

# **SAKS FIFTH AVENUE**

## **SHIPPING & ROUTING GUIDE**

August 2017





## 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 **August, 2017**. Often overlooked requirements are highlighted in **blue**, to bring this text to your attention. New changes or revisions are indicated in **red**.

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 prior to each shipment.

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.us@hbc.com](mailto:SFATraffic.us@hbc.com), or contact Vendor Relations for any assistance in understanding all requirements at [vendorrelationsny@saksinc.com](mailto:vendorrelationsny@saksinc.com)

## **IMPORTANT ANNOUNCEMENTS**

- 1) **Effective September 25, 2017, Dynamic Worldwide will be our consolidator in the GA, NC, and SC. Failure to use Dynamic for consolidation will result in chargebacks and penalties.**
- 2) **Effective January 1, 2017, FedEx Freight Priority will replace UPS Ground Freight as our National Less-than-Truckload (LTL) provider. Failure to route freight accordingly will result in delays in receipts at DC and stores and subject to freight chargebacks & penalties. More information can be found on pages 8 and 12-13.**
- 3) **Effective September 4, 2016, Dynamic Worldwide will replace Performance Team East as our consolidator in New Jersey. Failure to route freight accordingly will result in delays in receipts at DC and stores. More information can be found on pages 8 and 14.**
- 4) **Two new locations, 670 & 796, were added for E-commerce shipments, please reference page 6 for details.**
- 5) **All Saks OFF 5<sup>th</sup> Ecommerce, location 789, orders must ship direct to PADC, located in Pottsville, PA.**

## SPECIAL NOTES

1. 'SFA' in this document refers to all Operating Companies (Full-Line, Saks Direct, OFF 5<sup>TH</sup>, and OFF 5<sup>TH</sup> Direct).
2. 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.
3. No changes to routing are authorized without the express approval of Saks Transportation.
4. All Saks Direct orders must ship directly to TNDC, located in LaVergne, All Saks OFF 5<sup>TH</sup> Direct orders must ship directly to PADC, located in Pottsville, PA. All 796 samples must ship to PADC, located in Pottsville, PA. See DC Ship-To Assignments in Carrier Matrix section.
5. **Purchase orders must be received by a Saks location on or before the cancel date.**
6. 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 logistics 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 Suite # 2  
Wilkes-Barre, PA 18702

<p><b>Volume Shipment:</b></p> <ul style="list-style-type: none"> <li>Trailer or container shipments</li> </ul> <p><b>Exception Routing</b></p> <ul style="list-style-type: none"> <li>Carrier and consolidator questions</li> <li>Special handling requests</li> </ul> <p><b>Transportation Compliance</b></p> <ul style="list-style-type: none"> <li>"TC" coded (traffic compliance) chargebacks</li> <li>Transportation standards compliance issues and exemption requests</li> </ul>	<p>SFA Freight Coordinator: <a href="mailto:SFATraffic.us@HBC.com">SFATraffic.us@HBC.com</a></p>	<p><b>Phone:</b> (570) 821-6315</p>
<ul style="list-style-type: none"> <li>Tiffany Nicolas – Inbound Freight Coordinator</li> <li>Kevin Munns – Inbound Transportation Supervisor</li> <li>Drew Kirsch – Manager, U.S. Transportation</li> <li>Ryan Winters – Director, U.S. Transportation</li> </ul>	<p><a href="mailto:Tiffany.Nicolas@HBC.com">Tiffany.Nicolas@HBC.com</a></p> <p><a href="mailto:Kevin.Munns@HBC.com">Kevin.Munns@HBC.com</a></p> <p><a href="mailto:Drew.Kirsch@HBC.com">Drew.Kirsch@HBC.com</a></p> <p><a href="mailto:Ryan.Winters@HBC.com">Ryan.Winters@HBC.com</a></p>	<p><b>Phone:</b> (570) 821-6315</p> <p><b>Phone:</b> (570) 821-6251</p> <p><b>Phone:</b> (570) 821-6235</p> <p><b>Phone:</b> (570) 821-6240</p>

#### Saks Fifth Avenue Distribution Centers:

<p><b>Saks Fifth Avenue DC # 0575</b> 250 Highland Park Blvd Suite # 2 Wilkes- Barre, PA 18702</p>	<p>Fran Armstrong <a href="mailto:Fran.Armstrong@HBC.com">Fran.Armstrong@HBC.com</a></p>	<p><b>Phone:</b> (570) 821-6207</p>
<p><b>Performance Team DC # 0597</b> 12816 Shoemaker Avenue Santa Fe Springs, CA 90670</p>	<p>Alejandra Alonso <a href="mailto:Alejandra.Alonso@performanceteam.net">Alejandra.Alonso@performanceteam.net</a></p>	<p><b>Phone:</b> (562) 741-1367</p>
<p><b>TNDC DC # 0585</b> 1 Walden Books Drive La Vergne, TN 37086</p>	<p>Diane Taylor <a href="mailto:Diane_Taylor2@s5a.com">Diane_Taylor2@s5a.com</a></p>	<p><b>Phone:</b> (615) 280-3117</p>
<p><b>PADC DC # 0593</b> 25 Keystone Blvd Pottsville, PA 17901</p>	<p>PADC Receiving <a href="mailto:PADCReceiving@saksinc.com">PADCReceiving@saksinc.com</a></p>	<p><b>Phone:</b> (570) 399-7200</p>



## 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.

**We urge all shippers to consolidate their shipments to the smallest possible number of shipments per week (as PO shipping windows permit). The heavier the shipment, the more economical the freight charges.**

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.us@hbc.com](mailto:SFATraffic.us@hbc.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 be subject to a chargeback for the full freight plus handling of not less than \$75 per Bill of Lading.
- **Additional charges (also known as Accessorial Charges), which Saks Incorporated incurs due to shipper errors or delays, will result in a chargeback for additional cost plus a handling fee of no less than \$75.**
- Multiple department numbers must be shipped together to the appropriate Distribution Center

### COSMETICS SHIPMENTS

Cosmetics are not authorized to ship direct to store locations unless assigned and accompanied by a valid direct-to-door authorization number.

**NOTE:** All cosmetics and related merchandise intended for the Waialeke Center OFF 5<sup>TH</sup> location must ship direct.

- These goods are not authorized to ship to the DC locations.
- Any cosmetics/toiletry and related merchandise for Waialeke Center Off5th shipped to a DC location will be subject to return.

## SAKS ECOMMERCE

All Saks Ecommerce Merchandise is not authorized to ship to the WBDC (DC #0575) or Performance Team (DC #0597) location.

Saks Fifth Avenue Ecommerce (Saks Direct) should be shipped to TNDC (DC #0585)

Saks Off Fifth Ecommerce (Off 5<sup>th</sup> Direct) should be shipped to PADC (DC #0593)

All vendors will be required to tender freight for Saks ecommerce division separate to those with a ship-to DC location for all other Full Line and OFF 5<sup>TH</sup> 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.

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

E-Commerce Banner	Location Name	Location No.	Ship-To Address
Saks Direct (saks.com)	FL POTT PHOTO STUDIO	0670	Attn: Sample Management 25 Keystone Blvd Pottsville, PA 17901
Saks Direct (saks.com)	FL NYC PHOTO STUDIO	0694	Attn: Sample Management 34 W 24th Street, 8 <sup>TH</sup> Floor New York, NY 10010
Off 5th Direct (saksoff5th.com)	O5 TN PHOTO STUDIO	0793	Attn: Sample Management 1 Walden Books Drive Lavergne, TN 37086
Off 5th Direct (saksoff5th.com)	O5 POTT PHOTO STUDIO	0796	Attn: Sample Management 25 Keystone Blvd Pottsville, PA 17901

## VENDOR DELIVERED MERCHANDISE (Vendor Pre Paid Shipments)

Vendors must call the appropriate location to schedule an appointment at least 2 business days prior to the anticipated delivery date. Vendor and / or vendor assigned carrier must then provide a copy of the signed Bill of Lading to the receiving Distribution Center at least 1 day prior to delivery.

**NOTE: If you are shipping via small parcel, you cannot ship collect. You must use carrier of your choice and ship pre paid. Not doing so will result in chargeback of \$75 per carton plus freight expense.**

## 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:

- Name and address of shipper
- Name and address of consignee location
- Authorization number for volume loads
- Date of the shipment (picked up by carrier)
- All Department numbers, purchase orders, carton or piece count and weight by purchase order.

- Pallet/Slip indicator (Y/N) must be indicated
- **For LTL shipments define each commodity with the correct NMFC classification item number (with sub code, if required) and class. Also all LTL shipments should be shipped at the lowest released value.** 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

<b>FROM:</b> Company Name Street Address City, State, Zip Code						
<b>TO:</b> SFA Distribution Center Street Address City, State, Zip Code						
<b>VIA:</b> 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	LV	045	3230000	123	15	50 LBS
<b>TOTAL</b>					<b>40 CTNS</b>	<b>155 LBS</b>

## **COLLECT ROUTING INSTRUCTIONS:**

### **PARCEL CARRIER**

- As referenced earlier in this guide, if your freight terms are pre paid, you must ship parcel shipments via carrier of your choice at your expense. Shipping collect will result in offset charges.
- 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 using a small 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 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 get dimensionalized: charges 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:
  1. Contact FedEx at [1-800-463-3339](tel:1-800-463-3339) or [1-800-GO-FEDEX](tel:1-800-GO-FEDEX) to request "To ship FedEx Ground Collect".
  2. 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.
  3. 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 / Less Than Truckload (LTL) CARRIERS**

**NOTE:** See Carrier Matrix for Consolidators or LTL Carriers and geographic designations

For all shipments that are 18 cartons or more or greater than 200 lbs, 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.

**NOTE: Effective January 1<sup>st</sup> 2017, Fed Ex Freight (FXFE) Priority will replace UPS Freight as our LTL provider. (for our vendors outside of the consolidation zones. If you are within the consolidation zone, please continue to utilize your consolidator as your LTL provider unless otherwise directed by Traffic.)**



- 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
Georgia	30002-31999, 39813-39901
North Carolina	27006-28909
South Carolina	29001-29945

- **All Consolidation Pick-Ups are scheduled online on the respective consolidator’s website. To request access to an online portal, please contact the consolidator’s customer service:**  
**Performance Team- (562) 741-1300**  
**Dynamic Worldwide-(201) 985-0300 or at [customerservice@ndlonline.com](mailto:customerservice@ndlonline.com)**  
**Dynamic Southeast- (336) 369-3680 or at [customerservice@dynamiconline.com](mailto:customerservice@dynamiconline.com)**
- 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.**
- **You must ship via FedEx Freight Priority (FXFE).**
- **All freight via LTL must be palletized.**

### 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). Performance Team also requires that all shipments are entered on their online portal prior to delivery. If your purchase order is written for both DC 575 and DC 597, please be sure to enter the cartons for each DC separately online. To obtain a username and password for the portal, please contact Performance Team’s Customer Service at (562) 741-1300.

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.

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 	

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, stores in the following states are serviced by DC 597.

AZ, CA, CO, HI, NV, OK, OR & TX

All other states are serviced by DC 575

All shipments intended to Saks Direct must ship to TNDC

All shipments intended for OFF 5<sup>th</sup> Direct must ship to PADC.

A downloadable Store to DC file is also available on our Vendor Portal at <https://www.saksincorporated.com/vendorrelations/sfaevendors.asp>.

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

- 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](mailto: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.
- 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 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 your Buyer who will apply to **SFA 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 \$75.**
- **SFA Transportation** will assign carriers to authorized air shipments in which Saks Incorporated is responsible for any portion of the freight expense.

## **DIRECT TO STORE SHIPMENTS**

**NOTE:** Must have authorization from **SFA 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 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 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, by 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.

# CONSOLIDATOR / LTL CARRIER MATRIX

**HOW TO USE THE MATRIX:** Locate **origin state** in left column and DC location on top to find the approved carrier for the shipment.

- If the block is blocked out, you are not eligible to ship direct to that particular DC location.
  - In these scenarios you must ship to the regional DC (excluding E Commerce DC's)
    - A Regional DC is classified as the closest DC to your ship from location that can transfer your merchandise to the opposite coast if applicable.**
    - If your Regional DC is DC597 (Performance Team West), please be sure to enter your PO's for East Coast Regional DC575 (Wilkes-Barre) separately on the portal per the segregating requirements on page 9-10 of this guide.**
    - If your Regional DC is DC575 (Wilkes-Barre) and you are routing through Dynamic Worldwide, please enter your cartons for West Coast Regional DC597 (Performance Team West) as DC575 but be sure to mark your cartons for the correct receiving location.**

STATE	SAKS 5 <sup>TH</sup> AVE WILKES BARRE, PA (WBDC)	SAKS 5 <sup>TH</sup> AVE Santa Fe Springs CA (GLTR)	SAKS ECOMMERCE LA VERGNE, TN (TNDC)	SAKS OFF 5th ECOMMERCE POTTSVILLE, PA (PADC)
AL	FXFE	FXFE	FXFE	FXFE
AK	FXFE	FXFE	FXFE	FXFE
AZ		FXFE	FXFE	FXFE
AR	FXFE	FXFE	FXFE	FXFE
CA		Performance Team/Gale Triangle	FXFE	FXFE
CO		FXFE	FXFE	FXFE
CT	FXFE		FXFE	FXFE
DE	FXFE		FXFE	FXFE
DC	FXFE		FXFE	FXFE
FL	FXFE		FXFE	FXFE
GA	Dynamic Southeast		Dynamic Southeast	Dynamic Southeast
HI	FXFE	FXFE	FXFE	FXFE
IA	FXFE	FXFE	FXFE	FXFE
ID	FXFE	FXFE	FXFE	FXFE
IL	FXFE	FXFE	FXFE	FXFE
IN	FXFE	FXFE	FXFE	FXFE
KS	FXFE	FXFE	FXFE	FXFE
KY	FXFE	FXFE	FXFE	FXFE
LA	FXFE	FXFE	FXFE	FXFE
ME	FXFE		FXFE	FXFE
MD	FXFE		FXFE	FXFE
MA	FXFE		FXFE	FXFE
MI	FXFE	FXFE	FXFE	FXFE
MN	FXFE	FXFE	FXFE	FXFE
MS	FXFE	FXFE	FXFE	FXFE
MO	FXFE	FXFE	FXFE	FXFE
MT	FXFE	FXFE	FXFE	FXFE
NC	Dynamic Southeast		Dynamic Southeast	Dynamic Southeast
ND	FXFE	FXFE	FXFE	FXFE
NE	FXFE	FXFE	FXFE	FXFE
NH	FXFE		FXFE	FXFE
NJ	Dynamic Worldwide		Dynamic Worldwide	Dynamic Worldwide
NM	FXFE	FXFE	FXFE	FXFE
NV		FXFE	FXFE	FXFE

## CONSOLIDATOR / LTL CARRIER MATRIX (Continued)

AVE STATE	SAKS 5 <sup>TH</sup> AVE WILKES BARRE, PA (WBDC)	SAKS 5 <sup>TH</sup> Santa Fe CA (GLTR)	SAKS ECOMMERCE LA VERGNE, TN (TNDC)	SAKS OFF 5th ECOMMERCE POTTSVILLE, PA (PADC)
NY 10001- 11999	Dynamic Worldwide		Dynamic Worldwide	Dynamic Worldwide
All other zips	FXFE		FXFE	FXFE
OH	FXFE	FXFE	FXFE	FXFE
OK	FXFE	FXFE	FXFE	FXFE
OR		FXFE	FXFE	FXFE
PA	FXFE		FXFE	FXFE
RI	FXFE		FXFE	FXFE
SC	Dynamic Southeast		Dynamic Southeast	Dynamic Southeast
SD	FXFE	FXFE	FXFE	FXFE
TN	FXFE	FXFE	FXFE	FXFE
TX	FXFE	FXFE	FXFE	FXFE
UT	FXFE	FXFE	FXFE	FXFE
VT	FXFE		FXFE	FXFE
VA	FXFE		FXFE	FXFE
WA		FXFE	FXFE	FXFE
WI	FXFE	FXFE	FXFE	FXFE
WV	FXFE	FXFE	FXFE	FXFE
WY	FXFE	FXFE	FXFE	FXFE

# CONTACT INFORMATION & SHIPPING TERMS

---

## CONTACT INFORMATION

### Consolidation Points:

#### **Dynamic Worldwide (NJ, NY)**

2501 71<sup>st</sup> Street

North Bergen, NJ 07047

**FOB Consolidator Freight Collect, or FOB Origin Shipments**

Call (201)-985-0300

#### **Dynamic Worldwide (GA, NC, SC)**

1124 Elon Place

High Point, NC 27260

**FOB Consolidator Freight Collect, or FOB Origin Shipments**

Call (336) 369-3680

#### **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:

- **Fed Ex Freight PRIORITY (FXFE):**

<http://local.fedex.com/> to locate your local service center or

Call FedEx Freight Customer service center (1-866-393-4585)

- ALL LTL FREIGHT MUST BE PALLETIZED

### Parcel Information:

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

## Volume Load Worksheet Form

Email the completed form to Saks Fifth Avenue Transportation 72 hours in advance of pickup

The Excel form is available on the Saks Fifth Avenue Vendor Relations website

<https://www.saksincorporated.com/vendorrelations/sfaevendors.asp>



# *Volume Load Worksheet*

Date:

From: [Your Name]  
**Company** [Company Name]  
**Phone** [Your Phone Number]  
 Date Ready [Date Shipment Will be Ready]  
 Fax Number [Fax Number - if Email Fails]

Shipping Information: [Shipper's Name]  
 [Street Address]  
 [City, ST ZIP Code]  
 [Phone]  
 [Loading Hours]

Please list all Purchase Orders and other information below:

Purchase Order	Dept. #	Cartons	\$ Value at Cost	Weight	Pallets	Cubic Feet	Ship Date	Cancel Date	Destination DC
TOTALS		0	-	-	0	0.0			

Enter below Average Carton Dimensions:	Linear Trailer Feet Needed	Total Pallets	Driver Load &	Fill a Pup? Y/N	% of 53 Ft. trailer	Stackable? Y/N
[Length] [width] [Height]						

Email the completed form **as an Excel file** to: [SFATraffic.us@hbc.com](mailto:SFATraffic.us@hbc.com)  
 Insure that 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.  
**Vendors are responsible to make sure all POs are valid & being picked up within the ship/cancel dates specified.**  
**Please do not wait until the the cancel date to schedule a pickup; carriers may on occasion miss a pickup**  
**Please notify us immediately if our carrier misses the assigned pickup.**  
 Thank you for your business!