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

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

Routing Request Form: Required on FOB shipper's dock shipments and FOB consolidator

shipments. (Refer to Section 7 – Traffic Routing and Appointment

Scheduling.)

Advanced Shipping Notice: An itemized list of goods to be shipped.

Packing List: An itemized list of goods actually shipped by SKU.

Bill of Lading: Contract of shipment from vendor/supplier to carrier.

Invoice: To be sent to Accounts Payable for payment.

Manufacturers Safety Data

Sheets (MSDS):

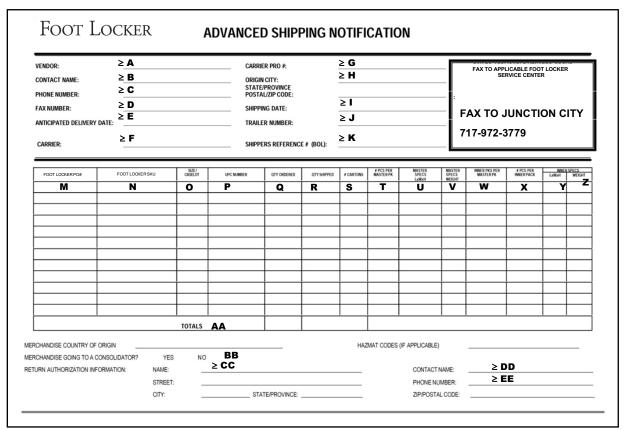
Required on all commodities handled by service centers for both

saleable and non-saleable (supply) items.

Advanced Shipping Notification

As business partners our common goal is to ensure your merchandise moves through our service centers as quickly as possible. The following Advanced Shipping Notification (ASN) requirements provide valuable lead-time for timely merchandise flow. The EDI 856 is required

Vendors who must ship before fully trading EDI data with us may use the below form temporarily. See Section 16 for: "Advanced Shipping Notification.xls"



- A.) Your Company name
- B.) Person at your Company to contact regarding this shipment
- C.) Telephone number for your company contact person
- D.) Fax number of your company contact person
- E.) Date you expect this order to reach the designated serviceU.) Length, width and height of the master pack center
- F.) Name of carrier you will be using
- G.) Number assigned to this shipment by the carrier
- H.) City, State/Province, zip/postal code for your company
- I.) Date the merchandise leaves your distribution center
- J.) Trailer number for Line Haul Carriers
- K.) Shippers reference number for UPS or RPS shipments
- L.) This document must be faxed to one of our service centers prior to shipment
- M.) 11 digit purchase order number assigned to this order
- N.) 13 digit number that identifies the product as per purchase
- O.) Specify specific sizes or caselot schedules

- P.) 12 digit UPC number
- Q.) Quantity ordered, per SKU on the purchase order
- R.) Quantity actually being shipped for each SKU
- S.) Number of cartons being shipped per SKU
- T.) Total quantity of pieces per carton (master pack)
- V.) Weight of the master pack
- W.) Quantity of inner packs within each master pack
- X.) Quantity of pieces in each inner pack
- Y.) Length, width and height of inner pack
- Z.) Weight of inner pack
- AA.) Totals for the quantity order, quantity shipped, and total cartons and total weight columns
- BB.) Specify whether or not merchandise is going to a consolidator
- CC.) Address is necessary if merchandise is to be returned for any reason
- DD.) Contact person for return
- EE.) Phone number of contact person for return

Packing List

Company Name Company Address Company Tel and Fax

PACKING LIST

SHIPPER/EXPORTER:						INVOICE NO.	<u>.</u>		ETD DATE		CONTRO	
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\$ELLER:						FOB POINT			FINAL DES	TINATION:		
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Style # Description :												
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PURCHASE ORDER NO.	COLORS	CASELOTS/ BIN NO.	RATIO	910 XS	920 S	930 M	950 L	960 XL	970 XXL	980 XXXL	985 XXXXL	TOTAL QT (PCS)
									•			
TOTAL				0	0	0	0	D		n	n	D

Bill of Lading

Please be advised that we have added three fields on the BOL (items C, D, & E) to show the carrier appointment, arrival, and departure time and date. Failure to include any of the information listed below (items A to S) will void the vendor's right to dispute any detention claims filed by the carrier. 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.) Time and date of carrier appointment
- D.) Time and date of carrier arrival
- E.) Time and date of carrier departure
- F.) Carrier name
- G.) Carrier standard carrier alpha code
- H.) Shipper name
- I.) Date shippedJ.) Shipper address
- K.) Destination service center or consolidator
- L.) Address of destination
- M.) City/county/state/zip of destination
- N.) Trailer number
- O.) Specify pallets, cartons, etc. by PO
- P.) Number of pallets, cartons, etc. by PO
- Q.) Description including purchase order number
- R.) Weight by PO
- S.) If shipped FOB shippers dock, check collect
- T.) US Shipments Bill to:

(unless instructed otherwise)

Third Party Billing Foot Locker

PO Box 2437

Harrisburg, PA 17105

Canadian Shipments Bill to:

Third Party Billing Foot Locker

Milton Service Centre 505 Industrial Drive

Milton, Ontario L9T SC2

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NATIONAL MOTOR FREIGHT CLASSIFICATION

A copy of the Bill of Lading for US shipments must be faxed to 717-972-3787 by noon central time the next day after the shipment leaves the vendor facility.

Invoices

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

EDI Invoices

]	After shipping goods, submit invoices by 8:00PM EST the next day via the EDI 810 document. Invoices received after this time are subject to a charge of \$100.00 USD per invoice and invoice
	payment terms will be extended to include the period of time to resolve the discrepancy.
1	Do not begin transmitting 810's until the testing process is complete
1	For more information on becoming an EDI invoice vendor contact our EDI coordinator listed in
	Section 13 – Contact List of this manual
1	Once the testing process is complete and a notification to begin sending EDI invoices is received
	from our EDI department, stop sending paper invoices
1	Transmit electronic invoices only. Vendor will receive a functional acknowledgement to confirm Foot
	Locker has received a transmission. This acknowledges only that a transmission was received and
	does not indicate the information sent was correct. The transmission will proceed to go through
	Foot Locker's edit process.
]	If we continue to receive paper invoices in addition to your EDI invoice, a handling charge of
	\$100.00 per invoice will be assessed
]	Should your 810 transmission fails our edit checks for completeness and accuracy, our EDI
	department will contact you. Invoices that fail any edit check are 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. The edit checks will include (but are not limited to):
	 Out of Balance verification
	 Timing – Invoice must be received by 8:00PM EST the day after the shipment date
	 Our vendor number
	 Our unique purchase order number and division number – one purchase order number per
	invoice and destination
	 One unique invoice number per shipping destination
	 Invoice date
	□ Destination – 5 digit store number or 2 digit Service Center facility – must be valid Foot
	Locker number
	□ Foot Locker sku number. For direct to store shipments, the invoice must include the UPC
	number and our thirteen (13) digit sku number
	Quantity by sku
	Cost by sku and total cost of invoice
	□ Freight Charges – this should not be included on transmission of invoices
	□ Terms net due date
	Currency code
]	Corrected invoices must be submitted within 24 hours of shipment to ensure timely payment.
	Failure to resend EDI invoice within 24 hour window will result in handling fee assessment. If a
	paper invoice will need to be sent instead of a transmitted invoice, vendor will need to get
1	permission from the Mgr. of Vendor Relations/EDI and it is subject to a \$100.00 USD handling fee. Incorrect EDI submissions are subject to a \$100.00 USD handling fee.
1	If GST/HST (Canadian Tax) is applicable, invoices must reflect the correct GST/HST %. If the
1	incorrect GST/HST is invoiced a \$100.00 fee will be assessed.

Paper Invoices for Merchandise and Supplies

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 \$100.00 USD handling charge and payment terms will be extended to include the period of time to resolve the discrepancy.

- A) Vendor's name and remittance address
- B) **DUNS number**
- C) If invoice is factored: Factor's name and remittance address
- D) One **unique invoice number per shipping destination**, in other words do not combine shipments to multiple locations on one invoice
 - 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
- E) The name of the Foot Locker division to which the merchandise was sold
- F) Our purchase order number
 - Each invoice must be for only one (1) purchase order number, do not combine multiple orders on an invoice
- G) Our two (2) digit department number
- H) Invoice date, this date must not be earlier than the shipment date
- I) The "Ship to Address", including the store (5 digit) or service center number (2 digits) to which the merchandise was shipped
- J) Total cartons shipped, carrier (e.g. UPS, Roadway, etc) and bill of lading number / tracking number (UPS, RPS, etc.)
- K) The payment terms
- L) Our thirteen (13) digit **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
- M) Total cost (excluding other charges and credits) must be shown
 - In other words, separate the cost of the items from the other charges or credits before totaling the invoice
 - On multi page invoices, indicate total cost on the last page
- N) 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**
- O) Send only one original invoice
- P) Handwritten changes, duplicate/carbon copies or bills of lading are not acceptable
- Q) All form feed perforations must be removed and invoices grouped by purchase order
- R) **DO NOT** include **FREIGHT** charges

Additional Requirements for Canadian Paper Invoices:

- A) Invoices must disclose GST registration number and show GST amount
- B) All store supplies shipped from the Province of Quebec: invoices must disclose QST registration number and show QST amount
- C) If GST/HST (Canadian Tax) is applicable, invoices must reflect the correct GST/HST %. If the incorrect GST/HST is invoiced a \$100.00 fee will be assessed.

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

Foot Locker Financial Service Center Attention: Accounts Payable PO Box 2663 Harrisburg, PA 17105

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

Accounts Payable does not pay freight charges listed on merchandise or supply invoices, therefore, freight charges should not appear. 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:

Foot Locker Financial Service Center Attention: Accounts Payable Operations PO Box 2663 Harrisburg, PA 17105

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

Foot Locker Financial Service Center Attn: Accounts Payable, Vendor Relations PO 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 is subject to a charge of \$100.00 USD per invoice. This includes deviation to research and correct your billing document to complete payment. This may extend payment terms to include the period of time to resolve the discrepancy.

Manufacturers Safety Data Sheets

The following instructions should be followed when shipping hazardous materials:

- One copy of the Manufacturers Safety Data Sheet (MSDS) for Hazardous Materials must be sent to the destination service center
- Another separate copy must be sent to the Traffic Department at the address listed below:

Foot Locker Traffic Department PO Box 2437 Harrisburg, PA 17105 ATTN: Traffic

- A letter must accompany the MSDS certifying that packaging used for hazardous materials complies with United Nations "Performance Oriented Packaging" (POP) requirements for HazMat goods
- Proper HazMat labeling must be affixed to any materials that fall within the applicable classes