

# New Vendor Onboarding Instructions



★ macy's backstage

bloomingdale's  
the outlet store

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## Welcome to Macy's

Welcome to Macy's. We recognize that interacting with any large organization can present challenges, but we are here to support a successful merchandise-sales partnership. How merchandise is prepared, processed and shipped greatly impacts how quickly and effectively your merchandise is ready for sale in our stores and on our websites. To help in that effort, we have prepared this Onboarding Guide, as a checklist to help navigate through our merchant, logistics and finance networks. This Onboarding Guide is not meant to replace the detailed, comprehensive documents outlining Macy's processes and requirements, but rather be a resource to help vendors navigate through Macy's systems as we embark on business together. Please take the time to thoroughly read and understand the required documents linked in this Onboarding Guide, as well as all other applicable materials referenced within the documents. We highly recommend that you forward the information to all affected areas within your organization.

Lastly, and perhaps most importantly, if you have any questions, please address them with the appropriate contacts listed on pages 6 and 7 of the Onboarding Guide, BEFORE preparing and shipping merchandise.

Thank you – and again, welcome to Macy's.

## Direct Links to Key Requirements Documents

Macy's, Bloomingdale's, Bloomingdale's Outlet

\*Requires sign on to macysnet

[Vendor Standards](#)

[VDF Supplemental Standards](#)

[Master Purchasing Agreement](#)

[Routing Guide](#) , including [InDC Best Practices](#)\*

[EPC-Enabled RFID Technical Specifications](#) \*

[Store to DC Listing for Small Ticket Merchandise](#) \*

[Store to DC Listing for Big Ticket Merchandise](#) \*

[Store to DC Listing for Jewelry and Fashion Accessories](#) \*

[EDI Startup Form](#)

Macy's Backstage

All documents require an additional password to access. Contact your Macy's Backstage buyer for this password.

[Macy's Backstage Vendor Standards](#)

[Macy's Backstage Routing Guide](#)

[Macy's Backstage Dept to DC Listing](#)

[Master Purchasing Agreement](#)

[EDI Startup Form](#) (when applicable)

## Direct Links to Industry Partners

[GS1US](#) – GS1 is a not-for-profit organization that develops and maintains global standards for business communication. In addition, GS1 collaborates on floor ready presentation and shipping standards, e.g. hangers as well as the industry leader in consulting for RFID implementation.

[Open Text](#) – Macy's/Bloomingdale's preferred provider for U.P.C. Catalog

[National Retail Federation](#) – This organization is the largest trade association in the world. It is involved in the support of the interests of retail companies. NRF maintains some standards, such as color and size codes.

## Key Contacts by Function

Function/Area	Macy's	Bloomingdale's/ Bloomingdale's Outlet	Macy's Backstage
Account Number	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401
Macysnet Registration- TECHNICAL ASSISTANCE ONLY	Macysnet Help Desk, 513-782-1499, <a href="mailto:helpdesk.macysnet@macys.com">helpdesk.macysnet@macys.com</a>	Macysnet Help Desk, 513-782-1499, <a href="mailto:helpdesk.macysnet@macys.com">helpdesk.macysnet@macys.com</a>	Macysnet Help Desk, 513-782-1499, <a href="mailto:helpdesk.macysnet@macys.com">helpdesk.macysnet@macys.com</a>
Macysnet Registration– General Information	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401
EDI	513-782-1222	513-782-1222	513-782-1222
Vendor Standards– General Questions	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401
RFID – Technical	513-782-1222	513-782-1222	513-782-1222
RFID – General	513-579-7104	513-579-7104	513-579-7104
Transportation – Routing Guide Questions, Shipment Entry and Rejected Shipment Requests	<a href="mailto:shippingops@macys.com">shippingops@macys.com</a>	<a href="mailto:shippingops@macys.com">shippingops@macys.com</a>	<a href="mailto:shippingops@macys.com">shippingops@macys.com</a>
Transportation – Shipment Address Setup	After sign on to Macysnet, submit <a href="#">Shipping Update Form</a>	After sign on to Macysnet, submit <a href="#">Shipping Update Form</a>	After sign on to Macysnet, submit <a href="#">Shipping Update Form</a>
Freight and Payment Terms	Appropriate Macy's buyer	Appropriate Bloomingdale's buyer	Appropriate Macy's Backstage buyer
Payment Status	<a href="http://Macysnet.com">Macysnet.com</a>	<a href="http://Macysnet.com">Macysnet.com</a>	<a href="http://Macysnet.com">Macysnet.com</a>
Financial Transaction Inquiries	APForms on <a href="http://Macysnet.com">Macysnet.com</a>	APForms on <a href="http://Macysnet.com">Macysnet.com</a>	APForms on <a href="http://Macysnet.com">Macysnet.com</a>

Function/Area	Macy's	Bloomingdale's/ Bloomingdale's Outlet	Macy's Backstage
Accounts Payable – General	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401	<a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401
Test EDI POs	Buyer	<a href="mailto:MIO.REQUESTS@bloomingdales.com">MIO.REQUESTS@bloomingdales.com</a>	Buyer
Unauthorized Returns	<a href="mailto:CRC_calltag@macys.com">CRC_calltag@macys.com</a> 626-855-4065	<a href="mailto:CRC_calltag@macys.com">CRC_calltag@macys.com</a> 626-855-4065	NA

## New Vendor Checklist

- Timeline should be measured from receipt of set up confirmation
- Tasks related to EDI are not applicable to Macy's Backstage on-EDI vendors

	Timeline - Week #	Checklist Task
<input type="checkbox"/>	1	Confirm account number, sent to Vendor's Accounts Receivable/Credit Department upon setup. If you cannot locate your account number, contact your <a href="mailto:vendorstandards@macys.com">vendorstandards@macys.com</a> or the Ask An Analyst line, 1-4 p.m. EST, Monday – Friday, 513-782-1401. Account numbers will only be released to individuals who have an email address domain for that specific company. I.e. account numbers will not be released to individuals with, e.g. @gmail.com, @hotmail.com, @aol.com email addresses.
<input type="checkbox"/>	1	Register for macysnet by accessing the <a href="#">New to Macysnet</a> link. At a minimum, all individuals involved in shipping and accounting should register. Ensure all shipping addresses are submitted at least 30 days prior to first shipment.
<input type="checkbox"/>	1	Read the <a href="#">Vendor Standards</a> and/or <a href="#">Macy's Backstage Vendor Standards</a> (requires specific password provided by Macy's Backstage buyer), <a href="#">Master Purchasing Agreement</a> and, <b>for all vendor direct fulfillment/drop ship vendors, the <a href="#">VDF Supplemental Standards</a></b> . These documents provide details on requirements for doing business with Macy's Retail Entities. Macy's, Inc. does not negotiate specific vendor agreements for standard businesses. Failure to comply with these standards may result in financial deductions for expenses incurred by Macy's to ensure merchandise is within standards. After reviewing, if questions still exist, contact the <b><a href="#">Accounts Payable – General contacts listed above</a></b> BEFORE SHIPPING.
<input type="checkbox"/>	1	Complete <a href="#">EDI Start Up form</a> . Contact the EDI Department at 513-782-1222 with any questions. Trading Partner IDs are set up for each Macy's retail entity. See the appropriate <a href="#">Macy's mapping guides</a> for TPIDs. Once this set up is complete, an email will be sent with EDI analyst contact information for further testing of the Advanced Ship Notice and Invoice.
<input type="checkbox"/>	1	Read the <a href="#">Routing Guide</a> , including <a href="#">InDC Best Practices</a> . This document provides details on requirements for the transportation of merchandise to the appropriate Macy's, Inc. distribution center. Failure to comply with these standards may result in financial deductions for additional transportation expenses incurred by Macy's. After reviewing, if questions still exist, call the Macy's Transportation Office at <b>678-406-7200</b> BEFORE SHIPPING.
<input type="checkbox"/>	1	Read the <a href="#">EPC-Enabled RFID Technical Specifications</a> . Direct questions to the technical or general contacts listed in this document.
<input type="checkbox"/>	2	Set up your U.P.C.s. As further explained in the Macy's <a href="#">Vendor Standards</a> , Macy's preferred network for EDI and database services for product information, is provided by OpenText. Please contact OpenText at <a href="#">Click Here</a> or at+1 (301) 340-4810 if you are not already a OpenText customer or if your product/UPC information is not in the OpenText Catalogue. A OpenText representative will explain the various programs available and will assist you with your EDI or U.P.C. catalog compliance needs. If you need to contact OpenText for support related issues they can be reached directly at +1 800-334-2255 and select



	Timeline - Week #	Checklist Task
		Option 2, 5. Macy's also trades using a direct 832 EDI catalog document. Transmit your EDI 832 Catalog directly into our test environment using EDI Communication id 08/6113310001
<input type="checkbox"/>	2	Order U.P.C./EPC (RFID) tickets from ticket provider. Macy's does not endorse any 3 <sup>rd</sup> party U.P.C. ticket providers. See the <a href="#">Vendor Standards</a> for U.P.C. ticket requirements. EPC inlays and ticket providers are detailed in the <a href="#">EPC-Enabled RFID Technical Specifications</a> .
<input type="checkbox"/>	2	Order hangers for apparel families of business. See the <a href="#">Vendor Standards</a> for hanger requirements.
<input type="checkbox"/>	2	Load the <a href="#">Store to DC Listing for Small Ticket Merchandise</a> , <a href="#">Store to DC Listing for Big Ticket Merchandise</a> (furniture and mattresses) and/or <a href="#">Store to DC Listing for Jewelry and Fashion Accessories</a> into your warehouse management system. A singular purchase order may contain multiple stores that may go to multiple distribution centers (DCs). These documents detail which store location should ship to which DC. DC LOCATIONS ARE NOT INCLUDED IN PURCHASE ORDER DATA. Other than those stores listed in these documents, DIRECT TO STORE SHIPMENTS ARE NOT AUTHORIZED.
<input type="checkbox"/>	2	Integrate merchandise preparation standards into warehouse management system. Note standards may be different for stores vs. .com merchandise and should be determined by the location numbers transmitted in the SDQ segments in the EDI 850 PO. "Pool stock" locations should follow CFC guidelines in the <a href="#">Vendor Standards</a> . See the appropriate Store to DC Listing for pool stock and store location numbers.
<input type="checkbox"/>	3	Once confirmation that EDI set up is complete, for Macy's and Macy's Backstage, contact the buyer to send a test PO (EDI 850 Purchase Order). For Bloomingdale's and Bloomingdale's Outlet, contact the MIO Department for the test PO – <a href="mailto:MIO.REQUESTS@bloomingdales.com">MIO.REQUESTS@bloomingdales.com</a> . DO NOT SHIP THE MERCHANDISE. THIS TRANSMISSION IS FOR TESTING PURPOSES ONLY.
<input type="checkbox"/>	3	Submit a test Advanced Ship Notice (EDI 856 ASN), including the <a href="#">Test Audit Request Form</a> . DO NOT SHIP THE MERCHANDISE. THIS TRANSMISSION IS FOR TESTING PURPOSES ONLY.
<input type="checkbox"/>	3	Submit test invoice (EDI 810 Invoice). DO NOT CONSIDER THIS AN OPEN RECEIVABLE. THIS TRANSMISSION IS FOR TEST ONLY.
<input type="checkbox"/>	3	Email sample GS1 128 label to EDI Analyst, who will review format only. The EDI Analyst's email address will be included in the EDI confirmation set up email.
<input type="checkbox"/>	3	Send sample U.P.C./EPC (RFID) ticket to 145 Progress Place, Springdale, OH 45246. Include contact information with the tickets for status feedback. Technical approval cannot be confirmed by scanning an electronic image, i.e., physical tickets must be mailed.
<input type="checkbox"/>	4	Once GS1 128 label is approved for format, mail a labels FROM EACH PRINTER THAT WILL BE USE TO your EDI Analyst at 145 Progress Place, Springdale, OH 45246. This label will be scanned for technical approval. Include contact information with the

	Timeline - Week #	Checklist Task
		labels for status feedback. Technical approval cannot be confirmed by scanning an electronic image, i.e., physical labels must be mailed.