

# SAKS

INCORPORATED

Released October 6, 2011 to website

The Saks Incorporated SHIPPING AND ROUTING INSTRUCTIONS in this guide are, **effective October 6, 2011.**



saks.com

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 Full-Line, Saks Direct, **Fashionfix** and Off 5<sup>th</sup>).

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 **October 6, 2011**. 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***

| October 6, 2011 Key Revisions |      |   |
|-------------------------------|------|---|
| Section                       | Page | Revision Check Off List   |
| Cover Page                    | 1    | <ul style="list-style-type: none"><li><input type="checkbox"/> Fashion<i>fix</i> reference added to top paragraph "NOTE" sentence.</li><li><input type="checkbox"/> Club Libby Lu reference replaced with Fashion<i>fix</i> on bottom right.</li></ul>  |
| General Instructions          | 4    | <ul style="list-style-type: none"><li><input type="checkbox"/> Fashion<i>fix</i> reference added as second to bottom bullet point clarifying the shipping modes as mirrored to all other SFA operating companies and divisions.</li><li><input type="checkbox"/> Fashion<i>fix</i> samples PO routing exemption ship-to location added as bottom bullet point notation.</li></ul> |
| General Instructions          | 10   | <ul style="list-style-type: none"><li><input type="checkbox"/> Fashion<i>fix</i> samples PO routing exemption ship-to location reconfirmed as noted via bottom bullet point</li></ul>   |

| July 21, 2011 Key Revisions |       |  |
|-----------------------------|-------|--|
| Section                     | Page  | Revision Check Off List  |
| Carrier Matrix              | 11-12 | <ul style="list-style-type: none"><li><input type="checkbox"/> Additional Dual-DC ship-to clarification provided for UPGF approved states.</li></ul> |

| July 7, 2011 Key Revisions |       |  |
|----------------------------|-------|--|
| Section                    | Page  | Revision Check Off List  |
| Carrier Matrix             | 11-12 | <ul style="list-style-type: none"><li><input type="checkbox"/> Corrected Performance Team/Gale Triangle contact phone number and added additional direct contact number.</li></ul> |

| June 16, 2011 Key Revisions |       |   |
|-----------------------------|-------|---|
| Section                     | Page  | Revision Check Off List   |
| Carrier Matrix              | 11-12 | <ul style="list-style-type: none"><li><input type="checkbox"/> New North East Consolidation Provider contact information changed to reflect Performance Team/Gale Triangle. Effective 06/20/11 ALL pick-ups for this providers region requested to occur Monday, 06/20/11 and beyond.</li></ul> |



**SHIPPING AND ROUTING INSTRUCTIONS**

*As of 04/16/09*

**CONTACT INFORMATION**

|                               |   |  |
|-------------------------------|---|--|
| <b>Vendor Routing Contact</b> | SFA Transportation Dept<br><a href="mailto:SFAtraffic@saksinc.com">SFAtraffic@saksinc.com</a>       | Phone: (410) 297- <b>5223</b><br>Fax: (410) 297-5245 |
| <b>Web-Tendering Set-Up</b>   | SFA Transportation Dept<br><a href="mailto:Webtendering2@saksinc.com">Webtendering2@saksinc.com</a> | Phone: (410) 297- <b>5223</b><br>Fax: (410) 297-5245 |
| Transportation Manager        | Chrystal Jensen<br><a href="mailto:chrystal_jensen@saksinc.com">chrystal_jensen@saksinc.com</a>     | Phone: (410) 297-5545<br>Fax: (410) 297-5245         |

SFA Transportation

**Our Distribution Centers**

| <b>DISTRIBUTION CENTER</b>  | <b>RECEIVING DEPT CONTACT INFORMATION</b>  | <b>APPOINTMENT &amp; FAX NUMBERS</b>        |
|---|--|---|
| Saks Fifth Avenue – HRDC<br>500 Hickory Drive<br>Aberdeen, MD 21001 | Kay Helm<br>(410) 297-5520<br><a href="mailto:kay_helm@s5a.com">kay_helm@s5a.com</a>                     | Appt: (410) 297-5426<br>Fax: (410) 297-5588 |
| Saks Fifth Avenue – OFDC<br>4652 Guasti Road<br>Ontario, CA 91761   | Receiving Office<br>(909) 390-8827<br><a href="mailto:coreen_mendoza@s5a.com">coreen_mendoza@s5a.com</a> | Appt: (909) 390-8827<br>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.
- ***Fashionfix goods should ship as all other SFA operating companies and divisions do. SFA operating companies and divisions are representative of Saks Fifth Avenue Full-Line, Saks Direct, Fashionfix and Off 5<sup>th</sup>.***
- ***The only exception to the above rule would apply to Fashionfix sample purchase orders which hold blanket authority to ship to the Fashionfix buying offices for photography purposes.***

## 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.

**Saks Incorporated**  
Shipping & Routing Instructions  
10/06/11

- 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.**
- **Effective Jan 1, 2011, 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 \$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.**

#### **COSMETIC SHIPMENTS to Waikele Center Off5th – IMPORTANT ROUTING CHANGE EFFECTIVE 04/21/2011**

- **All cosmetics/toiletry and related merchandise must ship direct to the Waikele Center Off5th location.**
- **These goods are not authorized to ship to the DC locations.**
- **This routing requirement only applies to the Waikele Center Off5th location.**
- **All other Off5th location's cosmetics/toiletry and related merchandise should continue to be shipped to the DC locations 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 be returned at the vendors expense.**

- 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**

| <b>FROM:</b> YOUR COMPANY NAME<br>123 YOUR STREET NAME<br>YOUR CITY, YOUR STATE ZIP CODE |                     |                     |                    |                     |                      |                 |
|--|---------------------|---------------------|--------------------|---------------------|----------------------|-----------------|
| <b>TO:</b> SAKS FIFTH AVENUE<br>500 HICKORY DRIVE<br>ABERDEEN, MARYLAND 21001            |                     |                     |                    |                     |                      |                 |
| <b>VIA:</b> APPLICABLE TRUCKING COMPANY  |                     |                     |                    |                     |                      |                 |
| <b>INVOICE #</b>   | <b>STORE CODING</b> | <b>STORE NUMBER</b> | <b>P.O. NUMBER</b> | <b>DEPT. NUMBER</b> | <b># OF CTNS/GOH</b> | <b>WEIGHT</b>   |
| 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.         |
| <b>TOTAL (Which Should Tie To The Bill Of Lading)</b>                                    |                     |                     |                    |                     |                      |                 |
|  |                     |                     |                    |                     | <b>50 CTNS.</b>      | <b>130 LBS.</b> |

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.**
- **The web-tendering system requires overnight update receipts for any purchase order extensions**
- 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](mailto: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 your freight terms dictate your responsibility for all or a portion of freight fees, you must ship small package "prepaid".**
- 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.
- **REMINDER: Weight and cubic feet are to be reported at a loose carton, floor loaded level. Volume shipments are not authorized to be shipped via palletized modes.**
- 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.**
- **NOTE: Fashionfix sample purchase orders hold blanket authority to ship to the Fashionfix buying offices for photography purposes.**

**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

INCORPORATED

## CARRIER MATRIX FOR CONSOLIDATORS AND LTL CARRIERS

*EFFECTIVE 10/06/11*

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

**SAKS**  
INCORPORATED  
**CARRIER MATRIX FOR CONSOLIDATORS AND LTL CARRIERS**  
*EFFECTIVE 10/06/11*

**\*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 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.**
- **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.**

### **CONSOLIDATOR CONTACT INFORMATION AND PROCEDURES**

**PERFORMANCE TEAM / GALE TRIANGLE (GLTN)**

Consolidation Point:  
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 (GLTN)**

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

NOTE: PERFORMANCE TEAM / GALE TRIANGLE replaced NEW DEAL LOGISTICS on June 20, 2011.

### **LTL CARRIER CONTACT INFORMATION**

- >> **UPGF (UPGF) (United Parcel Ground Freight) ph #(800) 333- 7400**
- >> **FFE TRANSPORTATION (FRZF) ph #(214) 630-8090 (Direct-To-Store Perishable Good Shipments – ONLY)**
- >> **FED EX GROUND (RPSI) ph #(800) GO-FEDEX (Small package shipments – 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)**
- >> **TRN Logistics (TLAJ) ph #(609) 239-5200 (Approved Volume Shipments To HRDC – ONLY)**
- >> **Gilbert Express (GIEX) ph #(908) 862-5730 (Approved Volume Shipments To HRDC – ONLY)**
- >> **Semi-Express (SMXA) ph #(800) 783-7364 (Approved Volume Shipments To HRDC – ONLY)**

# SAKS INCORPORATED

## VENDOR VOLUME SHIPMENT CONTROL FORM

**(Use a separate form for each distribution center.)**

Saks 5<sup>th</sup> Ave  
Aberdeen, MD

Saks 5<sup>th</sup> 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 #:<br><small>(Assigned by Saks Incorporated)</small> |     |
| Carrier:  |     |
| Confirmed pickup date:  | / / |

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

|            |  |         |                        |
|------------|--|---------|------------------------|
| Cartons:   |  | Weight: |                        |
| Cube:      |  | >>>>>   | Floor Loading Required |
| 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.





saks.com

# 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