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**Appointment scheduling**

With the implementation of the Supply Chain Portal, FLE changed the procedure of appointment scheduling. The intake request will be requested via the SCP, providing you only a delivery date. The delivery time can be selected in the portal for all Pallet loaded shipments. In cases where orders are loose loaded in a container or truck the portal will provide you the first possible option. After finishing the steps in the slotbooking module a slotbooking number will be generated.

A slotbooking number is an authorization and access number to the Foot Locker ESC yard and must be mentioned on the shipping documents. A slotbooking is created per truck and may contain multiple PO numbers. Without shipment number the truck will not get access to the Foot Locker ESC yard. The slotbooking number must be mentioned on the CMR.

The delivery date and time agreed in the portal must be respected, should there be any problem observing the appointment date, the vendor is required to contact the Coordinator Inbound to make a new delivery appointment.

In case you have received an internal PO number you should contact the Coordinator Inbound to make a deliver appointment.

<p><b>Note:</b> The expected delivery date on the purchase order is not the fixed delivery date, the expected delivery date may change based on decisions by the planners at the Foot Locker European Headquarter (EHQ).</p>
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**Consequences of late delivery or no show**

In case a truck is delayed more than half an hour without 2 hours notification we cannot guarantee immediate off-load once it arrives, it will be parked at the yard until there is time for unloading.

This will result in a cross-charge of € 75.00 per hour, maximum € 400.00, starting from appointment time + 30 min until actual time of arrival.

When a truck is not showing up at the agreed appointment day, a new appointment date needs to be settled and it results in a cross-charge of € 400.00.

In case a truck arrives before the appointment time we can't guarantee it will be delivered earlier. We will do our best to unload at soonest possibility. Any costs involved for waiting hours will not be accepted.

**Unannounced shipments**

In case a shipment has not been announced for delivery, FLE remains the right to refuse the delivery. A decision to accept the delivery is depending on capacity and approval from the Planner / Buyer at the EHQ.

It's the vendor responsibility to keep the Coordinator Inbound informed in case there are any issues or concerns regarding the on time arrival of any deliveries.

**Contacts**

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Please make sure you have the Slotbooking number or PO number available, without this reference number it will be hard to assist you with your questions

**Delivery procedure, entry FLE yard**

All persons who enter the FLE yard via the gatehouse will be registered on a "driver controlled list" for security, health and safety procedures. It is therefore mandatory to show valid identification for registration. This is also applicable for the co-driver.

Children who accompany the driver are not allowed to leave the vehicle and should remain in the truck.

Drivers will get instructions from Foot Locker staff and must follow up these instructions. During unloading the truck driver should remain in his vehicle or go to the driver's room at

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the gatehouse. It is not allowed to enter the FLE building, unless approved by a manager. In all cases the driver will be accompanied by a FLE employee.

After unloading the driver will be logged out from the drivers list.

It is not allowed to leave a container/truck overnight on FLE premises. It is strongly recommended to find a “secured” area to stay overnight.

### **Shipping terms, conditions and billing information**

Foot Locker Europe may reject or return all or part of a shipment when a shipment was not authorized for delivery or when the delivery does not meet the delivery standards.

### **Delivery Status Report (DSR)**

Foot Locker Europe request a complete overview of all open orders with accurate information about the status of the Purchase Order in an EXCEL file which needs to be updated on weekly base.

This needs to be send to the assigned contacts within Foot Locker Planning and Logistics.

This overview should include:

- Foot Locker Europe purchase order number
- Foot Locker Europe SKU number
- Vendor style number
- Quantity ordered
- Quantity available
- Vendor status
- Product description
- Desired delivery date or availability date
- Expected time of arrival at vendor
- Expected delivery date to Foot Locker
- Total number of cartons
- Condition of load: number of pallets, floor loaded
- Container number
- Packaging type (BIN, CASELOT or MULTILLOT)

### **Packing list**

As soon as the delivery is confirmed we prefer to get the packing list at least 24 hours prior to the delivery via email, please email to: [esc.manifest@footlocker.com](mailto:esc.manifest@footlocker.com)

**CMR Waybill (Convention Relative au Contrat de Transport International de Marchandises par Route)**

A complete and accurate CMR is required for each shipment received by the Foot Locker ESC. The appointment information provided by the inbound department such as **shipment number, appointment date and appointment time** must be clearly mentioned on the CMR, besides of course the shipment details. Please notice that **PO numbers must be mentioned on the CMR.**

Per truck a CMR is required.

Incomplete information may result in delay of unloading.

When a shipment is divided over more than 1 trailer or container we require a clear overview of which PO's is loaded per trailer/container.