Macy's Backstage Routing Guide

Macy's Transportation Office

4401 Sarr Parkway ♦ Stone Mountain, GA 30083 ♦ shippingops@macys.com
8:00 AM to 6:00 PM, Eastern Standard Time, Monday through Friday

Contents

1.0 Introduction

The Macy's Transportation Office (MTO) is responsible for handling the movement of all shipments originating within the United States (this does not include Canada) for which Macy's Backstage is paying all or a portion of the freight expense. Please review the information in the Guide carefully as our obligation to pay all or any portion of any freight expense is expressly conditioned on your compliance with the instructions in this Guide. Your failure to follow these instructions constitutes your agreement to pay all freight expenses, plus any additional processing and/or administrative fees and, where indicated, additional expenses incurred, all of which may be offset by Macy's Backstage.

1.1 Purpose of this Guide

The purpose of this Guide is to help our vendors transport goods to us in the most reliable, cost-effective manner possible. Using experienced carriers capable of supporting our distribution activities, we can ship your goods faster and thereby offer our customers the freshest possible assortment of merchandise. Please be sure to address any questions concerning routing, whether regarding information in this Guide or in any purchase order, prior to shipment of goods. Please contact MTO at shippingops@macys.com for clarification and/or assistance.

1.2 Summary of Changes

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2.0 Vendor Standards and Related Materials

The Guide is a component of the Macy's Backstage Vendor Standards, all of which are posted at http://www.macysnet.com. The Vendor Standards includes packing instructions, carton marking specifications, and Accounts Payable general information. Passwords to all Backstage materials will be provided by the buying team.

2.1 Department to Distribution Center Listing

The Macy's Backstage Dept to DC Listing details which departments should be sent to which final destination Distribution Center.

3.0 Vendor Freight Invoices

Unless pre-approved by MTO, freight charges for all shipments must be on a **collect basis or third party bill only - for routing assignment from MTO** (see sections 7.5 and 9.1 for additional information). DO NOT PREPAY AND ADD FREIGHT CHARGES TO THE MERCHANDISE INVOICE. Merchandise invoices that contain freight charges will be paid net of freight charges. Any freight invoices that have not received prior approval will be returned, unpaid, to the vendor.

4.0 Routing Deviations

All deviations from these standard routing instructions must be individually **authorized by MTO prior to shipment**. BUYING OFFICES ARE NOT AUTHORIZED TO ISSUE ROUTING INSTRUCTIONS. All routing deviations will be issued an authorization number, which should be noted on the Bill of Lading.

4.1 Unauthorized Carrier/Destination

These routing instructions must be followed in order to avoid issues of non-compliance. If a carrier and/or destination other than the designated carrier and/or destination are used without prior authorization from MTO, the shipment will be considered as "FOB Destination," and:

- All freight charges will be the responsibility of the vendor.
- All loss of and/or damage to merchandise will be the responsibility of the vendor.
- Detention and demurrage costs at any receiving location will be the vendor's responsibility.

4.2 Vendor Truck or Specialized Distribution Programs

Use of vendor truck or specialized distriawbution programs are subject to MTO's prior review and approval.

- Vendors are required to have written approval from MTO and except as authorized/specified, all shipments must be submitted via macysnet.
- Any specialized distribution programs that are not pre-approved will be considered routing violations and treated accordingly. If you have any such programs, please contact MTO to confirm authorization and terms.
- Any rate increases or changes in previously approved vendor programs must be submitted to MTO prior to shipping for review and approval.

Note: All prepaid shipments to a Macy's Backstage facility are DRIVER UNLOAD. The facility will not assist with unloading. Prepaid shipments are required to be delivered to our facility on or before the cancel date.

5.0 When to Ship & How to Route Purchase Orders

5.1 When to Ship Purchase Orders

1. The INDC date on your purchase order is when the goods are expected to arrive at the Macy's Backstage warehouse.

2. In order to arrive on time, goods must be Ready to Ship (RTS) 14 days in advance of the INDC date.

3. Once the RTS dates are determined, enter the shipment information into MacysNet to schedule pickups.
    a. This must be entered 3-14 days before the RTS date.
    b. Entry must be completed no less than 3 business days prior to the cancel date

5.2 How to Route Purchase Orders

1. Routing requests for all shipments must be entered through MacysNet. Detailed information required by MacysNet for routing can be found in Section 7.
2. The routing request must include accurate carton count, weight and cube for each final destination DC.
3. Once information is entered, a project number and project pickup date will be assigned. The final screen will display a project number, without one the routing assignment is not complete. It is important to note the project number prior to exiting the screen as this will not be provided again.
4. A routing notification email with carrier confirmation will be received within one day of the project pickup date to confirm actual pickup date.

If you have any questions after receiving your routing assignment or need to make changes after shipment entry is complete reach out to shippingops@macys.com.

Overall shipment entry help can be accessed here. Shipment Entry Help

6.0 Appointment Expectations by Carrier Type

Routing requests for all shipments must be made via macysnet. Requests must include carton, weight, and cubic feet detail (refer to the Macysnet Shipping section for direction) to determine whether shipment should be sent via Small Package, LTL, or Truckload.

All shipments must be ready for pick up on the designated ready-to-ship (RTS) date entered by the vendor team in macysnet. Any deviation to your RTS date or scheduled pick up date assigned by MTO must be reported to MTO at **shippingops@macys.com**

Shipments not ready on the scheduled pick-up date are subject to appointment cancellation and expense offsets. A new shipment request in macysnet will need to be entered if the appointment is cancelled.

For Food, Confections, and Other Perishable Goods shipments - vendors should refer to the Food, confections and Other Perishable Goods section for additional routing information.

1. To determine the optimum date that the purchase orders should be shipped, review the Macy's Backstage Transit Times. This document lists the transit times for Small Package, LTL (Less than Truckload) and Volume Load shipments in business days based on the vendor's shipping location AND Macy's Backstage Distribution Center. Transit days exclude pickup day, weekends, and national holidays. The transit table may be updated as service standards evolve over time. These changes will be communicated via macysnet.

2. **Routing requests must be submitted via macysnet no less than 3 business days and no more than 14 business days prior to the Ready to Ship (RTS) date as provided by the vendor team.**
3. Shipments will be routed by macysnet to ensure they arrive at the final destination DC on or after the InDC date. Under no circumstances will shipments be routed by macysnet to arrive at the final destination DC prior to the InDC date.
4. The RTS date provided by the vendor team must be no later than the PO cancel date.
5. **Vendors should receive routing authorization in response to their macysnet submission within one business day of the Project Pick-Up date.**
6. **Every effort will be made to ensure that orders with an authorization/appointment number are picked up within 72 hours of the Project Pick-Up date.**
7. Modifications to projects or shipments in macysnet may only be made until 7:00 PM (EST) on the date of entry. BOL numbers can be updated anytime.
8. All shipments with an authorization/appointment number must ship with freight charges **on a collect basis or third-party bill – for routing assignment from MTO** using the carrier assigned by MTO (see sections 7.5 and 9.1 for additional information).
9. Small Package, LTL, and Consolidation shipments from a single vendor location consigned to a single Macy's location cannot be shipped on consecutive days.
10. **Effective 12/1/25, all Backstage Purchase Orders should be routed to the Columbus distribution center:**

Backstage c/o Macy's – Columbus DC
7145 Rickenbacker Parkway West
Columbus OH 43217

Macy's Backstage Dept to DC Listing

6.1 Appointment Expectations – Truckload and Intermodal

All shipments assigned routing via truckload and intermodal must be ready for pick up on the assigned pick-up date. The designated truckload or intermodal carrier will schedule pickup for each shipment based on the pickup date on each Routing Notification email.

Any deviation to the assigned pick-up date occurring more than 24 hours must be communicated to MTO at **shippingops@macys.com.** MTO will make every effort to reschedule the pick-up date.

Shipments must be fully prepared for pick up by the scheduled pick-up time. Violation of this guideline or any other carrier delay due to vendor preparation issues will result in expense offsets.

6.2 Appointment Expectations – LTL

All shipments assigned routing via LTL must be ready for pick up on the assigned pick-up date.

- **For shipments assigned routing via FedEx Freight (FXFE or FXNL), the vendor team must contact the carrier to schedule pickup. Contact your local FedEx Freight terminal or FedEx Customer Service at 866-393-4585 for assistance.**
- **For shipments assigned via XLTL (RXO), please be sure to review the shipping instructions provided in the key information section of the routing notification email.**
- **Pickup for all LTL shipments should be completed within 48 business hours from scheduled pickup date.**

Shipments must be fully prepared for pick up by the scheduled pick-up time. Violation of this guideline or any other carrier delay due to vendor preparation issues will result in expense offsets.

6.3 Appointment Expectations – Container Routing

Vendors shipping containers from a port/customs must submit all shipment requests via macysnet. **Shipment requests are to be submitted for routing no less than 3 business days and no more than 14 days prior to the Ready to Ship (RTS) date and/or the last free day.**

The Ready to Ship (RTS) date is the date the container is available for pickup prior to arrival at the designated destination. This date must take into consideration all required transit components including ocean/road/rail transit, US Customs clearance, availability for pickup from port/rail head, and local dray carrier capacity. NOTE: Vendors are responsible for all responsibilities for clearing customs. With the exception of POE shipments, all shipments must originate from a domestic U.S. vendor facility.

1. If the vendor is approved to ship via POE, a shipment request must be submitted via macysnet selecting "POE – Prepaid Container" as a Specialized Routing Request.
2. Vendors/carriers must allow a minimum of 48 hours to unload a drop trailer/container.
3. Vendors/carriers are required to remove empty dropped trailers/containers within 48 hours of being unloaded.
4. The above must be completed prior to last free day (taking into consideration weekends and holidays).

Macy's Backstage POE Program Guide

7.0 Macysnet Shipping

All vendors should familiarize themselves with the materials posted at macysnet and regularly check for updates. In an effort to reduce transit time and expense, Macy's Backstage will continue to consolidate and change ship to locations.

All updates to ship to locations will be posted on macysnet.

All shipments consigned to any Macy's Backstage distribution center must be submitted via macysnet for routing instructions. **Freight charges for all shipments must be on a collect basis or third-party bill – for routing assignment from MTO** (see sections 7.5 and 9.1 for additional information). All shipments will receive a carrier assignment and authorization/ appointment number from MTO prior to shipping. This authorization/ appointment number should appear on the shipment Bill of Lading (BOL).

7.1 Macysnet Registration

To register for a User Name and Password, go to http://www.macysnet.com and click on the "New to MacysNet?" link in the lower left corner. Once you have become a registered user, you will be able to perform various shipping functions as noted below. For step-by-step instructions, visit http://www.macysnet.com/help.

- Accessing ShippingSpecialized Routing Requests (SRR)
- Verify a Purchase Order Shipment Request
- Shipment Status MessagesShipment Status
- Shipment Change
- Specialized Routing Requests (SRR)
- Shipment Request
- Shipment Status

7.2 Updates to Macysnet Shipping Profile

Registered macysnet users are expected to manage account activities by utilizing the secured macysnet applications. Functions available to maintain your registered macysnet shipping profile are: Job role maintenance, shipping contact updates, shipment calendar updates, add shipping address location(s), or modify existing address location(s).

For any new shipping location(s), please enter all required information in macysnet (including contact information and shipping hours) – using the Shipping Address Update form option. **A minimum notice of 30 days is required for all new shipping locations.** Failure to provide adequate advance notice of a new shipping location may delay routing or prevent the ability to move volume shipments on a collect basis prior to cancel date.

Shipping calendar updates will be required quarterly to provide MTO with current and accurate information on your shipment entries. Accurate hours of operation for each origin location will improve our load planning accuracy and will help meet our mutual objective of timely freight pick up.

7.3 Macysnet Shipment Updates

1. If the BOL number is not available until the goods are picked up, enter either "0" or all "1" s. If you enter "0," the system will fill the field with all 1's.
2. Changes can be made to a Shipment up until 7:00 PM (Eastern Standard Time) on the original entry date. After 7:00 PM EST, only the Bill of Lading number can be updated.
3. In the grid below, are the allowable variances permitted for shipments entered via macysnet.

Mode	Allowances	Deviations
Truckload / Intermodal	• Increasing or decreasing shipment by 49 cartons. • Increasing or decreasing shipment weight by 1,499 lbs. • Increasing or decreasing the cubic feet by 249 cubic feet.	• If purchase order(s) are added, or the shipment change exceeds the acceptable allowance, enter a new shipment request, and await new routing instructions. • Contact MTO at shippingops@macys.com if the original request cannot be updated in macysnet.
Less than Truckload (LTL)	• No shipment alterations tolerated. • Shipment information which has been entered into macysnet must match the Bill of Lading tendered to the carrier.	• Contact MTO at shippingops@macys.com for direction
Small Parcel Service	• Increasing or decreasing weight by 99 lbs.	• If purchase order(s) are added, or the shipment change exceeds the acceptable allowance, enter a new shipment request, and await new routing Instructions. • Contact MTO at shippingops@macys.com if the original request cannot be updated in macysnet.

7.4 Carton Standards

Refer to the Macy's Backstage Vendor Standards

7.5 Small Parcel Requirements

Shipments with authorization from MTO to ship via a small parcel carrier **must ship via FedEx Ground collect or UPS Third Party Bill – per routing authorization from Macy's Transportation,** and must meet these requirements:

1. Do not declare value. The suggested maximum value per carton should not exceed $15,000.00.
2. Express / Air Service level is NOT authorized.
3. No maximum carton size, see dimensional size (item 6).
4. Maximum carton weight: 150 lbs.
5. No side may exceed 107 inches.
6. Dimensional size cannot exceed 165 inches (length + (2 x height) + (2 x width)).
7. Irregular shaped products that are not in cartons need to be measured as if they have square sides.

If your cartons do not meet these specifications, please contact MTO at shippingops@macys.com for direction.

7.6 Truckload and Intermodal Requirements

Each trailer is based on a maximum of 3,900 cubic feet. For shipments that require more than one trailer:

- Shipment information is required to be submitted to macysnet by trailer.
- Each submission must reflect the exact contents of each trailer with a unique BOL number.

All merchandise shipped to a Macy's Backstage distribution center or Macy's 1:1 Merge Center via Truckload or Intermodal carrier must be shipped on securely shrink-wrapped pallets. All cartons on each pallet must be within the pallet footprint with no overhang. Cartons may be stacked up to 96" high however, consideration must be given to cartons that may crush if stacked. Multiple POs with the same destination DC should be combined on the same pallet to reduce total pallets shipped.

7.7 Calculating the Cubic Feet and Weight of a Shipment

Cubic feet (cube) and weight are key factors used by the MTO team to select the mode of transportation and routing assignment for each shipment. Accurate entry in macysnet will allow for efficient load planning and carrier resource allocation by our team.

Shipment cube calculation:
For all cartons of the same size, multiply carton length by carton width by carton height (all dimensions must be in inches), divide the total by 1728, and multiply by the total number of cartons of this size. The resulting number is the shipment cube.

See example shipment below with three different carton sizes (length x width x height) -
Carton size A = 150 ctns @ 25" x 21" x 25" = 13125 / 1728 = 7.60 cube per carton = 1,140 cube
Carton size B = 250 ctns @ 18" x 16" x 15" = 4320 / 1728 = 2.50 cube per carton = 625 cube
Carton size C = 125 ctns @ 15" x 12" x 9" = 1620 / 1728 = 0.94 cube per carton = 118 cube

Total shrink-wrapped pallets required @ 96" high = 14
Use 100 cube for each pallet position

Total cube for macysnet entry = 14 pallets x 100 cube per pallet = 1,400 cube

Shipment weight calculation:
For all cartons of the same size, multiply the individual carton weight by the total number of cartons of this size (all weight amounts must be in pounds). The resulting number is the shipment weight.

See example shipment below with three different carton weights -
Carton size A = 150 ctns @ 28 pounds each = 4,200 pounds
Carton size B = 250 ctns @ 20 pounds each = 5,000 pounds
Carton size C = 125 ctns @ 16 pounds each = 2,000 pounds

Total weight for macysnet entry = 11,200 pounds

Total shipment size for macysnet entry = 525 cartons @ 11,200 pounds @ 1,400 cube

8.0 Trailer Seals

All non-LTL shipments require a vendor-assigned seal. The vendor is responsible for applying the seal and logging the seal number on the Bill of Lading. Seals cannot be provided to the driver to seal the load. **Bolt seals must be used. Tin or plastic seals are unacceptable.**
In the event of a non-LTL multi-stop pickup (freight already loaded in the trailer), the vendor should record both the seal that is removed and the new seal that is applied on their Bill of Lading.

9.0 Bill of Lading

The Bill of Lading (BOL) is a crucial component in the processing of shipments through each Macy's Backstage distribution center and 1:1 Merge Center facility. Accurate and timely completion of each BOL will facilitate this requirement. The following instructions are for the physical handling of freight.

1. Every BOL must have a unique number.

    <u>A BOL is required for all shipments with a single authorization number from Macy's Transportation to each final destination DC - with a routing destination via 1:1 Merge Center network (see item 3 below).</u>

2. **Macy's Backstage purchase orders shipping on one day from one location to a single final destination DC must be combined onto <u>ONE BOL</u>.**

3. **BOL Examples –**

    - **See TL and LTL BOL examples in the Macy's 1:1 Merge Centers section.**

4. Every purchase order included in a shipment must be clearly and accurately noted in the body of the BOL, showing <u>all</u> P.O. numbers, <u>total</u> carton count and corresponding weights for each P.O.

5. Every shipment submitted via macysnet will be issued an authorization/appointment number upon routing (multiple ship projects may receive the same authorization/appointment number upon routing – see Macy's 1:1 Merge Center BOL Examples section). This authorization/appointment number must appear on the shipment BOL and must be noted in the "Special Instructions" box of the BOL.

6. In the case of truckload shipments: Every truckload is required to have its own unique BOL.

7. If the shipment requires more than one trailer, each trailer's BOL must reflect the exact contents.

8. <u>Do not</u> add an expected delivery date or declare value on the BOL.

9. The carton shipping label should reflect the BOL, if the BOL is available.

10. **Destination DC location is determined by the department number on each purchase order. Refer to additional information in the Macy's Backstage Department to Distribution Center documentation available in macysnet.**

9.1 Freight Charge Terms – Trailer Load, Intermodal and LTL

Routing notification is provided by MTO for all shipment requests entered in macysnet. This notification includes the authorization number, carrier and transit mode assignment, and other pertinent information for each freight movement.

For all shipments with transit mode assignment of Trailer Load (TL), Intermodal (IM), or Less Than Trailer Load (LTL) - freight charge terms on each Bill of Lading must be as follows:

CARRIER	TRANSIT MODE	FREIGHT CHARGE TERMS
Carrier Name (SCAC) as assigned by Macy's Transportation	**TL**	**Collect**
Carrier Name (SCAC) as assigned by Macy's Transportation	**IM**	**Collect**
FedEx Freight - LTL (FXFE or FXNL)	**LTL**	**Collect**
RXO Logistics – LTL (XLTL)	**LTL**	**3RD Party**
Dynamic LTL – (DYXI)	**LTL**	**Collect**
Pilot LTL – (PAAF)	**LTL**	**Collect**

**3rd party billing address for RXO (BOL example on page 20):
Macy's c/o RXO
PO Box 49069
Charlotte, NC 28277

10.0 High Value/Specialized Commodity Routing

Shipments with a carton value exceeding $50,000.00 per package (maximum value limitation) must be broken into multiple packages (insuring value for each package). Please contact MTO for specific routing instructions for the following types of shipments.

- Furs, couture, and other high value merchandise
- Goods requiring temperature control
- Merchandise shipped "out of carton"
- Original works of art
- Area rugs
- Computers, cellular and cordless phones

11.0 Pallets and Loading Requirements

Macy's Backstage accepts only GMA (Grocery Manufacturers Association) Grade A (#1) pallets. Grade B or Grade C pallets are unacceptable for shipment to Macy's Backstage stores or distribution centers. A standard pallet is GMA Grade A wooden pallet, 40" x 48" dimension, with 4-way entry. All pallets must be shrink-wrapped.

Merchandise shipped to a Macy's Backstage distribution center or 1:1 Merge Center must be loaded in accordance with guidelines in the grid below. Any deviation from these guidelines must be authorized by MTO prior to shipping.

Mode	Routing Destination - Macy's DC or 1:1 Merge Center	Shrink-wrapped pallets Required	Load By Destination
Less Than Truckload	All Macy's Backstage Distribution Centers	Yes	Yes
Truckload / Intermodal	All Macy's Backstage Distribution Centers	Yes	Yes
Less than Truckload	High Point, Burlington, and Santa Fe Springs 1:1 Merge Centers	Yes	Yes
Truckload / Intermodal	High Point, Burlington, and Santa Fe Springs 1:1 Merge Centers	Yes	Yes

Shipments via Trailer Load or Intermodal carriers through 1:1 Merge Center network must be shipped on shrink-wrapped pallets, with pallets and cartons included on each BOL. Each pallet must contain cartons for one final destination DC only. Shipments via LTL carriers through 1:1 Merge Center network must be shipped on shrink-wrapped pallets, with pallets and cartons included on each BOL.

The carrier mode (Trailer Load, Intermodal, or LTL) is noted on the email notification sent from Macy's Transportation). See the Macy's 1:1 Merge Centers section.

Pallets may not be double stacked.

A pallet label is required for all shipments through 1:1 Merge Center network. See the Pallet Label Example section.

All merchandise shipped to a Macy's Backstage distribution center or Macy's 1:1 Merge Center via Truckload or Intermodal carrier must be shipped on securely shrink-wrapped pallets. All cartons on each pallet must be within the pallet footprint with no overhang. Cartons may be stacked up to 96" high however, consideration must be given to cartons that may crush if stacked. Multiple POs with the same destination DC should be combined on the same pallet to reduce total pallets shipped.

LTL shipments via FedEX (FXFE/FXNL) are limited to a **maximum of 8 pallets** (one origin and one routing destination on a single shipping date). All other LTL Carriers are limited to a **maximum of 10 pallets.**

When shipping on shrink-wrapped pallets:

1. You must show the pallet weight as a separate line item on your BOL in the "Carrier Information field".
2. If you receive a routing assignment to ship via LTL and your pallet count exceeds **8** for FedEX (FXFE/FXNL) or **10** pallets for all other LTL carriers, you must contact MTO at shippingops@macys.com for additional direction.

12.0 Delivery Appointment, Detention, and Demurrage

All carriers are required to obtain a delivery appointment from MTO ***prior** to* attempting delivery. Carriers who fail to meet our distribution center delivery appointment requirements may be subject to rescheduling, with all minimums and other standards also applicable to the new appointment date and time.

Carriers delivering a shipment to any Macy's Backstage distribution center are required to provide an accurate and timely EDI 214 (Transportation Carrier Shipment Status) to obtain a delivery appointment. If, for any reason, a vendor is approved to pay freight charges, the carrier selected for that shipment must be able to provide this document.

- Prior to sending an EDI 214, all carriers must have tested with and been approved by Macy's EDI department. Please call (513) 782-3017 for information on testing and obtaining approval to send this document.
- Vendors shipping via their own carrier are responsible for tracing the shipment as well as for all charges, loss, damage, etc. related to the shipment.
- Vendors are required to submit any detention or demurrage charges to Macy's Accounts Payable within 30 days of delivery.

Note: Failure to comply with these or any other MTO requirements may result in the vendor paying freight charges that otherwise may have been paid by Macy's Backstage, together with administrative fees and/or offsets for expenses incurred.

Any detention or demurrage charges resulting from failure to follow the information listed in this guide will be the sole responsibility of the vendor.

12.1 Transportation Expense Offsets

The following list details transportation expense offsets for failure to comply with this Routing Guide. Please refer to other portions of the Macy's Backstage Vendor Standards for further information concerning expense offsets.

TRANSPORTATION EXPENSE OFFSETS	FREIGHT CHARGES
Used a carrier not authorized on our routing guide for your shipping point	$50.00 per freight bill, plus vendor pays full freight.

Note: All orders are expected to ship complete. Backorders are subject to expense offsets and freight charges.

12.2 Driver Load, Assist, or Count

Vendors and / or their authorized shippers are required to count and load ALL cartons (see exception below for palletized freight only). Drivers are not authorized to assist in loading and / or counting cartons. All shipments are considered "shipper count" regardless of Bill of Lading indication.

Carriers are instructed **not** to accept shipments where the shipper requests their driver to count or load cartons. They have been instructed to contact Macy's Transportation Office should that situation occur.

Palletized freight only – For shipments authorized to ship on pallets, carrier driver will count pallets only and sign each BOL as pallet count only and STC (said to contain) cartons on BOL. Example – 5 pallets with 150 cartons – Driver will sign as 5 pallets STC 150 cartons.
Vendors and / or their authorized shippers are required to count and load ALL cartons (see exception below for palletized freight only). Drivers are not authorized to assist in loading and / or counting cartons. All shipments are considered "shipper count" regardless of Bill of Lading indication.

13.0 Macy's 1:1 Merge Centers

Macy's Backstage utilizes three mass consolidation centers (each a "1:1 Merge facility"), which are located in Santa Fe Springs CA, Burlington NJ, and High Point NC. The purpose of these facilities is to increase trailer load penetration and cube utilization for inbound merchandise, resulting in lower freight costs and reduce transit times.

- Submit all POs, cartons, and weights, regardless of Macy's division, no less than 3 business days and no more than 14 days prior to the Ready to Ship (RTS) date in to macysnet for routing.
- Follow Macy's Backstage National Pick-up Schedule section, based on vendor's shipping origin zip code.
- Orders will be planned for pick-up on the next scheduled pick-up day, at the earliest, based on PO InDC date.
- All BOLs must be consigned to the appropriate routing destination and each final destination DC – as authorized by the Macy's Transportation team. Vendors must follow all required BOL procedures. (See the Bill of Lading and Macy's 1:1 Merge Centers sections).
- Trailer load shipments from a single vendor location to a single Macy's Backstage DC location will be routed directly and ship as ready. There is no requirement to adhere to the pick-up schedule for trailer load shipments.
- All merchandise shipped to a Macy's Backstage distribution center or Macy's 1:1 Merge Center via Truckload or Intermodal carrier must be loaded on pallets, unless specifically authorized by MTO. **Carrier mode (Trailer Load, Intermodal, or LTL) is noted on the email notification sent from Macy's Transportation).**
- **Shipments to 1:1 Merge Centers are not required to be loaded by Macy's destination distribution center.**
- All commodities (excluding temperature - controlled products), that ship from the following regions within the grid below, refer to the link below. If your selected 3-digit zip code is not found on the linked attachment, you will ship direct to the designated distribution center.
- All temperature - controlled products shipping to all distribution centers are excluded from shipping to a Merge Center. These commodities will ship direct to the designated distribution center. Refer to the Food, Confections, and Other Perishable Goods, based on commodity.

Macy's Backstage Shipment Routing Options Link

13.1 Macy’s 1:1 Merge Center Addresses

- **Santa Fe Springs, California**

Mega-Merge CA
12801 Excelsior Drive
Santa Fe Springs CA 90670

- **High Point, North Carolina**

High Point 1:1 Merge Center c/o Dynamic
1124 Elon Place
High Point NC 27260

- **Burlington, New Jersey**

Mega-Merge NJ
270 Daniels Way
Burlington, NJ 08016

13.2 Macy's 1:1 Merge Center BOL Example – Trailer Load

Date: Page ________

SHIP FROM

Name: ABC Company
Address: 123 Main Street
City/State/Zip: Los Angeles CA 90023
SID#: FOB: ☐

Bill of Lading Number: 1234567890004

BAR CODE SPACE

SHIP TO

Name: Backstage c/o Macy's - Columbus DC (OH) Mega-Merge CA
Address: 12801 Excelsior Drive
City/State/Zip: Santa Fe Springs CA 90670
CID#: FOB: ☐

CARRIER NAME: KNIGHT TRANSPORTATION
Trailer number:
Seal number(s):

SCAC: KNIG
Pro number:

BAR CODE SPACE

THIRD PARTY FREIGHT CHARGES BILL TO

Name:
Address:

City/State/Zip:

Freight Charge Terms: ***(freight charges are prepaid unless marked otherwise)*** See section 8.1

Prepaid ______ Collect __X__ 3rd Party ______

SPECIAL INSTRUCTIONS:
Macy's Auth / Appt # 38754212

☐ (check box) Master Bill of Lading: with attached underlying Bills of Lading

CUSTOMER ORDER INFORMATION

CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
1234567	300	6000	Y	N	
1234568	350	7000	Y	N	
1234569	350	7000	Y	N	
			Y	N	
GRAND TOTAL	1000	20000			

CARRIER INFORMATION

HANDLING UNIT		PACKAGE				COMMODITY DESCRIPTION	LTL ONLY	
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. ***See Section 2(e) of NMFC Item 360***	NMFC #	CLASS
26	PALLETS	1000	Cartons	20000		CLOTHING		
26	PALLETS			1040		RECEIVING		
						STAMP SPACE		
26		1000		21040		GRAND TOTAL		

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding
_______________ per _______________."

COD Amount: $ ____________________
Fee Terms: Collect: ☐ Prepaid: ☐
Customer check acceptable: ☐

NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A) and (B).

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

__________________________ Shipper Signature

SHIPPER SIGNATURE / DATE

These is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. DOT.

Trailer Loaded: X By Shipper

Freight Counted: X By Shipper

CARRIER SIGNATURE / PICKUP DATE

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made

	☐ By Driver	☐ By Driver/pallets said to contain ☐ By Driver/Pieces	available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle. ***Property described above is received in good order, except as noted.***

"Ship To" Name must match the format noted above

13.3 Macy's 1:1 Merge Center BOL Example – LTL

Date: Page ________

SHIP FROM	
Name: ABC Company Address: 123 Main Street City/State/Zip: Los Angeles CA 90023 SID#: FOB: ☐	**Bill of Lading Number:** 1234567890008 BAR CODE SPACE

SHIP TO	
Name: Backstage c/o Macy's - Columbus DC (OH) Mega-Merge CA **Address:** 12801 Excelsior Drive **City/State/Zip:** Santa Fe Springs CA 90670 CID#: FOB: ☐	CARRIER NAME: FEDEX FREIGHT Trailer number: Seal number(s): **SCAC:** FXFE **Pro number:**

THIRD PARTY FREIGHT CHARGES BILL TO	
Name: Address: City/State/Zip:	BAR CODE SPACE
SPECIAL INSTRUCTIONS: Macy's Auth / Appt # 31421897s	**Freight Charge Terms:** *(freight charges are prepaid unless marked otherwise)* See section 8.1 **Prepaid** ____ **Collect** _X__ **3rd Party** _____ ☐ (check box) Master Bill of Lading: with attached underlying Bills of Lading

CUSTOMER ORDER INFORMATION

CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
1234567	30	600	Y	N	
1234568	20	400	Y	N	
1234569	25	500	Y	N	
			Y	N	
GRAND TOTAL	75	1500			

CARRIER INFORMATION

HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. *See Section 2(e) of NMFC Item 360*	LTL ONLY	
QTY	TYPE	QTY	TYPE				NMFC #	CLASS
6	PALLETS	75	Cartons	1500		CLOTHING		
6	PALLETS			240		RECEIVING		
						STAMP SPACE		

6		75		1740		GRAND TOTAL		

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding

_________________ per ___________________."

COD Amount: $ ______________________

Fee Terms: Collect: ☐ Prepaid: ☐
Customer check acceptable: ☐

NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A) and (B).

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.
____**Shipper Signature**

SHIPPER SIGNATURE / DATE	Trailer Loaded:	Freight Counted:	CARRIER SIGNATURE / PICKUP DATE
These is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. DOT.	X By Shipper ☐ By Driver	X By Shipper ☐ By Driver/pallets said to contain ☐ By Driver/Pieces	Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle. ***Property described above is received in good order, except as noted.***

"Ship To" Name must match the format noted above.

13.4 Macy's 1:1 Merge Center BOL Example-XLTL

Date: | Page ________

SHIP FROM	
Name: ABC Company Address: 123 Main Street City/State/Zip: Los Angeles CA 90023 SID#: FOB: ☐	Bill of Lading Number: 1234567890008 BAR CODE SPACE
SHIP TO	
Name: Backstage c/o Macy's - Columbus DC (OH) Mega-Merge CA **Address:** 12801 Excelsior Drive **City/State/Zip:** Santa Fe Springs CA 90670 CID#: FOB: ☐	CARRIER NAME: RXO Logistics - LTL Trailer number: Seal number(s): SCAC: XLTL Pro number: BAR CODE SPACE
THIRD PARTY FREIGHT CHARGES BILL TO	
Name: Macy's c/o RXO Address: PO Box 49069 City/State/Zip: Charlotte NC, 28277	**Freight Charge Terms:** ***(freight charges are prepaid unless marked otherwise)*** Prepaid _______ Collect _____ 3rd Party __X___ Refer to section 9.1 for additional information
SPECIAL INSTRUCTIONS: Macy's Auth / Appt # 31421897s MASTER BOL - SEE UNDERLYING BOL'S FOR EACH FINAL DC	☐ (check box) Master Bill of Lading: with attached underlying Bills of Lading

CUSTOMER ORDER INFORMATION

CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
1234567	50	1000	Y	N	
1234568	40	800	Y	N	
1234569	45	900	Y	N	
			Y	N	
GRAND TOTAL	135	2700			

CARRIER INFORMATION

HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. *See Section 2(e) of NMFC Item 360*	LTL ONLY	
QTY	TYPE	QTY	TYPE				NMFC #	CLASS
8	PALLETS	135	Cartons	2700		CLOTHING		
8	PALLETS			320		RECEIVING		
						STAMP SPACE		
8		135		3020		GRAND TOTAL		

<table>
<tr>
<td colspan="2">Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding
_______________ per ________________."</td>
<td colspan="2">COD Amount: $ ____________________
Fee Terms: Collect: ☐ Prepaid: ☐
Customer check acceptable: ☐</td>
</tr>
<tr>
<td colspan="4">NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. □14706(c)(1)(A) and (B).</td>
</tr>
<tr>
<td colspan="2">RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.</td>
<td colspan="2">The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.
________________________________Shipper Signature</td>
</tr>
<tr>
<td>SHIPPER SIGNATURE / DATE
These is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. DOT.</td>
<td><u>Trailer Loaded:</u>
X By Shipper
☐ By Driver</td>
<td><u>Freight Counted:</u>
X By Shipper
☐ By Driver/pallets said to contain
☐ By Driver/Pieces</td>
<td>CARRIER SIGNATURE / PICKUP DATE
Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle.
Property described above is received in good order, except as noted.</td>
</tr>
</table>

<u>Master Bill of Lading (BOL)</u> - BOL number for Master BOL to routing destination is <u>NOT TRANSMITTED on EDI 856 (ASN)</u>. "Ship To" Name must match the format noted above.

14.0 Pallet Label

Shipments with routing assignment via the Merge Center network require a pallet label (see example below) indicating Merge Center routing destination and final destination DC. Refer to sections 12.0 and 12.1 for Merge Center location address information. A Bill of Lading document is required for all shipments with a single authorization number to each final destination DC, with routing assigned via the Merge Center network.

The pallet label must be placed on each pallet in a visible location, under shrink wrap. The example below is for a shipment with a routing assignment via the Merge Center network. The vendor team must complete all information in the yellow fields for each pallet.

The pallet label template is available as an Excel document and can be accessed through macysnet – Vendor References / Macy's Backstage, or by clicking on the appropriate link below - based on the final destination DC. **One final destination DC per pallet. Include all purchase order numbers on each pallet.**

Final destination DC – Columbus OH – select here, use the worksheet for the appropriate Merge Center.

ROUTING DESTINATION
MEGA-MERGE CA 12801 EXCELSIOR DR SANTA FE SPRINGS CA 90670

VENDOR NAME
ABC COMPANY

BILL OF LADING NUMBER FOR THIS PALLET
1234567890

PURCHASE ORDER NUMBER(S) ON THIS PALLET				

FINAL BACKSTAGE DESTINATION DC
BACKSTAGE c/o MACY'S - c/o COLUMBUS DC
7145 RICKENBACKER PARKWAY WEST
COLUMBUS OH 43217

MACY'S APPOINTMENT NUMBER	12345678
CARTONS ON THIS PALLET	25
TOTAL CARTONS SHIPPED ON ABOVE APPT NUMBER	125
TOTAL PALLETS SHIPPED ON ABOVE APPT NUMBER	5

15.0 Macy's Backstage National Pick-Up Schedule

All vendors (excluding Food, Candy, and Other Perishable Goods) must follow the below instructions:

1. Submit all POs, cartons, and weights, regardless of Macy's division, no less than 3 business days and no more than 14 days prior to the Ready to Ship (RTS) date.
2. Orders will be planned for pick-up on the next scheduled pick-up day (see table below), at the earliest, based on PO InDC date.
3. Vendors must follow the current Bill of Lading procedures.

National Pick-Up Schedule

Origin State	3 Digit Zip Zone	Monday	Tuesday	Wednesday	Thursday	Friday
Alabama	350-369	X		X		
Arizona	85-865	X		X		
Arkansas	716-729	X		X		
California	900 – 902	X			X	
California	903 – 908		X		X	
California	909 – 916, 918 – 956		X			X
California	917, 957-961	X		X		
Colorado	800-816	X		X		
Connecticut	060 - 069	X			X	
Delaware	197 - 198		X			X
Florida	320-321, 323-349	X		X		
Florida	322	X			X	
Georgia	300 – 303		X		X	
Georgia	304 -319, 399	X		X		
Idaho	832-838		X			X
Illinois	600-629	X			X	
Indiana	460-479	X			X	
Iowa	500-528		X			X
Kansas	660-679		X			X
Kentucky	400-427	X		X		
Louisiana	700-714	X		X		
Maine	039 - 049	X			X	
Maryland	203-219	X			X	
Massachusetts	010 – 027, 055	X			X	
Michigan	480-499	X			X	
Minnesota	550-567		X			X
Mississippi	386-397	X		X		
Missouri	630-658		X			X
Montana	590-599	X			X	
Nebraska	680-693		X			X
Nevada	889, 892-898	X		X		
Nevada	890 - 891	X			X	
New Hampshire	030 - 038	X			X	

National Pick-Up Schedule

Origin State	3 Digit Zip Zone	Monday	Tuesday	Wednesday	Thursday	Friday
New Jersey	070, 080			X		X
New Jersey	071 – 079, 085	X			X	
New Jersey	081 – 084, 086 - 089		X		X	
New Mexico	870-884	X		X		
New York	005, 111 – 149		X		X	
New York	100 – 110		X		X	
North Carolina	270	X		X		
North Carolina	271 – 273, 28328		X		X	
North Carolina	274 - 282		X			X
North Carolina	28300 – 28327, 28329 – 287			X		X
North Dakota	580-588		X			X
Ohio	430-459	X			X	
Oklahoma	730-731, 734-749	X		X		
Oregon	970-979	X		X		
Pennsylvania	150-168, 170, 172-174	X			X	
Pennsylvania	169, 171, 175 – 196		X			X
Rhode Island	028 - 029	X			X	
South Carolina	291 – 293, 298		X			X
South Carolina	294 - 297			X		X
South Dakota	570-577		X			X
Tennessee	370-373, 375-383, 385		X			X
Tennessee	37416, 38464		X		X	
Texas	733, 750-799, 885	X		X		
Utah	840-847	X		X		
Vermont	050 – 054, 056 - 059	X			X	
Virginia	200-201,220-238,242-246		X		X	
Virginia	239 – 241	X			X	
Washington	980-994	X		X		
West Virginia	247-268	X			X	
Wisconsin	530-549		X			X
Wyoming	820-831	X				
Ontario	M3J			X		X

16.0 Food, Confections, and Other Perishable Goods

All Macy's Backstage vendors who ship Food, Confections and Other Perishable Goods - that **require** temperature - control **must ship freight prepaid to a Macy's Backstage Distribution Center. A shipment request must be submitted via macysnet with "Prepaid – Need Appointment Only" selected as the Specialized Routing Request.** MTO will assign a scheduled appointment date and time for the designated distribution center.

All Macy's Backstage vendors who ship food, confections and other perishable goods to a Macy's Distribution Center that **do not require** temperature–control **must ship on a collect basis or third-party bill – for routing assignment from MTO effective April 16, 2018 (see sections 7.5 and 8.1). A shipment request must be submitted via macysnet.**

Vendors must provide Package Level Detail (PLD) when shipping via a small parcel carrier. Please refer to the FedEx Inbound Routing Procedures and UPS Inbound Routing Procedures for package level detail information.

17.0 FedEx Inbound Routing Procedures

The following information is required for all shipments regardless of whether FedEx Ship Manager or proprietary software solution is being utilized.

17.1 FedEx Ship Manager Instructions

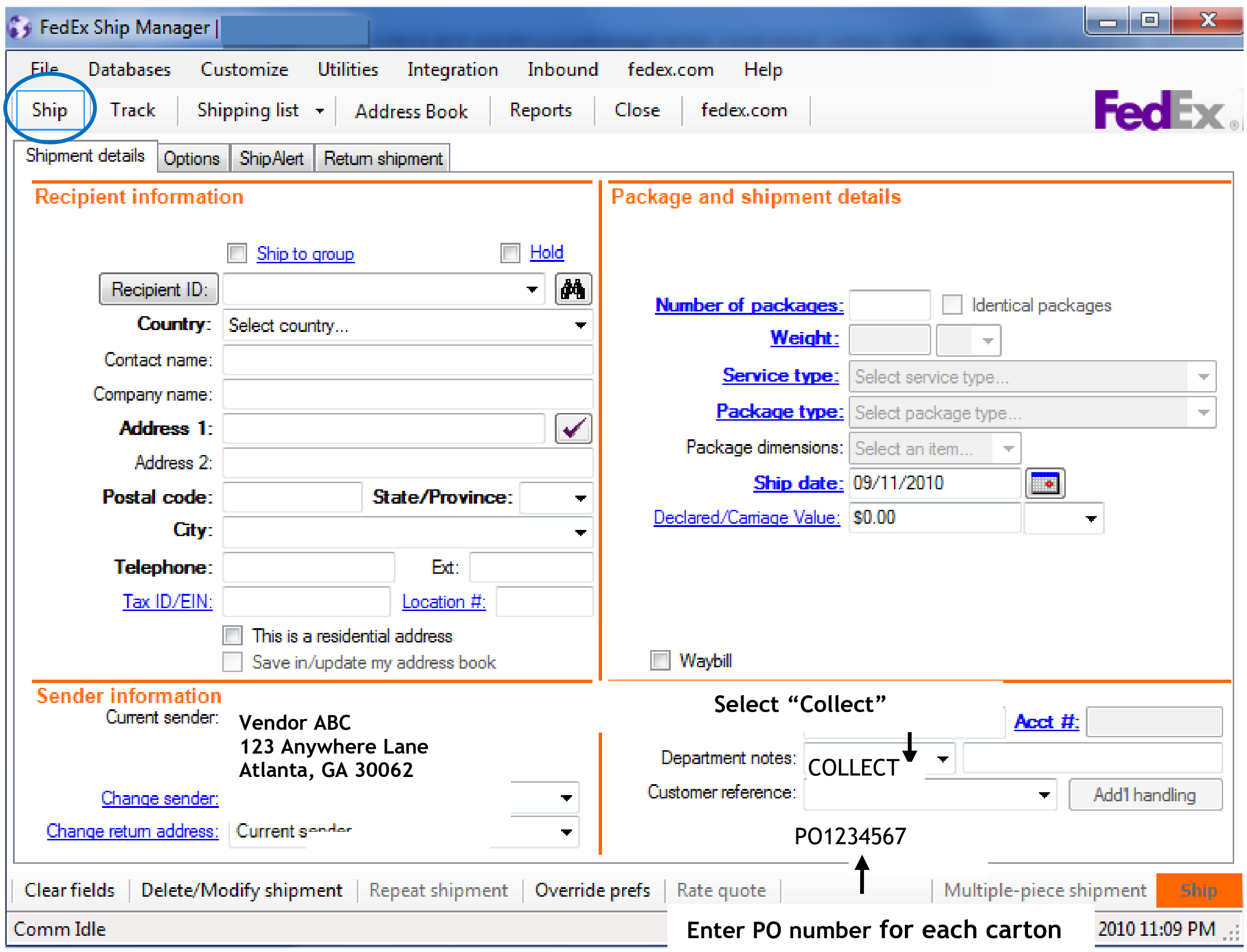
Step 1. On the **"Ship"** tab:

In the **Bill Transportation To** field:

- Select **"Collect"** for all vendors. Leave the account number field blank.

In the **Customer Reference** field:

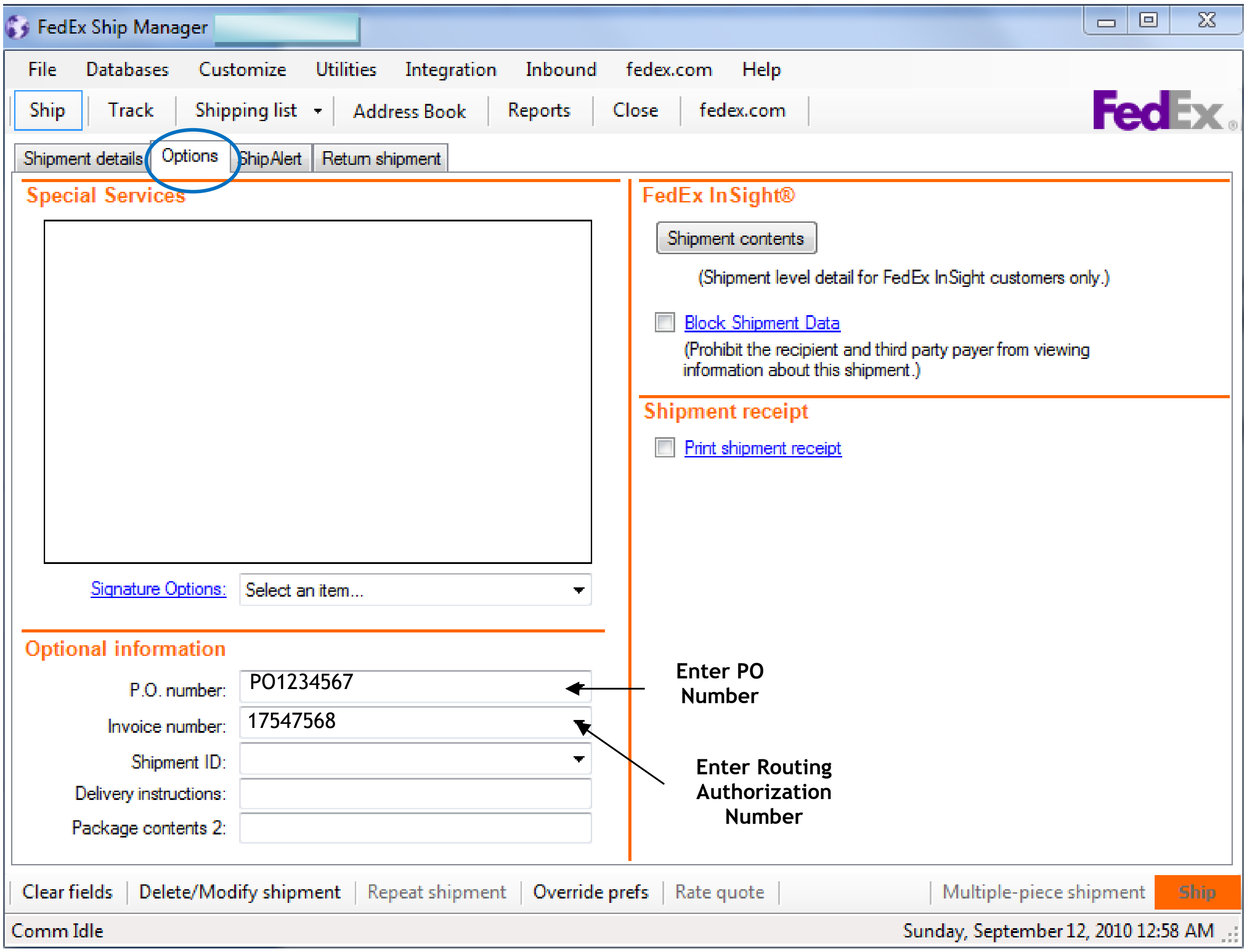
- Enter the Purchase Order Number (7 Digits) with the two-letter identifier (PO) in front of the number.



Step 2. Next select the **"Options"** tab:

In the **P.O. Number** field enter the Purchase Order Number (7 Digits) with the two-letter identifier (PO) in front of the number.

In the **Invoice Number** field enter the routing authorization number received from MTO (via macysnet) or use the NOPC authorization number.



For assistance in setting up FedEx as a carrier, please contact FedEx Vendor Activation Desk at (866) 883-9290. FedEx will assist you with setting up a new account, ordering supplies, creating shipping labels and scheduling pick-ups.

17.2 FedEx.com Instructions

When shipping collect via the FedEx.com interface to Macy's Backstage stores or DCs, the following fields must be completed on the **"Prepare Shipment"** tab as illustrated:

In the **Bill Transportation to** field:

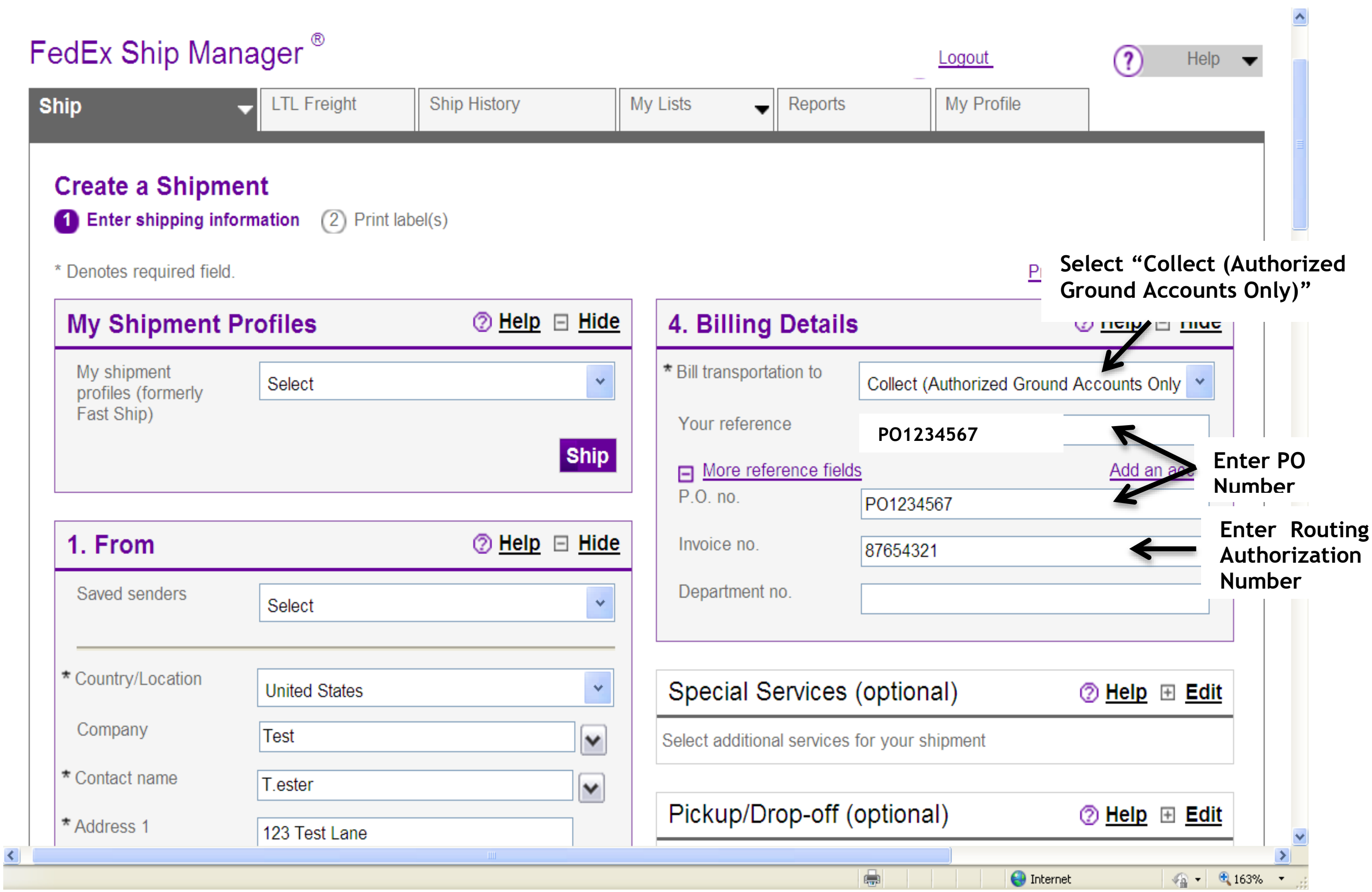
- Select **"Collect (Authorized Ground Accounts Only)"** for all vendors. Leave the account number field blank.

In the **Your Reference** field:

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

In the **P.O. Number** field enter the Purchase Order Number (7 Digits) with the two-letter identifier (PO) in front of the number.

In the **Invoice Number** field enter the routing authorization number received from Macy's Transportation (via macysnet) or use the NOPC authorization number.



18.0 UPS Inbound Routing Procedures

The following information is required for all shipments utilizing UPS WorldShip, UPS CampusShip, and UPS Internet Shipping.

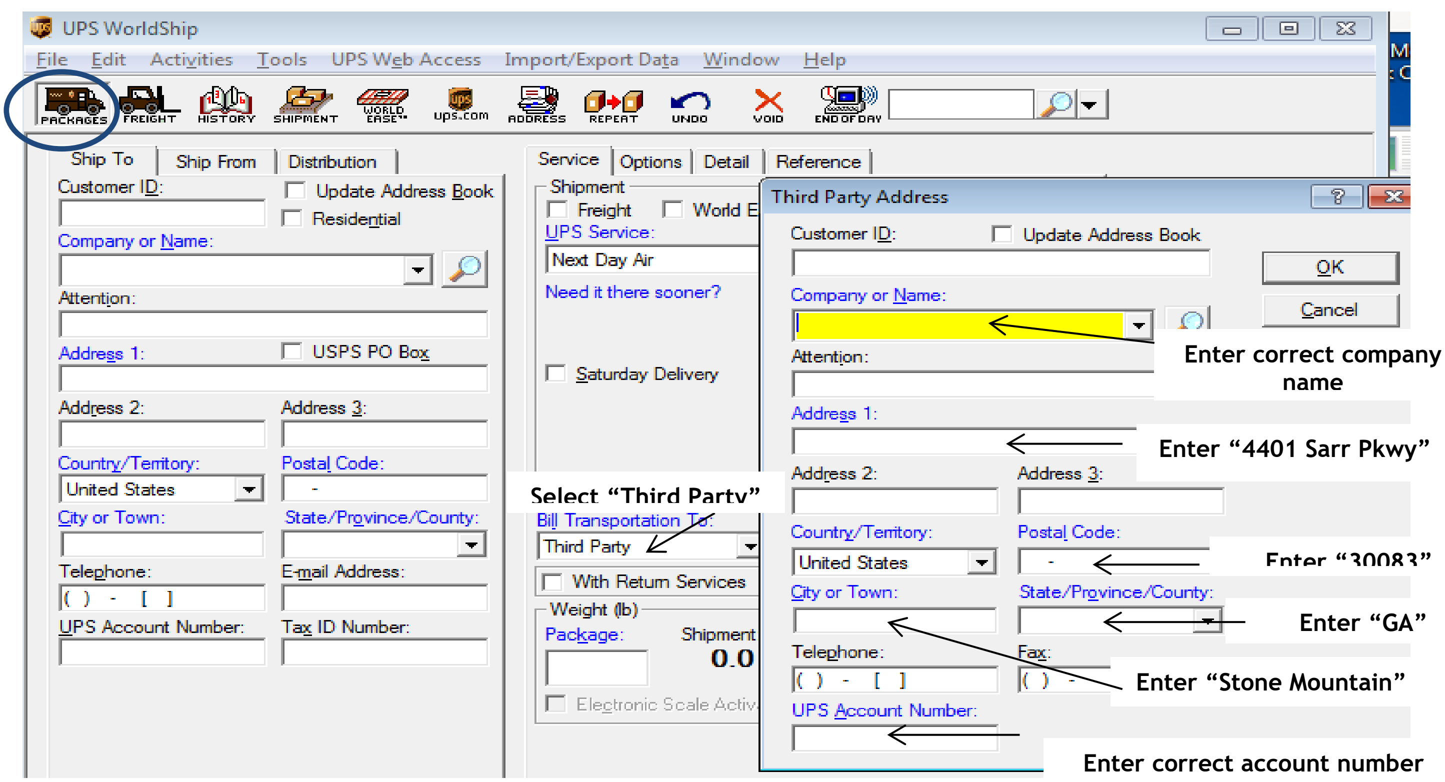
All vendors must have an active UPS account number to ship using the “Third Party” billing option. New users for UPS can contact the UPS Support team at 800-742-5877 for assistance to set up a UPS account.

18.1 UPS WorldShip Instructions

Step 1. On the **“Packages”** tab:

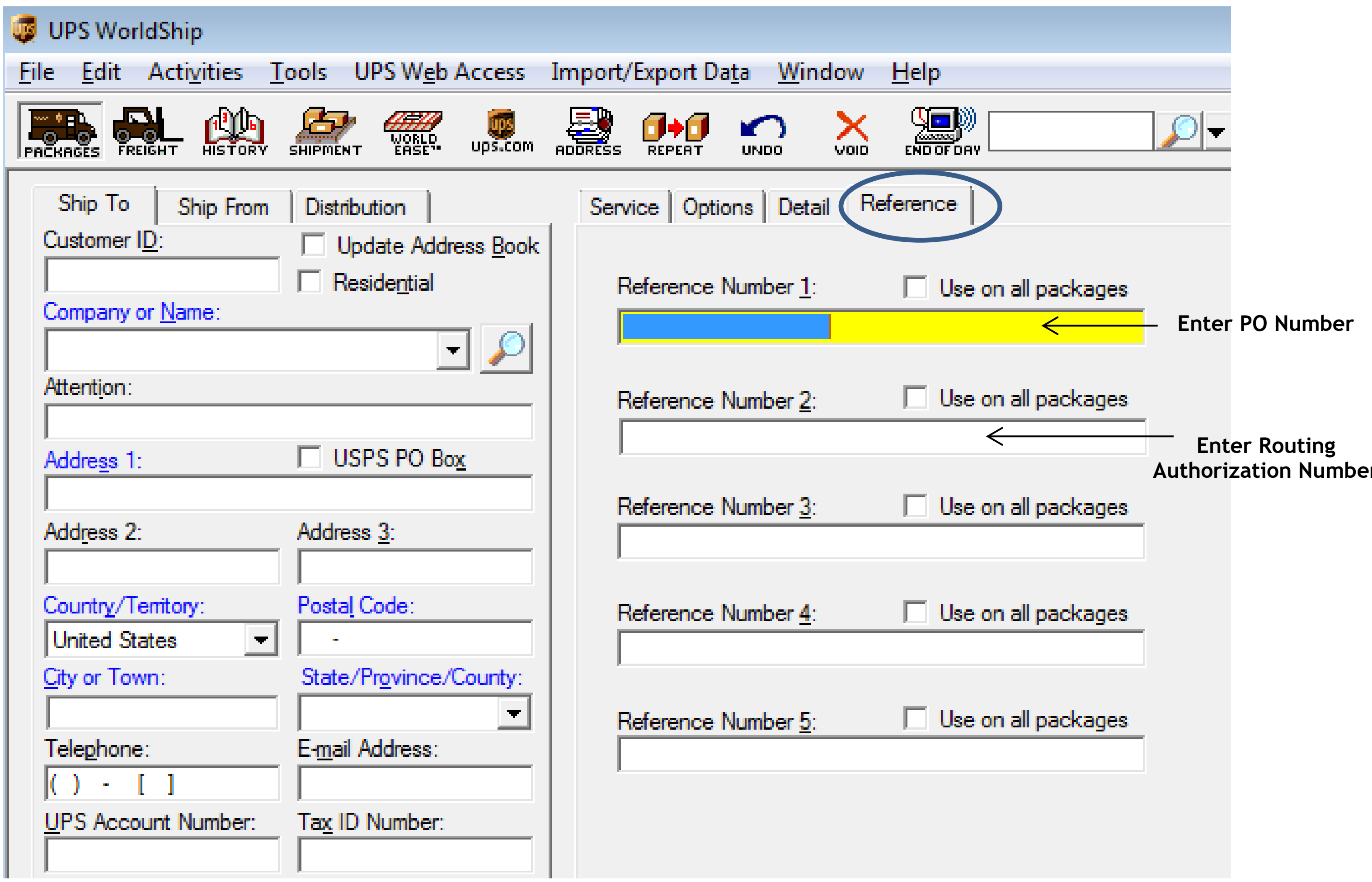
In the **Bill Transportation To** field:

- Select **“Third Party”** for all vendors.
- Enter Macy’s Inbound DC Freight in the **“Company or Name”** field.
- Enter 4401 Sarr Pkwy in the **“Address 1”** field.
- Enter 30083 in the **“Postal Code”** Field.
- Enter Stone Mountain in the **“City or Town”** field.
- Enter GA in the **“State/Province/County”** field.
- Enter the Account Number included in your routing authorization provided by Macy’s Transportation.
- Select **“OK”.**



Step 2. Next select the "Reference tab:
In the **Reference #1** field enter the Purchase Order Number (7 Digits) with the two-letter identifier (PO) in front of the number.

In the **Reference #2** field enter the routing authorization number received from MTO (via Macysnet) or use the NOPC authorization number.



For assistance in setting up UPS as a carrier using the WorldShip option, please contact UPS at 888-553-1118. UPS will assist you with setting up a new account, ordering supplies, creating shipping labels and scheduling pick-ups.

18.2 UPS CampusShip Instructions

When shipping via UPS CampusShip interface to Macy's Backstage DC's, the following fields <u>must be</u> completed on the **"shipping", Create a Shipment"** tab as illustrated:

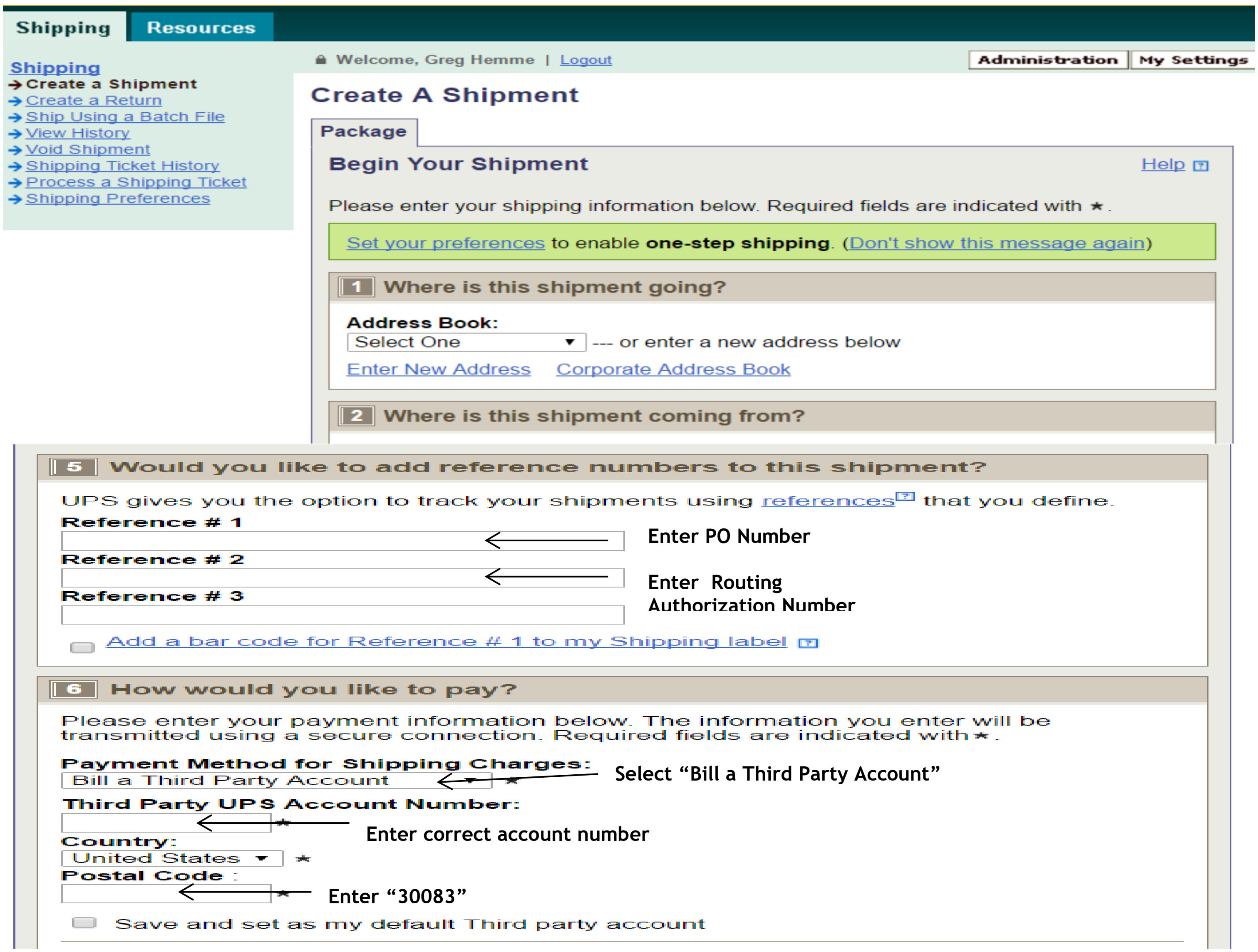
In the Payment Method for Shipping charges field:

- Select **<u>"Bill a Third-Party Account"</u>** for all vendors.
- Enter the Account Number included in your routing authorization provided by Macy's Transportation.
- Enter **<u>"30083"</u>** in the postal code field.

In the **<u>Reference #1</u>** field enter the Purchase Order Number (7 Digits) with the two-letter identifier (PO) in front of the number.

In the **<u>Reference #2</u>** field enter the routing authorization number received from Macy's Transportation (via Macysnet) or use the NOPC authorization number.

Vendors using the CampusShip option can contact UPS Customer Service for assistance at 877-289-6418.



18.3 UPS.com Instructions

When shipping via the UPS.com interface to Macy's DC's, the following fields must be completed on the **"Shipping", "Create a Shipment"** as illustrated:

In the Payment Method for Shipping charges field:

- Select Bill a **"Third Party Account"** for all vendors.
- Enter the Account Number included in your routing authorization provided by Macy's Transportation.
- Enter **"30083"** in the Postal Code Field.

In the **Reference #1** field enter the purchase order number (7 Digits) with the two-letter identifier (PO) in front of the number.

In the **Reference #2** field enter the routing authorization number received from Macy's Transportation (via Macysnet) or use the NOPC Authorization number.

Vendors using the UPS.com option can contact UPS Customer Service for assistance at 877-289-6418.