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Carton Packaging, Packaging and Shipping requirements

ADR

The following instructions must be followed when shipping hazardous materials:

All transport packaging material needs to be compliant with ADR regulations for road transport, or other transport means when explicitly announced.
This includes labeling, packaging quality, documents and all other applicable instructions.

In this section we describe how the European warehouse requires the individual packaging, the packaging by requested packaging type (Caselot, Multilot or Bin) and the way we require the goods to be delivered to warehouse.

6.1.1. Footwear

Shoe Laces:

- For low cut models, laces must be 5 high and going inside on the top
- For demi to high cut models, laces must be 6 high and going inside on the top



5 high, inside on top



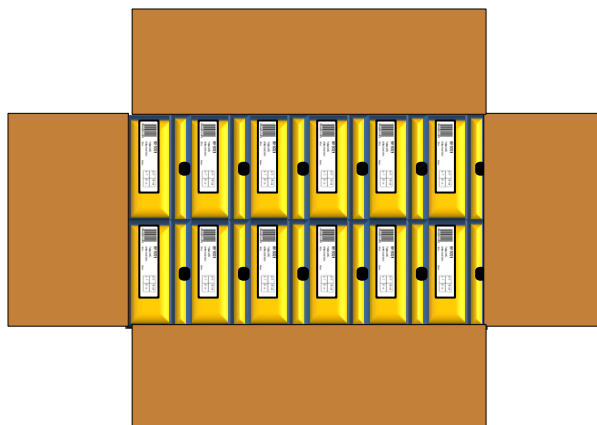
6 high, inside on top

Shoe Boxes:

- All shoes should be packed in a well-fitting shoebox, no empty space inside the shoebox.
- Each shoebox must have a finger hole on the lid of each box. The box should be of a good grade cardboard.
- The lid needs to be fixed to the box.
- The box should not be of a slick coating that will make the box hard to handle.
- All shoes must face one direction, barcode label up.
- All footwear shoeboxes are required to be labeled with a UPC-A, EAN or interleaved 2of 5 labels with ISO A or B grading, see section 5
- Stickers should be placed on the lower left or right-hand corner of one end of the box so as not to cover product information. The sticker should not be applied to the box lid except in cases when the lid covers most or whole of the box (overlay lid).
- A sticker with the Foot Locker SKU should be affixed on same side as the barcode sticker.
- American size (as ordered on PO) must always be clearly marked on box.



- Shoeboxes should be placed vertically in single layer. Bar code to face up.



- Only one SKU and one size per master carton, unless specified differently on the purchase order (i.e. caselots)

NOTE: In cases when shoes are not packed in a shoebox, f.e. flip-flops it should be packed in a polybag, the barcode sticker should than be affixed to the polybag.

- **NOTE:** In case shoeboxes contain any kind of loose material like rope or cords or
- anything similar which differs from a regular shoebox, please contact the SC Dept at the
- ESC to discuss how to pack. This kind of packaging is a risk and may harm our
- equipment.

NOTE: **Silica gel bags**

Based on a decision by the European Commission (http://ec.europa.eu/consumers/safety/rapex/index_en.htm) as well as following local country legislation (e.g. in Italy, France, Spain and Belgium), there is a ban on the use of the chemical substance DMF (dimethylfumarate) for consumer products in Europe. The EU decision has taken effect on 1 May 2009.

DMF was commonly used as a chemical substance in silica gel bags (i.e. the small pouches accompanying certain consumer goods to prevent dampness and mold).

Since May 1, 2009, Foot Locker restricts the use of such silica gel bags to bags which are marked clearly as DMF free. Moreover, for every merchandise style ordered by Foot Locker, a test report must be submitted showing that the silica gel bags (if used) are DMF free.

6.1.2 Pack types

FLE works with 2 different packaging types for Footwear

- 1 **Bin Units**
- 2 **Caselot Units**

Bin Unit:

Is a SKU item that is at style/color/size level. Each item is a retail unit and will be inducted piece by piece on the automated unit sorting system.

Bin units must be packed **One size per mastercarton**

For Bin orders the minimum qty of shoes in an outer carton is 12 pairs, less than 12 is only accepted by approval of the buyer or in cases where the maximum carton dimension (see further below on this section will be exceeded.

The maximum pairs is restricted by maximum outercarton dimension and max. weight

Caselot units:

Multiple retail units / musical size run packed in an outer carton. The caselot carton will be X-docked or handled as full cases pick. The caselots will not be handled via the unit sorter. The retail units will not be unpacked and will be shipped in the original carton to the stores.

NOTE: With the caselot packaging we are able to distribute the order on the same day of the delivery to all our stores, where Bin orders are available as of the next business day for distribution to our stores according to a fixed picking schedule

- In case the ordered size breakdown of the caselot can't be met, the buyer or planners at the EHQ always needs to be contacted to agree on the new size breakdown.
- The caselot schedule number represents the size breakdown within the In case the size breakdown changes it automatically means the Caselot schedule must be adjusted.
- In case a caselot needs to be split-up, contact the planner at EHQ to define a new size breakdown with a new caselot schedule.
Each discrepancy in the sizerange or quantity must be approved by the planner, it requires a new Caselot schedule and an update in the PO.

6.1.3 Packaging

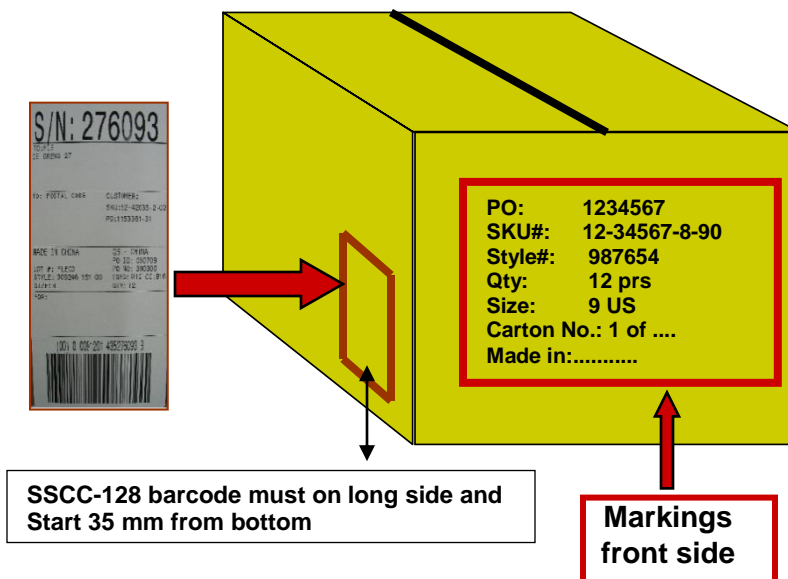
- Cartons must be of sufficient design and strength to properly protect the carton contents throughout the entire supply chain.
- All cartons must be single, double or triple wall and clean corrugated cardboard and must adhere to FLE size standards



- The weight of each carton **must not exceed 17 kgs.**
- Minimum and Maximum dimension of the mastercarton:

	minimum	maximum
length	250 mm	850 mm
Width	250 mm	570 mm
Height	150 mm	450 mm
Weight	2.5 kgs	17kgs

- The vendor should work with the buyer to ensure that no orders are written that lead to cartons exceeding 17 kg and/or exceeding the maximum size dimensions.
- Cartons are to be sealed with tape only - no binding, straps, staples or glue on cartons.
- Master cartons must be sealed with **quality security tape** similar to PVC tape (5 cm wide tape with a .21 mm. thickness or fiber reinforced paper tape of similar width). Security tape is a unique tape with printing on it, blank or transparent tape is not allowed.
- In case the master carton does not meet the minimum or maximum weight and/or dimensions, please contact the Supply Chain Department at the ESC.
- All master cartons are required to be labeled with the shipments details and affixed at the front side, see section 6 - 3.
- The UCC-128 label must be placed on the long side of the master carton, in the bottom right corner, the barcode should be positioned minimal between 35mm and 60 mm from bottom. SSCC barcode requirements are described on page 18-19 of this section.



6.1.4 Delivery

All orders should be delivered to our warehouse, unless specifically instructed different.

Delivery address: FLE Logistics BV
De Grens 27
6598DK Heijen
The Netherlands
Tel: +31-485-550700

Palletized shipments

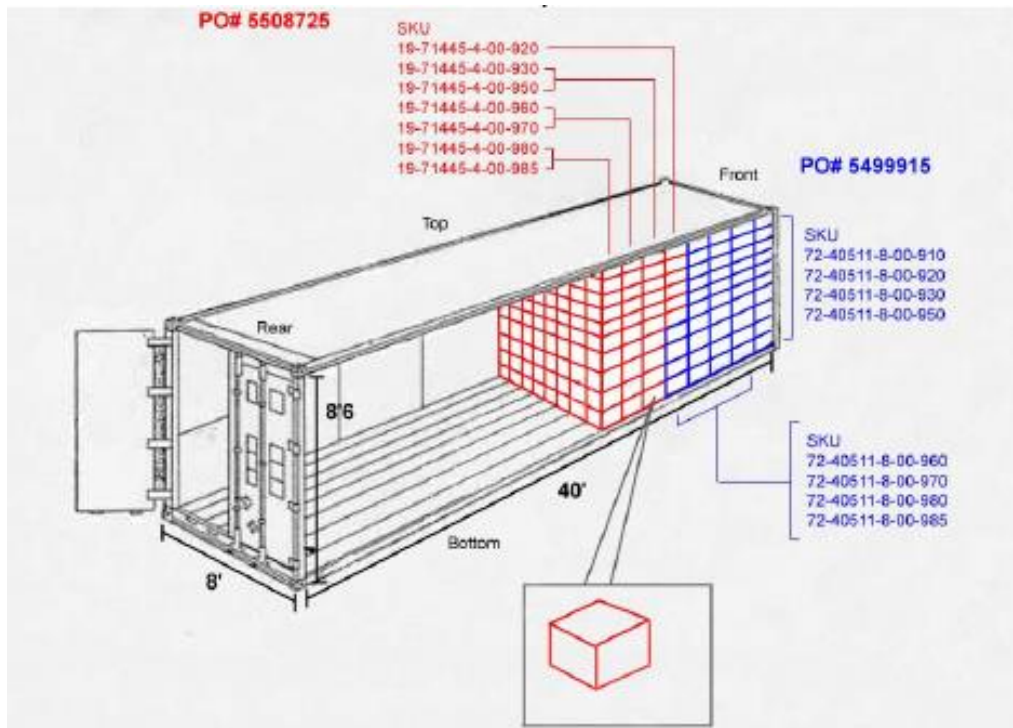
- No EURO or EURO sized pallets, **only 4-way pallets can be used**
- Use block pallets 120 x 100 cm, max overhang of 2 cm.



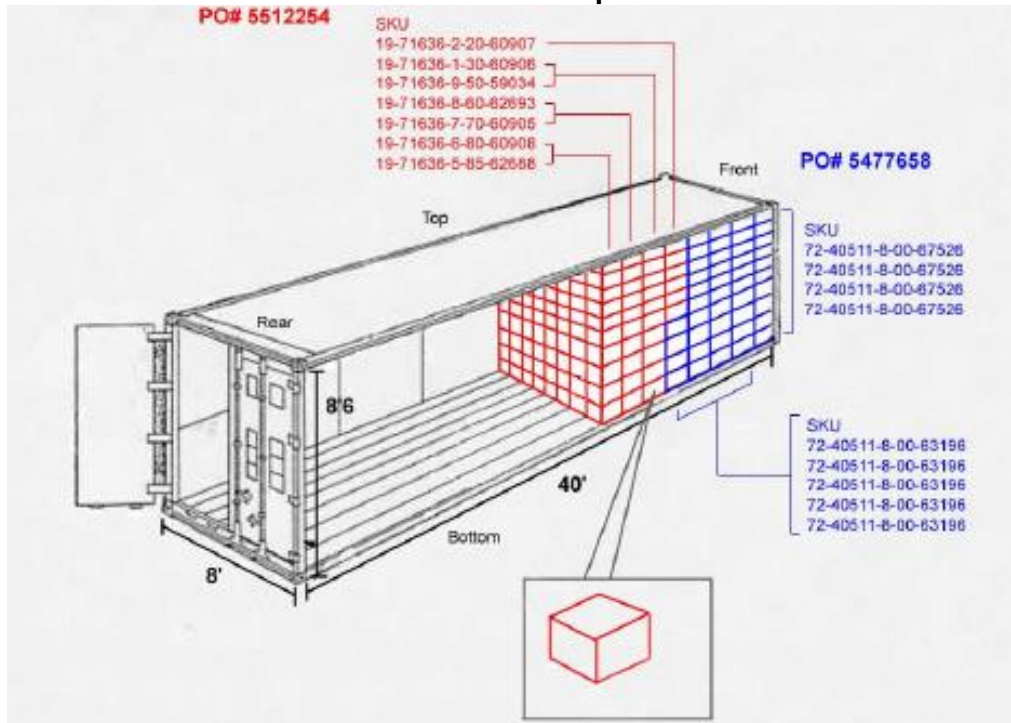
- The warehouse is not able to handle or exchange europallets
- For Caselot Orders maximum pallet height is 220 cm
- For Bin orders maximum pallet height is 200 cm
- One PO / Style per pallet.
- One size per pallet, in case the pallet height is below 140cm we allow snake stacked pallets, one complete size on one pallet, filled up with another size. Keep cartons of the same PO and Size together on the pallet.
- In case of mixed pallets, each pallet must be clearly marked as mixed pallet, with PO and size markings
- Mixed pallets to be loaded at rear (door side) of the truck
- UCC-128 labels must be readable from outside without breaking down the pallet.
- Pallets to be secured with bars to prevent from falling down
- Pallets can be exchanged on the day of delivery, Foot Locker does not keep any records and does not accept any outstanding balance
- Shipments must be loaded by PO and SKU (SKU includes bin size or caselot schedule). Therefore, shipments must be loaded so that cartons of a PO/SKU/Size are together
- Pallets should not be blocked by any cargo, straps or any materials
- In case a shipment contains Bin and Caselot orders, the Caselot orders should be loaded at the rear (door size) of the trailer for unloading first

Floor Loaded shipments

- In case of floor loaded with Bin and Caselot orders, the caselot orders must be loaded at the rear (door size) of the container or trailer for unloading first.
- In case of multiple Caselot schedules, the PO and caselot schedule should be loaded together
- In case of floor loaded and multiple BIN orders, the cartons per PO and Size must be loaded together.
- Trailer/Container loading diagram
- Bin Shipments



Trailer/Container loading diagram Caselot Shipments



Gassing of containers

Foot Locker prohibits that its merchandise be shipped in containers treated by fumigating/toxic gasses. Merchandise suppliers should ensure that their products are being shipped in a safe and secure manner, and should impose this prohibition on the use of fumigating/toxic gasses on any party involved in their supply chain such as subcontractors, carriers and forwarders

NOTE: Any irregularity against the PO and the above instructions will result in additional or corrective handling at our warehouse, all costs involved will be x-charged according to section 9. – Vendor compliance

- In case a shipment will be delivered in a container and FLE is not informed if a container was checked on gas levels or a gas free report is accompanying the container FLE is obliged to perform a gas check at the premises.
In case the container is rejected future containers will automatically selected for a gas check and all costs involved will be charged back.

6.2.1. Apparel and Accessories

FLE operates with three different packaging types for apparel and accessories:

1. **BIN**
2. **MULTILOT (Multi-Pack or Multi-Caselot)**
3. **CASELOT**

Each packaging types requires its own labeling and packaging. We will describe the requirements per packaging type.

BIN unit

Is a SKU item that is at style/color/size level. Each item is a retail unit and will be inducted piece by piece on the automated unit sorting system

Packaging:

- Each individual item must be packed in a durable poly bag
- Poly bag size according to model, tied, no loose ends allowed
- Poly bags should have the poly bag suffocation warnings, see section 3.4
- Tape closure, heat-seal or self-adhesive flap
- Dimensions: **Min. 100 mm x 80 mm x 5 mm**

Max Length (cm)	Width (cm)
46	20
45	21
44	23
43	25
42	26
41	29
40	30
39	32
38	34
37	35

Example 1: when length of an item is 43 cm, width may not exceed 25 cm.

Example 2: when width of item is 35 cm, the length may not exceed 37 cm

Barcode: (see section 5 for barcode instructions)

- UPC-A / EAN-13 or Interleaved 2 of 5 sticker, ISO A or B grade, see section 5
- Barcode height min.: 12 mm
- Quiet zone: blank space on both sides of barcode min. 10 mm
- Polybag barcode position: ¼ from bottom or top and side of polybag
- Retail hangtag must not be visible through front of poly bag and not at same side as polybag sticker, it's recommended to put the retail hangtag inside the garment

**wrong****good front side****good back side****Folding:**

- No apparel must be shipped on hangers, unless approved by the buying staff and noted under special instructions on the purchase order.
- All adult shirts, jerseys, sweaters, tops and fleece must have the front fold width dimensions of 29cm and a depth of 31cm
- All items must be folded and packed in a way they fall within the minimum and maximum dimensions as mentioned above.
- Specifications see Section 4 – Folding Standards
- Adhesive transparent film with size code **must** be printed on all dpt 76 branded product, always on left bottom corner

NOTE: Silica gel bags

Based on a decision by the European Commission (http://ec.europa.eu/consumers/safety/rapex/index_en.htm) as well as following local country legislation (e.g. in Italy, France, Spain and Belgium), there is a ban on the use of the chemical substance DMF (dimethylfumarate) for consumer products in Europe. The EU decision has taken effect on 1 May 2009.

DMF was commonly used as a chemical substance in silica gel bags (i.e. the small pouches accompanying certain consumer goods to prevent dampness and mold).

Since May 1, 2009, Foot Locker restricts the use of such silica gel bags to bags which are marked clearly as DMF free. Moreover, for every merchandise style ordered by Foot Locker, a test report must be submitted showing that the silica gel bags (if used) are DMF free.

Multilot

Containing multiple retail units of one size or size run, packed in one poly bag. Is one handling unit and processed via an automated unit sorting system. Multiple packs are packed in an outer carton

For Multilot and Caselot the sizebreakdown is mentioned in the Purchase Order. In case the requested packaging cannot meet the FLE standards, please contact the SCM department to verify the required packaging

Packaging:

- Durable polybag on the individual item
- Master packaging: Size of master polybag according to model, tied, no loose ends or put individual items in a carton with multi lot label
- Tape closure, heat-seal or self-adhesive flap
- Items to be packed in 1 pile, 2 piles are only accepted when dimension don't exceed the maximum dimension mentioned below or approved by the SCM department
- Dimensions: **min.** 10 cm x 8 cm x 0.5 cm
- The maximum length of an item is variable and depends on the width of the item, the **maximum height** for a multilot is 20 cm. Below a table with max length and width:
- Multiple multilots must be packed in a master carton, number of multiple multilots is not defined by Foot Locker Europe, only restriction is max dimension and weight

Max Length (cm)	Width (cm)	Height (cm)
46	20	20
45	21	20
44	23	20
43	25	20
42	26	20
41	29	20
40	30	20
39	32	20
38	34	20
37	35	20

Example 1: when length of an item is 43 cm, the width may not exceed 25 cm.

Example 2: when width of item is 35 cm, the length may not exceed 37 cm

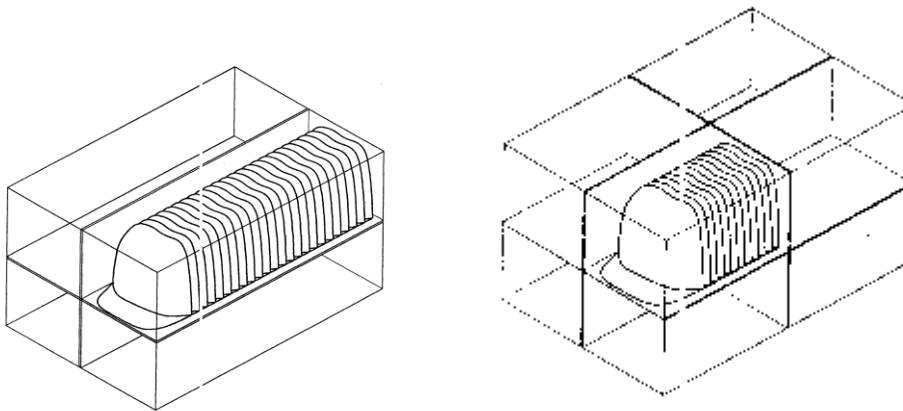
NOTE: In case the multilot exceeds the maximum dimensions, please contact the SCM department at the Foot Locker Service Centre

Special Packing & Packaging Guidelines – Caps

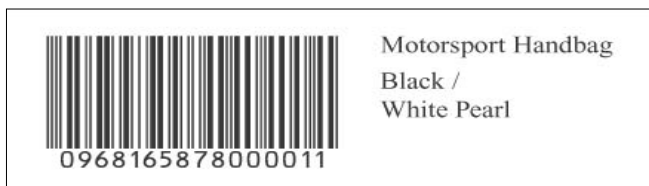
Hats and caps can easily be damaged when the appropriate packing procedures are not followed.

Recommendation for packing hats and caps:

- Use divider partitions to divide master carton into sections as needed for strength
- Hats should be polybagged in pre-packs per the PO when written as caselots or multi-pack and individually polybagged when written as bin/solid (as per the PO)
- All polybags should be sealed with tape
- SKU's/styles cannot be mixed within the same master carton

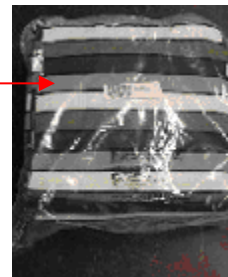
**Barcode:**

- Each individual item must carry a retail hangtag
- Caselot sticker UPC-A, EAN-13 or Interleaved 2 of 5. different from the barcode on the individual item.
- Height min. 12 mm and must be ANSI/CEN/ISO grades A or B. see also section 5
- Quiet zone left and right side of barcode min. 10 mm
- Affixed to ¼ of top or bottom and side of the master poly bag, not in the center of the polybag
- Retail hangtag from individual retail units must not be visible through front of master poly bag, it is recommended to put the hangtag inside the garment.
- Hangtag and Polybag sticker should not be visible at the same side.
- Poly bag sticker on individual polybag packed in multi lot not required

Example of multilot barcode sticker

1 digit for 0 as non-human readable digit
10 digits for Foot Locker SKU
5 digits for schedule no.
16 digits

affixed $\frac{1}{4}$
from top or
bottom side



Case lot

Multiple retail units / musical size run packed in a carton. The case lot carton will be X-docked or handled as full cases pick. The case lots will **not** be handled via the unit sorter. The retail units will **not** be unpacked and will be shipped in the original carton to the stores.

6.3. Master carton packaging:

- Cartons must be of sufficient design and strength to properly protect the carton contents throughout the entire supply chain.
- All cartons must be single or double wall and clean corrugated cardboard and must adhere to FLE size standards



- Carton strength should guidelines below set by Mullen Burst and Edge Crush tests

Maximum Gross Weight Carton and Contents (lbs.)	Minimum Mullen Burst Test Strength (lbs. per sq. in.)	Minimum Edge Crush Test Strength (ECT) (lbs. per in. width)
Single Wall Corrugated Cartons		
20	125	23
35	150	26
50	175	29
65	200	32
80	250	40
95	275	44
120	350	55
Double Wall Corrugated Cartons		
80	200	42
100	275	48
120	350	51
140	400	61
160	500	71
180	600	82

NOTE: The Mullen Burst Test is a measure of the force required to burst or rupture the side of a corrugated carton. If a carton will be handled individually and exposed to rough handling, use this test for material selection.

The Edge Crush Test (ECT) measures the stacking, or top-to-bottom compression, strength of a corrugated carton. If cartons will be shipped in uniform pallet loads, and/or have the potential for additional loads to be stacked on top use the ECT for material selection.

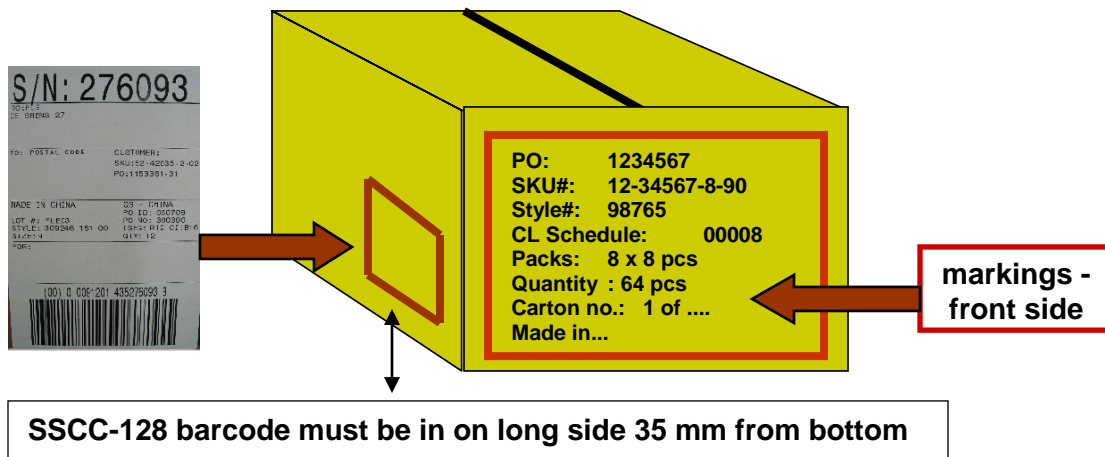
- Carton should not contain air, the dimension of the outercarton should meet the contents,
- No stuffing material allowed to fill up empty space.
- The weight of each carton **must not exceed 17 kgs.**
- Minimum and Maximum dimension of the mastercarton:

	minimum	maximum
length	250 mm	850 mm
Width	250 mm	570 mm
Height	250 mm	450 mm
Weight	2.5 kgs	17kgs

- Carton inserts must be placed above and below merchandise to protect the contents from knife cuts when opened.
- Cartons containing breakable items must be marked with a “fragile” label.

6.3.1 Master Carton Sealing:

- Master cartons must be sealed with **quality security tape** similar to PVC tape (5 cm wide tape with a .21 mm. thickness or fiber reinforced paper tape of similar width). Security tape is a unique tape with printing on it, blank or transparent tape is not allowed.
- Carton sealing must be strong enough to insure that the unsupported bottom of manually handled cartons can hold the net weight of the contents
- Cartons to be sealed with tape only, no bindings, straps, staples or glue cartons



6.4. Delivery

All orders should be delivered to our warehouse, unless specifically instructed different.

Delivery address: **FLE Logistics BV**
De Grens 27
6598DK Heijen
The Netherlands
Tel: +31-485-550700

6.4.1. Palletized Shipments

- No EURO or EURO sized pallets, only 4-way pallets must be used as displayed below



- Cartons must be delivered with the upper-side on top.
- UCC-128 labels must be readable from outside without breaking down the pallet
- Pallets must not be mixed by PO/SKU unless the amount of cartons for each is small. In case POs are mixed on a pallet, the pallet must be clearly marked as a mixed pallet by mentioning the PO numbers.
- For Caselot Orders maximum pallet height is 220 xm.
- For Bin orders maximum pallet height is 220 cm.
- Shipments must be loaded by PO and SKU (SKU includes bin size or caselot schedule). Therefore, shipments must be loaded so that cartons of a PO/SKU/Size are together
- Pallets must be secured with bars to prevent from falling down.
- Pallets can be exchanged on the day of delivery, Foot Locker does not keep any records and does not accept any outstanding balance.
- Pallets should be accessible and not be blocked by any other cargo, f.e. empty pallets or security bars, straps or other materials.

6.4.2. Floor Loaded Shipments

- In case of floor loaded and multiple orders, the cartons per PO must be loaded together.
- In case of multiple Caselot schedules, the PO and caselot schedule should be loaded together.
- In case of floor loaded with Bin and Caselot orders, the caselot orders must be loaded at the rear (doorside) of the container or trailer for unloading first.

IMPORTANT:**Gassing of containers**

Foot Locker prohibits that its merchandise be shipped in containers treated by fumigating/toxic gasses. Merchandise suppliers should ensure that their products are being shipped in a safe and secure manner, and should impose this prohibition on the use of fumigating/toxic gasses on any party involved in their supply chain such as subcontractors, carriers and forwarders

NOTE: Any irregularity against the PO and the above instructions will result in additional or corrective handling at our warehouse, all costs involved will be x-charged according to section 9. – Vendor compliance

6.5. Outer carton marking requirements

The following information must be clearly marked on each master carton.

- PO Number
- SKU Number (Department, stock number, check digit, width/ color code)
- Style number
- US Size = 3-digit size code **or** Caselot Schedule = 5-digit size
- Quantity
- Carton number (should be consecutive – by PO and SKU number)
- Country of Origin

In addition:

- All carton markings should be uniform stencil/print type
- All cartons containing short packs must be highlighted (Short packs – loose or less than what stencil indicates)
- All cartons containing glass or breakable items must be marked with a **“fragile”** label
- On the outercarton there should be no reference in text to the content of the outercarton nor to Vendor name or Foot Locker Europe, please use abbreviations
- No other barcode labels than the UCC label should be attached to the outercarton.

Example of master carton markings

Carton Marking Bin:

PO: 1234567
SKU#: 12-34567-8-90
Style#: 98765
US Size 950 / L
Quantity : 50 pcs
Carton no.: 1 of
Made in...

Carton Marking Multilot

PO: 1234567
SKU#: 12-34567-8-90
Style#: 98765
CL Schedule: 00008
Packs: 8 x 8 pcs
Quantity : 64 pcs
Carton no.: 1 of
Made in...

Carton Marking Caselot

PO: 1234567
SKU#: 12-34567-8-90
Style#: 98765
CL Schedule: 00257
Total quantity: 8 pcs
Size run: s m l xl xxl
Quantity: 1 3 2 1 1
Carton Number: 1 of ...
Made in...

In case a PO consists of multiple CL schedule, FLE requires to have the CL schedule printed in a bigger font

6.6. UCC-128 label requirements

All cartons shipped to the European Service Center will require a UCC-128 Shipping Container label. As you implement EDI ASN 856 the label will be related to a valid ASN transmission. Also in case EDI is not implemented yet, the UCC-128 label remains mandatory.

NOTE: Duplicate UCC-128 Carton ID numbers are invalid. Do not re-issue Carton ID Numbers.





General label Requirements

- A carton label size A6 (105 mm x 148 mm) or 4" x 6" minimum, Black type on White background.
- Minimum SSCC barcode height must be 31.75mm (1.250")
- Minimum quiet zones at each side of the SSCC label, Centered barcodes will help ensure the quiet zones are respected.
- All labels must be applied to the LONG flat side of the carton, Visible and readable, no other barcode labels should be applied to this side.
- If utilizing carton markings that identify carton details, do not cover carton detail with shipping label.
- When 2 labels are needed to meet our requirements, labels must be placed side by side
- The bars of the barcode must be situated 35 mm from the bottom of the carton

NOTE: It's not the UCC-128 sticker that should start at 35mm from bottom, but the **bars** of the SSCC-128 barcode label



Sample UCC- Shipping Label

A	SHIP FROM: VENDOR NAME VENDOR ADDRESS 1 VENDOR ADDRESS 2 VENDOR ADDRESS 3	CARRIER/TRANSPORTEUR:	C
	FLE ESC DE GRENS 27 6598 DK HELJEN THE NETHERLANDS	CASE COUNT: 1 OF 72	
E	PURCHASE ORDER/BON DE COMMANDE: 1195297-31 	SKU: SIZE: QTY:	G
	SKU/UGS: 72 41240 7 20 930 	PICK UNITS QUANTITY/ QTE CUEILLIE: 	
H	CASE LPN/NO D'INSC: (00) 0 0000000 000071823 3 		

ZONE
CONTENT

- | | |
|----------|--|
| A | Vendor ship from name and address |
| B | Retailers ship to name and address, use FLE instead of full name |
| C | Carrier information |
| D | Case count |
| E | Purchase order number, |
| F | SKU number |
| G | Pick units |
| H | UCC-128 Serial Shipping Container Code (SSCC-18)
The barcode symbol should be a minimum of 31.75mm in height and the numerals must be printed in human readable from above the barcode symbol. This is always a 20 digit number |

UCC-128 Serial Shipping Container Code (SSCC-18):

Foot Locker, Inc. will use the UCC-128 symbology for the CLP (case license plate). The CLP will be in UCC-128 format, which is a code 128 with a function 1 and it has start and stop characters.

The industry standard for the UCC-128 Outer Case Label is as follows:

(00) 0 0012345 55555555 8

(00) - is the application identifier, which tells the scanner that this is an SSCC-18 bar code.

0 - is a one digit packaging type identifier. The codes are listed below:

'0' - means shipment is a case or carton

'1' - means shipment is a pallet (larger than a case)

'2' - means shipment is a container larger than a pallet

'3' - means shipment is undefined

'4' - means shipment is for internally defined intra-company use.

'5' through '9' are reserved for future use.

0012345 - is the company prefix. This number is assigned by the UCC (Uniform Code Council) or an international governing body such as the HKANA (Hong Kong Article Numbering Association) to identify individual companies.

55555555 - is the Serial Identifier.

8 - is the check digit.

Label requirements for vendors that can't supply ASN

In case vendor is not able to create a UCC-128 label as described above in short term, FLE could work with a Case LPN which is basically only the License Plate of the carton. The 20 digit barcode can be created using the 5 digit Foot Locker vendor nbr, year, and rest is a sequence number:

Requirements for the barcodes are:

- A minimum height of at least 31.75mm (1.250")
- Quiet zones left and right of the barcode are required, Centered barcodes will ensure the quiet zones are respected.

Example:



This LPN number should never be re-used again; it must be a unique number.

The position is equal to the UCC-128 label: right lower corner, 35 from bottom

