

# Nordstrom Accounts Payable Department / Vendor Set-Up Form

## GENERAL INFORMATION

*Vendor Number:*

<b>COMPANY LEGAL NAME (PAY-TO)</b>		<b>DBA (doing business as)</b>	
		<b>Division Name</b>	
<b>TAX IDENTIFICATION #</b>	<b>DEPARTMENT#</b>	<b>MERCHANDISE TYPE</b> <input type="checkbox"/> Accessories <input type="checkbox"/> Gifts/Food <input type="checkbox"/> Jewelry <input type="checkbox"/> Cosmetics	<b>Apparel and/or Shoes:</b> (please circle one or both) <input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Children

### BUSINESS OWNERSHIP (please check one, for informational use only)

<input type="checkbox"/> 01 - Non-Minority Male	<input type="checkbox"/> 04 - Asian Male	<input type="checkbox"/> 06 - Non-Minority Women	<input type="checkbox"/> 09 - Asian Women	<input type="checkbox"/> 11 - Publicly-Owned
<input type="checkbox"/> 02 - Native American Male	<input type="checkbox"/> 05 - Hispanic Male	<input type="checkbox"/> 07 - Native American Women	<input type="checkbox"/> 10 - Hispanic Women	
<input type="checkbox"/> 03 - African American Male		<input type="checkbox"/> 08 - African American Women		

### LABELS, BRANDS, OR TRADEMARK (You Own) If you have additional labels, please send an attachment.

Label, Brand or Trademark:	Licensed From (Company Name):	Licensed To (Company Name):
1	1	1
2	2	2

**TYPE OF BUSINESS**    Proprietorship    Partnership    Corporation   **STATE and YEAR ESTABLISHED**

**EVER FILE BANKRUPTCY?**    YES    NO   **If yes, under what name and when?**

**NAMES AND TITLES OF OFFICERS, PARTNERS, OR PROPRIETOR**

1.	3.
2.	4.

## ADDRESS INFORMATION

<b>REMIT ADDRESS (not your factor's address)</b>		<b>CITY, STATE, ZIP</b>	
<b>CONTACT NAME</b>	<b>TELEPHONE NUMBER</b>	<b>FAX NUMBER</b>	<b>E-MAIL ADDRESS</b>
<b>CORRESPONDENCE ADDRESS</b>		<b>CITY, STATE, ZIP</b>	
<b>CONTACT NAME</b>	<b>TELEPHONE NUMBER</b>	<b>FAX NUMBER</b>	

## FINANCIAL INFORMATION

<b>Are your invoices factored?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>IF YES, FACTOR NAME AND ADDRESS</b>
--	--

**Standard Terms**  
**Do you have Insurance Coverage to fulfill the Terms and Conditions of the Nordstrom's Purchase Order?**  
 **YES** (Ask your insurance agent to e-mail a Certificate of Liability Insurance for \$1,000,000 product liability coverage with Nordstrom, Inc. 1700 7<sup>th</sup> Ave Ste 1000, Seattle, WA 98101 and its subsidiaries and affiliates named Additional Insured per Vendor's Endorsement CG2015 to [dave.stucky@nordstrom.com](mailto:dave.stucky@nordstrom.com))  
 **NO** (Your Purchase Order requires you to defend and indemnify Nordstrom in the event of a claim arising out of your product. Most of our vendors carry product liability insurance to protect themselves from the financial burden of potential claims. If you sell children's products, food, or cosmetics to Nordstrom, evidence of coverage is required. If you have further questions or concerns, contact Dave Stucky at [dave.stucky@nordstrom.com](mailto:dave.stucky@nordstrom.com), or call (206) 303-2692.

**Vendor acknowledges, by engaging in business with Nordstrom, that it agrees to be bound by the Nordstrom Partnership Guidelines and the standard TERMS AND CONDITIONS OF PURCHASE ORDER contained in this New Vendor Packet and the Nordstrom Supplier Compliance Manual, as amended, set forth at [www.nordstromsupplier.com](http://www.nordstromsupplier.com).**

<b>PREPARER'S NAME (please print)</b>	<b>TELEPHONE NUMBER</b>	<b>TITLE</b>
---------------------------------------	-------------------------	--------------

**NO PAYMENT WILL BE MADE UNTIL THIS NEW VENDOR SETUP FORM IS COMPLETED FULLY AND RETURNED TO ACCOUNTS PAYABLE. IF YOU HAVE ANY QUESTION REGARDING THIS FORM, PLEASE CONTACT US VIA EMAIL AT [vendor.desk@nordstrom.com](mailto:vendor.desk@nordstrom.com) OR Call the Vendor Desk @ 206-233-6330/FAX 206-233-6331**

## NORDSTROM PARENT/SUBSIDIARY FORM

**Does your company have a Parent or Subsidiary?**

**DEFINITIONS:**  
**Parent:** A parent is an entity that owns more than 50 percent of another entity. The parent company may also be subsidiary of another entity.  
**Subsidiary:** A subsidiary is an entity that is more than 50 percent owned by another entity and will have a different legal name from its parent company.

<b>COMPANY LEGAL NAME (PAY TO)</b>			
<b>PARENT INFORMATION</b>			
COMPANY NAME		DUN & BRADSTREET #	
STREET ADDRESS 1			
STREET ADDRESS 2		CITY	STATE      ZIP CODE
<b>SUBSIDIARY INFORMATION</b>			
COMPANY NAME		DUN & BRADSTREET #	
STREET ADDRESS 1			
STREET ADDRESS 2		CITY	STATE      ZIP CODE