

Please note this section applies to all Foot Locker Private Label First Cost Vendors and Directly Imported shipments under Foot Locker's Importer of Record.

Table of Contents

Table of Contents	1
INTERNATIONAL TRADE	2
INTRODUCTION.....	2
FOOT LOCKER'S STATEMENT OF STANDARDS.....	3
Supplier Verification Program	5
Social Audits	5
Security Audits-Customs Trade Partnership Against Terrorism (CTPAT).....	7
Country of Origin Verification and Production Record Request	9
Supply Chain Traceability.....	10
GENERAL INFORMATION	12
CANADA – QUEBEC'S CHARTER OF THE FRENCH LANGUAGE.....	13
WARNING INFORMATION	15
DOCUMENTATION	16
U.S. & Canada Requirements.....	16
General Document Requirements.....	17
TRANSPORTATION AND SHIPPING	25
COMPLIANCE STANDARDS	30
General Requirements	30
Additional Evaluation/Inspection Costs	31
INVOICING FOR PAYMENT	31
CONTACTS	32
DEFINITIONS	32

INTERNATIONAL TRADE

INTRODUCTION

Please note this section applies to all Foot Locker Private Label First Cost Vendors and Directly Imported shipments under Foot Locker's Importer of Record.

The following pages outline Foot Locker, Inc.'s international document and transportation requirements for orders being shipped to the U.S. and Canada. This updated version replaces all earlier versions of this Vendor Standards Manual ("Manual"). The information is being provided to help you understand our requirements so that your shipments can be handled as expeditiously and cost effectively as possible. We appreciate your cooperation in complying with these requirements.

Please read all the instructions thoroughly. If for some reason you cannot comply, please contact the International Trade Department immediately to avoid penalties.

If you have any questions regarding the contents of this Manual, please call, or email the proper contacts of the International Trade Department.

FOOT LOCKER'S STATEMENT OF STANDARDS

Foot Locker, Inc., together with its direct and indirect subsidiaries ("Foot Locker"), is committed to operating with upmost regard to all business ethics and regulations. Foot Locker's philosophy is based on seven core values - Integrity, Leadership, Excellence, Community, Service, Teamwork and Innovation. Foot Locker believes in doing business with suppliers and business partners who share these values.

For a full detail of the following guidelines please refer to Section 13 of this Manual:

- Foreign Corrupt Practices Act (FCPA)
- Global Sourcing Guidelines
- Consumer Product Safety Improvement Act (CPSIA)

Country of Origin/Transshipment Policy for Merchandise

Foot Locker will not import merchandise (hereinafter “Merchandise”) where it believes that such Merchandise has been illegally transshipped and/or that the country of origin is not accurately and truthfully stated on the commercial documents and/or single/multiple country declaration provided by the manufacturer.

Before placing or accepting a purchase order for Merchandise (hereinafter a “PO”), or allowing a change in the location of processing for any previously accepted PO, Foot Locker requires the Seller/Vendor to provide the full name and address of each factory who performs any manufacturing and/or assembly process with respect to such PO, as well as a full description of each process being performed.

The Seller/Vendor must accurately declare and provide the full name and address of the manufacturer, (prior to production approval), which will be used to create the Manufacturer Identification Code “MID”. Foot Locker may accept delivery of Merchandise at a foreign port and may choose to proceed with importation, but only after performance of inspections and/or reviews of such additional documentation as are reasonably necessary and sufficient to establish the correct country of origin. Factories should be able to produce documentation evidencing production of the merchandise upon request.

Before accepting delivery of Merchandise, Foot Locker uses internal and external inspectors and auditors, validating a checklist of criteria that the manufacturer must meet in order to pass our Supplier Verification Program expectations.

Supplier Verification Program

Social Audits

The GSG (Global Sourcing Guidelines outlined in Section 13 Legal) set standards applicable to the manufacture of all products sold by the Company. We expect that the products we sell will, without exception, be manufactured in compliance with local labor and employment laws, under working conditions that meet certain standards, and without the use of forced or child labor. Our internal teams work closely with and encourage our private-label and directly imported suppliers to make improvements in their facilities. We have transcribed the GSG into seven different languages, depending on the local language spoken in the facility, in an effort to increase compliance and understanding. Our audit program focuses on our private label business and the directly sourced supplier factories that produce our proprietary brands. Each of these factories is required to undergo social audits every year or as needed, depending on the risk in the country of production and previous compliance records, to ensure adherence to the criteria set forth in the GSG and local law.

Supplier compliance monitoring and audits are conducted by our nominated provider via an on-site assessment of suppliers, covering the following factors (non-exhaustive):

- transparency and business integrity
- child labor and forced/slave labor indicators
- wages and benefits
- health and safety & workplace hygiene
- harassment and discrimination policies
- hours of work
- hiring, disciplinary, and termination practices
- freedom of association and grievance mechanisms
- environmental management

Audits are conducted for:

Private-label suppliers

Directly sourced factories producing proprietary brands

Annual audits are mandatory for all Tier 1 factories and direct import suppliers to verify compliance with our standards.

Scoring and Findings

Zero Tolerance

The most serious breaches with immediate and lasting harm to workers or the environment. Examples: child labor, forced labor, bribery, physical or sexual abuse.

Critical

Deliberate or repeated violations creating imminent risk to health, safety, or legal compliance. Examples: falsified payroll records, wages below minimum standards, delayed payments, involuntary overtime.

Major

Significant gaps that negatively affect worker well-being or environmental safety and require prompt correction. Examples: missing labor contracts, incorrect overtime pay, absence of mandatory safety certifications.

Minor

Less severe issues that still impact compliance and must be addressed within agreed timelines. Examples: incomplete documentation, minor facility safety concerns, inadequate waste segregation.

Audit Methodology

Audits are **semi-announced** and include:

- Initial audits for new factories
- Annual audits for ongoing compliance

The process involves:

- Onsite inspections
- Document reviews
- Worker interviews

Corrective Action Process

Following the audit, a Corrective Action Plan (CAP) is issued to address non-conformances.

CAP Workflow

1. Issuance: each finding includes details, corrective steps, deadlines, and evidence requirements.
2. Remediation: Standard timeframe: 120 days from CAP issuance. Critical issues may require an onsite follow-up.
3. Verification: Factories submit evidence for review and approval.
4. Escalation: Failure to remediate may lead to additional audits, order suspension, or termination of business.

Mandatory Requirement

No Tier 1 factory may begin production for our brands or companies without completing a social audit.

Security Audits-Customs Trade Partnership Against Terrorism (CTPAT)

In the United States, since 2003, Foot Locker have been a member of the Customs-Trade Partnership Against Terrorism (CTPAT) program, a voluntary supply chain security program led by the U.S. Customs and Border Protection (CBP). This program is focused on improving and strengthening security processes globally. As a member, we are required to update our supply chain security profile annually, as well as undergo a foreign and domestic site visit every four years with CBP. We have also been a member of the CTPAT Trade Compliance Program, a voluntary self-auditing compliance program in cooperation with CBP, since 2014. As a member, we have demonstrated our commitment to ensuring compliance with import activities and managing and monitoring through self-assessment.

Foot Locker is currently partnered with Global Security Verification (GSV) to streamline the risk assessment process and enhance our CTPAT program. It is required that all Private Label vendors complete the supply chain security assessment, conducted by GSV, advising your present state of security and outlining your security procedures and processes. CBP has given US Importers minimum-security criteria that need to be verified and maintained. During your security assessment, GSV will validate if you meet the minimum-security criteria. ***It is crucial that you are prepared for the security audit and provide your responses and any associated support (manuals, photographs, logs, etc.) during the validation meeting. This will aide in our identification of any deficient areas and any identified Corrective Action Plans. If you have difficulty in supplying the required information, please contact the International Trade Department for assistance.***

If you are a member or have received accreditation from a government security agency, have current 3rd party audit frameworks, or have previously had an audit conducted by GSV, please provide details during your security assessment validation.

If, at any time your supply chain procedures or policies significantly change, you must contact the ITD department.

As part of our continued success with CTPAT we have formalized an **audit cycle** as explained below.

The factory risk score will be determined by risk based on an initial GSV CTPAT security audit. All current factories and newly identified factories must go through an initial GSV security audit.

The overall risk rating will be determined by evaluating a combination of the following parameters outlined below.

1. GSV Factory Audit Score
 - Low risk: 86-100
 - Medium risk: 76-85
 - High risk: 0-75
2. Country Risk Index
3. CAP Completion Timeframe
 - Low risk: CAP completed within 60 days
 - Medium risk: CAP completed within 120 days
 - High risk: CAP completed outside 120 days

After the audit has been conducted and all corrective actions have been implemented, the audit cycle is as follows:

Factory Risk	Audit Cycle
High risk	every 12 months
Medium risk	every 18 months
Low risk	every 24 months

Corrective Action Plan (CAP)

During security audits, security deficiencies may be identified. The following timeline has been developed so that you understand the expectations of CAP communication and implementation.

WITHIN 14 BUSINESS DAYS: the vendor/factory must reply to the initial CAP request email from ITD, with expected completion dates and explanations on how each CAP will be corrected.

WITHIN 120 DAYS: all individual CAPs should be completed.

Depending on the specific CAP identified, ITD may request that the CAP be implemented prior to 120 days. For areas of high risk or non-compliance, it is important to correct those areas immediately.

As a reminder, areas covered by the security audit include:

1. Security Vision and Responsibility
2. Risk Assessment
3. Business Partner Security
4. Cybersecurity
5. Conveyance and IIT Security
6. Seal Security
7. Procedural Security
8. Agricultural Security
9. Physical Access Controls
10. Physical Security
11. Personnel Security
12. Education, Training, and Awareness

Foot Locker understands that you undergo multiple security audits annually and that audit fatigue is a common problem. As an added benefit to you, if you can provide a recent SCAN/QIMA/SGS audit with corrective action plan, Foot Locker will utilize the audit + findings (provided by you) as the basis for our security audit, every other audit cycle.

Special Notes:

Foot Locker can request an audit/re-audit/random audit or request additional details at any time, regardless of what audit cycle you are currently in.

Accepted security audits expiration date must be within 9 months of audit request

Foot Locker can request additional details, and implementation plans for any corrective items found during an outside audit. The audit cycle will not preclude you from implementing corrective actions and from providing the supporting backup to demonstrate compliance.

Country of Origin Verification and Production Record Request

As you may be aware, global supply chain risks are expanding and companies are required to

1) Exercise increased due diligence, 2) know in detail, all supply chain partners, as well as 3) identify documented risks and unapproved providers. Because of the significant percentage of textile, apparel, and footwear imports, Customs agencies are concerned that foreign textile and apparel imports may entering the U.S. and Canada fraudulently. Illegal transshipment is one form of such illegal activity and occurs when false country-of-origin information is provided for goods in order to evade tariff rules and customs duties.

To identify potential illegal transshipments, Customs agencies target countries, manufacturers, shipments, and Importers that it determines to be at a higher risk for transshipment. Once a shipment arrives that has been targeted as a potential transshipment, customs may request production records to substantiate country of origin. (This is known as a “detention”.)

A request for production records can be made at any time for any of the following types of exams.

Detention Notice & Request for Information

Cargo is detained at port of entry until production records are provided to Customs. This is an accelerated request and provides the vendor with **10 Calendar days** total to have the requested documentation in Foot Locker’s possession. In an actual detention situation, Customs requires the complete set of documents to be provided within a short period of time, so they can complete their review and provide a preliminary ‘hold for further review’ or ‘seizure’ decision. The statutory timeframe to respond to a detention request is 30 days from the date of the customs request, **therefore, we require you to provide the documents within 10 days of a notice date so we can review the documents, request follow-up information, and formalize a response.**

All documents must be translated in English.

Required documents (non-inclusive list):

1. Factory production records:
 - A.) Factory profile
 - B.) Production schedule for the above style(s) and PO(s)
 - C.) List of number and types of machinery used in the production of the above listed style(s) and PO(s).
 - D.) Bill of materials for all components, including fabric and trims
 - E.) CAD specifications and drawing for above listed style(s).
 - F.) Raw materials (fabrics and trims):
 - a. Transaction records
 - b. Purchase Order(s) for each material
 - c. Commercial invoice(s) for each material
 - d. Proof of Payment(s) for each material
 - e. Transport documents if purchased outside of the country of origin, including bills of lading, customs clearance documents
 - G.) Cutting records for products assembled from cut components:
 - a. These may include cutting tickets original or digital
 - H.) Knit to shape records for products assembled from knit to shape components
 - a. These may include original or digital records

- I.) Sewing records:
 - a. These may include sewing tickets original or digital
- J.) All timecards of employees that worked on our production for the above listed style(s) and PO(s).
- K.) Packing and finishing records of product.
2. Subcontractors:
 - A.) If any or part of the production is subcontracted, the above listed documents are required.
 - B.) Transfer documents between you and the subcontractor including proof of payment records between the two entities.
 - C.) If subcontracting was conducted outside of the country of origin, transport and customs clearance documents are also required.
3. Fabric and final garment Lab test reports (for the above listed style(s) and PO(s))

Please provide all documents in either a zipped file or sharing application, clearly identified and marked for reference.

Mock Detentions

You may be selected for a Mock Detention. The purpose of this request is to ensure that proper documents can be provided, in the legally required timeframe. It will allow Foot Locker to have a detailed review of the documents, with the goal of preparing you for the case of an actual customs detention. We will identify gaps in your processes, as well as provide Foot Locker with increased transparency and review of your supply chain.

Please take a mock detention request seriously as it will prepare you in the case of an actual detention and increase the chance of a positive admissibility determination by Customs. Mock detention POs and styles will be chosen at random and may indicate increased risk.

Supply Chain Traceability

Foot Locker continues adherence of protocols on supply chain mapping and traceability for goods being shipped to the United States to better comply with the Company's social, environmental, and legal obligations. Through developing an in-depth understanding of its supply chains, the Company will be able to ensure that all products are produced ethically and sustainably in compliance with both the Company's Global Sourcing Guidelines and the law. The Company is committed to creating effective supply chain mapping and traceability requirements. The Company expects all suppliers to retain and produce all documentation needed to prove that goods sold to the Company are compliant with the Company's Global Sourcing Guidelines and admissible into the United States. Suppliers must disclose to the Company all material, trim and fabric suppliers that provided items used in the final product, including, as applicable, the identities of suppliers up to Tier 4. In addition, Suppliers must also produce supply chain traceability documentation on demand, including, but not limited:

- Detailed descriptions of the supply chain, including imported merchandise and components, at all stages of manufacture, including bale-level cotton traceability records.
- A list of suppliers associated with each step of the production process, including contact information.
- Purchase orders.
- Invoices for all suppliers and upstream suppliers.
- Packing lists.
- Bills of materials.
- Certificates of origin.
- Payment records.
- Inventory records, including dock/warehouse receipts.
- Shipping records, including manifests, bills of lading.

- Invoices and receipts for all suppliers and sub-suppliers; and
- Import and export records.

In addition, the Company expects its suppliers, as well as their subcontractors, to fully comply with its Global Sourcing Guidelines, including provisions related to sustainability efforts and working conditions. The Company will only do business with suppliers whose workers are, in all cases, present voluntarily, and it is the Company's policy that child labor and forced labor, in any form, is not permissible. By accepting orders from the Company, Supplier agrees to accept the supply chain mapping and traceability requirements discussed herein. Our compliance team will contact you regarding these mapping and traceability requirements.

GENERAL INFORMATION

- **All purchase orders must indicate “F” for foreign orders;** the appropriate type to be considered for importation into the United States or Canada by Foot Locker.
- Each **purchase order** number has several components as noted below:
Example: **XX-XXXXXXX-XX**
 - The first two (2) digits refer to the “open to buy” month
 - The next seven (7) digits refer to the actual order #
 - The next two (2) digits designate the division
 - All documents and booking requests must reflect the full purchase order number
- Each **SKU number** has several components as noted below:
Example: **XX-XXXXX-X-XX-XXX** or **XX-XXXXXXX-XX-XXXXX**
 - The first two (2) digits designate the department number
 - The next five (5) digits refer to the Stock Keeping Unit (SKU) number
 - The next digit is a system generated check digit
 - The next two (2) digits designate a Width/Color code
 - The final three (3) or five (5) digits designate the size or case lot number
 - All documents and booking requests must reflect the full SKU number
- **“Agent” field in the purchase order** is only for agents that source product on behalf of Foot Locker based on instructions and specifications given by the buyer.
 - It is not a field used to indicate vendors or factories.
 - If the agent is a Buying agent, the payment is made separately from payment to the vendor for the merchandise under the terms of a separate agreement and is not part of the dutiable value.
 - If the agent is a Selling agent, the payment is part of the dutiable value and should not be made separately from merchandise payment.

Ticketing

- Contacts for international ticketing are listed in *Section 3 - Ticketing*. Take special note of section “Special Considerations for Canada products”
- Tickets or labels may not be placed over or obstruct the country of origin marking.

Marking

- The instructions noted in *Section 6 – Carton Packing, Packaging, Labeling and Shipping Requirements* must be followed accordingly.
- The country-of-origin marking is required on all outer cartons, regardless of size and must be in accordance with all US Customs or Canada Revenue regulations.

- The instructions noted in *Section 4 – Merchandise Labeling Requirements, for Merchandise Labeling* must be followed accordingly. Take special note of “Canada - Québec’s Charter of the French Language”
- Canada shipments must be marked in both English and French.

Failure to properly mark cartons will result in chargebacks for all charges incurred by Foot Locker as per the chargeback matrix included in Section 9 this Manual.

NOTE: All Ticketing and marking must comply with all regulatory requirements of U.S. Customs and Border Protection or Canada Services Border Agency as well as those of any other Federal Regulatory Agency.

CANADA – QUEBEC’S CHARTER OF THE FRENCH LANGUAGE

Certain amendments to Québec’s *Charter of the French Language* (“Charter”) and the *Regulation respecting the language of commerce and business* are now in force. These amendments update the existing French translation requirements, including by revising the rules on the use of trademarks in:

- packaging and labelling of merchandise sold in Quebec; and
- commercial advertising and signage visible to the Quebec public.

Although in this document we provide a summary of these changes, and outline Foot Locker’s expectations with respect to ensuring compliant merchandise and related promotional displays, we encourage you to consult your legal advisors to confirm compliance.

Changes to packaging and labelling

Effective **June 1, 2025**, the Charter requires that any generic term or product description included in a trademark found on a product or its packaging (including any accompanying materials) must appear in French, in an equally prominent manner, unless the trademark is the name of a business or the name of the product as sold.

Merchandise that does not meet the above requirements may continue to be sold in Foot Locker stores until **June 1, 2027**, if:

- the merchandise was manufactured before June 1, 2025; and
- a French version of the applicable trademark was not registered in Canada as of June 25, 2024

The Office québécois de la langue française (OQLF), the Quebec French language authority, has published guidance to help businesses comply with these requirements. You can access this guidance (which is available only in French) here:

<https://www.oqlf.gouv.qc.ca/francisation/entreprises/marque-commerce-produits.html>

Changes to promotional materials accompanying merchandise

Under pre-existing French translation requirements, all text (with the exception of trademarks) on signs and posters, such as floorstands, must be in French or in French and another language. Effective from **June 1, 2025**, in cases

where both French and another language are used, the French text must be markedly predominant, where the French text has a much greater visual impact within the same visual field. This requires that the following conditions be met:

1. French text occupies at least twice the space of the other language;
2. French text is equally legible and permanently visible; and
3. The “same visual field” refers to an overall view where all the components of the signs and posters are visible and legible at the same time without having to move.

Additional guidance from the OQLF (available only in French) can be accessed here:

<https://www.oqlf.gouv.qc.ca/francisation/entreprises/Affichage-marques-commerce-noms-entreprises.pdf>

Please note that vendors who provide non-compliant merchandise to Foot Locker, to be sold in the Province of Québec, will be in violation of the Charter.

WARNING INFORMATION

A warning in English, French and Spanish is required on all polybags.

**WARNING - TO AVOID DANGER OF SUFFOCATION,
KEEP THIS BAG AWAY FROM BABIES AND CHILDREN
DO NOT USE IN CRIBS, BEDS, CARRIAGES OR
PLAY PENS. THIS BAG IS NOT A TOY. KNOT BAG
BEFORE THROWING AWAY.**

**ADVERTENCIA: MANTENGA
ESTA BOLSA FUERA DEL ALCANCE
DE BEBÉS Y NIÑOS.
NO LA UTILICE EN CUNAS,
CAMAS, CARRITOS O CORRALITOS.
LA PELÍCULA DELGADA PUEDE PEGARSE
A LA NARIZ Y BOCA Y
CAUSAR ASFIXIA**

**AVERTISSEMENT: POUR ÉVITER LE DANGER DE
SUFFOCATION, GARDER CE SAC LOIN DES BÉBÉS ET
DES ENFANTS. NE PAS L'UTILISER DANS LES LITS
D'ENFANTS, DANS LES LANDAUS OU DANS LES
PARCS.
CE SAC N'EST PAS UN JOUET.**

DOCUMENTATION

U.S. & Canada Requirements

Overview:

General Documents Required:

Commercial Invoice: -including final quantities, complete description indicating commodity type, material breakdown, gender, and size (if apparel; knit or woven). (Refer to Section 10-32)

Packing List: - including final carton counts, weights, cbms and carton dimensions

Certificate of Origin

Document Changes and Updates:

Quantity changes or corrections must be submitted to APPL as soon as the discrepancy is found and corrected.

Combine (where possible) all shipment styles with one commercial invoice. Multiple invoices per shipment increase our handling and brokerage costs.

Any change or update to the Customs Description and/or unit price on the ANDROMEDA Commercial Invoice, should be previously communicated and approved by either Foot Locker Sourcing or ITD.

Footwear Specific Requirements shipping to the US:

Interim Footwear Invoice "IFI" for all applicable styles. If the same exact criteria apply for multiple styles, they may be combined on 1 IFI form.

Destination Specific Requirements:

Wood Packing Declaration form Australia & New Zealand ocean bound shipments managed by the North American ITD operations team.

Mode Specific Requirements:

AIR (all private label and direct imported shipments): Prior to shipment approval, the vendor must email the following documents to the International Trade Department (ITD.DOCREVIEW@footlocker.com) for review and verification. Air shipments will not be allowed to ship until final documents have been received and approved by ITD.

Private Label specific: 1) Shipments must also be released in Andromeda. 2)ITD will issue the Document Verification Certificate "DVC" at end of the approval process. The cargo receipt/airway bill will not be issued without the "DVC" (exception of Pakistan).

Document Performance Auditing and chargebacks:

ITD performs weekly document compliance checks prior and post customs entry, and any vendor with frequent incorrect, missing, and incomplete documentation may be assessed a chargeback fee. ITD reserves the right to place any vendor on the DVC approval process at any time if corrective actions are not taken.

A complete and original set(s) of documents must be provided to APPL Origin within the time specified in **Section 10-19**.

Failure to comply may result in a chargeback as per Section 9 of this Manual. Costs for storage may also be deducted from the shipper's remittance.

Documentation errors will result in chargebacks as outlined in Section 9 of this Manual. Failure to email copies to the International Trade Department timely will also result in a chargeback, per the chargeback matrix included in Section 9 of this Manual

Free Trade Documents-General

Tariff Treatment	Required Documents
United States Mexico Canada Agreement (USMCA)	USMCA-Certificate of Original Template(2025) Manufacturer Affidavit Template - USMCA, CUSMA, T-MEC

See FORMS AND VIDEOS for:

USMCA-Certificate of Original Template (2025)

Manufacturer Affidavit Template - USMCA, CUSMA, T-MEC

General Document Requirements

Each commercial document must be complete and accurate and reflect the full purchase order number and a full SKU number.

Commercial Invoice and Packing List

Foot Locker Private Label-

The invoice and packing list must be printed from Foot Locker Sourcing's Portal, ANDROMEDA – see extract below. A full set of shipping documents must be attached in ANDROMEDA once shipment is closed. Shipments must be closed as soon as the Bill of Lading and/or Forwarder's Cargo Receipt (FCR) is received from the forwarder.

COMMERCIAL INVOICE (FOB)

Page 1 of 1

Shipment #

Vendor/Seller:	Manufacturer: MID #	Shipper/Exporter:	Importer of Record:
Forwarder/Consolidator:	1st Notify Party/Broker:	2nd Notify Party:	Shipping Mark/Final Destination:
Sold To:	Container Stuffing Location:	Country of Origin: FOB Point: Discharge Port: Export Registration #:	AWB or Bill of Lading: FCR #: L/C #: Form E #:
Invoice No: Invoice Date: Account #:	Payment Term: Currency: Salesperson:	Sailing On: Ship Mode: Shipped Per:	On Hand Date:MM/DD/YY Act Sail Date:MM/DD/YY Est. Arrival Date:MM/DD/YY

[illegible]

Total Cartons:
Total CBM:
Gross Weight:
Net Weight:

Signature

PACKING LIST

Page 1 of 1

SHIPMENT #

Vendor/Seller:	Manufacturer: MID #	Shipper/Exporter:	Importer of Record:
Notes / Comments:	Final Destination:	Country of Origin: POB Point: Discharge Port:	Invoice No: Invoice Date: On Hand Date:MM/DD/YY Ship Mode:

[illegible]

SUMMARY BY PO/SKU

PO Number	SKU	# of Cartons	Meas. (CBM)	Net Weight (KGS)	Gross Weight (KGS)	QTY
	subtotal:					
	subtotal:					
	subtotal:					
# of PO: 8	Grand Total					

Shipment has been closed

Non-Foot Locker Private Label-

For shippers of Non-Private Label goods, you are expected to provide all necessary customs data for our review if Foot Locker is expected to act as the Importing entity. Foot Locker will supply our customs document template as shown below with all the necessary criteria on the Commercial Invoice & Packing List. Please reach out to the International Trade compliance contacts listed on page 33 or Section 14 of the VSM for a copy of the template. If you are a new supplier, please contact ITD for the CI / PL template.

Foot Locker will accept shippers preexisting customs documentation templates, with the understanding that additional elements may need to be added to adhere to our requirements.

COMMERCIAL INVOICE												
INVOICE NO.			MODE:			INVOICE DATE:						
SHIP FROM:			EXPORTER:									
CONTACT:			CONTACT:									
PHONE:			PHONE:									
EMAIL:			EMAIL:									
SHIP TO:			IMPORTER OF RECORD:									
MANUFACTURER:			BROKER:									
TERMS:												
NO SOLID WOOD PACKING MATERIALS HAVE BEEN USED												
SPECIAL COMMENTS												
Internal BUSINESS UNIT / ACCOUNT # / COST CENTER												

DESCRIPTION OF GOODS	COUNTRY OF ORIGIN	PO	SKU	VENDOR STYLE	PART #	CONTENT	INTERNAL DESCRIPTION	HTS#	Units	Unit Cost	Total Cost	Currency
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
											\$0.00	
Totals:									0		\$0.00	

PACKING LIST					
PACKING LIST:		MODE:		PACKING LIST DATE:	
SHIP FROM:		EXPORTER:		IMPORTER:	
		0			
		0			
		0			
CONTACT:		CONTACT:			
PHONE:		PHONE:			
EMAIL:		EMAIL:			
NO SOLID WOOD PACKING MATERIALS HAVE BEEN USED					

Description of Goods	Country of Origin	PO	SKU	Cartons	Units	Carton Weight / LBS.	Total Weight / LBS.
0	0	0	0		0		0
0	0	0	0		0		0
0	0	0	0		0		0
0	0	0	0		0		0
0	0	0	0		0		0
0	0	0	0		0		0
0	0	0	0		0		0
0	0	0	0		0		0
0	0	0	0		0		0
0	0	0	0		0		0
0	0	0	0		0		0
0	0	0	0		0		0

Document (Ocean) Submission Timelines to APLL:

The ANDROMEDA Commercial Invoice and Packing List are the only accepted documentation that should be provided to APLL for Foot Locker Private Label orders. Any other formatted documentation provided may be subject to Chargebacks, as noted in Section 9 of this Manual.

If the documents are surrendered later than the time allowed, the APLL is entitled to an additional charge from the shipper for courier fees and special handling (this would be required for cases where original documents must be expedited in order to submit timely entry to US or Canada Customs).

For U.S. shipments, if there are discrepancies between the Documents provided to APLL and the information provided to APLL for Shipping Instruction ('SI'), Foot Locker will assess any penalties or fines assessed by CBP for failure to provide timely, accurate, and complete shipment details before vessel departure (ISF (10+2) filing). In cases where CBP issues a 'Do Not Load' for improper ISF filing, you will be charged storage charges assessed by the ocean carrier for delayed shipment and may be asked to air freight the shipment at your expense. The complete set of documents is required to be submitted to the forwarder as outlined on the next page.

Backdating of the cargo receipt is not allowed.

Please note late documents will be measured based on calendar days, not working days, and vendor holidays will not be factored into the calculation.

If revisions are made after documents have been sent to APLL, you must re-send a full set of documents to APLL. This includes all changes to quantities, purchase orders, or shipment specific details.

Failure to do so can result in a chargeback for late submission of documents to the Forwarder as it states in Section 9 of this Manual.

Documents are Required to be presented to APLL No Later than noted below: (Commercial invoice, packing list, certificate of origin, and other required docs):

Vendor submission of Certificate of Origin and Visa to APLL as per below. All documents listed are required before the last day of the timeframes below (DDN set according to these timeframes and will trigger day after each timeframe):

Certificate of Origin and VISA Timeline Table	
Country	calendar days after vessel departure
Africa (all countries)	7 days
Bangladesh	10 Days
Brunei	7 Days
Turkmenistan (FOB Turkey)	7 Days
Bulgaria (FOB Turkey)	7 Days
Turkey	7 Days
Cambodia	7 Days
Central America/ the Caribbean	4 Days
China	5 Days
Hong Kong	5 Days
Indonesia	7 Days
Jordan via Israel	7 Days
Korea	5 Days
Madagascar	7 Days
Malaysia	7 Days
Mauritius	7 Days
Pakistan	7 Days
Philippines	9 Days
Singapore	7 Days
South America	5 Days
Sri Lanka	5 Days
Taiwan	5 Days
Thailand	7 Days
India	7 Days
Vietnam	7 Days

Forwarders Cargo Receipt (FCR) / House Airway bill (HAWB)

- FCR/HAWB is the primary transport document used for payment purposes.
- Will be issued once all required documents and cargo have been surrendered to consolidator/forwarder and all charges due consolidator/forwarder have been settled.
- Note: consolidator/forwarder is not under any obligation to extend credit to any vendor/agent.
- The FCR/HAWB will not be issued if a DVC (when required) has not been issued by the International Trade Department.

Bill of Lading

- **The bill of lading is not a negotiating document** and is not to be submitted for payment negotiation unless agreed to in advance or if required by a letter of credit. Seaway bills are the required transport document.

Document Consignments

All commercial documentation consignments must be made as follows:

U.S. Operating Entity	Consignee/Importer of Record
Champs Sports Foot Locker Kids Foot Locker Team Edition Apparel, Inc.	Foot Locker Retail, Inc. Foot Locker Retail, Inc. Foot Locker Retail, Inc. Team Edition Apparel, Inc.
Canadian Operating Entity	Consignee/Importer of Record
Champs Sports Foot Locker Kids Foot Locker	Foot Locker Canada Co. Foot Locker Canada Co. Foot Locker Canada Co.

The commercial document consignment for U.S. shipments must read as above with a “care of” (c/o) notation of the division name if applicable and the Camp Hill address.

For example: Foot Locker Retail, Inc.
c/o Champs Sports
3543 Simpson Ferry Rd
Camp Hill, PA 17011

The commercial document consignment for Canadian shipments must read as above with a “care of” (c/o) notation of the division name if applicable and the Weston address.

For example: Foot Locker Canada Co.
c/o Champs Sports Canada
230 Barmac Road, 2nd Floor
Weston, Ontario M9L 2Z3

No other consignments are acceptable.

Special Note: When making a booking you must provide the address of the final destination of the shipment with the forwarder/consolidator. Carton markings must also clearly indicate the final destination of the cargo.

For example:

Junction City Service Center
3210 South US Highway #77
Junction City, KS USA 66441

Milton Service Center
505 Industrial Drive
Milton, Ontario, Canada L9T 5E1

Reno Service Center
10 Isidor Cour
Sparks, NV USA 89441

Camp Hill Service Center
3543 Simpson Ferry Road
Camp Hill, PA USA 17011

Manufacturer Identification (MID) Code must:

The manufacturer name and address must be in full with postal/zip code and displayed the same each time, unless a new MID is requested ahead of time. The MID code is derived from the information provided at time of MID code request information. Any change could affect the MID code accuracy.

MID code request must be made through the Compliance team contacts listed in section 14 – (Andrew Enck, Fiona McCulloch) and should be reflected correctly on the commercial invoices.

Detailed description of the merchandise must include (non-exhaustive):

- Name by which each item is known
- Gender and Age
- Material(s) breakdown (by percent of weight)
- For wearing apparel or textile products, include the following:
 - Fabric weight per style
- If knitted, indicate the following:
 - Stitch Count
 - Type of neck opening
 - Type of bottom treatment, i.e. Hemmed, Ribbed
 - Placement of pockets
 - Type of water-resistant coating (if applicable)
- If woven and yarn dyed, indicate the following:
 - # of yarn colors in the warp and weft
 - Type of water-resistant coating (if applicable).
- For footwear products a completed IFI must be included.
- If item is a set, value breakdown by each component.

*Depending on type of product such as Footwear, fixtures, supplies, other criteria may be requested.

TRANSPORTATION AND SHIPPING

- The appropriate term for delivery to the consolidator's warehouse is **"FOB Port of Export"** (or Consolidator's Warehouse when CFS). Terms other than FOB must have written authorization from the International Trade Department.
- **A Foreign Order is deemed late** if shipment not tendered to the "FOB Port of Export" on or before the Ship End Date as reflected on the purchase order or all documents as required are not executed in a timely manner which would:
 - prevent timely U.S. Customs clearance or
 - prevent the shipment from sailing on the scheduled vessel.
- **In order for you meet all agreed upon shipping INCO terms, complete and accurate documents must also be provided within timelines mentioned in this document. If they are tendered as required, chargebacks may be assessed as noted in Section 9.**
- The International Trade Department must approve of any exceptions to routing.

Shipment by an unauthorized consolidator, forwarder, or carrier will result in a chargeback, per Section 9 of this Manual.

Ocean Bookings

All bookings must be made well in advance.

- For ocean shipments, the booking must be made 21 calendar days prior to the Ship Start date.
- All shipment exceptions must be reviewed and approved by Foot Locker prior to receiving booking approval from APLL. Therefore, please allow adequate time for APLL to provide booking and vessel details in return.
- APLL will reject any booking that pertains to a cancelled order or in cases where the delivery to them will not be made within the order's shipping window.
- Bookings must be revised if the volume/quantity of the original booking changes after final inspection is completed.
- Vendors will be responsible for broken or unused space booked.
- Bookings should be placed via APLL Booking Manager system for US & Canada bound shipments. It is critical that all fields are completed in their entirety so that they have all necessary data for the carrier request and for filing the ISF transmission, and Foot Locker has all data necessary for booking review.

Bookings not made within the timelines specified above will be subject to a chargeback as outlined in Section 9 of this Manual.

Please note: late bookings will be measured based on working days, not calendar days, and vendor holidays will not be factored into the calculation.

Failure to revise a booking to the consolidator/forwarder will result in a chargeback, per Section 9 of this Manual. Also, if the revised booking delays or forces Foot Locker to amend the ISF transmission to US Customs, the vendor will be charged back as per Section 9 of this Manual.

- Vendors are required by **Foot Locker Canada Co** to pre-sort POs prior to delivery to Foot Locker's nominated forwarders' origin CFS
- PO's are not to be mixed in a single carton
- PO's must stay sorted from this point to arrival at the DC in Canada, therefore slip sheets or shrink wrap must be used when delivering LCL cargo for Canada
- If suppliers refuse to do PO sorting suppliers only have 2 choices:
 - The vendor pickup the cargo and pays the In & out fee to draw the cargo out of the warehouse and sorts the cargo by PO
 - Foot Locker's nominated forwarder at origin can offer to sort the cargo on behalf of the vendor and debit the sorting fee to the vendor (FCR wouldn't be released until they settle this fee to ensure that they do in fact pay)

Air Bookings

Air Bookings should be made with forwarders approved by Foot Locker, as soon as the decision to ship air has been determined. The same time booking is created documents must be sent to ITD for review. Documents sent should be final quantities. If an FOB reduction is required documents should be resent with the correct FOB costs.

General Requirements

- **Vendor is responsible for all origin charges** including, but not limited to CFS, handling, terminal, export clearance and inland transit charges or reimbursement. (For FOB Port of Export terms)

Any origin charges not tendered by the vendor prior to export must be reimbursed to Foot Locker upon receipt of the chargeback/reimbursement report as outlined in Section 9 of this Manual. Change language. (for FOB Port of Export terms)

- **Cut-off times** for consolidation will be enforced. Check with the specified consolidator's office in advance if a "late gate" is needed.
- **Late Delivery / Air shipment Process:** If cargo is delivered late (after the PO Ship End Date) and does not make the designated vessel's departure, routing may be changed to "air" with additional charges at the shipper's expense. Foot Locker will have the right to require the vendor to:
 - air freight the goods with the vendor paying the air/sea difference and/or;
 - negotiate an FOB reduction to reimburse Foot Locker for the additional cost of airfreight.

Vendor must use Foot Locker approved carriers; FOB reduction will be calculated using current Foot Locker air and ocean rates and must be completed prior to exportation.

If the weight provided to Foot Locker increases from the original calculation, the vendor will be required to reimburse Foot Locker as outlined in Section 9 of this Manual.

This will be based on the difference between the estimated cost and actual cost. Please contact the International Trade Department for the revised FOB price.

PLEASE NOTE: Foot Locker reserves the right to cancel the purchase order without notice if Delivery of Merchandise has not been completed prior to the Cancel Date.

Factory loads are subject to the following minimums:

Container Size	Minimum
45" dry	75 cbm
40" high cube dry	65 cbm
40' standard dry	55 cbm
20' dry	28 cbm
LCL	MUST BE APPROVED BY APLL ORIGIN

Equipment usage will be confirmed by APLL based on total volume of the proposed booking. In the event that equipment usage is in dispute, APLL will request approval from Foot Locker.

Containers/Trailers loaded with less than these minimums without prior approval from Foot Locker Logistics or the International Trade Department will result in a chargeback for the difference as outlined in Section 9 of this Manual.

It will be based on the difference between the minimum acceptable loadability and the Foot Locker per CBM rate multiplied by the per CBM rate.

- 20' containers are prohibited unless given prior approval by International Trade.
- Purchase orders and Invoices should not be split between containers.
- Containers/Trailers must be loaded in Division / Purchase Order / SKU sequence.

Failure to comply with any of the above Factory Load requirements will result in a chargeback, per Section 9 of this Manual.

- **Commercial Documents** must be submitted to the consolidator as per the guidelines on section 10-pg 18.
- APLL will issue an original **Forwarder's Cargo Receipt**, or an original House Airway Bill as outlined in section 10-pg 20.

Late Shipments – Foreign & Non-Foreign Orders

Definition of Late Shipments for Foreign & Non-Foreign Orders:

- **Foreign Orders:** A Foreign Order is deemed late if shipment is not tendered to the named place on or before the Ship End Date as reflected on the purchase order or all documents as required are not executed in a timely manner which would:
 - prevent timely U.S. Customs clearance or;
 - prevent the shipment from sailing on the scheduled vessel.
- **Non-Foreign Orders (a/k/a Landed):** A "landed" order is deemed late if the routing request is not requested within 72 hours or the appointment is not requested within 48 hours of the Expected in DC date ("NDC") as reflected on the purchase order.

Foot Locker will have the right to require the vendor to:

- air freight the goods with the vendor paying the air/sea difference and/or;
- negotiate a discount for the late shipment.

Vendor must use Foot Locker approved carriers; FOB reduction will be calculated using current Foot Locker air and ocean rates.

PLEASE NOTE: Foot Locker reserves the right to cancel the purchase order without notice if Delivery of Merchandise has not been completed prior to the Cancel Date.

IMPORTANT: US and Canada Shipments with Bangladesh or Pakistan Origins.

US: Pakistan

Canada: Bangladesh and Pakistan

After receiving the original bill of lading, copies of the customs documents along with the original bill of lading must be sent to Foot Locker's nominated forwarder APLL for US & CAN shipments.

COMPLIANCE STANDARDS

Transshipping

Transshipping is allowed for transportation purposes only and provided that the original country of origin, as listed on the purchase order, remains the same.

- Any change in the production of the merchandise must be communicated to the Foot Locker Sourcing, agent, buyer, and International Trade. Foot Locker Sourcing will authorize the change in production and amend Purchase Orders accordingly.
- Illegal transshipments in order to circumvent the authority of the Customs agencies or contradict Foot Locker's policy.
- Any vendor that is listed by Customs as participating in illegal transshipment may be excluded from participating in any future business with Foot Locker and existing orders cancelled.
- The buyer will be informed, and Foot Locker reserves the right to cancel the order based on a change in production.

Failure to do so will result in a chargeback, per Section 9 of this Manual.

General Requirements

Purchase Order's Related Parties

- **"Agents"** and **"Vendors"** must be correctly identified on the purchase order.
- It is the agent's/vendor's responsibility to advise Foot Locker if the companies on the purchase order are incorrectly identified.
- Customs requires that the International Trade Department of Foot Locker be aware of all participants in the transaction.
- If commercial documents or bookings are made by a different vendor than appears on the purchase order, approval for shipping will be delayed.

Advanced Shipping Notification (ASN) (for Private Label products_

Once the shipment is closed in ANDROMEDA, the ASN will automatically be generated and sent to the DC.

Additional Evaluation/Inspection Costs

Inspection Costs:

If the merchandise fails an in-line or final inspection and as a consequence additional inspections are required, the vendor will be responsible for all costs incurred as a result of the additional inspection(s). Costs will include USD \$120 per business day plus all travel related expenses.

INVOICING FOR PAYMENT

Foot Locker Sourcing Inc.

An original set of shipping documents, including an original merchandise invoice denominated in USD, and original FCR (for ocean) or AWB (for air), and a copy of the “DVC” (where required), to the Foot Locker Sourcing (“FLS”) Office for payment. Documents should be mailed to:

PMQC & Logistics Department
Foot Locker Sourcing, Inc.
Flat B, 9/F, KOHO, 75 Hung To
Road, Kwun Tong, Kowloon, Hong
Kong

FLS will review the documents and approve within **three (3) business days**. Once approved, FLS will initiate the payment process.

Approved invoices together with an invoice summary are sent to FSC (financial services center) for processing. FSC will arrange the payment to the vendor’s bank account by wire transfer based on the payment terms agreed upon.

CONTACTS

Contacts Global (excluding-Europe, Middle East, and Africa “EMEA”)- also listed Section 14 of this manual

Title / Name	Telephone No. & e-Mail	Accountabilities
Sr. Director International Trade / Tina Walker	(717) 972-5925 tina.walker@footlocker.com	Global Regulatory Compliance, Supply Chain ESG Compliance (including EPR), International Logistics, Government Liaison and Point of Contact
Compliance		
Sr. Compliance Manager Andrew Enck	(717) 972-3447 aenck@footlocker.com	CTPAT, Dangerous Goods, Exports/ECCN, Regulatory Compliance
Compliance Manager Fiona McCulloch	+85258082834 Fiona.McCulloch@footlocker.com	Social Compliance, Regulatory Compliance, Restricted Substance List
ESG Compliance Analyst Christina Loss	(717) 972-5491 christina.loss@footlocker.com	ESG Supply Chain Data Analysis, Supply Chain Mapping requirements, Regulatory Compliance
Sr. Compliance Analyst		Documentation, Special Trade Review, Product Classification, Regulatory Compliance
Operations		
Operations Manager Angie Davis	(717) 972-3448 adavis2@footlocker.com	Management of ocean and air related operations, carrier SOP creation and maintenance, maintenance of freight/transit matrix, contract/rate negotiations, management of EDI PO data
Operations Coordinator Charles Holupka	(717) 972-3146 charles.holupka@footlocker.com	Cargo Tracking / Tracing, Shipment Expediting from POE to DC, Logistics Reporting, Freight invoice Auditing / Payment, Processing of all International Invoicing
Operations Coordinator Apple Chan	+85223780160 apple.chan@footlocker.com	Cargo Booking / Tracking, Direct vendor/carrier relation/communication.

DEFINITIONS

Business Days - Monday through Friday regardless of any holidays.

Calendar Days - Sunday through Saturday regardless of any holidays.