

NORDSTROM SUPPLIER QUICK REFERENCE

Nordstrom is dedicated to ensuring that these Supplier Standards are in conformity with those of the retail industry as a whole. Compliancy is required for the processes below and allow Nordstrom to expedite your merchandise to the customer.

GETTING SETUP WITH NORDSTROM

UPC Requirements: The use of UPC/EAN to identify merchandise is a retail industry standard. To get started on creating UPCs obtain a GS1 Company Prefix at www.gs1us.org or call 937-435-3870. See Section 3 of [Business Basics](#) for more information

Catalog Requirements: OpenText | GXS and InterTrade are Nordstrom's selected 3rd party UPC catalog providers; all suppliers are required to have a UPC catalog. Work with your merchant team if you have questions.

EDI Requirements: EDI is an industry standard document transmission system. Nordstrom requires all suppliers be EDI enabled within 60 days of set-up. Suppliers can do so either in house or with a 3rd party provider. For a more detailed overview of our EDI requirements as well as a list of preferred 3rd party providers see section 3 of [Business Basics](#).

RECEIVING THE PURCHASE ORDER

Purchase Order (PO) Accuracy: All suppliers are expected to review POs for accuracy (validate item, price, quantity, etc.)

Purchase Order Requirements: Nordstrom has separate requirements for store and ecommerce orders. To identify if this is a store or ecommerce order find the store number on your PO and use the Store / DC Relationship found in Section 8 of the [Routing Guide](#).

PO Best Practice: Suppliers should start shipping at the beginning of the PO ship window (not before = start ship date / not after = end ship date).

GETTING PRODUCT READY TO SHIP

Packing: Merchandise must be packed according to our Nordstrom [Packing Standards](#). Nordstrom's standard packing method of shipping is store pack. It is important to identify your shipping channel and product type. This will help you understand how to pack your product as either an ecommerce or brick & mortar as Nordstrom has different requirements for each.

Packing slips are required for non-EDI orders and fine jewelry Dept. 881 (even if EDI capable).

Nordstrom encourages the use of environmentally sensitive packaging materials (recycled and recyclable). Avoid excess packing and use material that maximizes protection while minimizing an environmental impact.

Ticketing: Nordstrom requires all product to be received with a scannable UPC or EAN barcode attached to the merchandise as well as on the polybag for ecommerce orders. For ticketing requirements please review the Nordstrom [Ticket Standards](#)

Nordstrom utilizes FineLine's FastTrak program and suppliers can easily order tickets by PO. To get set up with a FastTrak account simply reach out to support@finelinetech.com and provide them your Nordstrom assigned supplier number. Note: suppliers can choose any 3rd party ticket provider or do in-house printing if they so choose.

Hangers: Nordstrom requires specific product types to be shipped on GS1US (VICS) hangers; to identify if your product needs to be on a VICS hanger and our hanger requirements refer to the Nordstrom [Hanging Standards](#). Any source that can provide specific VICS hanger style for your merchandise type is acceptable to use. **Note:** size indicators and supplier logos on hangers are unacceptable.

Polybag: Polybags are not required for store packed shipments. Polybags are required for Nordstromrack.com, Nordstrom.com, Nordstrom.ca, Men's Bulk (soft goods) and Reserve Stock POs. Each item (multi piece/set should be packed as a one unit) must be individually polybagged as a sellable unit and be fully sealed. For full details refer to Section 2 of the Nordstrom [Packing Standards](#).

SHIPPING TO NORDSTROM

Packaging & Labeling: Careful packaging is essential to ensure safe delivery of product. Do not ship in envelopes, jiffy, burlap or plastic bags. All cartons must be new and conveyable; see carton size & weight requirements in Nordstrom [Packaging & Labeling Standards](#).

GS1-128 shipping labels are required for all EDI POs/Shipments. In accordance with GS1 US, Nordstrom's label requirements follow standard GS1/EAN SSCC-18 common label formats. 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.

Until a supplier is edi compliant, non-EDI orders labels can be printed on 4" x 6" address labels using a font size minimum of 14. Ensure all information required is on the carton label. Mark one end and one side of each carton. For more information see Section 3 of the [Packaging & Labeling Standards](#).

Transportation and Routing: Please reach out to our [Transportation team](#) if you have questions after reviewing the information in the Nordstrom [Routing Guide](#). Section 8 provides a break down of the Store | DC relationships.

ADDITIONAL INFORMATION

Expense Offset Fee Policies: Any variances to Nordstrom Supplier Standards will cause delays and may result in expense off set fees. A complete list of fees can be found in the Nordstrom [Expense Offset Fee Policies](#). Vendor is responsible for reviewing their charges and all inquiries need to be made within 60 days. Nordstrom does not provide pictures of non-compliance.

Invoicing Nordstrom: Nordstrom invoicing requirements can be found in Section 4 of the Nordstrom [Business Basics](#) document.

Drop Ship Only Suppliers: Refer to the [Drop Ship Manual](#) and the [Nordstromrack.com Drop Ship Manual](#) for getting set up in the Drop Ship program.