

SAKS

INCORPORATED

Released June 04, 2009 to website

The Saks Incorporated SHIPPING AND ROUTING INSTRUCTIONS in this guide are, **effective June 04, 2009**.



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These standards apply to all shipments for which Saks Incorporated is paying a percentage of the freight expenses. NOTE: "SFA" in this document refers to Saks Fifth Avenue (Saks Fifth Avenue, Saks Direct, and Off 5th).

These instructions, changes, and updates supersede any previously issued. If these instructions conflict with instructions published elsewhere, these instructions take precedence, **excluding vendor specific freight term agreements** and instructions issued through web-tendered orders. Any exemptions issued by any person or organization other than SFA Transportation (whether written or verbal) will not be honored.

Regardless of assigned LTL/TL departmental freight term agreements, all vendors who plan to ship "collect" via an SFA authorized LTL/TL carrier must tender SFA goods via web-tendering. Please refer to the "IV. Routing Instructions" section of this guide for instructions on how to successfully request and complete set-up.

Throughout this document, you will note many changes. It is imperative that you understand all our instructions and that you implement all changes as of **June 04, 2009**. Often overlooked requirements are highlighted in red, to bring this text to your attention. NOTE: *New changes or revisions are indicated in red italics.*

As of July 1999, Saks Incorporated discontinued paper "hard copy" vendor mailings or notifications on any revisions to vendor standards or requirements. **All standards updates and revisions are communicated via our website at <http://www.saksincorporated.com> under the "Vendor Relations" section.** It is a vendor's responsibility to monitor our website regularly and keep all their internal departments updated on Saks Inc. policy/procedural changes. However other standards, such as EDI mapping or store changes, are made on an "as needed" basis. We suggest you visit our website monthly.

Your compliance with these instructions is necessary to efficiently expedite the flow of merchandise from your location to our stores, maximizing selling time. If you have questions or concerns, fax them to SFA Transportation Compliance at (410) 297-5245.



SHIPPING AND ROUTING REVISIONS

*NOTE: All changes or revisions are indicated in **red italics***

June 04, 2009 Key Revisions		
Section	Page	Revision Check Off List
Consolidators Section	11-12	<ul style="list-style-type: none"> <input type="checkbox"/> Removed Roadway as an eligible carrier assigned to "CO" for shipments destined for the HRDC <input type="checkbox"/> Added additional instruction for all ship from states which do not ship via Roadway

April 16, 2009 Key Revisions		
Section	Page	Revision Check Off List
Consolidators Section	11-12	<ul style="list-style-type: none"> <input type="checkbox"/> Corrected/Removed NC & SC Consolidator references. No longer a valid consolidator region

March 09, 2009 Key Revisions		
Section	Page	Revision Check Off List
Shipping Instructions	4 - 5	<ul style="list-style-type: none"> <input type="checkbox"/> Updated VICS BOL link <input type="checkbox"/> Removed NY store direct cosmetics routing instructions <input type="checkbox"/> Added note instructing all east coast cosmetic vendor's to ship only to HRDC
Carrier Matrix for Consolidators and LTL Carriers/Table	11-12	<ul style="list-style-type: none"> <input type="checkbox"/> Added Additional Carrier SCAC's

June 05, 2008 Key Revisions		
Section	Page	Revision Check Off List
Carrier Matrix for Consolidators and LTL Carriers/Table	11-12	<ul style="list-style-type: none"> <input type="checkbox"/> Amended "TTPJ" to now reflect "NDLO" <input type="checkbox"/> Updated carrier contact information



SHIPPING AND ROUTING INSTRUCTIONS
As of 04/16/09
CONTACT INFORMATION

Vendor Routing Contact	SFA Transportation Dept SFAtraffic@saksinc.com	Phone: (410) 297-5223 Fax: (410) 297-5245
Web-Tendering Set-Up	SFA Transportation Dept Webtendering2@saksinc.com	Phone: (410) 297-5223 Fax: (410) 297-5245
Transportation Manager	Chrystal Jensen chrystal_jensen@saksinc.com	Phone: (410) 297-5545 Fax: (410) 297-5245

SFA Transportation

Our Distribution Centers

DISTRIBUTION CENTER	RECEIVING DEPT CONTACT INFORMATION	APPOINTMENT & FAX NUMBERS
Saks Fifth Avenue – HRDC 500 Hickory Drive Aberdeen, MD 21001	Kay Helm (410) 297-5520 kay_helm@s5a.com	Appt: (410) 297-5426 Fax: (410) 297-5588
Saks Fifth Avenue – OFDC 4652 Guasti Road Ontario, CA 91761	Receiving Office (909) 390-8827 coreen_mendoza@s5a.com	Appt: (909) 390-8827 Fax: (909) 390-8843

In order to minimize freight costs and maximize merchandise receiving and processing efficiency, we require that you honor these instructions and the more detailed packing, marking, and EDI procedures in our vendor standards manual. This may be viewed or downloaded from <http://www.saksincorporated.com> under "Vendor Relations". Our requirements apply to all shipments regardless of whether they are prepaid or collect. Failure to follow these instructions will cause additional freight expense and unacceptable delays in transit time, resulting in your company being charged for the total freight cost plus a handling fee of not less than \$60 per incident. Multiple issues on a shipment will result in multiple handling charges.

Please Note: SFA Transportation Is The Only Source Authorized To Grant Exceptions Or Clarify Instructions To These Routing Requirements. Transportation Instructions Received From Any Other Source, Whether Written Or Verbal, Which Deviate From These Instructions Are Not Valid And Will Not Be Honored. When Given Authority By SFA Transportation To Deviate From Standard Routings, You Will Receive An Authorization Number. Chargebacks Will Be Issued If You Deviate From These Instructions Without Authority From SFA Transportation.

I. GENERAL INSTRUCTIONS

- These instructions cancel and supersede all previously issued transportation instructions. They are additional provisions of the purchase order contract.
- Only valid purchase orders will be accepted. To minimize refused or returned shipments due to invalid purchase orders, do not ship using phone orders, worksheets, or verbal commitments.
- Shipments, for which Saks Incorporated pays the freight cost, must be made "Freight Collect." If shipments are made contrary to these instructions, the vendor will be responsible for any loss, damage, or delay claims in addition to all freight costs.
- All merchandise must be distributed, marked, and shipped as indicated on the purchase orders.
- All shipments, regardless of size, are subject to the provisions of these instructions.
- "POE" (Port of Entry) shipments, special purchases and containers; call for instructions.
- All exemptions, whether written or verbal, issued by any person or organization other than SFA Transportation are invalid and will not be honored.
- Questions relating to all EDI issues, carton markings, packing list should be directed to Vendor Compliance or refer to the SFA (VSM) Vendor Standards Manual.

II. VENDOR DELIVERED MERCHANDISE

- Vendors arranging for delivery of merchandise on a cost free basis must call the appropriate location for delivery appointments.
- You must call for an appointment at least 2 days in advance of anticipated delivery and fax a copy of the signed Bill of Lading to the receiving Distribution Center at least 1 day prior to delivery.
- If your company prepays freight charges, you must follow these instructions completely. We strongly encourage you to consider the carriers listed in the CARRIER MATRIX when choosing carriers for your prepaid shipments, as any failure by your chosen carriers to perform to Saks Incorporated standards will result in a chargeback to your company.

III. SHIPPING INSTRUCTIONS

- You are required to contact our primary authorized carrier to establish the carrier's preferred means of receiving your Bills of Lading. Failure to provide the carrier with the preferred method of electronically transmitted Bills of Lading may result in a compliance charge. (Electronically transmitted BOL requirement was announced July 2000 and effective February 1, 2001.)
- You are required to follow the Bill of Lading standards and **format** published by VICS, which can be viewed [VICS - Bill of Lading \(BOL\)](#)
- Record the following on your Bill of Lading:
 - All purchase order and department numbers
 - Total number of cartons for each purchase order
 - Total number of cartons, total weight, and total cubic feet for each shipment
 - Correct merchandise description
 - Complete vendor name and shipping address
 - Total number of pallets (if applicable)
 - Authorization number for volume loads and exceptions to this guide, if applicable.
- A shipping manifest is not considered part of the Bill of Lading contract. The information above must be shown on the actual Bill of Lading. Failure to show all correct purchase order numbers on your Bill of Lading will result in a compliance charge to your company of all freight charges plus not less than **\$150** per missing purchase order number. This omission may cause the shipment to be refused.

- For all temperature sensitive shipments, you must indicate “**PROTECT FROM FREEZING**” or “**PROTECT FROM HEAT**” on your Bill of Lading. Losses due to failure to make proper notations will be your responsibility.
- If all shipment content data (purchase orders, department numbers, etc) will not fit on the front page of the Bill of Lading, **none of the data shall be entered on that page. All shipment data shall be listed on the Supplement page. The supplement page is not a separate Bill of Lading. It is a continuation of the first page of the Bill of Lading and repeats the same Bill of Lading number as the BOL number on page one.**
- All garments on hangers **MUST** be flat packed. Any GOH (Garments on Hangers) tendered hanging will result in a chargeback of all freight costs, plus a handling fee. **The only exception to our flat pack standard is for merchandise:**
 - 1. Ordered specifically for our SFA NY stores 001 and 101 and**
 - 2. Shipped from vendors in the NY/NJ/PA Tri-State Consolidator Zone and**
 - 3. On a Purchase Order flagged as Hanging**
- Losses due to incorrect or incomplete merchandise descriptions will be charged to your company with a handling fee added.
- “**Packing List**” **MUST NOT** be included in the carton count on the Bill of Lading. Losses as a result of “Packing List” being listed as an additional shipping unit on the Bill of Lading will be charged back to your company with a handling fee added.
- Vendors who prepay freight and use carriers not approved by Saks Incorporated are responsible for carrier compliance with our requirements.
- Vendors who ship multiple Bills of Lading on the same day from the same origin, destined for the same location will receive a chargeback for the full freight plus handling of not less than \$60 per Bill of Lading.
- Multiple department numbers must be shipped together to the appropriate Distribution Center.
- **Additional charges (also known as Accessorial Charges), which Saks Incorporated incurs due to shipper errors or delays, will result in a chargeback for the additional cost plus a handling fee of no less than \$60.**

COSMETIC SHIPMENTS – **IMPORTANT ROUTING CHANGES EFFECTIVE 03/09/2009**

- **All east coast cosmetic vendors must ship to the HRDC location.**
- **Only those cosmetic vendor’s shipping from CA, NV, AZ, OR and WA should ship to the OFDC location.**
- **Cosmetics are no longer authorized to ship direct to the SFA NY store location unless assigned and accompanied by a valid direct-to-door authorization number.**
- **These shipments must be web-tendered.**

- Whenever you have **Purchase Orders for two (2) or more SFA stores that are to be shipped to our SFA Distribution Centers or SFA freight consolidators**, a master consolidation manifest must be completed and provided to the truck driver along with the bill of lading. Please retain a copy of the manifest for your records. An example of the master consolidation manifest is shown below:



SFA MASTER CONSOLIDATION MANIFEST – SAMPLE

FROM: YOUR COMPANY NAME 123 YOUR STREET NAME YOUR CITY, YOUR STATE ZIP CODE						
TO: SAKS FIFTH AVENUE 500 HICKORY DRIVE ABERDEEN, MARYLAND 21001						
VIA: APPLICABLE TRUCKING COMPANY						
INVOICE #	STORE CODING	STORE NUMBER	P.O. NUMBER	DEPT. NUMBER	# OF CTNS/GOH	WEIGHT
11111	NY	01	1234567	111	10 CTNS	35 LBS.
22222	BH	03	1234567	111	25 CTNS	75 LBS.
33333	CC	23	1234567	111	15 CTNS	20 LBS.
TOTAL (Which Should Tie To The Bill Of Lading)					50 CTNS.	130 LBS.

Give the carrier an envelope marked 'Manifest' containing the original manifest along with the carrier's copy of the Bill of Lading. On the Bill of Lading please note 'See attached Manifest'. Retain one (1) copy of the manifest and the master Bill of Lading for future reference.

A copy of this document must be provided to your SFA Vendor Correspondence Representative upon request should they deem it necessary to complete proper research of non-payment issues.

IV. ROUTING INSTRUCTIONS

WEB TENDERED ORDERS

- Saks Incorporated has initiated a web-based method of tendering orders for shipments destined to any distribution center. It does not currently apply to any direct to store shipments.
- This web-based function allows shippers to validate purchase orders prior to shipping.
- Web-tendered orders do not exempt vendors from shipping on or beyond the purchase order cancel date. It is the vendor's responsibility to web-tender orders while allowing enough lead time to meet web-tendered carrier award as well as transit time to the distribution center. **For Example: LTL goods which normally require a 3 day transit from origin to destination must be web-tendered by the vendor at least 5 days prior to the purchase order cancel date. TL would require a 6 day lead time.**
- **Regardless of assigned LTL/TL departmental freight term assignment, all vendors who plan to ship "collect" via an SFA authorized carrier must tender SFA goods via web-tendering.**
- Web-tendered shipments awarded as small package routing must be shipped as such. DO NOT palletize goods assigned as small package as this converts the shipments to a freight classification holding much higher freight costs.
- **Web-tendered carrier awards do not exempt vendors from adherence to their vendor specific freight term agreements**
- Carrier, ship date and shipment ID will be emailed to you and will supersede any previously issued or published in this guide.
- **Our Shipment ID must appear on your bill of lading.**
- **GOH merchandise does not require web-tender**
- Please note, this program does not exempt shippers from chargebacks for violation of shipping and routing instructions as published in this guide. These violations include but are not limited to:
 1. Multiple same day
 2. Carrier other than instructed
 3. Weight, carton count or cube that varies +/- 10% from your web tender request
 4. **Small package shipments tendered via palletized mode**
- **Please email the below information to webtendering2@saksinc.com or fax to 410-297-5245.** Web tendering has been a requirement of Saks Incorporated since March 8, 2004. **Please provide all information listed below as it is necessary to successfully complete set-up.**
 - **Company Name**
 - **Vendor Number**
 - **Current PO Number**
 - **Division or Alias Names (if applicable)**
 - **Domestic Ship From Address for each location**
 - **Hours of Operation for each location**
 - **Name(s) and Title(s) of individual(s) to use the web site; please identify a primary Traffic contact for each location**
 - **Phone # for each contact**
 - **Fax # for each contact**
 - **Email Address for each contact**

Note: NON-WEB TENDERED ORDERS OR WEB TENDERED ORDERS WITH THE WEB RESPONSE, "FOLLOW GENERAL ROUTING INSTRUCTIONS", SHOULD ADHERE TO THE FOLLOWING GUIDELINES:

PACKAGE CARRIER – 10 cartons, 120 lbs. – use FEDEX Ground

- Shipments with a total aggregate of **LESS** than eleven (11) cartons and one hundred twenty-one (121) lbs. should be shipped to the appropriate Distribution Center via **FEDEX Ground, collect**. **You must ship via FEDEX only if the carton total and weight are less than the listed limits. For example, a shipment that is 12 cartons but weighs only 89 lbs. should not ship package carrier because it exceeds the limit of 10 cartons/120 lbs. Likewise a shipment of only 8 cartons weighing 140 lbs., exceeds the limit of 10 cartons/120 lbs.**
- If shipments exceed the package carrier limits on any given day, a noncompliance expense offset charge of \$60 per carton over ten (10) plus full freight will be charged to your company.
- If the dimensions of your carton exceed the allowable **FEDEX Ground** dimensions, you must ship via LTL or Consolidator. The following statement **MUST** be written in the body of your BOL: "Carton dimension exceeds **FEDEX Ground** limits".
- If web tender instructions state **FEDEX Ground** as carrier, you must comply with **FEDEX** Ground standard carton weight and size. If FEDEX Ground issues additional charges for oversize carton, non-compliance charges will be issued for full freight plus handling of no less than **\$60**.
- **DO NOT SHIP FEDEX GROUND, COLLECT TO OUR CONSOLIDATORS. ALL SHIPMENTS ROUTED VIA FEDEX GROUND SHOULD BE TENDERED DIRECTLY TO THE APPROPRIATE DISTRIBUTION CENTER.**
- **Your web-tendered shipment ID number must appear in the reference field. Non-web tender vendors must place the purchase order number in the reference field. Failure to reference your shipment ID or purchase order will result in a \$25 administration penalty accompanied by all other applicable penalties. Any assigned authorization number or shipment ID should be placed in the customer reference field.**
- Vendors that are not presently using FedEx Ground Collect should follow these instructions to become a FedEx Ground Collect shipper:
 - First, contact FedEx at **1-800-463-3339 or 1-800-GO-FEDEX** to request "To ship FedEx Ground Collect".
 - Second, if you do not currently have a FedEx account, you must request that one be established. Collect shipments will not be billed to your account, but an account is necessary to identify you as a collect shipper. New accounts will become active in 24 hours.
 - When you are ready to ship, select "Collect" as an option as a shipment is created. In utilizing the Ground Collect process, it is not necessary that you know our Saks Inc account number. By following these steps, the freight costs will be billed to Saks Inc.

CONSOLIDATORS/LTL Carriers -- See Carrier Matrix for Consolidators or LTL Carriers and geographic designations

- For all shipments that are 11 cartons or more, and 121 pounds or more, but less than 750 cubic feet and less than 4,000 pounds, you should select the appropriate Consolidator or LTL carrier from the "Carrier Matrix for Consolidators or LTL Carriers" in this guide.
- Our freight terms are F.O.B. CONSOLIDATOR FREIGHT COLLECT for shipments originating in the following areas:

State	Zip Codes
California	90001-93599
New Jersey	07001-07599, 07801-08999
New York	10001-11999

- You are instructed to call our consolidators to arrange for them to pick up your shipments. You will be charged the consolidators' established pickup rate, with no handling charge.
- For all shipments not originating in the area above, the freight terms are FOB Origin, Freight Collect.

VOLUME SHIPMENTS – over 4,000 lbs. or over 750 cubic feet – must have authorization

- Non-web tender orders must obtain a volume shipment control number and routing instructions prior to making shipments of *over 4,000 lbs. or 750 cubic feet*. Authorization number or web tender shipment ID must appear on the BOL, 204, and 211.
- Shippers not set up for web tendering fax your "Vendor Volume Shipment Control" form to (410) 297-5245.
- **ALL VOLUME SHIPMENTS MUST BE REPORTED TO SFA TRANSPORTATION AT LEAST THREE (3) WORKING DAYS PRIOR TO PLANNED SHIP DATE, AND AT LEAST THREE (3) DAYS PRIOR TO THE CANCEL DATE.**
- No volume shipments will be routed unless all purchase orders are valid, approved, and within the proper ship window. If you report a shipment with invalid, unapproved, early, or late purchase orders, you will be given the reason the shipment will not be routed. **IT IS THE VENDOR'S RESPONSIBILITY TO CONTACT THE BUYER FOR CLARIFICATION OR CORRECTION.**
- For all temperature sensitive shipments, you must indicate "PROTECT FROM FREEZING" or "PROTECT FROM HEAT" on your Vendor Volume Shipment Control Form. Losses due to failure to make proper notations will be your responsibility.
- Volume shipments will not be picked up the same day they are reported to SFA Transportation.
- If more than one (1) trailer is required for a single shipment, you must prepare a separate Bill of Lading for each trailer.
- Loading is the responsibility of the vendor. Shipments are "Shipper Load and Count" unless agreed upon in writing by SFA Transportation prior to shipment. If a driver is required to load a shipment, you will be charged the carrier's loading fee plus handling of not less than \$60. **If a driver is required to count a shipment while loading, you will be charged the carrier's "Driver Assist" loading charge plus a handling of no less than \$60.**
- **Saks Incorporated Truck Load carriers allow 2 hours of free time to load/unload; equipment detention with power charges begins 2 hours after the scheduled appointment. Additional charges, incurred by Saks Incorporated as a result of shipper's inability to load/unload within 2 hours, will result in a chargeback for the additional cost plus a handling fee of no less than \$60.**

AIR SHIPMENTS -- Must have authorization from SFA Logistics Administration

- SFA Logistics Administration must approve all air shipments, for which Saks Incorporated pays ANY portion of the cost, prior to shipment. You must request approval through our Buyer who will apply to SFA Logistics Administration for authorization and routing.
- If authorization is granted, a number will be issued to the buyer who is responsible for communicating the authorization number to you. **THE AUTHORIZATION NUMBER MUST APPEAR ON THE AIR BILL.** If the buyer is unable to give you an Air Freight Authorization Number, and you choose to ship via air, you will be subject to a chargeback of the full freight cost plus handling **charge of no less than \$60.**
- **The actual invoice value of the merchandise must be declared on the Air Bill.**
- **SFA Logistics Administration will assign carriers to authorized air shipments in which Saks Incorporated is responsible for any portion of the freight expense.**

DIRECT TO STORE SHIPMENTS -- Must have authorization from SFA Logistics Administration

- Shipping merchandise directly to a store (except specific, pre-approved categories) is a violation of Saks Incorporated transportation policy.
- Exceptions may be granted in emergency situations only and will require an authorization number from SFA Logistics Administration. Our Buyer must request this authorization number and is responsible for communicating it to the vendors. The authorization number must appear on all shipment documentation at time of delivery to the stores.
- Unauthorized direct to store shipments may be refused. **In the event unauthorized shipments are inadvertently received in our stores, a transportation expense offset will be issued for the full freight cost plus handling of not less than \$60 per store, per shipment.**
- **SFA Logistics Administration will assign carriers to authorized direct store shipments in which Saks Incorporated is responsible for any portion of the freight expense.**

V. VENDOR CORRESPONDENCE

- All Transportation Chargeback inquiries should be made in writing, either by fax or e-mail and include the following information:
 1. Saks Incorporated's complete chargeback number(s).
 2. Detailed explanation of your issue.
 3. Point of contact to include: fax number, e-mail address, phone number, and address.
- Vendor disputes must be made within ninety (90) days of claim notification due to the limitation of retention of some carrier's information. State your dispute explanation and forward to SFA Transportation for research.
- Inquiries older than six (6) months may incur an expense offset fee of \$30 per aged item/claim.

SFA (Saks Fifth Avenue, Saks Direct, and Off 5th) TRANSPORTATION COMPLIANCE CONTACT

Contact	Phone #	Fax #	Email
SFA Transportation Dept	(410) 297-5223	(410) 297-5245	SFATraffic@saksinc.com

SAKS

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CARRIER MATRIX FOR CONSOLIDATORS AND LTL CARRIERS

EFFECTIVE 06/04/09

TO FROM	SAKS 5TH AVE ABERDEEN, MD (HRDC)	SAKS 5TH AVE ONTARIO, CA (OFDC)
AL	*ROADWAY	*ROADWAY
AK	*ROADWAY	*ROADWAY
AZ		ROADWAY
AR	*ROADWAY	*ROADWAY
CA		Per Team/Gale Triangle
CO		*ROADWAY
CT	UPGF	
DE	UPGF	
DC	UPGF	
FL	UPGF	
GA	UPGF	
HI	CALL SFA TRANSPORTATION FOR ROUTING	
IA	*ROADWAY	*ROADWAY
ID	*ROADWAY	*ROADWAY
IL	*ROADWAY	*ROADWAY
IN	*ROADWAY	*ROADWAY
KS	*ROADWAY	*ROADWAY
KY	*ROADWAY	*ROADWAY
LA	*ROADWAY	*ROADWAY
ME	UPGF	
MD	UPGF	
MA	UPGF	
MI	*ROADWAY	*ROADWAY
MN	*ROADWAY	*ROADWAY
MS	*ROADWAY	*ROADWAY
MO	*ROADWAY	*ROADWAY
MT	*ROADWAY	*ROADWAY
NC	UPGF	
ND	*ROADWAY	*ROADWAY
NE	*ROADWAY	*ROADWAY
NH	UPGF	
NJ	New Deal	
NM	*ROADWAY	*ROADWAY
NV		ROADWAY
NY 10001-11999 All other zips	New Deal UPGF	
OH	*ROADWAY	*ROADWAY
OK	*ROADWAY	*ROADWAY
OR		ROADWAY
PA	UPGF	
RI	UPGF	
SC	UPGF	
SD	*ROADWAY	*ROADWAY
TN	*ROADWAY	*ROADWAY
TX	*ROADWAY	*ROADWAY
UT	*ROADWAY	*ROADWAY
VT	UPGF	
VA	UPGF	
WA		ROADWAY
WI	*ROADWAY	*ROADWAY
WV	*ROADWAY	*ROADWAY
WY	*ROADWAY	*ROADWAY

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CARRIER MATRIX FOR CONSOLIDATORS AND LTL CARRIERS
EFFECTIVE 06/04/09

"ROADWAY" STATES ONLY: SHIPMENTS INTENDED FOR **SAKS FIFTH AVENUE** STORES LOCATED IN THE STATES OF AZ, CA, CO, HI, NV, AND OR -- SHIP TO OFDC (ONTARIO, CA). ALL OTHER STORE'S -- SHIP TO HRDC (ABERDEEN, MD).

**** VENDORS HOLDING A DOMESTIC RESOURCE NUMBER FOR WHOM SFA PAYS ALL OR A PORTION OF FREIGHT ARE NOT ELIGIBLE TO SHIP GOODS FROM NON-US REGIONS. INVOICING FOR SHIPMENTS TENDERED FROM NON-US REGIONS WILL BE SUBJECT TO CHARGEBACK OF ALL FREIGHT FEE'S AS WELL AS ALL APPLICABLE PENALTIES. IN ADDITION, REGARDLESS OF AUTHORIZED CARRIER USAGE, DOMESTIC VENDORS ORIGINATING SHIPMENTS FROM NON-US REGIONS WILL BE HELD AS THE SOLE RESPONSIBLE PARTY FOR THE FILING AND COLLECTION OF CLAIMS REPRESENTING SHORTAGE AND/OR DAMAGE INCURRED, WHILE IN TRANSIT.**

If a DC block for your shipping state does not reflect a carrier's name, you are ineligible to ship to that particular DC location.

CONSOLIDATOR CONTACT INFORMATION AND PROCEDURES

NEW DEAL LOGISTICS (NDLO)

Consolidation Point:
84 Harbor Drive, BLDG 1
Jersey City, NJ 07305
FOB Consolidator Freight Collect, or FOB Origin Shipments
Call (201) 985-0300 for pickup

PERFORMANCE TEAM / GALE TRIANGLE (GLTR)

Consolidation Point:
12816 Shoemaker Avenue
Santa Fe Springs, CA 90670
FOB Consolidator Freight Collect, or FOB Origin Shipments
Call (562) 741-1300 for pickup

LTL CARRIER CONTACT INFORMATION

- >> **UPGF (UPGF) (United Parcel Ground Freight)** ph #(800) 333- 7400
- >>**ROADWAY EXPRESS (RDWY)** ph #(800) ROADWAY
- >>**DAYLIGHT TRANSPORTATION (DYLT)** ph #(800)468-9999 (**OFDC Destined Cosmetic Shipments – ONLY**)
- >>**DOT-LINE TRANSPORTATION (DOLR)** ph #(800)423-3780 (**OFDC Destined Cosmetic Shipments – ONLY**)
- >>**FFE TRANSPORTATION (FRZF)** ph #(214) 630-8090 (**Direct-To-Store Perishable Good Shipments – ONLY**)
- >>**FED EX GROUND (RPSI)** ph #(800) GO-FEDEX (**Approved Volume Shipments To HRDC – ONLY**)
- >>**JOSEPH ELETTO TRANSFER (ELJP)** ph #(410) 676-2234 (**Approved Volume Shipments To HRDC – ONLY**)
- >>**A & S Trucking (ANSW)** ph #(800) 227-6782 (**Approved Volume Shipments To HRDC – ONLY**)

SAKS INCORPORATED

VENDOR VOLUME SHIPMENT CONTROL FORM

(Use a separate form for each distribution center.)

Saks 5th Ave
Aberdeen, MD

Saks 5th Ave
Ontario, CA

FAX to: (410) 297-5245

Date of Notification:		Date Ready:	
Vendor Name:			Pickup Appointment Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Pickup Address:			
City, State, Zip:			
Vendor Shipping Hours:			
Vendor Contact Name:			
Contact E-mail Address:			
Vendor Contact Phone #:		Fax #:	

Traffic: (Office use only)

Volume Control #:
(Assigned by Saks Incorporated)

Carrier:

Confirmed pickup date: / /

TOTAL SHIPMENT: "PROTECT FROM FREEZING" "PROTECT FROM HEAT"

Cartons:		Weight:	
Cube:		Pallets:	
Commodity:			

P.O. #		Cartons:		P.O. #		Cartons:	
P.O. #		Cartons:		P.O. #		Cartons:	
P.O. #		Cartons:		P.O. #		Cartons:	
P.O. #		Cartons:		P.O. #		Cartons:	
P.O. #		Cartons:		P.O. #		Cartons:	
P.O. #		Cartons:		P.O. #		Cartons:	

Please use the next page for more PO's

- Loading is the responsibility of the vendor.
- This form **MUST** be complete before transmitting to SFA Transportation. Incomplete forms may be discarded.



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Transportation Document Request Form:

Date Of Request: ____/____/____ Contact Name: _____

SFA Vendor Name & # _____/____ Reply Fax: (____) ____ - _____

PLEASE FAX THIS REQUEST TO SFA TRANSPORTATION FAX #(410) 297-5245

REQUESTED DOCUMENTS:

_____ "TC" Debit Back-Up Documentation

_____ Personalized Freight Terms Guide

Debit # _____ TC

Debit # _____ TC

Debit # _____ TC

Debit # _____ TC

Debit # _____ TC

Debit # _____ TC

Debit # _____ TC

Debit # _____ TC

Upon receipt of the requested vendor specific personalized freight terms guide, it will be the recipient's responsibility to provide all necessary information to all applicable departments and shipping locations that represent the corresponding vendor company.

THIS SECTION FOR SFA TRANSPORTATION USE ONLY

Total # Of Reply Fax Pages: _____ Date Of Reply: ____/____/____ Sender's Initials: _____

DOCUMENTS PROVIDED

_____ "TC" Debit Back-Up Documentation _____ Personalized Freight Terms Guide