

# NORDSTROM

## Supplier Setup Questionnaire

### Instructions

This form is used to gather information for assessing sales and importation capabilities for international markets. The entire form must be completed and returned to [misupplier@nordstrom.com](mailto:misupplier@nordstrom.com) to be considered for international sales.

Date:

Vendor Name and Number:

Vendor Contact Name:

Vendor Phone:

Vendor Email:

### Retail Arrangements

Are there retailers in Canada who carry your goods? Yes No

Which Retailers?

Do you have any exclusive agreements with other retailers that preclude you from selling directly to Nordstrom in Canada? Yes No

If yes, which retailers?

*If you have exclusive agreements with retailers in Canada that preclude your selling to Nordstrom in Canada, please STOP here and return this questionnaire to the Nordstrom team.*

Do you currently sell licensed product to Nordstrom? Yes No

If yes, does your license extend to Canada? Yes No

### Product Compliance

For more information please visit the Canada Compliance Manual located at:

[http://nordstromsuppliercanada.com/Content/sc\\_manual/SupplierComplianceCanada%20Master.pdf](http://nordstromsuppliercanada.com/Content/sc_manual/SupplierComplianceCanada%20Master.pdf)

Are your **product labels** and packaging **compliant** for Canada? Yes No Exempt

If No, are you willing to become product label compliant by the time your product ships to Canada? Yes No

Are your products **Canadian market compliant?** Yes No Exempt  
- i.e. kids, mechanical, flammability, etc.

If No, are you willing to become Canadian market compliant by the time your product ships to Canada? Yes No

*If you are not willing to become compliant by the time your product ships to Canada, please STOP here and return the questionnaire to Nordstrom.*

## Importation

Nordstrom would prefer to receive goods through a subsidiary or distributor in Canada or have goods imported and delivered duty paid to our DC in Canada. If absolutely necessary, Nordstrom will provide importation assistance and act as the importer of record into Canada but as a short term solution while suppliers work on importation readiness.

### OPTION 1:

Are you a **Canadian-based company** with a Canadian warehouse that you will land product in?

Yes	No
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Company Contact Name:

Title:

Phone:

Email:

### OPTION 2:

Are you a **US-based company** with a **Canadian warehouse** that you will land product in?

Yes	No
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Canada Warehouse Contact Name:

Title:

Phone:

Email:

### OPTION 3:

Do you sell through a Canadian **subsidiary**?

Yes	No
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Subsidiary Contact Name:

Title:

Phone:

Email:

### OPTION 4:

Do you sell through a **third party distributor** in Canada?

Yes	No
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Distributor Contact Name:

Title:

Phone:

Email:

### OPTION 5:

Can you ship to Nordstrom in Canada **DDP (Delivered Duty Paid)** and act as the importer of record?

Yes	No
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Can you provide details of how you will ship DDP?

Which carriers will you use?

Will you be incurring double duty by shipping to the US and then to Canada?

Customs Broker Contact Name:

Title:

Phone:

Email:

**OPTION 6:**

None of the above –  
**importation assistance** is required with Nordstrom acting as the importer of record into Canada, picking up product at your US Warehouse

	Yes	No
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Note details on the level of importation assistance needed (HTS, Customs Documentation, Transportation, etc):

What is your desired pick up location for product going to Canada?

Business Name:

Contact Name:

Address:

Title:

Phone:

Email:

Are you able to provide us with Customs Documentation? (Customs Level Commodity Descriptions)

	Yes	No
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If no, what is preventing you from providing this information?

Who would be the best person to speak to regarding customs documentation?

Title:

Phone:

Email:

**Customs**

Are you able to provide us with a **U.S.** HTS (Harmonized Tariff Schedule) Code for all your products?

	Yes	No
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If no, what is preventing you from providing this information?

Are you able to provide us with a **Canadian** HTS (Harmonized Tariff Schedule) Code for all your products?

	Yes	No
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If no, what is preventing you from providing this information?

If we have further questions on HTS Codes who should we speak with?

Title:

Phone:

Email:

**NAFTA**

Where do you currently ship from? (Specify country)

Where do you produce product? (Specify country)

Does any of your product qualify for NAFTA or Tariff Preference Level?

**Additional Information**

Do you have a Canadian MSRP?	Yes	No		
Are you able to show Canadian MSRP on your price ticket?	Yes	No		
In what currency would you like your PO's paid (cost on PO)?	USD	CAD	EURO	OTHER
If other please specify:				
Are your style numbers the same for both US and Canada?	Yes	No		
Are your UPCs or EANs the same for both US and Canada?	Yes	No		
What <b>Showroom/Order Address</b> & Contact information will you be using for Address: <b>product sent to Canada?</b>				
What <b>Returns Address</b> & Contact information will you be using for Address: <b>product sent to Canada?</b>				
What <b>Invoice Address</b> & Contact information will you be using for Address: <b>product sent to Canada?</b>				
Do all the suppliers that belong to your vendor follow the same shipping and compliance procedures?	Yes	No		
If no, which suppliers are different?				
Please list all suppliers associated to your pay to vendor:				

Please note, this questionnaire does not guarantee a PO for Canada.  
Should you have additional questions regarding Canada you can email [misupplier@nordstrom.com](mailto:misupplier@nordstrom.com) or visit [NordstromSupplierCanada.com](http://NordstromSupplierCanada.com).  
Thank you for your time.