

# 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.

### **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 a 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

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 numbering on each field corresponds to the reference numbers on the example commercial invoice in section 1.3.

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

1. **Shipper** (seller, sold by, remit to, consignor) – Indicate the name and address
2. **Ship to** (Consignee) - The name and address of the company (Nordstrom DC or store) in Canada to whom the goods are shipped
3. **Sold to** (Purchaser) - Nordstrom Canada Retail Inc. 260 Yonge St. Toronto ON M5B 2L9
4. **Conditions of sale and terms of payment** – Describe the terms and the conditions agreed upon by the vendor and the purchaser
5. **Reference #** - Nordstrom Purchase Order number. If no PO#, you must list the Nordstrom Department and Contact Name
6. **Invoice Number**- Each invoice should be assigned a unique invoice number
7. **Currency of Payment** – Indicate the currency of invoicing as per official purchase order
8. **Country of Origin of Goods** - Provide Country of manufacture of all items in shipment
  - Ex: Country of Origin: CHINA, or Made in China
  - Note: The origin of goods as applied to the assignment of tariff treatment is dealt with in Memorandum D11-4-2, Proof of Origin
9. **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.
    - Ex: **Style 12345** Women’s Woven 100% Cotton Dress
10. **Quantity** – Indicate the quantity of each item in the appropriate unit of measure. (i.e. pairs, each)
11. **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
12. **Total Value**– Indicate the total due in the currency of invoicing

13. **Invoice Quantity/Amount** – Total amount for unit and value
14. **Number of packages** – Indicate the number of packages.
  - Kind of packages – Indicate the kind of packages (e.g., cases, cartons).

**Please include if applicable:**

- **Total weight** – Show both net and gross weight.
- **Exporter's name and address** – If Exporter is different from the Shipper, indicate the name and address of the organization shipping the goods to the consignee/purchaser
- **CI1 only** - Reference to any attached documents.

**Other Important Information:**

- **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 commercial invoice in excel format 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>
- **See next page for Example Commercial Invoice**

### 1.3 Example Commercial Invoice:

#### Your Company's Letterhead

1 Shipper: Your company name  
 company address  
 contact name  
 email address, phone#

2 Ship To: Nordstrom Canada DC #868  
 110A Iron ST  
 Etobicoke, Ontario M9W 5L9

5 PO#: 22211111, 22233333

6 Invoice #: ABC1234

Invoice Date: 1/1/2020

7 Currency: USD

3 Sold To: Nordstrom Canada Retail Inc.  
 260 Yonge St.  
 Toronto, ON M5B 2L9

4 Terms of Sale: FCA

PO #	Country of Origin	Style #	Description	Quantity	Unit Price	Total Value
22211111	China	ABC123	Women's knit 100% cotton shirt	10	\$15.00	\$150.00
22211111	China	DEF567	Women's woven 40% poly/60% nylon skirt	20	\$10.00	\$200.00
22233333	Japan	JKL789	Women's woven 100% silk dress	10	\$30.00	\$300.00
22233333	Japan	MNO34	Women's knit 80% cotton/20% poly t-shirt	50	\$10.00	\$500.00
14 10 Cartons				13 Total	90	\$1,150.00

### 1.4 Questions/Contact:

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