

Nordstrom Supplier Reports

User Guide

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Getting Started

Supplier Reports is located at the web address, <http://partner.nordstrom.com/>, and can be accessed by registering following the steps detailed in the Sign Up section later in this document. Nordstrom encourages all vendors to register for Supplier Reports as it enables self-serve analysis. Suppliers Reports are US Only and contain 26 cumulative rolling weeks. For Canada Reports, please email SupplierReports@nordstrom.com.

What is Supplier Reports?

- Supplier Reports is the new tool used to pull sales & inventory reporting from Nordstrom replacing the Supplier Toolkit. The new version of the reports will have an enhanced look and feel. They use the exact same data, and have the same simple ease of use.
 - a. **Report Parameters:** The new reporting will use the same data selections as the existing Supplier Toolkit.
 - i. i.e. Department #, and # of weeks
 - b. **Available Reports:** Six of the seven existing Toolkit reports were recreated. The NQC report is no longer available.
 - i. Sales and Inventory by Dept-Locations
 - ii. Sales and Inventory by Dept-VPN
 - iii. Sales and Inventory by Dept-VPN (By Bus Unit-Group-Region)
 - iv. Sales and Inventory by Dept-VPN (By Region-Location)
 - v. Supplier Color Size Detail
 - vi. TY-LY by Dept. Locations
 - c. **Export Formats:** The new reports will be available in PDF and .csv format. A formatted Excel version, which is available via the existing Supplier Toolkit, is no longer available.
 - d. **Report Availability:** The reports will be refreshed on a weekly cadence every Sunday night, the same as the existing Supplier Toolkit. The current version of each report will be available on Monday mornings.
 - e. **Best Practice Tip:** Save weekly reports so that you may create rolling totals as needed.

Sign Up

Registering for Supplier Reports

- How do I register myself for the Supplier Reports reporting?
 - a. Please contact SupplierReports@nordstrom.com to request access to the sales and inventory reporting on the Supplier Reports website.
- What information do I need to register?
 - a. You will need a valid e-mail address along with your Nordstrom Supplier Name.
- What will my e-mail address be used for?
 - a. At the most basic level your email address is required to gain access to the new Supplier Portal. It is only used to contact you in regards to your account management.
- Who is an Administrator and what purpose do they serve in the Portal?
 - a. Administrator is a feature of our Supplier Portal. Here is some important information to note:
 - i. Every Pay-to-Vendor/Supplier company must designate at least one individual within the Supplier/Vendor company as an Administrator for their account with Nordstrom.
 - ii. There can be more than one administrator for an account. Best practice is to keep a minimum of 2 administrators per Supplier/Vendor company.
 - iii. Administrators can then login to the Portal so that they may add/remove users for his/her account.
 - iv. Registration is required at each individual supplier level. This can be done by administrators.

Log In

Users can login using their email address to access the Supplier Reports application to generate the sales and inventory reports. Click on the “Log In” link available on the below home page and provide your registered email address and password.

NORDSTROM

Supplier Reports

Log In

Supplier Portal

Supplier Compliance - US

Supplier Compliance - CA

NPG Procedures/Manuals

Canada Selling Macro

Canada Selling FAQ

FAQ

Contact Nordstrom

Welcome to Supplier Reports

Fiscal year 2017 contains a 53rd week. During the 53rd week LY 2016 values will be zero. Please note that if comparing the month of January FY2017 to FY2016 you will be comparing 5 weeks to 4 weeks LY.

Fiscal year 2018 will use a realigned calendar where FY2018 weeks 1-52 compare with FY2017 weeks 2-53. Please note the LY 2017 values in FY2018 will omit FY2017 week 1.

Learn more about our portal features using the User Guide and Supplier Reports links.

For Supplier Reports questions please email Supplier.Reports@Nordstrom.com.



NORDSTROM

SIGN IN

Email

Password

☐ Remember email

By signing in to your account, you agree to our [Supplier Reports User Agreement](#).

Sign In

Based on the user's account access, the application will dynamically display all vendors the user has access to view. In the below example, the user has access to only 1 vendor.

NORDSTROM

Reports

Account

Supplier Portal

Supplier Compliance - US

Supplier Compliance - CA

NPG Procedures/Manuals

Canada Selling Macro

Canada Selling FAQ

FAQ

Contact Nordstrom

Log Out

Supplier Reports

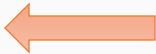
NEW DS VENDOR JOE







Welcome, New DS Vendor Joe!

Please select the supplier you wish to report on from the list below:

admin

TESTVENDOR NPG (5133984)



 Reports Account Supplier Portal Supplier Compliance - US Supplier Compliance - CA NPG Procedures/Manuals Canada Selling Macro Canada Selling FAQ FAQ Contact Nordstrom Log Out

TESTVENDOR NPG - Supplier Reports



Department Number

75

of Weeks (1-26)

2

- Sales and Inventory by Dept-Locations

 Generate PDF Report Generate CSV Report

+ Sales and Inventory by Dept-VPN

+ Sales and Inventory by Dept-VPN (By Bus Unit-Group-Region)

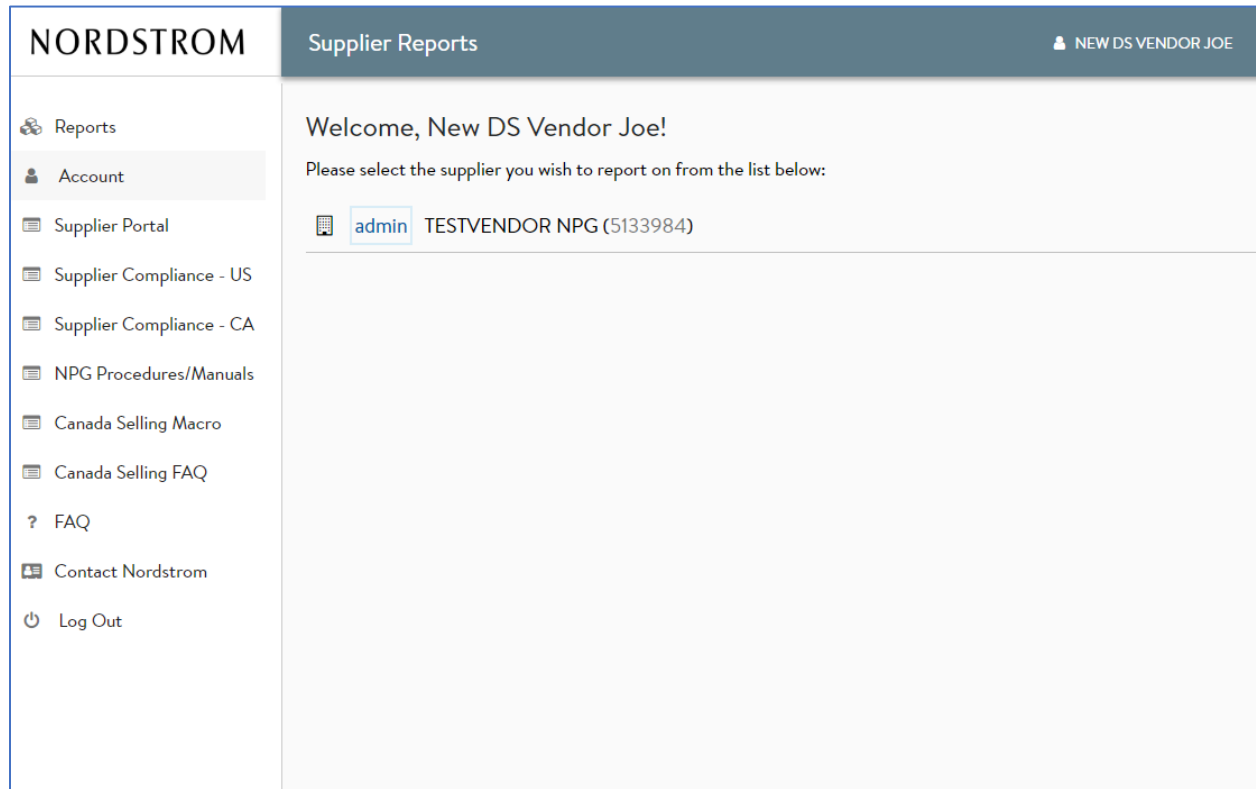
+ Sales and Inventory by Dept-VPN (By Region-Location)

+ Supplier Color Size Detail

+ TY-LY by Dept-Locations

User Administration

Administrators can login to the portal and click on the 'Account' tab to administer their account.



NORDSTROM Supplier Reports NEW DS VENDOR JOE

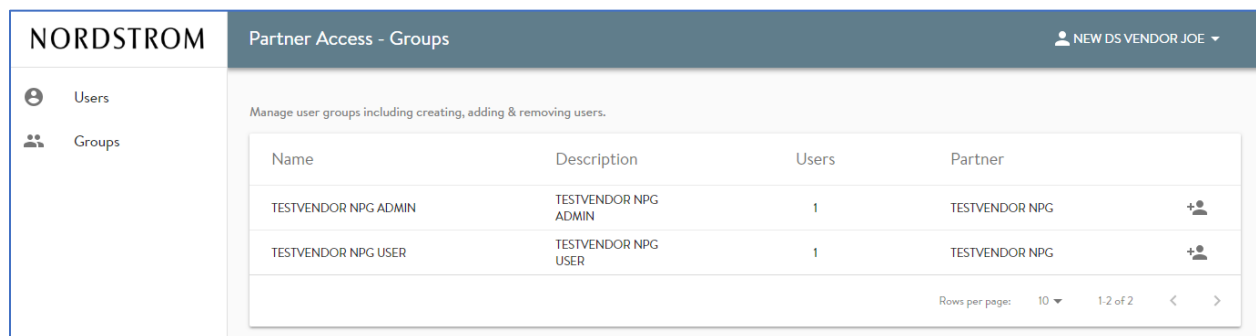
Reports
Account
Supplier Portal
Supplier Compliance - US
Supplier Compliance - CA
NPG Procedures/Manuals
Canada Selling Macro
Canada Selling FAQ
FAQ
Contact Nordstrom
Log Out

Welcome, New DS Vendor Joe!

Please select the supplier you wish to report on from the list below:

admin TESTVENDOR NPG (5133984)

An administrator can view the list of all the Supplier Groups which he/she has access to.



NORDSTROM Partner Access - Groups NEW DS VENDOR JOE

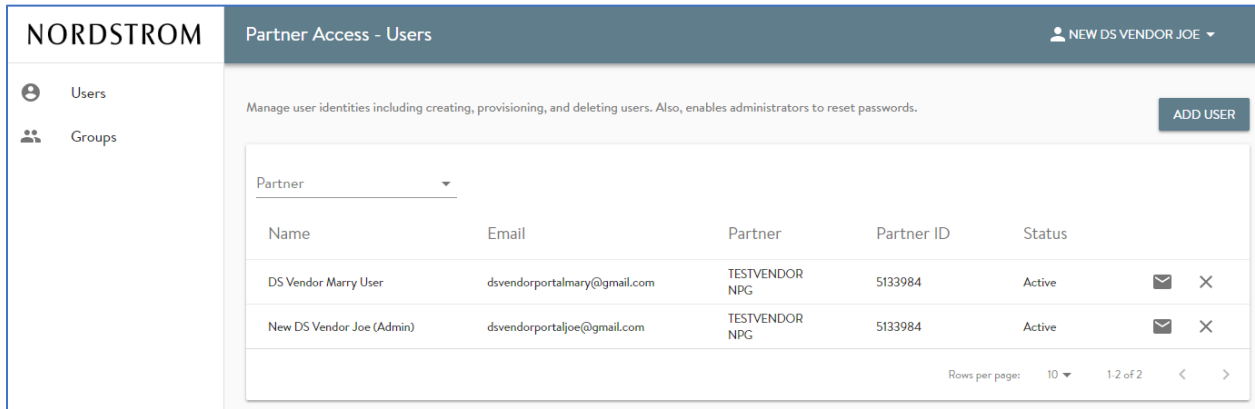
Users
Groups

Manage user groups including creating, adding & removing users.

Name	Description	Users	Partner
TESTVENDOR NPG ADMIN	TESTVENDOR NPG ADMIN	1	TESTVENDOR NPG
TESTVENDOR NPG USER	TESTVENDOR NPG USER	1	TESTVENDOR NPG

Rows per page: 10 1-2 of 2

An administrator can view the list of all the registered users under this section. The admin has the option to grant or revoke access to each user.



NORDSTROM Partner Access - Users NEW DS VENDOR JOE ▾

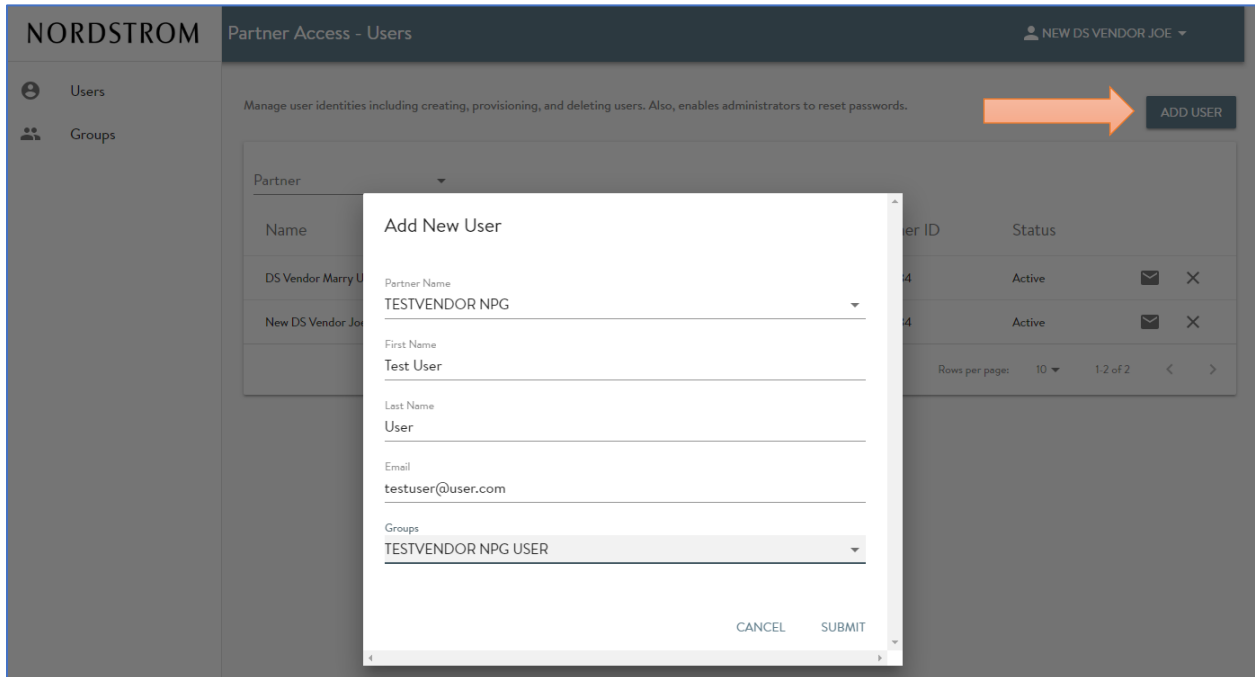
Manage user identities including creating, provisioning, and deleting users. Also, enables administrators to reset passwords. ADD USER

Partner ▾

Name	Email	Partner	Partner ID	Status		
DS Vendor Marry User	dsvendorportalmary@gmail.com	TESTVENDOR NPG	5133984	Active	✉	✕
New DS Vendor Joe (Admin)	dsvendorportaljoe@gmail.com	TESTVENDOR NPG	5133984	Active	✉	✕

Rows per page: 10 ▾ 1-2 of 2 < >

An administrator can add the new user using the “ADD USER” button and providing the required details.



NORDSTROM Partner Access - Users NEW DS VENDOR JOE ▾

Manage user identities including creating, provisioning, and deleting users. Also, enables administrators to reset passwords. ADD USER

Partner ▾

Name	Email	Partner	Partner ID	Status		
DS Vendor Marry U			4	Active	✉	✕
New DS Vendor Joe			4	Active	✉	✕

Rows per page: 10 ▾ 1-2 of 2 < >

Add New User

Partner Name
TESTVENDOR NPG ▾

First Name
Test User

Last Name
User

Email
testuser@user.com

Groups
TESTVENDOR NPG USER ▾

CANCEL SUBMIT

Change Password

Your Administrators can login to the Supplier Reports portal and click on the ‘Send change password mail” against your account to reset your password. You will get an email with the link to reset your password.

Partner				
Name	Email	Partner	Partner ID	Status
DS Vendor Marry User	dsvendorportalmary@gmail.com	TESTVENDOR NPG	5133984	Active
New DS Vendor Joe (Admin)	dsvendorportaljoe@gmail.com	TESTVENDOR NPG	5133984	Active

Rows per page: 10 1-2 of 2

I would like to change my email address and keep my password, who should I contact?

In the new Supplier Reports, your email address is used as a unique identifier to access your account. This information cannot be changed once registered. However, you may choose to register for the same supplier using another email address of yours. This will be considered as a new account registration.

Report Metrics

Effective February 2010 all sales and returns will align to the originating store. A total line is being added to the Portal reports to show a combined total for FLS and Direct. By combining the two business units into one total, Suppliers will be able to see their 'true' multi-channel performance. Please note that you will be able to see FLS and Direct separately, but TY/LY figures will be incomparable.

Metric	Description	Supplier Sales and Inventory by Dept Locations	Supplier Sales and Inventory by Dept/VPN	Supplier Color/Size Detail	TY/LY by Dept /Location
% EOH \$ to Ttl Bus Unit	Percent of Ending On Hand dollars to total Business Unit.	X			
% EOH \$ to TtlSupplier	Percent of Ending On Hand dollars to total supplier.		X		
% EOH U to Color	Percent of Ending On Hand units to total color.			X	X
% EOH U to VPN	Percent of Ending On Hand units to total VPN.			X	X
EOH \$ (TY)	Ending On Hand dollars.	X	X		X
EOH \$ (LY)	Ending On Hand dollars.				X
EOH U (TY)	Ending On Hand units.	X	X	X	
% Reg & Promo EOH U (TY)	Percent of regular and promotion Ending On Hand units to total EOH units.				X
% Reg & Promo EOH U (LY)	Percent of regular and promotion Ending On Hand units to total EOH units.				X
OO Rtl \$	The amount of merchandise in dollars that is on order.	X	X		
OO U	The amount of merchandise in units that is on order.	X	X	X	X
% Receipt \$ at Retail Change From Last Year to This Year (TY/LY)	This year percent of receipt retail \$ change to last year.				X
Last Receipt Date	Date VPN was last received.		X		
Receipts Rtl \$ (TY)	Receipt dollars.	X	X		X
Receipts Rtl \$ (LY)	Receipt dollars				X
Receipts U	Receipt units.	X	X	X	X
% Sales \$ Change From Last Year to This Year (TY/LY)	This year percent of sales \$ change to last year.				X
% Sales \$ to Ttl Bus Unit	Sales dollars as a percent of total Business Unit.	X			
% Sales \$ to TtlSupplier	Sales dollars as a percent of total department/supplier.		X		
% Sales U to Color	Sales units as a percent of total color.			X	X
% Sales U to VPN	Sales units as a percent of total VPN.			X	X
% Sell Thu U (TY)	Sell through percent in units. Calc: Sales U/ (EOH U+ Sales U).	X	X	X	X
% Sell-Thru U (LY)	Sell through percent in units. Calc: Sales U/(EOH U + Sales U)				X

Metric	Description	Supplier Sales and Inventory by Dept Locations	Supplier Sales and Inventory by Dept/VPN	Supplier Color/Size Detail	TY/LY by Dept /Location
Sales \$ (TY)	Total sales dollars (including regular, promotion and clearance).	X	X		X
Sales \$ (LY)	Total sales dollars (including regular, promotion and clearance)				X
Sales U	Total sales units (including regular, promotion and clearance).	X	X	X	X

Notes:

- Fiscal year 2017 contains a 53rd week. During the 53rd week LY 2016 values will be zero. Please note that if comparing the month of January FY2017 to FY2016 you will be comparing 5 weeks to 4 weeks LY.
- Fiscal year 2018 will use a realigned calendar where FY2018 weeks 1-52 compare with FY2017 weeks 2-53. Please note the LY 2017 values in FY2018 will omit FY2017 week 1. View the total multi-channel level to compare performance to LY.