

FOB/EX Factory Invoice

PAY TO VENDOR NAME
 ADDRESS, CITY, COUNTRY
 PHONE, FAX NUMBER, EMAIL ADDRESS

SHIPPED BY:	SHIPPER NAME ADDRESS CITY, COUNTRY	CONSIGNEE: Nordstrom, Inc. 1617 Sixth Ave., Suite 1000 Seattle, WA 98101-1742 BILL TO: NORDSTROM
INVOICE NO.:		COUNTRY OF ORIGIN:
DATE:		DEPARTMENT NUMBER:
TERMS OF SALE:		NORDSTROM COST CENTER CODE:
AGENT NAME:		NORDSTROM BUYER:
LETTER OF CREDIT NO.:		SHIP METHOD

MARKS AND NUMBERS	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL VALUE
				Value (USD)
PO# XXXXXXXXX DESCRIPTION CARTON NUMBER XX OF XX MADE IN:	<u>PO#</u> <u>STYLE</u> XXXXXXXX XXXX (state detailed description of merchandise as required by the Invoice Description Requirements in the NPG Procedures Manual for the commodity sold) Gross Weight: _____ KGS Net Weight: _____ KGS Net Net Weight: _____ KGS <u>PO#</u> <u>STYLE</u> XXXXXXXX XXXX (state detailed description of merchandise as required by the Invoice Description Requirements in the NPG Procedures Manual for the commodity sold) Gross Weight: _____ KGS Net Weight: _____ KGS Net Net Weight: _____ KGS Terms of Sale:			
FACTORY NAME AND ADDRESS IF DIFFERENT FROM PAY TO PARTY OTHERWISE STATEMENT: PAY TO		TTL QUANTITY		Total invoice value

Standard Commercial Invoice Requirements

- Must be written in English
- Must be legible
- Invoice Date
- Name of Purchaser (Nordstrom)
- Name and address of Seller
- Factory name and address must be stated on the Commercial Invoice separately from the letterhead or be stated on the Invoice "Factory is the invoicing party"
- Country of Origin
 - For POA/PPE production state the origin conferring factory
- Name of Buying Agent or Selling Agent
- Purchase Order Number(s), Department Number(s), Letter of Credit number. (If applicable)
- Commercial invoice must be broken down by PO.
- Nordstrom Style Number (VPN) from purchase Order
- Description of the style as detailed below under Additional Invoice Requirements
- Unit of Measure (yards, meters, dozens, etc.)
- Quantity shipped
 - By purchase order
 - By color if the cost is different
 - By fabrication if the cost or duty classification is different
- Net and Gross weight of the shipment
 - Net Net Weight = Garment only
 - Net Weight = Garment plus packaging (pins, tissues, hangtags)
 - Gross Weight = Net Weight + Export Packaging
- Shipping Marks and carton count (per Corporate Logistics Routing Guide)
- Purchase price in the currency of the purchase order with the currency type specified. This must be shown either as the FOB/Ex Factory price
- INCO Terms of Sale (FOB, CFR, etc.)
- All discounts, and reasons for the discounts
- All charges (packing, declaration fees, etc.) including raw materials if owned by Nordstrom, or other items supplied by Nordstrom free of charge
- United States Port of Entry to which merchandise is destined

Additional Invoice Requirements for Payment:

For Apparel

2 Copies of signed Commercial Invoice indicating complete fiber content by percentage, complete style description and Nordstrom Style Number. (NOTE: Signed CI N/A for Designer)
Net weight and total gross weight must be shown for whole shipment.

For Jewelry

2 Copies of signed Commercial Invoice indicating description, Nordstrom style#, metal particulars (per unit) and stone type (per unit). Total net weight and total gross weight must be shown for whole shipment.

For Hardlines

2 Copies of signed Commercial Invoice indicating a complete style description and Nordstrom style number. Commercial invoice must be broken down by PO. Total net weight and total gross weight must be shown for whole shipment.

For Footwear

2 Copies of signed Commercial Invoice indicating a percentage component breakdown of the upper and the sole, complete style description, Nordstrom Style#, total number of pairs including gender and number of pairs by size

For Selling Agents: Commercial Invoice must indicate that a selling commission is included in the first cost.