



October 2018

Dear Neiman Marcus Brand Partner:

Neiman Marcus Group (NMG) will continue to use FedEx® as the preferred carrier for all Brand Partners “Drop Shipments” sent on NMG’s behalf. Under this program FedEx will bill NMG directly for the freight charges.

Service and Billing Option Small Parcel Shipments

The correct FedEx service for all domestic small package shipments in support of NMG will be indicated on the consumer order detail that you receive.

- All perishable shipments are to be shipped via **FedEx Standard Overnight® or Priority Overnight®**
- All non-perishable shipments are to be shipped via **FedEx Ground® or FedEx Home Delivery®**

Select “Bill Sender” and enter the FedEx Account number that has been established and provided to you for all NMG shipments.

Consumer Order Number Requirement is MANDATORY

NMG requires that you enter the 8-digit Consumer Order number in the reference field for each FedEx shipment (**Example 12345678-1**). Failure to not enter the Consumer Order number can result in a Vendor Compliance fine.

Brand Partners FedEx Packaging, Packing Slip and Label Standards

Brand Partners must supply and ship merchandise in a new, plain corrugated box. All Brand Partner packaging cannot contain the Brand Partner name, logo, promotional or marketing material from the Brand Partner. However, product information, warranties, cooking instructions, etc. are acceptable. Inadequate or improper packaging causes concealed damages.

Brand Partners are required to use NMG approved packing slips which are to be obtained and printed directly from the DSCO portal. Please note that all shipments must contain this approved NMG packing slip within each shipment.

For questions contact NMD packaging at nmdpckaging@neimanmarcus.com.

Brand Partners may order their FedEx supplies and shipping labels direct from FedEx by calling 1-877-339-2774 or online at <https://www.fedex.com>.

Automation

In order to meet our shipping requirements, you will need to use an automated shipping platform to create your shipping label. Your local FedEx Rep can assist you to ship using FedEx Ship Manager® at FedEx.com, FedEx Ship Manager Hardware or software, or you may use your own automated shipping platform.

FedEx Pickups

If you do not already have a regular FedEx pickup your local FedEx Rep can assist you in getting one set up. You can schedule an on-call package pickup online at <https://www.fedex.com/pickup> or by calling 1.800.GoFedEx 1.800.463.3339.

- PLEASE NOTE: FedEx Ground pickups needs to be scheduled one day in advance.

Account Confidentiality

NMG transportation billing information is confidential and should only be communicated for the limited purpose of preparing shipments under these instructions. Do not post this information online or make it generally available beyond what is required for your company to follow these instructions. The NMG account number is to be used for NMG shipments only and its use will be monitored.

Compliance

These shipping guidelines are effective immediately and must be followed as outlined. NMG will closely monitor all shipments, invoices and our billing accounts to ensure compliance. Costs associated with any other method of shipment falling outside of these guidelines will not be paid by NMG and will be the responsibility of the Brand Partner.

Compliance includes:

- Using the correct FedEx Service
- Using the correct billing option
- Enter the 8-digit Consumer Order number in the proper reference field.
- (Example 12345678-1). This is Mandatory.
- Proper FedEx Packaging, Packing Slip and Label Standards

Shipping Questions/Concerns

Please review the information in this letter and forward to your Shipping Department immediately so that they are aware of these new shipping guidelines. This document will be a guide to ensure your outbound freight shipments comply with NMG requirements. Please refer to the NMG Operations Portal at <https://www.nmgops.com>.

If you have questions regarding this change or questions specific to NMG, please contact

dropship@neimanmarcus.com

For FedEx set-up assistance you can contact the FedEx Vendor Activation Desk at 1.866.883.9290 (toll free). This resource is available Monday through Friday, 8 a.m. to 5 p.m. CST. You may also contact FedEx Customer service 1.800.GoFedEx 1.800.463.3339 for assistance anytime.

NMG values our Brand Partners as a supplier and trust the above process will only enhance our working relationship. Thank you for your cooperation and support.

Sincerely,
Neiman Marcus Group
Drop Ship Operations
dropship@neimanmarcus.com

NMG Drop Ship FedEx Account – Quick Start Guide

To Get Started...go to www.FEDEX.com

- 1) Click the Ship Now button
- 2) Navigate to the [Get Started](#) page
- 3) Under “Ready to Ship” continue to the registration step, to setup your account

Still have questions? Watch one or many of the new set up videos to support your onboarding!

Neiman Marcus | Group



Creating a Shipping Label

Creating a shipment can be fast. Really fast. Especially when you use FedEx Ship Manager® at fedex.com. With a full address book and saved shipment profiles, you can ship in just a few clicks. And when you print labels from your office, your shipment is ready for pickup or dropoff. **You'll need to log in to fedex.com to access FedEx Ship Manager®.** Once you do, creating a shipment is simple. Just complete these sections:

- 1) **From** - Your “From” address will prepopulate based on your profile information. Click **Edit** if you need to change it.
REMEMBER NMG Drop Ship Orders must have the ship from name listed as the channel on the order: Neiman Marcus, Bergdorf Goodman, Horchow, or Last Call
- 2) **To** - Enter the recipient’s information in this section. This value is passed as the “Recipient Name, Recipient Street Address, Recipient City/State/Zip” on the PO.
- 3) **Package & Shipment Details** - Here, enter the number of packages, weight of your shipment, service type (as passed on the PO), and packaging type.
Ref 1/#: Must be entered as the consumer_order_number, passed on the PO (eg. 22631491-1)
Ref 2/PO: Must be entered as the DSCO PO Number, passed on the PO (eg. 70880494195)
- 4) **Billing Details** - Now you choose who gets billed for the shipment – **for NMG Drop Ship, you have been assigned a 3rd party billing #.** If noted on the order, be sure to click one of the **Edit** buttons to choose other options like adding a signature requirement (under **Special Services**), entering pickup or dropoff details, and shipment notifications if desired.
- 5) **Complete Your Shipment** - Lastly, click **Ship** to generate and print your label and tracking number, or **Save For Later** to ship at a later time. To ship without a printer, first click **Send a Mobile Shipping Label**, check the box, and enter your email address. You’ll receive an email with a barcode. Just take it with you when you drop off your shipment at any FedEx Office location or FedEx World Service Center®.
- 6) **Update DSCO!** Make sure to update DSCO with the required shipping information, including tracking number. This update will trigger a notification to our customer that order has shipped, and you are now able to invoice.

That’s all it takes. Shipping with FedEx Ship Manager at fedex.com makes creating a shipment fast, accurate, and really simple.

FedEx Ship Manager® at fedex.com

Quick Guide to Bill Third Party Option

To ship with FedEx Ship Manager at fedex.com, you will need Internet access, an inkjet or laser printer, and your FedEx account number. If you do not have an account number, call 1.800.GoFedEx 1.800.463.3339 to set one up.

Go to **fedex.com**, hover over the **"Ship"** tab and select **"Create Shipment"** within the "FedEx Express or FedEx Ground" section. Enter your user ID and password and click **"Login."** Now you are ready to ship.

1. From

Verify the sender information is correct.

2. To

Enter the recipient information. If you will be shipping to this address again, check the "Save new recipient in address book" box for faster access in the future. Select "Perform detailed address check" to avoid incurring address correction fees.

3. Package & Shipment Details

Select the appropriate FedEx® service type and the package type you will be using for your shipment.

4. Billing Details

- Select "Third Party" in the "Bill transportation to" field, and enter the FedEx third party account number in the "Account no." field.
- If applicable, enter your required reference information in the "Your reference" field, and if additional reference fields are required, click "More reference fields."
- You may also select optional services, such as: find a drop-off location, schedule a pickup, receive an e-mail notification, or find estimated rates and transit times.

5. Complete Shipment

Check whether or not you want to save the changes to your shipment profile or add the new contact to your shipment profiles, and click "Ship." At the next screen, confirm your shipment details, and click "Ship."

The screenshot shows the 'Create a Shipment' form in the FedEx Ship Manager interface. It is divided into several sections, each with a numbered callout:

- 1. From:** My shipment profiles (Company, Fast Ship) with a 'Select' dropdown and a 'Ship' button.
- 2. To:** Recipient information fields including Country/Location (United States), Company, Contact name, Address 1, Address 2, City, State, ZIP, and Phone no. There are checkboxes for 'Perform detailed address check', 'This is a residence', and 'Save new recipient in address book'.
- 3. Package & Shipment Details:** Fields for Service type, Package type, No. of packages (1), Weight (lbs), Declared value (U.S. Dollars), and Ship date.
- 4. Billing Details:** Fields for Bill transportation to (Third Party), Account no. (XXXXXXXXXX), and Your reference. A 'More reference fields' link is highlighted with a red box.
- 5. Continue your Shipment:** A 'Save for later' button and a 'Ship' button.

This is a close-up of the '4. Billing Details' section. It shows the 'Bill transportation to' dropdown set to 'Third Party' and the 'Account no.' field containing 'XXXXXXXXXX'. The 'Your reference' field is empty. A red box highlights the 'More reference fields' dropdown, which is expanded to show three input fields: 'P.O. no.', 'Invoice no.', and 'Department no.'.

FedEx Ship Manager® Hardware or Software

Quick Guide to Bill Third Party Option

Follow this simple process to ship with FedEx Ship Manager hardware or software (also known as FedEx Café) for shipments using the Bill Third Party option.

The screenshot shows the FedEx Ship Manager software interface. The window title is "FedEx.com" and the menu bar includes "File", "Databases", "Customize", "Utilities", "Integration", "Inbound", "Passport", "FedEx.com", and "Help". The main window has a toolbar with "Ship", "Track", "Shipping list", "Address Book", "Report", "Close", and "FedEx.com". Below the toolbar are tabs for "Shipment details", "Options", "ShipAlert", "Return shipment", "Document", "Commodity/Merchandise", and "Customs".

The main content area is divided into four numbered sections:

- 1 Recipient information:** Includes fields for Recipient ID, Country (US - UNITED STATES), Contact name (Jane Doe), Company name (General Hospital), Address 1 (123 Main Street), Address 2, Zip (84405), State (UT), City (OGDEN), Telephone (555) 555-5555, Ext., Location #, and checkboxes for "This is a residential address" and "Save in/Update my address book".
- 2 Sender information:** Includes "Current sender:" and "Change sender:" fields.
- 3 Package and shipment details:** Includes "Number of packages" (1), "Weight" (15.0 lbs), "Service type" (R - FedEx Ground Service), "Package type" (1 - Your Packaging), "Package dimensions", "Ship date" (03/19/2008), and "Declared value" (USD).
- 4 Billing details:** Includes "Bill transportation to:" (3 - Third Party), "Acct #:", "Department notes:", "Customer reference:", "P.O. number:", and an "Add handling" button.

At the bottom of the window, there are buttons for "Clear fields", "Delete/Modify shipment", "Repeat shipment", "Override prefs", "Rate quote", "\$0.00", "Multiple-piece shipment", and "5 Ship".

1. Recipient information

Complete the recipient information. If you will be shipping to this address again, click "Save in/Update my address book" for faster access in the future.

2. Sender information

Confirm the sender information, or change if necessary.

3. Package and shipment details

Select the appropriate FedEx® service type and the package type you will be using for your shipment.

4. Billing details

- Select "Third Party" in the drop-down menu and enter the appropriate FedEx third party account number in the "Acct #" field.
- If required, enter reference or purchase order numbers in the appropriate fields.

5. Ship

Click "Ship." Print your shipping label, and affix it to your shipment.

For questions about FedEx Ship Manager hardware or software, call FedEx Technical Support at 1.877.339.2774.

