

Accounts Payable (AP) Portal

Job Aid – Updated Nov 2021

NORDSTROM Accounts Payable Vendor Inquiry

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NORDSTROM VENDOR INQUIRY

- Document and check information is available for 12 months.
- Payment terms are calculated from receipt of goods (ROG) or invoice date, whichever is later.
- Please visit www.NordstromSupplier.com for information on Supplier Compliance, Routing and Accounts Payable requirements.

Step 1: Enter vendor number:

Step 2: Verify vendor information:

Step 3: Select inquiry type: Inquire on: Inquire by:

Sign Up:

- Email web.admin@nordstrom.com
- Subject: 'AP Portal Access Request' [pay-to vendor number] [vendor name]

Quick Facts:

- AP Portal Link** We recommend you save and/or bookmark this link
- Contains:
 - Status of all invoices received by Nordstrom
 - Future payments
 - Past payments/remittances
 - Chargebacks
- You will need your **pay-to vendor number**
- Document and check information is available for 12 months only**

Tips:

- Within the Portal, you will be able to inquire by:
 - Invoice
 - Chargeback
 - Purchase order
 - Payment details
 - Payment status
 - Date range
- Vendors should (at minimum) use the portal to check invoice status about a week before due date to assure the invoice is on file
 - If invoice is not found, please resubmit
- Remittance for ACH and Check payments are available on the portal the day following the payment cycle
- Payment numbers are hidden for 10 days
- Vendor inquiry-dispute template: This template can be used for any payment discrepancy concerns

Navigation Help:

Inquiring on a past payment?

Step 3: Select inquiry type: Inquire on: Inquire by:

Enter Payment #

Step 3: Select inquiry type: Inquire on: Inquire by:

From: Through:

Enter Date Range of Payment Date

Step 3: Select inquiry type: Inquire on: Inquire by:

"Search" will provide you with a list of recent payments

Inquiring on invoice status?

Step 3: Select inquiry type: Inquire on: Inquire by:

Enter document # (invoice#)

Step 3: Select inquiry type: Inquire on: Inquire by:

From: Through:

Enter document # (invoice#) range if applicable

Step 3: Select inquiry type: Inquire on: Inquire by:

From: Through:

Enter date range based on invoice date

Step 3: Select inquiry type: Inquire on: Inquire by:

Choose which invoice status you want to focus on

Inquiring on chargebacks?

Step 3: Select inquiry type: Inquire on: Inquire by:

Enter chargeback#

Step 3: Select inquiry type: Inquire on: Inquire by:

Choose which chargeback status you want to focus on

Code	Code Description
BR	Allowance Vfmd
BR	Allowance Vfmd
BR	Allowance Vfmd
BR	Allowance Vfmd
BR	Allowance Vfmd
BR	Allowance Vfmd
R1	Chrgback Cost Difference
R1	Chrgback Cost Difference
R1	Chrgback Cost Difference
R1	Chrgback Cost Difference
R1	Chrgback Cost Difference
R1	Chrgback Cost Difference