



NORDSTROM

March 2004

To Our Suppliers

Re: INVOICING REQUIREMENTS

(Please forward this information to the appropriate departments)

Beginning August 1, 2004, Consolidated Invoicing will be required. A \$10 per invoice, non-compliance chargeback, will be assessed for every non-consolidated invoice.

Since the fall of 2001 we have been asking our suppliers to bill via a Consolidated Invoice, one invoice per ship to location. To date, over 65% of our suppliers have complied and are realizing significant savings in EDI VAN charges and reconciliation time. At this time, your company has not yet complied.

INVOICING REQUIREMENTS are as follows: ONE invoice per destination, per PO, per shipment.

Example:

PO 12345678, shipped to DC 89, DC 399 and DC 499

Invoice #1	DC 89	100 units	total cost \$1,000
Invoice #2	DC 399	200 units	total cost \$2,000
Invoice #3	DC 499	200 units	total cost \$2,000

For EDI transmissions, both the "Ship To" (N1-ST field) and the "Buying Party" (N1-BY field) should reflect the DC number (ship to location). For DIRECT TO STORE shipments, each store is a 'receiving location'; therefore, you must send a separate invoice for each store. On your EDI transmission, both the N1-ST and N1-BY fields should read the ship to store number.

ASN REQUIREMENTS ARE NOT CHANGING. Detailed ASN Requirements can be found on our web site at www.nordstromsupplier.com. Please note that you must still pack the merchandise by store.

If your current EDI service bureau does not offer a Consolidated Invoicing option, please consider switching to a service that does. A list of service bureaus can be found on our supplier website at www.nordstromsupplier.com. If you have any questions, please contact Accounts Payable, Vendor Relations at 206-303-1080 (option 2).

Thank you,

Nordstrom, Inc.
Accounts Payable