

## 2006 NOTICE OF PROCEDURAL CHANGE SMALL PACKAGE ROUTING (SMALL TICKET SHIPMENTS ONLY) - UPDATE

**\*\*\* Please immediately pass this information to your Traffic/Shipping Manager \*\*\***

October 17, 2006

All vendors shipping in the Los Angeles and New York/New Jersey commercial zones that pay freight to the consolidator are excluded from this program. You should continue to send your shipments through consolidation.

This procedure also excludes all furniture, bedding, rug, jewelry, and Macy's.com (CFC) shipments. Please follow the normal routing instructions for these categories as specified in the routing guide, located on the Federated Internet website at <http://www.fdsnet.com>.

Effective since October 17, 2005, all vendors must adhere to the following routing instructions on shipments where Federated is paying the freight:

**Ship To DC- Secaucus, Stone Mountain (Non-CFC merchandise), Tampa, Mission Road, Hayward, Tukwila, South Windsor, NY Avenue, Houston, and City of Industry**

0-149 lbs. and 1-6 cartons  
(If your shipment is within this weight range **BUT** more than 6 cartons, do not use this service. )

-Ship United Parcel Service (UPS) ground

150-200 lbs. –no carton limit

-Ship UPS ground

0-149 lbs. and more than 6 cartons  
or 201-1,500 lbs. and less than  
1,000 cubic feet

-Ship via the less than truckload (ltl) or consolidation carrier as specified in the Federated Transportation Routing Guide for your area

Over 1,500 lbs. and more than  
1,000 cubic feet

-Submit all shipments through FDSNET for routing instructions

All UPS shipments must be sent third-party bill using the proper account numbers listed in the routing guide. All shipments moving UPS must provide Package Level detail (PLD) information, *even if shipped Prepaid. Failure to provide PLD will result in an expense offset. If you are using a shipping system other than UPS WorldShip, it is your responsibility to comply with the guidelines established here to ensure that all shipments are processed correctly.* Do not declare value on shipments going through this program. Please leave this field blank. Any questions concerning these instructions should be directed to the Federated Transportation Office at 404/250-7200.

Any questions concerning the set up of a UPS WorldShip system, please call 1-800-742-5877.  
Any questions concerning UPS WorldShip functionality, please call 1-888-553-1118.

The following pages show PLD requirements and instructions on how to process a shipment via UPS WorldShip.

## Federated Department Stores Inbound Routing Procedures

To begin processing a shipment via the UPS WorldShip system, enter the “**Ship To**” address information on the “**Ship To**” tab.

*A visual example (#1) of this UPS WorldShip screen is provided*

- Select **Ground** as the UPS Service option from the pull down menu
- The billing method for UPS Ground Shipments will be “**Third Party**”
- Click on the Box labeled “**Bill to Third Party**” to select the correct billing option
- Complete the **Third Party Billing** Information Box that appears and then click **OK**
- Click on the “**Reference**” tab located on the top right of the screen

*A visual example (#2) of this UPS WorldShip screen is provided*

**There are three (3) reference fields that will require the entry of specific information:**

### Reference Field #1

- Enter 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.

**Example: SI00000280283000550039**

### IMPORTANT NOTE on Reference Field #1:

Each package in the shipment will have a unique UCC 128 Serial Shipping Container Code (SI) Number **unless a Master Pack is used** (see **Vendor Standards Manual for Master Pack guidelines**). **For a Master Pack, populate reference field #1 with “SIMASTERPACK”.**

### Reference Field #2

- Enter the Purchase Order Number (7 Digits) with a two-letter identifier (PO) in front of the number.

**Example: PO1234567**

### Reference Field #3

- PLEASE leave this field **BLANK** – No information is required.

### Reference Field #4

- Enter the Division Code (2 Digits) with a two-letter Identifier (DV) in front of the number.

**Example: DV20**

#### **Division Codes**

**Bloomingtondale’s - 72**

**Macy’s Northwest – 65**

**Macy’s Florida – 20**

**Macy’s East – 71**

**Macy’s West – 17**

**Macy’s South – 40**

**Macy’s Home – 47**

### PLEASE NOTE:

If the shipment consists of more than one package, please check the “**Use on all packages**” box for the required **REFERENCE fields 2, and 4.** (*Refer to Visual Example #2*). As previously explained within the **Reference Field #1** section (above), the UCC 128 Serial Shipping Container Code (SI) Number is unique to each package within a shipment. Due to this fact, you **cannot** check the “**Use on all packages**” box for this reference field.

### NEXT STEP

Switch Back to the “**Service**” Tab located on the top right of the screen.

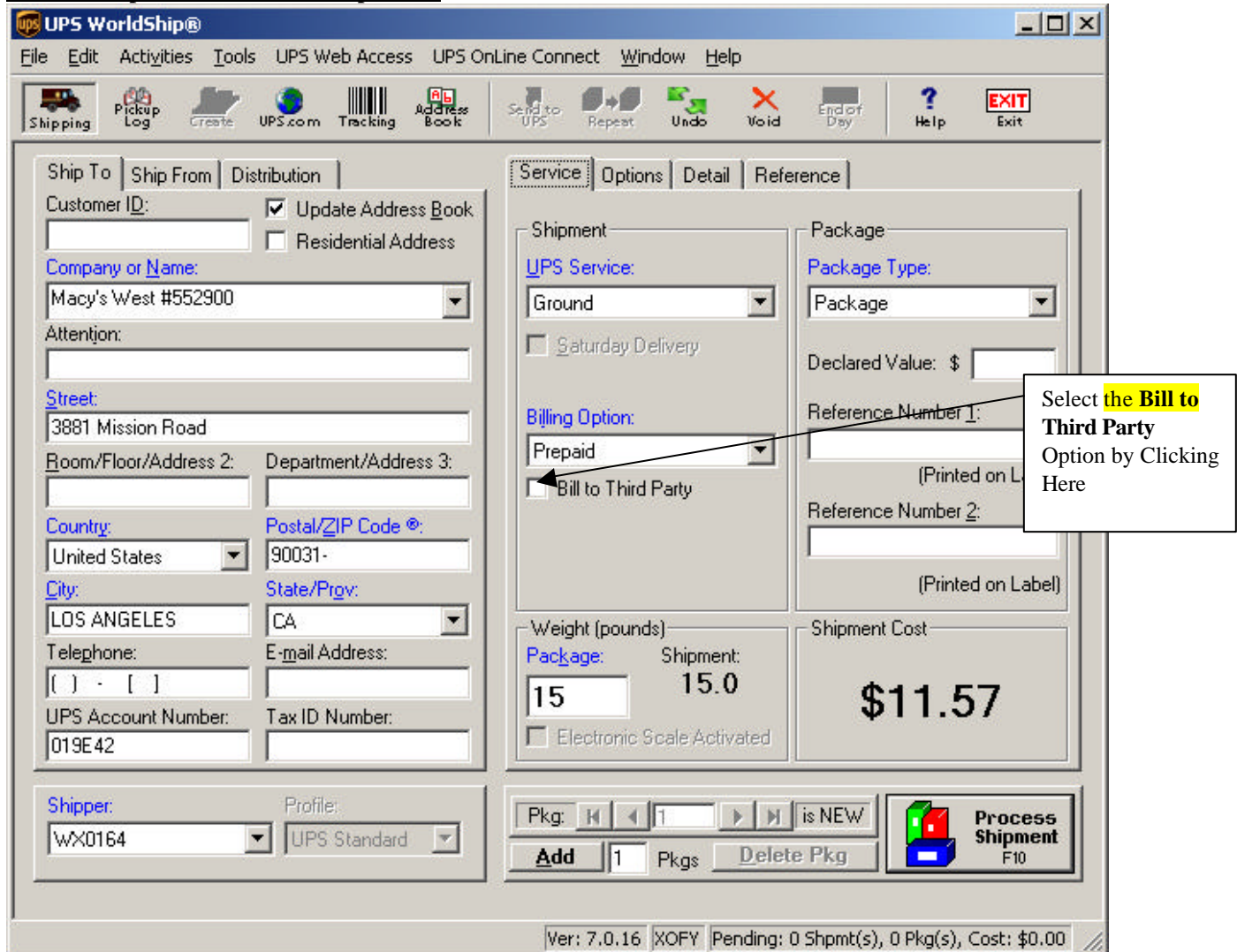
- Enter the **weight** for the first package. All fractions of a pound are rounded to the next highest pound. **Example: 5 Lbs 5 Ounces is recorded as 6 Lbs**
- If your UPS shipment to Federated consists of only one package, select “**Process Shipment**” to generate the UPS Shipping Label. Affix the label to the top of the package to complete the process.

**PLEASE READ THIS NEXT SECTION CAREFULLY!**

If your UPS Ground shipment consists of multiple packages that are being shipped to the **same** Federated location, Click on the **“Add”** button (located at lower right side of the screen) to add the next package in the shipment.

- Enter the weight of the package.
- Switch to the **“Reference”** Tab to enter the unique UCC 128 Serial Shipping Container Code (SI) Number.
- Switch back to the **“Service”** tab to add the next package and package weight
- Repeat this process until all packages within the shipment have been entered
- Once the required information for all packages in the shipment has been entered, click on the **“Process Shipment”** Button (Lower Right Corner of Screen) to generate a UPS Shipping Label for each of the packages in the shipment.
- Affix the correct UPS Shipping Label to each package to complete the process

**Visual Example #1 of UPS WorldShip Screen**



**Visual Example #2 of UPS WorldShip Screen – REFERENCE Field**

**Please Note:**

The “Use on all packages” box should only be Checked for Reference Fields 2, and 4.

Reference Field Number 3 is to be left **BLANK**

**IMPORTANT**  
**DO NOT** Check this box for Reference Field Number 1. Reference field Number 1 will require the entry of a unique UCC 128 (SI) Number for each of .

**PLEASE NOTE:**

*It is important to note that if you are using a shipping system other than UPS WorldShip, it is your responsibility to comply with the guidelines established here to ensure that all shipments are processed correctly.*