

# NORDSTROM

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## CANADA REPORTING FAQ'S

**Accessing supplier sales for Nordstrom Canada is different than Nordstrom US. (Note US and Canada suppliers have separate numbers and names.)**

- Portal (Toolkit) is for **US sales** only.
- **Canada sales** are not in the portal toolkit, but are *automatically emailed* weekly once the supplier is added to our distro access list.

### How do I get signed up?

- Contact Nordstrom Supplier Reports at [supplier.reports@nordstrom.com](mailto:supplier.reports@nordstrom.com)

### What information will be provided?

- **One week** reporting for sales, receipts and inventory at Dept, Location, VPN, Color level. Sell through % and % to total supplier sales will be included as appropriate.
- Approved on order based on expected receipt date.
- All dollars are displayed as Canadian dollars.
- US sales cannot be included in this file. If you have US business, you will need to access US sales via the Portal (Toolkit) at [portal.nordstrom.com](http://portal.nordstrom.com) and look at the two businesses separately.

### When will the information be emailed?

- Sundays, by end of day.

### Where can I get the information?

- A weekly encrypted email .txt file will be sent to those on our distro access list.
- A .txt file is provided to simplify load or formatting for each supplier's individual systems.
- You can use the provided macro to format the file, if desired. The macro is provided in the email.
- Instructions on how to access and create the password are included in the email you receive from us, once you are set up.

### Important to note:

- It is recommended as a supplier best practice to save each weekly report so that you may create rolling totals as needed.
- If there is a change in responsibility or personnel, email Supplier Reports to remove users and/or set up new user access.
- If your email address changes, also email Supplier Reports with the new email address and you will then be notified to set up a new password.
- Nordstrom considers our results information confidential and we ask that you not share it publicly or with other suppliers.

For additional questions, contact [supplier.reports@nordstrom.com](mailto:supplier.reports@nordstrom.com)