

## ANNOUNCEMENTS & REVISIONS

### ANNOUNCEMENTS

#### ECOMMERCE BEAUTY ORDERS

Attention **Beauty Suppliers**: All ecommerce orders must be sent in single SKU cartons. Single SKU cartons is the requirement for all ecommerce orders. See section 3 of the Packing Standards on the left sidebar.

#### ATTENTION NORDSTROMRACK.COM | HAUTELOOK (NRHL) SUPPLIERS

Beginning on August 17th, 2020 NRHL invoice submission via EDI will be enabled. Please note:

- Suppliers who are not EDI enabled must 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; continue as normal
- 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 with Nordstrom, Inc.

#### PO VIOLATIONS - PRODUCT OVERAGES & SHIPPED OUTSIDE AGREED WINDOW WILL BE AUTOMATICALLY RTV'd

In accordance with existing Supplier Compliance requirements, Nordstrom will continue to strictly apply the RTV process for product that was not ordered, overages (SKU/Store level), mis-ships (shipped to the wrong location) or shipped outside of the shipment window on the PO.

POs must ship per the final details of your purchase order. Any changes made by Nordstrom to the order should be reflected on the PO as well as the shipment. This includes overage units and items that were not on the final order. Any additions to the order will need to be communicated to your buying partners and must be updated on the purchase order.

Additionally, in order to ensure the maximum product market availability, please commit to the ship window on the purchase order. Orders that arrive outside of the agreed-to window will be subject to an RTV. All extension requests should continue to be communicated to the merchants in order to avoid any unintended returns. Please validate that Nordstrom is notified of your most updated return shipping address to avoid additional cost and lost time.

#### COVID-19 Wellness and Safety 3<sup>rd</sup> Party Provider Standards

To minimize the potential spread of COVID-19, all third-party service providers who need to be on Nordstrom premises are expected to follow these Wellness & Safety Expectations. Third-party service providers include any non-Nordstrom employee working onsite at any of our Nordstrom locations such as vendors, temporary workers, independent contractors, models and freelancers. Please review the Wellness and Safety Standards on the left sidebar.

#### WCOC (WEST COAST OMNI CENTER) NORDSTROM NEWEST FULFILLMENT CENTER

WCOC is a new addition to the Nordstrom fulfillment center locations which will mean an additional ship to locations on many ecommerce POs. A letter has been sent via email to most suppliers and has been posted under Vendor Communications on this site on the left side bar. Please ensure you have added this new location to your internal systems to prevent mis-shipments

### REVISIONS

#### UPDATED AUGUST 19, 2020

#### AUGUST 2020 REVISIONS

- VENDOR COMMUNICATIONS: Added August 2020 notification of NRHL EDI Invoice Enablement communication
- BUSINESS BASICS: Updated all NPG Compliance email addresses to [FRM@nordstrom.com](mailto:FRM@nordstrom.com); Added new link to NPG Partner Standards (now found on left side bar under Nordstrom Product Group); Section 3 sub-section Advance Ship Notice Requirements added that these requirements also include Nordstrom.ca and NRHL
- SUPPLIER RESOURCES AND CONTACTS: Updated Supplier Contact Information for Custom Compliance, adding email

