

Table of Contents

1	Introduction
2	Purchase Orders
3	Merchandise Labeling Requirements
4	Folding Standards
5	Ticketing & Barcode labeling
6	Packaging Carton Packing & Shipping Requirements
7	Appointment Scheduling
8	Required Documentation
9	Vendor Compliance Program, Charge backs and Policies
10	International Trade
11	Legal and Regulatory Requirements
12	Glossary of Terms

Section	Description	page
1.	Introduction	
	Introduction	1-1
	Contact List	1-2
2.	Purchase Orders	
	Purchase Orders	2-2
	EDI / SPS commerce	2-2
	ASN / EDI	2-3
	Supply Chain Portal	2-4
	PO Acknowledge via Portal	2-5
	Printing the PO	2-8
	PO reconciliation	2-10
	Cancellations	2-10
	Billing Information	2-11
	Delivery Information	2-11
	Incoterms 2010	2-12
	Foot Locker Terms and Conditions	2-14
3.	Merchandise labeling requirements	
	Merchandise Labeling requirements at European Union level	3-1
	Country of Origin indication on all merchandise	3-2
	Manufacturer and Importer requirements	3-2
	Hazardous products	3-3
	Textile Labeling	3-3
	Wash and Care instructions	3-4
	Flammability – European Requirements	3-5
	Special Requirement for polybags	3-6
	Language requirements for Textile labels	3-7
	Footwear labeling	3-8
	Special labeling requirements apply to footwear in Hungary	3-10
	Special labeling requirements apply to certain types of footwear in Turkey	3-10
	Language requirements for footwear labeling in Europe	3-11
4.	Folding standards	
	Folding Standards	4-2
	Matrix	4-2
	Specifications Apparel	4-3
	Shoe Lacing	4-9
5.	Ticketing and barcode Labeling	
	Ticketing requirements	5-1
	Barcode Verification	5-1
	Interpreting Barcode Verification Result	5-2
	Obtaining tickets	5-3
	UPC and Catalogue requirements	5-3
	Contacts and Organizations	5-4

	Barcode Information	5-5
	Multi lot label	5-6
	How to create Interleaved 2 of 5 barcode	5-6
	How to create EAN-13 barcode	5-6
	How to create UPC-A barcode	5-7
	Ticket/Label and Placement Guidelines	5-7
	Hangtag guideline	5-8
6.	Carton Packaging, Packaging and Shipping requirements	
	Footwear	6-1
	Lacing	6-2
	Pack Types	6-4
	Packaging	6-5
	Delivery	6-7
	Palletized Shipments	6-7
	Floor loaded shipments	6-10
	Apparel and Accessories	6-12
	Bin	6-12
	Multilot	6-14
	Special Packing - Caps	6-15
	Barcode	6-16
	Master Carton Packaging	6-17
	Master Carton sealing	6-18
	Delivery	6-19
	Palletized Shipments	6-19
	Floor loaded shipments	6-20
	Outer carton markings	6-22
	UCC-128 / SSCC label requirements	6-22
	Label requirements for vendors that can't supply ASN	6-25
7.	Appointment Scheduling	
	Appointment scheduling	7-1
	Late deliveries	7-1
	Delivery procedure, entry FLE yard	7-2
	Shipping terms and delivery information	7-2
	Packinglist & CMR	7-3
8	Required documentation	
	Packing list	8-2
	Merchandise Invoices	8-4
	Material Safety Data Sheets	8-5
9	Vendor Compliance program	
	Charge back procedure	9-2
	Freight Inspection Report (FIR)	9-3
	Charge back Invoice	9-4
	Policies	9-5

10	International Trade - Private Label and First Cost Vendors only	
	Protection of labels, Design and Trademarks	10-1
	General Information	10-2
	Poly bag suffocation warnings	10-4
	Documentation requirements	10-5
	Container Inspection	10-5
	7-Point Container inspection	10-6
	E-SPS Commercial Invoice	10-7
	E-SPS Packing list	10-8
	General Requirements	10-9
	Booking Procedure	10-9
	Additional Evaluation/Inspection Costs	10-11
	Invoicing	10-11
	Documentation flow	10-12
	Payment term and procedure	10-13
	Required documentation	10-14
11.	Legal and Regulatory Requirements	
	Legal and Regulatory Requirements	11-1
	Gassing of containers	11-2
	REACH	11-2
	Registration of Chemicals	11-3
	SVHC – Substances of Very High Concern	11-4
	Restricted substances – Annex XVII	11-5
	Safety Data Sheets	11-5
	OR – Only Representative	11-5
	Violations of REACH	11-6
	Global Sourcing guidelines	11-7
	Foreign Corrupt Practices Act (FCPA)	11-10
	Legislation on Packaging and Packaging Waste	11-10
	Formaldehyde Compliance Standards Certification Sheet	11-14
12.	Glossary of terms	