

Dear NordstromRack.com | HauteLook Suppliers,  
(Please distribute this correspondence to all relevant parties within your organization)

We are happy to announce that beginning on August 17<sup>th</sup>, 2020 HauteLook (NRHL) invoice submission via EDI will be enabled! We strongly encourage you to take advantage of this new service so you can receive the following benefits:

- Accurate and timely submission of invoices
- Minimizes the chances of keying errors
- Prevents the need for manual keying of invoices, which allows for timely payment

Please use our existing US EDI ID's to transmit the invoices – either ZZ:NORDNPG for NPG or 01:007942915 for non-NPG. The same EDI ID that you receive your purchase orders under is the same EDI ID you should use to transmit the invoices back to Nordstrom. All invoicing requirements are the same – consolidated by ship-to location, unique invoice number no longer than 10-digits, valid vendor number, etc. Please see page 15 of the *Business Basics* document on our website [www.nordstromsupplier.com](http://www.nordstromsupplier.com) if you need to review the requirements.

#### **ITEMS TO NOTE:**

- Suppliers who are not EDI enabled should reach out to EDI Setup ([edisetup@nordstrom.com](mailto:edisetup@nordstrom.com)) to begin the EDI setup process.
- Suppliers who are capable of sending invoices via EDI are required to use this service.
- There is no change to Drop Ship invoice submission via DSCO. Please continue to send invoices as you normally would.
- NRHL invoices and chargebacks will now be visible on the Nordstrom Supplier Portal.
- ACH payments will now be issued on Tuesday's and Friday's each week.
- If you are a current Nordstrom Inc supplier, your invoices will be paid on the same payment with your other invoices, using the payment information set up in Nordstrom Inc.

#### Questions?

- EDI Setup: [edisetup@nordstrom.com](mailto:edisetup@nordstrom.com)
- EDI technical questions: [edi.group@nordstrom.com](mailto:edi.group@nordstrom.com)
- Invoicing Requirements/Questions: [merchap@nordstrom.com](mailto:merchap@nordstrom.com)
- Portal Info: [web.admin@nordstrom.com](mailto:web.admin@nordstrom.com)

We appreciate your continued partnership and are excited for you to start taking advantage of this new service.

Best regards,  
Nordstrom, Inc