

DROP SHIP ONBOARDING

Effective **October 28th, 2022** - Drop Ship partners that have not completed the drop ship onboarding process will not be eligible for DSCO account activation until **December 19th, 2022**.

Drop Ship partners currently in the onboarding process may continue to progress during the freeze, however, their DSCO account will not be activated until the freeze is lifted.

Vendors in the drop ship onboarding process can reach out to **Drop Ship Onboarding** for details. Kindly include the vendor name/number/business channel (Nordstrom|Rack) in the subject line. This will expedite research and responses

Florida & Texas Supplier Routing Guide Updates

Starting October 31st, 2022, Nordstrom is making an adjustment to the LTL routing methods for suppliers located in both Texas and Florida. Please review the letter notification Florida Supplier Routing Guide Updates [here](#) & Texas Supplier Routing Guide Updates [here](#). Review updated Routing Guide [here](#).

- FLORIDA: Changed the LTL carrier from UPS Frieght to XPO Logistics
- TEXAS: Changed the LTL carrier for 299 & 599 from UPS Frieght to XPO Logistics (when PO specifies SURFACE)

ADDITIONAL UPDATES: Changed the carrier name UPS FRIEGHT to TFORCE FREIGHT throughout the document. Added new stores 250, 400, 441, 450, 658 & 692 to Section 8

Northern California Supplier Routing Guide Updates

Starting September 1st, 2022, Nordstrom is making an adjustment to the routing methods for suppliers located in Northern California. The transportation will now flow through an LTL carrier, Oak Harbor Freight Lines, and the freight will be consolidated at CTE in Southern California. Please review the letter notification Northern California Supplier Routing Guide Updates [here](#). Review updated Routing Guide [here](#).

Nordstrom Recommits to Compliance Requirements

Nordstrom remains committed to our Closer to You Strategy to serve our customers when and where they want with the [best products](#). To do so, we are focused on getting your products in front of our customers as quickly as possible and improving our speed from supplier to shelf. As part of this, we are recommitting to our shipment compliance requirements.

Nordstrom requires all suppliers to ship in alignment with retail industry standards. Today, we often provide exemptions for products that fail to meet our shipment guidelines, as set forth in prior communications, increasing processing time and impacting the speed with which we can get product in front of our customers. Going forward:

- Nordstrom will stop granting exemptions as of **August 1, 2022**
- Non-compliant shipments received on or after this date will incur our published offset fees

To view the letter from our executives click [here](#). Click [here](#) to view FAQs

CYBER POs ADDED TO PO TYPE LIST

Suppliers please ensure to update your EDI coding to reflect the 4 New Cyber POs listed below, this will prevent any delays in your ASN transmissions to our warehouse system.

| PO Type | Description |
|---------|--------------------------|
| CB | Nordstrom Cyber Promo |
| CY | Nordstrom Cyber Markdown |
| CR | Rack Promo PO |
| CX | Rack Markdown |

Packaging & Labeling weight limit across all Nordstrom Divisions to 50lbs (kilos) per carton

Reserve Stock: (RS PO Type) requires ALL items to be shipped flat, without hangers (with the exception of men's suiting, sport coats and wool & cashmere coats) and be individually polybagged with the retail ticket facing up.

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](#).

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| | APPROVED POs | | FUTURE POs |
|-----------------|-------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------|
| PO Status | 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 Ticket Standards or click [here](#). For updated RFID ticket dimensions, click [here](#)

NOTE: RFID-ticketed product is not currently required for drop-ship merchandise unless doing both store/ecommerce business and drop-ship then RFID is required for both.

RFID Testing **effective October 2022** must be performed by Auburn RFID Lab before any shipment of goods can begin from any agency you receive packaging from. If you were previously approved by FineLine, you do not need to resubmit. For more information see page 5 of the [Ticket Standards](#).

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

Nordstrom will require all suppliers that ship to DC 299 POs **AND** DC 699 POs according to the Nordstrom Routing Guide instructions. For specific instructions for your Florida & Georgia warehouses to follow when preparing and routing your shipments to DC 299, 699 and 799, click [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 |

Weekly 15 Package Shipping Limit Per Destination

Special Notes for UPS shipments on Nordstrom Third Party Account:

- DO NOT ship more than 15 cartons per BOL destination (per Nordstrom DC/FC destination) per calendar week
- If you have more than 15 carton per calendar week per Nordstrom DC/FC destination, contact traffic@nordstrom.com

Special Note for UPS Small Package shipments:

For UPS shipments on Nordstrom Third Party Account:

- DO NOT ship more than 15 cartons per BOL destination (per Nordstrom DC/FC destination) per calendar week
- If you have more than 15 carton per calendar week per Nordstrom DC/FC destination, contact traffic@nordstrom.com
- Chargebacks will result for failing to follow these instructions

California State: For SURFACE shipments, Combine the weight of all cartons for all POs shipping to all DCs on the same day.

SHIPMENTS TO NEJ: If you have Nordstrom purchase orders (PO Type: TP, RACK THIRD PARTY LOGISTICS or TL, RACK THIRD PARTY LOGISTICS) to ship to NEJ (Beacon Falls, CT), contact Nordstrom at nord3pl@nordstrom.com to receive routing instructions.

When contacting Nordstrom at the email above, attach the Nordstrom 3PL Request Form (filled out).

NOTES:

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.

EXPENSE OFFSET POLICIES

PO Violations will trigger chargebacks for overage/ items not ordered shipped 2% + per SKU/Location

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 NOVEMBER 22, 2022

NOVEMBER REVISIONS

- **PO Terms & Conditions:** Verbiage edits to section 4, added more direct refernces to the FLSA and home work regulations in section 7 and clarified suppliers/vendors must comply with all import restrictions or sanctions requirements issued by any US federal agency in Section 8
- **STORE ADDRESSES:** Updated recently open stores 411 & 416 with phone numbers; removed closed store 254

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