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Nordstrom puts agents into two categories; Buying and Selling. Details that can assist in determining agent type are listed below. Once the type of agent is determined, Buying Agents must sign a Buying Agent Agreement with Nordstrom.

**Buying Agent**
A Buying agents’ primary function is to service Nordstrom. A Buying agent for Nordstrom visits suppliers collecting samples, reports on current market conditions and new products, and assists in arranging the purchase of products. In order for an agent to be considered a Buying Agent they normally meet the following requirements:

1) Does not receive any form of payment from the supplier.
2) Does not have any relationship or ties to the supplier.
3) Does not assume any risk for merchandise damage, defects, shortages or payment.
4) Does not purchase the merchandise in their name.
5) Does not have an exclusive written contract between themselves and the supplier.
6) Does not own any patents related to the imported shoe.
7) Does not own or operate its own sample shop
8) Does not create the lasts or design of the shoe
9) Does not dictate/decide which factory will be used
10) Nordstrom must have the option to purchase the same merchandise without going through the agent or through another agent.

**Selling Agent**
A Selling Agent’s responsibility is to the supplier. A Selling agent is looking for a buyer for a line of goods that she/he already has in mind. Often the Selling agent receives a commission from the supplier or purchases the merchandise from the supplier and sells it to Nordstrom at a higher price. If it is determined that an agent is a Selling agent then no contract is required. Any of the following may constitute a Selling agent:

1) Owns the merchandise, the design, or the patent of the merchandise.
2) Has a relationship with the supplier (such as a relative working for the mfr., owns common stock, written contracts, common owner, etc.)
3) Receives payment or compensation from the supplier.
4) Is the exclusive representative of the supplier/factory.
5) Assumes risk for the merchandise.
6) Owns sample room to create their own samples for soliciting orders

7) Dictates/decides which factory the goods will be made in.

8) Owns or maintains back up stock of footwear; which was not generated by a Nordstrom order.
Documents Required for Customs Clearance

Only the documents listed below should be turned over to Nordstrom’s forwarder at origin.

Questions about documentation should be referred to the Nordstrom Customs Compliance department prior to shipping. Email questions to: mailto:npgcuscompmbx@nordstrom.com

The following documents are required for ALL shipments:

- Commercial Invoice (Please refer to invoice description requirements as outlined in the Invoice Descriptions section)
- Bill of Lading (Ocean Bill of Lading, Waybill, Cargo Receipt, or air waybill)
- Packing List (DC CARTON BREAKDOWN - SUMMARY VERSION ONLY. For instructions on printing summary version please contact your EDI Service Provider or npgcompliance@nordstrom.com)

The following additional documents are required as applicable:

- Original CITES permit
- Fabric Details Sheet
- Nordstrom IFI (Interim Footwear Invoice)

Trade Preference Programs

If an article is eligible for reduced or duty free treatment under a trade preference program, additional documents will be required:

- ATPDEA (Andean Trade Promotion and Drug Eradication Act) - ATPDEA Textile Certificate of Origin
- Israel (US-Israel Free Trade) - Certificate of Origin Form A
- NAFTA (North American Free Trade Agreement) - Certificate of Origin (CF434) or Certificate of Eligibility
- QIZ (Jordan-Israel Qualifying Industrial Zone) - Certificate of Origin
STANDARD COMMERCIAL INVOICE REQUIREMENTS

- Must be written in English
- Invoice Date
- Name of Purchaser (Nordstrom)
- Name and address of Seller
- Name and address of actual factory. If the invoicing party is the factory, this must be clearly stated on the invoice, for example “Factory is the invoicing party”
- Country of Origin
  - For OPA/PPE production state the origin conferring factory
- Name of Buying Agent or Selling Agent
- Purchase Order Number(s), Department Number(s), Letter of Credit number (if applicable)
- Nordstrom Style Number (VPN) from Purchase Order.
- Description of the style as detailed below under Additional Invoice Requirements
- Unit of Measure (yards, meters, dozens, etc.)
- Quantity shipped
  - By purchase order
  - By color if the first cost is different
  - By fabrication if the first cost or duty classification is different
- Net, and Gross weight of the shipment
  - Net Weight = Garment plus packaging (pins, issues, hangtags)
  - Gross Weight = Net Weight + Export Packaging
- Shipping Marks and carton count (per Corporate Logistics Routing Guide)
- Purchase price in the currency of the purchase with currency type specified. This must be shown either as the FOB/Ex Factory price OR a breakdown by cut-make-trim and fabric as per CMT Procedures section of this manual
- INCO Terms of Sale (FOB, CFR, etc)
- All discounts, and reasons for the discounts
- All charges (packing, declaration fees, etc.) including fabric if owned by Nordstrom, or other items supplied by Nordstrom free of charge
- United States Port of Entry to which merchandise is destined
ADDITIONAL INVOICE REQUIREMENTS FOR FOOTWEAR

- Style name/description

- Gender of wearer/Size breakdown on Invoice –
  Must be broken down into number of pairs per U.S. designated subgroups on invoice as specified below:

  For MALE FOOTWEAR
  - Men’s Footwear- Covers footwear of American men’s size 6 and larger for males, does not include footwear commonly worn by both sexes.
  - Youth and Boy’s Footwear- Covers footwear of American youth’s size 11-1/2 and larger but not as large as American men’s size 6, and does not include footwear commonly worn by both sexes.
  - Other – Size 11 and smaller

  For FEMALE or UNISEX FOOTWEAR
  - Women’s Footwear- Covers footwear of American women’s size 4 and larger, whether for females or types commonly worn by both sexes.
  - Other – Size 3 ½ and smaller

Please contact Nordstrom Customs Compliance Department for additional sizing detail information. (see footwear comparative sizing chart section of this manual for more details)

- All footwear must be listed in U.S. sizes

- In addition to the number of pairs shipped in each size category (listed above), the first cost of each size category must also be included

- Percentage breakdown of external surface area of the upper and outer sole. Type of leather used on upper also required.

- If “Patent Leather”, provide thickness of synthetic lacquer (plastic) of coating or lamination

- If waterproof, provide documentation

If sports footwear, provide sport for which it is designed
**SAMPLE INVOICE –MENS/BOYS**

**Supplier name**
Address, City, Country
Phone & Fax Numbers

**Actual Manufacturer name**
Address, City, Country
Phone & Fax Numbers

---

**SOLD TO:**
Nordstrom, Inc.
1617 Sixth Ave., #1000
Seattle, WA 98101 USA

**MARKS & NUMBERS**

<table>
<thead>
<tr>
<th>Style #</th>
<th>Description</th>
<th>US Sizes</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW12345</td>
<td>Men's leather upperleather sole shoe</td>
<td>Men 6-15</td>
<td>200</td>
<td>$20.00</td>
<td>$4000.00</td>
</tr>
<tr>
<td></td>
<td>Men's textile upperleather sole shoe</td>
<td>Men 6-8</td>
<td>50</td>
<td>$9.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>BY12345</td>
<td>Boys canvas shoe w/foxing, textile upper/rubber sole</td>
<td>Boys 11.5 - 5.5</td>
<td>150</td>
<td>$9.00</td>
<td>$1350.00</td>
</tr>
<tr>
<td></td>
<td>Boys canvas shoe w/foxing, textile upper/rubber sole</td>
<td>Boys 11.5 - 5.5</td>
<td>50</td>
<td>$8.00</td>
<td>$400.00</td>
</tr>
<tr>
<td></td>
<td>Boys canvas shoe w/foxing, textile upper/rubber sole</td>
<td>Boys 8 - 11</td>
<td>75</td>
<td>$8.00</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

**Total Pairs**: 725

**Gross weight**: kgs
**Net weight**: kgs
**Gross measure**: CBM

**Total FOB**: US$ 10800.00
SAMPLE INVOICE – WOMENS/GIRLS

<table>
<thead>
<tr>
<th>Supplier name</th>
<th>Address, City, Country</th>
<th>Phone &amp; Fax Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Manufacturers name</td>
<td>Address, City, Country</td>
<td>Phone &amp; Fax Numbers</td>
</tr>
</tbody>
</table>

**SOLD TO:**
Nordstrom, Inc.
1617 Sixth Ave., #1000
Seattle, WA 98101 USA

**INVOICE NO:**
**DATE:**
**OUR ORDER NO:**

<table>
<thead>
<tr>
<th>PO#</th>
<th>Style #</th>
<th>Description</th>
<th>US Sizes</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>BP12345</td>
<td>Women's LEA Women's textile upper/leather sole shoe</td>
<td>Women 4-13</td>
<td>200</td>
<td>US$ 20.00</td>
<td>US$ 4000.00</td>
</tr>
<tr>
<td>567890</td>
<td>GL12345</td>
<td>Jacki-PU Women's textile upper/leather sole shoe</td>
<td>Women 4 only</td>
<td>50</td>
<td>US$ 0.00</td>
<td>US$ 450.00</td>
</tr>
<tr>
<td>112233</td>
<td>GL12345</td>
<td>Jacki-PU/Pu Upper/Rubber Sole</td>
<td>Other 9 – 3.5</td>
<td>50</td>
<td>US$9.00</td>
<td>US$ 450.00</td>
</tr>
<tr>
<td>445566</td>
<td>GL12345</td>
<td>Jacki-PU/Pu Upper/Rubber Sole</td>
<td>Other 9 – 3.5</td>
<td>25</td>
<td>US$ 8.00</td>
<td>US$ 200.00</td>
</tr>
<tr>
<td>778899</td>
<td>BN12345</td>
<td>Sarah-TEX Infant boots - Textile upper and sole</td>
<td>Other 3.5 – 11</td>
<td>500</td>
<td>US$2.00</td>
<td>US$ 1000.00</td>
</tr>
</tbody>
</table>

**Total Pairs:** 1025

**Gross weight:** kgs
**Net weight:** kgs
**Gross measure:** CBM

**Type/Reason for discount**
**Percentage**

**Total FOB** US$ 10100.00
FOOTWEAR GLOSSARY

The information included in these Footwear definitions pages has been collected from Customs Tariff Schedule, Explanatory Notes, “Invoice, Marking and Classification Requirements for Footwear” handout and “Customs Bulletin and Decisions, Vol.27, No.46, November 17, 1993”.

Adhesive - In an exclusively “Adhesive” construction, all of the pieces of the bottom would separate from the upper or from each other if all the adhesives, glues, and cements were dissolved.

It includes:
1. Shoes in which the pieces of the upper are stitched to each other, but not to any part of the bottom.
2. Shoes in which there is a fake stitch in the sole, i.e., the stitch does not unite two different pieces, but only goes back and forth through the same piece.

It does not include:
1. “Vulcanized” construction footwear
2. “Simultaneous molded” construction footwear.
3. Molded footwear in which the upper and the bottom are one piece of molded rubber or plastic.
4. Footwear in which staples, rivets, stitching, or any of the methods above are either the primary or even just extra or auxiliary, even though adhesive is a major part of the reason the bottom will not separate from the upper.

Composition Leather - Is made by binding together leather fibers or small pieces of natural leather. It does not include imitation leathers not based on natural leather, such as plastics.

Cork - Includes articles made from natural cork, compressed cork and composition (agglomerated) cork.

External Surface Area -
A) The “external surface” of the upper is, in general, the outside surface of what you see covering the foot (and leg, if applicable) when the shoe is worn.

It does not include:
1. Accessories and reinforcements such as ankle patches, edging, ornamentation (i.e., tassels), buckles, tabs, eyelet stays, slide fasteners, or similar attachments.
2. The upper’s lining, which faces the foot.
3. The sock lining the foot rests on.
4. The tongue.
5. Shoelaces that do not cover the foot by themselves and Velcro straps, which are substitutes for shoe laces.
6. Stitching threads if either functional or forming only the outline of a design.

External surface area of the upper does include:
1. Small holes in materials. The holes count as if they were filled with the material, which surround them.
2. Under lays, which are the outer sides of a lining that can be seen through large holes in the uppers. Any hole bigger than a collar button is surely “large”; one smaller than a pin head is surely not “large”; In between, it depends on the materials, shape spacing, etc.
B) The "external surface" of the "outer sole" is, in general, the part of the shoe (other than a separate heel) in contact with the ground when in use. It does not include accessories such as spikes, bars, nails, protectors or similar attachments. It does include the plastic dots on textile soles.

Footwear Sizing -
For MALE FOOTWEAR
Men’s Footwear- Covers footwear of American men’s size 6 and larger for males, does not include footwear commonly worn by both sexes.

a) Youth and Boy’s Footwear- Covers footwear of American youth’s size 11-1/2 and larger but not as large as American men’s size 6, and does not include footwear commonly worn by both sexes.

b) Other – Size 11 and smaller

For FEMALE or UNISEX FOOTWEAR
a) Women’s Footwear- Covers footwear of American women’s size 4 and larger, whether for females or types commonly worn by both sexes.

b) Other – Size 3 ½ and smaller

Foxing - A typical foxing band is a rubber tape, about 1 inch high by 1/16 inch thick, which covers the lower part of the upper and the edge of the rubber outer sole in, for example, a basketball shoe. If the shoe has such a foxing or something you cannot distinguish from a foxing without cutting, it can be assumed to have a "foxing-like band".

Foxing like band - Briefly, a “foxing like band” is a band around a substantial portion of the lower part of the upper which either has been attached (cemented, sewn, etc.) to the sole or is part of the same molded piece of rubber or plastics which forms the sole. In most shoes, including almost all dress shoes, there is an exposed joint between the upper and the sole. One can stick the point of a pen held horizontal into an obvious gap in the outside of the shoe, which gap is just slightly below where the bottom of the foot rests. If this is the case around all or substantially all (more than 60%) of the shoe’s perimeter, the shoe does not have a “foxing-like band.”

House slippers - Includes:
1. Footwear with outer soles not over 3.5 mm in thickness, consisting of cellular rubber, non-grain leather, or textile material; or
2. Footwear with outer soles not over 2 mm in thickness, consisting of polyvinyl chloride, whether or not backed; or
3. Footwear which when measured at the ball of the foot has sole components (including any inner and mid-soles) with a combined thickness not over 8 mm as measured from the outer surface of the uppermost sole component to the bottom surface of the outer sole and which when measured in the same manner at the area of the heel has a thickness equal to or less than that at the ball of the foot.

Line of Demarcation – Exists if one can indicate where the sole ends ad the upper begins. For instance, knit booties do not normally have a line of demarcation.

Open - In open toe shoes, all or part of the front of the wearer’s toes can be seen. In open heeled shoes, all or part of the back of the wearer’s heel can be seen. (See example at end of section). If the shoe has a cupped heel ½” or more above the base of the heel then it does NOT qualify as an open-heeled shoe.
Other footwear - Of classification 6405 includes:
1. Footwear, with outer soles of rubber or plastics, and the uppers made of material other than rubber, plastics, leather or textile material;
2. Footwear with outer soles of leather or of composition leather, and the uppers made of material other than leather or textile material;
3. Footwear with outer soles of wood, cork, twine or rope, paperboard, fur skin, textile fabric, felt, nonwovens, linoleum, raffia, straw, loofah, etc. The uppers of such footwear may be of any material.

Patent - A binding ruling is recommended in all cases for footwear described as “Patent” leather as Customs cannot provide a clear definition. A copy of the binding ruling request for is attached to this package. Basically it is leather finished with raw oil in a boiling process or finished with a synthetic lacquer. In "patent" leather, the leather is coated or laminated, with a smooth shiny layer of plastic. If the coating does not exceed 0.15 mm, it will probably be leather. If it exceeds 0.15 mm it may be considered plastic. If the footwear is laminated it may be considered plastic or leather depending upon the thickness of the lamination after application. Please be clear in your ruling request as to type and thickness of application.

Raffia (also Jute) – Footwear uppers made of raffia might be considered by Customs as being a plastic upper, textile upper, or “other” upper. The first thing we need to know is if the raffia is real or artificial. You then need to know how wide the strips of raffia are. Once you know those two pieces of information, then:
1. If the strips are 5mm or less, regardless if they are real or artificial raffia, then Customs considers these a Textile upper.
2. If the strips are more than 5mm and are real Raffia, then Customs considers these an "Other" upper.
3. If the strips are more than 5mm and are of artificial Raffia, then Customs considers these Plastic uppers.

Slip-on type - A “slip-on” includes:
1. A boot, which must be pulled on. A pump that is slipped on.
2. Footwear with elastic gores that must be stretched to get it on or with elastic sewn into the top edge of the fabric of the upper.
3. Footwear with a shoe lace around the top of the upper which is clearly not functional, i.e., the lace will not be tied and untied when putting it on or taking it off.

It does not include any boot or shoe with any laces, buckles, straps, snaps, or other closure, which are probably closed, i.e. tied, buckled, zipped, snapped, etc., after the wearer puts it on. (See Example at end of section)

Sports footwear - Includes only:
1. Footwear which is designed for a sporting activity and has, or has provision for, the attachment of spikes, sprigs, cleats, stops, clips, bars or the like.
2. Skating boots (without skates attached), ski boots and cross-country ski footwear, wrestling boots, boxing boots, or cycling shoes.

Tennis Shoes, Basketball Shoes, Gym Shoes, Training Shoes and the Like - Covers athletic footwear other than sports footwear, whether or not principally used for such athletic games or purposes.

Textile Materials - Are made from cotton, other vegetable fibers, wool, and hair, silk, or man-made fibers. It does not include:
1. Leather or composition leather
2. Plaiting materials of actual vegetable origin such as reeds, bamboo’s, rattans, straws, grasses, natural raffia
3. Horsehair, if neither spun or knotted end to end.
4. Hides or skins with their hair or wool.
5. Artificial fur, i.e., fibers gummed or sewn into leather, woven fabric or other materials (so as to imitate fur skin) but does not include woven or knotted long pile fabrics.
6. Any textile material which is visibly coated or covered externally with rubber and/or plastics if the coating or covering can be seen with the naked eye disregarding any change in color. In the case of non-transparent plastic coatings on woven fabric, if the weave of the underlying can be seen easily, assume the coating is not “visible”.

Turned - In “turned” construction, the upper is stitched to leather sole wrong side out and the shoe is then turned right side out.

Vegetable Fibers - Includes cotton, flax and ramie, but do not include either rayon or plaiting materials such as rattan or wood strips.

Vulcanized - In “vulcanized” construction, a rubber tape, about ¾ inch wide and 1/16 inch thick, is attached to the side or the top of the edge of the rubber outsole and over the bottom ½ inch or so of the upper, which could be made of any material. After curing in the vulcanizing oven, it is virtually impossible to separate the rubber components that have been joined since they have basically been fused together.

Waterproof Footwear - Binding ruling is recommended for all shoes described as waterproof and also for those shoes, which may be considered waterproof. A copy of the binding ruling request form is attached to this package. There is not an approved test to determine if footwear is waterproof, but basically the outer soles and uppers are rubber and plastics, the uppers of which are neither fixed to the sole nor assembled by stitching, riveting, nailing, screwing, plugging or similar processes. Includes footwear designed to protect against penetration by water or other liquids, whether or not such footwear is primarily designed for such purposes. It is important to note that you may have waterproof footwear whether or not you consider it to be so.

Welt - Means footwear constructed with a welt, which extends around the edge of the tread portion of the outer sole, and in which the welt and shoe upper are sewed to a lip on the surface of the insole, and the outer sole is sewed or cemented to the welt.

Zori – Has a single-piece molded upper which is either “V,” “Y,” or “X” shaped, is distinct from the sole, and is secured to the sole by plugs. The sole is of uniform thickness and has no liner on the upper surface.

A boot with no functional fasteners is considered a slip-on. A pump is a slip-on. Example of an ‘open-toe’ ‘open-heel’ (Due to the buckle this is not a slip-on)
IFI INFORMATION

1) All Women’s and Children’s PO’s have a style name that includes an abbreviation/suffix of the fabrication of the upper. (shoe-lea for leather upper, etc.)

2) All of the shipping documents (i.e. commercial invoice, packing lists, etc) must have the new style name on them. (The style name must include the fabrication information as stated above.) This should not change any UPC or SKU reporting.

3) The Nordstrom Footwear Division will provide a completed Interim Footwear Invoice (IFI) for every PO. If there are multiple styles on a PO then there will be one IFI for each style. If you have not received the Nordstrom IFI’s by the time the merchandise is ready to ship, notify Nordstrom immediately and it will be forwarded. The Nordstrom IFI must be included with the commercial documents turned over to the forwarder at time of export.

4) Footwear with TEXTILE UPPERS and LEATHER SOLES will require a lab test to determine the weight breakdown of the components. The lab test must be completed before the shoes are shipped. See detail instructions, included.

**If the upper or the sole is a combination of materials and you cannot easily tell which component makes up the greatest portion of the upper (or of the sole) then the shoe will need to be sent to the lab for a “Surface Area” test to determine if the greatest portion of the upper (or sole) is leather, textile, or rubber. If the greater portion of the upper is textile and the sole is leather, then the lab would proceed with the weight breakdown test as well.
IFI Example #1

**Nordstrom Footwear Invoice**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nordstrom Style (VPN):</td>
<td>200G</td>
</tr>
<tr>
<td>2. Manufacturer Style:</td>
<td>Example Style 3</td>
</tr>
<tr>
<td>3. Identify the materials making up the external surface area of the upper (excluding accessories, reinforcements, ornamentation, etc.)</td>
<td></td>
</tr>
<tr>
<td>a. Leather:</td>
<td>100%</td>
</tr>
<tr>
<td>b. Rubber and/or Plastics:</td>
<td></td>
</tr>
<tr>
<td>c. Textile Materials:</td>
<td></td>
</tr>
<tr>
<td>d. Other Materials:</td>
<td></td>
</tr>
<tr>
<td>4. Identify the materials making up the external surface area of the sole (excluding accessories, reinforcements, ornamentation, etc.)</td>
<td></td>
</tr>
<tr>
<td>a. Leather or Composition leather:</td>
<td>100%</td>
</tr>
<tr>
<td>b. Rubber and/or Plastics:</td>
<td></td>
</tr>
<tr>
<td>c. Other Materials:</td>
<td></td>
</tr>
<tr>
<td>5. In answering questions 3 or 4, did you consider any of the pieces to be accessories, reinforcements, ornamentation, etc.?</td>
<td>No</td>
</tr>
<tr>
<td>6. Percent of external surface area of upper (including all reinforcements and accessories) which is leather:</td>
<td>0%</td>
</tr>
<tr>
<td>7. Percent of the fibers of the upper which, by weight, are vegetable fibers:</td>
<td>100%</td>
</tr>
<tr>
<td>8. Is it a house slipper?</td>
<td>No</td>
</tr>
<tr>
<td>9. Is it designed to protect against, water, oil, grease, chemicals, or cold or inclement weather?</td>
<td>No</td>
</tr>
<tr>
<td>10. Is it a downhill, snowboard, or cross country ski boot?</td>
<td>No</td>
</tr>
<tr>
<td>11. Is it a tennis, basketball, gym, or training shoe or the like?</td>
<td>No</td>
</tr>
<tr>
<td>12. Does it have a foxing or foxing-like band?</td>
<td>No</td>
</tr>
<tr>
<td>13. Does the sole overlap the upper other than just at the front of the toe and/or at the back of the heel?</td>
<td>No</td>
</tr>
<tr>
<td>14. What is the height of the upper?</td>
<td></td>
</tr>
<tr>
<td>a. Covers the knee or higher:</td>
<td>X</td>
</tr>
<tr>
<td>b. Covers the ankle but not the knee:</td>
<td>X</td>
</tr>
<tr>
<td>c. Does not cover the ankle:</td>
<td></td>
</tr>
<tr>
<td>15. Which of the following characteristics does the footwear possess? (can be more than one)</td>
<td></td>
</tr>
<tr>
<td>a. Open toe and/or open heel:</td>
<td></td>
</tr>
<tr>
<td>b. Slip-on type:</td>
<td>X</td>
</tr>
<tr>
<td>c. Exclusively adhesive construction:</td>
<td>X</td>
</tr>
<tr>
<td>d. None of the above:</td>
<td></td>
</tr>
<tr>
<td>16. Is the entire shoe less than 10% by weight of rubber or plastics?</td>
<td>No</td>
</tr>
<tr>
<td>17. Test Report Required?</td>
<td>No</td>
</tr>
<tr>
<td>18. Unit price ($)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>19. Is it worn exclusively by men or boys?</td>
<td>No</td>
</tr>
<tr>
<td>20. If women/girls, identify HTS# for each size range that applies:</td>
<td></td>
</tr>
<tr>
<td>a. Infant/Children (3 1/2 &amp; below):</td>
<td>6404.10.3580</td>
</tr>
<tr>
<td>b. Women’s (4 and up):</td>
<td>6404.19.3560</td>
</tr>
</tbody>
</table>

**Other Information**

Other Assist: Yes

a. Other Assist Value($): 150.00

**Comments:** Textile Upper, Rubber/Plastic Sole

Manufacturer: Example Mfr

Prepared by NPG Customs Compliance on: 07/06/2007
IFI Example #2

### Nordstrom Footwear Invoice

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Manufacturer Style:</td>
<td>Example 2</td>
</tr>
<tr>
<td>3. Identify the materials making up the external surface area of the upper (excluding accessories, reinforcements, ornamentation, etc.)</td>
<td>100%</td>
</tr>
<tr>
<td>a. Leather</td>
<td>100%</td>
</tr>
<tr>
<td>b. Rubber and/or Plastics</td>
<td></td>
</tr>
<tr>
<td>c. Textile Materials</td>
<td></td>
</tr>
<tr>
<td>d. Other Materials</td>
<td></td>
</tr>
<tr>
<td>4. Identify the materials making up the external surface area of the sole (excluding accessories, reinforcements, ornamentation, etc.)</td>
<td></td>
</tr>
<tr>
<td>a. Leather or Composition leather</td>
<td>X</td>
</tr>
<tr>
<td>b. Rubber and/or Plastics</td>
<td>0.11mm</td>
</tr>
<tr>
<td>c. Other Materials</td>
<td>No</td>
</tr>
<tr>
<td>5. In answering questions 3 or 4, did you consider any of the pieces to be accessories, reinforcements, ornamentation, etc.?</td>
<td>No</td>
</tr>
<tr>
<td>6. Regarding the leather pieces (if any) in 3a or 4a above, indicate whether they are coated or laminated with rubber and/or plastics:</td>
<td>No</td>
</tr>
<tr>
<td>a. Coated</td>
<td>X</td>
</tr>
<tr>
<td>b. Laminated</td>
<td></td>
</tr>
<tr>
<td>c. Not applicable</td>
<td></td>
</tr>
<tr>
<td>6a. If coated, is the coating less than 0.1mm thick?</td>
<td>No</td>
</tr>
<tr>
<td>6b. If no, how thick is the coating to the nearest hundredth of a millimeter?</td>
<td>0.11mm</td>
</tr>
<tr>
<td>7. Is it work footwear?</td>
<td>No</td>
</tr>
<tr>
<td>8. Is it a house slipper?</td>
<td>No</td>
</tr>
<tr>
<td>9. Does it have a protective metal toe cap?</td>
<td>No</td>
</tr>
<tr>
<td>10. Is it a downhill, snowboard, or cross country skiboot?</td>
<td>No</td>
</tr>
<tr>
<td>11. Is it serious sports footwear other than skiboots?</td>
<td>No</td>
</tr>
<tr>
<td>12. Is it a golf shoe?</td>
<td>No</td>
</tr>
<tr>
<td>13. Is it a tennis, basketball, gym, training shoe or the like?</td>
<td>No</td>
</tr>
<tr>
<td>14. Is it made on a base platform of wood?</td>
<td>No</td>
</tr>
<tr>
<td>15. Does it have a leather outer sole, and uppers which consist of leather straps across the instep and around the big toe?</td>
<td>No</td>
</tr>
<tr>
<td>16. Is the leather in the upper pigskin?</td>
<td>No</td>
</tr>
<tr>
<td>17. What is the height of the upper?</td>
<td>X</td>
</tr>
<tr>
<td>a. Covers the knee or higher</td>
<td></td>
</tr>
<tr>
<td>b. Covers the ankle but not the knee</td>
<td></td>
</tr>
<tr>
<td>c. Does not cover the ankle</td>
<td></td>
</tr>
<tr>
<td>18. Which of the following characteristics does the footwear possess?</td>
<td>X</td>
</tr>
<tr>
<td>a. Welt construction</td>
<td></td>
</tr>
<tr>
<td>b. Turn or turned construction</td>
<td></td>
</tr>
<tr>
<td>c. None of the above</td>
<td></td>
</tr>
<tr>
<td>19. Test Report Required?</td>
<td>No</td>
</tr>
<tr>
<td>20. Unit price ($)</td>
<td>More than $2.50 pr</td>
</tr>
<tr>
<td>21. Is it worn exclusively by men or boys?</td>
<td>Yes</td>
</tr>
<tr>
<td>22. If men/boys, identify HTS# for each size range that applies:</td>
<td>6403.99.9071</td>
</tr>
<tr>
<td>a. Infant/Children (3 1/2 - 11):</td>
<td>6403.99.6090</td>
</tr>
<tr>
<td>b. Boy's (11 1/2 - 5 1/2):</td>
<td>6403.99.6075</td>
</tr>
<tr>
<td>Other Information</td>
<td>Example 1</td>
</tr>
<tr>
<td>Binding Ruling:</td>
<td>Example Mfr</td>
</tr>
<tr>
<td>Comments: Leather Upper, Rubber/Plastic Sole</td>
<td></td>
</tr>
<tr>
<td>Manufacturer: Example Mfr</td>
<td></td>
</tr>
<tr>
<td>Prepared by NPG Customs Compliance on: 08/01/2007</td>
<td>NORDSTROM, INC.</td>
</tr>
</tbody>
</table>
IFI Example #3

<table>
<thead>
<tr>
<th>Nordstrom Footwear Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nordstrom Style (VPN): 200W</td>
</tr>
<tr>
<td>2. Manufacturer Style: Example Style 4</td>
</tr>
<tr>
<td>3. Identify the materials making up the external surface area of the upper (excluding accessories, reinforcements, ornamentation, etc.)</td>
</tr>
<tr>
<td>a. Leather:</td>
</tr>
<tr>
<td>b. Rubber and/or Plastics:</td>
</tr>
<tr>
<td>c. Textile Materials: 100 %</td>
</tr>
<tr>
<td>d. Other Materials:</td>
</tr>
<tr>
<td>4. Identify the materials making up the external surface area of the sole (excluding accessories, reinforcements, ornamentation, etc.)</td>
</tr>
<tr>
<td>a. Leather or Composition leather: 80 %</td>
</tr>
<tr>
<td>b. Rubber and/or Plastics: 10 %</td>
</tr>
<tr>
<td>c. Other Materials: 10 %</td>
</tr>
<tr>
<td>5. In answering questions 3 or 4, did you consider any of the pieces to be accessories, reinforcements, ornamentation, etc.? Yes</td>
</tr>
<tr>
<td>5a. If yes, which ones? METAL ORNAMENTATION</td>
</tr>
<tr>
<td>6. Test Report Required? Yes</td>
</tr>
<tr>
<td>Lab Test Number: Test123456</td>
</tr>
<tr>
<td>Lab Test Date: 05/24/2007</td>
</tr>
</tbody>
</table>
| Lab Results: give full weight breakdown of entire shoe by %.
|   Leather: 35.0 %                               |
|   Rubber and/or Plastics: 10.0 %                |
|   Textile: 42.0 %                               |
|   Metal: 5.0 %                                  |
|   Others: Paperboard & Wood 8.0 %               |
|   Total of Textile+Rubber+Plastics: 52.0 %     |

Comments: Textile Upper, Leather Sole
Manufacturer: Example Mfr
Prepared by NPG Customs Compliance on: 07/12/2007
Nordstrom, Inc.
What is a Binding Ruling?
A binding ruling is the official position of the Customs Service with respect to the issues addressed. A binding ruling can be obtained for country of origin, proposed country of origin markings, labels, classifications, etc. A ruling can only be obtained on an item prior to its importation into the United States. The advantage of having a binding ruling is it guarantees the HS number and category number. In addition, all Customs ports of entry must classify the merchandise based on the binding ruling.

Binding rulings should be requested for any item where the classification and/or category number is not clearly identifiable.

Classification Rulings
A binding ruling on classifications takes approximately 30 days to obtain and is the most common type of ruling requested. There is not a charge to obtain a binding ruling on classification. To request that a binding ruling be obtained, send a production sample to the Production Group manager or planner at Nordstrom and ask them to request a binding ruling.

When the binding ruling is received, the sample and a copy of the ruling will be returned to the NPG office. A copy will also be forwarded to the appropriate customs broker and the agent specified on the binding ruling request. The original ruling will be kept in the Customs Compliance office at Nordstrom.

The HS number and binding ruling number should be stated on the commercial invoice and a copy of the binding ruling sent along with the other documentation.
OTHER GOVERNMENT AGENCIES REQUIREMENTS

In addition to the Customs and Border Protection Service, there are other agencies with jurisdiction over certain types of merchandise. The cargo could be reviewed, inspected or sampled by each pertinent bureau. Failure to comply with these regulatory agencies can result in penalties. The penalties can range from a warning to full seizure of the importation and possible criminal proceedings against the importer. **FISH AND WILDLIFE SERVICE (F&W)**

This agency has jurisdiction over any item that is manufactured from any plant or animal (mammal, fish or reptile), which might be considered an endangered species. Even if you import an item from a species that is not endangered, the item must clear Fish & Wildlife Review prior to CBP clearance.

- **Types of Animals Subject to Fish & Wildlife Review**
  Common items subject to U.S. Fish & Wildlife Service review:
  - Buttons of shell or horn.
  - Handbags of alligator/caiman/crocodile, camel, snake, eel.
  - Belts of alligator/caiman/crocodile, lizard.
  - Fur Coats or Coats with fur trim of beaver, mink, fox.
  - Shoes of snake, camel, eel.
  - Garments with buffalo horn.

- **Types of Animals Not Subject to Fish & Wildlife Review**
  Domesticated animals are not subject to review by the U.S. Fish and Wildlife Service:
  - Certain mammals listed as domesticated- Alpaca, camel, cat, cattle, dog, European rabbit, ferret, goat, horse, llama, pig, sheep, water buffalo
  - Certain birds listed as domesticated- chickens, peafowl, turkey, barnyard mallards.

- **Commercial Invoice Requirements for Fish & Wildlife Products**
  On the commercial invoice for any item made of, or containing parts of, any animal product, the following details must be included on the invoice:
  - Common and scientific name (genus and species) of animal
  - Animal country of origin
  - Source of the animal. (i.e. Farm raised, from the wild, etc)
  - Total # of pieces of animal on garment (i.e. # of buttons)
  - Total value of the product in U.S. dollars.

- **CITES (The Convention on International Trade in Endangered Species)**
  If the item is from an endangered species but is still allowed to be shipped under the Convention on International Trade in Endangered Species (CITES) a original CITES Certificate is required to submit an entry for clearance. A CITES certificate is issued by the country of production acknowledging that they are aware of the species of the entered product and are allowing exportation and includes. It is required that for any shipment that needs to be shipped with a CITES certificate, the certificate must be obtained prior to export.

- **Conventional Broker Requirements (Expeditors Intl)**
  - Tender original validated CITES Certificate to freight forwarder with commercial documents
  - Keep a copy of the validated CITES Certificate for your records
-Express Courier Requirements (FedEx)
  ▪ Tender original validated CITES Certificate to FedEx and instruct FedEx to attach the validated CITES Certificate to the outside of the package
  ▪ Keep a copy of the validated CITES for your records

-California Prohibitions
The state of California has additional restrictions on certain animal products that would otherwise be allowed to be imported and sold in the rest of the United States. A list of animal products unable to be sold in California is listed in the below excerpt from California's penal code, however two of the most popular animal products included in this list are python and alligator/crocodile.

“It is unlawful to import into this state for commercial purposes, to possess with intent to sell, or to sell within the state, the dead body, or any part or product thereof, of any alligator (effective Jan. 1, 2015), crocodile (effective Jan. 1, 2015), polar bear, leopard, ocelot, tiger, cheetah, jaguar, sable antelope, wolf (Canis lupus), zebra, whale, cobra, python, sea turtle, colobus monkey, kangaroo, vicuna, sea otter, free-roaming feral horse, dolphin or porpoise (Delphinidae), Spanish lynx, elephant, or any creature protected under federal law.

To recap, with regards to the above listed animals, it is illegal to: 1) Sell the items in Californian stores. 2) Advertise the items in catalogs or mailers sent to California 3) Transfer the items from any store to a store or customer in California.

-Express Courier Requirements For Shipping Fish & Wildlife Product
  • Pre alert advising FedEx Airway Bill# must be emailed to:
    1) bufcpaprealert@ftn.fedex.com
    2) sandra_martin@ftn.fedex.com
    3) chris_willey@ftn.fedex.com
  • The correct FedEx Account# must be used (please contact your planner, logistics or Customs Compliance for account number information).
  • In the Commodity Description section of the airway bill, the description must start with “FWS” plus the garment description in English. For example, “FWS cotton knit shirt”
FOOD AND DRUG ADMINISTRATION (FDA)

The FDA monitors any importation related to, either directly or indirectly, commodities having any relation to human well-being. This includes, but is not limited to: drugs, foods, beverages, medical devices (i.e. sunglasses), utensils, food containers and cookware including cups, bowls, glasses and plates. The FDA adheres to a very strict interpretation of these requirements under the Federal Food, Drug and Cosmetic Act.

ENVIRONMENTAL PROTECTION AGENCY (EPA)

TSCA – Toxic Substance Control Act. The EPA requires a document to be submitted stating that certain items do not contain “toxic substances”. A copy of this statement can be found in the “Forms” section of this manual. A link to the EPA website describing what “toxic substances are prohibited form entry can be located on the Web Links section of this manual. If you have an item that is prohibited or restricted, please contact the Nordstrom Customs Compliance Department.

ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)

APHIS is a division of the US Department of Agriculture. APHIS monitors any importation related directly or indirectly to commodities that may impact US plant and animal well-being.

Beginning September 16, 2005, the U.S Department of Agriculture Animal and Plant Health Inspection Service (APHIS) will require that all wood packaging material (WPM) imported into the U.S must either be heat treated or fumigated with methyl bromide, and be properly marked as so treated. This measure is in accordance with ISPM 15 (International Standards for
Phytosanitary Measures), an internationally established standard for treatment of WPM. WPM exempt from this regulation include:

- WPM made entirely of wood pieces less than 6 mm thick in any dimension.
- Manufactured wood materials such as plywood, particleboard, oriented strand board, whiskey barrels, wood packaging that serves as gift boxes, and crafting associated with antiques, such as art pieces or vintage wines.

To comply, please be sure that each piece of WPM used in your shipment is properly treated and contains a mark on each side certifying such treatment before departing origin.

Example of the WPM mark:

```
XX - 000
YY
```

XX represents the ISO country code. 000 represents the unique number assigned by the national plant protection organization. YY represents either HT for heat treatment or MB for methyl bromide fumigation.
Composition Testing of Components

All footwear styles with textile uppers and leather soles that Nordstrom import will need to be lab tested to determine the component weight breakdown. All new styles must be tested before entry into the United States. The test results are needed in order to comply with U.S. Customs requirements. Nordstrom will also require that repeat styles between 40% and 60% Rubber Plastic And Textile (RPT) be tested every 6 months. If the RPT is less than 40% or more than 60%, we will require a test every 12 months.

Whenever a new style with a textile upper and a leather sole is ordered by Nordstrom, the factory must automatically plan to create an extra pair for testing. Our goal is to have this become an ordinary procedure for the factory. Nordstrom does not want to monitor this process. It is the responsibility of the factory to make this extra pair and send it out for testing. Test on additional shoe styles may be requested by NPG Custom Compliance Department on a case-to-case basis.

SAMPLE SIZING TO BE SUBMITTED FOR TESTING

Please use the following information to determine which size you will need from production for testing. We need to be consistent; therefore we have listed out the “test size” for each footwear division.

1. Women’s Footwear: Size 8 US or 38 European/Continental
2. Children’s Footwear: Small size run - size 9 US or 26 European/Continental
3. Children’s Footwear: Full size run - size 13 US or 31 European/Continental
4. Men’s Footwear: Size 10 US or 44 European/Continental

COMPONENTS TESTING PROCESS

- The test pair should be created and rushed to the lab at the beginning of the production schedule.
- The lab takes 4-5 days to test the shoe.
- The results of the test will be sent via email to NPG QA Mailbox.
- We will create an IFI- Interim Footwear Invoice and fax it to you, hopefully before you turn the freight over to the forwarder.
- The Nordstrom IFI must accompany the shipping documents.
- In cases where it is a small, rush, air shipment we will fax the IFI to our Customs Broker in the U.S. so as to not hold up the freight.
- The shoe must be an actual shoe from production for the specific PO, not a sample.

FINANCIAL RESPONSIBILITY

As with any other component of production, the costs for these required tests (including test pair and possible courier fees) are the responsibility of the supplier/agent unless otherwise negotiated with NPG Product Merchandiser.
Intertek Testing Facilities

TESTING LABS

We have selected INTERTEK TESTING LABS to do the testing on behalf of Nordstrom. The facilities we will be using are in the U.S., Hong Kong, and Italy. Before sending footwear for testing the first time, we recommend you call, fax or email the lab for your area and establish a contact. Test Request Form is located in the following section.

<table>
<thead>
<tr>
<th>China</th>
<th>Intertek Testing Services Hong Kong Ltd</th>
</tr>
</thead>
</table>
| Hong Kong | 2/F Garment Centre  
576 Castle Peak Road  
Kowloon Hong Kong China |
| Contact: Mr. Eric Sit  
Email: labtest.hongkong@intertek.com |

<table>
<thead>
<tr>
<th>China</th>
<th>Intertek Testing Services Ltd (Guangzhou) Ltd</th>
</tr>
</thead>
</table>
| Guangzhou (Huangpu) | 3/F Hengyun Building  
728 Kai Fa Ave  
Guangzhou Economic & Technological Development District  
Guangzhou 510730  
China |
| Contact: Mr. Benny Cheung  
Email: labtest.guangzhou@intertek.com |

<table>
<thead>
<tr>
<th>Italy</th>
<th>Intertek Testing Services (Florence - Italy) S.r.l.</th>
</tr>
</thead>
</table>
|        | Viale Europe, 66a  
1 - 50018 Scandicci - Florence  
Italy |
|        | Tel: (39-055) 790 873  
Fax: (39-055) 791 198 |
| Contact: Mr. Riccardo Pastacaldi  
Email: labtest.italy@intertek.com |

<table>
<thead>
<tr>
<th>UK</th>
<th>Intertek Testing Services (Leicester) Limited</th>
</tr>
</thead>
</table>
| Leicester | Centre Court  
Meridian Business Park  
Leicester LE19 1WD  
United Kingdom |
| Tel: (44-116) 263 0330  
Fax: (44-116) 263 0311 / 2 |
| Contact: Mr Calvin Yam  
Email: labtest.uk@intertek.com |
Sample Lab Test Alert Form

TO: ____________________________________________

FROM: NPG CUSTOMS COMPLIANCE

DATE: ___________________________

STYLE: _____________________________

UPPERS THAT REQUIRE TESTING: ____________________________

PO #: _____________________________

LAB TEST ALERT**********LAB TEST ALERT**********LAB TEST ALERT

PLEASE NOTE:
I have not included an Interim Footwear Invoice (IFI) for the textile upper shoes on this purchase order because they will require a lab test to determine the PERCENT COMPOSITION BY WEIGHT.

During production of this style for this PO, please overnight air an extra pair to the determined lab in your area for testing. I have included a partially filled-out form for you to complete and send to the lab with the test pair of shoes.

Once the test is complete I will receive the results via email from the lab. I will fax you an IFI within 24 hours of receiving the results. Then the IFI can be matched up with the documents and the merchandise turned over to the forwarder.

If you have any questions, you can contact me at:

EMAIL: jon.nelson2@nordstrom.com
PHONE: 206-373-5674
FAX: 206-373-5679

Thanks in advance for your help!
## FOOTWEAR TEST REQUEST FORM

**NPG Contact:**

**Dept. Name:**

**Ship Date:**

**Manufacturer:**

**Applicant and Address:**

<table>
<thead>
<tr>
<th>SAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factory Style Number:</td>
</tr>
<tr>
<td>Nordstrom Style Name/Number:</td>
</tr>
<tr>
<td>Sample Description:</td>
</tr>
<tr>
<td>- External Surface area of the upper (Fabric, Leather etc.):</td>
</tr>
<tr>
<td>- External Surface area of the sole (Leather, fabric etc.):</td>
</tr>
<tr>
<td>Colors/Prints:</td>
</tr>
<tr>
<td>Print Type:</td>
</tr>
<tr>
<td>Finish:</td>
</tr>
<tr>
<td>Size:</td>
</tr>
</tbody>
</table>

### TEST REQUIRED

- [ ] Men’s Shoes
- [ ] Women’s Shoes
- [ ] Children’s Shoes
- [ ] Boots

- [ ] Pre - Production Package Test
- [ ] Percent Composition by weight (for shoes with textile upper and leather sole)
- [ ] Surface area of upper (to determine greatest component when upper is a combination)
- [ ] Surface area of sole (to determine greatest component when sole is a combination)
- [ ] Other Test(s)
- [ ] Re-Test

**Previous Test Report**

**Additional Information:**

---

### BILLING INFORMATION

- **Bill to Company:**
- **Contact Person**
- **Address:**
- **Phone:**
- **Fax:**
- **E-mail:**

### LAB USE ONLY:

- **CLIENT REF. NO.:**
- **AWB NO.:**
- **LAB NO.:**
- **RTN DATE:**
- **DATE IN:**
- **BOX NO.:**
- **DATE DUE:**

**AUTHORIZED SIGNATURE:**

**FORM NO.:**
NORDSTROM’S POLICY ON ILLEGAL TRANSSHIPPING

As stated in the Nordstrom Partnership Guidelines, partners will comply with applicable US Customs importing laws and, in particular, will establish and maintain programs and documentation to support country of origin production verification, to avoid illegal transshipping.

Should a factory be inspected by a U.S. Verification team or be under investigation by local authorities for transshipping violations, the Nordstrom Customs Compliance department should be alerted regardless of the outcome.

It is our expectation that all suppliers doing business with Nordstrom are fully aware of the issues and consequences surrounding illegal transshipments. In the event Customs and Border Protection has a question with regards to the country of origin declared on the documentation for a Nordstrom placed order, Nordstrom shall request from the supplier all documentation necessary to substantiate the country of origin claim. This includes, but is not limited to, production records, timecards, inspection certificates, bills of lading, OPA records, electrical bills and any other documentation that will assist us in proving the country of origin.

PROOF OF PRODUCTION

When Customs and Border Protection is not satisfied with the country of origin being claimed by the commercial documentation (particularly the Country of Origin declaration), they can request records/documents from Nordstrom proving the origin of a shipment. This power for Customs is defined in their trade bulletin notices TBT-97-049 & TBT-98-018. The basic documentation we will always require if requested by Customs and Border Protection is listed below. Depending on the shipment, additional documentation may be required to back up our origin claim.

As Customs' time limits are short for us to provide this documentation to Customs, we will require that the below documentation be faxed (and sent via courier) within 5 days of agent/supplier receipt of the request.

The below documentation should be available on every shipment regardless of single or multiple country origin.

Please number each page clearly and provide a description for each document via e-mail or separate letter. Please translate documents into English for review by Customs and Border Protection.

A. TIME LINE
   1) Clear and detailed time line prepared by the factory outlining the dates and details as outlined below. Time line should include the event (i.e. fabric purchase, cut parts export HK to CN, etc.), and the date it occurred in chronological order.

B. RAW MATERIALS (Fabrics, Yarn, Trimmings, Labels)
   1) Invoices from the fabric/yarn/trimmings supplier for the raw materials used in questioned shipment
   2) Shipping documents from the raw material supplier to production factory
   3) Clearance documentation of raw materials into country of production (Government Import License).
   4) Additional documentation on labels, other materials incorporated on a case-by-case basis.

C. PRODUCTION RECORDS
   1) Internal Factory Production Order
   2) Cutting records (tickets) if from fabric/knitting records if from yarn - should be able to verify quantity, colors & sizes of order
   3) List number and types of machinery available at production factory/List number of machines used in production
4) Time cards of employees involved in Production Order with highlights of times employee worked on the order
5) All assembly records. These should include records maintained on the factory floor describing the operations performed, employees performing the operations, and the dates the operations were performed.
6) Proof of factory operation during time of production (e.g. electric bills)
7) If production in multiple countries OPA (Outward Processing Arrangement) documentation.
8) HKTD Production Notification of cut and sewn garments
9) All shipping details documenting movement of fabric/knit panels/assembled and unassembled garments/finished garments between countries (must be able to trace by production number/PO, including Customs clearance records, detailed truck manifests)
10) 1 - 6 above for production in second country.
11) Proof of export from country of export
12) Sketch of the unassembled panels (if applicable)

D. SUB-CONTRACTOR RECORDS
1) All of the same records as in C/Production Records for sub-contractor.

E. INSPECTION CERTIFICATES
1) In-line inspection report
2) Final inspection report

PROOF OF PRODUCTION – NAFTA, AGOA, ATPDEA, ISRAEL, QUALIFYING INDUSTRIAL ZONE (QIZ), INSULAR POSSESSIONS, US-SINGAPORE FREE TRADE AGREEMENT

Every supplier and agent working with the production of product eligible for duty free treatment or reduced duty under a Trade Preference agreement should maintain a procedure manual detailing the regulations of the Trade Preference agreement and documenting their internal procedures that prove the product is eligible for the benefits of the program.

When Customs and Border Protection is not satisfied with the country of origin being claimed by the commercial documentation (particularly the textile declaration), they can request records/documents from Nordstrom proving the origin of a shipment. This authority for Customs is defined in Customs trade bulletin notices TBT-97-049 & TBT-98-018. The basic documentation we will always require if requested by Customs and Border Protection is listed below. Depending on the shipment, additional documentation may be required to back up our origin claim.

As Customs time limits are short for us to provide this documentation to Customs, we will require that the below documentation be faxed (and sent via courier) within 5 days of agent/supplier receipt of the request.

The below documentation should be readily available on every shipment regardless of single or multiple country origin.

Please number each page clearly and provide a description for each document via e-mail or separate letter. Please translate documents into English for review by Customs and Border Protection.

A. TIME LINE
1) Clear and detailed time line prepared by the factory outlining the dates and details as outlined below. Time line should include all processes that occurred from raw material purchase to export to the U.S., and the date it occurred in chronological order.
B. RAW MATERIALS (Fabrics, Yarn, Trimmings, Labels)
1) Invoices from the fabric/yarn supplier for the raw materials used in Purchase Order.
2) Invoices for the thread used to assemble the garments and backup country of origin documentation may be required if duty free treatment in Trade Agreement
3) Shipping documents from the raw material supplier to production factory
4) Clearance documentation of raw materials into country of production (i.e. Government Import License).
5) Affidavits from raw material supplier certifying raw materials are of “NAFTA”, “AGOA”, “ATPDEA”, or Israeli origin.
6) Provide a detailed list of all findings and trimmings used in the garment and their origin and value. Examples: Sewing thread, hooks and eyes, buttons, “bow buds”, decorative lace, trim, elastic strips, zippers (including zipper tapes), labels and other similar products. Additional documentation on labels and other findings/trimmings incorporated into the garment may be requested on a case-by-case basis.

C. PRODUCTION RECORDS
1) Internal Factory Production Order
2) Cutting records (tickets) if from fabric - knitting records if from yarn - should be able to verify quantity, colors & sizes of order
3) List number and types of machinery available at production factory/List number of machines used in production
4) Production records for sewing with breakdown of each process done.
5) Time cards of employees involved in Production Order with highlights of times employee worked on the order.
6) All assembly records. These should include records maintained on the factory floor describing the operations performed, employees performing the operations, and the dates the operations were performed
7) Proof of factory operation during time of production (e.g. electric bills)
8) All shipping details documenting movement of fabric/knit panels/assembled and unassembled garments/finished garments between countries (must be able to trace by production number/PO, including Customs clearance records, detailed truck manifests)
9) 1 - 7 above for production in second country.
10) Proof of export from country of export.
11) Sketch of the unassembled panels (if applicable)

D. SUB-CONTRACTOR RECORDS
1) All of the same records as in C/Production Records for sub-contractor.

E. INSPECTION CERTIFICATES
1) In-line inspection report
2) Final inspection report
Footwear Country of Origin Marking Requirements

Footwear must be:

1. Marked in legible English
2. Marked permanently and indelibly such as the nature of the article will permit
3. If the words United States, America, USA, or any city or state of the United States appears on the footwear or shoe box, but is not the country of origin, the actual country of origin must be appear in close proximity to the locality name in lettering of comparable size preceded by the “Made in”, “Product of”, or similar wording.

A textile label sewn on an inner seam or an indelible ink stamp are the accepted forms of marking. **Please note: both shoes in a pair must be marked.**

If a textile label is used, it cannot be folded over so that the country of origin cannot be seen at a glance.

<table>
<thead>
<tr>
<th>ACCEPTABLE</th>
<th>NOT ACCEPTABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MADE IN CHINA</td>
<td>MADE IN</td>
</tr>
</tbody>
</table>

Special Requirements for Footwear of Wool

Footwear must be marked to show the fiber content percentage in generic terms.

The terms **all** may be used instead of **100%**, however the term **pure** is **not** acceptable in lieu of **100%**.

Wool footwear must be marked to indicate at least one of the following:

1) Importer’s Name; or
2) Manufacturer’s Name; or
3) RN number; or
4) WPL number

<table>
<thead>
<tr>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ Corporation</td>
</tr>
<tr>
<td>100% Wool</td>
</tr>
<tr>
<td>Made in China</td>
</tr>
</tbody>
</table>

RN and WPL numbers can are obtained from the US Federal Trade Commission

*Information obtained from the U.S. Customs Service, 'Invoice, Marking and Classification Requirements for Footwear'*
## Footwear Comparative Sizing Chart

<table>
<thead>
<tr>
<th>LAST SIZE</th>
<th>U.K.</th>
<th>U.S.A. (Male)</th>
<th>U.S.A. (Female &amp; Unisex)</th>
<th>EUROPE</th>
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</table>
Explaination of Delivery Terms

Incoterms

It is important to understand the delivery terms listed on the purchase order. These terms determine where Nordstrom takes legal ownership of the product and the responsibilities of the supplier. The following terms will be followed by delivery point, which identifies the named place, port or destination.

Example: FOB-Istanbul

EXW - EX WORKS named place
The seller’s responsibility is to make the goods available at their premises in a condition prepared for export. The seller is not responsible for loading the goods in the vehicle provided by the buyer, unless otherwise agreed. The buyer bears the full cost and risk involved in bringing the goods from there to the desired destination.

FOB - FREE ON BOARD VESSEL
The goods are placed on board a ship by the seller at a port of shipment named in the purchase order. The risk of loss or damage to the goods is transferred from the seller to the buyer when the goods pass the ship’s rail during loading. This term only applies to transportation by sea or inland waterway only.

FCA - FREE CARRIER
FCA is based on the same principle as FOB except that the seller fulfills their obligation when goods are delivered into the custody of the carrier at the named point. If no precise point can be mentioned at the time of the contract of sale, the parties should refer to the place or range where the carrier should take goods into his charge. The risk of the loss or damage to the goods is transferred from the seller to the buyer at that time and not at the ship’s rail. "Carrier" means a person by whom or in whose name a contract of carriage by road, rail, air, sea or a combination of modes has been made.

CIF - COST, INSURANCE AND FREIGHT
The seller must pay the costs for freight necessary to bring the goods to the named destination, but the risk of loss or damage, as well as any cost increases, is transferred from the seller to the buyer when the goods pass the ship’s rail in the port of shipment. The seller has to procure marine insurance against the risk of loss or damage to the goods during carriage. The seller pays the insurance premium.

DDP - DELIVERED DUTY PAID
The seller must pay the costs for freight necessary to bring the goods to the named place of destination along with all the costs and risks involved in bringing the good thereto including, where applicable, any customs duties, taxes, customs formalities, and the payment of formalities for import in the country of destination.
DEAR (DOCUMENT EXCEPTION ANALYSIS REPORT)

This report will be sent to your agent or to you directly via email. This running report will be updated with the previous month’s issues related to document discrepancies that delayed customs release. The discrepancies have been resolved at the time of customs entry, but are summarized in this report for your review.

After you have reviewed the report, confirm your acknowledgement of the DEAR Report and after discussing with the factories please fill in the remediation notes in the “Comments” column.

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Manufacturer Name per RMS</th>
<th>Discrepancy Code</th>
<th>PO Number</th>
<th>Brand</th>
<th>Fault Details</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep</td>
<td>2008</td>
<td>ABC Factory</td>
<td>OTH-OTH, other issue</td>
<td>12345678</td>
<td>CASLON</td>
<td>C/O not listed on invoice</td>
<td>Per factory, this was a typo.</td>
</tr>
<tr>
<td>Jan</td>
<td>2009</td>
<td>Interntaional</td>
<td>MFR-INV, mfr. name/address not stated</td>
<td>23456789</td>
<td>BP</td>
<td>Factory not listed on the invoice.</td>
<td>Spoke to factory and reminded them to put this info on the invoice.</td>
</tr>
<tr>
<td>Mar</td>
<td>2009</td>
<td>XYZ MFR</td>
<td>WGT-INV, weight discrepancy</td>
<td>13456789</td>
<td>MENS/KIDS</td>
<td>Net kgs not provided on commercial docs. Received revised documents.</td>
<td>Spoke to factory. They advised that they retrained shipping clerk.</td>
</tr>
</tbody>
</table>