

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 <i>Section 7 – Traffic Routing and Appointment Scheduling.</i>)
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.

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

See Section 16 for: “Advanced Shipping Notification.xls”

A.) Your Company name	P.) 12 digit UPC number
B.) Person at your Company to contact regarding this shipment	Q.) Quantity ordered, per SKU on the purchase order
C.) Telephone number for your company contact person	R.) Quantity actually being shipped for each SKU
D.) Fax number of your company contact person	S.) Number of cartons being shipped per SKU
E.) Date you expect this order to reach the designated service center	T.) Total quantity of pieces per carton (master pack)
F.) Name of carrier you will be using	U.) Length, width and height of the master pack
G.) Number assigned to this shipment by the carrier	V.) Weight of the master pack
H.) City, State/Province, zip/postal code for your company	W.) Quantity of inner packs within each master pack
I.) Date the merchandise leaves your distribution center	X.) Quantity of pieces in each inner pack
J.) Trailer number for Line Haul Carriers	Y.) Length, width and height of inner pack
K.) Shippers reference number for UPS or RPS shipments	Z.) Weight of inner pack
L.) This document must be faxed to one of our service centers prior to shipment	AA.) Totals for the quantity order, quantity shipped, and total cartons and total weight columns
M.) 11 digit purchase order number assigned to this order	BB.) Specify whether or not merchandise is going to a consolidator
N.) 13 digit number that identifies the product as per purchase order	CC.) Address is necessary if merchandise is to be returned for any reason
O.) Specify specific sizes or caselot schedules	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.	ETD DATE :	INTERNAL CONTROL NO.
CONSIGNEE :	COMMERCIAL DATE :	COUNTRY OF ORIGIN :	
SELLER :	SHIP MODE :	DISCHARGE PORT :	
	FOB POINT	FINAL DESTINATION :	
	PAYMENT TERM		

Style #
Description :

CARTON NO.	NO. OF CTNS.	TOTAL SHIPPED QTY (PCS)	MEAS. (CBM)	N. WT. (KGS)	G. WT. (KGS)	PURCHASE ORDER#	CRS SKU/ EB SKU NUMBER(S) :
TOTAL :		0	0	0.00	0.00	0.00	

CTN MEASUREMENT(S) :

CMS X

CTNS

ATTACHMENT TO PACKING SLIP/LIST
INVOICE NO :

MARKS & NO. AS PER COMMERCIAL INVOICE
TOTAL COLORS AND SIZES BREAKDOWN :

SIZES :												
PURCHASE ORDER NO.	COLORS	CASE LOTS/ BIN NO.	RATIO	910 XS	920 S	930 M	950 L	960 XL	970 XXL	980 XXXL	985 XXXXL	TOTAL QTY (PCS)

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 shipped
- J.) 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

NATIONAL MOTOR FREIGHT CLASSIFICATION

RULES

(To be Printed on White Paper)

▲STRAIGHT BILL OF LADING—SHORT FORM

Carrier appt time - C **ORIGINAL—NOT NEGOTIABLE** Carrier's Pro No. **A** **B**
Carrier Arrival time - D Shipper's Bill of Lading No. _____
Carrier departure time - E **F** Carrier's Code (SCAC) **G**

Name of Carrier _____

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request:

From **H** _____ Date **I** _____
 Street **J** _____ City _____ County _____ State _____ Zip _____

Consigned to **K** _____
 On Collect or Delivery Statement, the words "COO" must appear before consignee name

Destination Street _____
 City **L** _____ County _____ State **N** _____ 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	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)
O	P	Q	R		

☐ 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 _____

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 storing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. 216 of NMFC Item 300.

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

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

Shopper _____ Per _____ Carrier _____ Per _____ Date _____

Shopper 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.	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 _____	Per _____ Date _____

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

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

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.
- Do not begin transmitting 810's until the testing process is complete
- For more information on becoming an EDI invoice vendor contact our EDI coordinator listed in *Section 13 – Contact List* of this manual
- Once the testing process is complete and a notification to begin sending EDI invoices is received from our EDI department, **stop sending paper invoices**
- 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 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.
- 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.

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