

ANNOUNCEMENTS & REVISIONS

ANNOUNCEMENTS

WEST COAST OMNI CENTER (WCOC) BECOMING OMNICHANNEL FC

Effective **MAY 16, 2022** the **WCOC** is expanding to become an Omnichannel Fulfillment Center.

WHAT IS CHANGING: Store 584 will change its primary DC location from 399 to 935.

WHAT SUPPLIERS NEED TO DO: Please work with your EDI team & EDI Provider to update mapping for store 584 from DC 399 to the new primary DC location of 935. For additional information on the changes and their impact for suppliers click [here](#).

PO Status	APPROVED POs		FUTURE POs
	WITH Shipping Activity	NO Shipping Activity	5/16/22 & Later
Supplier Action	NO ACTION Existing POs should ship to existing default DC 399		ACTION Update Ship-to location from DC 399 to DC 935

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](#).

NEW SUPPLIER TOOL - DEDUCTION DOCUMENT CODES & CONTACTS

As a compliment to the Supplier Resources & Contacts we are pleased to provide this downloadable Deduction Document Code & Contacts lookup tool. This tool better enables suppliers to find the correct support team for chargebacks & expense offset fees. Suppliers simply enter the AP Code from their check remit or from the AP Portal - Vendor Inquiry and the contact and information needed when inquiring are provided.

To download the tool, which includes a 'How to' page see the Reference Materials section on the left sidebar of this site or click [here](#).

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	748	161	354
715	733	744		164	358
721	734	745		341	366
730	736	746		345	384
731	740	747		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 NordstromBack.com.

Close out orders will now require a CEPO type to be accepted. CEPO 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 FEBRUARY 23, 2022

FEBRUARY 2022 REVISIONS

- **ROUTING GUIDE:** Updated Section 3, sub section Desinger apparel and Section 8, sub-section Store / DC Relationship for MWFC update - store 808 removed and replaced by DC 599
- **REFERENCE MATERIALS:** Added two Coupa Only Supplier documents - Coupa Training & Coupa FAQs. These documents are for **non-merchandise** suppliers being processed in our Coupa system
- **FACILITY GUIDELINES:** Removed from left sidebar only for NPG Suppliers (link in NPG Partner Standards)
- **ANNOUNCEMENTS:** Added announcement on WCOC becoming OmniChannel FC effective May 16, 2022
- **STORE ADDRESSES:** Added Upcoming new stores 411 & 416; Addresses will be updated closer to the October 27th, 2022 opening once the USPS has validated the address; for now the default DC address for 399 has been added
- **CREATIVE SERVICES TERMS & CONDITIONS:** New; please review document in its entirety; located on the left sidebar under Terms & Conditions
- **NORDSTROM PARTNER STANDARDS:** Updated name to Partner Code of Conduct (listed on left sidebar under Supplier Standards); please review document in its entirety
- **NPG PARTNER STANDARDS:** Section 1, sub-section Nordstrom Partner Standards now updated to Partner Code of Conduct and added Facility Guidelines
- **BUSINESS BASICS:** Section 1, sub-section Nordstrom Partner Standards now updated to Partner Code of Conduct; 02/16/22 removed Facility Guidelines from the Partner Code of Conduct sub-section in Section 1

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