



May 31, 2011

## NOTICE TO VENDORS

### Update to LTL Pick-up Notifications

Effective June 6, 2011, if Macy's requires shipment by a Less Than Truckload (LTL) carrier, Macy's will tender the pick-up request **directly** to the carrier. Vendors will no longer be responsible to call the LTL carrier for pick-up. \*\*

LTL carriers include FedEx Freight (Economy/Priority), Southeastern Freight Lines and New England Motor Freight.

This notice applies only to LTL carriers. Vendors must continue to contact small package carriers directly to schedule pick-up.

As a general rule, vendors must follow routing instructions in the Macy's Routing Guide. Specifically:

1. Shipments must be ready to ship on the ready to ship date entered into macysnet.
2. Carton, weight and cube information must be accurate.
3. Vendors shipping on LTL carriers must palletize freight separately, by receiving Macy's distribution center.

NOTE: When shipping on pallets, vendors must show the pallet weight as a separate line item on each BOL in the "Carrier Information" field. It is imperative that the shipment information submitted via macysnet exactly match the EDI 856 (ASN).

4. Authorization/Appointment number must appear on the shipment BOL and must be noted in the "Special Instructions" box of the BOL.

For the Macy's Routing Guide and further relevant information, please visit [macysnet.com](http://macysnet.com) (macysnet registration and login required). Failure to follow the Macy's Routing Guide will result in expense offsets and/or administrative fees being assessed.

For further information regarding this update, please contact Macy's Transportation Office at (678) 406-7200.

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\*\* Note: Fine/Bridge/Fashion Jewelry, Watches, Direct-to-Store, Bloomingdale's Special Handling, Food, Candy, and Other Perishable Goods vendors are excluded and should refer to the appropriate sections of the Routing Guide for relevant routing information.