

NRHL ACCOUNTS PAYABLE 101

INVOICING REQUIREMENTS

Minimum information required to ensure timely payment

DOMESTIC

Nordstrom requests one invoice per PO, per shipment, per destination (store/fulfillment center). Upon shipment of merchandise, email brand invoices with a reference to the PO number in the subject line to NRHLMerchINV@nordstrom.com. Please ensure invoices are in PDF or Excel format with total units and quantity, PO number, unique invoice number, and current remit to address.

- Vendor number, name, address
- Sold to name & address
- Ship to name, number & address (store direct or DC/FC)
- Invoice number (do not reuse invoice numbers)
- PO number (only one PO per invoice)
- Invoice date & payment terms
- Style/VPN (Vendor product number), units, cost, extended cost
- Total Cost and Total Shipped Units
- Valid Bill to Information

IMPORT

- Nordstrom does not import merchandise. If you have any questions, reach out to intlpayments@nordstrom.com

PAYMENT TERMS

When will I get paid?

Payment terms (which are negotiated between you and the merchant) are calculated from the receipt of goods date (ROG) or invoice date, whichever is later. Payment goes out once a week.

CHANGES

Important information

IMPORTANT DATES

- Effective February 1st, 2019 – All brand invoices must be sent to NRHLMerchINV@nordstrom.com
- Effective April 1st, 2019 – All account inquiries should be sent to MerchAP@nordstrom.com

INQUIRY REQUIREMENTS

- Account inquiry emails must have the following information in the subject line:
 - Vendor Name
 - Vendor Number
 - PO Number

FREIGHT

- Please ensure that invoices sent do not include freight costs. Invoices that include freight cost will be rejected and can cause delays in payment. Please refer to the [Routing Guide](#) for more information.

DIRECT POINTS OF CONTACT

FOR ALL YOUR AP QUESTIONS!

DOMESTIC

- Supplier payment: MerchAP@nordstrom.com
- Supplier setup: VDesk@nordstrom.com

IMPORT

- Supplier payment: IntlPayments@nordstrom.com
- Supplier setup: APSupplierIntl@nordstrom.com

GENERAL INFO

- Nordstrom's Standard Terms: Net 45 days
- www.nordstromsupplier.com provides in-depth information along with compliance and supplier reporting questions

NRHL DROP SHIP

- AleIGH.M.Wehmeyer@Nordstrom.com