

B A R N E Y S  
N E W Y O R K

**Packing and Routing Guide**

(Domestic Vendor)

January 1, 2018

## **DOCUMENTS AND LABELS**

### **Packing Lists:**

#### **EDI Vendors:**

EDI vendors who receive our purchase orders electronically are **NOT REQUIRED** to include packing slips with shipments.

**EXCEPTION: Special Orders and Direct shipments must include a packing list placed inside each carton. The packing list must be specific to the contents inside the carton.**

#### **Non-EDI Vendors:**

**All shipments must include a packing list placed inside each carton. The packing list must be specific to the contents inside the carton. Pack lists for GOH shipments should be specific to each PO and attached to the lead garment of each PO.**

### **Packing Slip Requirements**

1. A single purchase order and single store per packing list/carton.
2. The packing slip should list only the contents of that carton.
3. Multiple stores, purchase orders, and/or departments cannot be on a single packing slip.

### **All packing slips must include the following information**

- Vendor name and address
- Barneys PO number
- Barneys Department number
- Barneys Store number
- Packing slip number and date
- Vendor Style and description
- BNY style number on PO
- Size description (when ordered by size)
- Color description (when ordered by color)
- Quantity shipped per style/color/size
- Total quantity of items shipped by packing slip

# Bill of Lading

## EDI and Non-EDI Vendors

All common carrier shipments require a BOL. FedEx and UPS shipments do not require a BOL.

## Bill of Lading should include the following information

- Ship from address
- Ship to address
- Unique BOL number
- Carrier name
- Corresponding department number(s)
- Corresponding purchase order number(s)
- Total number of cartons
- Total weight

## Carton Labeling

### (EDI and Non-EDI Vendors):

1. **Carton markings and carton labels must be placed on side of carton/crate to include GS1-128 labels, all carriers labeling, address labels, etc.**
2. Each carton **MUST** be clearly labeled with the following information:
  - a. Purchase order number
  - b. Department number
  - c. Store number
  - d. Address of consignee "shipped to"
  - e. Address of vendor "shipped from"
3. Carton label placement:
  - a. Cartons more than 6 inches tall
    - i. Carton labels must be placed a minimum of 1" from bottom right corner on side of carton
    - ii. Carton label must be a minimum of 1.5"-3.0" from side of carton
  - b. Cartons less than 6 inches tall

- i. Carton label should be placed in the same dimensional area as listed above with the excess of the label folded over the top of the carton
    - ii. Do not cover taped seems with the label
  - c. Palletized cartons should have outward-facing labels
- 4. Do not place any labels over the GS1-128 label
- 5. Mark glassware cartons with “fragile” stickers.

### **Special Orders**

1. All special order merchandise must have special order self-adhesive adhered to the outside carton.
2. PO number, style number, and customer name must appear on the outside of the carton.
3. DO NOT MIX special orders with any other merchandise ordered.
4. PO/special PO number must appear on the carton and all documentation.

# **PACKING**

## **Carton Requirements**

### **(EDI and Non-EDI Vendors):**

Cartons shipped should be a maximum of 50 lb. with dimensions no larger than 48" x 48" x 48".

Cartons should be packed and sealed in such a way as to ensure the security and well-being of the contents within.

## **Merchandise Packing Requirements**

### **(EDI Vendors): Cross Dock PO**

1. Pack by Store – merchandise for multiple stores cannot be packed in the same carton (see Reference Guide for store listing).
2. GOH Pack/ship by store.

### **(Non-EDI Vendors): Flow Through / Bulk PO**

1. Flat merchandise must be packed by style, color, and size.
2. GOH pack/ship by style, color, and size.

### **(EDI and Non-EDI Vendors):**

1. All ready-to-wear and accessories must be poly-bagged for protection. (Exceptions: cosmetics, glassware, furniture, and shoes.)
2. Tickets must be attached to both merchandise and polybags/protective outer covering. See ticketing guidelines.
3. Hanging garments must be packed/shipped as garments on hangers (GOH).
4. All GOH must be poly-bagged for protection and extends 6" below the garment.
5. All garments should be packed in a manner to minimize wrinkling and prevent damage (i.e. do not overstuff GOH cartons).
6. No single-wire hangers or hangers with sharp ends can be used.
7. No newspaper or straw should be used for fillers.

## **Cosmetics**

1. All tester merchandise must be packed separately from merchandise and packed by store.
2. Style numbers must appear on merchandise.
3. All sets must be packed together and marked as a set.
4. Care must be taken when packing liquid items such as gels, lotions, and creams in order to avoid damaging adjacent material in the event of breakage or leakage.

## **Dinnerware, Glassware, Giftware**

1. All fragile merchandise must be bubble-wrapped for protection.
2. All linens, tableware, etc. must be in plastic packaging for protection.
3. Style numbers must appear on merchandise, e.g. glassware (sticky tickets on bottom, and visible)
4. All sets must be packed together and marked as a set.

## **Jewelry**

1. Each item must be packed by SKU in a poly-bag, bubble wrap, or presentation box.
  - Vendor style information must be visible on the outside of the poly-bag, bubble wrap, or presentation box.
2. Accompanying items such as pouches, warranty cards, polishing cloths, presentation boxes, etc. must be packed with corresponding merchandise.

# TICKETING

## Ordering tickets

All merchandise must be ticketed with a Barneys price ticket before shipping to a Barneys location. Barneys has selected industry leader FineLine Technologies as our ticketing supplier. See the instructions below for registering online at the exclusive BNY web portal. Once registered, tickets may be ordered directly by entering the BNY PO Numbers. Ticket orders are placed at your convenience via the BNY *FastTrak* web portal.



As a vendor of Barneys, we invite you to experience the many benefits of working with FineLine:

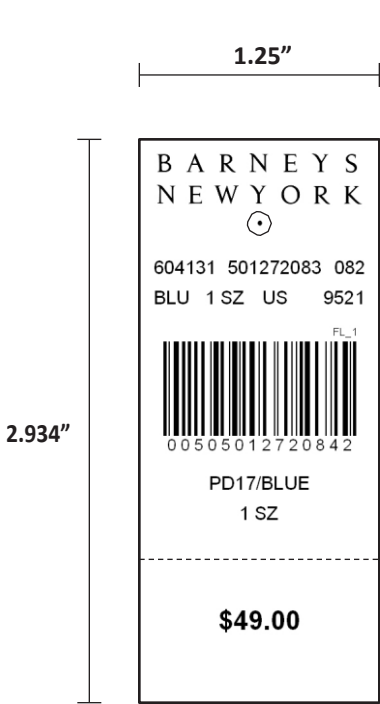
- Standard two-day turnaround time for ticket production
- Exceptional customer service
- Innovative technologies
- Global capabilities via all available service types
- 24/7 order tracking and order status

To begin, simply register your company on *FastTrak*, FineLine's web-based ordering system. Add your Barneys vendor ID. Barneys will upload your purchase orders to *FastTrak*, where you can then select the necessary POs from the list provided and begin ordering. Click the following link to register:

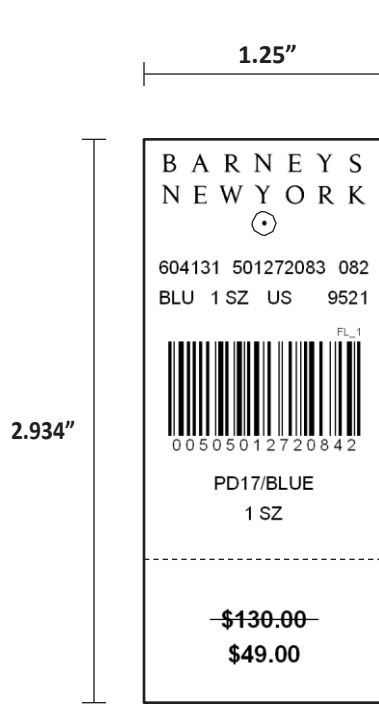
<https://www.finelineglobal.com/fasttrak/NewRegistration.aspx>

To download a full copy of the *FastTrak* User Guide visit:

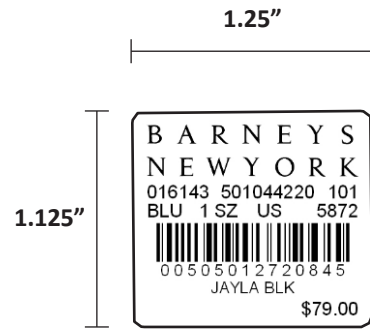
[http://www.finelinetech.com/fasttrak\\_userguide/](http://www.finelinetech.com/fasttrak_userguide/)



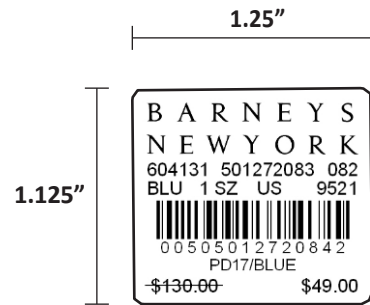
#11 Full-Price Hang-Tag



#12 Mark-Down Hang-Tag



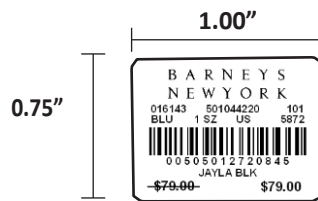
#2 Full-Price Large Label



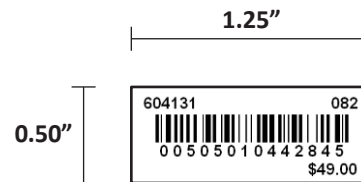
#17 Mark-Down Large Label



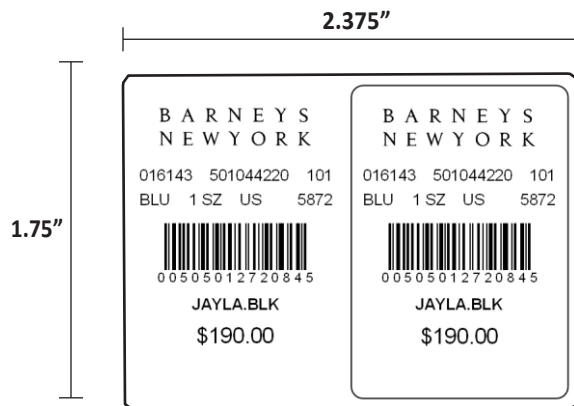
#3 Full-Price Small Label



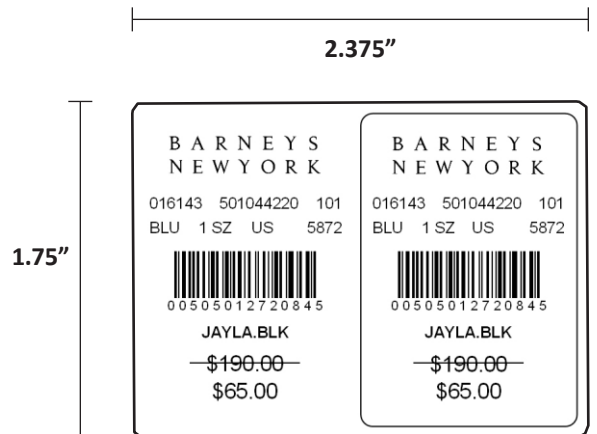
#8 Mark-Down Small Label



#10 Jewelry Label



#14 Regular Shoe Label



#15 Mark-Down Shoe Label



## Ticket Placement

TYPE OF PRODUCT	TICKET TYPE & PLACEMENT
<b>Women's</b>	
Jackets, Robes, Outerwear, Sweaters, Blouses, Dresses, Evening Gowns	Hang-Tag (#11, #12): Attach with plastic barb to brand or size label on neck
Dress Shirts	Hang-Tag (#11, #12): Attach with plastic barb to third button hole from the bottom
Skirts, Pants, Shorts	Hang-Tag (#11, #12): Attach with plastic barb to inside brand label
Denim	Hang-Tag (#11, #12): Attach with plastic barb to inside care label in waistband
Lingerie, Swimwear	Hang-Tag (#11, #12): Attach with plastic barb to inside garment label
Hats, Scarves	Hang-Tag (#11, #12): Attach with plastic barb to inside label or band
Socks	Large Label (#2, #17): Affix to product tag next to vendor label
<b>Men's</b>	
Sport Shirts, Tees, Robes	Hang-Tag (#11, #12): Attach with plastic barb to garment label
Dress Shirts	Hang-Tag (#11, #12): Attach with plastic barb to third buttonhole from the bottom
Jackets, Suits, Coats, Outerwear	Hang-Tag (#11, #12): Attach with plastic barb to the underside of the left lapel—attach to liner only
Trousers, Shorts, Swimwear	Hang-Tag (#11, #12): Attach with plastic barb to brand label on waistband
Denim	Hang-Tag (#11, #12): Attach with plastic barb to inside care label in waistband

Neckties, Bow ties, Cummerbunds	Hang-Tag (#11, #12): Attach with plastic barb to loop or garment label
Socks	Large Label (#2, #17): Affix to product tag next to vendor label
Belts	Hang-Tag (#11, #12): Attach with plastic barb to first inside hold (furthest from end)
Cuff Links	Silver Jewelry Label (#10) on silver string-tag tied to piece
<b>Children's</b>	
Clothing	Hang-Tag (#11, #12): Attach with plastic barb to garment label
Toys, Games	Large Label (#2, #17): Affix to bottom of box
<b>Shoes</b>	
Shoes	Shoe Label (#14, #15): Affix to shoe box next to vendor label, but <i>not</i> covered by lid
<b>Jewelry</b>	
Fine Jewelry	Silver Jewelry Label (#10) on silver string-tag tied to piece
Watches	Silver Jewelry Label (#10) on string-tag tied to loop on band; if no loop tie to band
Earrings	Silver Jewelry Label (#10) on string-tag enclosed in plastic bag with piece
<b>Cosmetics</b>	
Skin Care	Small Label (#3, #8) on bottom of packaging
Lips, Hair	For store 066 (Web): Large Label (#2, #17) on product box next to vendor UPC  For all other locations: Small Label (#3, #8) on product box next to vendor UPC
<b>Accessories</b>	

Handbags (all types) - requires inside ticket and carton ticket	Hang-Tag (#11, #12): Attach with plastic barb to zip pull of inside pocket. If no inside pocket, affix to available hardware on outside of bag (zip pull, etc.) Large Label (#2, #17): Affix to product carton next to vendor label
Gloves	Hang-Tag (#11, #12): Attach with plastic barb to label inside glove
Sunglasses	Silver Jewelry Label (#10) on string-tag tied to hinge
Small leather	Hang-Tag (#11, #12): Slide inside pocket
<b>Chelsea Passage (Home)</b>	
Furniture	Hang-Tag (#11, #12): Place tickets in pouch and affix to shipping container (crate, carton)
Books, Stationery, Frames, Candles, Paper Box Products	Large Label (#2, #17): Affix to back, bottom-right, above, or next to vendor barcode
Food, Tea, Spice	Large Label (#2, #17): Affix to bottom
Dinnerware	Small Label (#3, #8): Affix next to Vendor UPC
Pillows, Throws, Scarves, Umbrellas	Hang-Tag (#11, #12): Attach with plastic barb to brand label
Napkins, Placemats, Cloths, Napkin Rings	Ticket with Tag (#2 and #17) Ticket with Tag (#10)

# **SHIPPING INSTRUCTIONS**

## **General Instructions**

### **(EDI and Non-EDI Vendors):**

1. All purchase orders must be listed on the Bill of Lading.
2. Goods must be shipped in accordance with the Delivery Start Ship Date and the Cancel Date.
3. Routing instructions apply only to purchase orders where BARNEYS is responsible for the freight charges.
4. UNDER NO CIRCUMSTANCES IS MERCHANDISE TO BE DELIVERED TO THE CORPORATE ADDRESS AT 575 5TH AVE., NY.
5. UNLESS EXPLICITLY AUTHORIZED BY THE BARNEYS NEW YORK BUYING OFFICE, ALL MERCHANDISE (INCLUDING SAMPLES) MUST BE DELIVERED TO:

BARNEY'S, INC.  
1201 VALLEY BROOK AVE.  
LYNDHURST, NJ 07071

6. INSURANCE or declaring value for insurance purposes is not allowed (see exception for Fine Jewelry and Fine Furs in section B).

## **Fine Jewelry and Fine Fur Shipments**

Fine Jewelry is defined as any shipment containing any one unit with a first cost that exceeds \$500, including watches. Fine fur is described as any one item with a cost exceeding \$5000.

Call your BARNEYS buying contact for a DVX assignment number if you do not already have one.

1. Shipments with a combined value exceeding \$25,000 must be shipped through Brink's Global Services (phone # 1-800-825-8332). Additional assistance can be obtained through the BARNEYS Transportation Department at aguerrero@barneys.com or pcamerina@barneys.com or 201-531-7706.
2. Carton marking must include Purchase Order Number. THE WORD(S) "JEWELRY, WATCHES, ETC." MUST NOT BE ON THE OUTSIDE OF THE CARTON

OR ON THE FEDEX AIR WAYBILL. See Packing Instructions A-E for further details.

3. Any deviation from these fine jewelry and fine fur instructions will be cause for a chargeback.
4. Imitation or costume jewelry should ship via UPS, Federal Express Ground, or through the designated courier for your state (refer to the Carrier Selection in the Reference Guide).

## **Delivery Appointments**

1. EXCEPT FOR FEDEX GROUND COLLECT and UPS GROUND COLLECT, APPOINTMENTS MUST BE MADE for ALL incoming SHIPMENTS, 24 HOURS PRIOR TO DELIVERY. Both vendor deliveries and common carriers must contact our Receiving Department with all appropriate purchase order numbers referring to the delivery. Receiving hours are between 7:00am and 3:00pm, Monday through Friday.
2. In order to ship via FEDEX GROUND COLLECT the following qualifications are required. Please note that Barneys New York no longer provides an account number:
  - a. The shipper must have a FedEx account.
  - b. The shipper's FedEx account must be set up to ship FedEx Ground Collect.
  - c. Shippers should not ship "bill recipient," as this prompt will ask for the Barneys New York account number. Satisfying points (a) and (b) above will allow the shipper to ship "Collect" on their account.
3. In order to ship via UPS "collect" the vendor will need to designate, on their own account, that Barneys New York is a consignee billing account. The vendor can designate Barneys New York as a consignee billing account in their UPS WorldShip Address Book Editor under "Tools". Contact the UPS Technical Support Help Desk at 888-553-1118 with any additional questions.
4. BARNEYS Receiving Department must receive all delivery cancellations in writing, no later than 3:00pm the day prior to the scheduled appointment. Failure to keep delivery appointments without written notification of cancellation will result in a \$100 chargeback per missed appointment.

## **Delivery Refusals**

1. Shipments will be refused for the following reasons:

- a. Attempts to deliver without a scheduled appointment, except for FEDEX GROUND COLLECT or UPS GROUND COLLECT.
- b. Purchase orders are not on file.
- c. Shipment delivered past cancellation or prior to start ship date.
- d. NO C.O.D. SHIPMENTS will be accepted. This includes C.O.D. for postage on UPS and Parcel Post shipments.

## **Samples**

1. SAMPLE SHIPMENTS ARE NOT TO BE SHIPPED TO 575 5TH AVE. NY.
2. All samples must be packed separately from regular purchase orders.
3. All documentation must show the sample purchase order number and buyer contact name.
4. All sample shipments MUST be consigned to the respective buyer as follows:

(BUYER NAME)

BARNEYS NEW YORK  
1201 Valley Brook Ave.  
Lyndhurst, NJ 07071

5. UNDER NO CIRCUMSTANCES WILL C.O.D. SHIPMENTS BE ACCEPTED.
6. When shipping sample jewelry, vendors must adhere to the instructions found on page 7, section B "Jewelry Shipments".
7. NON-COMPLIANCE WITH THESE PROCEDURES WILL RESULT IN NONPAYMENT OR DELAYED PAYMENT AND A CHARGEBACK.

## **Routing Instructions**

1. Applies only when BARNEYS is paying for the freight.
2. Shipments made within a two (2) day time frame should be consolidated on one Bill of Lading whenever possible and whenever the shipping window allows. A shipping manifest must accompany a consolidated shipment. Failure to consolidate may result in a freight chargeback.
3. Shipments having a total combined weight of less than 250 lb. must be sent via FEDEX GROUND COLLECT.
4. Pre-paying the freight and adding it to an invoice is not allowed when BARNEYS is responsible for the freight.

5. Shipments having a total combined weight over 250 lb. but less than 6 pallets must be shipped via BARNEYS preferred common carrier (refer to the Routing Chart in the Reference Guide found in the back of this booklet). Our routing chart designating carrier by state of origin MUST be utilized when BARNEYS is responsible for any part of the freight charges.
6. For shipments of 6 pallets or more contact [pcaterina@barneys.com](mailto:pcaterina@barneys.com) for instructions.
7. If a designated carrier does not service your area, please contact BARNEYS Traffic Department for special routing instructions at 201-531-7706 or 7731.

## **Air Freight**

1. Under NO circumstance, where BARNEYS is responsible for all or any part of the freight charges, are air shipments to be made without proper authorization\*.

\*Air authorization consists of written approval from the Buying Office and the Traffic Department.

2. An air authorization number will be assigned by the Traffic Department.
3. Failure to obtain an authorization number will be considered an agreement on the shipper's part to assume full responsibility for all freight and handling charges.

## **Return to Vendor**

1. Any shipment or portion thereof, which must be returned to a vendor due to shipping errors or concealed damages, will be assessed an estimated 3% inbound charge plus the actual outbound freight costs. Additionally, there will be a fee of \$5.00 per carton or \$0.50 per GOH unit plus a \$100 handling fee.
2. Merchandise will be returned to a vendor for the following reasons:
  - a. Merchandise was not ordered
  - b. Over-Shipments
  - c. Duplicate Shipments
  - d. Substitutions
  - e. Defective Merchandise
  - f. Incomplete Sets
  - g. Concealed Damages

3. Unauthorized substitutions will be returned or disposed of at the discretion of BARNEYS. BARNEYS will not accept payment responsibility for substitutions.
4. All returns will be shipped freight collect. Risk of loss passes to the consignee.



## **CHARGEBACKS**

1. Vendor compliance with the instructions contained within this guide is vital to ensure merchandise is efficiently processed to the intended Barneys New York selling channel for maximum selling opportunity. Failure to follow the instructions in this guide will cause processing delays and expenses. As such, vendors will be subject to the chargebacks listed here when in violation of the instructions contained within this guide.
2. These Packing and Routing Instructions outline the requirements agreed to by your company. Expenses incurred as a result of not following these instructions will be charged to your company in the form of a chargeback.
3. All chargebacks will be issued to the vendor on a Vendor Packing & Routing Chargeback Form (see sample form in the Reference Guide at the back of this booklet). Vendors must respond in writing within (60) sixty days of the chargeback date with any questions.
4. All correspondence concerning chargebacks should be sent to:

BARNEYS NEW YORK  
1201 Valley Brook Avenue  
Lyndhurst, New Jersey 07071  
Attn: Chargeback Coordinator / Accounts Payable

5. Violations are as follows:

<b>INSUFFICIENT CARTON MARKINGS (ICM)</b>	
P/O Number	\$30/hr handling - \$100 min
Number of cartons	\$30/hr handling - \$100 min
Quantity per carton	\$30/hr handling - \$100 min
Vendor name & address	\$30/hr handling - \$100 min
<b>PACKING SLIP INCOMPLETE (PSI)</b>	
No packing slip	\$5 per carton plus \$10 per order - \$100 min
Color code	\$5 per carton plus \$10 per order - \$100 min
Ship To address	\$5 per carton plus \$10 per order - \$100 min
P/O number	\$5 per carton plus \$10 per order - \$100 min
Dept. number	\$5 per carton plus \$10 per order - \$100 min
Style number	\$5 per carton plus \$10 per order - \$100 min
Qty. per carton	\$5 per carton plus \$10 per order - \$100 min
Vendor name & address	\$5 per carton plus \$10 per order - \$100 min
Size breakdown	\$5 per carton plus \$10 per order - \$100 min
Qty. per item, size, color	\$5 per carton plus \$10 per order - \$100 min
Backorder not indicated	\$5 per carton plus \$10 per order - \$100 min
<b>PACKING VIOLATION (PV)</b>	
Merchandise packed by store but P/O input as bulk	\$100 plus 15 cents per unit
Merchandise packed by bulk but P/O input as pre-pack	\$100 plus 15 cents per unit
Purchase orders packed together	\$100 plus 15 cents per unit
Individual styles packed together	\$100 plus 15 cents per unit
Multiple dept. packed together	\$100 plus 15 cents per unit
Merchandise without style numbers	\$100 plus 15 cents per unit
Merchandise without sizes	\$100 plus 15 cents per unit
Merchandise without plastic packaging	\$100 plus 15 cents per unit
Merchandise without hangers	\$100 plus 15 cents per unit
Merchandise pre-ticketed incorrectly or not ticketed	\$100 plus 15 cents per unit
<b>ROUTING INFRACTIONS (RI)</b>	
Incorrect Carrier	\$100 Plus Freight Differential
Missed Appointment	\$100
Prepaid freight added to commercial invoice	\$100
Concealed Damages	\$100 + \$5/carton or 50 cents/GOH + Freight
DDP Shipments Erroneously Billed to BNY	\$250
Incomplete / Incorrect / Missing Documentation	\$250+ Storage
Merchandise shipped direct to stores or the Corporate Office	\$250
Merchandise returned to vendor due to missing, incorrect, or incomplete documentation	\$250

## **CARRIER CONTACTS**

### **Barneys House Truck (NY, NJ, and CT (up to 35 miles from NYC))**

201-531-7710

[NJReceiving@barneys.com](mailto:NJReceiving@barneys.com)

### **NRT (National Retail Transportation)**

888-466-5866

201-330-3677 option #1

### **New England Motor Freight (NEMF)**

1-908-965-0100 (Dispatch)

### **OT Delivery**

845-727-7260

[nmontgomery@otdelivery.net](mailto:nmontgomery@otdelivery.net)

### **XPO Logistics**

800-755-2728

<b>Shipping To Barneys New York Distribution Center</b>		
<b>Origin State</b>	<b>1-250 Lbs.</b>	<b>&gt; 251 Lbs. And &lt; 6 Pallets**</b>
Alabama	FedEx Ground Collect	XPO Logistics
Arkansas	FedEx Ground Collect	XPO Logistics
Arizona	FedEx Ground Collect	XPO Logistics
California	FedEx Ground Collect	NRT or XPO Logistics
Colorado	FedEx Ground Collect	XPO Logistics
*Connecticut	*FedEx Ground Collect	*New England Motor Freight
Delaware	FedEx Ground Collect	New England Motor Freight
Florida	FedEx Ground Collect	XPO Logistics
Georgia	FedEx Ground Collect	XPO Logistics
Idaho	FedEx Ground Collect	XPO Logistics
Illinois	FedEx Ground Collect	New England Motor Freight
Indiana	FedEx Ground Collect	XPO Logistics
Iowa	FedEx Ground Collect	XPO Logistics
Kansas	FedEx Ground Collect	XPO Logistics
Kentucky	FedEx Ground Collect	XPO Logistics
Louisiana	FedEx Ground Collect	XPO Logistics
Maine	FedEx Ground Collect	New England Motor Freight
Maryland	FedEx Ground Collect	New England Motor Freight
Massachusetts	FedEx Ground Collect	New England Motor Freight
Michigan	FedEx Ground Collect	XPO Logistics
Minnesota	FedEx Ground Collect	XPO Logistics
Mississippi	FedEx Ground Collect	XPO Logistics
Missouri	FedEx Ground Collect	XPO Logistics
Montana	FedEx Ground Collect	XPO Logistics
Nebraska	FedEx Ground Collect	XPO Logistics
Nevada	FedEx Ground Collect	XPO Logistics
New Hampshire	FedEx Ground Collect	New England Motor Freight
*New Jersey	*FedEx Ground Collect	*New England Motor Freight
New Mexico	FedEx Ground Collect	XPO Logistics
*New York	*FedEx Ground Collect	*New England Motor Freight
North Carolina	FedEx Ground Collect	XPO Logistics
North Dakota	FedEx Ground Collect	XPO Logistics
Ohio	FedEx Ground Collect	XPO Logistics
Oklahoma	FedEx Ground Collect	XPO Logistics
Oregon	FedEx Ground Collect	XPO Logistics
Pennsylvania	FedEx Ground Collect	New England Motor Freight
Rhode Island	FedEx Ground Collect	New England Motor Freight
South Carolina	FedEx Ground Collect	XPO Logistics
South Dakota	FedEx Ground Collect	XPO Logistics
Tennessee	FedEx Ground Collect	XPO Logistics
Texas	FedEx Ground Collect	XPO Logistics
Utah	FedEx Ground Collect	XPO Logistics
Vermont	FedEx Ground Collect	New England Motor Freight
Virginia	FedEx Ground Collect	New England Motor Freight
Washington	FedEx Ground Collect	XPO Logistics
Washington Dc	FedEx Ground Collect	New England Motor Freight
West Virginia	FedEx Ground Collect	XPO Logistics
Wisconsin	FedEx Ground Collect	XPO Logistics
Wyoming	FedEx Ground Collect	XPO Logistics
*NYC And NJ (Within 35 Miles of NYC) please inquire about House Truck pick up via NJrecieving@Barneys.com		
**Shipments of 6 pallets or more, please inquire via routing@Barneys.com For Instructions		

## **BARNEYS NEW YORK CONTACTS**

### **Corporate Office, Barneys New York**

575 5th Ave.

New York, N.Y. 10017

(212) 450-8300 (Buying Office)

### **Distribution Center, Barneys New York**

1201 Valley Brook Ave.

Lyndhurst, New Jersey 07071

- **Delivery Appointments:**  
(201) 531-7711 or 7710  
[NJReceiving@barneys.com](mailto:NJReceiving@barneys.com)
- **Invoices**  
Accounts Payable, Barneys New York  
P.O. Box 422  
Lyndhurst, New Jersey 07071  
(201 )531-7974  
[APLyndhurst@barneys.com](mailto:APLyndhurst@barneys.com)
- **General Labeling, Packing, Ticket inquiries:**  
[vendorcompliance@barneys.com](mailto:vendorcompliance@barneys.com)
- **Routing and Transportation inquiries:**  
[routing@barneys.com](mailto:routing@barneys.com)

## **BARNEYS NEW YORK LOCATIONS**

### **Store Locations:**

#### **001 Downtown**

101 7th Ave, New York, NY 10011  
T/(646) 264-6400

#### **003 Madison**

660 Madison Avenue, New York, NY 10065  
T/212-826-8900 F/212-833-2293

#### **007 Beverly Hills**

9570 Wilshire Boulevard, Beverly Hills, CA 90212  
T/310-276-4400 F/310-777-5742

#### **151 Seattle**

600 Pine Street, Seattle, WA 98101  
T/206-622-6300 F/206-622-5421

#### **252 Chicago**

15 East Oak Street, Chicago, IL 60611  
T/312-587-1700 F/312-587-0113

#### **254 Copley**

100 Huntington Avenue, Boston, MA 02116  
T/617-385-3300 F/617-385-3391

#### **255 Las Vegas**

3327 Las Vegas Boulevard, South Las Vegas, NV 89109  
T/702-629-4200 F/702-629-4235

#### **256 San Francisco**

77 O'Farrell Street, San Francisco, CA 94108  
T/415-268-3500 F/415-268-3501

#### **322 Broadway**

2151 Broadway, New York, NY 10023  
T/646-335-0978 F/646-335-0988

**331 The Grove**

189 The Grove Drive, Suite S-10, Los Angeles, CA 90036  
T/323-761-5255 F/323-761-5263

**333 Glendale**

869 Americana Way, Glendale, CA 91210  
T/818-254-3170 F/818-254-3178

**335 Philadelphia**

1811 Walnut Street, Philadelphia, PA 19103  
T/215-563-5333 F/215-563-2289

**338 Santa Monica**

395 Santa Monica Place, Suite #146, Santa Monica, CA 90401  
T/310-260-4715 F/310-458-3035

**339 Brooklyn**

194 Atlantic Avenue, Brooklyn, NY 11201  
T/718-637-2234 F/718-637-2242

**401 Woodbury**

240 Hudson Valley, Central Valley, NY 10917  
T/845-928-4455 F/845-928-4458

**404 Cabazon**

48650 Seminole Drive, Cabazon, CA 92230  
T/951-849-1600 F/951-849-0149

**406 Camarillo**

849 East Ventura Blvd, Suite 710, Camarillo, CA 93010  
T/805-445-1123 F/805-445-9062

**410 Riverhead**

912 Tanger Mall Drive, Riverhead, NY 11901-7400  
T/631-369-7700 F/631-369-8814

**411 Waialeale**

94-790 Lumiaina Street, Suite 103, Waipahu HI 96796

T/808-680-0808 F/808-680-0691

**412 Wrentham**

1 Premium Outlets Blvd., Suite 250, Wrentham, MA 02093

T/508-384-7077 F/508-384-9894

**413 Carlsbad**

5629 Paseo del Norte, Space 100, Carlsbad, CA 92008

T/760-929-9600 F/760-929-9605

**420 Sawgrass**

1840 Sawgrass Mills Circle, Suite 4100, Sunrise, FL 33323

T/954-331-1260 F/954-331-1268

**423 Livermore**

2626 Livermore Outlets Drive, Suite 880, Livermore, CA 94551

T/925-443-4447 F/925-443-4774

**425 Rosemont**

5220 Fashion Outlets Way, Suite 2095, Rosemont, IL 60018

T/847-678-9127 F/847-678-8835



### **Warehouse Locations:**

**088 Division 1 (Full Price)**  
**044 Division 2 (Off Price)**  
**076 Division 6 (Barneys.com)**  
**075 Division 7 (BarneysWarehouse.com)**  
**010 Replenishment for Store 001**  
**015 Backstock Division 1**  
**035 Replenishment for Store 401**  
**043 Backstock Division 2**

1201 Valley Brook Avenue  
Lyndhurst, NJ 07071

### **Corporate Locations**

**051 Publicity**  
**053 Buying Office**

575 5th Ave.  
New York, N.Y. 10017  
(212) 450-8300 (Buying Office)

### **Photo Studio Locations**

**061 Photo Studio Division 6**  
**071 Photo Studio Division 7**  
**011 Photo Studio Division 1**  
**064 Photo Studio Props Division 6**  
**074 Photo Studio Props Division 7**

Barneys New York  
36-36 33rd Street, Suite #401  
Long Island City, NY 11106