

810 Invoice Requirements

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Invoice Requirements

- Invoices cannot be consolidated. NMG requires only one invoice per store/purchase order
- Invoices must be unique for each store, less than or equal to 11 digits, and numeric only. Special characters and spaces are not allowed
- **Special characters are not allowed in EDI transactions except for segment terminators and element delimiters or separators.**
- Unit quantity must be greater than zero
- Invoice date cannot be future-dated
- No freight charges or discounts are allowed on the invoice. This will cause an out-of-balance error
 - The invoice total amount should match what is being shipped from the purchase order
- Do not send invoices for no cost/no retail (collateral) purchase orders
- Items not shipped are not allowed on the invoice
- The supplier should use the same values for the ST/BY segments in the 810 invoice as used in the 856 ASN
- NMG requires that the BOL number be returned on the 810 invoice as it was sent on the 856 ASN
- Return the PIM that is transmitted on the 850 purchase order
- Mandatory elements on the 810 Invoice include:
 - Invoice number
 - NMG assigned supplier site number
 - NMG assigned department number
 - Purchase order number
 - ST/BY segments
 - BOL number
 - Valid gross invoice amounts
- Guidelines for checking the status of the 997 FA can be found at the following: [997 FA Standards](#)

DC Location Codes

****NOTICE: APPROVED NUMERIC DC LOCATION IS REQUIRED ON THE INVOICE.**

APPROVED NUMERIC DC LOCATION	DC LOCATION NAME
7010	Pinnacle Distribution Center (PNDC)
7077	West Coast Service Center (WCSC)
7099	East Coast Distribution Center (ECDC)
7060	East Coast Distribution Center (ECDC) Starting March 27

7088	Neiman Marcus Direct/Las Colinas (NMD)
7089	Neiman Marcus Direct/Pinnacle (NMD)
7090	Neiman Marcus Direct/Sun Logistics (NMD)

If shipping to Neiman Marcus Direct, the DC location will be the same as the store number.

See illustration, below.

If ST N104 = 7088, BY N104 MUST = 7088

If ST N104 = 7089, BY N104 MUST = 7089

If ST N104 = 7090, BY N104 MUST = 7090

If ST N104 = 7099, BY N104 CANNOT = 7088 or 7089 or 7090 or 7010

If ST N104 = 7060, BY N104 CANNOT = 7088 or 7089 or 7090 or 7010

If ST N104 = 7077, BY N104 CANNOT = 7088 or 7089 or 7090 or 7010 or 7099 or 7060

If ST N104 = 7010, BY N104 CANNOT = 7090 or 7099 or 7060

If BY N104 = 1063, ST N104 CAN ONLY BE 1063 or 7099 or 7060

If BY N104 = 1064, ST N104 CAN ONLY BE 1064 or 7099 or 7060

[Store and DC Location Codes](#)

[Regional DC Store Alignment - Updated](#)

Invoice FAQs

[I received a Duplicate Invoice error, what should I do?](#)

Each invoice must have a unique invoice number. If the rejected invoice is for a different PO and/or store please assign a new invoice number and resend.

[What if I need to send a manual invoice?](#)

All manual invoices should be emailed to: nmgapinvoices@neimanmarcus.com

[I am an EDI live supplier, am I always required to transmit my invoices via EDI?](#)

Yes! All EDI live suppliers are required to transmit their invoices via EDI.

[How do I resend an invoice with revisions?](#)

Do not issue a new invoice number. Use the same invoice number and indicate it is a revision or duplicate by changing the purpose code to 07.

[I just transmitted an invoice, when will I be able to view the payment status on the Accounts Payable portal?](#)

Please allow up to 48 hours for the Accounts Payable portal to be updated.