

**Contents**

Required documentation .....	1
CMR.....	2
Packing list.....	2
Invoices.....	4
Material Safety Data Sheets .....	5

**Required documentation**[ADR](#)

The following instructions must be followed when shipping hazardous materials:

All transport packaging material needs to be compliant with ADR regulations for road transport, or other transport means when explicitly announced.

This includes labeling, packaging quality, documents and all other applicable instructions.

Properly completed, accurate documentation is an essential time saving in the shipping and receiving process at our ESC.

This section defines the information required on each of the listed documents:

- |  |  |
|--|--|
| <b>1. CMR</b>                                    | Contract of shipment from vendor/supplier to carrier                                   |
| <b>2. Packing List</b>                           | An itemized list of goods actually shipped by Purchase order                           |
| <b>3. Invoice</b>                                | To be sent to Account Payable at the EHQ for payment                                   |
| <b>4. ASN</b>                                    | Advanced Shipping Notification (ASN), the EDI 856 is preferred                         |
| <b>5. Manufactures Safety Data Sheets (MSDS)</b> | Required on all hazardous commodities handled by the ESC for merchandise and supplies. |

## **CMR**

A complete and accurate CMR is required for each shipment received by the Foot Locker ESC. The appointment information provided by the inbound department such as Shipment number, Appointment date and Appointment Time must be clearly mentioned on the CMR.

When a shipment is divided over more than 1 trailer or container we require a clear overview of what has been loaded in which container/trailer.

## **Packing list**

A packing list itemizes the goods in each individual package and indicates the type of package. A packing list should be provided for each individual Purchase Order and contains the following at minimum.

- invoice number
- vendor name and address
- vendor style number
- P.O. number
- description of merchandise including SKU number
- total number of cartons
- sizes (US)
- quantity being shipped per size
- total number of pallets
- carrier name
- actual ship date
- delivery date

Packing lists must be mailed at least 24 hours prior to the delivery to the following email address at the Foot Locker European Service Center: [esc.manifest@footlocker.com](mailto:esc.manifest@footlocker.com)

Below is a template of our preferred packing list, it is allowed to use your own packinglist as long as the above information is available.

### Example of packinglist

<b>Company Name</b> Company Address Company Tel and Fax							
<b>PACKING SLIP/LIST</b>							
SHIPPER/EXPORTER :				INVOICE NO.		ETD DATE :	
CONSIGNEE :				COMMERCIAL DATE :		COUNTRY OF ORIGIN :	
				SHIP MODE :		DISCHARGE PORT :	
SELLER :				FOB POINT :		FINAL DESTINATION :	
				PAYMENT TERM			
Style # _____ Description : _____							
CARTON NO.		NO. OF CTNS.	TOTAL SHIPPED QTY (PCS)	MEAS. (CBM)	N. WT. (KGS)	G. WT. (KGS)	PURCHASE ORDER#
TOTAL :		0	0	0.00	0.00	0.00	
CTN MEASUREMENT(S) : _____ CMS X _____ CTNS							
ATTACHMENT TO PACKING SLIP/LIST							
INVOICE NO. :							
MARKS & NO. AS PER COMMERCIAL INVOICE							
TOTAL COLORS AND SIZES BREAKDOWN :							
PURCHASE ORDER NO.	COLORS	CASELOTS/ BIN NO.	RATIO	910 XS	920 S	930 M	950 L
							960 XL
							970 XXL
							980 XXXL
							985 XXXXL
				TOTAL QTY (PCS)			
TOTAL		0	0	0	0	0	0

## Invoices

The following information must be included on each paper invoice to ensure that your invoices are paid on a timely basis:

- Vendor's name, remittance address and Bank details
- If invoice is factored: Factor's name, remittance address and bank details
- Invoice to be made out to Foot Locker Europe B.V.
- Purchase order number
- Do not combine multiple purchase orders on an invoice
- Invoice date, this date must not be earlier than the shipment date
- Total cartons shipped and CMR number
- The payment terms
- SKU number with the following itemized for each sku
  - Description
  - Unit of measure, invoice unit of measure must be the same as the purchase order unit of measure
  - Quantity shipped
  - Color and size
  - Unit cost for the stated unit of measure in agreed currency
  - Extended item cost in agreed currency
- Total merchandise costs, excluding other charges and credits
- On multi page invoices indicate total cost on last page
- Send only one original invoice
- Hand written changes, duplicate/carbon copies are not acceptable
- All form feed perforations must be removed and invoices grouped by purchase order

All original invoices and credit memos are to be mailed to:

Foot Locker Europe B.V.  
Attention: Accounts payable  
P.O Box 309  
4130 EH Vianen  
the Netherlands  
Email: [fle.ap@footlocker.com](mailto:fle.ap@footlocker.com)

The invoices should never be sent with merchandise or to alternate addresses. Any changes pertaining to Remit address, start, change or discontinuance of a Factor arrangement, or changes in the Vendor's name must be sent in writing to the above address. Any questions or concerns about account status should also be sent in writing to the same address.

Any instance requiring our Accounts Payable Department to deviate from the normal flow of handling to research and correct your billing to complete payment, payment terms will be extended to include the period of time to resolve the discrepancy.

## **Material Safety Data Sheets**

The following instructions must be followed when shipping hazardous materials:

- One digital copy of the MSDS must be sent to the ESC in the languages listed below  
attn: Harry Huijs, [hhuijs@footlocker.com](mailto:hhuijs@footlocker.com)

Languages:

Czech  
Danish  
Dutch  
English  
Finnish  
French  
German  
Greek  
Hispanic  
Hungarian  
Italian  
Norwegian  
Polish  
Portuguese  
Swedish  
Turkish

All MSDS have to be compliant to the latest version of REACH regulations, preferably not older than ONE year. In case a new version of the MSDS will be released this new version will be sent to the ESC attn: Harry Huijs, email [hhuijs@footlocker.com](mailto:hhuijs@footlocker.com)

- In case the hazardous product is a “Limited Quantity” product this should be clearly listed in the MSDS under section 14 “Transport information” of the MSDS.
- A letter must accompany the MSDS certifying that packaging used to the hazardous materials complies with United Nations “Performance Oriented Packaging” (POP) requirements for HazMat goods.
- Proper HazMat labeling must be affixed to any materials that fall within the applicable classes