This section defines the requirements for shipping direct to store:

Advanced Shipping Notice: An electronic (EDI 856) itemized list of goods to be shipped.

Packing List: An itemized list of goods actually shipped by Foot Locker SKU/Size.

Routing: Vendors are required to use our internet-based Routing Tool to request routing. The Routing Tool will give an immediate routing status of the purchase order.

- If the purchase orders are shipping parcel ground, the vendor can ship immediately with system approval using the correct account number provided on the form. Please follow all routing instructions on the Routing Tool.
- The store number must be part of the address on FEDEX shipping labels
- Purchase Order number must be entered in FEDEX user Field 1
- Please follow all routing instructions on the Routing Tool.
- **Please pay close attention to delivery addresses of off shore store locations. (PR, VI, HI, AK, GU) An EDI-816 is transmitted for any new, adds or deletes of store addresses. Contact** Footlocker.Routing@footlocker.com **if you have any questions.**
- **Supply and Marketing vendors - Please contact** Footlocker.Routing@footlocker.com
- Please refer to Section 7 - Traffic Routing and Appointment Scheduling for Shipping Terms, Conditions and Billing Information
- Do not ship ORMD items via UPS ground to our off shore stores, please contact our Transportation Department.

If you are a new vendor, a manual Routing Request Form is available from footlocker.routing@footlocker.com and may be used under approved situations.

Failure to ship via the Transportation Department's instructions will result in an assessment charge of $100.00 per carton.

Payment Terms

Payment term, which is listed on each PO, is 15FM or 15th of the following month.

Payment dates are driven by when the merchandise is received. Any merchandise received by the 24th of the month will be paid out the Wednesday following the 15th of the following month. Merchandise received after the 24th is pushed to the Wednesday following the 15th of the month after next. Below is an example.

Received Date	Payment Date
5/23/25	6/18/25
5/25/25	7/16/25

Invoice: An electronic (EDI 810) itemized list for payment.

FEDEX or UPS Reference Field The PO number must be entered in the FEDEX user Field 1

Advanced Shipping Notification (ASN)

Listed below are the procedures that must be followed to ensure accuracy of store receiving processes for direct to store shipments. Any incomplete or incorrect information will result in an assessment charge.

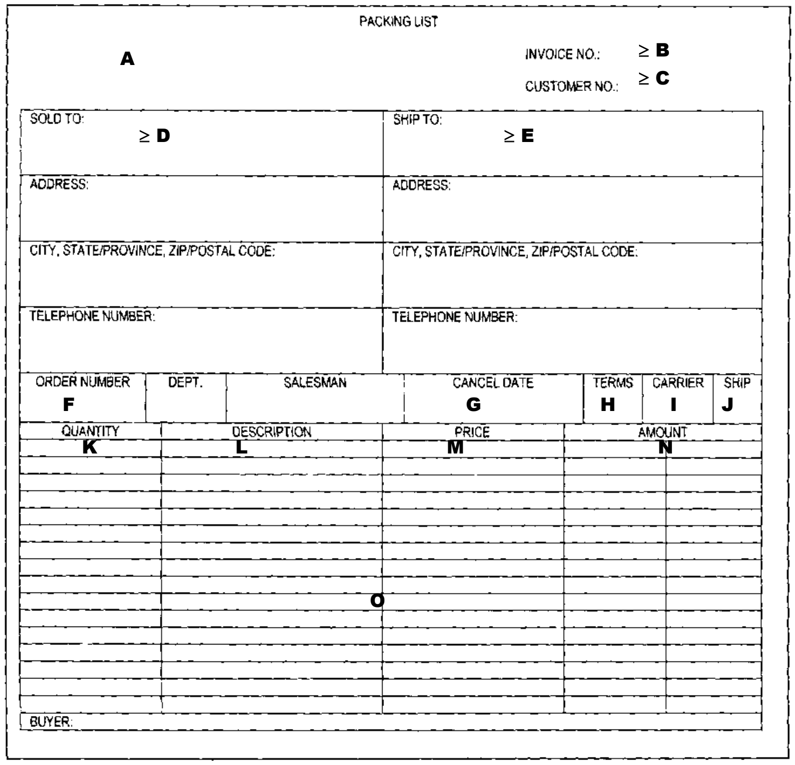
EDI ASNs

- All **direct to store** shipments require use of Electronic Data Interchange (EDI). Vendor must be set up on EDI prior to shipments to stores. For more information on becoming an EDI ASN vendor contact our EDI coordinator listed in *Section 14 – Contact List* of this manual.
- After shipping goods, **direct to store ASNs** must be received by 8:00PM EST the next day via the EDI 856 document. ASNs received after this time and/or are rejected due to incomplete/incorrect information are subject to a charge of the lesser of $100.00 or 30% per ASN and invoice payment terms will be extended to include the period of time to resolve the discrepancy.
- Transmit electronic ASNs only. Vendor will receive a functional acknowledgement to confirm Foot Locker has received a transmission. This acknowledges only that a transmission was received and does not indicate the information sent was correct. The transmission will proceed to go through Foot Locker's edit process.
- Should your 856 transmission fail our edit checks for completeness and accuracy, our EDI department will contact you. ASNs that fail any edit check are subject to a charge of the lesser of $100.00 or 30% per ASN and payment terms will be extended to include the period of time to resolve the discrepancy. The edit checks include (but are not limited to):
    - Timing – ASN must be received by 8:00PM EST the day after the shipment date
    - One ASN per carton
    - Correct Trading Partner ID
    - Our unique purchase order number and division number
    - One unique tracking number (carrier) per ASN, per carton, per shipping destination
    - Ship date
    - Destination – 5 digit store number – must be valid Foot Locker number

  - Carrier ID (SCAC Code)
  - Foot Locker sku number - include the UPC number and our thirteen- (13) digit sku number. The ASN must include only the skus physically inside the carton.
  - Size Code – must be a valid three-digit size for the sku
  - Quantity by sku/size
- Corrected ASNs must be retransmitted within 24 hours. Failure to retransmit EDI ASN within 24 hour window will result in handling fee assessment
- A handling charge will be assessed for incorrect EDI transmissions
- Compliance will be waived for specific system maintenance dates if the vendor sends notification to dcurlen@footlocker.com and vendorrelations@footlocker.com prior to maintenance occurring.

Packing List

- **A.) Vendor name address and telephone number**
- B.) Invoice number or packing list number
- C.) Customer number or account number assigned to Foot Locker division being shipped
- D.) Sold to name, address and telephone number
- E.) Ship to name, address and telephone number
- F.) 11 digit purchase order number
- G.) Cancel date on purchase order
- H.) Terms (optional)
- I.) Name of carrier
- J.) Actual ship date
- K.) Quantity being shipped (each)
- L.) Description of merchandise as it is listed on the purchase order (including SKU number)
- M.) Unit price
- N.) Extended price
- O.) Any special instructions or information



PACKING LIST

A

INVOICE NO.: ≥ B
CUSTOMER NO.: ≥ C

SOLD TO: ≥ D	SHIP TO: ≥ E
ADDRESS:	ADDRESS:
CITY, STATE/PROVINCE, ZIP/POSTAL CODE:	CITY, STATE/PROVINCE, ZIP/POSTAL CODE:
TELEPHONE NUMBER:	TELEPHONE NUMBER:

ORDER NUMBER	DEPT.	SALESMAN	CANCEL DATE	TERMS	CARRIER	SHIP
F			G	H	I	J

QUANTITY	DESCRIPTION	PRICE	AMOUNT
K	L	M	N
	O		

BUYER:

Carton Packing

The mixed packing of SKUs (styles) in cartons is allowed, and should be done to allow as few cartons as possible for a destination (store). The carton dimensions and weight cannot be more than the maximum shown in the chart in Section 6. The exception will be for large items that's physical characteristics require it, for example mannequins or punching bags

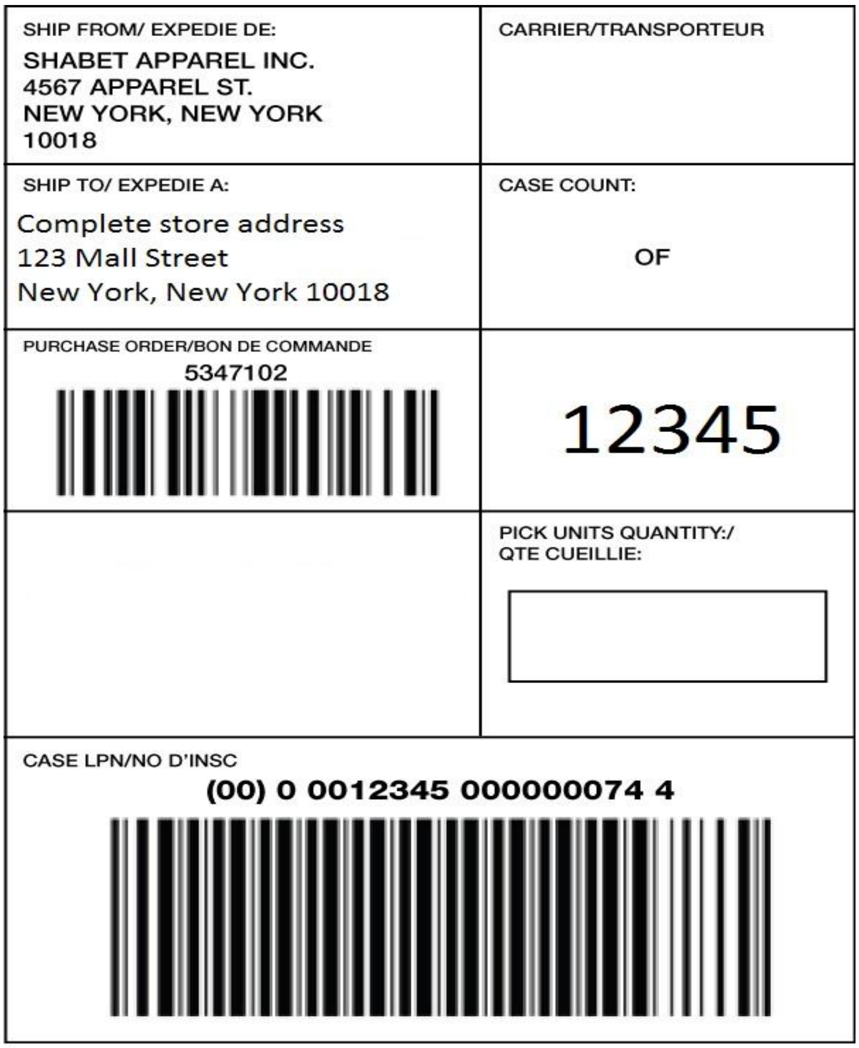
Invoices
Listed below are the procedures that must be followed to ensure your invoices are paid on a timely basis:

EDI Invoices

- After shipping goods, submit invoices by 8:00PM EST the next day via the EDI 810 document. Invoice transmission date will be compared to the shipping date. Invoices received after this time are subject to a charge of $100.00 or 30% whichever is less per invoice and invoice payment terms will be extended to include the period of time to resolve the discrepancy.
- Do not begin transmitting 810's until the testing process is complete
- For more information on becoming an EDI invoice vendor contact our EDI coordinator listed in *Section 13 – Contact List* of this manual
- Once the testing process is complete and a notification to begin sending EDI invoices is received from our EDI department, **stop sending paper invoices in the mail or PDF invoices via e-mail**
- Transmit electronic invoices only. Vendor will receive a functional acknowledgement to confirm Foot Locker has received a transmission. This acknowledges only that a transmission was received and does not indicate the information sent was correct. The transmission will proceed to go through Foot Locker's edit process.
- If we continue to receive paper invoices in addition to your EDI invoice, a handling charge of $100.00 or 30% per invoice will be assessed
- Should your 810 transmission fails our edit checks for completeness and accuracy, our EDI department will contact you. Invoices that fail any edit check are subject to a charge of $100.00 or 30% per invoice and payment terms will be extended to include the period of time to resolve the discrepancy. The edit checks will include (but are not limited to):
    - Out of Balance verification
    - Timing – Invoice must be received by 8:00PM EST the day after the shipment date
        - Exception:
            - For Friday shipments, invoices must be received by noon on Saturday
            - For Saturday shipments, invoices must be received by 4pm on Sunday
    - Our vendor number
    - Our unique purchase order number and division number – one purchase order number per invoice and destination
    - One unique invoice number per shipping destination
    - Invoice date
    - Destination – 5 digit store number or 2 digit Service Center facility – must be valid Foot Locker number
    - Foot Locker Sku Number. For direct to store shipments, the invoice must include the UPC number and our thirteen (13) digit sku number
    - Quantity by sku
    - Cost by sku and total cost of invoice
    - Freight Charges – this should not be included on transmission of invoices
    - Terms net due date
    - Currency code
- Corrected invoices must be submitted within 24 hours of shipment to ensure timely payment. Failure to resend EDI invoice within 24 hour window will result in handling fee assessment. If a paper invoice will need to be sent instead of a transmitted invoice, vendor will need to get permission from the Mgr. of Vendor Relations/EDI and it is subject to a $100.00 or 30% handling fee.

- Incorrect EDI submissions are subject to a $100.00 or 30% handling fee.
- Compliance will be waived for specific system maintenance dates if the vendor sends notification to dcurlen@footlocker.com and vendorrelations@footlocker.com prior to maintenance occurring.

DIRECT TO STORE SAMPLE UCC-128 SHIPPING LABEL


SHIP FROM/ EXPEDIE DE:
SHABET APPAREL INC.
4567 APPAREL ST.
NEW YORK, NEW YORK
10018

CARRIER/TRANSPORTEUR

SHIP TO/ EXPEDIE A:
Complete store address
123 Mall Street
New York, New York 10018

CASE COUNT:
OF

PURCHASE ORDER/BON DE COMMANDE
5347102

12345

PICK UNITS QUANTITY:/
QTE CUEILLIE:

CASE LPN/NO D'INSC
(00) 0 0012345 000000074 4

Store number