

Dear Nordstrom Vendor,

Has your company considered switching to ACH payments? ACH payments are issued weekly and provide efficient access to cash by automating deposits to your bank account.

If you are working with a factor, you do not need to complete ACH paperwork. We will work directly with your factor.

The benefits of ACH payments include:

- Improved cash management and forecasting
- Fast settlement and a streamlined deposit process
- Potential for check fraud or lost payments is eliminated

Payment remittance details are communicated via the following methods:

- Email Remit—payment details are sent to a designated email address
- EDI 820—payment details are sent via EDI 820 transmittal (*If this method is preferred, please complete the EDI 820 Setup form on the reverse side*)
- Nordstrom Portal—all payment details can be accessed at: <http://portal.nordstrom.com>

Below is the Nordstrom Merchandise ACH Payment Setup Form. Please complete all sections and also the enclosed Payers Request for Taxpayer ID Number form (substitute W-9). If you have multiple remit to/pay to sites, please complete a set of forms for each site.

Thank you,
Nordstrom Accounts Payable and CMIO Compliance

NORDSTROM MERCHANDISE ACH PAYMENT SETUP FORM

Please Check One: New Set Up Discontinue ACH

Type of Account: Checking Account Only

Company Name (Remit to Name)	
Remit to (Payment) Address	
Remit to (Payment) City, State, Zip	
Tax ID Number	
Contact Name	
Contact Phone Number	
Contact Email Address	

Note: If you have multiple remit to/pay to sites, please complete this form and the substitute W-9 form for each site.

By completing and signing this form, you authorize Nordstrom to make payments to the bank account listed below. Prior to receiving your first ACH (electronic) payment, we will perform a pre-note test to your bank account to confirm the information you provide is correct. The test will be transparent to you, however, please allow up to 3 weeks for testing to complete. You may be contacted to verify your bank account information should the pre-note test reject. Checks will continue to be issued during the testing period. Invoices received and payable after the pre-note testing period will then be paid via ACH.

In the event you should update your bank information, ACH payments will cease and you will revert back to check payments. Notice of a change of your banking information must be given at least 5 business days in advance to avoid delay of payments to you. Completion of ACH Payment Change Form with your new banking information and successful pre-note testing will then be required before ACH payments can be reinstated. Set up of the new bank account and pre-note testing can take up to 3 weeks to complete.

Financial Institution Name	
Bank Account Name	
Bank Account Number	
ABA Routing Number (9 digits)	

To set up ACH Email Remittance, please provide the preferred email address. Only one email address can be setup. _____

Important: ACH Payments are issued every Tuesday with a payment effective date for the following Monday (6 days float neutral), excluding bank holidays. By completing and signing this form, you agree to these terms. Payment terms are still calculated based on Receipt of Goods (ROG) date as per the PO Terms & Conditions. Note: Authorized Signatory to sign below.

Completed By (Please Print)		Date	
Signature		Title	
Email Address		Phone	

EDI 820 Payment Remittance Setup Form

To establish EDI 820 payment remittance, please complete the form below. If you are working with a factor, you do not need to complete this form. We will work directly with your factor.

Nordstrom will send remittance detail under the EDI ID of 01/007942915. Please note this is the same ID used to transmit Nordstrom's 850 PO and 810 Invoice. Nordstrom can help initiate the implementation of this new document through two options. We can provide a sample file for setup or you have the option to test the 820 document with GXS, our third party enabler. Nordstrom CMIO Compliance (cmio.compliance@nordstrom.com) will be able to assist with either option.

In order for 820 (Payment Remittance) to be set up, Nordstrom requires full implementation of all standard documents including but not limited to EDI 850 (PO), 810 (Invoice), 856 (ASN), and 832 (UPC Catalog) with Inovis or GXS.

If you have not set up an EDI with Nordstrom, please work with our CMIO Compliance Group (cmio.compliance@nordstrom.com or call 1-877-444-1313, *2) to review your implementation options.

If you wish not to activate EDI 820 at this time, initial here _____

If you wish to activate EDI 820 to your existing EDI ID for 850 PO transmissions, initial here _____

Vendor or Factor Pay-To Name	
Vendor or Factor Pay-To Number	
Vendor or Factor Email Address	
EDI Qualifier	
EDI ID	
VAN Name	

Complete, sign and email to:	vendor.desk@nordstrom.com
Or Complete, sign and mail to:	Nordstrom AP Vendor Desk PO BOX 870, Seattle, WA 98111-0870
Or Complete, sign and Fax to:	206-233-6331 (include fax cover sheet)
For questions:	Send email to vendor.desk@nordstrom.com or call our Vendor Desk Hotline at 206-233-6330

Nordstrom, Inc. | PO Box 870 | Seattle, WA 98111

Payers Request for Taxpayer ID Number (Substitute W-9)

A. Name _____

A1. Business Name _____

****for Sole Proprietors, please provide individual name**

Phone Number () _____

Address _____

City, State, Zip _____

Email _____ **Website** _____

B. Please check:

_____ Individual/Sole Proprietor

_____ Partnership

_____ Corporation

_____ Limited Liability Company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership): _____

_____ Other (Trust, Estate, Church, Government Agency, Non-profit/Exempt Organization, etc.)

C. Business Ownership (please check one, for informational use only)

A minority-owned business is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated and controlled by minority group members. "Minority group members" are United States citizens who are Asian, Black, Hispanic and Native American. Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, the management and daily operations are controlled by those minority group members.

If you need assistance completing the business ownership and certification portion, contact our Supplier Diversity Division at 206.373.4382 or 206.373.4383

_____ 01-Non-Minority Male Owned

_____ 02-Native American Male Owned

_____ 03-African American Male Owned

_____ 04-Asian Male Owned

_____ 05-Hispanic Male Owned

_____ 06-Non-Minority Women Owned

_____ 07-Native American Women Owned

_____ 08-African American Women Owned

_____ 09-Asian Women Owned

_____ 10-Hispanic Women Owned

_____ 11-Publicly Owned

D. Payment Method—Nordstrom, Inc. prefers to pay all suppliers by VISA, if the payment method is accepted. Please designate your payment methods available. Only check one.

_____ Visa
_____ ACH
_____ Check

E. TAX Identification Number

Social Security Number-for INDIVIDUALS & SOLE PROPRIETORS
your Tax ID number is your social security number.

_____-_____-_____

Federal Identification Number-for ENTITIES other than individuals or sole proprietors.

_____-_____-_____

F. Type of Work Performed

_____ Services Legal/ Attorney Description: _____

_____ Services _____

_____ Rent _____

_____ Other _____

SIC Code/NAICS (North American Industry Classification System) _____

G. Certification (form must be signed by the supplier):

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person

Signature: _____

Date: _____

Print Name: _____

Title: _____