classification (e.g., one for each of pant and shirt but not for each different style, color or size) all based on the following criteria:

- Sold at a unit cost of \$150.00 or less to BD.
- Being sent to BD for the first time.

Note: This is considered a non-reimbursable cost of doing business. Please coordinate with the BD Vendor Prep Coordinator at 203-271-5835 between the hours of 8:00 a.m. and 4:30 p.m. Eastern time.

Sample Instructions

- Samples must comply with our vendor guidelines specific to merchandise prep.
- Samples must arrive at least 3 weeks prior to shipment of the purchase order.
- Samples must be clearly marked “sample” on a tag applied to the garment that must be visible through the polybag/garment bag.
- Samples must have the vendor’s name, contact person name, phone number, purchase order number and item number (including U.P.C.) affixed to the polybag or garmentbag.
- Vendor must complete the Product Information form (page 6) and place it within the sample shipping carton. This form can also be faxed prior to sending the merchandise sample to (203) 271-5842. An electronic version can be requested by emailing BDVendorContact@macys.com.
- The shipping carton must be clearly marked “samples”.
- All samples must be shipped prepaid UPS 2nd Day Air or Fed Ex.
- Send samples with a completed Product Information Form, with carton labeled “sample” to:

**Bloomingdales Direct
Receiving Department
ATTN: Vendor Prep Coordinator
475 Knotter Drive
Cheshire, CT 06410**

- For additional information concerning samples, call 203-271-5835 (8:00 a.m. to 4:30 p.m. Eastern time) or email BDVendorContact@macys.com

Required Product Information

Having detailed information about merchandise at the BD distribution center is an important factor in ensuring that BD customers will be satisfied and informed about their purchases. This is why we require that you complete a Product Information Form to provide specifications for each new product style being sent to BD.

The Product Information Form has two parts, one for product specifications for Ready To Wear (RTW) and one for Home Goods. Please complete the section that is applicable to your merchandise and also complete the bottom of the form for final prepped product specifications. Note that, for the RTW section, sizes need to be written in the “Top Sizing” and “Bottom Sizing.” Proper completion of the Product Information Form will provide BD with correct information about each of our products prior to the merchandise being offered for sale. This allows us to process the merchandise more quickly and may reduce customer’s returns and/or returns to vendors (RTV). Please return completed forms by email to BDVendorcontact@macys.com, fax to 203-271-5842 and/or return with your product sample.

If you have any questions about this form or how to complete it please call the Vendor Prep Coordinator at 203-271-5835 between the hours of 8:00 am to 4:30 pm Eastern Time. An email version is available by contacting BDVendorContact@macys.com.

Example: RTW Bottom Sizing

SIZE	Small	Medium	Large	X Large
WAIST	26	28	30	32
HIP	34	36	38	40
INSEAM	30	30	32	32

Example: Bedding Sizing

SIZE	TWIN	FULL	QUEEN	KING
Comforter	52x92	72x98	80x102	
Sheet FTD depth	15 inches	16 inches	17 inches	20 inches
Bedskirt Drop	12 inches	13 inches	15 inches	18 inches

Home Goods

Ready To Wear

SKU/U.P.C.:	Vendor:	Country of Origin:	Descrip:		
Stemware	Height:	Ounces:	Length:		
Flatware	Weight:	Coating: <input type="checkbox"/> 13/8 <input type="checkbox"/> 18/10 <input type="checkbox"/> 18/8 <input type="checkbox"/> silverplate			
Dinnerware	<input type="checkbox"/> Dinner Plate <input type="checkbox"/> Salad Plate <input type="checkbox"/> Saucer <input type="checkbox"/> Cup <input type="checkbox"/> Bowl <input type="checkbox"/> Platter <input type="checkbox"/> Sugar <input type="checkbox"/> Creamer <input type="checkbox"/> Butter <input type="checkbox"/> Serving Bowl				Do goods require Prop. 65 label: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Completer set (list pieces to set)				
	<input type="checkbox"/> Oven Safe <input type="checkbox"/> Microwave Safe <input type="checkbox"/> Dishwasher Safe				
Cookware	<input type="checkbox"/> Oven Safe <input type="checkbox"/> Microwave Safe <input type="checkbox"/> Dishwasher Safe				
	<input type="checkbox"/> Non Stick		<input type="checkbox"/> Flat		<input type="checkbox"/> Ribbed
Lamps	Height:	Base width:		Cord Length:	
	Wattage:	UL Listed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Shade:	Height:	Diameter top:		Diameter bottom:	
Window Treatment	Lined: <input type="checkbox"/> Yes <input type="checkbox"/> No	Panels: 1 or 2		Tiebacks: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Bedding	<input type="checkbox"/> Twin	<input type="checkbox"/> Full/FQ	<input type="checkbox"/> Queen	<input type="checkbox"/> King	<input type="checkbox"/> Cal KING
Fitted Sheet Depth	inches	inches	inches	inches	inches
Comforter	inches	inches	inches	inches	inches
Sham	inches	inches	inches	inches	inches
Thread Count	Comforter:	Sheets:	Bedskirt:	Shams:	Duvet:
Pillow	<input type="checkbox"/> European		<input type="checkbox"/> Standard		<input type="checkbox"/> King
Throw Pillow	List size in inches:				
Hardware	Included: <input type="checkbox"/> Yes <input type="checkbox"/> No		Batteries: <input type="checkbox"/> Yes <input type="checkbox"/> No		Battery Size:
SKU/U.P.C.:	Vendor:	Descrip:			
Fiber/Material:		Country of Origin:			
Care Instructions	<input type="checkbox"/> Dry Clean <input type="checkbox"/> Spot Clean <input type="checkbox"/> Hand Wash <input type="checkbox"/> Lay Flat to Dry <input type="checkbox"/> Machine Wash <input type="checkbox"/> Cold <input type="checkbox"/> Warm <input type="checkbox"/> Machine Dry				
	Details		# Buttons:	# Pockets:	# Slits:
Intimate Apparel	Merchandise Lined: <input type="checkbox"/> Yes <input type="checkbox"/> No			Belt Included: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Swimwear	How many closures?		Underwire: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Accessories	<input type="checkbox"/> 1 pc <input type="checkbox"/> 2pc		Bra style: <input type="checkbox"/> Underwire <input type="checkbox"/> Hard <input type="checkbox"/> Soft <input type="checkbox"/> Shelf <input type="checkbox"/> Floating		
	Rear coverage: <input type="checkbox"/> Full <input type="checkbox"/> Moderate <input type="checkbox"/> Brief <input type="checkbox"/> Bikini				
Handbag	Length:	Width:	Height:	Depth:	
Watches	Lined: <input type="checkbox"/> Yes <input type="checkbox"/> No		Dividers: <input type="checkbox"/> Yes <input type="checkbox"/> No		How Many:
	<input type="checkbox"/> Zipper		<input type="checkbox"/> Buckle		<input type="checkbox"/> Snap <input type="checkbox"/> Other
Necklace/Bracelet	Water resistant <input type="checkbox"/> Yes <input type="checkbox"/> No		Quartz: <input type="checkbox"/> Yes <input type="checkbox"/> No	Face Diameter:	Band Length:
Top Sizing (write in)	Silver / Gold	Length		Width	
Chest					
Back Length					
Sleeve					
Bottom Sizing (Write In)					
Waist					
Hip					
Inseam					
Prepped Unit Dimensions / Weight	Weight	Length	Width	Height	

Form can be faxed to (203) 271-5842 or emailed to BBMVendorContact@macys.com

Ticketing Requirements – SKU Label

All merchandise (except shoes) shipped to BD 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 (Bloomindales Direct = 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)
- **Ticket size**: no smaller than 2” wide by 2” high.

Women's RTW

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

Men's Shirts & Pants

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

Sheets/Comforters

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

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

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

Towels

Item#	12345	12	Color #
	FGT		Size
Co#	37		

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

Hard Goods

Item#	12345	12	Color #
Co#	37		

Tablecloths

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

SIZE DESCRIPTION ABBREVIATIONS

BEDDING

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

READY TO WEAR

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

TOWELS

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

INTIMATE APPAREL

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

CHILDREN

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

SHOES

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

TICKETING - SKU REQUIREMENTS

SKU TICKET PLACEMENT

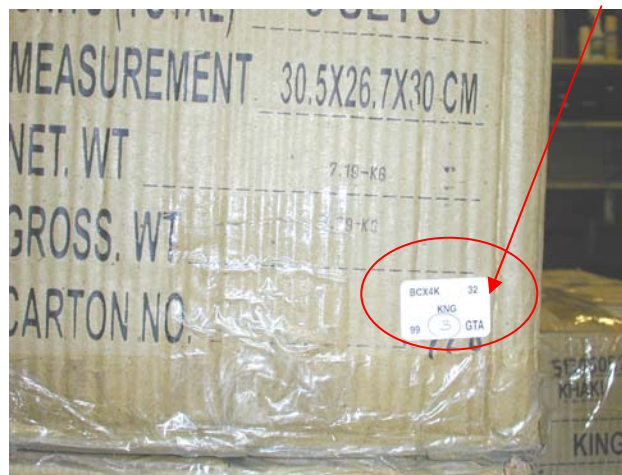
- **Flat Pack Merchandise:** SKU label must be applied to the lower right hand corner of the packaging.



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



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



All BD Merchandise Must Be U.P.C. Ticketed

1. Compliance with the U.P.C. or EAN catalog is required before trading EDI documents and you must U.P.C. or EAN ticket your merchandise.
2. All vendors must ticket merchandise with an industry standard vendor U.P.C. or EAN bar code that conforms 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). You must have an ongoing U.P.C. or EAN bar code quality control program in place that ensures ANSI A or B printing quality when scanning with a 6 mil aperture. The quality of your ticket must be sufficient for scanned auditing, scanning at point of sale and scanning of our financial inventory.
3. Do not ticket with both U.P.C. and EAN. Use only one or the other on any item and do not use more than one U.P.C. and/or EAN bar code on any ticket. Do not use secondary bar codes, format your ticket incorrectly, affix your ticket incorrectly, or fail to ticket with retail when required.

Size Requirements

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

Ticket Attachment

1. Your U.P.C. or EAN must be securely affixed to merchandise. For garments, use a plastic swift-attach device affixed to the left sleeve/left side of most items. Do not loop strings around buttons or use strings attached with pins or strings looped through buttonhole.
2. **Special safety note:** Pins are not permitted. Do not use pins of any kind, including any straight or safety pins.
3. U.P.C. or EAN ticket must be placed on item so that it is clearly visible through poly bag.
4. If fabric damage is a concern, swift-attach the ticket through the sewn-in label in the neck or in the waistband, or where otherwise visible and easily accessible.
5. All labels applied directly to a product must utilize a removable adhesive, including labels on Metal, Paper, China, Glass, Silver, Plastic, or Wood. Non-removable adhesive tickets are not permitted.

Multi-Piece Tickets

1. For 2-piece, 3-piece or 4-piece garments, etc., top garment must be marked with one (1) full detail ticket, including U.P.C. or EAN. Additional pieces must be marked with ticket with PID (style #), color, size and vendor/label name. Every ticket must clearly state “2-piece, 3-piece or 4-piece garment,” etc., as applicable. This applies to garments only and not to accessories attached to a garment (e.g., hat attached to a toddler set on a frame). Accessories, such as hats or gloves, must be swift attached to garment, not pinned and must be noted on the ticket (e.g., 2-piece garment+hat).
2. BD recommends including the U.P.C. or EAN and/or PID number and/or bar code, as well as multi-piece indication on the sewn-in care label to provide permanent merchandise

identification that will assist with returns, as well as re-ticketing. Please contact your garment label maker for more information.

3. For boxed/packaged merchandise that can be displayed/sold in or out of the packaging, you must ticket both the item and the package. No piggybacks.
4. For merchandise not requiring a hangtag, consult UCC website for alternate U.P.C. or EAN ticket types or contact Vendor Prep Coordinator, at 203-271-5835 between the hours of 8:00 a.m. to 4:30 p.m. Eastern time.
5. For merchandise in multi-packs but only sold as eaches, each unit must be marked with a U.P.C. or EAN and outer carton must also be marked with the "each" U.P.C. or EAN. Example: wine glasses packed 4 to a carton but sold only by the stem require one U.P.C. or EAN per stem and the same U.P.C. or EAN **4 times** on outside of carton.
6. For tabletop (china, glass and silver) or other merchandise sold both in sets and eaches, you must provide U.P.C. or EAN tickets for set and for each component of set. Example: glasses sold in set of 4 or by the stem require one U.P.C. or EAN on outside of package for the set and a unique U.P.C. or EAN on each stem that represents the single stem.
7. 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. Every ticket must clearly state "2-piece, 3-piece, or 4-piece set", etc.
8. Contact the appropriate BD buyer with questions as to how your merchandise will be sold.

Miscellaneous Tickets

1. Jewelry, watches or other products too small for a standard U.P.C. or EAN hangtag must have small specialty tags affixed. All tickets require a scannable bar code, human readable U.P.C. or EAN number and PID.
2. Garments with extra items (e.g., extra buttons, special care instructions, beads or sequins), must have the extra items swift-attached with/to the U.P.C. or EAN hangtag, without covering any information.
3. Lamps must be packaged as one U.P.C. or EAN for lamp base and shade, together in one carton. For exceptions, contact the Vendor Prep Coordinator at (203) 271-5835 or at BDVendorContact@macys.com.

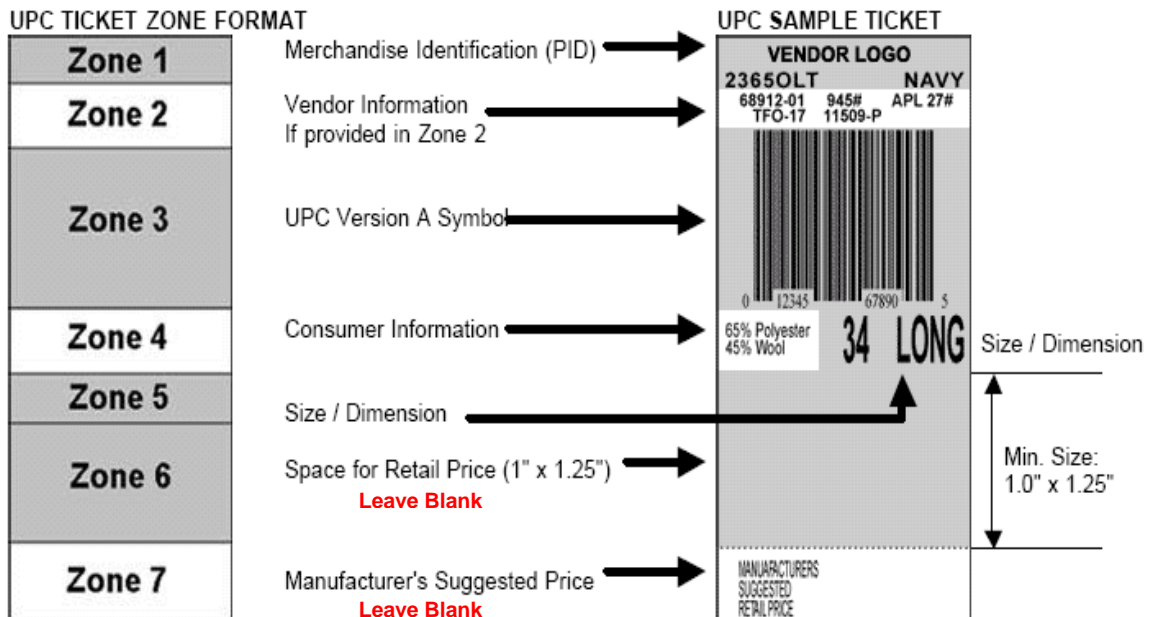
Retail Ticketing

1. U.P.C. Tickets **must not** display any retail pricing. Zones 6 and 7 must be left blank.

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.



Ticket Requirements – U.P.C. Label

U.P.C. Ticket Placement & Attachment Requirements

<u>Item Requirement</u>	<u>Ticket Placement</u>	<u>Attachment</u>
Belts	Through buckle or on belt	'Loop-lock' or sewn in
Bottoms folded/hanging all FOB's (Shorts/ Pants / Jeans / Skirts)	Left side or on joker	Swift attached or sewn on joker
Boxed / pkg sold IN box (Cosmetics / Housewares / Tabletop / Gloves / Umbrellas)	On back of the box / package	Sticker or preprinted on box
Boxed / sold OUT of box (Frames / Housewares / Tabletop / Gifts / Watches)	On back of the box AND on the mdse.	Removable sticker on item & mdse. sticker or preprinted on box
Bras	Left side seam/around front left strap	Swift attached or loop-lock
Cooking utensils / Gadgets	On the back or on card	Stickers or printed on card
Christmas Trim	On box / package / item	as merchandise indicates
Dresses with sleeve/sleeveless	Left sleeve/through vendor care label	Swift attached
Furniture / Bedding	See Furniture & Bedding Addendum	
Giftwrap	On box / package / item	as merchandise indicates
Gloves - not boxed	Through vendor care label/connecting string	Swift attached
Hair Accessories on cards	Bottom of card	Sticker or printed on card
Hair Accessories loose	Around or on item	Rat-tail, dumbbell or sticker
Handbags / Backpacks	Around handle, zipper, strap or frame joint	'Loop-lock'
Handbags (SLG) – Clutch - Hinged	Through inner label or zipper or through Outside hinged joint	'Loop-lock" or sewn in
Hats / Caps	Through headband or vendor care label	Swift attached
Intimate Apparel (excluding bras)	Left side/through vendor care label	Swift attached
Jewelry on cards	Bottom of card/bottom of box	Sticker or printed on card
Jewelry loose / Watches	Around the item	Non-removable rat-tail or dumbbell
Ladies suits	Left sleeve, cuff or seam	Swift attached or sewn on joker
Luggage/Briefcases	Around handle	"Loop-lock"
Men's casual shirts (hanging)	Left sleeve	Swift attached
Men's, women's dress & woven shirts folded / packaged (Integrated Hang Tag)	Through placket on front 2 nd buttonhole from top	Swift attached through garment do not ticket package
Men's, women's dress & woven shirts folded / packaged (Separate Promotional & UPC Tags)	Promo tag through placket on front 2 nd button hole from top; UPC tag through center buttonhole on back	Swift attached through garment do not ticket package
Men's, boy's suits, sport coats and Blazers – All FOB's	Left sleeve, cuff or seam	Swift attached or sewn on joker
Napkins / Placemats	Through vendor care label or fabric	Swift attached, sewn in or removable sticker
Napkin Rings	Inside or around	Removable Sticker or 'Loop-lock'
Outerwear all FOB's (Coats)	Left sleeve or left cuff	Swift attached
Robes	Left sleeve/through vendor care label	Swift attached
Scarves/shawls	Through vendor care label	Swift attached
Shoes	Front of box, next to size identification	Sticker or printed on box
Socks	On band or card	Sticker or printed on band
Sunglasses	Left arm of glasses	Non-removable rat-tail or dumbbell
Stuffed Animals	On box / package / item	as merchandise indicates
Sweaters	Through vendor care label/left sleeve seam	Swift attached
Swimwear/Bodywear/ Dancewear - One piece	Left side/through vendor care label	Swift attached
Swimwear – two piece	Left side/through back of top	Swift attached
Ties	Through vendor care label	Swift attached
Tops hanging/folded - all FOB's	Left sleeve/through vendor care label in neck	Swift attached
Towels	Corner	Swift attached or sewn on
Toys	On box / package / item	as merchandise indicates
Umbrellas - not boxed	Around the handle	'Loop-lock'

GENERAL – SOFT GOODS

Please follow all “General” requirements below, which apply to all “Soft Goods” (except shoes, which do not require polybags):

1. Merchandise must be packaged as selling unit.
2. Units sold as sets (e.g. 2 pc ensemble), must be packed in the same polybag.
3. The largest dimension of a folded item must not exceed 20”.
4. All apparel/accessory items and soft home goods must be individually polybagged and meet the following criteria:
 - Polybags **MUST** be securely sealed with 2" wide clear tape along entire length of opening to keep merchandise in the polybag at all times.
 - Polybags must be a minimum of 1.5 mil thickness and be made of Polyethylene. Polypropylene and Cellophane are NOT acceptable. Do not use any other material without prior BD approval. Contact BDVendorcontact@macys.com with any questions.
 - Polybags **must not** contain "airholes/ventholes". Exception: All leather, suede, and fur items must be covered with paper and shipped in polybags or garment bags with airholes/airvents to allow 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.
5. The following bag sizes are recommended for all units except hanging goods. Exceptions are acceptable if unit size requires 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	Bedding	Std.Vendor pkg
Hand Towel	10x17	Fingertip Towel	8x11
Bathsheet Towel	20x30	Bath Towel	16x2

6. The following carton and packaging requirements apply to all non-hanging shipments:
- Cartons must contain only one S.K.U./U.P.C. Missy, Petite or Women items must not be mixed in a carton.
 - If, for any reason, you have too few units to fill a standard size carton, you may group several different sizes and/or colors of the same item in a mixed carton, with the different groups separated by layers of corrugate or paper. However, use of mixed cartons must be kept to an absolute minimum.
 - Merchandise **must not** be tied together in bundles with string, band, ribbon or other means.
 - Unless required for selling unit, carton weights may not exceed 50 pounds and maximum length may not exceed 40 inches.
 - Cartons should not be overpacked with excessive packing material or underpacked with insufficient material to protect from wrinkling/damage.
 - All packaging material must be recyclable.
 - Palletized cartons must be stacked with labels facing out.
7. Cartons must be sealed with brown tamper-proof 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”, “H” or “P”).

F = “Flat”, prep is pack merchandise, neatly polybagged and securely taped (no hangers).
Must be neatly folded and packaged snugly so item fold is maintained during handling,
in a clear plastic bag, per advertised selling unit, with U.P.C. tag visible within polybag.

H = “Hanging”, prep must be “Hanging” on appropriate size hanger and bagged, with
bottom of bag sealed or taped.

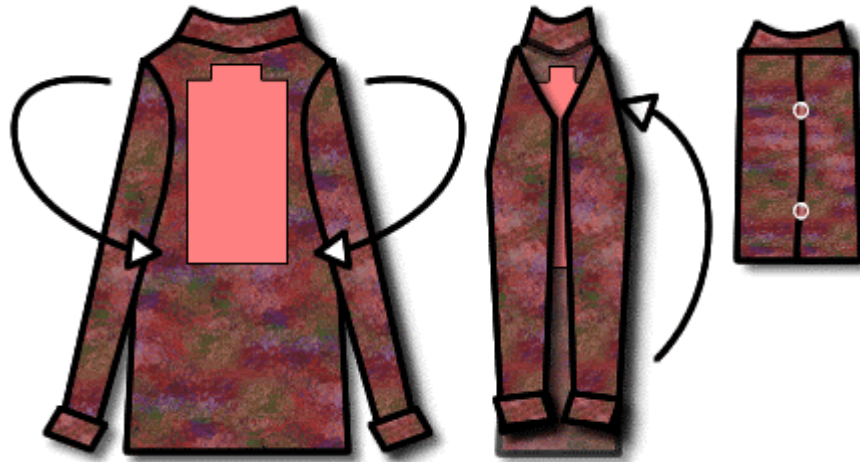
P = Hanging .if selling cost per unit to BD is \$75 or more and Flat if less than \$75.

MATRIX

	Blouses	Coats	Dresses	Blazers Sports Jackets	Suits/Multi Pc Sets	Pants Shorts	Skirts	Pleated Skirts
Cashmere	F	H	F	H	H	F	F	H
Chenille	F	H	F	F	F	F	F	H
Chiffon	P	H	H	H	H	F	P	H
Cotton	F	P	P	P	P	F	F	H
Crepe	P	H	H	H	H	F	F	H
Denim	F	F	F	F	F	F	F	H
Knit - all contents	F	F	F	F	F	F	F	H
Lame	F	F	F	F	F	F	F	H
Leather	H	H	H	H	H	F	F	H
Linen	H	H	H	H	H	P	H	H
Nylon	F	F	P	P	P	F	F	H
Polyester	F	P	P	P	P	F	F	H
Rayon	P	H	P	P	P	F	P	H
Sequin	F	F	F	F	F	F	F	H
Silk	P	H	H	H	H	P	P	H
Spandex/Lycra	F	F	F	F	F	P	F	H
Suede	H	H	H	H	H	F	F	H
Tencel	F	F	F	F	F	F	F	H
Viscose	F	H	P	P	P	F	P	H
Wool 100%	P	H	H	H	H	P	P	H
Wool Blends	P	H	H	H	H	F	P	H

Sweaters, Shirts and Blouses

1. Lay garment with back facing up.
2. Fold back sleeves, fold backsides, fold in half (front to back).
3. Be sure collar of garment is placed at the closed end of the bag.
4. Fold and tape flap to the back of the bag. There must be no more than a 2" flap. If there is more, cut to 2".



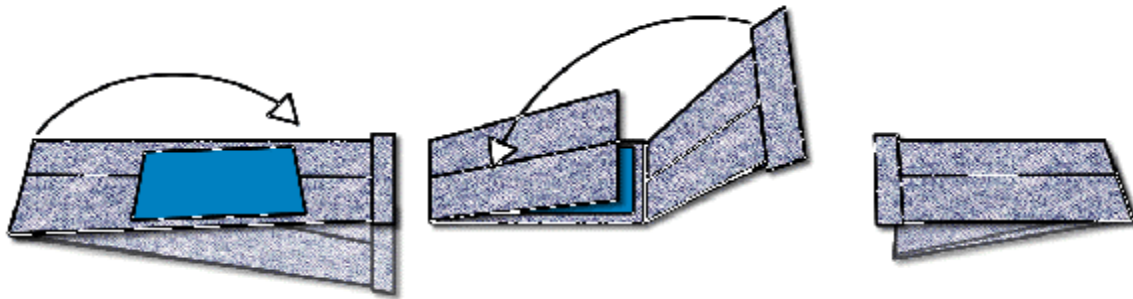
SPECIFIC INSTRUCTIONS – RTW FLAT FOLDING REQUIREMENTS

Pants and Shorts

1. Hold garment by waist with front facing you. Put hands at center of waist and pull apart.
2. Lay pants on their side.
3. Fold back legs to center; fold back waist to center. Fold in thirds whenever possible.
4. Slide garment into bag waist first.
5. Fold and tape flap to back of bag with no more than a 2” flap. If there is more, cut to 2”.

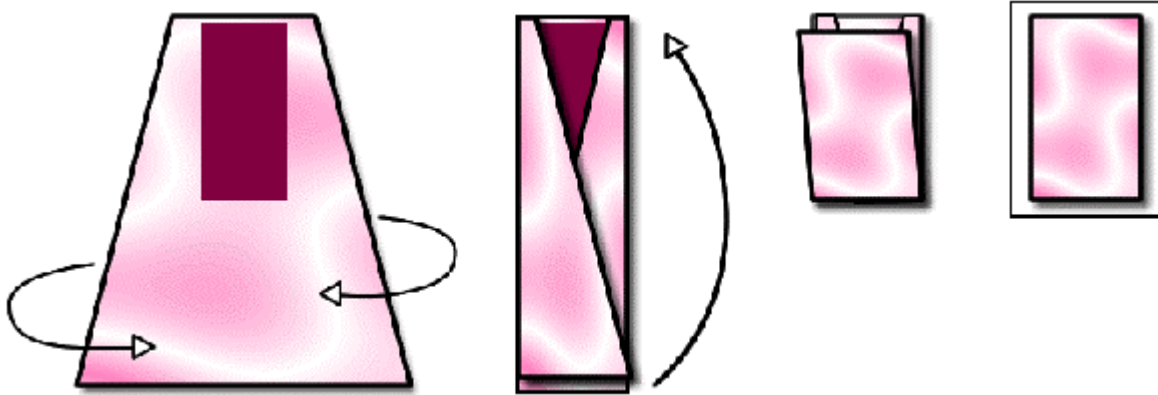
Folding Requirements - Shorts

1. Lay garment down with back facing up.
2. Fold sides of legs in; fold in half with front of shorts facing up.
3. Place in bag waist first.
4. Fold and tape flap to the back of bag with no more than 2” flap. If there is more, cut to 2”.



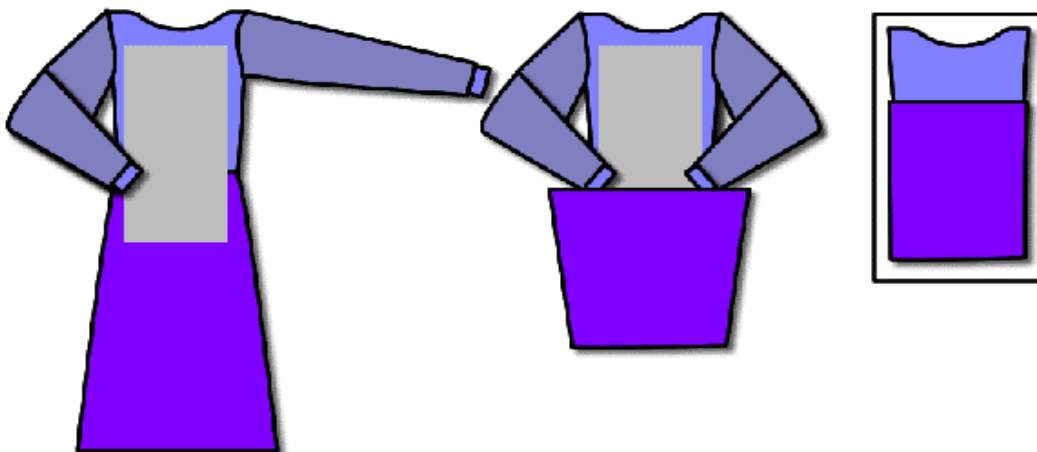
Skirts

1. Lay skirt with back facing up.
2. Fold in sides; fold bottom to top.
3. Put in bag waist first.
4. Fold and tape flap to back of bag with no more than 2” flap. If there is more, cut to 2”.



Dresses and Slips

1. Lay dress/slip down with back facing up.
2. Fold back sleeves; fold sides in; fold bottom of dress to waist; fold top of dress back.
3. Collar must show and be placed face up.
4. Fold and tape to back of bag with no more than a 2” flap. If there is more, cut to 2”.



The following standards must be met for all hanging merchandise:

1. Hanging merchandise must be polybagged and securely sealed, including bottom of bag, per above general instructions, using the following bag sizes as appropriate:
 - *Short Garment bag-21"x4"x54"*
 - *Long Garment bag-21"x4"x72"*
2. Hangers must meet the following criteria, which differ from those of Macy's:
 - Hangers must comply with applicable VICS standards.
 - Hanger must be smooth with no ridges.
 - Hanger must be appropriate in size and weight for garment.
3. For hanging Skirts/Pants, use hanging loops when possible to reduce risk of clip marks. If clips are used, foam must be placed between clip and garment to eliminate clip marks.
4. Leather, suede, and fur items must be covered with paper and shipped in polybags or garment bags with airholes/airvents to allow fabric to breathe.
5. All hanging merchandise must be shipped via GOH Truck, per Bloomingdale's Direct Routing Guide posted at www.macysnet.com.

Fashion Accessories

1. Items must be individually packaged within polybag or carton, per advertised selling unit.
2. Packaging must protect the items' shapes (e.g., hats) and/or material (e.g., handbags).
3. Belts should be rolled and individually polybagged.

Shoes

1. Shoes to be master-packed by size and color. Polybags are not required and shoeboxes are not to contain windows.
2. Master pack shoe cartons are to be labeled with description, color, and size.

Jewelry

1. Items must be individually packaged in a polybag or carton, per advertised selling unit.
2. Items packaged in gift or specialty box must be sealed in a polybag. Zip lock bags are not acceptable.
3. Warranties and cases must be packaged with individual selling unit/package.
4. All UPS shipments must be sent “2nd Day Air” to reduce pilferage.

Cosmetics/Fragrances

1. Items must be wrapped individually for best protection in foam or bubble wrap. Tissue paper and corrugated will not protect from UPS/USPS handling and are not acceptable.
2. Units must not move within vendor carton and items packaged with molded inserts must not shift or dislodge during handling.
3. Material safety data sheets must be sent, prior to shipment of cosmetics/fragrances, to: Safety Manager, Bloomingdale’s Direct, 475 Knotter Drive, Cheshire, CT 06410.

Menswear

1. Vendors are required to follow all applicable instructions for Prep & Packaging – Soft Goods or Fashion Accessories.
2. All neckties must be folded in a 4-fold, attached to a cardboard insert and polybagged per “General Requirement” stated above.
3. All dress shirts must be flat packed and polybagged per “General Requirement” stated above.
4. Do not use safety pins, straight pins, or other pins of any type.
5. Men's hosiery MUST not be on hangers. All hosiery must be folded neatly and polybagged per “General Requirement” stated above.

Intimate Apparel

1. All items require hangtags indicating vendor style, style number and size.
2. Each item must be individually packaged, per advertised selling unit, without hangers, in clear polybags and must be secured per “General Requirement” stated above.
3. Nightwear, sleepwear and robes must be neatly folded, packaged in polybags, without hangers, per “General Requirement” stated above.

Swimwear

1. All items must be individually packaged per advertised selling unit, without hangers, per “General Requirement” stated above.
2. Vendors are responsible for pre-packing panty liners with each selling unit.
3. All items must be sent in master packs by SKU except for small shipments where SKUs may be mixed but must be separated by paper or corrugate. Mixed cartons must be kept to a minimum.

Towels/Tablecloths/Napkins/Curtains

1. All items to be individually packaged in polybags, per advertised selling unit.
2. Items to be neatly folded and polybagged for a snug fit, with the U.P.C. showing, all in accordance with detailed instructions in the Prep & Packaging –Soft Goods.

Bedding

1. Vendor unit packaging is acceptable and does not require a polybag unless there are airholes/pinholes.
2. Vendor packaging with snaps requires a 2 inch wide tape seal to secure snaps.

GENERAL – HARD GOODS

The following “General” requirements apply to all Hard Goods. Please follow the following specific packaging instructions:

Palletizing

All pallets used for BD merchandise must be new, good quality and 48”x 40” in size.

Unit Prep

1. All items must be packaged per advertised selling unit, without additional repackaging/matching of sets.
2. All components of a selling unit within a customer ship-ready carton must be protected with foam, bubble wrap, or corrugate to prevent damage during shipping.
3. Vendors must make every effort to ship merchandise in cartons that contain only one SKU. If, for any reason, there are too few units to fill a standard size carton, the excess of several different sizes and/or colors of the same item may be grouped together with each SKU separated with a layer of paper or corrugate. However, mixed cartons must be kept to an absolute minimum.
4. Merchandise packaged in gift or specialty boxes must be individually polybagged, sealed and shipped with an additional 10% count for boxes per shipment.
5. All merchandise longer than 21 inches or over 25 pounds must be sent in “customer ship ready cartons” as single units, safe for transit in a small package environment.

Carton Prep

1. All cartons, including vendor reships, must be 200lb test minimum or 36 E.C.T., with the exception of Lamps, which require 250lb. See Prep & Packaging – Hard Goods/Specific Instructions.
2. Vendors must package flat pack merchandise in cartons where the maximum dimension does not exceed 40 inches.
3. Cartons must be plain or with a minimum of vendor printing.
4. All cartons must be securely sealed with plain brown reinforced tape to prevent pilferage.
5. Carton weights must not exceed 50 pounds, unless required by weight of a single unit.
6. No Over-Packing. All vendor cartons must be packed with the minimum amount of packing material required for safe shipment.

Dishware, Completer Sets and Glassware

1. Pieces must be individually wrapped in foam protection or bubble wrap. Tissue paper and corrugate will not protect items and are not acceptable.
2. Pieces must not move within the vendor carton.
4. If you sell BD Tabletop (china, glass and silver) or other merchandise that is sold in both sets and eaches, you must provide U.P.C. tickets for the set, as well as 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 for the single each.

Prep & Packaging - Hard Goods

SPECIFIC INSTRUCTIONS

4. If merchandise is to be sold to the customer “only as a set” and not open stock, only one U.P.C. ticket on the outside of the package is required. If you have any questions regarding how your merchandise will be sold, please contact the appropriate BD buyer.

Food/Candy

1. Expiration date/shelf life date must be affixed to individual unit packaging.
2. All items must be securely sealed with tamper proof tape or shrink-wrapped.
3. All merchandise must be sent in master packs by SKU except for small shipments in which SKUs may be mixed but must be separated with paper/polybags between layers. Mixed packaging should be used only when necessary.
4. Breakable items must be wrapped in foam protection or bubble wrap. Tissue paper and corrugate will not protect items and are not acceptable.

Giftware/Crystal - Trim-a-Tree

Protective packaging (i.e., bubble-wrap, foam) must be used for and in all individual selling units to protect merchandise from damage.

Chair Sets

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

Knock-down Furniture/Mirrored Framed Art

1. Components of selling unit within carton, with foam or corrugate around individual pieces.
2. Cartons must be plain or with a minimum of vendor printing and securely sealed with plain brown reinforced tape.
3. Interior carton corners must be reinforced with corrugate or styrofoam forms.
4. Items such as tile or glass top tables that require special protection must be packed with styrofoam or extra corrugate sheets added to prevent damage during handling and shipment.
5. All hardware and assembly instructions must be in a sealed pouch or bag.
6. Packing must be customer ship-ready with no additional over-wrapping, re-cartoning or re-strapping.
7. Mirrors/Framed Art must be double-boxed, include corner foam cushioning and be labeled Fragile with a shippable outside container.

Window Shades and Blinds

1. Packaging must be customer ship-ready, without additional over-wrapping, re-cartoning or re-strapping.
2. All carton openings must be securely sealed, taped, or stapled.
3. Box ends must be reinforced and securely sealed with plain brown reinforced tape.
4. Cartons must be plain or with a minimum of vendor printing with plain brown tape.

Flatware

1. Merchandise must be packaged per advertised selling unit, including bonus components.
2. Flatware boxes must be securely sealed. Taped or sealed polybag preferred. Boxes must not have open windows or cellophane openings in box front unless properly polybagged.
3. Knives sold individually must be packaged to prevent a safety hazard. Preferred methods are securely sealed boxes or sealable, foam-backed corrugate sleeves. Knife blades must be protected in plastic sleeves.
4. Each individual package must display vendor name, item number and pattern.

Lamps

1. Each lamp, including shade, must be packaged as a selling unit, without additional packing material. Use one U.P.C./EAN for lamp, with base and shade, all packed in one carton. Call (513) 782-1222 with any questions.
2. Lamp necks must be protected by corrugated collars or styrofoam forms.
3. Packaging must be customer ship-ready, without additional over-wrapping, re-cartoning or re-strapping.
4. Carton must be 250lb. test minimum.
5. All openings must be securely sealed, taped and/or stapled.
6. Vendors must insert appropriate protective packing material (i.e., bubble-wrap, corrugate sheets, pelspan, Styrofoam) to ensure items are secure within ship ready cartons.
7. Cartons must have equal product weight distribution.
8. If vendor has received UPS approval for packaging, vendor must provide BD Vendor Prep Coordinator with copy of UPS approval letter on UPS letterhead, which specifies the item, including description and model number. Contact Vendor Prep Coordinator at (203 271-5835) or BDVendorContact@macys.com with questions.

Rugs

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

Carton Labeling/Marking Instructions

Vendors are required to use either the label provided below or an alternate label providing the same information on all shipping cartons. Vendor is responsible for supplying all labels.

Required Label/Carton Information

Vendor-created labels must contain:

- Item Number
- Description
- Color
- Size
- Purchase Order Number
- Carton Quantity
- Item Quantity

Note: Mixed cartons do not require Item, Number, Color or Size listings. The “Yes” in the lower section of the carton label must be circled.

Label Placement

The label must be affixed to the lower left corner of the carton face, not the top or sides.

Packing Lists

All shipments (except UPS shipments*) must be accompanied by a master packing list, which may be attached to the outside of a carton or by using an envelope inside a clearly marked carton or attached to the Bill of Lading. If placed inside a carton, please mark the carton clearly. BD does not require or want individual case packing lists. **UPS shipments must have individual packing list for each box.*

LABEL

May be duplicated for use

Bloomingdale's Direct 181 West Johnson Ave Cheshire, CT 06410		
Item Number (From PO)	Place label in lower left corner on end of carton (do not overlap on side or bottom).	
Color		
Size		
Quantity		
P.O.#		
Carton	Of	Cartons
Mixed SKUs in Carton (Circle the “Yes”)		Yes

Bloomingdales Direct Warehouse Liquidated Charges for Non-Compliance

Page Ref.	Violation	Charge	Minimum Charge
1. U.P.C. Ticketing Charges (4/2005 req.)			
9	Merchandise not U.P.C. marked	\$25 plus \$.50 per unit	\$50.00
9	Poor Quality U.P.C. tickets	\$25 plus \$.50 per unit	\$50.00
9	U.P.C. tickets affixed improperly	\$25 plus \$.50 per unit	\$50.00
9-11	U.P.C. missing human readable data	\$25 plus \$.50 per unit	\$50.00
9-11	Other U.P.C. related problems	Charges assessed by incident	\$50.00
2. Prep Violations			
7	Merchandise not individually labeled with SKU information	\$50 plus \$.25 per unit	\$50.00
13	Merchandise not folded and individually polybagged	\$50 plus \$.50 per unit	\$50.00
13	Merchandise not securely sealed	\$50 plus \$.25 per unit	\$50.00
13	Merchandise not packaged as selling unit	\$50 plus \$.50 per unit	\$50.00
Pg 2 PO Terms	Merchandise missing Fabric/Care/Country of Origin tags	\$50 plus \$.50 per unit	\$50.00
10	Merchandise received with price tags	\$50 plus \$.25 per unit	\$50.00
19	Incorrect /no hanger for G.O.H. merchandise	\$25 plus \$.50 per unit	\$50.00
Pg 2PO Terms	Merchandise received in poor condition (wrinkled)	\$1 per item	\$75.00
Pg 2PO Terms	100% INSPECTION for damages/wrong style	\$50 plus \$.25 per unit	\$75.00
13	Polybag too thin not minimum 1.5 mill	\$50 plus \$.50 per unit	\$50.00
13	Incorrect polybag type – not polyethylene	\$50 plus \$.50 per unit	\$50.00
13	No suffocation warning on polybag.	\$50 plus \$.50 per unit	\$50.00
13	Airhole/venthole in polybags	\$50 plus \$.50 per unit	
3. Purchase Order Violations			
Pg 1 PO Terms	Merchandise shipped early and received early	\$50 plus 10% cost of merchandise	\$75.00
Pg 1 PO Terms	Merchandise received late / a cancelled PO / Invalid PO	\$50 plus 50% cost of merchandise	\$75.00
Pg 1 PO Terms	Unauthorized substitution or style not ordered	\$50 plus 50% cost of merchandise	\$75.00
Pg 1PO Terms	Overshipment	\$50 plus 50% cost of merchandise	\$75.00
4. Return to Vendor Handling Charges			
Pg 1 PO Terms	Unordered Merchandise	7% invoice total plus freight	\$50.00
Pg 2 PO Terms	Defective/Damaged/Unsalable	7% invoice total plus freight	\$50.00
5. Carton Errors			
24	Carton identification errors(missing PO, Dept# , contents)	\$1.00 per field per carton	\$50.00
24	Packing List errors(no pack list, wrong or missing po/units)	\$75.00 per incident	\$75.00
13, 21	Cartons Over Max. Weight Limit	\$75 per receipt + \$0.50 per carton	\$75.00
14, 21	Mixed Sku's in Carton not separated	\$25 per receipt + \$0.25 per carton	\$75.00
14, 21	Unnecessary packing materials	\$25 per receipt + \$0.50 per unit	\$25.00
6. Other			
N/A	Request For Research On Items Over 12 Months Old	\$25.00 per aged item / claim #	\$25.00
4	No sample received prior to shipment	\$100.00	\$100.00
5	No / Incorrect Product information received prior to shipment	\$100.00	\$100.00
7. Routing and Handling Violations			
Pg 3 Routing Guide	Unauthorized G.O.H. shipment	\$50 plus \$.50 per unit	\$75.00
Pg 3 Routing Guide	Unauthorized use of air freight carrier	\$50 plus freight expense	\$75.00
Pg 3 Routing Guide	Wrong carrier used	\$50 plus freight expense	\$75.00
Pg 3 Routing Guide	Floor loaded cartons - LTL/TL	\$150 per receipt + \$25 per carton	\$150.00

For any questions concerning liquidated charges, expense offsets or administrative charges, contact Vendor Prep Coordinator at BBMVendorContact@macys.com or call at (203) 271-5835 (8:00 a.m.- 4:30 p.m. Eastern Time).

For any Charge-back questions, call our Vendor Prep Coordinator at (203) 271-5835 (8:00 a.m.- 4:30 p.m. Eastern time)

- **Who do I contact if I have a question?**
Contact the Vendor Prep Coordinator at (203) 271-5835 between 8:00am and 4:30pm Eastern time, or by email at BDVendorContact@macys.com.
- **What does CO# stand for?**
CO # stands for Company Number. BD's company number is 37.
- **What is the face of the carton?**
The face of the carton is the side of the carton facing the front of the pallet.
- **Why can't I use polybags with air holes?**
To avoid damaging merchandise as it moves on our conveyer system to move through our distribution center for shipment to customers.
- **What are your hours of operation in receiving?**
Our receiving hours are 7:00 a.m. – 3:30 p.m. (Eastern Time)
- **Where do I send the invoice?**
The invoices must be sent to:
Macy's Accounts Payables
2101 E. Kemper RD.
Cincinnati, Ohio 45241
Attn: Invoice Processing
- **I labeled the carton, why was a charge assessed?**
BD requires two separate labels. The label for the master carton includes our address, the purchase order, quantity in each carton. Each item must also be labeled with the Bloomingdale's 5 digit item number, numeric color code, size description abbreviation and BD's CO #37.

Airhole -- A punch hole, flutter/butterfly vent or pinhole in a poly bag.

BD -- Bloomingdale's Direct, formerly and sometimes referred to as Bloomingdale's By Mail.

Carton label -- The label attached to the carton in which the merchandise is shipped.

CO# -- Company Number. BD's company number is "37".

DC -- Distribution Center where merchandise is received and shipped to customers.

E.A.N -- European Article Number. 13 digit number that is the European equivalent of U.P.C. (i.e., 12 digit number assigned by vendor to uniquely identify merchandise to color and size level used in the US and Canada).

Hard Goods -- Merchandise in the following categories: Dishware, Glassware, Giftware, Crystal, Food / Candy, Furniture, Framed Art, Window Shades, Lamps and Rugs

Item # -- The unique BD five digit code for an item of merchandise.

Item label -- The label attached to each individual item.

Masterpack -- A carton containing more than one piece of the same item number.

POD -- Proof of delivery (bill of lading) proving a shipment was signed for.

RTV -- Merchandise returned to vendor.

Securely Sealed -- Polybags must be sealed with 2" wide tape across entire length of polybag.

Soft Goods -- Merchandise in following categories: Ready to Wear, Accessories, Shoes, Cosmetics, Menswear, Swimwear, Tableclothes, Napkins, Towels, Curtains, Textile Bedding.

U.P.C. -- Universal Product Code. Twelve-digit number assigned by vendor, which uniquely identifies merchandise to color and size level.