Raw Materials Sample Yardage Process

1. Initial Material Selection
NPG Raw Material team collects initial materials for the season

The material supplier/agent is requested to respond to any material inquiries from Nordstrom Product Group (NPG) in a timely manner. A 48 hours turn time is requested for required basic material information.
- Initial bulk fabric price
- MOQ
- Lead time
- Sample yardage availability (color/quantity)

2. Once a material is selected for sampling, Raw Material team will request Smartform for completion.

- NPG generates the SmartForm from our FlexPLM system and sends it to the Supplier via email for completion
- Agent, Manufacturer, Supplier or Mill completes the SmartForm and submits it to NPG (via SUBMIT button on form). The form will be automatically uploaded into the raw material record and a PDF will be stored in FlexPLM for further reference.
- The SmartForm can only be submitted once, so ensure all details are correct before submitting the form.
- The Raw Material team will verify the information is correct before approving the material for use on the bill of material in the tech pack.
- Nordstrom Performance Specifications (NPS) will be sent with the SmartForm request. NPS lists the testing specifications that the fabric will need to meet.
- All SmartForms are expected to be returned within 72hrs.

Our expectation is that the fabrics and yarns sourced through the mill or manufacturer must meet our NPG Nordstrom Performance Specifications.

The Smart Form will include an NPS number. This number relates to a specific specification by material type and content. The NPG Raw Materials team is required to email a copy of NPS requirement along with the SmartForm.

The RM Supplier is responsible to review the NPS associated with the material article and advise ‘yes’, ‘no’, or ‘TBA’ on the SmartForm in the section labeled “Does Material Meet Performance Spec”?
- If the answer is ‘NO’ or ‘TBA’, a brief explanation is required (example: pilling grade is 1.5).
- If the answer is ‘NO’ or ‘TBA’, Raw Materials will work with the supplier to determine if the fabric is acceptable for the intended product. It may be determined that 3rd party or the mills in-house testing of the material is needed. It is important that suppliers are transparent on material performance expectations, as this will help to eliminate any issues in bulk production.

- NPS compliance details can also be found on our website: https://www.nordstromsupplier.com/NPG/productintegrity.html
4. Fabric Sampling

When a fabric is chosen for garment sampling, a Sample Reservation form is issued to the Agent/Mills/Manufacturers by RM. The Manufacturer issues the official PO to the mill, confirms delivery date, arranges shipping and payment terms. If there are any unexpected issues that arise, such as a late sample order, delivery delays or fabric defects, the fabric RM Supplier is responsible to alert the NPG Raw Material team and the Garment Manufacturer.

The RM Supplier is expected to resolve any issue so the NPG sample deadline is not jeopardized.