

## **Subject: Changes to Canada Supplier Numbers**

Dear Nordstrom Supplier,

In order to support our growth to International markets, suppliers that we currently partner with that share a supplier number for both U.S. and Canada will be receiving a **new** Canada-specific supplier number. We are implementing this new approach **starting in early May.**

### **What is changing?**

- **Supplier Number:** All suppliers that share a supplier number for both U.S. and Canada markets will receive a *new* Canada specific supplier number.
- **Supplier Name:** All suppliers that share a supplier number for both U.S. and Canada markets will have '-CA' added to the end of their name.
- **Canada PO's:** All previously created PO's will be converted to reflect the *new* supplier number starting in early May (*Targeting May 2*).
- **Weekly Sales Report:** Your weekly sales report email will be based on your new Canada supplier number for all sales in Canada, and may or may not show the '-CA' after your supplier name.
- **EDI:** Your EDI transmission for each PO in Canada will reflect the new Canada Supplier Number.

### **What is not changing?**

- **PO Numbers:** Previously issued PO numbers will remain the same. Please continue to send ASN's as you have in the past.
- **Pay to Vendor Number:** The payment process and your pay to vendor number will remain the same.
- **Weekly Sales Reporting Alignment:** If you are currently receiving weekly sales for Canada via email, you will continue to receive those weekly sales and the history will be realigned.

You can expect to receive email communication from us in **late April, 2016**, which will include verification of your supplier numbers. Please ensure that you have this new Supplier Number added to your EDI provider table (if you have one) or to your internal table so that we have no issues with EDI transmissions rejecting with the new supplier number.

In the meantime, if you have any questions about the upcoming change, please contact the Merch Info Supplier team at **MIsupplier@nordstrom.com**.

If you are not the correct recipient for the above information, please forward as appropriate. Thank you again for your continued partnership.