FOOTWEAR SAMPLE IMPORT REQUIREMENTS
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FOOTWEAR SAMPLE SHIPMENTS

There are two ways to import footwear samples into the US:

1. **Non-Mutilated Samples/Small Shipments** - Footwear is not marked or mutilated

2. **Mutilated Samples** - Footwear is marked or mutilated (please see requirements below)

1. **NON-MUTILATED SAMPLES/SMALL SHIPMENTS**

   Customs does not consider these items to be "samples" as they are not mutilated.
   - The shipment must follow all the normal customs guidelines (includes an Interim Footwear Invoice (IFI)).
   - Country of origin label required
   - Duty and U.S. Customs brokerage fees must be paid.
   - A half pair is subject to the same rules.

2. **MUTILATED SAMPLES - 9811.0060 DUTY FREE**

   In order for items to be admitted free of duty as samples under the classification of 9811.00.60, they must be used in the United States for soliciting orders for products of foreign countries.

   To meet the **minimum requirements** of this provision, both shoes must have one of the following:
   1) Shoes **must have** a ¼ inch hole drilled in the sole of each shoe and must alter footwear so that it is unsuitable for commercial sale, but at the same time preserve its usefulness as a sample.
      or
   2) Must be permanently and conspicuously marked “**Sample not for resale**.”
FOOTWEAR SAMPLE INVOICE REQUIREMENTS:

- In order for items to be admitted free of duty as samples under the classification of 9811.00.60, they must be used in the United States for soliciting orders for products of foreign countries.

- To meet the requirements of the statute, the mark, tear, perforation or other treatment must alter items and make them unsuitable for commercial sale, but at the same time preserve their usefulness as a sample. This must be done prior to importation.

- If mutilated, the invoice must contain the statement, “Mutilated Samples - 9811.00.60”, prior to importation into the United States. This cannot be done after arrival in the United States.

- The value of samples that are mutilated or marked under 9811.00.60, for entry purposes, should be the actual value or selling price of the article in its mutilated condition. In cases where the samples are not sold or are transferred at no charge, the value to be shown on the invoice used for entry shall be the cost of production plus the cost of the mutilation. The mere mutilation or marking of a sample does not render the sample valueless.

- Do not include non-mutilated samples (e.g. garments, components, trims) with a shipment of mutilated samples. The inclusion of non-mutilated samples is not in accordance with the required statement for mutilated samples and will result in additional processing, delays and possible returns. It may also be considered for seizure and penalty action by CBP.
CIRCUMSTANCES THAT WOULD NOT QUALIFY AS MUTILATED:

If any of the following circumstances exist upon importation into the United States, the shipment will be denied entry as a mutilated sample:

1. If the invoice contains the statement "Mutilated Samples-9811.0060" and the goods have been partially mutilated but not in accordance with 9811.00.60.

2. If the goods have not been mutilated at all then this constitutes false invoicing and the shipment may be considered for seizure and penalty action.

3. If the invoice does not contain the required statement and the merchandise is properly mutilated, in accordance with 9811.00.60.

4. Cartons that contain mutilated shoes, and also contain the parts cut out of the shoes.
SAMPLE SHIPPING PROCEDURES VIA FEDEX

- FedEx is the NPG approved partner for all sample shipments.
- NPG will pay for FedEx freight expense of sample shipment – contact the Technical Design Manager or the Production Manager for the FedEx account #.
- Samples should be sent to the following address and include specific Brand recipient’s name (unless specified otherwise):
  Nordstrom Inc.
  Nordstrom Product Group
  1617 6th Avenue, Suite 1000
  Seattle, WA 98101-1742
  206-373-5604

ALSO REQUIRED FOR FINISHED SAMPLES:

- Purchase order number/contract number for raw materials/components used
- Value of the raw materials/components used (value must be noted in the same currency as that originally paid)

Submit invoices for payment to:
Nordstrom
1501 4th Avenue, Suite 2200
Seattle, WA 98101-3653, USA
Attn: International Payments
Fax 206.303.5399
Mail: intlpymnts@nordstrom.com

Invoice must be received at Int’l Payments within one year of delivery.

COMPLETING THE FEDEX AIR WAYBILL

- On the FedEx Air waybill in the “Your Internal Billing Reference Information” field, reference the relevant two-letter NPG cost center code for each NPG Brand name and the number of samples for that brand. For example, “BP2”, “WS3” means there are 2 samples for Brass Plum and 3 samples for Women’s Shoes in the package.
- Note: NPG cost center codes are located at in the PO Terms & Conditions section of the NPG Procedure Manual.

REQUIREMENTS FOR SAMPLES CONTAINING FISH AND WILDLIFE:

- Recipient company name on airwaybill must state “NORDSTROM FWS”
- Description field on airwaybill must start with “FWS” + item description in English, for example “FWS Cotton Shirts”
- All samples, including mutilated samples, must be declared to Fish and Wildlife
- Shipper must email pre alert with airway bill/tracking number to bufcpaprealert@fedex.com with “FWS PRE ALERT” in the subject line
- Separate Fish and Wildlife account number must be used – account number is available from NPG
For P.O. shipments:
Place P.O. number here

For Sample Shipments:
Insert two letter NPG Cost Center Codes and number of samples here.

Must include FedEx account numbers in both of these fields
To bill Nordstrom Put an “X” in Third Party box

For shipments containing Fish and Wildlife:
- State company name as “Nordstrom FWS”
- Commodity Description must begin with “FWS”