

Section 2- Purchase Orders

Footlocker.com/Eastbay UPC and Catalog Requirements

Footlocker.com/Eastbay, like any successful customer orientated business, strives to utilize technology to the fullest extent. Footlocker.com/Eastbay has EDI capabilities and we encourage vendors to utilize EDI where possible. Toward that end, Eastbay uses UPC (Universal Product Codes). Our expectation is that all vendors assign UPCs and are able to provide vendor style number that cross-reference UPCs at the time our buyers make product selections for buy plans. We understand that there will be some exceptions, for example, special make up product. The vendor style list may be in the form of printed catalogs, electronic catalogs, or electronic files. Data integrity and quality assurance of this data is critical to Footlocker.com/Eastbay ability to serve our customers.

Effective October 1st 2006, Footlocker.com/Eastbay will require an accurate vendor style number be provided to the buying staff and UPC information must be provided to SPS Commerce prior to purchase of product.

SPS Commerce is our UPC catalog provider. Vendors are required to provide access to their style numbers and ultimately UPCs through this service. Your catalog on SPS must contain at least the following:

- UPC
- Product Identification, style, color, size, NRF Color Code, etc.
- Product Description
- The Uniform Code Council guidelines state that UPC's are to be retained for 30 months (for fashion merchandise) and 48 months (for basic merchandise) after the last activity before reassigning them to new styles, colors and sizes.

Though not a desirable option, if SPS is not utilized to catalog the vendor's UPC information, a manual process is required to load UPCs. There is a set up fee of \$150 for the first load and a \$100 administrative fee, for a total of \$250. Thereafter fees are assessed at \$100 per update. We will provide a file layout to be used.

The chargebacks for not supplying accurate vendor style numbers and UPC codes will be assessed after a grace period of an initial 50 UPC occurrences. Once your company has exceeded the 50 UPC Limit, we will begin processing charges at \$25.00 per purchase order plus \$5.00 per UPC not supplied.

In the future, fees may be assessed for failure to provide access through SPS to electronic UPC catalog information.

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Contacts and Organizations

If you are not EDI capable, we recommend you contact the following organizations and get started:

UPC & EDI Standards	GS1 US™ (Uniform Code Council) 1009 Lenox Drive Suite 202 Lawrenceville, New Jersey 08648 Telephone 1-609-620-0200 Fax: 1-609-620-1200 http://www.gs1us.org
UPC/EAN Catalog Service	SPS Commerce 333 South Seventh Street Suite 1000 Minneapolis, MN 55402 Telephone: 866-245-8100 SPS Commerce New Catalog Vendor Email: clientservices@spscommerce.com SPS Commerce Catalog Support Phone: 888-739-3232 option 3 Email: assortment@spscommerce.com

Questions Concerning EDI and UPC Catalogs:

EDI Hotline
Foot Locker, Inc.
Telephone: 717-972-5979, Option 3

Purchase Order Verification

Vendors must receive a valid purchase order from Footlocker.com/Eastbay. This purchase order may be in the form of a conventional document generated by Footlocker.com/Eastbay, or a valid EDI transmission. **DO NOT** ship unless you have a valid Footlocker.com/Eastbay purchase order transaction. Verbal commitments will not be honored.

Vendors are asked to verify the accuracy of all purchase order detail including cost, payment terms, instructions and special handling requirements prior to shipment. Any changes will be communicated in writing or via email and mutually agreed to prior to shipment of product. For EDI vendors, electronic order acknowledgement is required.

Verify the accuracy of all purchase order details including cost price, payment terms, etc. Do not ship merchandise until you verify that all discrepancies on the PO have been corrected by requesting a new copy reflecting the change.

Shipments must be received at our Distribution Center prior to the expected date. Partial shipments will be accepted and all products available must be received at our Distribution Center prior to the expected date. Footlocker.com/Eastbay is not responsible for and will not pay freight charges on backordered shipments.

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EDI Orders

By trading EDI documents with our vendors, we both have an opportunity to eliminate redundant data entry. It is our goal to eliminate paper media by trading documents electronically. All Footlocker.com/Eastbay EDI transactions comply with VICS guidelines.

- Footlocker.com/Eastbay can send the following EDI documents:

- 850 – Purchase Order

- Footlocker.com/Eastbay can receive the following EDI documents:

- 810 – Invoice

- 856 – Advanced Shipment/Manifest

- 997 – Functional Acknowledgement

Should you wish to become an EDI trading partner or if you are currently a partner and have questions about a transmission, please contact the EDI administrator listed in *Section 10 –Contact List*.

The following pages are examples of Footlocker.com/Eastbay printed purchase orders and key field descriptions.

These are samples of the most common Footlocker.com/Eastbay PO format.



SHIP TO : EASTBAY
500 NORTH 72ND AV
WAUSAU WI 54401

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A) Eastbay Purchase Order Number	G) Eastbay Sku Number Without Size
B) Date Order Was Placed	H) Vendor Sku Number
C) Expected Date Of Delivery	I) Eastbay Merchandise Description
D) Date Merchandise Must Arrive	J) Special Instructions For Purchase Order
E) Eastbay Assigned Vendor Number	K) Terms For Purchase Order
F) Name Of Vendor	