New Vendor Onboarding Instructions







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Welcome to Macy's

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

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

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

Direct Links to Key Requirements Documents

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

*Requires sign on to macysnet

Vendor Standards

VDF Supplemental Standards

Master Purchasing Agreement

Routing Guide , including InDC Best Practices*

EPC-Enabled RFID Technical Specifications *

Store to DC Listing for Small Ticket Merchandise *

Store to DC Listing for Big Ticket Merchandise *

Store to DC Listing for Jewelry and Fashion Accessories *

EDI Startup Form

New Vendor EDI Setup Communication

Macy's Backstage

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

Macy's Backstage Vendor Standards

Macy's Backstage Routing Guide

Macy's Backstage Dept to DC Listing

Master Purchasing Agreement

EDI Startup Form (when applicable)

Direct Links to Industry Partners

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

Open Text – Macy's/Bloomingdale's preferred provider for U.P.C. Catalog

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

Key Contacts by Function

Function/Area	Macy's	Bloomingdale's/ Bloomingdale's Outlet	Macy's Backstage
Account Number	vendorstandards@macys.com	vendorstandards@macys.com	vendorstandards@macys.com
Macysnet Registration- TECHNICAL ASSISTANCE ONLY	Macysnet Help Desk, 513-782-1499, helpdesk.macysnet@macys.ccom	Macysnet Help Desk, 513-782-1499, helpdesk.macysnet@macys.ccom	Macysnet Help Desk, 513-782-1499, helpdesk.macysnet@macys.ccom
Macysnet Registration– General Information	vendorstandards@macys.com	vendorstandards@macys.com	vendorstandards@macys.com
EDI	ectech@macys.com	ectech@macys.com	ectech@macys.com
Vendor Standards– General Questions	vendorstandards@macys.com	vendorstandards@macys.com	vendorstandards@macys.com
RFID – Technical	ectech@macys.com	ectech@macys.com	NA
RFID – General	vendorstandards@macys.com	vendorstandards@macys.com	NA
Transportation – Routing Guide Questions, Shipment Entry and Rejected Shipment Requests	shippingops@macys.com	shippingops@macys.com	shippingops@macys.com
Transportation – Shipment Address Setup	After sign on to Macysnet, submit Shipping Update Form	After sign on to Macysnet, submit Shipping Update Form	After sign on to Macysnet, submit Shipping Update Form
Freight and Payment Terms	Appropriate Macy's buyer	Appropriate Bloomingdale's buyer	Appropriate Macy's Backstage buyer
Payment Status	Macysnet.com	Macysnet.com	Macysnet.com

Function/Area	Macy's	Bloomingdale's/ Bloomingdale's Outlet	Macy's Backstage
Financial Transaction Inquiries	APForms on Macysnet.com	APForms on Macysnet.com	APForms on Macysnet.com
Accounts Payable – General	vendorstandards@macys.com	vendorstandards@macys.com	vendorstandards@macys.com
Test EDI POs	Buyer	MIO.REQUESTS@bloomingdales.com	Buyer
Unauthorized Returns	CRC_calltag@macys.com 626-855-4065	CRC_calltag@macys.com 626-855-4065	NA

New Vendor Checklist

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

	Timeline - Week #	Checklist Task
☐	1	Confirm account number, sent to Vendor's Accounts Receivable/Credit Department upon setup. If you cannot locate your account number, contact vendorstandards@macys.com. Account numbers will only be released to individuals who have an email address domain for that specific company. I.e. account numbers will not be released to individuals with, e.g. @gmail.com, @hotmail.com, @aol.com email addresses.
☐	1	Register for macysnet by accessing the New to Macysnet link. At a minimum, all individuals involved in shipping and accounting should register. Ensure all shipping addresses are submitted at least 30 days prior to first shipment.
☐	1	Read the Vendor Standards and/or Macy's Backstage Vendor Standards (requires specific password provided by Macy's Backstage buyer), Master Purchasing Agreement and, for all vendor direct fulfillment/drop ship vendors, the VDF Supplemental Standards. These documents provide details on requirements for doing business with Macy's Retail Entities. Macy's, Inc. does not negotiate specific vendor agreements for standard businesses. Failure to comply with these standards may result in financial deductions for expenses incurred by Macy's to ensure merchandise is within standards. After reviewing, if questions still exist, contact the Accounts Payable – General contacts listed above BEFORE SHIPPING.
☐	1	Complete EDI Start Up form. Contact the EDI Department at ectech@macys.com with any questions. Trading Partner IDs are set up for each Macy's retail entity. Once this set up is complete, an email will be sent with next appropriate steps to include EDI testing
☐	1	Read the Routing Guide, including InDC Best Practices. This document provides details on requirements for the transportation of merchandise to the appropriate Macy's, Inc. distribution center. Failure to comply with these standards may result in financial deductions for additional transportation expenses incurred by Macy's. After reviewing, if questions still exist, email Macy's Transportation Office at shippingops@macys.com BEFORE SHIPPING.
☐	1	Read the EPC-Enabled RFID Technical Specifications. Direct questions to the technical or general contacts listed in this document.
☐	2	Order U.P.C./EPC (RFID) tickets from ticket provider. Macy's does not endorse any 3rd party U.P.C. ticket providers. See the Vendor Standards for U.P.C. ticket requirements. EPC inlays and ticket providers are detailed in the EPC-Enabled RFID Technical Specifications.
☐	2	Send sample U.P.C./EPC (RFID) ticket to Macy's EDI, 145 Progress Place, Springdale, OH 45246. Include contact information (name, email address and phone number) with the tickets for status feedback. Technical approval cannot be confirmed by scanning an electronic image, or PDF. Physical tickets must be mailed.

	Timeline - Week #	Checklist Task
☐	2	Order hangers for apparel families of business. See the Vendor Standards for hanger requirements.
☐	2	Load the Store to DC Listing for Small Ticket Merchandise , Store to DC Listing for Big Ticket Merchandise (furniture and mattresses) and/or Store to DC Listing for Jewelry and Fashion Accessories into your warehouse management system. A singular purchase order may contain multiple stores that may go to multiple distribution centers (DCs). These documents detail which store location should ship to which DC. DC LOCATIONS ARE NOT INCLUDED IN PURCHASE ORDER DATA. Other than those stores listed in these documents, DIRECT TO STORE SHIPMENTS ARE NOT AUTHORIZED.
☐	2	Integrate merchandise preparation standards into warehouse management system. Note standards may be different for stores vs. .com merchandise and should be determined by the location numbers transmitted in the SDQ segments in the EDI 850 PO. "Pool stock" locations should follow CFC guidelines in the Vendor Standards. See the appropriate Store to DC Listing for pool stock and store location numbers.
☐	3	Once EDI testing is complete, an email will be sent with next appropriate steps.