

Macy's Backstage Routing Guide



Macy's Transportation Office

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8:00 AM to 6:00 PM, Eastern Standard Time, Monday through Friday

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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

Date	Section	Subject/Description	Page
4/14/26	8.0	Trailer seals-correction	11
10/30/25	6.0	Distribution Center update	7
1/31/25	13.1	CA merge center address update	17
7/30/24	11.0	Pallet and loading requirements	14
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2/16/24	9.1	LTL Carriers – RXO (XLTL) 3 rd party billing	13
2/16/24	11.0	Update to LTL Pallet Count Maximums	14
01/23/20	12.4 – Pallet Label	Updated to include purchase order information	21
01/03/20	5.0 – Shipment Routing Expectations – Timing	Updated for multiple Backstage DC destination locations	7
01/03/20	8.0 – Bill of Lading	Updated for multiple Backstage DC destination locations	13
01/03/20	12.4 – Pallet Label	Updated for multiple Backstage DC destination locations	21

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 distribution 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.

Routing Guide

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	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • No shipment alterations tolerated. • Shipment information which has been entered into macysnet must match the Bill of Lading tendered to the carrier. 	<ul style="list-style-type: none"> • Contact MTO at shippingops@macys.com for direction
Small Parcel Service	<ul style="list-style-type: none"> • Increasing or decreasing weight by 99 lbs. 	<ul style="list-style-type: none"> • 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.

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).

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

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 all P.O. numbers, total 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. Do not 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	3 RD 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		Bill of Lading Number: 1234567890004 BAR CODE SPACE			
Name: ABC Company Address: 123 Main Street City/State/Zip: Los Angeles CA 90023 SID#: _____					
SHIP TO		CARRIER NAME: KNIGHT TRANSPORTATION Trailer number: Seal number(s): SCAC: KNIG Pro number:			
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#: _____					
THIRD PARTY FREIGHT CHARGES BILL TO		BAR CODE SPACE Freight Charge Terms: <i>(freight charges are prepaid unless marked otherwise)</i> See section 8.1 Prepaid _____ C ol 3 rd Party _____ le ct — X — —			
Name: Address: City/State/Zip:					
SPECIAL INSTRUCTIONS: Macy's Auth / Appt # 38754212		<input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading (check box)			
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		
GRAND TOTAL	1000	20000	Y N		
CARRIER INFORMATION					
HANDLING UNIT		PACKAGE		COMMODITY DESCRIPTION	LTL ONLY
QTY	TYPE	QTY	TYPE		
26	PALLETS	1000	Cartons	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. <i>See Section 2(e) of NMFC Item 360</i> CLOTHING	RECEIVING STAMP SPACE
26	PALLETS				
26		1000		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: <input type="checkbox"/> Prepaid: <input type="checkbox"/> Customer check acceptable: <input type="checkbox"/>	
NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. §4706(c)(1)(A) and (B).				The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.	
SHIPPER SIGNATURE / DATE		Trailer Loaded:		Freight Counted:	
These are 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.		<input checked="" type="checkbox"/> By Shipper		<input checked="" type="checkbox"/> By Shipper	
SHIPPER SIGNATURE / DATE		Trailer Loaded:		Freight Counted:	
		<input checked="" type="checkbox"/> By Shipper		<input checked="" type="checkbox"/> By Shipper	
SHIPPER SIGNATURE / DATE				CARRIER SIGNATURE / PICKUP DATE	
				Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made	

Routing Guide

	<input type="checkbox"/> By Driver	<input type="checkbox"/> By Driver/pallets said to contain <input type="checkbox"/> By Driver/Pieces	available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle. <i>Property described above is received in good order, except as noted.</i>
--	------------------------------------	---	---

“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#:		Bill of Lading Number: 1234567890008 BAR CODE SPACE					
		FOB: <input type="checkbox"/>					
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#:		CARRIER NAME: FEDEX FREIGHT Trailer number: Seal number(s):					
		SCAC: FXFE Pro number:					
		FOB: <input type="checkbox"/>					
THIRD PARTY FREIGHT CHARGES BILL TO							
Name: Address: City/State/Zip:		BAR CODE SPACE					
SPECIAL INSTRUCTIONS: Macy's Auth / Appt # 31421897s		Freight Charge Terms: <i>(freight charges are prepaid unless marked otherwise)</i> See section 8.1 Prepaid _____ Collect _____ 3 rd Party _____ X					
		<input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading (check box)					
CUSTOMER ORDER INFORMATION							
CUSTOMER ORDER NUMBER	# P K G S	WEIGHT	PALLET/SLIP (CIRCLE ONE)				
1234567	30	600	Y N				
1234568	20	400	Y N				
1234569	25	500	Y N				
GRAND TOTAL	75	1500	Y N				
CARRIER INFORMATION							
HANDLING UNIT		PACKAGE		COMMODITY DESCRIPTION		LTL ONLY	
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	N M F C #	CLASS
6	PALLETS	75	Cartons	1500			CLOTHING
6	PALLETS			240			RECEIVING
							STAMP SPACE

Routing Guide

6		75		1 7 4 0		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: <input type="checkbox"/> Prepaid: <input type="checkbox"/> Customer check acceptable: <input type="checkbox"/>		
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: <input checked="" type="checkbox"/> By Shipper <input type="checkbox"/> By Driver		Freight Counted: <input checked="" type="checkbox"/> By Shipper <input type="checkbox"/> By Driver/pallets said to contain <input type="checkbox"/> By Driver/Pieces		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. <i>Property described above is received in good order, except as noted.</i>

“Ship To” Name must match the format noted above.

13.4 Macy’s 1:1 Merge Center BOL Example-**XLTL**

Date: _____ Page _____

SHIP FROM		Bill of Lading Number: 1234567890008
Name: ABC Company Address: 123 Main Street City/State/Zip: Los Angeles CA 90023 SID#: _____ FOB: <input type="checkbox"/>		
SHIP TO		CARRIER NAME: RXO Logistics - LTL Trailer number: Seal number(s): SCAC: XLTL Pro number:
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: <input type="checkbox"/>		
THIRD PARTY FREIGHT CHARGES BILL TO		BAR CODE SPACE
Name: Macy's c/o RXO Address: PO Box 49069 City/State/Zip: Charlotte NC, 28277		
SPECIAL INSTRUCTIONS: Macy's Auth / Appt # 31421897s MASTER BOL - SEE UNDERLYING BOL'S FOR EACH FINAL DC		Freight Charge Terms: <i>(freight charges are prepaid unless marked otherwise)</i> Prepaid _____ Collect _____ 3 rd Party <u>X</u> Refer to section 9.1 for additional information
		<input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading (check box)

CUSTOMER ORDER INFORMATION				
CUSTOMER ORDER NUMBER	# P K G S	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 <small>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</small>	LTL ONLY	
QTY	TYPE	QTY	TYPE				N M F C #	CLASS
8	PALLETS	135	Cartons	2700		CLOTHING		
8	PALLETS			320				RECEIVING
8		135		3020		GRAND TOTAL		STAMP SPACE

Routing Guide

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: <input type="checkbox"/> Prepaid: <input type="checkbox"/> Customer check acceptable: <input type="checkbox"/>	
NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. §4706(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. <div style="text-align: right;">Shipper Signature _____</div>	
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: <input checked="" type="checkbox"/> By Shipper <input type="checkbox"/> By Driver	Freight Counted: <input checked="" type="checkbox"/> By Shipper <input type="checkbox"/> By Driver/pallets said to contain <input type="checkbox"/> By Driver/Pieces	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. <i>Property described above is received in good order, except as noted.</i>

Master Bill of Lading (BOL) - BOL number for Master BOL to routing destination is NOT TRANSMITTED on EDI 856 (ASN). "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.

The screenshot shows the FedEx Ship Manager web application. The top navigation bar includes 'File', 'Databases', 'Customize', 'Utilities', 'Integration', 'Inbound', 'fedex.com', and 'Help'. The 'Ship' tab is selected and highlighted. Below the navigation bar, there are tabs for 'Shipment details', 'Options', 'ShipAlert', and 'Return shipment'. The main content area is divided into three sections:

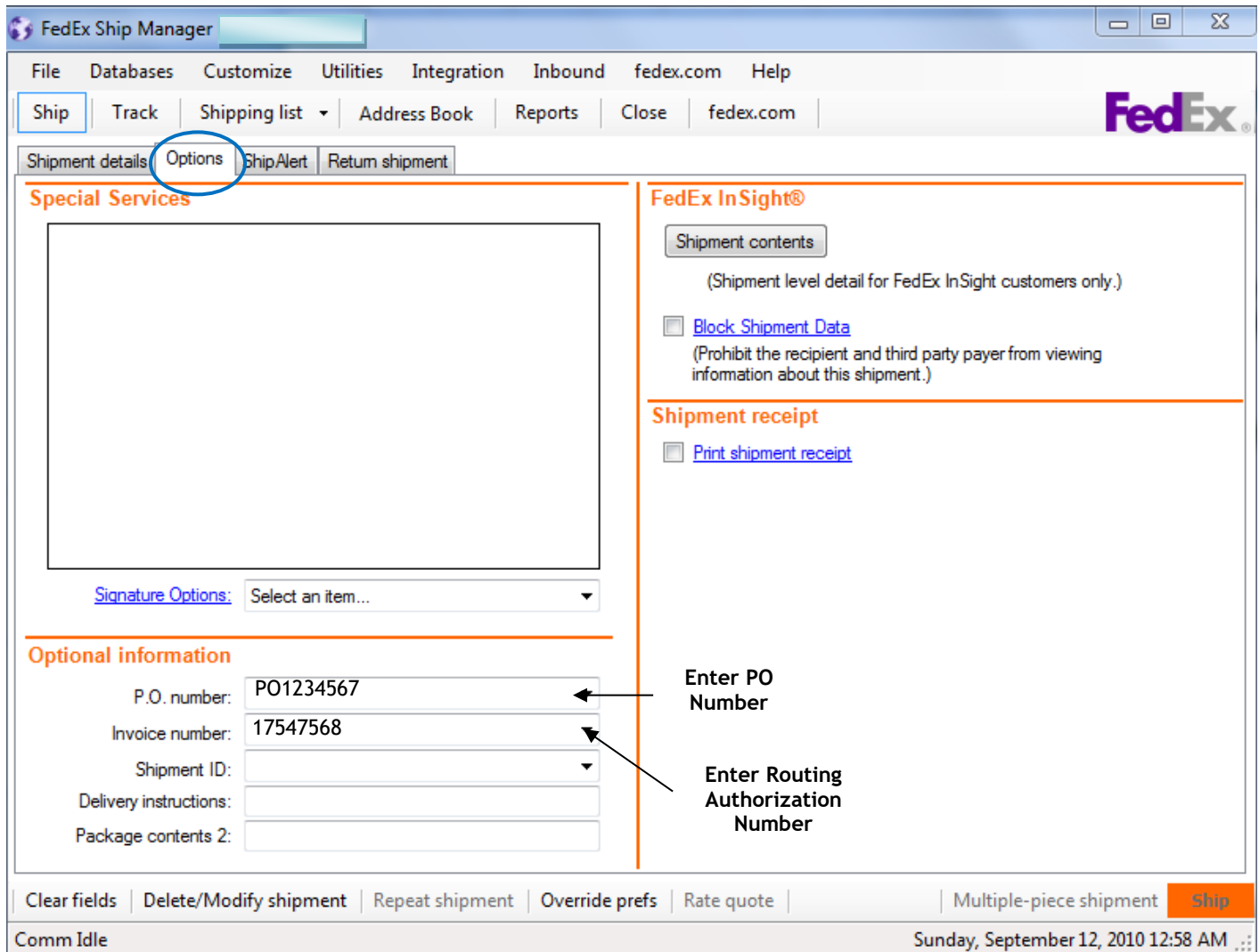
- Recipient information:** Includes fields for Recipient ID, Country, Contact name, Company name, Address 1, Address 2, Postal code, State/Province, City, Telephone, and Tax ID/EIN. There are checkboxes for 'Ship to group', 'Hold', 'This is a residential address', and 'Save in/update my address book'.
- Package and shipment details:** Includes fields for Number of packages, Weight, Service type, Package type, Package dimensions, Ship date, and Declared/Carriage Value. There is a checkbox for 'Waybill'.
- Sender information:** Shows the current sender as 'Vendor ABC, 123 Anywhere Lane, Atlanta, GA 30062'. There are links for 'Change sender' and 'Change return address'.

In the bottom right section, there is a 'Select "Collect"' dropdown menu with 'COLLECT' selected. Below it, the 'Customer reference' field contains 'PO1234567'. A red arrow points to the 'COLLECT' dropdown, and another red arrow points to the 'PO1234567' text. The 'Ship' button is highlighted in orange. The status bar at the bottom indicates 'Comm Idle' and 'Enter PO number for each carton'.

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.

FedEx Ship Manager[®] [Logout](#) [Help](#)

Ship LTL Freight Ship History My Lists Reports My Profile

Create a Shipment

1 Enter shipping information 2 Print label(s)

* Denotes required field.

My Shipment Profiles

My shipment profiles (formerly Fast Ship) [Help](#) [Hide](#) [Ship](#)

1. From

Saved senders

* Country/Location

Company

* Contact name

* Address 1

4. Billing Details

* Bill transportation to [Help](#) [Hide](#)

Your reference [Add an address](#)

[More reference fields](#)

P.O. no.

Invoice no.

Department no.

Special Services (optional) [Help](#) [Edit](#)

Select additional services for your shipment

Pickup/Drop-off (optional) [Help](#) [Edit](#)

Annotations: Select "Collect (Authorized Ground Accounts Only)", Enter PO Number, Enter Routing 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.

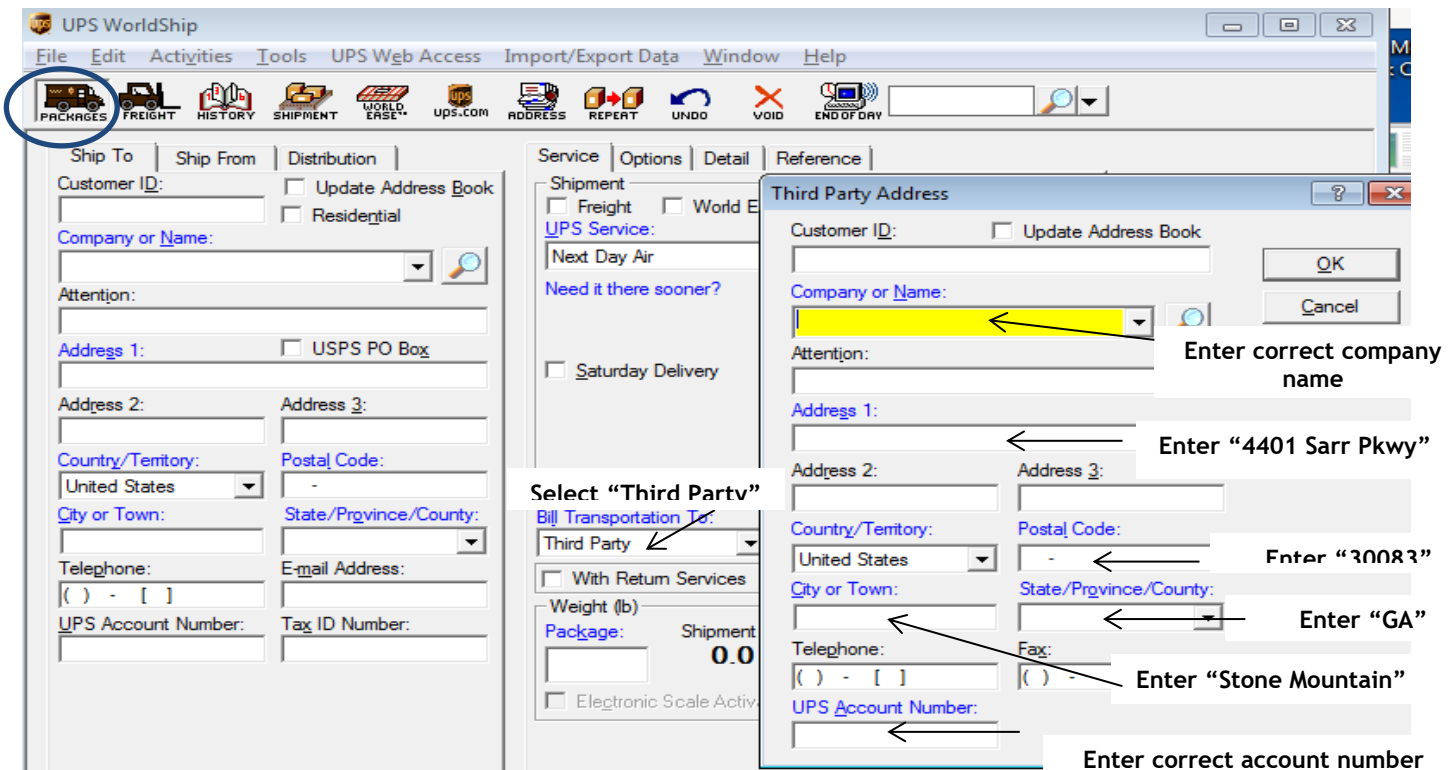
All vendors must have an active UPS account number to ship using the “Third Party” billing option. New users for UPS can contact the UPS Support team at 800-742-5877 for assistance to set up a UPS account.

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.

The screenshot shows the UPS WorldShip software interface. The 'Reference' tab is selected and circled in blue. On the left side, there are fields for 'Ship To', 'Ship From', and 'Distribution' information, including Customer ID, Company Name, Attention, Address 1-3, Country/Territory, Postal Code, City/Town, State/Province/County, Telephone, E-mail Address, UPS Account Number, and Tax ID Number. On the right side, there are five 'Reference Number' fields, each with a checkbox for 'Use on all packages'. The 'Reference Number 1' field is highlighted in yellow and has an arrow pointing to it with the label 'Enter PO Number'. The 'Reference Number 2' field is highlighted in white and has an arrow pointing to it with the label 'Enter Routing 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 must be completed on the “shipping”, **Create a Shipment**” tab 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 CampusShip option can contact UPS Customer Service for assistance at 877-289-6418.

The screenshot displays the 'Create A Shipment' interface. Key sections include:

- Shipping Resources:** A sidebar menu with options like 'Create a Shipment', 'Create a Return', 'Ship Using a Batch File', 'View History', 'Void Shipment', 'Shipping Ticket History', 'Process a Shipping Ticket', and 'Shipping Preferences'.
- Begin Your Shipment:** A section with a 'Help' link and a message: 'Set your preferences to enable one-step shipping. (Don't show this message again)'.
- Where is this shipment going?:** Includes an 'Address Book' dropdown (set to 'Select One') and links for 'Enter New Address' and 'Corporate Address Book'.
- Where is this shipment coming from?:** A section for origin information.
- Would you like to add reference numbers to this shipment?:** Contains three reference fields:
 - Reference # 1:** Labeled 'Enter PO Number'.
 - Reference # 2:** Labeled 'Enter Routing Authorization Number'.
 - Reference # 3:** An empty field.
- How would you like to pay?:** Contains payment information fields:
 - Payment Method for Shipping Charges:** Set to 'Bill a Third Party Account'.
 - Third Party UPS Account Number:** Labeled 'Enter correct account number'.
 - Country:** Set to 'United States'.
 - Postal Code:** Labeled 'Enter "30083"'.

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.

The screenshot shows the 'Create A Shipment' form on the UPS.com website. The navigation bar includes 'My UPS', 'Shipping', 'Tracking', 'Freight', 'Locations', 'Support', and 'UPS Solutions'. The 'Create A Shipment' section has tabs for 'Package' and 'Freight'. The form is titled 'Begin Your Shipment' and includes a 'Help' link. A message box suggests setting preferences for one-step shipping. The form is divided into several steps:

- Step 1: Where is this shipment going?** This section includes an 'Address Book' dropdown, an 'External Address Book' link, and a section to 'Enter a New Address'. Fields include 'Company or Name', 'Contact', 'Country' (set to 'United States'), 'City', 'State' (dropdown), 'ZIP Code', and 'Telephone'.
- Step 5: Would you like to add reference numbers to this shipment?** This section allows adding reference numbers. Annotations point to the 'Reference#1' field with the instruction 'Enter PO Number' and the 'Reference#2' field with 'Enter Routing Authorization Number'. There is also a checkbox for 'Add a bar code for Reference#1 to my Ship'.
- Step 6: How would you like to pay?** This section asks for payment information. The 'Payment Method for Shipping Charges' dropdown is annotated with 'Select “Bill a Third Party Account”'. Below it, the 'Third Party UPS Account Number' field is annotated with 'Enter correct account number', and the 'Postal Code' field is annotated with 'Enter “30083”'. There is also a checkbox for 'Save and set as my default Third party account'.