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## Section 7 – Traffic Routing and Appointment Scheduling

### **Loading Requirements**

- **Shipments must be loaded by PO and SKU sequence (Code 802)**
- Palletized shipments must be pre-authorized in writing by the Traffic Department (Code 801)
- If shipment is loaded on multiple trailers, a packing list and BOL must accompany each trailer indicating exactly which POs and SKUs are on each trailer

### **FedEx, UPS or Small Package**

- Freight on merchandise invoices will not be honored and will be charged back to the shipper (Code 904)
- Do not insure.
- Insurance or released value charges on merchandise invoices will be charged back to the shipper (Code 907)
- Footlocker.com/Eastbay does not pay freight on samples shipped to Eastbay.

### **Less than Truck Load or Truck Load**

- Bill of Lading
- "Shipment released at actual value. Do not insure shipment" must be noted (Code 907)
- Actual gross weight of each shipment, not estimated weight must be shown (Code 911)
- **All shipments must be sent "Collect"** unless otherwise specified on PO or by the traffic routing department (911)
- All same day shipments must be covered by a single bill of lading (Code 906)
- **Spilt shipments or shipments on back-to-back days are not permitted unless specifically authorized in writing by the Traffic Department (Code 903)**
- Separate entries must appear in the body of the bill of lading for each PO number, corresponding carton count and corresponding weight
- Truck load shipments must be counted and sealed by the shipper
- In the event multiple trailers are used, a separate packing slip and BOL must be used for each trailer
- Truck load shipments must not exceed a two hour load time (Code 909)
- Specific instructions may be required in writing from the Footlocker.com/Eastbay Traffic Department to place on the Bill of Lading. (ex. Rate quotes from LTL carrier) (Code 910)
- Inaccurate or incomplete information will result in chargebacks for excess transportation costs accrued as well as a compliance chargeback. (Code 908)
- Routing requests in the VRT (Vendor Routing Tool) received after noon will be considered the next business day
- Buyers are not allowed to authorize changes verbally. All exceptions to routing must be in writing by the traffic department to avoid chargebacks
- Unauthorized PO shipped (routing never requested for PO) will result in chargebacks (Code 913)
- Unacceptable PO shipped (routing denied but shipped anyway – no shipping instructions given) will result in chargebacks (Code 914)

### **Upon shipments leaving your building**

Fax copy of signed Bill of Lading - Trucking companies with PRO#s or fax freight tracking #'s (UPS, FedEx, etc.) 715-261-9012

## Vendor Routing Tool

All routing should be requested on line.

Below is the link to our web-based routing tool, please access the system by copying and pasting the following URL into your browser: Google Chrome or Firefox are preferred browsers.

Please access the system using the following URL:

<https://vrt.eastbay.com>

Please note you will need your Vendor ID # to register. Once you have registered, you will receive an auto generated email from [DoNotReply.admin@eastbay.com](mailto:DoNotReply.admin@eastbay.com). In this email you will receive a link to the routing tool to verify your account and log in.

Please contact [FootLocker.com/Eastbay](http://FootLocker.com/Eastbay) Traffic Dept. at (715)261-9425 or (715)261-9655 for assistance.