



SHIPPING AND ROUTING GUIDE

NOVEMBER 13, 2014



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TO OUR VENDOR PARTNERS

These standards apply to all shipments for which Saks Incorporated is paying a percentage of the freight expenses.

Throughout this document, you will note changes. It is imperative that you understand all our instructions and that you implement all changes as of **October 31, 2014**. Often overlooked requirements are highlighted in **blue**, to bring this text to your attention. New changes or revisions are indicated in **red**.

SFA no longer accepts 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**". 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. 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 DC/stores, maximizing selling time. If you have questions or concerns, please contact the Transportation department at SFATraffic@saksinc.com.

IMPORTANT ANNOUNCEMENTS

- Effective October 31, 2014 Saks Fifth Avenue will require all merchandise being shipped to the Performance Team West consolidation point to be segregated by servicing distribution center. This will enable timely processing of your merchandise to the selling floor. Not following this requirement can impact selling time of product and result in offset fees. More details can be found under the 'Performance Team West Segregating Requirement' section.**
- Effective November 13, 2014 Saks Fifth Avenue will no longer require vendors to use the Saks Fifth Avenue Web Tendering system. The published Saks Fifth Avenue Shipping and Routing Guide should be utilized in place of the web tender system. Additionally, you will need to ensure that shipments are coordinated within the guidelines of the purchase order, specifically with regards to the shipping window provided.**
- The Parcel Carrier threshold has been changed to shipments with a total aggregate of less than eighteen (18) cartons and less than two hundred (200) lbs. See the 'Parcel Carrier' section for more details.**
- Truckload / volume shipments now require the use of Saks Fifth Avenue Volume worksheet to receive direction and authorization. More details can be found under the 'Truckload / Volume Shipments' section.**

Please contact SFA Traffic Team at SFATraffic@saksinc.com or Vendor Relations at vendorrelationsny@saksinc.com for any assistance in understanding all requirements.

SPECIAL NOTES

- 'SFA' in this document refers to all Operating Companies (Full-Line, Saks Direct, OFF 5TH, and OFF 5TH Direct).
- 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. Any exemptions issued by any person or organization other than SFA Transportation (whether written or verbal) will not be honored.
- No changes to routing are authorized without the express approval of Saks Transportation.
- All Saks Direct and OFF 5TH Direct orders must ship directly to the TNDC, located in LaVergne, TN. See DC Ship-To Assignments in Carrier Matrix section.
- Purchase orders must be received by a Saks location on or before the cancel date.
- Vendors are authorized to request routing instructions up to 3 business days prior to the start date. Vendors are not authorized to ship any later than 2 business days prior to the cancel date. When shipping, it is the vendor's responsibility to account for lead time to ensure purchase orders are not received before the start date or received after the cancel date.



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. All manuals and guidelines are located on our website at <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 and will result in an expense offset fee. Multiple issues on a shipment will result in multiple handling charges.

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. An expense offset fee may be assessed if you deviate from these instructions without authority from SFA transportation.

CONTACT LIST

| SAKS FIFTH AVENUE TRANSPORTATION 250 Highland Park Blvd. Wilkes-Barre, PA 18702 | | |
|--|---|---|
| Volume Shipment <ul style="list-style-type: none"> • Trailer or container shipments Exception Routing <ul style="list-style-type: none"> • Carrier and consolidator questions • Special handling requests Transportation Compliance <ul style="list-style-type: none"> • "TC" coded (traffic compliance) chargebacks • Transportation standards compliance issues and exemption requests | SFA Freight Coordinator: SFATraffic@saksinc.com | Phone: (410) 297-5223 |
| Inbound Freight Coordinator | Anne Shinn | Phone: (410) 297-5223 E-mail: Anne_Shinn@s5a.com |
| Manager | Craig Mahmod | Phone: (570) 821-6235 E-mail: craig_mahmod@hbc.com |
| Sr. Manager | Ryan Winters | Phone: (570) 821-6240 E-mail: ryan.winters@hbc.com |
| RECEIVING INFORMATION | | |
| Saks Fifth Avenue DC # 0575 250 Highland Park Blvd, Suite #2 Wilkes-Barre, PA 18702 | Nick Crivellaro Nicholas.crivellaro@hbc.com | Phone: (570) 821-6377 |
| Performance Team/Gale Triangle (GLTR) Saks Fifth Avenue DC# 0597 12816 Shoemaker Avenue Santa Fe Springs, CA 90670 | Zuleimi Beristain saksca@performanceteam.net | Phone: (562) 741-1300 |
| Saks E-Commerce DC# 0585 1 Walden Books Drive La Vergne, TN 37086 | Lisa Dunlap Lisa_dunlap@s5a.com | Phone: (615) 280-3116 |



TRANSPORTATION REQUIREMENTS

All merchandise must be distributed, marked, and shipped as indicated on the purchase orders. Only shipments with a valid purchase order number will be accepted. To avoid refusal/return of shipments, do not uphold any phone orders, verbal communications or unofficial documents.

If freight cost is covered by Saks Fifth Avenue, shipment 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.

For Port of Entry (POE) shipments, special purchase orders and container shipments, please contact the Transportation Office for instructions at SFATraffic@saksinc.com.

- 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.
- Saks Fifth Avenue no longer considers GOH shipments an acceptable practice of receiving merchandise. To note that GOH (Garment on Hanger) is a method of shipping merchandise between destination points WITHOUT using cartons or carton hanger packs. GOH merchandise is shipped in special trucks that usually have a trolley or rope system on which the individual, loose items are hung.
- 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 \$75 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 \$75.

COSMETICS SHIPMENTS

- All east coast cosmetic vendors must ship to the WBDC location.
- Only those cosmetic vendors shipping from CA, NV, AZ, OR and W A should ship to the Performance Team/Gale Triangle (GLTR) 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.

NOTE: All cosmetics and related merchandise intended for the Waikele Center OFF 5TH location must ship direct.

- These goods are not authorized to ship to the DC locations.
- This routing requirement only applies to the Waikele Center OFF 5TH location.
- All other OFF 5TH locations' cosmetics/toiletry and related merchandise should continue to be shipped to the DC unless direct-to-door authorization has been given.
- Any cosmetics/toiletry and related merchandise for Waikele Center Off5th shipped to a DC location will be subject to return.



SAKS E-COMMERCE

All shipments intended for Saks E-Commerce (saks.com, saksoff5th.com) must ship to TNDC (DC 0585). Merchandise is not eligible to ship-to the WBDC or Performance Team/Gale Triangle (GLTR) location.

All vendors will be required to tender freight for Saks E-commerce division separate to those with a ship-to DC location for all other Full Line and OFF 5TH store locations. Merchandise intended for Saks ecommerce will no longer flow through the GLTR or WBDC locations therefore, it is crucial that all vendor partners adhere and strictly comply with this routing change. This will be a third DC ship-to destination with freight tendered as a separate shipment.

Samples must be shipped to the appropriate location. Please see below ship-to address for each Operating Company.

| OPERATING COMPANY | SAMPLE SHIP-TO ADDRESS |
|------------------------------|--|
| Saks Direct Store #694 | Attn: Sample Management 34 W 24th Street, 8 TH Floor New York, NY 10010 |
| OFF 5TH Direct Store #793 | Attn: Sample Management 1 Walden Books Drive Lavergne, TN 37086 |

VENDOR DELIVERED MERCHANDISE

You must call and fax a copy of the signed Bill of Lading to the receiving Distribution Center at least 1 day prior to delivery. We strongly encourage you to work with a carrier listed in the **Carrier Matrix**. If your chosen carrier fails to meet our shipping standards, an expense offset fee will be assessed. See Carrier Matrix Section.

For freight collect shipments, vendors must call the appropriate location to schedule an appointment at least 2 business days prior to the anticipated delivery date.

BILL OF LADING

We prefer an electronically transmitted Bill of Lading (BOL) for all shipments. Vendors working with an authorized carrier are responsible for establishing the preferred method of receiving your BOL. Failure to follow our authorized carrier's preferred means of receiving Bills of Lading could result in an expense offset fee.

NOTE: A separate BOL must be provided for each shipment and DC. The

Carrier Bill of Lading must include the following information:

1. Name and address of shipper
2. Name and address of consignee location
3. Authorization number for volume loads
4. Date of the shipment (picked up by carrier)
5. All Department numbers, purchase orders, carton or piece count and weight by purchase order.
6. Pallet/Slip indicator (Y/N) must be indicated
7. For LTL shipments define each commodity with the correct NMFC classification item number (with sub code, if required) and class

NOTE: All LTL shipments should be shipped at the lowest released value

8. Do not declare value or release value on truckload shipments

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 an expense offset fee. This omission may cause the shipment to be refused.



MASTER CONSOLIDATION MANIFEST

A master consolidation manifest must be completed for each shipment to our DC or SFA Freight Consolidator. Provide the carrier an envelope marked 'Manifest' containing the original document along with a copy of the Bill of Lading. On the Bill of Lading please note 'See attached Manifest'. Be sure to retain a copy for your records.

A copy of this document must be provided to your SFA Accounts Payable representative upon request to complete proper research of non-payment issues.

SAMPLE MANIFEST

| FROM: Company Name Street Address City, State, Zip Code | | | | | | |
|--|---------------|---------|---------|---------|----------------|----------------|
| TO: SFA Distribution Center Street Address City, State, Zip Code | | | | | | |
| VIA: Freight Carrier | | | | | | |
| INVOICE # | STORE ABBREV. | STORE # | PO # | DEPT. # | # OF CARTONS | WEIGHT |
| 10000 | NY | 001 | 3210000 | 123 | 5 | 30 LBS |
| 20000 | BH | 003 | 3220000 | 123 | 20 | 75 LBS |
| 30000 | L | 045 | 3230000 | 123 | 15 | 50 LBS |
| TOTAL | | | | | 40 CTNS | 155 LBS |



PARCEL CARRIER

NOTE: For up to 17 cartons and less than 200 lbs., use FedEx Ground

- Shipments with a total aggregate of LESS than eighteen (18) cartons and less than two hundred (200) lbs. should be shipped to the appropriate Distribution Center via **FedEx Ground**. You must ship via FedEx only if the carton total and weight are less than the listed limits. For example, a shipment that is 18 cartons but weighs only 89 lbs. should not ship package carrier because it exceeds the limit of 17 cartons/199 lbs. Likewise a shipment of only 17 cartons weighing 200 lbs., exceeds the limit of 18 cartons/200 lbs. Cartons must also comply with Section 9.2 of the Saks Fifth Avenue Vendor Standards manual, which states minimum carton weight of five (5) lbs and a maximum carton weight of seventy (70) lbs.
- If your freight terms dictate your responsibility for all or a portion of freight fees, you must ship small package "prepaid" via carrier of your choice.**
- If shipments exceed the package carrier limits on any given day, a noncompliance expense offset charge of \$75 per carton over seventeen (17) plus full freight will be charged to your company.
- When shipping Fed Ex, do not use cartons that would dimensionalize; charge at a higher rate based on size of carton.
- 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 \$75.
- DO NOT SHIP FEDEX GROUND, COLLECT TO OUR CONSOLIDATORS. ALL SHIPMENTS ROUTED VIA FEDEX GROUND SHOULD BE TENDERED DIRECTLY TO THE APPROPRIATE DISTRIBUTION CENTER.**
- Failure to reference your purchase order # on the FedEx customer reference field will result in a \$25 administration penalty accompanied by all other applicable penalties. Any assigned authorization number 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:
 - Contact FedEx at **1-800-463-3339 or 1-800-GO-FEDEX** to request "To ship FedEx Ground Collect".
 - 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

NOTE: For all shipments that are above the Parcel threshold stated above, 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. See Carrier Matrix for Consolidators or LTL Carriers and geographic designations

- 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.
- First time users can obtain consolidators pass word log-in information at www.performanceteam.net
- For all shipments not originating in the area above, the freight terms are FOB Origin, Freight Collect
- Shipments to Performance Team West need to adhere to the following segregation requirement.



PERFORMANCE TEAM WEST SEGREGATING REQUIREMENT

To enable timely processing of your merchandise, we require that cartons are segregated by servicing distribution center. Cartons should be palletized by servicing distribution center. Where it is required to mix cartons on a pallet, the pallet must be built by servicing distribution center with a clear designator of the split between the cartons. Clear designation must also include pallet label identifier as well as an indicator that separates the cartons within the mixed pallet (for example use of corrugate to separate).

Freight should be segregated between the following servicing distribution centers:

Saks Fifth Avenue, DC 575
 Suite # 2
 250 Highland Park Blvd
 Wilkes Barre, PA 18702




Saks Fifth Avenue, DC 597
 GLTR
 12816 Shoemaker Avenue
 Santa Fe Springs, CA 90670

The servicing distribution center is identified in zone B of the GS1-128 label under the title of 'Ship To'. See below examples.

Sample DC 575 Label:

| | |
|---|---|
| FROM: Supplier Street City, State, Zip Code | SHIP TO: Saks Fifth Avenue, DC 575 Suite #2 250 Highland Park Blvd Wilkes Barre, PA 18702 |
| SHIP TO POST (420) 18072  | CARRIER: FedEx BOL: 0123456789 |
| PO# 0001234567 DEPT: 123 GRP: 23 | |
| QTY: 15 | |
| (91) 0601  | Store #0601 |
| (00) 00001234567890000001  | |

Sample DC 597 Label:

| | |
|---|---|
| FROM: Supplier Street City, State, Zip Code | SHIP TO: Saks Fifth Avenue, DC 597 GLTR 12816 Shoemaker Avenue Santa Fe Springs, CA 90670 |
| SHIP TO POST (420) 90670  | CARRIER: FedEx BOL: 0123456789 |
| PO# 0001234567 DEPT: 123 GRP: 23 | |
| QTY: 15 | |
| (91) 0603  | Store #0603 |
| (00) 00001234567890000001  | |

As further reference, the following stores are serviced by DC 597. All other stores are serviced by DC 575:

| Full Line Stores | | | Off 5th Stores | | | | | | | | |
|------------------|---------------|-------|----------------|-------------|-------|----------------|---------------|-------|----------------|---------------|-------|
| NEW STORE CODE | CITY | STATE | NEW STORE CODE | CITY | STATE | NEW STORE CODE | CITY | STATE | NEW STORE CODE | CITY | STATE |
| 603 | BEVERLY HILLS | CA | 707 | CABAZON | CA | 736 | MERCEDES | TX | 701 | SAN DIEGO | CA |
| 620 | CHICAGO | IL | 750 | WAIPAHU, HI | HI | 738 | DALLAS | TX | 705 | GRAPEVINE | TX |
| 621 | TULSA | OK | 752 | PETALUMA | CA | 739 | SAN ANTONIO | TX | 708 | TEMPE | AZ |
| 626 | PHOENIX | AZ | 754 | CAMARILLO | CA | 741 | GILROY | CA | 713 | ORANGE | CA |
| 634 | HOUSTON | TX | 760 | TUCSON | AZ | 743 | OKLAHOMA CITY | OK | 717 | KATY | TX |
| 636 | COSTA MESA | CA | 766 | FOLSOM | CA | 761 | PEARL | MS | 729 | LAKWOOD | CO |
| 639 | SAINT LOUIS | MO | 771 | SUGAR LAND | TX | 763 | PHOENIX | AZ | 814 | COSTA MESA | CA |
| 645 | LAS VEGAS | NV | 746 | SAN MARCOS | TX | 765 | GRAND PRAIRIE | TX | 816 | LOS ANGELES | CA |
| 646 | SAN FRANCISCO | CA | 748 | MINNEAPOLIS | MN | 769 | LIVERMORE | CA | 818 | SAN FRANCISCO | CA |
| 657 | SAN ANTONIO | TX | 749 | MILPITAS | CA | 777 | CYPRESS | TX | 820 | LAS VEGAS | NV |
| 607 | SANTA BARBARA | CA | 758 | LAS VEGAS | NV | 782 | TIGARD | OR | 821 | LAS VEGAS | NV |
| 612 | PALM DESERT | CA | 778 | ONTARIO | CA | 786 | KANSAS CITY | KS | | | |

Failure to segregate cartons in this regard will impact flow of merchandise to the selling floor, thus resulting in lost selling time and will be subject to offset fees.



TRUCKLOAD / VOLUME SHIPMENTS

NOTE: For over 4,000 lbs. or over 750 cubic feet. Requires submission of the Saks Fifth Avenue 'Volume Load Worksheet' form and authorization from Saks Transportation.

- For any shipments above the Less Than Truckload parameters stated above, all information must be provided to Saks Transportation on the Saks Fifth Avenue Volume Load Worksheet. An example of the sheet is at the end of this routing guide as well as a hyperlink to get the Excel copy.
- To use the Volume Load Worksheet, keep a copy as an Excel file. When using the file, save and send under a name that is applicable to the load you are routing (ie 'ABC Company Volume Load 10-31-14').
- Email the completed form to Saks Fifth Avenue Transportation at least three (3) working days prior to the planned ship date to SFATraffic@saksinc.com
- **IT IS THE VENDOR'S RESPONSIBILITY TO ENSURE THAT ALL PURCHASE ORDERS ARE VALID, APPROVED AND WITHIN THE PROPER SHIP WINDOW.**
- If more than one (1) trailer is required for a single shipment, you must submit separate Volume Load Worksheets for each truck being requested. This will also require the use of separate bills of lading for each truck shipment.
- You will be notified of the designated carrier for your load. If you do not see a reply within 48 hours of submitting, notify the Transportation Manager.
- Insure the trailer is sealed, and the seal number and trailer number are both on the Bill of Lading. Failure to seal a trailer can result in claims being filed against you, not the carrier.
- All truckload / volume shipments must be floor loaded with the UCC-128 labels facing door of trailer, with exception of shipments destined to the Lavergne TN DC (DC 0585) which must be palletized.
- 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 \$75. 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 \$75.
- 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 \$75.

AIR SHIPMENTS

NOTE: You must have authorization from SFA Corporate Transportation

- 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 Corporate Transportation 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 Corporate Transportation will assign carriers to authorized air shipments in which Saks Incorporated is responsible for any portion of the freight expense.

For questions and concerns, please e-mail the transportation department at SFATraffic@saksinc.com.



DIRECT TO STORE SHIPMENTS

NOTE: [Must have authorization from SFA Corporate Transportation](#)

- 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 Corporate Transportation. 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 \$75 per store, per shipment.
- SFA Corporate Transportation will assign carriers to authorized direct store shipments in which Saks Incorporated is responsible for any portion of the freight expense.

VENDOR CORRESPONDENCE

- All Transportation Chargeback inquiries should be made in writing, either by fax or e-mail to SFA Transportation. Include the following information:
 1. Chargeback number(s)
 2. Detailed explanation of your issue
 3. Point of contact to information: e-mail address, phone number, and address
- Vendor disputes must be made within 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.



CARRIER MATRIX

HOW TO USE THE MATRIX: Locate shipping state in left column then (Left to Right) locate approved carrier and approved ship-to DC

- 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.
- A “DUAL-DC SHIP-TO STATE” would be only those states which have both blocks populated with “UPGF” as the authorized carrier. As a second reference, if a DC block is blank, your vendor company is not eligible to ship to that particular DC location.

UPGF DUAL-DC SHIP-TO STATES ONLY: Shipments intended for Saks Fifth Avenue stores located in the states of AZ, CA, CO, HI, NV, and or -- ship to GLTR (Performance Team/Gale Triangle Santa Fe Springs, CA). All other stores ship to WBDC (Wilkes-Barre, PA).

NOTE: 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 fees 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.

| STATE | Saks Fifth Avenue Wilkes Barre, PA (WBDC) | Saks Fifth Avenue Santa Fe Springs, CA (GLTR) | Saks E-Commerce LaVergne, TN (TNDC) |
|-------|---|---|---|
| AL | *UPGF | *UPGF | UPGF |
| AK | *UPGF | *UPGF | UPGF |
| AZ | | UPGF | UPGF |
| AR | *UPGF | *UPGF | UPGF |
| CA | | Performance Team / Gale Triangle Triangle | UPGF |
| CO | | *UPGF | UPGF |
| CT | UPGF | | UPGF |
| DE | UPGF | | UPGF |
| DC | UPGF | | UPGF |
| FL | UPGF | | UPGF |
| GA | UPGF | | UPGF |
| HI | CALL SFA TRANSPORTATION FOR ROUTING | | |
| IA | *UPGF | *UPGF | UPGF |
| ID | *UPGF | *UPGF | UPGF |
| IL | *UPGF | *UPGF | UPGF |
| IN | *UPGF | *UPGF | UPGF |
| KS | *UPGF | *UPGF | UPGF |
| KY | *UPGF | *UPGF | UPGF |
| LA | *UPGF | *UPGF | UPGF |
| ME | UPGF | | UPGF |
| MD | UPGF | | UPGF |
| MA | UPGF | | UPGF |
| MI | *UPGF | *UPGF | UPGF |
| MN | *UPGF | *UPGF | UPGF |
| MS | *UPGF | *UPGF | UPGF |
| MO | *UPGF | *UPGF | UPGF |
| MT | *UPGF | *UPGF | UPGF |
| NC | UPGF | | UPGF |
| ND | *UPGF | *UPGF | UPGF |
| NE | *UPGF | *UPGF | UPGF |
| NH | UPGF | | UPGF |



SHIPPING AND ROUTING GUIDE

| STATE | Saks Fifth Avenue Wilkes Barre, PA (WBDC) | Saks Fifth Avenue Santa Fe Springs, CA (GLTR) | Saks E-commerce LaVergne, TN (TNDC) |
|------------------------|---|---|---|
| NJ | Performance Team / Gale Triangle | | Performance Team / Gale Triangle |
| NM | *UPGF | *UPGF | UPGF |
| NV | | UPGF | UPGF |
| NY 10001-11999 | Performance Team / Gale Triangle | | Performance Team / Gale Triangle |
| All other zip codes | UPGF | | UPGF |
| OH | *UPGF | *UPGF | UPGF |
| OK | *UPGF | *UPGF | UPGF |
| OR | | UPGF | UPGF |
| PA | UPGF | | UPGF |
| RI | UPGF | | UPGF |
| SC | UPGF | | UPGF |
| SD | *UPGF | *UPGF | UPGF |
| TN | *UPGF | *UPGF | UPGF |
| TX | *UPGF | *UPGF | UPGF |
| UT | *UPGF | *UPGF | UPGF |
| VT | UPGF | | UPGF |
| VA | UPGF | | UPGF |
| WA | | UPGF | UPGF |
| WI | *UPGF | *UPGF | UPGF |
| WV | *UPGF | *UPGF | UPGF |
| WY | *UPGF | *UPGF | UPGF |



CONTACT INFORMATION

CONSOLIDATION POINTS

PERFORMANCE TEAM / GALE TRIANGLE (GLTN)
145 Talmadge Road
Edison, NJ 08817

FOB Consolidator Freight Collect, or FOB Origin Shipments

Call (732) 379-6050 or (732) 379-6057 for pick-up

PERFORMANCE TEAM / GALE TRIANGLE (GLTR)
12816 Shoemaker Avenue
Santa Fe Springs, CA 90670

FOB Consolidator Freight Collect, or FOB Origin Shipments

Call (562) 741-1300 for pick-up

LTL INFORMATION

- UPGF (UPGF) (United Parcel Ground Freight Ph. (800) 333- 7400

PARCEL INFORMATION:

- FED EX GROUND (RPSI) Ph. (800) GO-FEDEX

TRANSPORTATION SHIPPING TERM DEFINITIONS:

FREIGHT TERMS – Vendor Pays Freight Direct-To-Store:

When a “Vendor Pay’s Freight to Store” vendor ships collect via an SFA authorized carrier as they are afforded the opportunity to take advantage of our volume discounts. When SFA is invoiced for the shipment, the vendor is debited freight fees plus and additional administration fee of \$10. [Please note that when using FEDEX, you must ship PREPAID.](#)

FREIGHT TERMS – Saks Pays Freight:

When “Saks Pays Freight” the vendor is required to utilize our routing instructions to ship collect via an SFA authorized carrier. Vendor must contact FedEx to complete their small package ground eligible account set up as noted within the shipping and routing guide.

FREIGHT TERMS – Vendor Pays to DC:

When a “Vendor Pay’s Freight to DC” vendor ships collect via an SFA authorized carrier as they are afforded the opportunity to take advantage of our volume discounts. When SFA is invoiced for the shipment, the vendor is debited freight fees plus and additional administration fee of \$10. Please note that when using FEDEX, you must ship PREPAID.

