Vendor Information Sharing Session

Presented by Macy's/Bloomingdale's

Accounts Payable

Merchant Operations

Supply Chain/Vendor Collaboration

August 2022

macy's inc

macy's bloomingdale's bluemercury

Agenda

- Vendor Services
  - Introductions
  - Communication and Contacts
- Merchant Operations
  - UPC Set Up & Catalog
  - Item and Page Creation
  - Vendor Best Practices
- Vendor Standards
  - 2022 Vendor Standards updates
- Supply Chain
  - Receipt Timing/INDC
  - Strategic Programs
- FAQ/Q & A

Introductions

- Carla Moore – Director, Vendor Services
- Cindy Duran – Manager, Merchant Operations
- Sabrina Genna – Director, Merchant Operations & Process
- Jacqueline Egan – Sr. Director, Merchant Operations
- Jill Baker – Associate, Vendor Collaboration

Communication

Macysnet.com – Communication Conduit

REGISTERED USERS

Log In

You must be a registered user to access these and other services:
- Vendor AP Activities
- AP Forms
- Shipment Requests
- Repair Service Scheduling
- Parts Ordering & Tracking
- Trailer & Yard Management
- Document Library
- MacysNet Profile Update

Carrier Only Log In

You must be a Macy's Transportation System registered carrier to access:
- Load Tendering

New To MacysNet ?
-Important Information
-New Vendor Requirements
-Registration Instructions
Register Now

GS1 US
THE GLOBAL LANGUAGE OF BUSINESS

Improve cash flow.
Get paid an average of 20 days early

GENERAL INFORMATION MANUALS & FORMS

Vendor Standards
- AP Information
- Emails to Vendors

MacysNet Forms
- EDI Forms
- Shipping Address Update
- Auto EXO

Regulatory Alerts
- GCC/CPC Information
- Compliance Materials

Shipping and Transportation
- Procedural Change Notices
- Shipping Address Update Form

EDI
- Mapping Guides & Forms
- Technology Contact List

Omnichannel Vendor Collaboration

USING MacysNet

Use Help for step by step training information on MACYSNet business activities.

INDUSTRY LINKS

- Select -

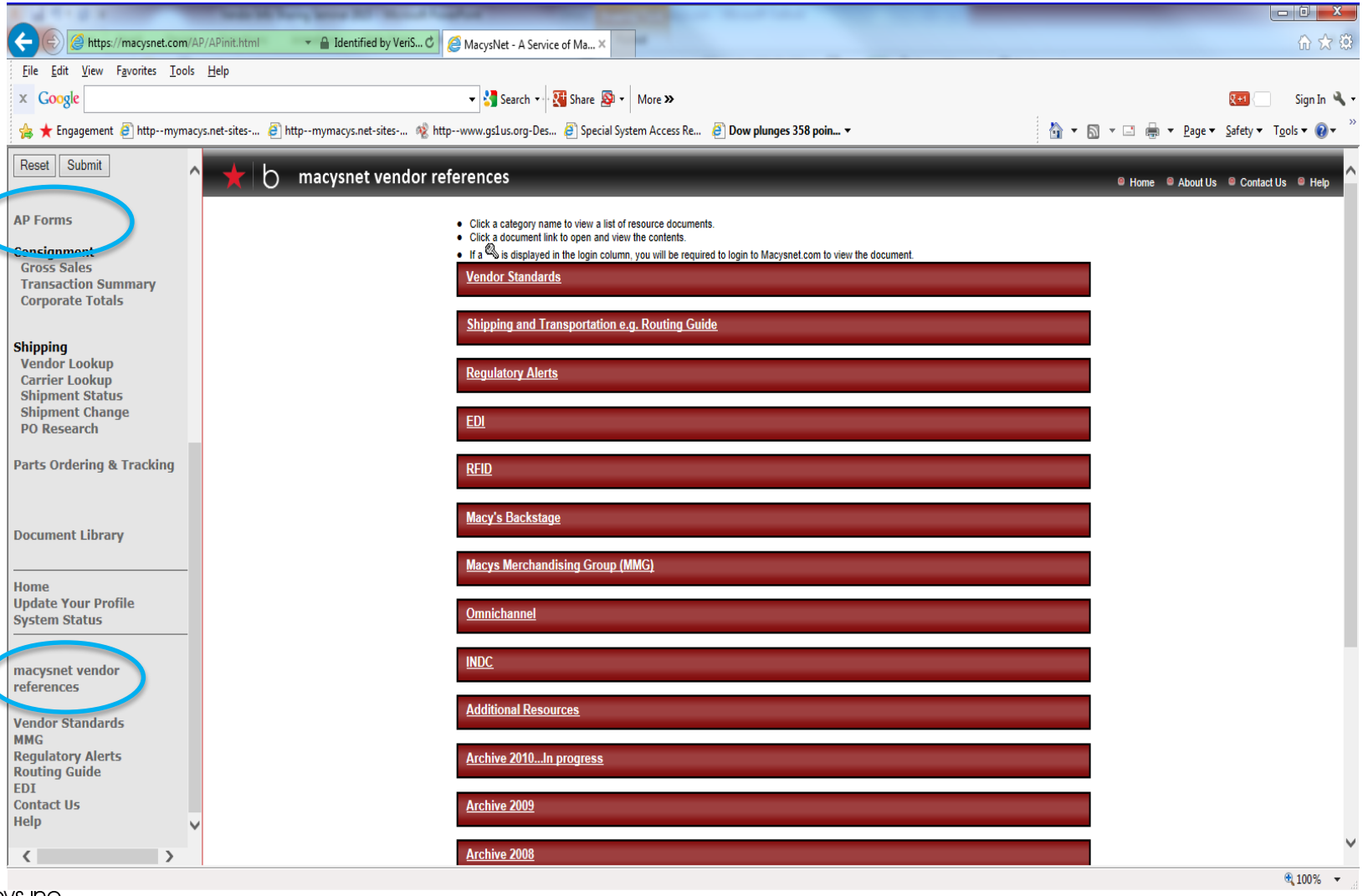
Updates

RFID Macy's - Bloomingdale's

macy's backstage

Vendor Standards - VDF Supplemental Standards
07/28/2022
EDI- EDI Technology Contact List
07/11/2022
Shipping - Store to DC Listing for Small Ticket Merchandise
06/22/2022
Shipping - Store to DC Listing for Small Ticket Merchandise
06/15/2022
Vendor Standards - BEAUTY VENDORS ONLY UL WERCSmart partnership.
06/09/2022
Macy's Backstage - Macy's Backstage Department to DC Listing
06/09/2022
Shipping - Store to DC Listing for Small Ticket Merchandise
06/03/2022
EDI - EDI 820 ADX Codes
05/31/2022
Vendor Standards
06/02/2022
Shipping - Store to DC Listing for Jewelry and Fashion Accessories
05/30/2022

Macysnet.com -- Vendor References and APForms



Vendor Onboarding Document & Links

New Vendor Onboarding Instructions

Contents

Welcome to Macy's 3
Direct Links to Key Requirements Documents 4
Macy's, Bloomingdale's, Bloomingdale's Outlet 4
Macy's Backstage 4
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Key Contacts by Function .....
New Vendor Checklist .....

Key Contacts by Function

Function/Area	Macy's	Bloomingdale's/ Bloomingdale's Outlet	Macy's Backstage
Account Number	Account Analyst Listing	Account Analyst Listing	Account Analyst Listing
Macysnet Registration- TECHNICAL ASSISTANCE ONLY	Macysnet Help Desk, 513-782-1499, helpdesk.macysnet@macys.ccom	Macysnet Help Desk, 513-782-1499, helpdesk.macysnet@macys.ccom	Macysnet Help Desk, 513-782-1499, helpdesk.macysnet@macys.ccom
Macysnet Registration– General Information	Account Analyst Listing	Account Analyst Listing	Account Analyst Listing
EDI	513-782-1222	513-782-1222	513-782-1222
Vendor Standards– General Questions	Account Analyst Listing	Account Analyst Listing	Account Analyst Listing
RFID – Technical	513-782-3170	513-782-3170	513-782-3170
RFID – General	513-782-1409	513-782-1409	513-782-1409
Transportation – Routing Guide	678-406-7200	678-406-7200	678-406-7200

Inquiry Resolution Contacts

NOTE: ITEMS LISTED IN RED SUBMIT VIA APFORMS

BUYER (contact buyer directly)	ACCTS PAYABLE	MERCH INFO OFFICE	OTHER
• Cost Differences • Freight Allowance • Discount • Margin Agreement, e.g. Markdown Allowance • RTV Cost Differences • Changing PO InDC or Cancel Dates	• Invoice Non-Payment/Proof of Delivery • Invoice Shortages • Expense Offsets (exception Unordered Merchandise – see Merch Info Office) • Demo Salary • RTV Shortage/Proof of Delivery • Third Party Audit • Change of account information, e.g. bank account • EDI ASN and invoice testing • Questions/consultation about Vendor Standards • Resale tax certificates	• Unordered Merchandise Expense Offsets	ADVERTISING • Divisional Advertising Offices MACY'S TRANSPORTATION • Questions/consultation about Routing Requirements UNAUTHORIZED RETURNS • Call Tag Department

Vendor Services Customer Service

- General questions may be addressed by:
  - Emailing vendorstandards@macys.com. Emails are returned, generally, within the hour between 7:30 a.m. – 4:00 p.m. EST.
  - Calling 513-782-1401 between 1-4 p.m. EST. This line is answered LIVE.
- Questions/disputes for specific transactions may be submitted via APForms.
- The Expense Offset and Invoice Chargeback Descriptions document, available after sign in to Macysnet, provides additional explanation on chargeback types and which APForm to use to submit questions/disputes on specific transactions.

Merchant Operations

UPC Set Up & Catalog

U.P.C.

GS1 is a global company that provides vendors with unique identification of products (U.P.C.s) and companies (prefixes), which serve as the building blocks for barcodes.

How to get your UPCs in the Macy's system:

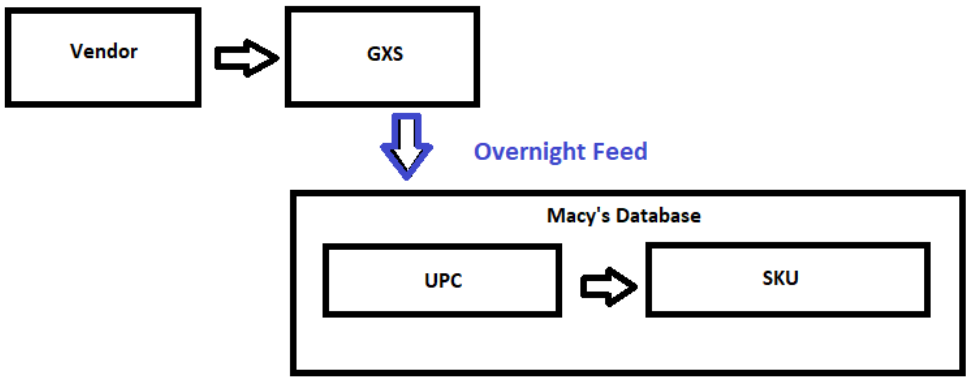
- Global Exchange Services (GXS) – Our partner in technology owned by OpenText
- Electronically sending U.P.C. and style level information to Macy's via 832-EDI.
- Manual upload and partnership with Merch Ops – *Only for vendors who do not use GXS or 832 EDI.*

Important Note: Each individual product that you are planning on selling will need its own unique U.P.C. code.

Each variant of the product will also require a unique U.P.C. code so that products of different sizes and colors will each be uniquely represented with an individual U.P.C.

The Flow of Information Outside of Macy's

- Vendor
  - The vendor is the starting point for all UPC information.
  - This information should follow the GXS guidelines for UPCs, color codes, size codes and more.
- GXS
  - The global database used by most vendors and retailers to hold their UPC information (this does not include MMG).
  - GXS ensures that UPC information is uniform among retailers using it.
  - Information is uploaded by the vendor and not in our control.
  - Changes need to be initiated by the vendor.



What Feeds into the Macy's System?

UPC	Dept	Vend	Mkst	Style Desc	PID	Vend PID Desc	Itm Color	Itm Color Desc	Itm Size	Itm Size Desc	NRF Color	NRF Color D	NRF Size	NRF Size Desc
194900386620	709	630	15607	SOLID PETAL SLV TP	MS15M6Z03G	SOLID PETAL SLV TP	1	BLACK	904	L	1	BLACK	33904	L

Identifies a specific product at the Color/Size level

PID groups UPCs in a single product number. Multiple colors can live within a PID. The PID description describes the type of merchandise.

NRF Color Code is a 3-digit code. Black is color code 001 and is consistent across all retailers. The NRF Color Description for 001 is 'black'.

NRF Size Code is a 5-digit size code. A Missy Shirt is size code 33904 and NRF size description 'large'. This size code would be different for a Women's Plus or Petite size large.

ALL PROVIDED BY THE VENDOR

Vendor Line List vs Vendor Catalog

Div-Div Name	QRS Style	Season	STYLE #	Division	Season	Style Desc	Color	Color	NRF	UPC#	Size	NRF Size
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HAA	BLACK	1	196367003683	XS	33901
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HAA	BLACK	1	196367003690	S	33902
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HAA	BLACK	1	196367003706	M	33903
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HAA	BLACK	1	196367003713	L	33904
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HAA	BLACK	1	196367003720	XL	33905
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HAC	NAVY	44	196367005823	XS	33901
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HAC	NAVY	44	196367005830	S	33902
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HAC	NAVY	44	196367005847	M	33903
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HAC	NAVY	44	196367005854	L	33904
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HAC	NAVY	44	196367005861	XL	33905
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HGZ	BLUSH	695	196367005779	XS	33901
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HGZ	BLUSH	695	196367005786	S	33902
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HGZ	BLUSH	695	196367005793	M	33903
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HGZ	BLUSH	695	196367005809	L	33904
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HGZ	BLUSH	695	196367005816	XL	33905
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HRD	IVORY	101	196367003737	XS	33901
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HRD	IVORY	101	196367003744	S	33902
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HRD	IVORY	101	196367003751	M	33903
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HRD	IVORY	101	196367003768	L	33904
T-TAHARI ASL		H	RAM816	T	H	SAILOR TIE BLOUSE	HRD	IVORY	101	196367003775	XL	33905
T-TAHARI ASL		H	SKT058	T	H	SAILOR TOP	HMA	ROSE MARBL	978	196367007568	XS	33901
T-TAHARI ASL		H	SKT058	T	H	SAILOR TOP	HMA	ROSE MARBL	978	196367007575	S	33902

ss	Vend PID	Vend PID Desc	Vend NRF Color	Vend NRF Color Desc	Vend NRF Size	Vend NRF Size Desc	UPC
	SWT216-TH	LONG SLEEVE RU...	5	ROYAL	33904	L	196367007490
	SWT216-TH	LONG SLEEVE RU...	5	ROYAL	33905	XL	196367007506
	SWT216-TH	LONG SLEEVE RU...	101	IVORY	33901	XS	196367007414
	SWT216-TH	LONG SLEEVE RU...	101	IVORY	33902	S	196367007421
	SWT216-TH	LONG SLEEVE RU...	101	IVORY	33903	M	196367007438
	SWT216-TH	LONG SLEEVE RU...	101	IVORY	33904	L	196367007445
	SWT216-TH	LONG SLEEVE RU...	101	IVORY	33905	XL	196367007452
	SWT237-TH	SLEEVELESS TIE...	101	IVORY	33901	XS	196367007711
	SWT237-TH	SLEEVELESS TIE...	101	IVORY	33902	S	196367007728
	SWT237-TH	SLEEVELESS TIE...	101	IVORY	33903	M	196367007735
	SWT237-TH	SLEEVELESS TIE...	101	IVORY	33904	L	196367007742
	SWT237-TH	SLEEVELESS TIE...	101	IVORY	33905	XL	196367007759
	SWT255-TH	SLEEVELESS LOW...	997	ROYAL HOUN	33901	XS	196367007667
	SWT255-TH	SLEEVELESS LOW...	997	ROYAL HOUN	33902	S	196367007674
	SWT255-TH	SLEEVELESS LOW...	997	ROYAL HOUN	33903	M	196367007681
	SWT255-TH	SLEEVELESS LOW...	997	ROYAL HOUN	33904	L	196367007698

Majority of the errors our merchants run into stem from Vendor Line List discrepancies.

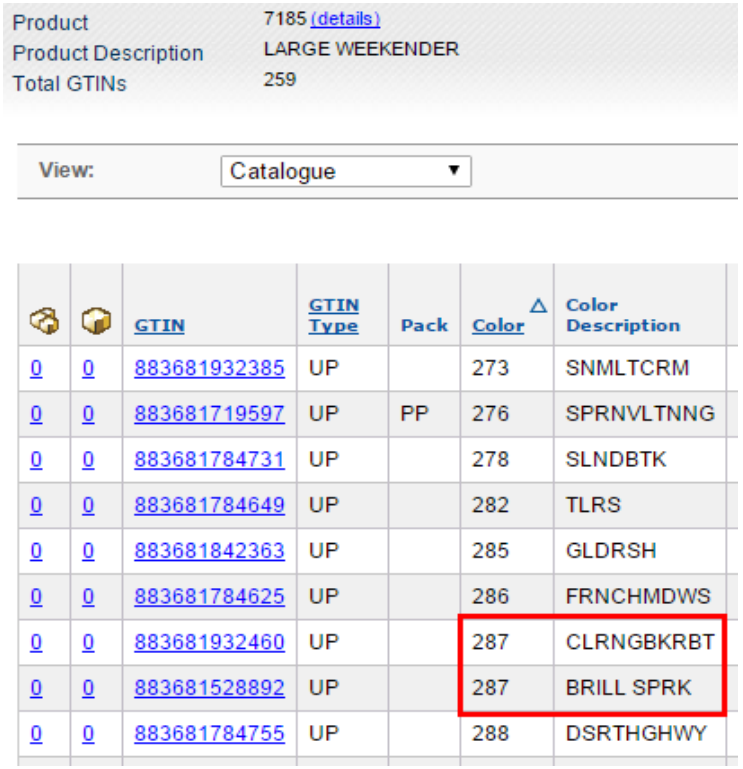
Please confirm that the information you upload in GXS matches what you provide to the merchant on the Vendor Line List.

Item Setup – Common Errors

Multiple UPCs with Identical Values

- Only 1 GTIN can be assigned to a PID/Color/Size.
- Here is an example where 2 U.P.C.s for the same PID (different colors) have the same NRF Color and Size Code.
- When this occurs, Macy's systems cannot distinguish between the 2 colors, and therefore cannot order/sell both colors.

Note: Each color needs a unique NRF Color Code. NRF color codes should be used consistently between PIDs (i.e. if 420 is 'DENIM' on PID ABC123, it should not be used for 'NAVY' on PID DEF456.



Product	7185 (details)
Product Description	LARGE WEEKENDER
Total GTINs	259

View: Catalogue

		GTIN	GTIN Type	Pack	Color	Color Description
0	0	883681932385	UP		273	SNMLTCRM
0	0	883681719597	UP	PP	276	SPRNVLTNNG
0	0	883681784731	UP		278	SLNDBTK
0	0	883681784649	UP		282	TLRS
0	0	883681842363	UP		285	GLDRSH
0	0	883681784625	UP		286	FRNCHMDWS
0	0	883681932460	UP		287	CLRNGBKRBT
0	0	883681528892	UP		287	BRILL SPRK
0	0	883681784755	UP		288	DSRTHGHWY

Item Setup – Common Errors

UPC, Multiple PIDs/Details in GXS

- In cases where there are multiple distributors for a single product, the distributors need to ensure that they are using identical Product IDs, Product Descriptions, NRF Codes, Color Descriptions and Size Descriptions.
- Product information variances cause ordering delays because the system does not know which set of data is correct.

GTIN	GTIN Type	Pack	Account Id	Account Name	Access Type (Y/N)	Selection Code	Description	Product	Product Description	Color	Color Description	Size	Size Description
737052079097	UP		[redacted]	[redacted]	Y	027	[redacted]	82425286	[redacted] LB HOMME EDT75ML	000	NO COLOR	78851	75ML
737052079097	UP		[redacted]	[redacted]	Y	013	[redacted]	82446863	[redacted] LIGHT BLUE PH EDT	000	NO COLOR	00000	NO SIZE

Item Setup – Common Errors

NRF Color Code Is Not Found

Vendor Line List

Department	Vendor #	Vendor Name	Class #	Class Name	PID	PID Description	MKSTY	NRF Color Code
101 - MODERN DESIGNER	332		21	OUTERWEAR	348103242000030	LATINA		411

Class	Vend PID	Vend PID Desc	Vend NRF Color	Vend NRF Color Desc	Vend NRF Size	Vend NRF Size Desc	UPC
0	348103242000030	NAVY QUITED JACK...	410	NAVY	***	***	***
	348103242000030	NAVY QUITED JA...	410	NAVY	30102	2	[redacted]38434
	348103242000030	NAVY QUITED JA...	410	NAVY	30104	4	[redacted]36089
	348103242000030	NAVY QUITED JA...	410	NAVY	30106	6	[redacted]42400
	348103242000030	NAVY QUITED JA...	410	NAVY	30108	8	[redacted]18696
	348103242000030	NAVY QUITED JA...	410	NAVY			
	348103242000030	NAVY QUITED JA...	410	NAVY			
		NAVY QUITED JA...	410	NAVY	30114	14	8050230394860

Vendor's NRF Color Information that fed in from GXS.

Best Practice:
Cross check your GXS data before submitting your Vendor Line List and confirm that the UPCs, PID(s), NRF Color Codes, and NRF Size Codes match.

Item Setup – Common Errors

PID/NRF Color Code/NRF Size Code Changes

ss	Vend PID	Vend PID Desc	Vend NRF Color	Vend NRF Color Desc	Vend NRF Size	Vend NRF Size Desc	UPC	
22	P2943BEI194	EDV PULL ON CA...	271	CREAM BEIG	30102	2	733001942498	N
22	P2943BEI194	EDV PULL ON CA...	271	CREAM BEIG	30104	4	733001942504	N
22	P2943BEI194	EDV PULL ON CA...	271	CREAM BEIG	30106	6	733001942511	N
22	P2943BEI194	EDV PULL ON CA...	271	CREAM BEIG	30108	8	733001942528	N
22	P2943BEI194	EDV PULL ON CA...	271	CREAM BEIG	30110	10	733001942535	N
22	P2943BEI194	EDV PULL ON CA...	271	CREAM BEIG	30112	12	733001942542	N
22	P2943BEI194	EDV PULL ON CA...	271	CREAM BEIG	30114	14	733001942559	N
22	P2943BEI194	EDV PULL ON CA...	271	CREAM BEIG	30116	16	733001942566	N
22	P2943BEI194	EDV PULL ON CA...	271	CREAM BEIG	30118	18	733001942573	N
22	P2943BEI194	EDV PULL ON CA...	271	CREAM BEIG	30401	0	733001942580	N
22	P2943BEI194	EDV PULL ON CA...	272	CREAM BEIG	30102	2	733002014088	N
22	P2943BEI194	EDV PULL ON CA...	272	CREAM BEIG	30104	4	733002014095	N
22	P2943BEI194	EDV PULL ON CA...	272	CREAM BEIG	30106	6	733002014101	N
22	P2943BEI194	EDV PULL ON CA...	272	CREAM BEIG	30108	8	733002014118	N
22	P2943BEI194						733002014125	N
22	P2943BEI194						733002014132	N

The vendor updated either the PID, color or size codes/descriptions.

The Vendor's information will need to refresh so that our internal product catalog sync up the vendor's changes.

629	DAWN PINK	30901	XS	$32.31	$89.00
629	DAWN PINK	30902	S	$32.31	$89.00
629	DAWN PINK	30903	M	$32.31	$89.00
629	DAWN PINK	30904	L	$32.31	$89.00
629	DAWN PINK	30905	XL	$32.31	$89.00

Best Practice:
Notify your buyer of any UPC, PID, NRF Color or NRF Size changes.

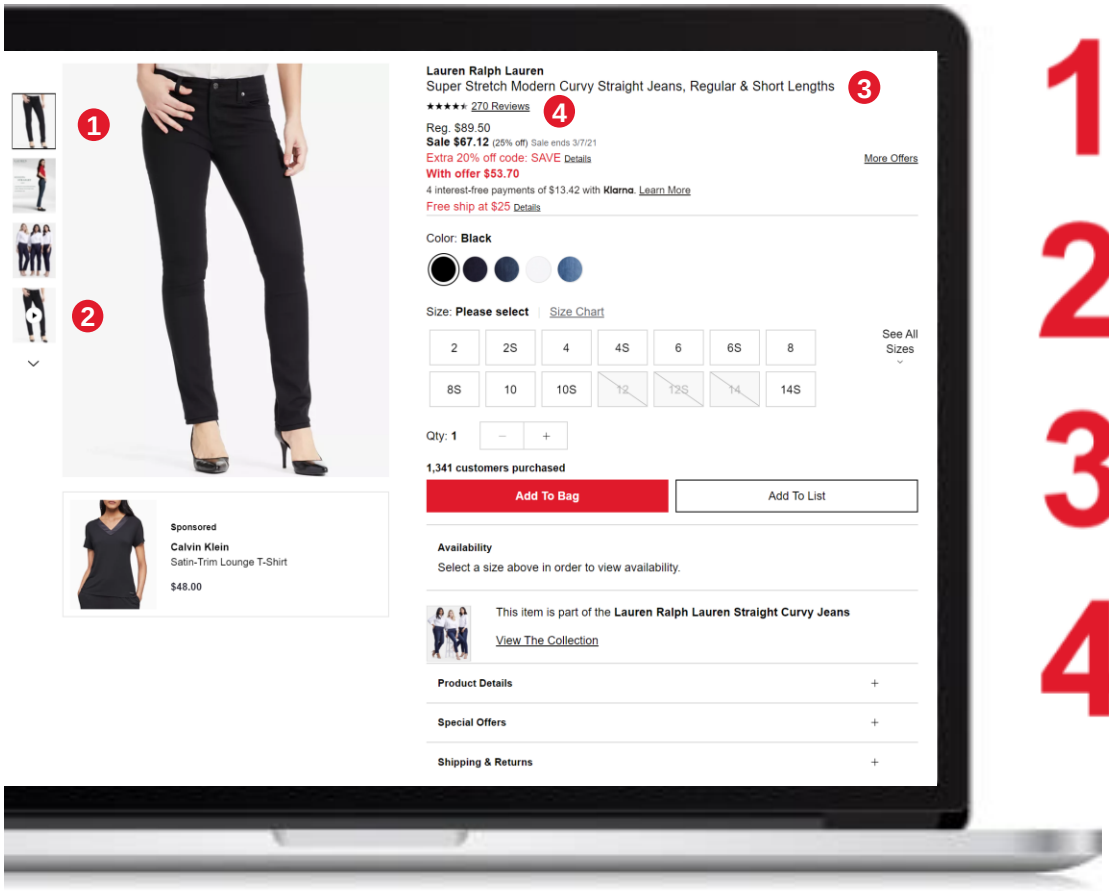
Page Creation

Page Set-up Requirements

- **To ensure quick and successful item setup, vendors <u>MUST</u> provide:**
  - ✓ Images and Swatches that meets Macys.com Standards
  - ✓ Robust item detail information
  - ✓ Long Description/Romance Copy for Macys.com
  - ✓ Features and Benefits for Macys.com
  - ✓ Item attributes

Product Page Requirements

- **PDP Content has a material impact on conversion and return rates**



1 Photos

In the absence of physical product, pictures are the sole visual connection a customer has to the item. According to Salsify, **73%** of consumers need at **least 3 images** to make a buying decision. Ideally, we prefer **at least 6 images** with silo and lifestyle imagery included. Photos should be high quality and accurately represent the product from multiple angles.

2 Videos

Enhanced content (such as product videos) helps improve customer confidence in their buying decisions and has a material impact on customer conversion.

Items with Videos

+23%	-10%
VTB lift	Return Rate

3 Titles

Titles are crucial in helping customers identify and compare products. It's imperative they have sufficient information including brand, model, size, etc. Should ideally be above 50 characters in length.

Titles above 50 Characters

+23%	-13%
VTB lift	Return Rate

4 Reviews

Reviews help customers make buying decisions on products they haven't seen. Items should target 5+ reviews with a 4+ star rating for ideal results.

Having 5+ reviews

+13%	-33%
VTB lift	Return Rate

Having 4+ rating

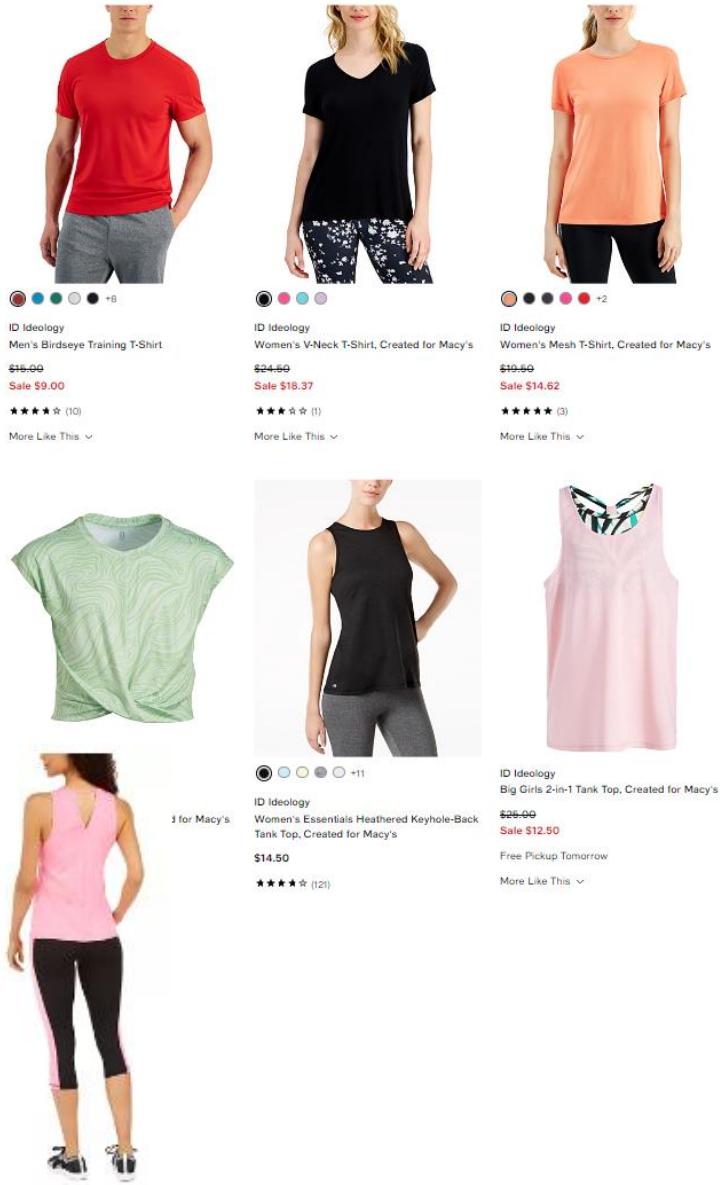
+12%	-30%
VTB lift	Return Rate

PDP-Imagery

Vendor Provided

Imagery is the sole visual connection a customer has to the item. Vendors provided imagery must meet Macy's standards at point of item creation. It is essential that the brand's voice aligns with Macy's, providing imagery with:

- Accurate Dimensions
- A Clean Background
- Models with Cropped Faces
- 3-5 Alternate Product Angles
- Swatches for additional colorways



Vendor Line List

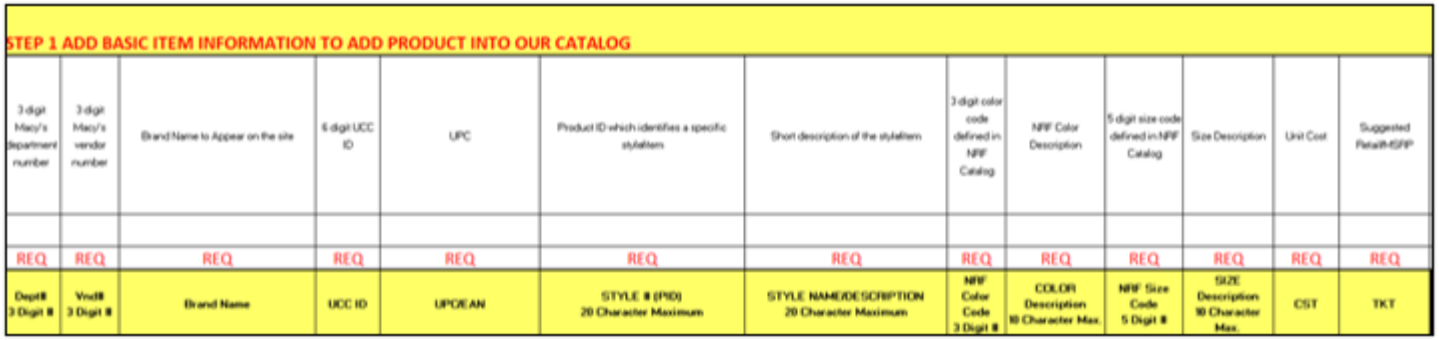
- **VLL Video – 15 mins**

https://youtu.be/YBGkhYYPkjc

Vendor Line List

The Vendor Line List (VLL) template has been updated to provide all Item Setup, Attribution, F&B, and Copy details in one workbook to centralize item setup and page creation. Vendors should work with their merchant to ensure they are filling out all REQ columns on tab 2 :

1. Start: Used by merchant to populate division-specific information, including hierarchy and attributes, BEFORE sending to the vendor
2. Vendor Line List: Used to specify all necessary item information, following the below steps:
   - Step 1: Add basic item information to add product into Macy's catalog
   - Step 2: Add customer-facing required information for Macys.com
   - Step 3: Add Features and Benefits listed on Macys.com Product Page
   - Step 4: Add product dimensions & shipping dimensions
   - Step 5: Add product types and attributes
3. Validation: Used by both vendor and merchant to validate information and correct errors. Contains macros to generate templates for item and page creation.



STEP 1 ADD BASIC ITEM INFORMATION TO ADD PRODUCT INTO OUR CATALOG												
3 digit Macy's Department number	3 digit Macy's vendor number	Brand Name to Appear on the site	6 digit UCC ID	UPC	Product ID which identifies a specific style/item	Short description of the style/item	3 digit color code defined in NRF Catalog	NRF Color Description	5 digit size code defined in NRF Catalog	Size Description	Unit Cost	Suggested Retail/MSRP
REQ	REQ	REQ	REQ	REQ	REQ	REQ	REQ	REQ	REQ	REQ	REQ	REQ
Dept# 3 Digit #	Vnd# 3 Digit #	Brand Name	UCC ID	UPC/EAN	STYLE # (PID) 20 Character Maximum	STYLE NAME/DESCRIPTION 20 Character Maximum	NRF Color Code 3 Digit #	COLOR Description 10 Character Max.	NRF Size Code 5 Digit #	SIZE Description 10 Character Max.	CST	TKT

Vendor Line List- Customer Facing Data

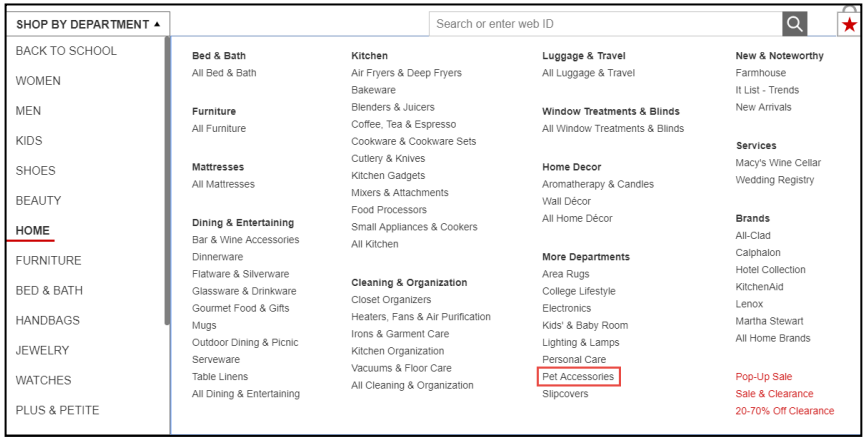
The Vendor Line List (VLL) template feeds all customer facing data the vendor has entered directly to Macys.com <u>EXACTLY</u> as written.

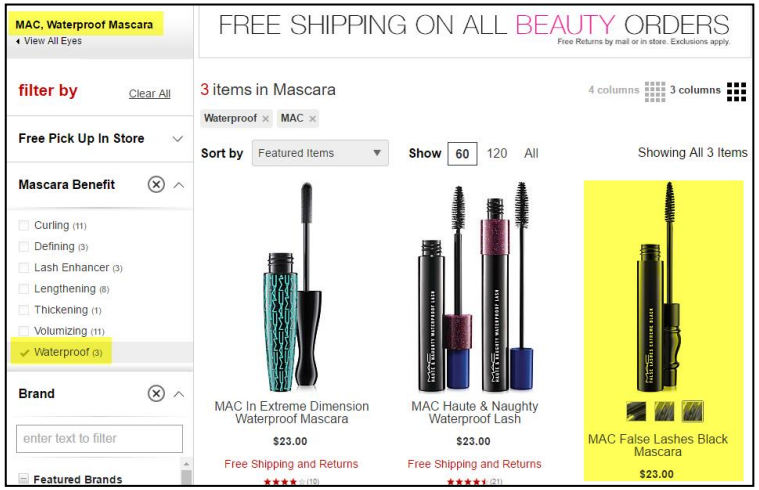
Vendor Line List- Attributes

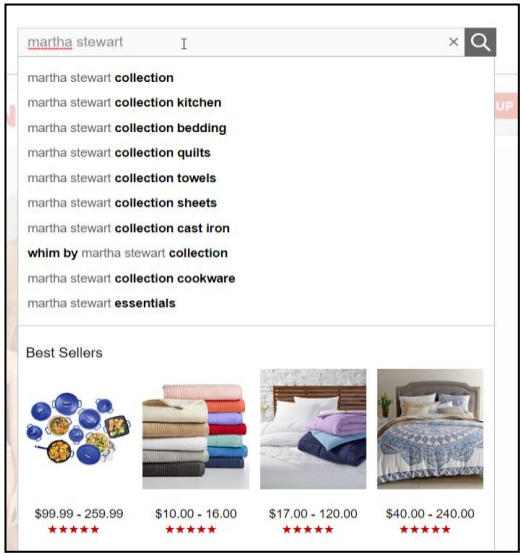
Correct attribution is CRITICAL to the success of an item on Macys.com

Attribution drives:

- Left-hand Navigation
- Product Ranking/Sorting
- Promotions
- Size Charts
- On-site Search
- Marketing







Vendor Line List- Attributes

Vendors will select attributes provided on the form via a dropdown menu. (FOB cheat sheets are available)

Attributes for Products

STEP 6 ADD PRODUCT ATTRIBUTES																								
TO START: Select Product Type from Dropdown Menu																								
REQ																								
Product Type	Color Group	Color Hue	Created For	Sampling Squad	Season	Ship Alone	Test Process	Test Reorder	Vendor Core Assortment	2022 Tentpole	Age Group	Baby Essentials	Bed & Bath Type	Bed Size	Characters	Comforter Set Type	Fabric	Fabric Pattern	Fill	H21 Tentpole	Lifestyle	MyMacy's Initiative	Occasion	Product Care	Spring 2020 Q1 IT List
Comforter Sets	White Group	Light			Seasonless						Adult		Comforter Sets	Full		Bed in a Bag	Cotton	Stripe, Textured	Polyester					Machine Washabl	
Comforter Sets	White Group	Light			Seasonless						Adult		Comforter Sets	Queen		Bed in a Bag	Cotton	Stripe, Textured	Polyester					Machine Washabl	
Comforter Sets	White Group	Light			Seasonless						Adult		Comforter Sets	King		Bed in a Bag	Cotton	Stripe, Textured	Polyester					Machine Washabl	
Comforter Sets	White Group	Light			Seasonless						Adult		Comforter Sets	California King		Bed in a Bag	Cotton	Stripe, Textured	Polyester					Machine Washabl	
Duvet	White Group	Light			Seasonless						Adult		Duvet, Sham,	Full/Queen			Cotton	Stripe, Textured						Machine Washabl	
Duvet	White Group	Light			Seasonless						Adult		Duvet, Sham,	King, California			Cotton	Stripe, Textured						Machine Washabl	

INDC- ALIGNMENT

Fiscal 2022		INDC	CXL
Q1	FEBRUARY	1/31/2022	2/4/2022
	MARCH	2/28/2022	3/4/2022
	APRIL	4/4/2022	4/8/2022

MONTH	IMAGES & F&B RECV'D	TURN IN DATE	PROJECT END DATE	EXPECTED LIVE DATE
FEBRUARY	1/27/2022	2/1/2022	2/14/2022	2/16/2022
	2/3/2022	2/8/2022	2/21/2022	2/23/2022
	2/10/2022	2/15/2022	2/28/2022	3/2/2022
	2/17/2022	2/22/2022	3/7/2022	3/9/2022
MARCH	2/24/2022	3/1/2022	3/14/2022	3/16/2022
	3/3/2022	3/8/2022	3/21/2022	3/23/2022
	3/10/2022	3/15/2022	3/28/2022	3/30/2022
	3/17/2022	3/22/2022	4/4/2022	4/6/2022
	3/24/2022	3/29/2022	4/11/2022	4/13/2022
APRIL	3/31/2022	4/5/2022	4/18/2022	4/20/2022
	4/7/2022	4/12/2022	4/25/2022	4/27/2022
	4/14/2022	4/19/2022	5/2/2022	5/4/2022
	4/21/2022	4/26/2022	5/9/2022	5/11/2022

Vendor Imagery (Vendor chrome)

MONTH	SAMPLES & F&B RECV'D	TURN IN DATE	PROJECT END DATE	EXPECTED LIVE DATE
		Tuesday	Monday	
FEBRUARY	1/27/2022	2/1/2022	2/28/2022	3/2/2022
	2/3/2022	2/8/2022	3/7/2022	3/9/2022
	2/10/2022	2/15/2022	3/14/2022	3/16/2022
	2/17/2022	2/22/2022	3/21/2022	3/23/2022
MARCH	2/24/2022	3/1/2022	3/28/2022	3/30/2022
	3/3/2022	3/8/2022	4/4/2022	4/6/2022
	3/10/2022	3/15/2022	4/11/2022	4/13/2022
	3/17/2022	3/22/2022	4/18/2022	4/20/2022
	3/24/2022	3/29/2022	4/25/2022	4/27/2022
APRIL	3/31/2022	4/5/2022	5/2/2022	5/4/2022
	4/7/2022	4/12/2022	5/9/2022	5/11/2022
	4/14/2022	4/19/2022	5/16/2022	5/18/2022
	4/21/2022	4/26/2022	5/23/2022	5/25/2022

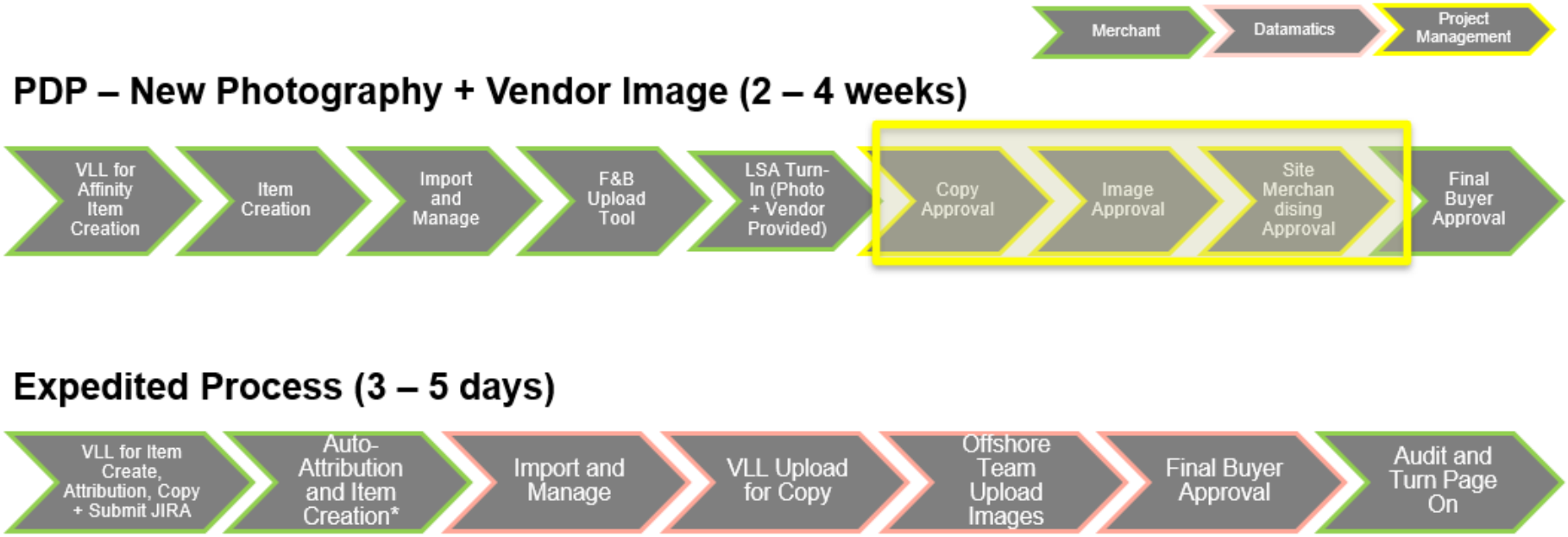
Photo Studio

MONTH	VLL & IMAGES RECV'D	TURN IN DATES	EXPECTED BUYER APPROVAL DATE
FEBRUARY	1/17/2022	1/31/2022	2/14/2022
MARCH	2/14/2022	2/28/2022	3/14/2022
APRIL	3/21/2022	4/4/2022	4/18/2022

Expedited VC & Pre-written Copy

The merchant will decide based on the data submitted by the vendor which workflow they can use to page create. The key to success for our vendor community is to ensure that the VLL is complete and that imagery, copy or F&B, meets Macy's standards. The vendor should always communicate their capabilities well in advance. Best practice would be to submit all product data 120-90 days prior to In DC.

Workflow Options



Merchant Operations
Vendor Best Practices

MACY'S PARTNERS VENDOR PORTAL

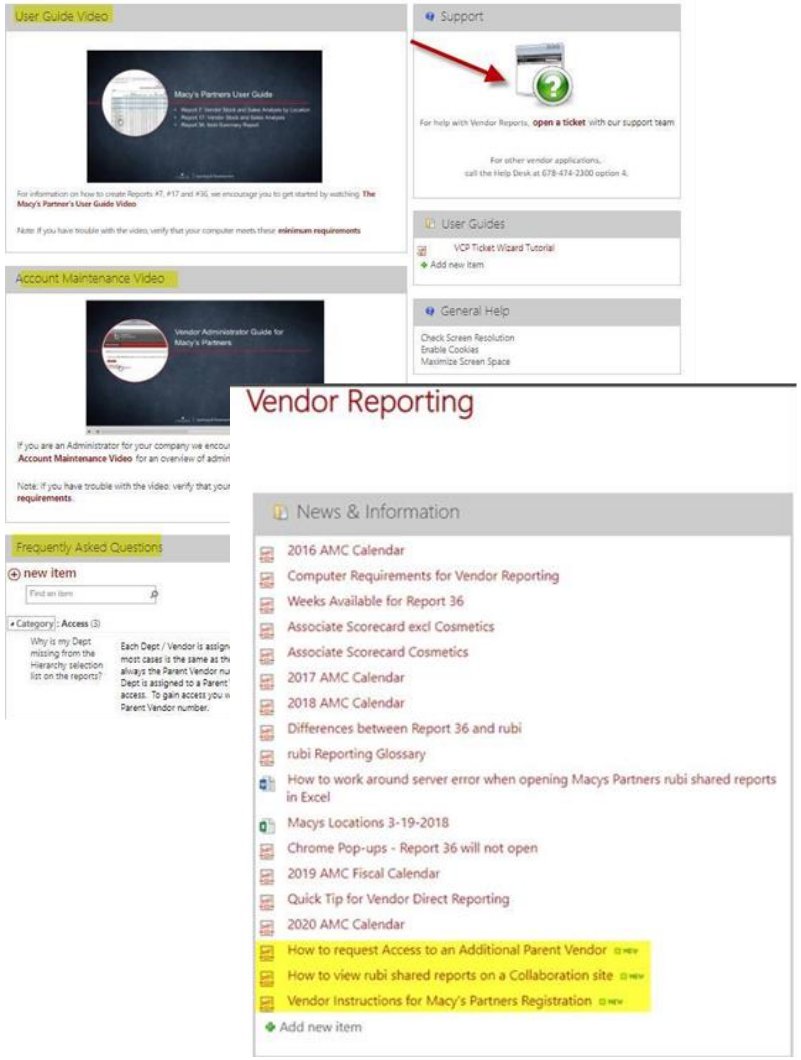
- **Macy's Partners** is a portal primarily intended to provide reporting to vendors doing business with Macy's.
- **Important to Note:**

How to Access

1. To access the Macy's Partners site: type www.macyspartners.com in the address field of your Internet browser and navigate to the macyspartners.com Log in page.
2. Click on Register Now on the Macys Partners home page to begin the registration process.
3. Select Division – Macy's or Bloomingdale's
4. For Reporting, Choose 'Vendor Reporting' as the Application
5. Macy's Parent Vendor Number is your DUNS#. If you're unsure of the #, ask your Buying contact
6. For more information, select 'Review eLearning'. The security code is "bettertogether"

How to Get Help

- For technical support accessing the portal for reporting, vendors must call the help desk, 678-474-2300, option #4.
- For help with Vendor reports, refer to the Macys Partners page:
  - Reports tab > Go to Help Page link



EDI RESOURCES

- For **Macy's** inquires related to the below EDI documents in production, please reach out to **MIO_EDI_HELP@macys.com**
  - 850 Purchase Order
  - 852 Sales
  - 855 Inbound Purchase Order
- For **Bloomingdale's** inquiries related to these EDI documents in production, please reach out to **alessandra.bolling@bloomingdales.com** & **joselle.dizon@bloomingdales.com**

- The **Sender ID** for these documents in **Macy's** is **08-6113310071**
- The **Sender ID** for these documents in **Bloomingdale's** is **08-6113310072**

- For all other inquiries and EDI mapping specs and guides please refer to the **EDI section on Macysnet.com.**

- EDI Technology Contact List

HELPFUL TIPS TO AVOID CHARGEBACKS

- ASN must match what is physically being shipped. Ship & ASN according to the U.P.C. / locations / units received on the PO. *Chargebacks are generated for overages or U.P.C. substitutions at the U.P.C./location level.*

- Physically ticket the goods with the retail on the PO, unless there has been a mutually agreed upon change with the buyer. *Any Reticketing that needs to be done by our stores as a result of vendor error will result in a chargeback.*

- ***Note****:* Per Macy's Vendor standards, all Vendor dispute inquires and supporting documentation must be submitted within 60 days of the deduction date to be considered for a reversal

Vendor Standards

2022 Vendor Standards Updates

- Macysnet.com is now compatible with Chrome and Edge browsers.
- Color and size codes are standardized by GS1 US (formally standardized by NRF).
- Do not transmit additional line item discount/allowances on EDI 810 Invoices. This will result in additional deductions. Follow the discount/terms, U.P.C. costs in the PO.
- Macy's does not produce U.P.C. tickets for vendors who have been issued in-house U.P.C.s. Vendors should work directly with Fineline to purchase tickets.
- See updates to EPC-Enabled RFID Technical Specifications (Macysnet sign on required to access this document). Changes have been made to approved inlays, etc.
- Domestic vendors are always the importer of record.

2022 Vendor Standards Updates

- General questions related to Vendor Standards, Macysnet, etc., may be addressed with vendorstandards@macys.com or Ask An Analyst line between 1-4 p.m. EST.
- Proof of delivery documentation for Invoice Dispute/Non-Payment/POD inquiries must include full street delivery address.
- Vendor Liability Insurance
  - Aggregate minimum is now $5M.
  - Change of address for documentation
- Our fur policy and regulatory information has been updated.
- Department 767 (Specialty Foods) requires retail on U.P.C. ticket.
- Expense Offset costs for merchandise preparation have increased.

Supply Chain

Receipt Timing: The Importance of INDC

INDC Purchase Order Dating—non-replenishment

- **The INDC Opportunity:** INDC provides a target date for shipments to simultaneously arrive at our distribution centers across the country

  - The goal is to **coordinate arrival in store and on-line to**:
    - Maximize regular price selling
    - Support national advertising

STANDARD PROCESS

- Start Ship/Cancel
- Vendor RTS on/after Start Ship
- May have POs written by region or DC
- Inconsistent availability of merchandise across network of stores

INDC PROCESS

- INDC/Cancel
- Vendor RTS precedes INDC date
- Goal to deliver on INDC date
- Transportation arranges multiple pickups per PO; pickup date depends on origin and destination DC

STORE Delivery/COM Fulfillment NETWORK (small ticket)

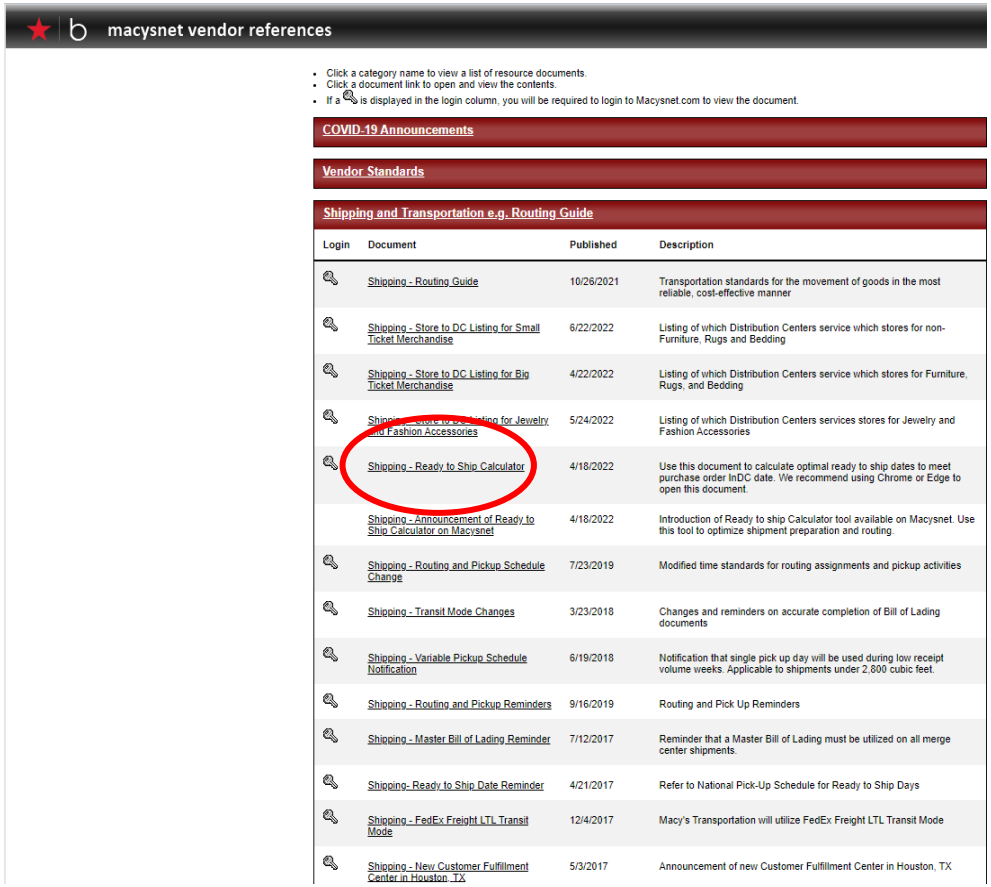
INDC Best Practices

- The INDC date on all Macy's, Bloomingdale's, Macy's Backstage, and Bloomingdale's The Outlet purchase orders is the date that our merchants want the PO to arrive at the DCs
- **Should not be treated as a start ship date**
- Purchase orders should be prepared and entered into macysnet for routing no less than 14 days before the INDC date, to allow for earliest possible pickup
  - Note: replenishment orders should be prepared and shipped as quickly as possible
- Pickups will be assigned by DC/region and there may be 3-4 different pickup days per PO, depending on shipment origin
- Cancel date is the last day that a PO can ship. Shipment entry must be completed no less than 3 business days before the cancel date

Vendor Ready to Ship Calculator—New

Ready to ship calculator is now available on macysnet, and can be customized to any origin zip code

- Template is posted in the Shipping and Transportation folder of the Vendor Reference library; instructions are
- Main calendar tab is prepopulated with first INDC date of each month
- RTS Calculation tab allows for customization and can also be utilized to calculate ship date for any INDC date



macysnet vendor references

- Click a category name to view a list of resource documents.
- Click a document link to open and view the contents.
- If a 🔍 is displayed in the login column, you will be required to login to Macysnet.com to view the document.

COVID-19 Announcements

Vendor Standards

Shipping and Transportation e.g. Routing Guide

Login	Document	Published	Description
🔍	Shipping - Routing Guide	10/26/2021	Transportation standards for the movement of goods in the most reliable, cost-effective manner
🔍	Shipping - Store to DC Listing for Small Ticket Merchandise	6/22/2022	Listing of which Distribution Centers service which stores for non-Furniture, Rugs and Bedding
🔍	Shipping - Store to DC Listing for Big Ticket Merchandise	4/22/2022	Listing of which Distribution Centers service which stores for Furniture, Rugs, and Bedding
🔍	Shipping - Store to DC Listing for Jewelry and Fashion Accessories	5/24/2022	Listing of which Distribution Centers services stores for Jewelry and Fashion Accessories
🔍	Shipping - Ready to Ship Calculator	4/18/2022	Use this document to calculate optimal ready to ship dates to meet purchase order InDC date. We recommend using Chrome or Edge to open this document.
	Shipping - Announcement of Ready to Ship Calculator on Macysnet	4/18/2022	Introduction of Ready to ship Calculator tool available on Macysnet. Use this tool to optimize shipment preparation and routing.
🔍	Shipping - Routing and Pickup Schedule Change	7/23/2019	Modified time standards for routing assignments and pickup activities
🔍	Shipping - Transit Mode Changes	3/23/2018	Changes and reminders on accurate completion of Bill of Lading documents
🔍	Shipping - Variable Pickup Schedule Notification	6/19/2018	Notification that single pick up day will be used during low receipt volume weeks. Applicable to shipments under 2,800 cubic feet.
🔍	Shipping - Routing and Pickup Reminders	9/16/2019	Routing and Pick Up Reminders
🔍	Shipping - Master Bill of Lading Reminder	7/12/2017	Reminder that a Master Bill of Lading must be utilized on all merge center shipments.
🔍	Shipping- Ready to Ship Date Reminder	4/21/2017	Refer to National Pick-Up Schedule for Ready to Ship Days
🔍	Shipping - FedEx Freight LTL Transit Mode	12/4/2017	Macy's Transportation will utilize FedEx Freight LTL Transit Mode
🔍	Shipping - New Customer Fulfillment Center in Houston, TX	5/3/2017	Announcement of new Customer Fulfillment Center in Houston, TX

Vendor RTS Calculator

RTS date is when vendor notes they will be ready for pickup and should precede the INDC date

- RTS date, INDC date and their zip code determines actual pickup
- Macysnet requires a minimum of three days from shipment entry to RTS; RTS must be on or before cancel date
- Zip code entered on second tab will prepopulate the optimal RTS dates for a specific origin

IN DC	EDI
08/01/22	07/04/22

AUG 2022

REGION, DC LOCATION, EARLIEST PROJECT PICKUP (PPU) DATE FOR SCHEDULED ARRIVAL ON / AFTER FIRST IN-DC DATE

EAST			
DC NAME	DC CODE	LTL RTS / PPU	TL RTS / PPU
SOUTH WINDSOR	SW	07/26/22	07/29/22
CHESHIRE	CD	07/26/22	07/29/22
SECAUCUS	SC	07/26/22	07/29/22
JOPPA	JP	07/26/22	07/29/22
STONE MOUNTAIN	ST	07/26/22	07/29/22

CENTRAL			
DC NAME	DC CODE	LTL RTS / PPU	TL RTS / PPU
PORTLAND	PD	07/26/22	07/29/22
MARTINSBURG	MB	07/26/22	07/29/22
MINOOKA	CL	07/26/22	07/29/22
BAILEY ROAD	BA	07/26/22	07/29/22
COLUMBUS	OH	07/26/22	07/29/22
HOUSTON	HU	07/25/22	07/28/22
TULSA	OK	07/26/22	07/27/22

WEST			
DC NAME	DC CODE	LTL RTS / PPU	TL RTS / PPU
DENVER	DV	07/21/22	07/27/22
GOODYEAR	AZ	07/21/22	07/26/22
LOS ANGELES	CI	07/21/22	07/25/22
HAYWARD	HA	07/19/22	07/25/22
TUKWILA	TU	07/19/22	07/25/22
SACRAMENTO	SN	07/21/22	07/25/22

IN DC	EDI
08/29/22	08/01/22

SEP 2022

REGION, DC LOCATION, EARLIEST PROJECT PICKUP (PPU) DATE FOR SCHEDULED ARRIVAL ON / AFTER FIRST IN-DC DATE

EAST			
DC NAME	DC CODE	LTL RTS / PPU	TL RTS / PPU
SOUTH WINDSOR	SW	08/23/22	08/26/22
CHESHIRE	CD	08/23/22	08/26/22
SECAUCUS	SC	08/23/22	08/26/22
JOPPA	JP	08/23/22	08/26/22
STONE MOUNTAIN	ST	08/23/22	08/26/22

CENTRAL			
DC NAME	DC CODE	LTL RTS / PPU	TL RTS / PPU
PORTLAND	PD	08/23/22	08/26/22
MARTINSBURG	MB	08/23/22	08/26/22
MINOOKA	CL	08/23/22	08/26/22
BAILEY ROAD	BA	08/23/22	08/26/22
COLUMBUS	OH	08/23/22	08/26/22
HOUSTON	HU	08/22/22	08/25/22
TULSA	OK	08/23/22	08/24/22

WEST			
DC NAME	DC CODE	LTL RTS / PPU	TL RTS / PPU
DENVER	DV	08/18/22	08/24/22
GOODYEAR	AZ	08/18/22	08/23/22
LOS ANGELES	CI	08/18/22	08/22/22
HAYWARD	HA	08/16/22	08/22/22
TUKWILA	TU	08/16/22	08/22/22
SACRAMENTO	SN	08/18/22	08/22/22

Vendor RTS calculator – Cont'd

- Second tab customizable to any INDC date
- Vendor zip code determines desired pick-up dates

2022 RTS CALENDAR - HFC PRESTIGE PRODUCTS - SANFORD NC 27332

ROUTING ASSIGNMENT VIA MERGE CENTER OR DIRECT TO DC VIA LTL / TL CARRIER

SCHEDULED PICKUP DAY TUE/THU

macy's bloomingdale's

CUSTOMER	HFC PRESTIGE PRODUCTS		
CITY	SANFORD	STATE	NC
IN-DC ARRIVAL DATE - MUST BE MONDAY !!! >>>>>			01/31/22

Zip Code 27332 LTL or TL LTL

REGION / DC LOCATION	DC CODE	TRANSIT DAYS (BUSINESS)	IN-DC DAY	IN-DC DATE	MACYSNET LTL PICKUP DAYS	SCHEDULED PICKUP DAY RTS / PPU	SCHEDULED PICKUP DATE RTS / PPU	SCHEDULED ARRIVAL DAY	SCHEDULED ARRIVAL DATE	NUM DAYS SCHED ARR TO IN-DC	NUM DAYS SCHED P/U TO IN-DC
EAST											
SOUTH WINDSOR	SW	5	MON	01/31/22	TUE/THU	TUE	01/25/22	TUE	02/01/22	1	(6)
CHESHIRE	CD	5	MON	01/31/22	TUE/THU	TUE	01/25/22	TUE	02/01/22	1	(6)
SECAUCUS	SC	4	MON	01/31/22	TUE/THU	TUE	01/25/22	MON	01/31/22	0	(6)
JOPPA	JP	4	MON	01/31/22	TUE/THU	TUE	01/25/22	MON	01/31/22	0	(6)
STONE MOUNTAIN	ST	4	MON	01/31/22	TUE/THU	TUE	01/25/22	MON	01/31/22	0	(6)
CENTRAL											
PORTLAND	PD	4	MON	01/31/22	TUE/THU	TUE	01/25/22	MON	01/31/22	0	(6)
MARTINSBURG	MB	4	MON	01/31/22	TUE/THU	TUE	01/25/22	MON	01/31/22	0	(6)
MINOOKA	CL	5	MON	01/31/22	TUE/THU	TUE	01/25/22	TUE	02/01/22	1	(6)
BAILEY ROAD	BA	4	MON	01/31/22	TUE/THU	TUE	01/25/22	MON	01/31/22	0	(6)
COLUMBUS	OH	4	MON	01/31/22	TUE/THU	TUE	01/25/22	MON	01/31/22	0	(6)
HOUSTON	HU	6	MON	01/31/22	TUE/THU	MON	01/24/22	TUE	02/01/22	1	(7)
TULSA	OK	5	MON	01/31/22	TUE/THU	TUE	01/25/22	TUE	02/01/22	1	(6)
WEST											
DENVER	DV	8	MON	01/31/22	TUE/THU	THU	01/20/22	TUE	02/01/22	1	(11)
GOODYEAR	AZ	8	MON	01/31/22	TUE/THU	THU	01/20/22	TUE	02/01/22	1	(11)
LOS ANGELES	CI	8	MON	01/31/22	TUE/THU	THU	01/20/22	TUE	02/01/22	1	(11)
HAYWARD	HA	9	MON	01/31/22	TUE/THU	TUE	01/18/22	MON	01/31/22	0	(13)
TUKWILA	TU	9	MON	01/31/22	TUE/THU	TUE	01/18/22	MON	01/31/22	0	(13)
SACRAMENTO	SN	8	MON	01/31/22	TUE/THU	THU	01/20/22	TUE	02/01/22	1	(11)

Strategic Programs

DC Bypass

- DC Bypass leverages collaboration between the seller and purchaser to **reduce cost, time and touches** in the process of moving goods from the point of manufacture to the point of sale while bypassing one or more of the trading partners' distribution centers.

- **REQUIREMENTS**

1. Vendor must apply Ship-to/Mark-for GS1 128 carton labels at the point of manufacture (prior to loading in the shipping container).
2. Vendor must supply EDI856 Advanced Ship Notices (ASN's) from Origin for each container no later than 10 days before scheduled arrival at US port of entry.
3. Vendor must load each direct-to-DC container with product for one Macy's DC only. Container destination is DC destination address.
4. Vendor must ship ocean containers direct to Macy's door (without requiring Trans loading).
5. Carton volume is large enough to economically ship highly cubed ocean containers to individual Macy's DC's.

- **NOTE**

- Multiple purchase orders from the same vendor with the same INDC date can be combined in the container.
- Cross Department and FOB purchase orders from the same vendor with the same INDC date can be combined in the container.

RFID – REQUIREMENTS & USE CASES

RFID tags are required in addition to UPC tags in most families of business for both Macy's and Bloomingdale's *(Refer to RFID Technical Specifications for details on departments requiring RFID tags, tag types and instructions on how to get started)*

Primary Use Cases

1. Item File Accuracy
    - Frozen SKU's – a SKU with financial on hand in a location that is not physically present in that location. The SKU becomes unlocked after the count and a purchase order is generated to replace.
2. Display Audit (IE: Shoes)
3. Omnichannel Selling
    - Initial Fill Rate – in store pick requests are filled on first attempt. Items with RFID have a 4-6% higher rate of fulfilled pick requests.
4. B2F – Back to Front
    - Determining what SKU's we own that are not represented on the floor
5. Inventory reconciliation
6. Asset Protection

Cycle counts are performed the last week of each month and reporting is available to merchants the following week

FAQ / Q & A

FAQ:
Vendor Services & AP

Frequent Accounts Payable Answers

- TERMS:
  - PAYMENT: Based on RECEIPT OF GOODS at final destination Distribution Center. Payment terms are transmitted in the EDI850 Purchase Order.
  - FREIGHT: Vary by department/vendor so a singular vendor may have multiple freight allowance terms. Macy's standard for freight allowance is vendor pays 100%. Freight allowance transactions are the billed freight cost to Macy's by the carrier; no mark-up or administrative costs are included. Questions should be addressed with the Macy's buyer.
  - DAMAGE: Negotiated by buyer . Deducted as a % off of every vendor invoice. Recommended as an alternative to physical movement of damaged merchandise. Consider vendor and Macy's expense and sustainability implications.
- Unless the shipment/vendor is audited, merchandise is "booked" based on the vendor's ASN. Vendors who consistently fall below ASN accuracy levels will be moved to audit and incur the corresponding expense offsets. Most .com shipments are audited.
- Transaction specific questions must be submitted via APForms. Inquiries for Invoice Shortages and Invoice Non-Payment must have proof of delivery with delivery street address attached.

Frequent Accounts Payable Answers

- Vendor partnership settlement programs are available for certain types of transactions. If you are interested, contact vendorstandards@macys.com or Ask An Analyst line.
- Non-consignment checks are issued weekly on Wednesday evenings. If paper check, sent USPS by 10 a.m. on Thursdays (exception Thanksgiving Day).
- Because transactions can be processed after business hours on Wednesday, check issuance and dollar amount cannot be confirmed in advance.
- The total of all transactions on the account with a due date of the Tuesday prior to the check must be a positive number for a check to be issued. This means overall trial balance may be positive but a check may not be issued.
- Early invoice payment options are managed through C2FO. Click on the link on the Macysnet home page for additional details.

Frequent Accounts Payable - Consignment Answers

- Checks are issued on the 2nd fiscal Wednesday of the month for the prior fiscal month's on-hand activity.
- Payment is based on changes in on-hands from the beginning of the month to the end of the month, requiring processing of some off-setting reconciling transactions.
- Discount is a valid, buyer-negotiated agreement and is calculated on all applicable financial transactions.
- Freight allowance is a valid, buyer negotiated agreement.
- Consignment vendors are expected to follow the Vendor Standards and are therefore subject to any applicable expense offsets.

Frequent Vendor Standards Answers

- Consult Vendor Services on questions related to Vendor Standards before shipping. Contact the "Ask An Analyst" line (513-782-1400 – 1:00-4:00 p.m. EST) or vendorstandards@macys.com for general questions, including how to submit APForms. Specific transactions will not be addressed through this mail box/phone line.
- Questions on specific transactions submit via APForms on Macysnet.
- Retail must be on all U.P.C./integrated RFID tickets, except those departments noted in the Retail Marking Exceptions appendix. This includes stores, .com and Hold and Flow merchandise.
- RFID integrated tags should visibly look the same as the previous U.P.C. only ticket, with the addition of the EPC trademark symbol.
- RFID tags/inlays must be purchased from a Round Rock licensee. If RFID not required, may purchase from any ticket provider as long as the tickets meet Macy's standards.
- RFID tags must be tested by Macy's.
- U.P.C. only tickets can be tested by Macy's. This is recommended to ensure barcode integrity but is not required.
- MIO Unordered Merchandise Expense Offsets not having a PO are the result of "concealed" unordered U.P.C.s discovered at point of sale.