

ANNOUNCEMENTS & REVISIONS

ANNOUNCEMENTS

MID WEST FULFILLMENT CENTER (MWFC) BECOMING OMNICHANNEL FC

Effective **February 21, 2022** the MWFC is expanding to become an Omnichannel Fulfillment Center.

WHAT IS CHANGING: MWFC 808 (sales & inv loc) will become MWFC 599 Omnichannel (inv loc only). 808 will no longer have inv but will remain the selling location.

WHAT SUPPLIERS NEED TO DO: Please work with your EDI team & EDI Provider to update mapping from location 808 to 599. For additional information on the changes and their impact for suppliers click [here](#).

RFID

As of August 2021, Nordstrom requires supplier to ship, for most product types, with RFID tags. See the left sidebar under Supplier Standards for our RFID Specifications or click [here](#). For updated RFID ticket dimensions, click [here](#)

DROP SHIP ONBOARDING ACTIVATION FREEZE (IN EFFECT)

Freeze Dates: Monday, November 1st, 2021 - Friday, December 31st, 2021.

Drop Ship Onboarding is currently in a DSCO account activation freeze. We are available to support vendors with the onboarding process; however, DSCO accounts will not be eligible for activation during this time. Drop Ship partners that complete onboarding during the freeze are eligible for DSCO activation beginning Monday, January 3rd, 2022.

Vendors in the onboarding process, if assistance is needed, can reach out to [Drop Ship Onboarding](#).

ROUTING GUIDE UPDATES

The Primary Default Warehouse for the following stores have changed from DC 299 to DC 799 (**effective June 02, 2021**) and from DC 399 to DC 499 (**effective May 4, 2021**).

Suppliers: please ensure you work with your EDI Team and EDI Provider to have all store numbers mapped correctly to their primary warehouse. You can find all store information [here](#) or on the left sidebar under Additional Information. Review updated Routing Guide [here](#).

DC 799			DC 499	
713	732	741	161	354
715	733	744	164	358
721	734	745	341	366
730	736	747	345	384
731	740	748	352	471

EXPENSE OFFSET FEE POLICIES - UPDATE

Effective **July 1st, 2021** - Expense Offsets will re-activate the Missing/Incorrect Shoebox Rubber Band and UPS Small Parcel fees for non-compliance. Suppliers, please review the latest document on [Expense Offset Policies](#).

PO TYPES REQUIREMENTS

Attention EDI enabled suppliers: Please work with your EDI provider to ensure all mapping for PO types are followed ([PO Types Document](#)). Close out orders will now require a GE PO Type to be accepted. GE PO Type is required to be mapped for NordstromRack.com (Ecommerce) and Nordstrom Rack (Stores).

Any questions, please email [Floor Ready](#).

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.

CHARGEBACK CONTACTS

To ensure you are directing chargeback inquiries to the correct department, please reference Supplier Resources and Contacts list for the correct department with the correct chargeback code. This will expedite your response from the correct team.

Please include your vendor number & document number in the subject and/or body of the email. For attached contact list, click [here](#).

COVID-19 WELLNESS & SAFETY 3rd 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.

REVISIONS

UPDATED DECEMBER 23, 2021

DECEMBER 2021 REVISIONS

- **ROUTING GUIDE:** Page 11 - Removed Dept 834 as Desinger Apparel Dept and added DC 399 Location under All European-Sourced Desinger Merchandise sub-section; please review
- **ACCOUNTS PAYABLE JOB AIDS:** Changed name to **Supplier Onboarding**; added new page link here with Video & PDF training material to assist new suppliers onboarding with Nordstrom
- **LANDING PAGE:** Updated RFID and Routing Guide Updates to be more concise. Added announcement regarding MWFC becoming a Omnichannel FC, please review the linked announcement in its entirety. Removed reminder for ecommerce beauty orders being single SKU (still the requirement). 12-16-21 Moved links from the right side of the top bar to the left sidebar: **Consumer Product Safety & Prop 65** moved under Supplier Standards, **Nordstrom Social Influencer T&C** moved under Terms & Conditions and **Item Setup & Direct Product Information** under it's own new section. Moved **Monthly Revisions** link from bottom bar to the bottom of the Revisions section
- **NPG PARTNER STANDARDS:** Updated Section 2 adding sub-section Ticket Types with FineLine ticket type details with images. Updated Section 4 Sub-Section Acceptable packing materials allowing the use of Clay Desiccant packs and sheets
- **PACKING STANDARDS:** Updated Section 1, sub-section Packing Materials, added under acceptable: clay desiccant packs or sheets noting they must be secured to the inside of the carton or shoe box for footwear

MONTHLY REVISION ARCHIVE: Nordstrom keeps 6 months of archives from the landing page announcements and revisions for suppliers to review. To access click [here](#).