

# Macy's 3rd Party Shipping Setup Instructions

1. Create your ship from template by clicking on the "Ship From" tab
  - Type in your company's name and address (vendor name)
  - Select YOUR shipping location's UPS Acct No (the account below is for demonstration purposes only)

The screenshot displays the UPS WorldShip software interface. The window title is "UPS WorldShip®". The menu bar includes File, Edit, Activities, Tools, UPS Web Access, UPS OnLine Connect, Window, and Help. The toolbar contains icons for Shipping, Pickup Log, Create, UPS.com, Tracking, Address Book, Send to UPS, Repeat, Undo, Void, End of Day, Help, and Exit.

The main interface is divided into several sections:

- Ship To / Ship From / Distribution:** The "Ship From" tab is active. It includes fields for Customer ID (with a checked "Update Address Book" option), Company or Name (set to "VENDOR NAME"), Attention, Street (123 MAIN STREET), Room/Floor/Address 2, Department/Address 3, Country (United States), Postal/ZIP Code (30328), City (ATLANTA), State/Prvy (MD), Telephone ((404) 555-5555), Fax, UPS Acct No (XXXXXX), Tax ID Number, and Tax ID Type (EIN).
- Service / Options / Detail / Reference:** The "Service" sub-tab is active. It includes fields for UPS Service (Ground), Package Type (Package), Saturday Delivery (unchecked), Billing Option (Prepaid), and Bill to Third Party (unchecked).
- Package:** Includes fields for Declared Value (\$), Reference Number 1 (Printed on Label), and Reference Number 2 (Printed on Label).
- Weight (pounds):** Package weight is 0.0, and Shipment weight is 0.0. Electronic Scale Activated is unchecked.
- Shipment Cost:** Displayed as \$0.00.
- Shipper:** Set to WX0164, Profile is UPS Standard.
- Bottom Bar:** Includes a "Process Shipment F10" button and a status bar showing "Ver: 8.0.14 XOFY Pending: 0 Shpmt(s), 0 Pkg(s), Cost: \$0.00".

## Macy's 3rd Party Shipping Setup Instructions

2. Create a shipment by clicking on the "Ship To" tab
  - Type the customer information
  - Select service level on the "Service" tab
  - (the account below is for demonstration purposes only)

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- Ship To / Ship From / Distribution:** Includes fields for Customer ID, Company or Name (CUSTOMER), Attention, Street (345 ANYWHERE STREET), Room/Floor/Address 2, Department/Address 3, Country (United States), Postal/ZIP Code (30083), City (STONE MOUNTAIN), State/Prov. (GA), Telephone ((123) 456-7890), E-mail Address, UPS Account Number, and Tax ID Number.
- Service / Options / Detail / Reference:** Includes a Shipment section with UPS Service (Ground), Saturday Delivery checkbox, Billing Option (Prepaid), and Bill to Third Party checkbox. It also has a Package section with Package Type (Package), Declared Value, and Reference Number 1 and 2.
- Weight (pounds):** Package weight is 0.0, and Shipment weight is 0.0. The Electronic Scale Activated checkbox is unchecked.
- Shipment Cost:** Displayed as \$0.00.
- Shipper:** wx0164, Profile: UPS Standard.
- Bottom Bar:** Shows "Ver: 8.0.14 XOFY Pending: 0 Shpmt(s), 0 Pkg(s), Cost: \$0.00".

# Macy's 3rd Party Shipping Setup Instructions

3. Create your reference fields' template by clicking the "Reference" tab
  - Reference field one should be populated with the UCC 128 (20 Digit) Serial Shipping Container Code Number with a two letter identifier (SI) in front of the number shipment number in front of the number.
  - Reference field two should always be populated by PO number
  - Reference field three should always be populated by Vendor DUNS number
  - (the account below is for demonstration purposes only)

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The main interface is divided into several sections:

- Ship To / Ship From / Distribution:** Includes fields for Customer ID, Company or Name (CUSTOMER), Attention, Street (345 ANYWHERE STREET), Room/Floor/Address 2, Department/Address 3, Country (United States), Postal/ZIP Code (30083), City (STONE MOUNTAIN), State/Prvg (GA), Telephone ((123) 456-7890), E-mail Address, UPS Account Number, and Tax ID Number.
- Service / Options / Detail / Reference:** The Reference tab is active, showing five reference number fields. Reference Number 1 is checked for "Use on all packages" and contains a 20-digit UCC 128 code. Reference Number 2 is also checked and contains a 10-digit PO number. Reference Number 3 is unchecked and contains a 10-digit DUNS number. Reference Number 4 and 5 are unchecked and empty.
- Shipper:** Includes Shipper (WX0164) and Profile (UPS Standard).
- Package Management:** Includes buttons for Add, Delete Pkg, and a "Process Shipment F10" button.
- Status Bar:** Displays "Ver: 8.0.14 XOFY Pending: 0 Shpmt(s), 0 Pkg(s), Cost: \$0.00".

## Macy's 3rd Party Shipping Setup Instructions

4. Click on Bill To Third Party (The Third Party window below appears)
  - Set up the Third Party Billing template exactly as it appears below
  - Bill shipping charges to Third Party UPS Account number provided by Macy's, Inc. (the account below is for demonstration purposes only)

**Third Party Address**

Customer ID:  Update Address Book

Company or Name: MACY'S, INC. VENDOR DIRECT

Attention: D2C VENDOR DIRECT

Street: 3003 SUMMIT BLVD

Room/Floor/Address 2: STE 1000

Department/Address 3:

Country: United States

Postal/ZIP Code: 30319-

City: ATLANTA

State/Prvg: GA

Telephone: 404-250-7200

Fax: [ ] -

UPS Account Number:

OK Cancel Help

**If you have questions on how to set up your UPS shipping system, call 1-888-553-1118 or contact your local UPS Account Representative.**

**Non-WorldShip System questions should be referred to MTO (Macy's Transportation Office) at 404-250-7200.**