

# FOOT LOCKER, INC. Section 7 – Traffic Routing and Appointment Scheduling

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Detailed below are the routing and appointment scheduling instructions to be followed by service center you are shipping to. All vendors/carriers are required to call for an appointment at least 48 hours prior to the anticipated arrival of the merchandise at the service center.

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## Canada – Milton Service Centre

All vendors shipping to the Milton Service Centre should now submit requests for delivery appointments using the internet based Routing Tool system when requesting routing for the Foot Locker, Lady Foot Locker, Kids Foot Locker, Foot Action and Champs Sports divisions. **Only new vendors shipping for the first time may use the Routing Request form included in this manual. Please contact the Junction City Distribution Center for training on this tool.** If you have already been trained on the use of this system please use it for all of your requests. New vendors shipping for the first time should contact Milton scheduling desk at (905) 875-0522 extension 4237. Scheduling desk hours are 7:00 am to 3:00 pm EST. Vendors can also email [evann.chillman@cevalogistics.com](mailto:evann.chillman@cevalogistics.com) or [heather.shore@cevalogistics.com](mailto:heather.shore@cevalogistics.com)

- Vendors are required to complete a routing request form on the Routing Tool. If you have a systems issue in which you cannot access the internet please contact the Milton Service Center.
- For prepaid shipments delivering to Milton, include the number of pallets and the carrier delivering to Milton in the vendor comments section of the routing request form
- All sections must be filled out. Delivery appointment instructions cannot be provided without complete information.
- Routing requests on the Routing Tool must be completed and forwarded within 72 hours of beginning the request.
- Do not enter duplicate requests for approved purchase orders on the tool unless directed by Milton scheduling.
- For any systems issue on the Routing Tool you can contact our Help Desk at 1-800-364-3243. Do not call this number for any questions concerning PO approval/denial, or for training purposes. PO status issues should be directed to your customer service representative. Training issues can be directed to the Junction City Transportation Department.

If your terms are FOB shipping point the scheduler will advise you of the appropriate carrier.

## ROUTING TOOL ACCESS

- **SECURITY POLICY FOR ROUTING TOOL** - All vendors using the routing tool are required to sign a security document before receiving their user ID and password for the system. The associate who is using the system should be the associate who signs the policy. A new security document must be submitted each year. The routing tool system will alert you if your policy has expired and will not allow you to get into the system. Please call the Help Desk for assistance with renewal of the security policy. 1-800-364-3243
- **PASSWORD FOR ROUTING TOOL** - Only the associate who has signed the policy can request a password reset from the Help Desk. If you need additional associates to have access to the system, please notify Transportation and they will assist you in getting access for the associate.
- Vendors are required to change your password after the first log in, and every 90 days. You can change your password within the system. If you forget your password, or cannot access the system, please call the Help Desk for assistance. 1-800-364-3243
- **Password must meet these format requirements.**
  - 10 characters in length
  - At least one upper case character
  - Password must be alpha-numeric
  - Password cannot be user name

**Canada – Milton Service Centre continued**

**FOB Shipping Point**

**Less than Truck Load or Truck Load**

- Bill of lading:
  - “Shipment released at actual value. Do not insure Shipment” must be noted
  - Actual gross weight of each shipment, not estimated weight must be shown
  - Carrier billing information: “Collect-Third Party Billing” Foot Locker Corporate Traffic Department, PO Box 2437, Harrisburg, PA 17105
  - Shipments made on the same day to a single receiving location, whether to a service center or a Consolidator, must be covered by one bill of lading
  - Split shipments or shipments on back-to-back days are not permitted unless specifically authorized in writing by the buyer or the Traffic Department
  - Separate entries must appear in the body of the bill of lading for each division, referencing carton counts and weight by purchase order and department number
  - Truck Load shipments; shipper is required to load, count and seal the trailer
  - If shipment is loaded on multiple trailers a packing list must accompany each trailer indicating purchase orders shipped on each trailer

## **U.S. Service Centers**

FOB Shipper's Dock: Foot Locker Inc. has a Routing Tool which is an internet based system for vendors to use when requesting routing for the Foot Locker, Lady Foot Locker, Kids Foot Locker, Foot Action and Champs Sports divisions. If you have already been trained on the use of this system please use it for all of your requests. Only new vendors shipping for the first time may use the Routing Request form included in this manual. **Please contact the Junction City Distribution Center for access or training on this tool.**

- Vendors are required to complete a routing request form on the Routing Tool for all routing requests. If you have a systems issue in which you cannot access the internet please contact Junction City Transportation for assistance.
- All sections must be filled out, routing cannot be provided without complete information.
- Routing requests on the Routing Tool must be completed and forwarded within 72 hours of beginning the request.
- Do not enter duplicate requests for approved purchase orders on the tool unless authorized by Transportation
- Routing Request form should be one division, one PO type, one freight payment type, one destination and one available date per request.
- Buyers are NOT authorized to issue or amend routing instructions.

## ROUTING TOOL ACCESS

- **SECURITY POLICY FOR ROUTING TOOL** - All vendors using the routing tool are required to sign a security document before receiving their user ID and password for the system. The associate who is using the system should be the associate who signs the policy. A new security document must be submitted each year. The routing tool system will alert you if your policy has expired and will not allow you to get into the system. Please call the Help Desk for assistance with renewal of the security policy. 1-800-364-3243
- **PASSWORD FOR ROUTING TOOL** - Only the associate who has signed the policy can request a password reset from the Help Desk. If you need additional associates to have access to the system, please notify Transportation and they will assist you in getting access for the associate.
- Vendors are required to change your password after the first log in, and every 90 days. You can change your password within the system. If you forget your password, or cannot access the system, please call the Help Desk for assistance. 1-800-364-3243
- **Password must meet these format requirements.**
  - 10 characters in length
  - At least one upper case character
  - Password must be alpha-numeric
  - Password cannot be user name

For any systems issues on the Routing Tool or assistance with resetting your password for the system, you can contact our Help Desk at 1-800-364-3243. Do not call this number for any questions regarding PO approval/denial, or for training issues. PO status issues should be directed to your customer service representative. Training issues can be directed to the Junction City Transportation department.

## **U.S. Service Centers continued**

*For New Vendors:*

On the following page you will find an example of the Foot Locker Routing Request form to be used for these service centers. You will also find a blank copy for your use in Section 16 of this manual. Please destroy all previous versions. To obtain routing instructions complete the Routing Request form with ALL requested information and email to our Junction City Traffic Department at [ejohnson3@footlocker.com](mailto:ejohnson3@footlocker.com) and [stthomas@footlocker.com](mailto:stthomas@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. Please note the following important points:

- All sections must be filled out, routing cannot be provided without complete information
- If your company is a third party warehouse or a logistics provider completing this form on behalf of our vendor, you must indicate the name of the vendor for whom you are providing service
- Buyers are NOT authorized to issue or amend routing instructions

## **Routing Tool Access**

Contact the Transportation Department at Junction City to set up access to the Foot Locker Routing Tool.

Please provide:

Ship point address

Ship point contact name, phone number, and email

Vendor Number or purchase order you will be shipping

- You can be set up in the routing tool in advance of your first shipment.
- The user that will be entering the information into the routing tool will be required to sign a security policy.
- Transportation will provide the link to the security policy and instructions on completing the form. A new policy will need to be signed each year.
- Only the associate who signs the security policy can request a password reset.
- If you forget your password, or cannot access the system, please call the Help Desk for assistance. 1-800-364-3243
- Password must meet these format requirements.
  - 10 characters in length
  - At least one upper case character
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FOB Destination:

FOB terms are a legal document. If a vendor requests Foot Locker, Inc. to pick up a purchase order at their facility that has a FOB point of Junction City, Camp Hill, Crowley Logistics, Gilbert, or Destination we will route the freight to be picked up, but the vendor will be charged back the freight charges.

Vendors shipping directly to the Junction City Service Center must call the Scheduling Desk for an appointment at 785-761-3474 a minimum of 48 hours prior to delivery.

If the vendor should require further assistance and/or have any additional questions, please contact our Transportation Department at 785-761-3463 (states east of Kansas) or 785-761-3452 (states west of Kansas)

## FOOT LOCKER, INC. Section 7 – Traffic Routing and Appointment Scheduling

See Section 16 for: **“Routing Request Form.doc”**

- A.) Vendor company name
- B.) Vendor shipping point
- C.) Vendor shipping department contact and e-mail address
- D.) Vendor shipping department contact phone number/vendor shipping department fax number
- E.) Cumulative totals for all PO's; number of cases, weight, and cube
- F.) SKU, Purchase order number; cases for specific PO; weight, cube for cases for entire PO
- G.) Date when shipment is ready for pick-up
- H.) Available pick up hours at shipping location
- I.) Indicate Collect or Prepaid
- J.) Foot Locker will provide a carrier routing; Foot Locker confirmed pick-up date
- K.) Sequence for your pick-up; estimated time of arrival

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**NOTE: A THREE DAY NOTICE FOR ROUTING IS REQUIRED PRIOR TO AVAILABILITY**



## **U.S. Service Centers continued**

**NOTE: A THREE DAY NOTICE FOR ROUTING IS REQUIRED PRIOR TO AVAILABILITY**

### **Shipping Terms, Conditions and Billing Information**

The following instructions outline shipping and loading standards. Foot Locker may reject or return all or part of a shipment not meeting these standards.

FEDEX or UPS or Small Package (For Direct-To-Store shipments please see section 11 for more detail)

- Shipments must be shipped “Third Party Billing”
- Please use account number indicated on routing request form
- Purchase Order number must be entered in FEDEX user Field 1, UPS reference field No. 1 and Department number in reference field No. 2 if using a UPS on-line system
- Freight on merchandise invoices will not be honored and will be charged back to the shipper
- **Do not** insure
- Insurance or released value charges on billing will be charged back to the shipper
- Due to UPS regulations claims must be filed by the shipper with UPS. It is the responsibility of the vendor to keep a record of the UPS tracking numbers and ship dates, and ensure all cases deliver.

### Less than Truck Load or Truck Load

- Bill of lading:
  - “Shipment released at actual value. Do not insure Shipment” must be noted
  - Actual gross weight of each shipment, not estimated weight must be shown
  - Truckload carrier billing information: “Collect-Third Party Billing” Foot Locker Corporate Traffic Department, PO Box 2437, Harrisburg, PA 17105
  - Less than Truck Load billing information: “Collect-Third Party Billing” to the address indicated on the routing request form.
  - Shipments made on the same day to a single receiving location, whether to a service center or a Consolidator, must be covered by one bill of lading
  - Split shipments or shipments on back-to-back days are not permitted unless specifically authorized in writing by the buyer or the Traffic Department
  - Separate entries must appear in the body of the bill of lading for each division, referencing carton counts and weight by purchase order and department number
  - Truck Load shipments; shipper is required to load, count and seal the trailer. There is a two hour limit for loading.
  - Less than Truck Load shipments: Shipper is required to palletize and shrink wrap shipment. Shipments made on the same day to a single receiving location, whether to a service center or a Consolidator, must be covered by one LTL carrier BOL.

## **LATE SHIPMENTS - Private Label Landed Orders**

- **Definition of Late Shipments:**

**Non-Foreign Orders (a/k/a Landed):** A "landed" order is deemed late if the routing request is not requested within 72 hours or the appointment is not requested within 48 hours of the Ship Complete date as reflected on the purchase order.

- A one-percent (1%) a day (to a maximum of ten-percent (10%) of F.O.B. price per order) will be imposed for missing the original ship window. In addition, shipments ten (10) days after the original Ship Complete date will be subjected to a discount or markdown allowance. In addition, Foot Locker will also have the right to require the vendor to (i) air freight the goods with the vendor paying the air/sea difference or (ii) negotiate an FOB reduction to reimburse Foot Locker for the additional cost of air freight.

Vendor must use Foot Locker approved carriers; FOB reduction will be calculated using current Foot Locker air and ocean rates.

**PLEASE NOTE:** Foot Locker reserves the right to cancel the purchase order without notice if Delivery of Merchandise has not been completed prior to the Cancel Date.