

PACKAGING & LABELING STANDARDS



NORDSTROM

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SECTION 1	GENERAL PACKAGING REQUIREMENTS	2
	Carton Specifications	2
	Weight and Dimensions	2
	Carton Sealing	2
	Shipping Carton Testing	2
SECTION 2	ECOMMERCE & RESERVE STOCK (RS) PACKAGING	3
	Oversized/Ship Alone	3
SECTION 3	CARTON LABEL REQUIREMENTS	4
	NON-EDI Shipments: Carton Label Requirements	4
	EDI Shipments: GS1-128 Shipping Label	4

SECTION 1

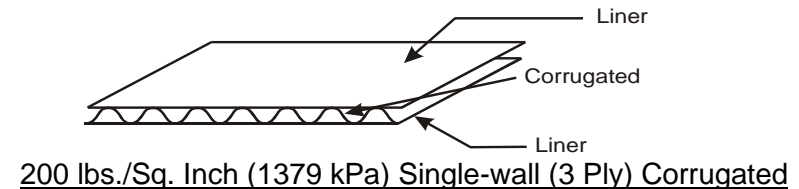
GENERAL PACKAGING REQUIREMENTS

Careful packaging is essential to assure safe delivery of product. These general requirements apply to all Nordstrom divisions with noted exceptions. These guidelines do not supersede or absolve the Supplier's responsibility for providing proper protective packaging.

Carton Specifications

Do not ship in envelopes, jiffy, burlap or plastic bags. All cartons must be conveyable; see carton size requirements below. Use a single piece of cardboard on the top and bottom of each carton for protection when opening.

Shipping cartons must be **NEW** with no markings other than those of the supplier (carton label/GS1-128 or carton content) and/or box manufacturer. They must be constructed of corrugated cardboard with a minimum bursting strength of 200 lbs. per square inch (18 kg/cm) to prevent crushing.



Weight and Dimensions

Shipping carton may not exceed maximum dimension and weight listed below (*Maximum weight allowed for fragile 'Home' product is 40 lbs*):

Division		Length	Width	Height	Weight
Nordstrom & Rack Stores	Maximum	36 inches (91.44 cm)	27 inches (68.58 cm)	30 inches (76.20 cm)	50 lbs. (22.68 kg)
Nordstrom.com	Maximum	23 inches (58.42 cm)	15 inches (38.10 cm)	17 inches (43.18 cm)	50 lbs. (22.68 kg)
Nordstromrack.com	Maximum	24 inches (60.96 cm)	18 inches (45.72 cm)	18 inches (45.72 cm)	50 lbs. (22.68 kg)

NOTES:

- Cartons that exceed size and / or weight and have multiple items must reduce unit count to meet size / weight standards. If product requires cartons that will be below or exceed these size and / or weight requirements, suppliers must contact frm@nordstrom.com for approval. Only product that a single unit will exceed size / weight (i.e., car seats, tall boots, etc.) will be approved. If approved carton weight and dimensions must be written on the outer carton in letters 1.5" or larger.
- Carton minimum size for all divisions is 12" X 10" x 7" with a minimum weight 2 lbs.

Carton Sealing

Cartons (top and bottom) must be sealed with ONE KIND of tape; patterned security tape preferred:

- Use 2" or 3" (inch) patterned vinyl tape or paper-reinforced security tape (No cellophane or clear tape)
- Do not consolidate or seal with bands, staples, strings, straps or any sealant other than tape
- All tapes must be moisture/temperature resistant and have an adhesive quality that resists drying in transit

Shipping Carton Testing

Carton transit testing is required when one item is shipped per carton. Nordstrom holds all suppliers and agents accountable for providing documentation upon request of Vibration and Drop testing in accordance with the [International Safe Transit Association](#) industry standard test procedure, [ISTA-1A](#) & [ISTA-1B](#).

Ecommerce business includes: Nordstrom.com & Nordstromrack.com

Oversized/Ship Alone

Any selling unit that the packaged size measurements exceeds our maximum outbound carton sizes or is over 25 pounds must be shipped in a customer 'ship ready' carton, as single unit, safe for transit in a small package environment. Commonly called re-shipper or ship-alone.

Outbound Carton Size

- 25" long x 17" wide x 19" deep/high
- 33" long x 16" wide x 10" deep/high

These restrictions are based on the measurements of the packaged size not the assembled size (e.g., shoe box vs. height of boot or size of the stroller box vs. size of the assembled stroller).

All merchandise deemed oversized is subject to these requirements, unless otherwise negotiated between the supplier and our Merchandiser and/or Floor Ready Management Team. Specific exclusions must be approved and documented in writing.

Packaging Requirements for Oversized Items

Re-shipper/ship alone packaging is for products that are too large or weight to pack with other items. These products ship to the end customer in supplier provided packaging. Suppliers are expected to deliver merchandise in prepackaged units exactly as they are to be sold to the customer. All parts and instructions (if applicable) must be included. Nordstrom does not allow product advertising or inserts of any kind.

Re-shipper/ship alone cartons must be packed as a single selling unit and must have or be the following:

- Constructed of corrugated cardboard with a minimum bursting strength of 200lbs per square inch (18 kg/cm) and is the appropriate size
- Product must be centered and protected by packing materials so there is a minimum of 3" between the item and the inner wall of the carton
- Large/oversize cartons must have a reinforcement in the center to prevent collapse
- Supplier must have a UPC / EAN barcode on the exterior of the re-shipper carton as well as list style number, description, country of origin (and if applicable) color and size
- If packaging of the ship alone unit is decorative, one that the customer typically would keep, it must be placed in a new, plain box
- Clearly marked 'Re-Shipper'
- Special handling instructions (i.e., 'Fragile', 'Glass' or directional arrows) must be used. The use of these warning signs does not supplant the packaging requirements outlined in this document

Merchandise must be packed in a **NEW** carton with no markings other than those of the supplier (carton label/GS1-128 or carton content) and/or box manufacturer. If supplier or product logos are printed on the outside of the carton, they must match that of the content.

SECTION 3

CARTON LABEL REQUIREMENTS

Additional information on carton labels, carrier selection, BOLs, etc. can be found in the [Nordstrom Routing Guide](#) on www.nordstromsupplier.com.

NOTE: Jewelry department 881 requires a packslip for both EDI & Non-EDI orders

NON-EDI Shipments: Carton Label Requirements

EDI is a basic requirement. If not already working on becoming EDI compliant, please reach out to EDI Setup at edissetup@nordstrom.com to begin the process. If EDI enabled and a supplier receives a non-EDI PO, please work with the buyer to receive an EDI PO or offset fees will apply. For non-EDI carton labels, these can be printed on 4" x 6" address labels using a font size minimum of 14. Ensure all information required below is on the carton label, in any format you choose. Mark one end and one side of each carton with the following information:

- Ship to Address (do not use Nordstrom name) must include:
 - Receiving DC# and DC Address OR
 - Use the carrier's address with the DC Number only (no DC address) when shipping via CTE, Norcon, or Gilbert East
- PO number
- Department number
- Mark-for location: **Store Pack** requires Store number; **Bulk Pack** requires DC/FC number
- Total pieces per carton
- Carton X of Y (by DC/FC)
- Sale or event, i.e., Half-Yearly or Anniversary (if applicable)
- Mark carton: Fragile; Hazardous Materials; On Dry Ice; Samples, Masterpack (if applicable)

EDI Shipments: GS1-128 Shipping Label

GS1-128 shipping labels are required for all EDI POs/Shipments. In accordance with [GS1 US](#), Nordstrom's label requirements follow standard GS1/EAN SCCC-18 common label formats. Find detailed information about the SCCC-18 data structure and associated GS1/EAN-128 symbols in:

- US: [GS1 General Specifications](#) on www.gs1us.org

NOTE: Expense offset fees are applied if the GS1-128 labels are missing or un-scannable. Nordstrom does not provide pictures of non-compliance.

GS1/EAN 128 Requirements

GS1/EAN 128 labels must have the following information:

- Ship to Address (do not use Nordstrom name) must include:
 - Receiving DC# and DC Address OR
 - Use the carrier's address with the DC Number only (no DC address) when shipping via CTE, Norcon, or Gilbert East
- Supplier name and address
- Ship-to postal code
- Carrier name
- Pro-number (preferred, but optional)
- Bill of Lading: If unavailable, leave blank; required in EDI 856 Data
- PO number
- Department number
- Case quantity
- Carton X of Y (by DC)
- Mark-for Location (**30 pt. bold font**): **Store Pack** requires Store number; **Bulk Pack** requires DC number
- Store barcode
- 20 Digit SCCC number: include barcode and human readable (do not reuse SCCC numbers as they will be unusable in our system)
- Label must be 4" x 6" (105mm x 148mm) conforming to GS1 standards.

Label Placement

- GS1-128 labels must be placed on the longest side of the carton and must be at least 1.25" from the bottom of the shipping container
- The outermost bar of the barcode cannot be closer than 1.25" from any edge of the shipping carton
- If the carton is too small, place the label on the top of the carton; do not tape over label and avoid placing the label over the seam

NOTE: Cartons must only contain one unique GS1-128 label. All additional 20-digit 'internal' barcodes on the carton must be marked out or covered.

Symbol Quality

- Minimum print quality is 1.5 (C)
- Recommended print quality is 2.5 (C)

GS1-128 Label Format and Sample

(Actual size of label is 4" x 6"; sample below is enlarged.)

From Vendor Name Address Line 1 Address Line 2 Address Line 3	TO DC/FC Number (#) Consolidator Address Address Line 1 Address Line 2 Address Line 3 (Utilize Store Address when shipping direct to a store)
(420) SHIP TO POSTAL CODE (420) 90266 	CARRIER CARR: Carrier Name PRO: 12345678901234567890123456789 B/L #: 12345678901234567890123456789
PO #: 12345678901234 Carton 1 of 2 DEPT: 0012 DC #: 699 VEND: 1234567 CASE QTY: 1234	
STORE (91) 0001 	STORE # 0001 (Must be 30 PT Bold Font)
SSCC-18 (00) 0 0046863 000008235 7 	

- Measurement aperture is 0.01" (0.254mm)
- Inspection wavelength is 670 nm (+ or - 10 nm)

Nordstrom GS1/EAN 128 Label Zones and Dimensions

The label is formatted into several information zones. Each zone contains a zone title (placed in the upper-left hand corner in 6 pt. text) indicating the information contained in that zone.

