

Section 8 – Required Documentation

Properly completed and accurate documentation is an important and essential time saving device in the shipping and receiving process at our Service Center and, in turn, leads to an expedited payment process.

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

Routing Request Form: (Refer to *Section 7 – Traffic Routing and Appointment Scheduling.*)

Advanced Shipping Notice **EDI Vendors:** 856 – Advanced Shipment/Manifest

Packing List: **Non EDI Vendors:** An itemized list of goods by Eastbay/Footlocker.com SKU, Size and quantity that vendor has verified actually shipped
Must accompany outside of lead carton! (Code 604)
Total units and carton count must be listed on Packing Slip
Eastbay PO must also be listed on packing slip.

Bill of Lading: Contract of shipment from vendor/supplier to carrier. (Code 605)

Invoice: EDI Vendors: 810 – Invoice
Non EDI Vendors: To be sent to Accounts payable for payment

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Electronic Data Interchange (EDI) has proven to be one of the outstanding drivers in retail information technology systems resulting in time and cost savings for both retailers and suppliers. We are committed to improving efficiency and feel strongly that the implementation of key EDI documents will improve the business relationship between Eastbay and your company. This EDI initiative allows us to streamline order processing, expedite payments to vendors and improve shipment tracking and visibility.

If you are not currently EDI Capable, and need assistance becoming EDI compliant, Eastbay is partnered with SPS Commerce, who provides a range of services and solutions, including Webforms and file Integration. Please contact SPS Commerce team (866) 245-8100 clientservices@spscommerce.com for further information.

Other 3rd Party EDI vendors are available and may be used as well, depending on your business needs.

If you are currently EDI Capable, we would like to move forward with the EDI Setup process. Eastbay requires UPCs on all products. We utilize the SPS UPC Catalog and urge our vendors to transmit their UPC information through that channel. If the UPC Catalog is not an option, manual load templates will need to be requested.

Foot Locker.com can **send** the following EDI documents:

- 816 – Organizational Relationship (store address listing)
- 820 – Payment/Remittance Advice
- 850 – Purchase Order
- 860 – Purchase Order Change
- 997 – Functional Acknowledgement

Foot Locker.com can **receive** the following EDI documents:

- 810 – Invoice
- 856 – Advanced Shipment/Manifest
- 870 – Order Status Report
- 997 – Functional Acknowledgement



Kim Pagel- Operation Analyst will work with you in the areas involving UPCs and the initial testing. Please contact Kim at kpagel@eastbay.com or 715-261-9451. EDI mapping documents and technical help will be provided by Anna Riden (Footlocker's EDI Analyst), please contact her at ariden@footlocker.com or 717-972-3143.

Please respond to this letter with the following information:

- EDI Contact person – Name, Phone #, and Email address
- Are you EDI capable at this time?
- Are UPCs available for your products?
- Are you currently using the SPS UPC Catalog?

We look forward to building an EDI relationship with your company.

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Bill of Lading

Areas not listed below are not required to be filled out on the Bill of Lading but may be used to facilitate delivery.

- A.) Carrier freight bill number if available
- B.) Shipper bill of lading number
- C.) Carrier name
- D.) Carrier standard carrier alpha code
- E.) Shipper name
- F.) Date shipped
- G.) Shipper address
- H.) Destination service center or consolidator
- I.) Address of destination
- J.) City/county/state/zip of destination
- K.) Specify pallets, cartons, etc. by PO
- L.) Number of pallets, cartons, etc. by PO
- M.) Description including purchase order number
- N.) Weight by PO
- O.) If shipped FOB shippers dock, check collect
- P.) US Shipments Bill to:

NATIONAL MOTOR FREIGHT CLASSIFICATION

RULES

(To be Printed on White Paper)

▲STRAIGHT BILL OF LADING—SHORT FORM

ORIGINAL—NOT NEGOTIABLE

Carrier's Pro No. **A** _____
Shipper's Bill of Lading No. **B** _____

Name of Carrier **C** _____ Carrier's Code (SCAC) **D** _____

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; **F** _____

From **E** _____ Date _____
Street **G** _____ City _____ County _____ State _____ Zip _____

the proper **H** _____ below, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier, **I** _____, shall carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Bill of Lading set forth in the National Motor Freight Classification 100-X and successive issues. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Consigned to **H** _____
On Collect or Delivery Shipments, the letters "COD" must appear before consignee's name.

Destination Street **I** _____
City **J** _____ County _____ State _____ Zip _____

Delivering Carrier _____ Trailer No. _____

Additional Shipment Information _____

Collect on Delivery \$ _____ and remit to: _____ C.O.D. charge ☐ Shipper ☐
Street _____ City _____ State _____ to be paid by Consignee ☐

Handling Units No. Type	Packages No. Type	HM	Kind of Package, Description of Articles, Special Marks and Exceptions (Subject to correction)	Weight (Subject to Correction)	Class or Rate Ref. (For Info. Only)	Cube (Optional)
K	L		M	N		

☐ Mark "X" to designate Hazardous Materials as defined in DOT Regulations.

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B).

NOTE (3) Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. 2(e) of NMFC Item 360.

Notify if problem enroute or at delivery _____ Name _____ Fax No. _____ Tot. No. _____ (for informational purposes only)

Send freight bill to: _____ Company Name _____ City _____ Street _____ State _____ Zip _____

Shipper _____ Per _____ Carrier _____ Per _____ Date _____

Shipper Certification	Carrier Certification
This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT. Per _____ Date _____	Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent document in the vehicle. Per _____ Date _____ Package Nos. _____

Freight charges are PREPAID unless marked collect. CHECK BOX IF COLLECT ☐

FOR FREIGHT COLLECT SHIPMENTS:
If this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the following statement:
The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges.
P _____ (Signature of Consignor)

Must have a complete/correct Bill of Lading (Code 605)

Invoices

Listed below are procedures that must be followed to ensure invoices are paid on a timely basis:

EDI Invoices

- Do NOT date invoice prior to the shipment date
- After shipping goods, submit invoices within 24 hours via the EDI 810 document. Invoices received after 24 hours from shipment date may be subject to a charge of \$100.00 per invoice and payment terms will be extended to include the period of time to resolve the discrepancy.
- Do not begin transmitting 810's until the testing process is complete
- For more information on becoming an EDI invoice vendor contact your vendor relations contact or email EDI@eastbay.com
- Once the testing process is complete and a notification to begin sending EDI invoices is received from our EDI department, **do not send paper invoices**.
- Transmit electronic invoices only. Vendor will receive a functional acknowledgement to confirm Footlocker.com/Eastbay has received a transmission. The transmission will proceed to go through Footlocker.com/Eastbay's edit process.
- If we continue to receive paper invoices in addition to your EDI invoice, a handling charge of \$100.00 per invoice may be assessed
- Should your 810 transmission fail our edit checks for completeness and accuracy, our EDI department will contact you. Invoices that fail any edit check may be subject to a charge of \$100.00 per invoice and payment terms will be extended to include the period of time to resolve the discrepancy. The edits check will include (but are not limited to):
 - Out of Balance verification
 - Timing – Invoice must be received within 24 hours of shipment date
 - Our vendor number
 - Our unique purchase order number and division number – one purchase order number per invoice and destination
 - One invoice per purchase order per shipment date - do not transmit multiple invoices for the same purchase order on the same shipment date.
 - One unique invoice number per shipping destination
 - Invoice date – this date must not be earlier than the shipment date
 - Destination
 - Footlocker.com/Eastbay SKU number. For direct to customer shipments, the invoice must include the UPC number and our SKU number
 - Quantity by SKU
 - Cost by SKU and total cost of invoice
 - Terms net due date
 - Currency code.
- Corrected invoices must be submitted within 24 hours to ensure payment. Failure to resend EDI invoice within 24 hour window may result in handling fee assessment. If a paper invoice will need to be sent instead of a transmitted invoice, vendor will need to get permission from the Manager of Merchandise Accounts Payable and may be subject to a \$100.00 handling fee.
- A handling charge of \$100 may be assessed for incorrect EDI submissions

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Paper Invoices

If you are not sending invoices electronically, the following information must be included on each paper invoice. Violations of the required documentation will result in a \$100 USD handling charge and payment terms will be extended to include the period of time required to resolve the discrepancy.

- Vendor's name, remittance address and DUNS number
- If invoice is factored: Factor's name and remittance address
- One unique invoice number per shipping destination, in other words do not combine shipments to multiple locations on one invoice
- One invoice per purchase order per shipment date - do not send multiple invoices for the same purchase order on the same shipment date.
- This number must appear on each page of a multi-page invoice and should not be a number previously assigned to an invoice within the last two years
- Our purchase order number
- Each invoice must be for only one (1) purchase order number, do not combine multiple orders on an invoice
- Invoice date, this date must not be earlier than the shipment date
- The "Ship to Address", to which the merchandise was shipped
- Total cartons shipped, carrier (e.g. UPS, LTL Carrier, etc.) and bill of lading number / tracking number (UPS, etc.)
- The payment terms
- Our 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 (number of units) shipped
 - Color and Size
 - Unit cost for the stated unit of measure
 - Extended item cost
- Total merchandise cost (excluding other charges and credits) must be shown
 - In other words, separate the cost of the merchandise from the other charges or credits before totaling the invoice
 - On multi page invoices, indicate total merchandise cost on the last page
- Detail any other charges or credits applicable to our buying arrangements (such as damage allowances) separately, identify each item, and indicate the net total of the invoice
- Send only one original invoice
- Handwritten changes, duplicate/carbon copies or bills of lading are not acceptable
- All form feed perforations must be removed and invoices grouped by purchase order
- Do not include freight charges on your invoice

Requirements for Canadian Paper Invoices

- Invoices must disclose GST registration number and show GST amount

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

Footlocker.com/Eastbay Corporate Offices
Attn: Merchandise Payables
P.O. Box 2663
Harrisburg, PA 17105

Unless instructed in writing by Accounts Payable, **paper invoices should never be sent with the merchandise** or to alternate addresses.

Accounts Payable does not pay freight charges listed on merchandise invoices. All merchandise must be shipped in accordance with our transportation guidelines as detailed in *Section 7 - Traffic Routing and Appointment Scheduling* of this manual.

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:

Footlocker.com/Eastbay Corporate Offices
Attn: Merchandise Payables
P.O. Box 2663
Harrisburg, PA 17105

Any questions or concerns about account status should be sent in writing to:

Footlocker.com/Eastbay Corporate Offices
Attn: Merchandise Payables
P.O. Box 2663
Harrisburg, PA 17105

Incorrect, Incomplete or Delayed Receipt of the Invoice

Any instance requiring our Accounts Payable department to deviate from the normal flow of handling to research and correct your billing document to complete payment may be subject to a charge of \$ 100.00 USD per invoice and payment terms will be extended to include the period of time to resolve the discrepancy.