

Section 5- Ticketing, Merchandise Labeling Requirements

Footlocker.com/Eastbay Ticketing Requirements

It is the requirement of Footlocker.com/Eastbay to have each vendor pre-ticket all merchandise. The information noted below remains a constant requirement.

All tickets need to be pressure sensitive self-adhesive labels. Labels should be placed on the outside of the packaging or polybag according to the ticket placement guidelines on page 20. **No hang tags.** The following information is required on all tickets. (Code 101/201) All information is available on the Eastbay purchase order detail.

FOOTLOCKER.COM/EASTBAY SKU AND SIZE in human readable form. (Separate fields for SKU and Size)

SKU – May be up to 8 positions with numeric, alphabetic, or alphanumeric.

SIZE – May be up to 5 positions with numeric, alphabetic, or alphanumeric.

DESCRIPTION – Must include Vendor name, style description, color/team

BAR CODE – Must contain the Footlocker.com/Eastbay SKU and Size. (Code 105)
(Separated by one space) See Examples:

Footlocker.com/Eastbay requires the use of UPC's in a barcode.

Footlocker.com/Eastbay currently reads the following three bar code types/symbology.

1. Interleaved 2 of 5
2. Code 128
3. Code 39

Footlocker.com/Eastbay prefers a label size of 3" X 1". Labels must be a minimum size of 1 1/2" X 7/8" and no more than a maximum size of 4" X 2".

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Obtaining Tickets

You may create your own tickets or use a third party supplier. All tickets being produced by you or another third party supplier will need to have the layout approved by the Footlocker.com/ Eastbay division (715) 261-9201. Scan tests will be your responsibility and must meet Footlocker.com/Eastbay specifications.

If you plan to obtain tickets from a third party supplier, Footlocker.com/Eastbay recommends those shown below:

PAXAR GRAPHICS GROUP-DOMESTIC

7801 TECHNOLOGY BLVD
HUBER HEIGHTS, OH 45424

FAX: (937) 235-3762
TEL: (937) 235-4000
TEL: (800) 531-6683

AVERY DENNISON SOABAR PRODUCTS-DOMESTIC

2025 16th St,
GREENSBORO, NC 27405

FAX: 336-375-2608
TEL: 336-621-2570

FINELINE TECHNOLOGIES

303 RESEARCH DRIVE
NORCROSS, GA. 30092

FAX: (678) 969-9201
TEL: (800) 500-8687

Order on the web: www.finelinetech.com

UNISON GROUP INC.

1120 AVENUE OF THE AMERICAS
NEW YORK, NEW YORK 10036

FAX: (800) 842-4042
TEL: (212) 643-5600

FINELINE TECHNOLOGIES

2374 DUNWIN DRIVE
MISSISSAUGA, ONTARIO L5L1J9

FAX: (905) 607-2935
TEL: (800) 465-1890

Order on the web: www.finelinetech.com

International

PAXAR FAR EAST-INTERNATIONAL

81F 210 – 212 CHOI HUNG ROAD
SAN PO KONG, KOWLOON, HONG
KONG

FAX: 011 852 2328 6100
FAX: 011 852 2311 2320
TEL: 011 852 2361 3913
TEL: 011 852 2311 3913

AVERY DENNISON SOABAR PRODUCTS- INTERNATIONAL

Guangzhou DC STREET
2 Feng ER Rd. East
Guangzhou Economic &
technological zone
Guangdong, China 510530

PAXAR EUROPE-INTERNATIONAL

MONARCH MARKING SYSTEMS,
LTD
HORSECROFT ROAD
HARLOW, ESSEX CM19 5BH

FAX: 44-1279-824040

Fineline Technologies

Unit A, 10/F, Manning
Industrial Building,
116-118 How Ming Street,
Kwun Tong, KLN,
Hong Kong



You may obtain pre-printed tickets from Footlocker.com/Eastbay. Please fill out the provided ticket order form and Email to: vendorcompliance@eastbay.com or fax it to 715-261-9012. Cost will be **\$50.00 per 1,000 tickets and a minimum charge of \$25.00 per order**. All costs will be charged to your purchase order invoice and costs are subject to change with or without notice. Vendors are responsible for all shipping costs. Lead time 5 business days after receipt of order. Footlocker.com/Eastbay will print complete purchase orders as well as any extra tickets that may be needed.

Footlocker.com/Eastbay

500 North 72nd Avenue

Wausau, WI 54401

Fax: 715-261-9012

Tel: 715-261-9201

Contact – Vendor Compliance

Email: vendorcompliance@eastbay.com

Obtaining Data Required For Tickets

Data elements necessary to create tickets is available on the Footlocker.com/Eastbay purchase order detail. Please email: vendorcompliance@eastbay.com

When completing the manual ticket request form, please print as clearly as possible. Make sure to line through all zeros and to watch for fives looking like an “S” or vice versa.



Eastbay Ticket Order Form–Complete Form and Fax To

(715) 261 – 9012 or email to vendorcompliance@eastbay.com

Note: the ship to address, should be the address you want to receive the labels at

VENDOR INFORMATION

Bill To PO Number:	Date Ordered:
Ordered By:	Phone:
Vendor Name:	Date Needed By:

Bill To:	Ship To:
Contact:	Contact:
Phone:	Phone:
Fax:	Fax:

Purchase Order Number(s)	Purchase Order Number(s)

EASTBAY INTERNAL USE ONLY

Date Received:	Ticket Order #:
Date Sent Out:	Carrier:
Tracking #:	Total Charges:

Please fill out the vendor portion of this form and Email to: vendorcompliance@eastbay.com or fax to (715) 261-9012. After tickets have been shipped out, we will complete the Footlocker.com/Eastbay information and fax it back for your records.

Lead time is 5 business days after receipt of order. The cost is \$50.00 per 1,000 tickets and a minimum charge of \$25.00 per order. Shipping charges are the responsibility of the Vendor. All orders received after 12:00pm Central Time will be considered the next business day

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Ticketing Placement Guidelines

To maintain consistency in sticker placement, follow the guidelines below when ticketing all merchandise.

Do Not cover any information including existing UPCs

All stickers must be visible and scannable (Code 105) making certain they are fully visible if the item is folded and/or packaged. Ticket must be on outside of packaging.

Affixing Adhesive Stickers

Shoe Box Stickers:	Stickers must be placed on the lower left or right-hand corner of one end of the box so as not to cover product information or UPCs. The sticker should not be applied to the box lid except in cases when the lid covers most or all of the box (overlay lid). Note: the sticker should be placed on the same end of the box as the UPC.
All Apparel:	Shirts, Tops, Jackets, Shorts, Pants, etc.. Apparel should be individually polybagged. Stickers must be placed on the top front outside of the polybags. No hang tags.
Socks:	Affix sticker on the outside of the sock band for all banded socks (singles and multiple pairs). All socks must be individually polybagged per PO. Sticker must be placed on the outside of the polybags.
Hats:	All hats must be individually polybagged. Stickers should be placed on the top of the polybag near the front bill.
Sports Equipment:	Stickers must be placed on the lower right hand corner of one end of box so as not to cover product information. Note: The sticker should be placed at the same end of the box as the UPC.
Bags / Packs:	All bags / packs must be folded flat showing vendor logo and individually polybagged. Stickers should be placed on top side of the polybag.
Sunglasses:	Stickers should be placed on the bottom of the sunglass case or on the outside of the polybag.
Accessories:	Stickers should be placed on the outside of packaging or polybag. Do not cover any product information or UPCs.

Section 5 – Ticketing, Merchandise Labeling Requirements

Footlocker.com/Eastbay Labeling Information (examples on next page)

Sato Printer:

- Line A: SKU/Style number – Can be up to eight positions. Numeric, alphabetic, or alphanumeric.
- Size – Can be up to five positions. Numeric, alphabetic, or alphanumeric.
- Line B: Bar Code – We use the following three bar code languages. Code 39 – Code 128 Interleaved 2 of 5.
- Line C: Description – One line which includes vendor name, style name, color/team, etc..
- Line D: Location – Assigned Footlocker.com/Eastbay DC location. (If you create your own labels or go through a third party this line is not necessary.)

***** **Required information: Lines A, B, and C**

Zebra Printer:

- Line A: SKU/Style number – Can be up to eight positions. Numeric, alphabetic, or alphanumeric.
- Size – Can be up to five positions. Numeric, alphanumeric, or alphanumeric.
- Line B: Description – One line which includes vendor name, style name, color/team, etc..
- Line C: Location – Assigned Footlocker.com/Eastbay DC location. (If you create your own labels or go through a third party this line is not necessary.)
- Line D: Bar Code – We use the following three bar code languages. Code 39 – Code 128 Interleaved 2 of 5.
- Line E: SKU/Style/Size number.

***** **Required information: Lines A, B, and D.**

It is extremely important that all label information is human readable except for the bar code which must have the SKU/Style and Size encoded. Labels must be a minimum of 1 1/2" X 7/8" in size and be capable of holding all information requested in human readable type size.

Section 5 Additional Ticketing Information

FOOTLOCKER.COM/EASTBAY STYLE /

PRODUCT NUMBER

MAXIMUM 8 DIGITS

BLANK
SPACE

EASTBAY SIZE
MAXIMUM 5 DIGITS

1	2	3	4	5	6	7	8	9	10	11	12	13	14

The Footlocker.com/Eastbay SKU has a maximum total of 14 digits.

The Footlocker.com/Eastbay SKU is made of the Style (Product number) and Size separated by a space.

The Footlocker.com/Eastbay Style/Product number should always start with the first character and have a maximum of 8 digits.

Any Footlocker.com/Eastbay Style/Product numbers with less than 8 digits **must** have blank spaces for the remaining digits.(See Example Below)

For products with a Size and the Footlocker.com/Eastbay Style is less than 8 characters, there should be additional spaces in the barcode to fill in the format above so the size starts at the tenth character location.

The Footlocker.com/Eastbay Size should always start at the tenth character and have a maximum of 5 characters.

For products without a Size, there should only be a Footlocker.com/Eastbay with no trailing spaces for the barcode.

If less than 5 characters, there should not be any spaces added to the end of the barcode – again no trailing spaces

The ninth digit of the Footlocker.com/Eastbay SKU **must** always be a blank space. The ninth digit separates the Footlocker.com/Eastbay Style/Product number from the Footlocker.com/Eastbay Size.

Footlocker.com/Eastbay Description Line: The description line must be able to hold 30 digits.

EXAMPLES:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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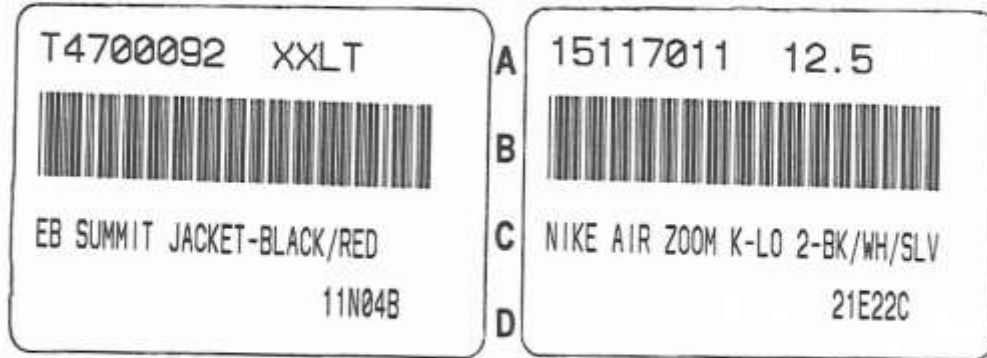
Footlocker.com/Eastbay Sizes All sizes must be listed as follows: (*Please note to use the size that is on the PO provided to you)**Footlocker.com/Eastbay Sizes**

* Note 3XL/4XL is used as the new standard; however, some apparel will use XXXL/XXXXL and 3XS/4XS is used instead of XXXS/XXXXS

<i>Men's</i>	<i>Men's Pants</i>	<i>Women's</i>	<i>Youth/Grade School</i>	<i>Pre-School</i>	<i>Toddler</i>	<i>Infant</i>	<i>Shoes</i>
XS	26/28	3XS	XS	4	3T	0-3MO	01.0
S	26/30	4XS	S	5	3T	3-6MO	01.5
M	26/32	XXS	M	6	4T	0-9MO	02.0
L	26/34	XS	L	6X		6-9MO	02.5
XL	26/36	S	XL	7		6-12MO	03.0
XXL	28/28	M	XS/S	7X		12-18MO	03.5
3XL	28/30	L	S/M			18-24MO	04.0
4XL	28/32	XL	M/L			3MO	04.5
5XL	28/34	XXL	L/XL			6MO	05.0
6XL	28/36	XS/S	8SLM			9MO	05.5
S/M	30/28	S/M	8REG			12MO	06.0
M/L	30/30	M/L	8HUS			18MO	06.5
L/XL	30/32	L/XL	10SLM			24MO	07.0
MT	30/34	XL	10REG				07.5
LT	30/36	XXL	10HUS				08.0
XLT	32/28	3XL	12SLM				08.5
3XLT	32/30	4XL	12REG				09.0
4XLT	32/32	00.0	12HUS				09.5
26.0	32/34	01.0	14SLM				10.0
27.0	32/36	02.0	14REG				10.5
28.0	34/28	04.0	14HUS				11.0
29.0	34/30	06.0	16SLM				11.5
30.0	34/34	08.0	16REG				12.0
31.0	34/36	10.0	16HUS				12.5
32.0	36/28	12.0	18SLM				13.0
33.0	36/30	14.0	18REG				13.5
34.0	36/32	16.0	18HUS				14.0
35.0	36/34	10	20SLM				14.5
36.0	36/36	11	20REG				15.0
38.0	38/30	12	20HUS				16.0
40.0	38/32	13					17.0
42.0	38/34	14					18.0
44.0	38/36	15					19.0
45.0	38/38	16					20.0
46.0	40/28	18					21.0
	40/30	20					22.0
	40/32	22					
	40/34	24					
	40/36	25					
	42/28	26					
	42/30	28					
	42/32	29					
	42/34	30					
	42/36	31					
	42/38						
	44/28						
	44/30						
	44/32						
	44/34						
	44/36						

Examples of Eastbay produced labels:

Sato Printer Labels:



Zebra Labels:

