

## **1. Introduction**

Foot Locker Europe B.V. (hereinafter called “Foot Locker Europe” or “FLE” or “we”), a subsidiary of Foot Locker, Inc., is in charge of Foot Locker’s operations across Europe. Foot Locker Europe values its vendors and suppliers and continuously tries to improve its supply chain to minimize the time and cost to move its merchandise from factory to store.

In an effort to streamline this process, Foot Locker Europe has developed over the years a Vendor Standards Manual (the "Manual"), which summarizes its supply chain process and the packaging and labeling requirements that our suppliers have to follow. This program is designed to monitor fulfillment of Purchase Order commitments, identify variances and communicate compliance. We will work with you to help eliminate root cause of variances, resulting in a benefit to both parties. This will involve site visits between our facilities to understand fully the impact of our guidelines.

The attached document contains the 2019 version of the Manual. The highlights of the changes compared to the previous issue of the Manual, are as follows:

- Section 2 - Purchase Orders - General Terms and Condition to Purchase
- Section 6 - Pallet stacking
- Section 7 - contact details

This revised Manual replaces all current Manuals for Europe.

All orders received at the Foot Locker Europe Service Center will be monitored for compliance and all deviations from these guidelines will be reported to you, so that you may change processes to achieve compliance.

Please review this Manual carefully and do not hesitate to contact us should you have any questions.

For other terms and conditions please check Foot Locker’s Vendor Sign-Off website 2008.

## **Contact list**

**European Headquarters (EHQ)**

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**European Service Center (ESC)**

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 The Netherlands

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Topics/Inquiries	Contact	Phone number	E-mail
Purchase orders	Buying department EHQ		Contact responsible buyer
Payment inquiries	Accounts payable EHQ	31(0) 347 323 300	europe_ap@footlocker.com
Ticketing	Supply Chain dept ESC	31(0) 485 550 723	mbuitendijk@footlocker.com
Merchandise Labeling requirements	Supply Chain dept ESC	31(0) 485 550 723	mbuitendijk@footlocker.com
Folding standards	Supply Chain dept ESC	31(0) 485 550 723	mbuitendijk@footlocker.com
Carton Packing, Packaging, Labeling & shipping requirements	Supply Chain dept ESC	31(0) 485 550 723	mbuitendijk@footlocker.com
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Vendor compliance program	Supply Chain dept ESC	31(0) 485 550 723	mbuitendijk@footlocker.com
Compliance charge backs	Supply Chain dept ESC	31(0) 485 550 723	mbuitendijk@footlocker.com
Inbound planning	Supply Chain dept ESC	31(0) 485 550 792	rsuppers@footlocker.com
Vendor Relations	Supply Chain dept ESC	31(0) 485 550 723	mbuitendijk@footlocker.com

Vendor relation management (ESC)	Contact	Phone number	E-mail
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Our Vendor Standards Manual is also available via our website:

<https://www.footlocker-inc.com/content/flinc-aem-site/en/vendor-standards-manual.html#europe>