

## Routing Nordstrom's Canada shipments via CTE's website And E-mailing the Commercial Invoice to CTE




Routing Nordstrom Canada is the same process as any Nordstrom pick up.

During Covid your submission must be received at CTE by 2 pm PST.  
Your ready time is 9 am to assist in the safety and health of CTE employees.

**Please do not use Google Chrome to submit requests through CTE's web portal. Please use BING/Internet Explorer, Mozilla and Firefox, for example.**

Please include your Canada pick up with the other DC's when routing through CTE's web site. **Please do not send your Canada request separately from the other DC's.**

The Canada DC – **DC 868** – is in the drop down menu that shows all the DC's. **DC 868** is listed after NordstromSF499:

[\[Home\]](#)   [\[Log Out\]](#)

### PICK UP REQUEST INFORMATION

Please complete your pick up request before 4:30 pm to secure a next business day pick up

Consignee: NORDSTROM 868 CAN CA0868 B/L#  Reference#/SRR#

Copy From Excel
Select a Consignee

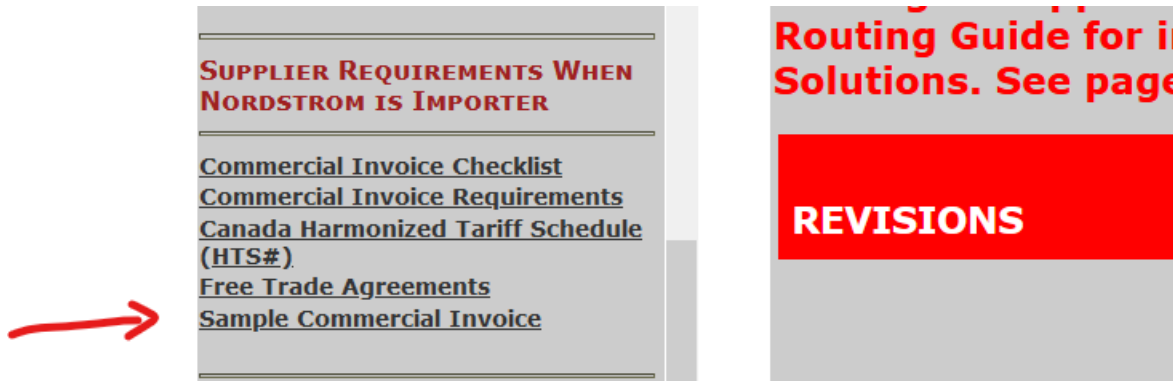
PO	Consignee	Cubic
<input type="text"/>	BOSCOV'S - WHS	<input type="text"/>
<input type="text"/>	LORD & TAYLOR - PA 0082	<input type="text"/>
<input type="text"/>	NORDSTROM 089 OR MJ0089	<input type="text"/>
<input type="text"/>	NORDSTROM 299 IA JD0299	<input type="text"/>
<input type="text"/>	NORDSTROM 399 ONT JJ0399	<input type="text"/>
<input type="text"/>	NORDSTROM 499 NEW DC0499	<input type="text"/>
<input type="text"/>	NORDSTROM 599 CR0599	<input type="text"/>
<input type="text"/>	NORDSTROM 699 MD DL0699	<input type="text"/>
<input type="text"/>	NORDSTROM 799 FL FL0799	<input type="text"/>
<input type="text"/>	NORDSTROM SF399 ONTPB0399	<input type="text"/>
<input type="text"/>	NORDSTROM SF499 NEWCO0499	<input type="text"/>
<input type="text"/>	NORDSTROM 868 CAN CA0868	<input type="text"/>
<input type="text"/>	PEEBLES DC#5099	<input type="text"/>
<input type="text"/>	STAGE - OH DC#5899	<input type="text"/>
<input type="text"/>	STAGE STORES TX DC#0601	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Canada po numbers will be verified like all Nordstrom po numbers. You will see them at the bottom of your confirmed pick up with the other po's.

## E-mailing the Commercial Invoice to CTE

The Nordstrom Routing Guide for Canada requires a Commercial Invoice (CI) with every Nordstrom Canada shipment. If you need to see a sample commercial invoice, there is one provided at <http://www.nordstromsuppliercanada.com/>

The left hand side of the page includes a link to a CI.



Please email all CI's to CTE. Do not give them to the driver.

Please email the CI as soon as possible. Preferably once CTE confirms your pick up by email and you have received your pick up confirmation. To email:

1. Please scan your invoice to your computer **and email to: nord@868cteinc.net**
2. Please type your dispatch number in the subject line. CTE links the CI # to your pick up. **CTE cannot ship your freight without the commercial invoice.**
3. Attach your document to the email. Submit as a single PDF file or single XLS file. Make sure the DC868 PO# is matches the PO#(s) listed on your bill of lading. Please name the attached CI as the vendor name, as it is on your bill of lading.

Nordstrom is transitioning to XLS files. At some point PDF's will not be accepted.

4. To repeat – please send the CI as soon as possible. **CTE cannot ship your freight without the commercial invoice.**
5. If you don't ship your Canada freight, please alert CTE so it can update its files.