

Nordstrom Canada Commercial Invoice Check List

We want to ensure that your shipments to Canada are seamless. When preparing your commercial invoice for shipment, please verify that the following fields are present:

The fields highlighted in **yellow** are fields often missing from invoices, which will delay customs clearance. Please pay special attention to these fields.

- Correct Sold to:** Nordstrom Canada Retail Inc. 260 Yonge St. Toronto ON M5B 2H1
- Reference #** - Nordstrom Purchase Order number. If no PO#, you must list the Nordstrom Department and Contact Name.
- Invoice Number** - Each invoice should be assigned a unique invoice number
- Country of Origin of Goods** - Provide Country of manufacture of all items in shipment.
 - Ex: Country of Origin: CHINA, or Made in China
- Currency of Payment** – Indicate the currency of invoicing as per official purchase order.
- Specification of Commodities/Description** –
 - The style#/VPN (Vendor Product Number) on the invoice **must match** how it appears on the Nordstrom purchase order. Detailed description of items must be provided.
 - **Style 12345 Women’s Woven 100% Cotton Dress**
- Quantity** – Indicate the quantity of each item in the appropriate unit of measure. (i.e. pairs, each)
- Unit Price** – (price per item amount) – Provide a value in the currency of invoicing.
Note: For No Charge/Tester shipments, the value must be a fair market value/wholesale cost for customs purpose only. Customs will reject unit price of \$0 or if it is artificially low.
- Total Value**– Indicate the total due in the currency of invoicing.
- Invoice Quantity/Amount** – Total amount for unit and value.
- Please provide a **Consolidated invoice**. Does not need to be broken out at store or SKU level.
 - Invoice at DC/PO level, not store level
 - Ex: Style 12345 (all sizes and colors must be rolled up per Style level)
- If you ship via Nordstrom consolidated or LTL carrier**, the **Excel commercial invoices** is preferred. Please **email** the documents to the carrier in order to pass the best copy to our broker.
- If you ship via UPS**, **deselect*** the electronic invoice option and attach your invoice
* Step-by-Step instructions under “How to Ship to Nordstrom Canada by UPS” at <http://nordstromsuppliercanada.com>

Your Company's Letterhead

Vendor: Your company name
 Your company address
 contact name
 email address
 phone#

Shipper: ABC Distribution Center
 1000 Marine Ave
 Portland, OR 90247

Party being paid by Nordstrom

Invoice #: ADF9834
Date: 9/11/2014
Mode: Truck

Ship From: Portland, OR USA
Ship To: Etobicoke, ON Canada

Consignee/Deliver to: DC# 868
 C/O National Logistics Services
 110A Iron Street
 Etobicoke, ON M9W 5L9

Purchaser/Sold To: Nordstrom Canada Retail Inc
 260 Yonge Street
 Toronto, ON M5B 2H1

Nordstrom PO#
VPN (Vendor Product Number) exactly as listed on the Nordstrom PO

Currency	Terms of Sale
USD	FCA

Purchase Order	ITEM NO.	DESCRIPTION	Quantity	UNIT PRICE	Total Value
14001	TDK-123	Women's knit 100% cotton skirt	10	\$ 15.00	\$ 150.00
14001	TDK-124	Women's knit 80% cotton/20% nylon skirt	20	\$ 10.00	\$ 200.00
15235	TDK-565	Women's woven 100% silk skirt	10	\$ 30.00	\$ 300.00
15237	MNL-897	Men's 65% cotton/45% polyester t-shirt	50	\$ 15.00	\$ 750.00
		Made In China			
		10 cartons			
		50 net kgs			
		54 gross kgs			
Total Quantity/Amount			90		\$ 1,400.00

Required for customs clearance

If you have any questions, please refer to Nordstrom Supplier Canada at <http://nordstromsuppliercanada.com/>