



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	Jim Custer Director, Transportation Operations Jim.custer@macys.com 678-406-7304	Jill Baker Director, Supply Chain Collaboration Jill.baker@macys.com 212-494-2693	Joyce Turner Senior Logistics Coordinator Joyce.turner@macys.com 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, 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.