

**Commercial Invoice Requirements**  
**\*For FCA U.S. Suppliers Only\***

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## **Introduction**

The following requirements only pertain to Suppliers on FCA U.S. Terms of Sale or when Nordstrom Canada is the Importer.

Commercial Invoices for export/import require more information than domestic payment invoices in order to meet Customs requirements. You can enhance your company's invoice to meet these requirements OR you can simply use the Canada Customs Invoice template and instructions.

It is imperative that suppliers carefully follow instructions and comply with requirements in order to avoid import clearance and delivery delays.

Please note that the information in this guide is updated periodically and can change without notice. We therefore do not recommend printing any section of this guide. We instead recommend that suppliers always refer to the on-line version to make sure that they have the most current information available.

## **Section 1: Commercial Invoice Requirements**

### **1.1 US Sourced, EDI 810 enabled**

If you are EDI 810-enabled and provide Nordstrom with an electronic payment invoice, you must tender a hardcopy of that invoice to the carrier/consolidator at time of shipping (for small package, the invoice should be physically attached to the lead package). EDI must transmit error free, timely, and include Country of Origin and Currency. For Beauty shipments, if you are not able to meet this criteria, then you will need to submit your commercial invoice in excel format with all the required elements of the paper invoice, including COO and Currency.

### **1.2 US Sourced, Non-EDI 810/paper invoice**

If you are not EDI 810-enabled with Nordstrom Canada, you must tender a hardcopy invoice to the carrier/consolidator at time of shipping (for small package, the invoice should be physically attached to the lead package). It must include all of the below information. If you are a non-EDI Beauty supplier, you must send your commercial invoice in excel format, or contact [crssbrdtrckmfnfst@nordstrom.com](mailto:crssbrdtrckmfnfst@nordstrom.com).

## INSTRUCTIONS ON HOW TO COMPLETE AN INTERNATIONAL COMMERCIAL INVOICE

Below is a brief description of the required fields on a Canada Customs Invoice (CI1) or an international-level commercial invoice. Please pay special attention to the highlighted fields, as these are not always present on domestic invoices.

Field Description

- 1 **Vendor** – (seller, sold by, remit to, consignor, shipper) – Indicate the name and address.
- 2 **Date of direct shipment to Canada** – Indicate the date the goods began their continuous journey to Canada.
- 3 **Reference: Nordstrom Purchase Order number**
- 4 **Consignee** – (ship to, deliver to) – Indicate the name and address of the company (Nordstrom DC or store) in Canada to whom the goods are shipped.
- 5 **Purchaser's name and address** – (sold to, buyer) – Nordstrom Canada Retail, Inc. 1300-777 Dunsmuir Street, Vancouver, BC V7Y 1K2
- 6 **Country of transshipment** – The country through which the goods were shipped in transit to Canada under customs control.
- 7 **Country of origin of goods** – The country of origin of invoiced goods is the country where the goods are grown, produced, or manufactured. Each manufactured article on the invoice must have been significantly transformed in the country specified as the country of origin to its present form ready for export to Canada. Certain operations such as packaging, splitting, and sorting may not be considered as sufficient operations to confer origin.  
  
Note: The origin of goods as applied to the assignment of tariff treatment is dealt with in [Memorandum D11-4-2, Proof of Origin](#).
- 8 **Transportation** - Give mode and place of direct shipment to Canada – Indicate the mode of transportation and the place from which the goods began their uninterrupted journey to Canada.
- 9 **Conditions of sale and terms of payment** – Describe the terms and the conditions agreed upon by the vendor and the purchaser.
- 10 **Currency of settlement** – Indicate the currency in which the vendor's demand for payment is made.
- 11 **Number of packages** – Indicate the number of packages.
- 12 **Specification of commodities** – The following information must be provided:
  - (a) Kind of packages – Indicate the kind of packages (e.g., cases, cartons).
  - (b) Marks and numbers – Indicate the descriptive marks and numbers imprinted on the packaged goods.

(c) Detailed description and characteristics – Give a detailed description of the merchandise and include **Vendor Product Number (VPN)**. If you list UPCs/SKUs, please ensure the invoice has a summary at the VPN level.

- 13 **Quantity** – Indicate the quantity of each item included in the description field in the appropriate unit of measure.
- 14 **Unit price** – (price per article, item amount) – Provide a value in the currency of settlement (as defined under Field 10) for each item described in the description field.
- 15 **Total Price**– Indicate the price paid or payable in the currency of settlement (as defined under Field 10) for the number of items recorded in the quantity field when they were sold by the vendor to the purchaser.
- 16 **Total weight** – Show both net and gross weight.
- 17 **Invoice total** – (total value, pay this amount) – The total price paid or payable for goods described on the invoice or on the continuation sheet if used.
- 18 **CI1 only** - Reference to any attached documents.
- 19 **Exporter's name and address** – Indicate the name and address of the organization shipping the goods to the consignee/purchaser.
- 20 **Originator** – Where the invoice is completed on behalf of a company, the company's name and address must be indicated. The name of the person completing the invoice may also be indicated. Invoices completed on behalf of individuals must indicate the name and address of the person completing the invoice. This field may be left blank if this information is provided elsewhere on the invoice.
- 21 **CBSA ruling**– (If applicable)
- 22-25 **CI1 only** - Indicate the currency used when Field 23 or 24 is applicable. The actual completion of Fields 22 to 25 is self-explanatory with the exception of export packing. The amount of export packing must be indicated if additional packing was required solely for the overseas transportation of goods. Detailed information on the remaining sub-components of these fields can be found in [Memorandum D13-4-7, Adjustments to the Price Paid or Payable \(Customs Act, Section 48\)](#). [Memorandum D1-4-1 October 10, 2008 5](#)

### **1.3 US Sourced, No Charge/GWP/Gratis/Store Fixture/Collateral/Display:**

If you are providing No Charge items/supplies, GWP, etc. and Nordstrom Canada is the Importer, you must create an Invoice for Customs and a Value for Duty. You must tender an invoice in excel format, rolled up to items of the same category (i.e. lipstick, lotion), unit price, and country of origin. Item values must reflect fair market value for every free of charge item. Zero value and undervalued items will be flagged and held by customs.

Every shipment requires a PO#, country of origin, and currency. Every item will need a Canadian HTS #, or detailed descriptions of the goods if HTS isn't available. If you are unable to provide the invoice in excel, you will need to contact [crssbrdtrckmfnfst@nordstrom.com](mailto:crssbrdtrckmfnfst@nordstrom.com) to make other arrangements. See example invoices below.

If you are an NI shipper, do not attempt to send shipments with your own shipper, follow the routing guide at <http://www.nordstromsuppliercanada.com/>  
 Do not ship directly to the store, items must be shipped to the DC.

If shipping ‘no charge’ items with regular merchandise in the same shipment, you must provide invoices for both.

**Example Invoices:**

Before Roll Up							After Roll Up								
<b>Commercial Invoice</b>							<b>Commercial Invoice</b>								
Shipper: Beauty Vendor 1111 Beauty Street New York, NY 10018				Ship To: Nordstrom Canada DC 110A Iron ST Etobikoke, Ontario M9W5L9			Shipper: Beauty Vendor 1111 Beauty Street New York, NY 10018				Ship To: Nordstrom Canada DC 110A Iron ST Etobikoke, Ontario M9W5L9				
Sold To / Importer of Record Nordstrom Canada Retail Inc 1300 - 777 Dunsmuir St Vancouver, BC V7Y 1K2				Invoice # 11111111		Invoice date 12/6/2016		Sold To / Importer of Record Nordstrom Canada Retail Inc 1300 - 777 Dunsmuir St Vancouver, BC V7Y 1K2				Invoice # 11111111		Invoice date 12/6/2016	
				PO # 22011111		Currency USD						PO # 22011111		Currency USD	
Style #	Description	HTS	Country of origin	Units	Unit Price	Total	Style	Description	HTS	Country of origin	Units	Unit Price	Total		
1010A	Perfect foundation-bisque	3304.99.9090	FR	6	\$24.00	\$144.00		Foundation	3304.99.9090	FR	20	\$24.00	\$480.00		
1010B	Perfect foundation-nude	3304.99.9090	FR	8	\$24.00	\$192.00		Lipstick	3304.10.0000	FR	16	\$16.00	\$256.00		
1010C	Perfect foundation-ivory	3304.99.9090	FR	6	\$24.00	\$144.00		Lipstick	3304.10.0000	FR	20	\$18.00	\$360.00		
1250A	Lovely lipstick-berry	3304.10.0000	FR	2	\$16.00	\$32.00		Perfume	3303.00.0010	FR	4	\$32.00	\$128.00		
1250B	Lovely lipstick-wine	3304.10.0000	FR	8	\$16.00	\$128.00		Perfume	3303.00.0010	FR	6	\$28.00	\$168.00		
1250C	Lovely lipstick-plum	3304.10.0000	FR	6	\$16.00	\$96.00		Perfume	3303.00.0010	ES	8	\$36.00	\$288.00		
1401A	Sheer lipstick-nude	3304.10.0000	FR	8	\$18.00	\$144.00							Total Value: \$1,680.00		
1401B	Sheer lipstick-rosy	3304.10.0000	FR	4	\$18.00	\$72.00									
1401C	Sheer lipstick-dark red	3304.10.0000	FR	8	\$18.00	\$144.00									
1600A	Day Lilies perfume	3303.00.0010	FR	4	\$32.00	\$128.00									
1600B	Lilac perfume	3303.00.0010	FR	6	\$28.00	\$168.00									
1600C	Rose Petals perfume	3303.00.0010	ES	4	\$36.00	\$144.00									
1600d	Peonies perfume	3303.00.0010	ES	4	\$36.00	\$144.00									
						Total Value: \$1,680.00									
						<b>Value for Customs Purposes Only</b>									

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- 2 **Date of direct shipment to Canada** – Indicate the date the goods began their continuous journey to Canada.
- 3 **Reference - Nordstrom Purchase Order number (if applicable). If no PO, you must list the Nordstrom Department and Contact Name**
- 4 **Consignee** – (ship to, deliver to) – Indicate the name and address of the company (Nordstrom DC or store) in Canada to whom the goods are shipped.
- 5 **Purchaser's name and address** – (sold to, buyer) – Nordstrom Canada Retail, Inc. 1300-777 Dunsmuir Street, Vancouver, BC V7Y 1K2
- 6 **Country of transshipment** – The country through which the goods were shipped in transit to Canada under customs control.
- 7 **Country of origin of goods** – The country of origin of invoiced goods is the country where the goods are grown, produced, or manufactured. Each manufactured article on the invoice must have been significantly transformed in the country specified as the country of origin to its present form ready for export to Canada. Certain operations such as packaging, splitting, and sorting may not be considered as sufficient operations to confer origin.  
  
Note: The origin of goods as applied to the assignment of tariff treatment is dealt with in [Memorandum D11-4-2, Proof of Origin](#).
- 8 **Transportation**- Give mode and place of direct shipment to Canada – Indicate the mode of transportation and the place from which the goods began their uninterrupted journey to Canada.
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- 10 **Currency of settlement** – Indicate the currency in which the vendor's demand for payment is made.
- 11 **Number of packages** – Indicate the number of packages.
- 12 **Specification of commodities** – The following information must be provided:
  - (a) Kind of packages – Indicate the kind of packages (e.g., cases, cartons).
  - (b) Marks and numbers – Indicate the descriptive marks and numbers imprinted on the packaged goods.

(c) Detailed description and characteristics – Give a detailed description of the merchandise & list VPNs if applicable

**d) Canadian HTS# is required, but if unable to supply then the US HTS# or Schedule B# can be used.**

- 13 **Quantity** – Indicate the quantity of each item included in the description field in the appropriate unit of measure.
- 14 **Unit price** – (price per article, item amount) – Provide a value in the currency of settlement (as defined under Field 10) for each item described in the description field.  
**Note: The value should be a wholesale cost. Unit price cannot be zero or artificially low.**
- 15 **Total Price**– Indicate the price paid or payable in the currency of settlement (as defined under Field 10) for the number of items recorded in the quantity field when they were sold by the vendor to the purchaser.
- 16 **Total weight** – Show both net and gross weight.
- 17 **Invoice total** – (total value, pay this amount) – The total price paid or payable for goods described on the invoice or on the continuation sheet if used.
- 18 **CI1 only** - Reference to any attached documents.
- 19 **Exporter's name and address** – Indicate the name and address of the organization shipping the goods to the consignee/purchaser.
- 20 **Originator** – Where the invoice is completed on behalf of a company, the company's name and address must be indicated. The name of the person completing the invoice may also be indicated. Invoices completed on behalf of individuals must indicate the name and address of the person completing the invoice. This field may be left blank if this information is provided elsewhere on the invoice.
- 21 **CBSA ruling** –if applicable.

## **1.4 Questions/Contact:**

FCA U.S. Suppliers may direct questions to Nordstrom Customs Compliance at [custcompmb@nordstrom.com](mailto:custcompmb@nordstrom.com).