

This section highlights the compliance standards applicable to our supply vendors. It briefly describes each compliance requirement and provides references to other sections in this manual where vendors can look for further clarification and additional requirements. If the items are being shipped directly to stores and not one of DCs, please reference section 11 of this manual.

Purchase Order:

Vendor must receive a valid purchase order from our buyer. **Do not ship against phone orders, worksheets or verbal commitments.** There are two types of valid PO's:

- An EDI PO- sent to vendor electronically. Refer to section 2, page 1.
- A hard copy computer generated PO- sent to vendor via either fax or postal mail. Refer to section 2, page 2–3.

Ticketing:

Each supply item in a shipment must have a scannable UPC-A bar code. Vendor can use the UPC-A bar code already provided on the product by manufacturer. If the product does not already have a UPC-A bar code, vendor can request a FL generated UPC-A number. All bar codes must meet ANSI/CEN/ISO print quality requirements of A or B. In addition, all bar codes heights must be a minimum of 12mm including indentations. Refer to section 3, page 1.

Folding Standards:

Applicable only to apparel supplies. If specific requirements are not specified on the PO, please refer to Section 5 for folding standards.

Carton Packing & Packaging:

- Packing cartons must be clean corrugated cardboard and must adhere to established size standards.
- For hardgoods the packing corrugate must be a minimum of 32 lbs/in ECT and be clean corrugated cardboard
- For apparel the packing corrugate must be a minimum of 48 lbs/in ECT.
- The weight of each carton must not exceed 45 pounds.
- Vendor should work with the buyer to ensure that no orders are written that lead to cartons exceeding 45 pounds.
- Carton inserts must be placed above apparel merchandise to protect the contents from knife cuts when opened.
- Packing cartons must be sealed with **quality security tape** to prevent cartons from being tampered. Security tape must show some type of wording or design on the tape and must be 3-inch wide and 2.1 mil thick.
- Cartons containing glass or breakable items must be marked with a “**fragile**” label.
- We require a letter from vendors certifying their packaging complies with United Nations “Performance Oriented Packaging” (POP) requirements of HazMat goods (as appropriate).
- Merchandise should be packed with only one SKU / size per master (outer) carton
 - The exception to this would be for small quantities of physically small-sized items (accessories and apparel) - when this is done, each individual SKU must be packaged in its own inner carton with its own label and in this case, each SKU must be listed on the outside of the master (outer) carton. Prior approval must be obtained from the Service Center vendor relations team.
- Only pack one size per carton unless specified differently on the purchase order (i.e., caselots, multi-packs).

– Master (Outer) Carton Size Guidelines:

JUNCTION CITY & MILTON MASTER (OUTER) CARTON SIZES						
	MINIMUM		IDEAL		MAXIMUM	
	IMPERIAL	METRIC	IMPERIAL	METRIC	IMPERIAL	METRIC
WEIGHT	3 lbs.	1.36 kg	35 lbs	15.9 kg	45 lbs	30 kg
LENGTH	12 in	31 cm	24 in	61 cm	30 in	81 cm
WIDTH	12 in	31 cm	18 in	46 cm	20 in	61 cm
HEIGHT	7 in	17.78 cm	14 in	35 cm	15 in	51 cm

Shipping Label:

A shipping label (or stencil) must be placed on all master (outer) cartons indicating the **SHIP TO** location such as Junction City S.C or Milton S.C.:

– Consignee: Junction City Service Center
Street Address (appropriate)
City, State/Province
Zip Code/Postal Code

– Country of Origin: Made in _____.

Carton Marking:

In addition to the shipping label, the following information must be clearly marked on each master (outer) carton. This will normally be a label.

- Division Name and/or Number
- PO Number
- SKU Number (department, stock number, check digit, width/color code)
- Size Schedule or 3-digit size code
- Quantity
- Carton Number (should be consecutive – by PO and SKU number)

In Addition:

- **All carton markings should be uniform stencil/print type**
- Cartons containing short packs will not be accepted
- All cartons containing glass or breakable items must be marked with a “**fragile**” label
- Cartons containing aerosols must be marked on at least one side with “Level ____ Aerosol”, with the proper classification entered (Classifications are 1, 2 or 3)

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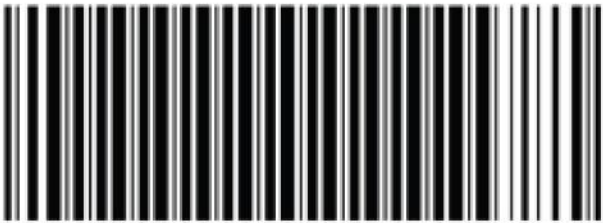
Sample carton marking

DIVISION	MARKETING & SUPPLIES
PO NUMBER	1234567-17 (17 = DIVISION NUMBER)
SKU NUMBER	12-34567-8-90
SIZE	070
CARTON NUMBER	12 OF 36
QUANTITY (PAIRS/UNITS)	12

UCC-128 (aka GS1-128) Common Shipping Label – SSCC

UCC/EAN 128 standard outer carton bar code label is required. Vendors can either create their own UCC-128 label or they can use service provided by a third party label suppliers listed in section 3.

Sample UCC-128 label

SHIP FROM/ EXPEDIE DE: A SHABET APPAREL INC. 4567 APPAREL ST. NEW YORK, NEW YORK 10018	CARRIER/TRANSPORTEUR B
SHIP TO/ EXPEDIE A: C JUNCTION CITY SERVICE CENTER 3210 SOUTH US HIGHWAY 77 JUNCTION CITY, KS 66441	CASE COUNT: D OF
PURCHASE ORDER/BON DE COMMANDE E 5347102 	F
G SKU/UGS: 72 40649 6 00 63050 	PICK UNITS QUANTITY:/ H QTE CUEILLIE: <div data-bbox="906 987 1193 1087" style="border: 1px solid black; height: 48px; width: 177px;"></div>
CASE LPN/NO D'INSC I (00) 0 0012345 000000074 4 	

ZONE	CONTENT
A	Vendors ship from name and address
B	Carrier information (Optional)
C	Retailers ship to name and address
D	Case count
E	Purchase order number with Code 128 or Code 29 Barcode
F	Optional Free zone
G	SKU number plus caselot size schedule or size code with Interleave 2 of 5 Barcode (This Barcode requires a leading suppressed zero)
H	Pick Units quantity (Optional)
I	UCC-128 Serial Shipping Container Code (SSCC-18 Barcode)

NOTE: Vendors must use a font size of at least 18 for the PO and SKU numbers

All barcodes must meet ANSI/CEN/ISO print quality requirements of A or B

UCC-128 Serial Shipping Container Code (SSCC-18):

Foot Locker, Inc. will use the UCC-128 symbology for the CLP (case license plate). The CLP will be in UCC-128 format, which is a code 128 with a function 1 and it has start and stop characters.

The industry standard for the UCC-128 Outer Case Label is as follows:

(00) 0 0012345 55555555 8

(00) - is the application identifier, which tells the scanner that this is an SSCC-18 bar code.

0 - is a one digit packaging type identifier. The codes are listed below:

'0' - means shipment is a case or carton

'1' - means shipment is a pallet (larger than a case)

'2' - means shipment is a container larger than a pallet

'3' - means shipment is undefined

'4' - means shipment is for internally defined intra-company use.

'5' through '9' are reserved for future use.

0012345 - is the company prefix. This number is assigned by the UCC (Uniform Code Council) or an international governing body such as the HKANA (Hong Kong Article Numbering Association) to identify individual companies.

55555555 - is the Serial Identifier.

8 - is the check digit.

The vendors that are not UCC or HKANA members or are not EDI ASN capable will use the following format when printing the outer case labels:

(00) 0 0012345 55555555 8

(00) - is the application identifier, which tells the scanner that this is an SSCC-18 bar code.

0 - means the shipment is a case or carton.

0012345 - is the company prefix. This will be the Foot Locker, Inc. internal vendor number for the supplier.

Please note: You should replace the “ 12345” portion of the “company prefix” explained above with your 5 digit Foot Locker-assigned vendor number.

55555555 - is the Serial Identifier. i.e. a sequential number that should start at 000000001 and be incremented by 1 for every case shipped by the vendor. The vendor should not repeat the use of any number it has previously printed. Each 20-digit case license plate number must be unique.

8 - is the check digit. The check digit is figured using the standard modulo calculation.

Special Considerations for Canada**Canada - Québec'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.

Traffic Routing and Appointment Scheduling:

To obtain routing instructions complete the Routing Request form in the Routing Tool. If the PO begins with a “2” or you are a new vendor please complete the Routing Request form, section 7-page 2, with ALL requested information and email to our Traffic Department at Footlocker.Routing@footlocker.com. The request must be sent no later than 72 hours (3 Business Days) prior to shipment being available for pick-up. Customer service hours are 8:00 am to 4:00 pm EST.

For detailed and complete instructions on routing and appointment scheduling, please refer to section 7.

Required Documentation:

Vendor must send the following required documents: Advanced Shipping Notification, Packing List, Bill of Lading, and Invoices. Furthermore, when shipping hazardous materials, vendor must also send Manufacturers Safety Data Sheets (if applicable).

For detailed and complete instructions on required documentation, please refer to section 8.

Chargebacks and Policies:

Vendors are expected to comply to our standard requirements. Vendors’ failure to comply increases our handling expenses and may incur offsetting charges.

For the description and amount related to each chargeback, please refer to section 9.

Contact List:

Please refer to section 1 & 14 for information on our divisions, service centers, and contact list.

Glossary of Terms:

Section 15 provides brief definition/explanation on certain terminologies.

Forms:

See Section 16 for a copy of the Advanced Shipping Notification and for a copy of the Routing Request Form.