

All shipments must be made through a Nordstrom designated freight forwarder. See Global Freight Forwarders list for contact information. Our designated courier company is FedEx. For shipments via FedEx please refer to the "Courier Shipments" information below.

COURIER SHIPMENTS

Courier shipments are defined as samples, documents or purchase orders.

SAMPLES

- Identify each sample using the Nordstrom Product Group sample ticket. For information on obtaining sample tickets refer to the Sample Procedures section of the NPG Procedures Manual.
- When possible, consolidate all samples shipping to one destination address in a single carton.
- On the FedEx Air waybill in the "**Your Internal Billing Reference Information**" field, reference the relevant two-letter NPG cost center code for each NPG Brand name and the number of samples for that brand. For example, "BP2", "WS3" means there are 2 samples for Brass Plum and 3 samples for Women's Shoes in the package.
- If NPG agrees to pay transportation charges, send all samples intended for NPG through FedEx. Unless otherwise instructed, ship samples to:

Nordstrom Inc.
Nordstrom Product Group
1617 6th Ave., Suite 1000
Seattle, WA 98101
Phone: (206) 373-5604

- All original documents for samples must be attached to the courier air waybill.
- Copies of all required documents should be enclosed in the lead carton and the carton should be marked "Documents Enclosed."
- Invoices for payment should be sent to:

Nordstrom Inc.
Attn: Int'l Payments
1301 Second Ave., Suite 1200
Seattle, WA 98101-2005, USA
Fax: (206) 233-6349, Email: intlpymnts@nordstrom.com

Note: All invoices for samples must reference the courier air waybill number and NPG two-letter cost center code/Description. (Two-letter cost center code and Description can be found in the 'Production' section of this website) Any sample invoice that does not reference a courier air waybill number and NPG two-letter cost center code will not be paid until this information is obtained.

- For U.S. Customs invoicing requirements or instructions for marking or mutilating samples, please contact the NPG Import Specialist in the Customs Compliance Department.
- When filling out a FedEx air waybill, please refer to the "Air Waybill Instructions" on pages 3 and 4.

DOCUMENTS

- Send all documents intended for NPG via FedEx to:
Nordstrom Inc.
Nordstrom Product Group
1617 6th Ave., Suite 1000
Seattle, WA 98101
Phone: (206) 373-5604
- When filling out a FedEx air waybill, please refer to the “Air Waybill Instructions” on pages 3 and 4.

PURCHASE ORDERS

- All PO shipments less than 45 kilos should ship via FedEx
- Shipments greater than 45 kilos require NPG Planner approval to ship FedEx
- If you are shipping GOH, please contact the NPG International Transportation Analyst
- Ship all purchase orders to the appropriate distribution center(s) as noted on the PO
- Please refer to the “Air Waybill Instructions” on pages 3 and 4

AIR WAYBILL INSTRUCTIONS

For timely delivery and accurate billing to Nordstrom, complete all areas of the FedEx air waybill. Specific instructions follow for several of the required fields:

1. *From*

Include the shipper's complete name, address and phone number.

2. *Your Internal Billing Reference Information* (maximum of 24 characters)

Purchase Orders: Reference the Nordstrom purchase order number(s).

Samples: Reference the relevant two-letter NPG cost center code for each NPG Brand name and the number of samples for that brand. For example, "BP2", "WS3" means there are 2 samples for Brass Plum and 3 samples for Women's Shoes in the package.

Documents: Type "DOC" and reference the two-letter NPG cost center code followed by the number of sets of documents per brand. For example, if shipping a package containing 2 sets of documents for Preview and 3 sets of documents for Women's Shoes, the reference field should read: DOC: PV2, WS3.

Note: The two-letter 'NPG and Import Cost Center Codes' are located in the 'Production' section of this website.

3. *To*

Ship all **purchase orders** to the DC(s) designated on each purchase order. "Nordstrom, Inc." should appear on the company line, followed by the DC number and its complete address on the following lines.

Ship all **samples** and **documents** to:

Nordstrom Inc.
Nordstrom Product Group
1617 6th Ave., Suite 1000
Seattle, WA 98101
Phone: (206) 373-5604

Leave the "Recipient's ID Number For Customs" blank.

4. *Shipment Information*

Leave the DIM Weight and Harmonized Code fields blank. Complete the total packages, total weight, total declared value for carriage, specify currency, and the customs value fields. The currency, amount for customs and declared value fields must be filled out and must be the same as the invoice. If the shipment is "Marked" or "Mutilated" samples, in the description field note "Marked (or Mutilated) samples not for resale."

5. *Broker Selection*

Leave this field blank.

6. Service

Check the box for FedEx International Priority service, unless otherwise instructed by Nordstrom.

7. Packaging

Use FedEx Letter and FedEx Pak for documents and merchandise valued less than USD \$100.00. Use FedEx Boxes or cartons which meet Nordstrom specifications for merchandise valued more than USD \$100.00. Maximum value per shipment is USD \$50,000.00.

8. Special Handling

Check the "no" box. Any dangerous goods must be approved before shipping.

9a. Transportation Charges

This field is REQUIRED – if left blank, the shipper could be charged.

- **When Nordstrom Paid** - check the box "TRANSPORTATION CHARGES PAID BY: Third Party". Indicate the Nordstrom FedEx account number provided by NPG.
- **When Vendor Paid** - check the "Sender" box and the vendor must provide their FedEx account number.

Note – NPG uses separate FedEx accounts for PO shipments and Sample shipments. Your NPG production planner will provide the proper account number for PO shipments.

9b. Payment Duties and Taxes

This field is REQUIRED – if left blank, the shipper could be charged.

Duties and taxes should be billed to Nordstrom by indicating "DUTIES AND TAXES PAID BY: Third Party". Indicate the Nordstrom FedEx account number provided by NPG.

Note – NPG uses separate FedEx accounts for PO shipments and Sample shipments. Your NPG production planner will provide the proper account number for PO shipments.

10. Required Signature

Obtain all required signatures and dates.