



# NORDSTROM

## PO Lockdown

**To:** Nordstrom Supplier

**Guidelines:** Please reference [www.nordstromsupplier.com](http://www.nordstromsupplier.com) for UPC Ticketing, Hanger, Packaging, Routing, Carrier and Shipping requirements, prior to shipping to Nordstrom.

### **PO Lockdown - Effective Thursday February 12, 2004**

On 2/12/2004, Nordstrom added a new function referred to as 'PO Lockdown'. This is being done in an effort to improve our inventory and system integrity. Implementing these technologies will enable the correct processing of receipts through our system. Any changes made to a PO while a shipment is in process, impacts our systems' ability to correctly account for the receipt, therefore, causing the receipt to reject and ultimately suppliers not being paid correctly.

This function will eliminate our ability to make any changes to a PO while we are processing shipments against the PO. The PO will remain locked from receipt of an ASN until the merchandise is shipped from our Distribution Centers to our stores.

**How this affects you:** Changes cannot be made to the original PO while shipments are being processed in our DCs. If there are any anticipated changes to the PO, you will need to communicate with the buying office prior to shipping.

This includes all changes to the PO, including but not limited to:

- **Not After Date**
- VPN/Style
- Quantities
- Locations
- Cost

The PO will unlock when the shipment has been processed through the DC if no other additional shipments are in process. Changes can be made at that time.

The Supplier ASN must match the contents of the shipment or there will be charges back:

- Missing or Unusable ASN \$150.00 per ASN per ship-to location
- Receipt quantity does not match ASN \$150.00 per incident
- Missing or Unscannable UCC128 \$ 5.00 per carton

**Who to contact if you  
have questions:**

**XXXXXXXXXXXXXXXX BPA...fill in who in your division the supplier can call with questions.  
Can you list TWO names in case one individual is not available?**

Thank you for your partnership.

**BPA Sign Here**