



# NORDSTROM

October 7, 2008

To Our Suppliers,

Nordstrom Accounts Payable (AP) has moved to the Oracle system on October 5, 2008. The new Oracle Accounts Payable system will be very beneficial to Nordstrom and to our suppliers. With the transition from our current system to Oracle, there have been some changes in the way supplier information is displayed on checks and on the AP website. The following will occur:

## Check Changes

- Document number may be displayed with a suffix based on the document. For example, your invoice number 12345 may be displayed as 12345ADJ
- Check remittance will display new description to identify the document
- NET amount instead of the GROSS amount will appear on the remittance. For example, an invoice for \$100, with 8% discount will show \$92 under the 'Net Amount' column, and \$8.00 under the 'Discount' column. The 'Discount' column is for informational purposes only

## AP Website Changes

- Document number may be displayed with a suffix based on the document. For example, your invoice number 12345 may be displayed as 12345ADJ
- Website will display new description to identify the document

Note: When inquiring on the status of a document, it will be important to

- View all documents by Purchase Order (PO), or
- Use the search functionality available (see 'FAQ link' within the AP Application of our portal at <https://portal.nordstrom.com/pwe/welcome/>)

For your convenience, additional information regarding these changes can be found under the 'Documentation link' within the AP Application of our portal at <https://portal.nordstrom.com/pwe/welcome/>

For information on invoice, payment dates, checks and chargebacks please refer to the portal at <http://portal.nordstrom.com/>

For additional questions related to these changes, please call 206-303-1080 and select option 2 to be routed to your Vendor Representative.

Thank you,  
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ACCOUNTS PAYABLE  
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