

# Table of Contents

<b>1</b>	<b>Introduction</b>
<b>2</b>	<b>Purchase Orders</b>
<b>3</b>	<b>Merchandise Labeling Requirements</b>
<b>4</b>	<b>Folding Standards</b>
<b>5</b>	<b>Ticketing &amp; Barcode labeling</b>
<b>6</b>	<b>Packaging Carton Packing &amp; Shipping Requirements</b>
<b>7</b>	<b>Appointment Scheduling</b>
<b>8</b>	<b>Required Documentation</b>
<b>9</b>	<b>Vendor Compliance Program, Charge backs and Policies</b>
<b>10</b>	<b>International Trade</b>
<b>11</b>	<b>Legal and Regulatory Requirements</b>
<b>12</b>	<b>Glossary of Terms</b>

<b>Section</b>	<b>Description</b>	<b>page</b>
<b>1.</b>	<b>Introduction</b>	
	Introduction	1-1
	Contact List	1-2
<b>2.</b>	<b>Purchase Orders</b>	
	Purchase Orders	2-2
	EDI / SPS commerce	2-2
	ASN / EDI	2-2
	Supply Chain Portal	2-5
	PO Acknowledge via Portal	2-6
	Printing the PO	2-9
	PO reconciliation	2-12
	Cancellations	2-12
	Billing Information	2-13
	Delivery Information	2-13
	Incoterms 2010	2-13
	Foot Locker Terms and Conditions	2-15
<b>3.</b>	<b>Merchandise labeling requirements</b>	
	Merchandise Labeling requirements at European Union level	3-1
	Country of Origin indication on all merchandise	3-2
	Manufacturer and Importer requirements	3-2
	Hazardous products	3-3
	Textile Labeling	3-3
	Wash and Care instructions	3-4
	Flammability – European Requirements	3-5
	Special Requirement for polybags	3-6
	Language requirements for Textile labels	3-7
	Footwear labeling	3-8
	Special labeling requirements apply to footwear in Hungary	3-10
	Special labeling requirements apply to certain types of footwear in Turkey	3-10
	Language requirements for footwear labeling in Europe	3-11
<b>4.</b>	<b>Folding standards</b>	
	Folding Standards	4-2
	Matrix	4-2
	Specifications Apparel	4-3
	Shoe Lacing	4-9
<b>5.</b>	<b>Ticketing and barcode Labeling</b>	
	Ticketing requirements	5-1
	Barcode Verification	5-1
	Interpreting Barcode Verification Result	5-2
	Obtaining tickets	5-3
	UPC and Catalogue requirements	5-3
	Contacts and Organizations	5-4

	Barcode Information	5-5
	Multi lot label	5-6
	How to create Interleaved 2 of 5 barcode	5-6
	How to create EAN-13 barcode	5-6
	How to create UPC-A barcode	5-7
	Ticket/Label and Placement Guidelines	5-7
	Hangtag guideline	5-8
<b>6.</b>	<b>Carton Packaging, Packaging and Shipping requirements</b>	
	Footwear	6-1
	Lacing	6-2
	Pack Types	6-4
	Packaging	6-5
	Delivery	6-7
	Palletized Shipments	6-7
	Floor loaded shipments	6-8
	Apparel and Accessories	6-10
	Folding	6-11
	• Multilot	6-12
	packaging	6-12
	Special Packing - Caps	6-13
	Barcode	6-13
	• Caselot	6-15
	Master Carton Packaging	6-15
	Master Carton sealing	6-16
	Delivery	6-17
	Palletized Shipments	6-17
	Floor loaded shipments	6-18
	Outer carton markings	6-19
	UCC-128 / SSCC label requirements	6-20
	Label requirements for vendors that can't supply ASN	6-23
<b>7.</b>	<b>Appointment Scheduling</b>	
	Appointment scheduling	7-1
	Late deliveries	7-1
	Delivery procedure, entry FLE yard	7-2
	Shipping terms and delivery information	7-2
	Packinglist & CMR	7-3
<b>8</b>	<b>Required documentation</b>	
	Packing list	8-2
	Merchandise Invoices	8-4
	Material Safety Data Sheets	8-5
<b>9</b>	<b>Vendor Compliance program</b>	
	Charge back procedure	9-2
	Freight Inspection Report (FIR)	9-3

	Charge back Invoice	9-4
	Policies	9-5
<b>10</b>	<b>International Trade - Private Label and First Cost Vendors only</b>	
	Protection of labels, Design and Trademarks	10-1
	General Information	10-2
	Poly bag suffocation warnings	10-4
	Documentation requirements	10-5
	Container Inspection	10-5
	E-SPS Commercial Invoice	10-7
	E-SPS Packing list	10-8
	General Requirements	10-9
	Booking Procedure	10-9
	Additional Evaluation/Inspection Costs	10-11
	Invoicing	10-11
	Documentation flow	10-12
	Payment term and procedure	10-13
	Required documentation	10-14
<b>11.</b>	<b>Legal and Regulatory Requirements</b>	
	Legal and Regulatory Requirements	11-1
	Gassing of containers	11-2
	REACH	11-2
	Registration of Chemicals	11-3
	SVHC – Substances of Very High Concern	11-4
	Restricted substances – Annex XVII	11-5
	Safety Data Sheets	11-5
	OR – Only Representative	11-5
	Violations of REACH	11-6
	Global Sourcing guidelines	11-7
	Foreign Corrupt Practices Act (FCPA)	11-10
	Legislation on Packaging and Packaging Waste	11-11
	Formaldehyde Compliance Standards Certification Sheet	11-14
<b>12.</b>	<b>Glossary of terms</b>	