

ANNOUNCEMENTS & REVISIONS

ANNOUNCEMENTS

ROUTING GUIDE UPDATES

Effective **June 02, 2021** - The following store allocations for DC 299 to DC 799 have been updated to their Primary Default Warehouse. Review updated Routing Guide [here](#).

All stores below will be mapped to DC 799. Suppliers, please ensure you work with your EDI provider that all store numbers are mapped correctly to DC 799. You can find all store information [here](#) or on the left sidebar under Additional Information.

- 730 HOUSTON GALLERI
- 731 BARTON CRK SQ
- 732 LA CANTERA
- 733 DOMAIN NRTHSIDE
- 746 WOODLANDS MALL

- 713 TX PORTOFINO RK
- 715 TX CEDAR PK RK
- 721 TX BAYBROOK RK
- 734 TX SA RIM RK
- 736 TX AUS GTWY RK
- 740 TX AUS SUNST RK
- 741 TX POST OAK RK
- 744 TX SGRLND MK RK
- 745 TX SA ALAMO RK
- 747 TX WILLWBRK RK
- 748 TX BNKR HLL RK

Effective **May 4, 2021** - The following store allocations for DC 399 to DC 499 have been updated to their Primary Default Warehouse. Review updated Routing Guide [here](#).

All stores below will be mapped to DC 499. Suppliers, please ensure you work with your EDI provider that all store numbers are mapped correctly to DC 499. You can find all store information [here](#) or on the left sidebar under Additional Information.

- 161 CA S CLARITA RK
- 164 CA NORTHRDGE RK
- 341 TOPANGA
- 345 SANTA ANITA
- 352 CA PASADENA RK
- 354 CA BURBANK RK
- 358 CA WDLND HLS RK
- 366 CA BAKERSFLD RK
- 384 CENTURY CITY
- 471 CA FRESNO RK

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 to 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.

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.

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](#)

COMPLIANCE UPDATES

Shipping compliance standards and offset fees will adjust to market rates. Nordstrom requires all suppliers to ship in alignment with retail industry standards including packaging, labelling, ticketing and usage of electronic documents (EDI). Non-Compliance **Offset Fees** adjust to market rates effective **December 1, 2020**.

For additional details on Nordstrom Compliance Updates, click [here](#)

RFID

- It is our expectation for suppliers to begin shipping with RFID tags starting August 2021.
- If you are currently ticketing for other retailers, please begin ticketing for Nordstrom.
- For additional details on RFID Requirements in 2021, click [here](#)
- For updated RFID ticket dimensions, click [here](#)

COVID-19 Wellness and 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 JULY 28, 2021

JUNE 2021 REVISIONS

- STORE ADDRESSES: Updated address for Store 120 Tacoma Rack Opening 09/14/21; Removed closed store 672 and Truckclub Clubhouses 171, 172, 173, 174,175 & 176
- PACKING STANDARDS: Updated Shoes section on Page 7 for Self Locking Lids/Rubber bands. 07/22/21 Added clarification in Section 3 on packing for Ecommerce Orders and added reference to the Packaging & Labeling Standards for oversized and ship alone for ecommerce
- HANGING STANDARDS: Updated Section 1 regarding Unacceptable Items.

- PARTNERSHIP GUIDELINES: Review updated document.
- BUSINESS BASICS: Updated email address associated to merch invoices from: merchap@nordstrom.com to nordmerchinv@nordstrom.com.
06/14/21: Updated DOT link on page 8. 07/28/2021: Updated Requirements and Responsibilities Summary on page 5.
- EXPENSE OFFSET FEES: Added nordstromrack.com warehouse numbers to Unusable ASNs- Ship to Locations. Updated verbiage "per shipment" to each line item. Updated Ecommerce Shoe Box Section. 07/22/21 Added AP Claim Code NS for Rubber Band Expense Offset Fee
- SUPPLIER RESOURCES & CONTACTS: Corrected the email address for Document Type ADV/CO-OP to advcoop@nordstrom.com; 07/14/2021: Updated QL claim code with updated contact information along with how to know which DC or FC to contact for QL deductions