



REPUBLICATION: August 25, 2017 – Please note additional resources/instructions on pages 2 and 3

May 24, 2017

## Notice to Macy's Backstage Trading Partners Routing / Shipping Instructions

Please distribute to the Traffic/Shipping Manager and EDI Department Manager

**EFFECTIVE July 1, 2017, all vendors shipping to Macy's Backstage must enter requests for all inbound shipments via macysnet.com.** This will facilitate integration of shipment optimization for all Macy's entities.

To prepare for this transition:

- Vendor personnel must be registered for macysnet.com access and specifically, the pick/pack/ship job role. Click [HERE](#) to begin the macysnet registration process. Macysnet has no limit on the allowable number of users registered for one vendor.
- Each vendor "ship from" address must be set up in macysnet at least 2 business days prior to shipment pick up request entry. To add address location(s), once signed on to macysnet, click on **Shipment Request** and select **Shipping Address Update Form**.

General Information:

- Shipment requests for all Macy's Backstage shipments, regardless of shipment size, must be submitted via macysnet. **Vendors will no longer contact non-small package carriers to schedule pickup.** A Routing Notification email will be provided for each shipment pick up request after routing has been assigned.
- The designated carrier will schedule pickup based on the pickup date provided on each Routing Notification email.
- Shipments must be ready by the pickup date indicated on the Routing Notification email.
- Based on vendor ship from location, shipments may have a routing assignment via Macy's Merge Center network. Merge Centers are located in N Bergen, NJ, High Point, NC, and Santa Fe Springs, CA.
- Shipments with routing assignment via the Merge Center network will require a pallet label indicating Merge Center routing destination and final destination DC. In addition, Merge Center shipments for multiple final destination Distribution Centers require use of a Master Bill of Lading. This information is detailed in the [Macy's Backstage Routing Guide](#).
- Non-small package shipments must be shipped on 40" x 48" pallets. Prior approval from MTO is required if oversized pallets are needed.
- All cartons must fit on each pallet with no overhang and must be securely shrink-wrapped. Cartons with multiple PO numbers to the same final destination Distribution Center should be combined to reduce total pallets shipped.

Vendor shipment requests entered via macysnet is critical to cost-effective, efficient load planning. Thank you in advance for your partnership.

Questions should be directed to the Macy's Transportation Office at 678 406-7200.



## Vendor Checklist---Are You Ready to Ship?

- Register on macysnet.com immediately after receiving an account number from Accounts Payable
- When you receive confirmation that your registration is complete, pull all Backstage materials and have your transportation department set up all locations you will be shipping from
  - Ship locations must be set up 48 hours before shipment request is entered
- Routing request must be entered in macysnet at least 48 hours before Ready-to-Ship date, but can be entered as much as 14 days before RTS
- All vendors have two assigned pickup days/week. Check routing guide for your assigned pickup days based on zip code of your warehouse location
- After shipment is entered, you will receive a project number and Project Pickup Date (PPU). The PPU is determined by a combination of RTS/INDC/Regional pickup days
- Ensure you are selecting the correct destination DC---Backstage will go to only NRS Henry St or South Windsor DC
  - Department to DC listing is available on macysnet
- Backstage shipments **must** be palletized, **separate from shipments to any other Divisions**, with pallet label attached---floor loaded shipments will cause delays and may cause misdirects. Pallet label is available in printable format in Backstage Routing Guide
- Master BOL and Third Party Freight Bill Policies must be followed (available in Backstage Routing Guide on macysnet.com) Incorrect BOL may cause shipment delays/misdirects**



## Transportation Contacts

For Help With	<b>Jim Custer</b> Director, Transportation Operations <a href="mailto:Jim.custer@macys.com">Jim.custer@macys.com</a> 678-406-7304	<b>Jill Baker</b> Director, Supply Chain Collaboration <a href="mailto:Jill.baker@macys.com">Jill.baker@macys.com</a> 212-494-2693	<b>Joyce Turner</b> Senior Logistics Coordinator <a href="mailto:Joyce.turner@macys.com">Joyce.turner@macys.com</a> 678-406-7233
Initial Macysnet Shipment Entry	X		
POE/DC Bypass	X		
Shipment Standards	X		
Questions on who to contact		X	
Troubleshooting Macysnet entry		X	
Initial ship location set up/changes			X
Assistance with rejected shipment requests			X

- Macysnet Technical Assistance: [helpdesk.macysnet@macys.com](mailto:helpdesk.macysnet@macys.com), 513-782-1499
- Account numbers are sent to Credit/Accounts Receivable department upon completion of vendor set up. Please contact your Credit/Accounts Receivable department for this information.