

NPG | CANADA SUPPLIER MANUAL

NORDSTROM

LEITH

Halogen



NORDSTROM
MEN'S SHOP

TILDON

Caslon

Ruby & Bloom

John W. Nordstrom

NORDSTROM
COLLECTION

BP.

zella

zella
girl

John W. Nordstrom
SIGNATURE

NORDSTROM
SIGNATURE

TROUVÉ

classiques entier



NORDSTROM
Baby

unity

sejour



1901

NORDSTROM
at
HOME

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shimera



THE RAIL

NORDSTROM
HaBits

MAKE+
MODEL



AMBER SUN

Flounce

PUBLIC OPINION

NORDSTROM
rack

ABOUND

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byzella

free
press

14TH
&
UNION





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Importing Into Canada



We would like to take this opportunity to let you know information pertaining to the NPG Canada process. For additional information that is not found in this document, you can reference our Canada Supplier site: www.nordstromsuppliercanada.com. Please note, the NPG Canada Supplier Manual is intended to be used in conjunction with the existing NPG requirements located on the Nordstrom Supplier site: www.nordstromsupplier.com

Each supplier is assigned a 'status' (e.g. **VI**, **NI-FOB**, **NI-FCA**, **EXW**) based on their current Canada capabilities.

Vendor Imports (VI) – is a Nordstrom classification of Suppliers for Canada, indicating the Supplier will deliver merchandise to Canada without Nordstrom assistance. The Supplier will take care of all associated import liability and duty costs and may use a Subsidiary, Distributor or other means.

Nordstrom Imports – Free on Board (NI-FOB)** – is a Nordstrom classification of Suppliers for Canada indicating that the Supplier pays for transportation of goods to the consolidation point, including origin charges. Nordstrom will be responsible for the cost of freight transport, insurance, unloading and transportation from the consolidation point to the final destination, customs clearance, duty and taxes, and act as importer of record.

Nordstrom Import – Free Carrier (NI-FCA) for US Sourced only** – is a Nordstrom classification of Suppliers for Canada, indicating the Supplier is not able to deliver merchandise to Canada themselves, and that Nordstrom will be responsible to import the Supplier merchandise from the US into Canada. Nordstrom will incur the costs and liability for international transportation, customs clearance, duty and taxes, and act as importer of record.

Nordstrom Imports – Ex Works (NI-EXW)** – is a Nordstrom classification of Suppliers for Canada indicating that Nordstrom takes possession of the merchandise at the supplier's factory or warehouse. Nordstrom will be responsible for all risk and costs associated with the pickup and transportation from the pickup point to the final destination including customs clearance, duty and taxes, and act as importer of record.

THE STATUS DETERMINES KEY NEXT STEPS IN THE SHIPPING PROCESS

| STATUS | VI (Vendor Imports) goods into CA • Nordstrom takes possession of product in CA (CA Sourced) | | | | NI- FOB • Nordstrom takes possession of goods off-shore | NI - FCA • Nordstrom takes possession of goods in the US | NI - EXW • Nordstrom takes possession of goods off-shore |
|---------------|---|---|--|--|---|---|--|
| WHAT IT MEANS | CANADA Domestic Canada supplier that fulfills orders in CA | Distributor 3 rd Party company that fulfills order in CA | Subsidiary Company within the 'Parent' company that fulfills order in CA | DDP (Deliver Duty Paid) Supplier fulfills order, imports into CA and delivers to our CA DC. ('importer of record' & pays duties & taxes at borders') Must itemize GST/HST as line item on invoice | Supplier pays for all costs up to delivery to origin consolidator | Supplier pays for all costs up to turnover of freight in the US | Nordstrom pays for all costs after pickup from supplier factory or warehouse |

**HTS Codes (Harmonized Tariff Schedule) – When Nordstrom acts as the Importer of Record, HTS codes are assigned when production specs are finalized per style. Please see the [NPG Supplier Procedures Manual](#) for details on information required from suppliers.



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Order Details



Purchase Orders Process – Purchase orders for Canada will be separate from the US and will be written by your existing Nordstrom contacts and using the existing the supplier/vendor number. Vendor specific UPC/EAN numbers will be used in writing orders where appropriate. Under no circumstances can merchandise from more than one PO be put in the same carton.

GST/HST Canada – For suppliers who are Delivered Duty Paid (DDP), it is required that they specify costs for GST/HST as a separate line item on the invoice.

PO Changes – Nordstrom is excited to be able to offer additional functionality with regards to PO changes for our Canada orders. Suppliers will now have the option to receive just the changes via the 860 or an 850 full replacement (850FR). Please note it is one or the other. Nordstrom will be unable to switch back and forth between the types of changes. NPG vendors currently set up to receive the 850FR will continue to receive the 850FR in the current scheduled manner.

***PLEASE NOTE:** NI-FOB Suppliers must become EDI enabled with one of the two NPG certified providers and will only receive the 850FR. They do not have the option of receiving the 860.*

Store Pack Orders – All Canada orders must be packed by store.

- Pack merchandise by store in purchase order sequence.
- Do not mix merchandise for more than one store within the same carton.
- Do not put merchandise from more than one purchase order in the same carton.
- Mixed colors and sizes in a Store Pack carton are permitted.
- Store markings are required on store packed orders.

Ticketing – For Canada ticketing details, please reference the Canada Purchase Order. It is the manufacturer's responsibility to ticket merchandise with the tickets that come on each PO. Please do not mix tickets from other orders as Canada and US tickets will look the same except with different retail prices.

Payments – For terms of sale FOB (country outside of US or Canada) or EXW:

- Bill to party must be Nordstrom Canada Retail Inc. address: 1301 2nd Ave, Suite 300, Seattle, WA 98101
- Consignee for shipments imported by Nordstrom must be Nordstrom Canada Retail Inc.
- Send 2 copies of commercial invoice, 1 summary packing list, and a copy of the FCR or AWB in PDF format by email to: intlpymnts@nordstrom.com
- Payments will be made per the terms of the Purchase Order
- GST/HST costs must be noted as a separate line item

Consolidation – The booking process for Canada orders is the same as for US bound Purchase Orders. Details are outlined in the International Shipping section of the NPG Procedures Manual. Please deliver both Canada and US orders together to the forwarder when possible as this will help minimize vendor paid origin consolidation charges. When delivering both US and Canada Purchase Orders, you must keep the Canada and US cartons separate and provide the required commercial documents for each shipment destination.



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Distribution Center and Canada Store Details



Distribution Center and Store Numbers – Nordstrom will be using 3rd party logistics provider *National Logistics Services (NLS)*. Their numeric designation will be 868.

| Store | Name and Address | Opening |
|-------|---|-------------|
| 830 | Chinook Center - 6455 Macleod Trail SW, Unit 2150, Calgary, Alberta T2H 0K8 | Fall 2014 |
| 831 | Rideau Centre - 1 Mackenzie King Bridge, Ottawa, Ontario K1N 9J7 | Spring 2015 |
| 832 | Pacific Centre - Vancouver, B.C. | Fall 2015 |
| 834 | Yorkdale Centre – Toronto, Ontario | Fall 2016 |
| 835 | Eaton Centre – Toronto, Ontario | Fall 2016 |
| 833 | Sherway Gardens - Toronto, Ontario | Spring 2017 |

| DC | Name and Address |
|-----|---|
| 868 | Nordstrom Canada DC c/o National Logistic Services – 110A Iron Street, Etobicoke, ON M9W5L9 |

3

Pacific Centre – Fall, 2015
Store # 832
 Size: 230,000 sq. ft.
 Vancouver, BC
 Population: 2.6 million
 Avg HHI: \$81k
 US analogy: Seattle/San Francisco

2

Rideau Centre – Spring, 2015
Store # 831
 Size: 157,000 sq. ft.
 Ottawa, ON
 Population: 1.2 million
 Avg HHI: \$90k
 US analogy: Washington, DC

1

Chinook – Sept 19, 2014
Store # 830
 Size: 140,000 sq. ft.
 Calgary, AB
 Population: 1.1 million
 Avg HHI: \$112k
 US analogy: Denver/Austin

4

Yorkdale Centre – Fall, 2016
Store # 834
 Size: 188,000 sq. ft.
 Toronto, ON
 Population: 6.3 million
 Avg HHI: \$101k
 US analogy: Chicago, IL

5

Eaton Centre – Fall, 2016
Store # 835
 Size: 213,000 sq. ft.
 Toronto, ON
 Population: 6.3 million
 Avg HHI: \$101k
 US analogy: Chicago, IL

6

Sherway Gardens – Spring, 2017
Store # 833
 Size: 138,000 sq. ft.
 Toronto, ON
 Population: 6.3 million
 Avg HHI: \$101k
 US analogy: Chicago, IL

868 CANADA DC – National Logistics Services
 110A Iron Street, Etobicoke, On M9W 5L9

As of January 2014
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Canada Trade Agreements



Duty Free Eligible Style/Shipment – countries with a preferential trade agreement with Canada create favorable conditions for our suppliers and for Nordstrom Canada Retail Inc (NCRI). At costing, indicate to NPG that a certain style or styles qualify for duty free treatment. When NCRI imports, we may request the trade agreement certificate in advance of shipping, but at time of shipment, a complete set of commercial documents including the documents required for preferential duty treatment must be submitted to Nordstrom’s carrier. For the most up to date information, always reference the online [NPG Supplier Procedure Manual](http://www.nordstromsuppliercanada.com) located at www.nordstromsuppliercanada.com.

Trade Agreement Production Verification – It is an expectation by Nordstrom that our suppliers educate themselves on duty free eligible agreements and are able to document the manufacturing process. A request by Canada Border Services Agency / Nordstrom for production verification must be met in a timely manner. Information on Canadian free trade agreements is available at: <http://www.international.gc.ca/trade-agreements-accords-commerciaux/agr-acc/fta-ale.aspx?lang=eng>.

| FREE TRADE AGREEMENT | DEFINITION | REQUIREMENTS |
|--|---|---|
| North American Free Trade Agreement (NAFTA) | Products that originate in the United States or Mexico | Supplier must follow the NAFTA product specific rules of origin and complete the NAFTA certificate of origin with Nordstrom Canada Retail Inc. (NCRI) as the importer. |
| North American Free Trade Agreement tariff preference lever (NAFTA TPL) (only applies to cotton, man-made fiber and wool) | Products manufactured in the United States or Mexico with non-originating components (fabric) | Supplier must follow the NAFTA product specific rules of origin and complete the NAFTA TPL Exporter’s Certification of Non-Originating Textile Goods. Mexican suppliers must also provide the Certificate of Eligibility (COE) issued by the Mexican government. |
| Colombia Free Trade Agreement | Products manufactured in Colombia of Canadian or Colombian origin components | Supplier must follow the Colombian FTA product specific rules of origin and complete the exporter’s certificate of origin with Nordstrom Canada Retail Inc. (NCRI) as the importer. |
| Canada - Jordan Free Trade Agreement | Products assembled in Jordan | Supplier must follow the Jordan FTA product specific rules of origin and complete the exporter’s certificate of origin with Nordstrom Canada Retail Inc. (NCRI) as the importer. |
| Canada - Least Developed Country Tariff (LDCT) 48 LDCT countries - e.g. Bangladesh, Cambodia | Products assembled in a LDC | Supplier must follow the Canada-LDCT product specific rules of origin and complete the exporter’s Textile and Apparel Goods Origination in a Least Developed Country (LDC) Certificate of Origin (form B255(E)) with Nordstrom Canada Retail Inc. (NCRI) as the importer. |



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EDI Details



EDI Sender/Receiver Information – We will be establishing new EDI ID's for our Canadian division as follows:

Nordstrom Import - NPG – 810, 850, 850FR, 860, vendor 856 and 997

ZZ / NORDINTL

Nordstrom Domestic – FLS/Rack/N.Direct – 810, 850, 850FR, 860, vendor 856, 997

ZZ / NORDJWN

Provider ASN – P856, 997

12 / 2063032641

Carrier – 212, 214, origin 856 (O856), 997

12 / 2062335525

Our VAN will remain Inovisworks.

Please note, if you use an existing third party in Canada for EDI, no changes are needed.



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EDI Mapping



EDI Mapping 850/860 – The EDI structure and requirements will remain the same as our existing formats with a few additional codes as follows for the 850/860:

IMPORT - NPG

BEG01 – for 850FR option only

01 – Cancel

07 – Duplicate

FOB02 and FOB06 – new codes

CN – Consolidator

UO – US Origin (after loading on equipment)

REF = 4D – Purchase Type – new codes

BACK - Backhaul

CFR - Cost & Freight

DLV - Delivered

EXW - Exit Works

FCA - Free Carrier

PUP - Pick-up

ITD02 – changed to

15 – Receipt of Goods (ROG)

TD504 – new codes

D – Mail

R – Rail

AE – Air Express

DOMESTIC - FLS/Rack/N.Direct

BEG01 – for 850FR option only

01 – Cancel

07 – Duplicate

ITD02 – changed to

15 – Receipt of Goods (ROG)

CN – Consolidator

UO – US Origin (after loading on equipment)

D – Mail

R – Rail

AE – Air Express



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EDI Mapping



EDI Mapping 810 and 856 – The EDI structure and requirements remain the same with the following differences for the 810/Invoice:

ITD01

Now '15' Receipt of Goods (ROG)

Example: ITD*15*3*****45~

IT106/IT107

A valid UPC/EAN which matches the original 850/PO will need to be sent on all invoices for the Canadian division. Nordstrom will no longer be able to accept just a style code/number (qualifier VA).

Example: IT1*1*28*EA*2.45*PE*UP*444444444444~

CAD07/CAD08

The vendor Bill of Lading number (BOL) is now a mandatory field on all invoices for the Canadian division. The BOL sent must match the ASN sent for the same shipment.

Example: CAD*C***CAIE***BM*11112223334455~

VAT

If applicable, the VAT information should be sent in the SAC segment at the summary level of the 810.

1. SAC02 Tax Charge Code sent in the SAC02 must match SAC15

D360 - GST or HST
H770 – QST or PST

2. SAC05 segment assumes the decimal point

Example:

\$135.75 would be sent as 13575
\$100.00 would be sent as 10000

3. SAC15 segment must state 2 byte Provincial Code and tax description GST, HST or QST for description

Provincial Alpha Codes (SAC15)

| Province/Territory | Abbreviation |
|---------------------------|--------------|
| Alberta | AB |
| British Columbia | BC |
| Manitoba | MB |
| New Brunswick | NB |
| Newfoundland and Labrador | NF |
| Northwest Territories | NT |
| Nova Scotia | NS |
| Nunavut | NU |
| Ontario | ON |
| Prince Edward Island | PE |
| Quebec | PQ |
| Saskatchewan | SK |
| Yukon | YT |

Example

SAC*C*D360***45000*****02***BCHST~
SAC*C*H770***6500*****02***ONQST~



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Canada Testing and Labeling/ Packaging Requirements



Compliance – Canadian requirements differ than US in labeling, testing of textiles and restricted banned substances.

All testing programs have been updated as of September 2013; all changes are effective for all Fall/Anniversary 2014 products.

The major changes include required testing for:

- Flammability (Canadian requirement) on all textiles including apparel, scarves, hats, socks & hosiery, footwear & home products
- Fiber content testing for apparel

Nordstrom Performance Specifications (NPS) have been updated to include Canadian regulations for the following:

- Apparel
- Children's Apparel
- Accessories
- Socks and Hosiery
- Jewelry
- Home Textiles
- Home Hard Goods
- Adult Footwear
- Children's Footwear

Please visit [NordstromSupplier.com](https://www.nordstromsupplier.com) to review the details of these changes:

<https://www.nordstromsupplier.com/NPG/productintegrity.html>

If you have any questions, please contact Susan Matter, Product Integrity Manager, via e-mail at susan.matter@nordstrom.com

Labeling and Packaging – It is a regulatory requirement to have both RN and CA registration number on our product.

Canada is a bi-lingual country (English and French). Therefore, NPG has translated the following labels types in our tech pack and updated label ID numbers on tech packages:

- Care Instructions
- Country of Origin



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Additional Resources/ NPG Contacts



General Questions – email NPG Supply Chain at npgsplychncmm@nordstrom.com.

Compliance Manual & Routing Guide – www.nordstromsuppliercanada.com.

Nordstrom Supplier Compliance Contact Information – Nordstrom Supplier Compliance Hotline (877-444-1313) between the hours of 8:00 am and 4:00 PM Pacific Standard Time, Monday through Friday.

Nordstrom Customs Compliance – Email custcompmb@nordstrom.com for questions regarding: NAFTA, Duty-free Certificates of Origin/Eligibility and general customs compliance requirements for suppliers *when Nordstrom is Importer of Record*.

NPG Compliance – Email npgcompliance@nordstrom.com for questions regarding hangers, tickets, packaging, cartons, EDI status, EDI mapping, confirmation of EDI transmissions and enablement process as well as questions on GS1 128 and ASN. Also, please contact NPG Compliance for any general inquiries, missing EDI data, inaccurate/missing units or a missing purchase order.

Nordstrom Transportation – Select option 4 or email traffic@nordstrom.com. For questions specific to Routing Guide including Routing, Carriers, Store/DC List, select option 1. To schedule a Volume Load Pick Up, select option 2. For questions specific to Freight Agreements, select option 3. For questions specific to Freight Chargebacks, select option 4.

Nordstrom Accounts Payable – For DDP Canada, FCA (U.S.A.), domestic (Canada), or NRI --- Select option 5 or email merch.ap@nordstrom.com for questions regarding amount or timing of invoice payments, chargebacks, or any other accounts payable related issues. For FOB and EXW, contact intlpymnts@nordstrom.com for any payment, invoice, or claim questions.

For FOB and EXW Suppliers, below are the Notify Party and Consignee Details:

Notify Party – Documents/Arrival Notices can be sent to Yyz-traffic@expeditors.com

Attn: Custom Brokerage Dept
Toronto Branch - YYZ
55 Standish Court 11th Floor
Mississauga, Ontario L5R 4A1
P# 905-290-4322

Consignee

Nordstrom Canada Retail Inc.
c/o National Logistics Services
110A Iron Street
Etobicoke, ON M9W 5L9



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Supplier Importation Resources



Ticket & Labeling Resources – Labeling requirements are communicated in the tech-pack. Ticketing is driven from the PO. If you need assistance in becoming compliant with ticketing and labeling, you can contact the below resources:

Fineline

Customer Service
800-500-8687
orders@finelinetech.com
www.finelinetech.com

Tax Resources – If you need assistance with tax services, you can contact the below resources:

Ernst & Young LLP

Deidre Feist, GST/HST Consultant
Pacific Center, 700 West Georgia Street,
P.O. Box 10101
Vancouver, BC V7Y 1C7 Canada
P#: 604-891-8452 | Blackberry 604-992-0190
Email: diedre.a.feist@ca.ey.com

Wolrige Mahom LLP

BDO Dunwoody

Non-Resident Importer (NRI) Resources – For current US LDP Suppliers who would like to have DDP import status into Canada, suppliers may need to become a Non-Resident Importer (NRI). A NRI is a business located outside of Canada that ships goods to customers in Canada. A NRI is the importer of record and is responsible for payment of duties/taxes. This also includes record keeping requirements and compliance. More detailed information can be found at Canada Revenue Agency’s website:

<http://www.craarc.gc.ca/E/pub/gp/rc4027/README.html>.

Being an NRI allows companies to compete in the Canadian market without the need for capital investment in Canada, such as manufacturing and distribution facilities and sales offices.

Key considerations:

- Business Number
- Valuation
- HS Tariff Classification
- Tariff Treatment
- Goods and Services Tax (GST)
- Canadian Customs Clearance
- Maintenance of Records
- Compliance

| Need Help? | |
|--|--|
| It is highly recommended you contact a Broker for assistance in becoming NRI and GST registered. Below are a few Brokers who can help: | |
| <p>Expeditors Canada Inc. Contact: Robert Spitz 55 Standish Court, 11th Floor Mississauga, Ontario L5R 4A1 P# 905-290-6000 Email: robert.spitz@expeditors.com</p> | <p>BGL Brokerage LTD Contact: Mike Barriere 203-15252 32 Avenue Surrey, B.C. V3S 0R7 P# 604-541-2311 Email: mbarriere@bglbrokerage.com</p> |
| <p>UPS Canada Contact: Dairon Campbell 10 Queen Street Fort Erie, Ontario L2A 6M4 P# 905-994-5378 Email: daironcampbell@ups.com</p> | <p>Livingston International Contact: Patti Anderson 1140 West Pender Street, Suite 720 Vancouver B.C. V6E 4H5 P# 604-685-3555 ext. 8038 Toll Free# 800-663-0301 ext. 8038 Email: panderson@livingstonintl.com</p> |