INTRODUCTION

The Nordstrom International Payments Department is responsible for paying the following types of invoices:

- All invoices for product imported by Nordstrom, Inc.
- Raw Materials, Fabric and Components, & Trim orders if held in inventory at a 3rd party or factory
- Customs Broker fees
- U. S. Customs Duty and Taxes
- Royalty
- Agent commission

All issues or questions regarding these invoices should be directed to the International Payments Department.

The International Payments Department issues and amends all Letters of Credit and handles document discrepancies in addition to document review and payment of open account terms.

Nordstrom Inc. Corporate Accounts Payable will pay invoices for domestic merchandise or for foreign merchandise when Nordstrom Inc is not the Importer of Record.

Please review the Supplier Scenario Overview Section on page 4 to determine the supplier category which best pertains to you. The role you play in our supply chain will determine the type of payment procedures that apply to your company.
DEPARTMENT CONTACTS

NORDSTROM
International Payments Department
1301 – 2nd Ave., Suite 1200
Seattle, WA 98101-2005
U.S.A.
Phone: (206) 233-XXXX Fax: (206) 233-6349
Mail: intipymnts@nordstrom.com

Laura Bragg Laura.Bragg@nordstrom.com Manager 6404
Rachelle Willie Rachelle.Willie@nordstrom.com Assistant Manager 6409
Tess Beckmann Tess.Beckmann@nordstrom.com Senior Import Representative 6416
Anthea Huizinga Anthea.Huizinga@nordstrom.com Senior Import Representative 6405
C.Y. Wong CY.Wong@nordstrom.com Senior Import Representative 6406
Linda Weinstein Linda.Weinstein@nordstrom.com Import Representative 6407
Noriko Weakley Noriko.Weakley@nordstrom.com Import Representative - Support 6408
Sharon Van Hout Sharon.VanHout@nordstrom.com Senior Import Representative 6287
Sue Scott Sue.Scott@nordstrom.com Import Representative 6415
Zina Green Zina.Green@nordstrom.com Senior Import Representative 6418
PAYMENT METHODS

1. *Open Account via:
   - U.S. Dollar Check
   - U.S. Dollar Wire Transfer
   - Foreign Currency Wire Transfer

All invoices to be paid by U.S. Dollar Check, U.S. Dollar Wire Transfer, or Foreign Currency Wire Transfer should be submitted for payment to:

Nordstrom Inc.
Attn: Int’l Payments
1301 – 2nd Ave., Suite 1200
Seattle, WA 98110-2005 USA
Fax: (206) 233-6349
Email: intlpymnts@nordstrom.com

Documents required for payment:
- 2 copies Commercial Invoice
- 1 copy summarized Packing List with weight by PO
- 1 copy of the FCR or Air Waybill
- 1 copy of the signed Certificate of Inspection Form (signed by a Nordstrom Buying Agent)
- 1 copy Interim Footwear Invoice (if applicable)
- 1 copy CITES (if applicable)
- 1 copy Cutscale (if applicable)

For payment via wire transfer (TT), please provide complete bank information on your invoice:
- Bank name and address
- Swift/ABA number
- Account number or IBAN (IBAN required for foreign currency)

If invoices are sent to a Buying Agent to be submitted to Int’l Payments, please DO NOT send an additional copy directly to Int’l Payments.

**Nordstrom does not process payment from STATEMENTS or ACCOUNT SUMMARIES.**
2. Letter of Credit (U.S. Dollar or Foreign Currency)
Approval required for Letter of Credit Payment. Upon approval Int'I Payments will issue a Letter of Credit to suppliers outside the U.S. only for approved Nordstrom Purchase Orders. A proforma invoice(s) sent to International Payments 60 days prior to early ship date by fax or email is helpful. Please include the following information on the proforma invoice:

- Beneficiary name and address (should be the supplier named on the purchase order)
- Advising Bank name and address
- Purchase Order numbers and dept number
- Total quantity/total value/currency
- Shipment terms, including early/late ship dates (ship window)
- FOB point

The letter of Credit will be issued according to Nordstrom PO details 45 days prior to early shipment date.

Refer to the ‘FORMS’ folder within Payment Procedures for an example of a proforma invoice.

*Nordstrom’s preferred payment method is Open Account. If current pay method is Letter of Credit, please contact International Payments Manager to move to Open Account.
SUPPLIER SCENARIO OVERVIEW

NPG DOMESTIC SUPPLIER

FOREIGN SUPPLIER (Supplier Imports)  
Terms: DDP

FOREIGN SUPPLIER (Nordstrom Imports)  
Terms: FOB or Ex-Factory

DOMESTIC COMPONENT SUPPLIER (Supplier Imports)

FOREIGN COMPONENT SUPPLIER

FOREIGN COMPONENT SUPPLIER (Nordstrom Imports)  
Terms: FOB or Ex-Factory

FOREIGN COMPONENT SUPPLIER (Nordstrom Imports)  
Terms: FOB or Ex-Factory

DOMESTIC CMT SUPPLIER

FOREIGN CMT SUPPLIER

FOREIGN CMT SUPPLIER

DOMESTIC CMT SUPPLIER
SCENARIO A

NPG Domestic Supplier
Foreign Supplier, Terms: ddp

You are considered a DOMESTIC SUPPLIER. Payment will be made via check in U.S. Dollars from Nordstrom, Inc. Corporate Accounts Payable. For invoice instructions, please go to 'Invoicing Information' at http://www.nordstromsupplier.com.
SCENARIO B
FOREIGN SUPPLIER

For open account, send invoice(s) to International Payments. Invoices will be paid per the payment terms on the Nordstrom Purchase Order.

Note: Nordstrom standard payment terms for foreign purchases are Net 30 from shipment date.

Document requirements for payment refer to page 3.

Letter of Credit payments will be made per the terms of the Letter of Credit. Document requirements for payment refer to page 3.

Please also see U.S. Customs Import Requirements within the NPG Supplier Procedures Manual.
SCENARIO C

Domestic Component Supplier, Domestic CMT Supplier, Foreign CMT Supplier, Foreign Component Supplier, Foreign CMT Supplier or Domestic CMT Supplier:

For open account, send invoice(s) to International Payments. Invoices will be paid according to the payment terms on the Nordstrom Purchase Order.

Document requirements for payment refer to page 3.

Letter of Credit payments will be made per the terms of the Letter of Credit.

Please also see ‘U.S. Customs Import Requirements’ and ‘CMT Procedures’ within the NPG Supplier Procedures Manual.
SAMPLES

ALL SAMPLE INVOICES MUST INCLUDE:
- Supplier name and address
- Pay to name and address, if different than supplier
- Invoice number
- Invoice date
- Bill-to party must be Nordstrom Product Group
- Quantity and unit of measure
- Amount per unit
- “Mutilated Samples- 9811.00.60”
- Total amount of invoice with currency type indicated
- Destination name and address
- Federal Express AWB # (attach a copy of the AWB)
- Full description of each item (For U.S. Customs requirements refer to Sample Procedures/Importing Textile Samples)

ALSO REQUIRED FOR FINISHED SAMPLES:
- Value of the raw materials/components used if the raw materials were provided by Nordstrom (value must be noted in the same currency as that originally paid)
- Indicate whether sample was marked or mutilated

Submit Sample invoices for payment to:
Nordstrom Inc.
Attn: Corporate Expense
1301 – 2nd Ave., Suite 1200
Seattle, WA 98101-2005 USA
Fax: (206) 233-6328
Email: apretrieve@nordstrom.com

*unless otherwise instructed

Invoice must be received within one year of delivery as after that time Nordstrom may not be able to verify receipt.
CLAIMS AND REFUNDS

Nordstrom Product Group will issue an ‘NPG Claim Refund Form/Debit Note’ for short ship, cost difference, quality, air/sea difference, air/FedEx difference and Return to Vendor (RTV) claims.

Refunds should be sent in US Dollars by check or wire transfer.

- Checks must be drawn from a bank located in the United States
- Send checks to International Payments

Bank information for wire transfer:

Please contact International Payments (refer to page 2)

Please include the following information in your wires:

- NPG Claim Refund Form/Debit Note#
- NPG Contact Name

Email intlpymnts@nordstrom.com after the refund is sent.
BUYING AGENT COMMISSION

Approved Buying Agents for Nordstrom will have a signed agreement in place. Commission invoices should be submitted with the following criteria:

- Bill to: Nordstrom
- Buying Agent name, address, phone
- Must show commission amount billed by manufacturer name / commercial invoice number and then by PO.
- Must also show FOB amount of each corresponding commercial invoice
- Must be in U.S. Dollars
- Invoices will be paid upon U.S. Customs clearance for goods shipped to the U.S. or upon confirmation that goods were received for shipment outside the U.S

Send Commission Invoice(s) to International Payments.
GLOSSARY

CMT  Cut, make and trim
DC   Distribution Center
LC   Letter of credit
NPG  Nordstrom Product Group
PO   Purchase order
Ship Window  The period of time between the start ship date and the cancel date.
C.I.T.E.S  C.I.T.E.S. Permit (for endangered species wildlife)

DDP-Delivered Duty Paid
"Delivered duty paid" means that the seller fulfills his obligation to deliver when the goods have been made available at the named place in the country of importation. The seller has to bear the risks and costs, including duties, taxes and other charges of delivering the goods thereto, cleared for importation. Whilst the EXW term represents the minimum obligation for the seller, DDP represents the maximum obligation.

EXW-Ex Works
"Ex works" means that the seller fulfills his obligation to deliver when he has made the goods available at his premises (i.e. works, factory, warehouse, etc) to the buyer. In particular, he is not responsible for loading the goods on the vehicle provided by the buyer or for clearing the goods for export, unless otherwise agreed. The buyer bears all costs and risks involved in taking the goods from the seller's premises to the desired destination. This term thus represents the minimum obligation for the seller.

FOB-Free on Board-(named port of shipment)
"Free on Board" means that the seller fulfills his obligation to deliver when the goods have passed over the ship's rail at the named port of shipment. This means that the buyer has to bear all costs and risks of loss of or damage to the goods from that point.