

# Beauty Guidelines

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## 1.1 US Sourced Beauty Shipments:

Every shipment requires a PO# and the commercial invoice should be in excel format. If you are unable to provide the invoice in excel, please contact [crssbrdtrckmnfst@nordstrom.com](mailto:crssbrdtrckmnfst@nordstrom.com) to make other arrangements.

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 along with regular merchandise in the same shipment, you must provide invoices for both.

## 1.2 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 a **commercial invoice** for Customs and a supply 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. **Example:**

Before Roll Up							After Roll Up						
<b>Commercial Invoice</b> Shipper: Beauty Vendor 1111 Beauty Street New York, NY 10018 Sold to/Importer of Record: Nordstorm Canada Retail Inc 260 Yonge St Toronto, ON M5B 2L9							<b>Commercial Invoice</b> Shipper: Beauty Vendor 1111 Beauty Street New York, NY 10018 Sold To / Importer of Record: Nordstorm Canada Retail Inc 260 Yonge St Toronto, ON M5B 2L9						
Ship To: Nordstrom Canada DC 110A Iron ST Etobikoke, Ontario M9W5L9							Ship To: Nordstrom Canada DC 110A Iron ST Etobikoke, Ontario M9W5L9						
Invoice # 11111111 Date 12/6/2016 PO # 22011111 Currency USD							Invoice # 11111111 Date 12/6/2016 PO # 22011111 Currency USD						
Style #	Description	HTS	Country of origin	Units	Unit Price	Total	Style #	Description	HTS	Country of origin	Units	Unit Price	Total
101A	Foundation-bisque	3304.99.9090	FR	6	\$24.00	\$144.00		Foundation	3304.99.9090	FR	20	\$24.00	\$480.00
101B	Foundation-nude	3304.99.9090	FR	8	\$24.00	\$192.00		Lipstick	3304.10.0000	FR	16	\$16.00	\$256.00
101C	Foundation-ivory	3304.99.9090	FR	6	\$24.00	\$144.00		Lipstick	3304.10.0000	FR	20	\$18.00	\$360.00
125A	Lovely lipstick-berry	3304.10.0000	FR	2	\$16.00	\$32.00		Perfume	3303.00.0010	FR	4	\$32.00	\$128.00
125B	Lovely lipstick-wine	3304.10.0000	FR	8	\$16.00	\$128.00		Perfume	3303.00.0010	FR	6	\$28.00	\$168.00
125C	Lovely lipstick-plum	3304.10.0000	FR	6	\$16.00	\$96.00		Perfume	3303.00.0010	ES	8	\$36.00	\$288.00
141A	Sheer lipstick-nude	3304.10.0000	FR	8	\$18.00	\$144.00		<b>Value for Customs Purposes Only</b> Total Value <input type="text" value="\$1,680.00"/>					
141B	Sheer lipstick-rosy	3304.10.0000	FR	4	\$18.00	\$72.00							
141C	Sheer lipstick-ebony	3304.10.0000	FR	8	\$18.00	\$144.00							
160A	Day Lilies perfume	3303.00.0010	FR	4	\$32.00	\$128.00							
160B	Lilac perfume	3303.00.0010	FR	6	\$28.00	\$168.00							
160C	Rose Petals perfume	3303.00.0010	ES	4	\$36.00	\$144.00							
160D	Peonies perfume	3303.00.0010	ES	4	\$36.00	\$144.00							
Total Value <input type="text" value="\$1,680.00"/> <b>Value for Customs Purposes Only</b>													

## 1.3 Health Canada Cosmetic Regulations

### **What is a cosmetic?**

Under Canada's *Food and Drugs Act*, a cosmetic includes "any substance or mixture of substances, manufactured, sold or represented for use in cleansing, improving or altering the complexion, skin, hair or teeth and includes deodorants and perfumes."

Examples: Makeup products including remover, facial cream, moisturizer, nail polish including remover, perfume, soap, shampoo, hair styling product.

### **Cosmetics or drugs?**

Whether a product is classified as a cosmetic or a drug depends on two main factors: (1) the composition of the product and (2) the claims that are made about the product (including what it is and what it does). Health Canada may also take into account other considerations when classifying a product as a cosmetic or a drug.

For example, sunscreen lotions that have "SPF" or "sunscreen" or "sunblock" on the label would be classified as a drug, but the same product would be considered a cosmetic if it was used as a cosmetic moisturizing lotion (containing sunscreen ingredients) and was not labeled with "sunscreen" or "sunblock" or "SPF".

More information and guidance on the difference between a cosmetic and a drug can be found here:

<https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/cosmetic-drug-interface.html>

### **The Cosmetic Regulations and Food and Drugs Act**

Cosmetics are regulated by Health Canada's *Cosmetic Regulations* and *Food and Drugs Act*. These regulations set forth manufacturing, packing and storage requirements for cosmetics sold in Canada. In addition, the manufacturer must notify Health Canada about the cosmetic and provide a list of the cosmetic product's ingredients.

More information and guidance about Canada's Cosmetic's Regulations can be found here:

<https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/regulatory-information.html>

## **Cosmetic Notification Form**

Suppliers must notify Health Canada of all cosmetic products via a Cosmetic Notification Form. This is required to be submitted prior to shipping to Nordstrom Canada if Nordstrom is the importer. Failure to notify may result in a product being denied entry into Canada or removed from sale. More information and guidance about the Cosmetic Notification Form can be found here:

<https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/notification-cosmetics.html>

## **Cosmetic Ingredient Hotlist: Prohibited and restricted ingredient**

The composition of all cosmetics sold in Canada must comply with Health Canada's *Cosmetic Ingredient Hotlist*, which lists ingredients that are prohibited or restricted for use.

More information about ingredients that are on the Cosmetic Ingredient Hotlist can be found here:

<https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/cosmetic-ingredient-hotlist-prohibited-restricted-ingredients/hotlist.html>

## **Labelling and Packaging requirement**

Cosmetics sold in Canada must be packaged and labeled to meet the requirements of Canada's *Food and Drugs Act and Cosmetics Regulations*, the *Consumer Packaging and Labelling Act and regulations* and the *Hazard Products Act and regulations*.

More information about Canada's labelling and packaging requirements can be found here:

<https://www.canada.ca/en/health-canada/services/consumer-product-safety/reports-publications/industry-professionals/labelling-cosmetics.html>

*The information contained within this document should not be taken as legal advice or as a legal guide to Canada's Cosmetics Regulations. Please consult with your legal counsel on any questions you may have about compliance with Canada's laws and regulations that apply to your products.*