

## 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 with the same 3:30 pm submission deadline.

**Please do not use Google Chrome as your browser. CTE recommends Internet Explorer, Mozilla, Firefox when routing through CTE's portal.**

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 3:30 pm to secure a next business day pick up**

Consignee: Select a Consignee ▼ B/L#  Reference#/SRR#

Copy From Excel

PO	Consignee	- lbs	Cubic
<input style="width: 100%;" type="text"/>	BOSCOV'S - WHS	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	LORD & TAYLOR - PA 0082	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	NORDSTROM 089 OR MJ0089	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	NORDSTROM 299 IA JD0299	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	NORDSTROM 399 ONT JJ0399	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	NORDSTROM 499 NEW DC0499	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	NORDSTROM 599 CR0599	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	NORDSTROM 699 MD DL0699	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	NORDSTROM 799 FL FL0799	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	NORDSTROM FC568/569PA0569	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	NORDSTROM SF399 ONTPB0399	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	NORDSTROM SF499 NEWCO0499	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	NORDSTROM 868 CAN CA0868	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	PEEBLES DC#5099	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	STAGE - OH DC#5899	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	STAGE STORES TX DC#0601	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

More PO

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 to accompany every Nordstrom Canada shipment.

If you need to see a sample commercial invoice, please go to:

<http://www.nordstromsuppliercanada.com/>

**Please email that invoice to CTE as soon as possible!** Preferably once CTE confirms your pick by email and you have reviewed the PDF attachment.

To Email:

1. Please scan your invoice to your computer.
2. Email the commercial invoice to: [nord868@cteinc.net](mailto:nord868@cteinc.net)
3. Please type your dispatch number in the subject line. CTE will use it to link your commercial invoice to your pick up. CTE cannot ship your freight without the commercial invoice.

Again, please email your invoice to CTE as soon as possible, preferably once CTE confirms your pick by email and you have reviewed the PDF attachment.

Please type your dispatch number in the subject line.

This helps CTE easily find your pick up.

CTE cannot ship your freight without your commercial invoice.

If you do not ship your Canada freight on the day of the pick up, please contact CTE so we can update our files.