



August 2, 2011

To: Neiman Marcus, Neiman Marcus Direct, Bergdorf Goodman and CUSP Northeast Consolidation vendors

Attn: Traffic / Shipping / Customer Service Manager

Re: Neiman Marcus Group Northeast Consolidator Shipping / Manifesting Requirements - Effective 8/2/2011

Updated "Performance Team-East" Consolidator Shipping / Manifesting / Invoicing / BOL - Requirements

For Pick-up requests, please login to the Performance Team Client Zone at ptgt.net. For questions or login ID set-up, please call 732-379-6050 ext 2065.

To effectively process your shipments, we ask that you follow the shipping instructions detailed below. In addition, the shipping documents provided with your shipment play a critical role in the proper identification and processing so please pay special attention to the detailed document requirements. **Non-compliance with these instructions may result in a chargeback of \$150 per occurrence.**

1. All Purchase Orders on a shipment must be valid PO's and must arrive at the consolidator no sooner than the "Start Ship Date" and no later than the "Cancel Date". Shipments with PO's outside this date range will be refused and/or returned to the shipper. Multiple PO shipments will be rejected even if only one PO is not valid. Visit our website www.nmgops.com and view your PO status under "NMG PO VERIFICATION".
2. Shipment documents **must** consist of the following:
 - Master Bill of Lading for shipment. Either VICS Standard BOL or Performance Team BOL can be used.
 - Neiman Marcus location manifest(s). Use a separate manifests for each department # shipped to the same NM location. (i.e. Shipping two departments to two distribution centers requires four manifests.)
 - Attach merchandise invoices to the corresponding manifest. If invoices are not generated at the shipping point, copies of packing lists must be attached to the corresponding manifest in lieu of invoices.
3. Freight must be segregated and tendered to the carrier by manifest.
4. Palletized shipments must have carton labels detailing Store #, PO #, and Dept # information and corresponding bar codes facing out in the upright position for ease of identification and processing.

Manifests and BOL forms listed below can be provided by Performance Team-East. Please call and request these be emailed to you.

- NM Pick-up Request Form
- NM / Gale Delivery Master BOL
- NM Manifest for National Service Center (NSC)
- NM Manifest for East Coast Distribution Center (ECDC)
- NM Manifest for CUSP Stores (NSC)
- NM Manifest for CUSP Stores (ECDC)
- NM Manifest for Neiman Marcus Direct (NMD)
- NM Manifest for Last Call On-Line Store 41
- NM Manifest for Store 79 (NSC)
- NM Manifest for Express Allocation Store 90
- Bergdorf Goodman Pick-up Request Form
- Bergdorf Goodman / Gale Delivery Master BOL
- Bergdorf Goodman Manifest for Store 65

If using your own manifest and BOL, please use these as a guide and ensure the location and department breakdown details are followed. Forms must be filled out completely with all relevant shipping information.

Vendors will be subject to chargebacks for failure to comply with the following shipment documents which are issued from the Neiman Marcus Vendor Compliance Office:

Master BOL

- No Master BOL provided
- Inaccurate information provided by DC on the Master BOL

Manifest Issues

- No Manifest by DC
- Incorrect stores on vendors DC manifest
- Multiple departments on a single manifest
- Multiple manifests for same department number and DC

Purchase Order Numbers

- No purchase order number referenced
- No department number referenced
- Multiple departments per purchase order
- Wrong department referenced versus NMG systems department

Invoice / Packing List

- No Invoice or packing list provided

If you have any questions regarding these updated instructions, please contact the Neiman Marcus / Bergdorf Goodman Transportation Department at 903-233-5590.

If your question is specifically about the Vendor chargebacks section above, please contact the Neiman Marcus Vendor Compliance Department at 903-233-5509.

Regards,
Craig Kids
Manager of Transportation
Neiman Marcus Group