

This section defines the requirements for shipping direct to store:

Advanced Shipping Notice: An electronic (EDI 856) itemized list of goods to be shipped.

Packing List: An itemized list of goods actually shipped by Foot Locker SKU/Size.

Routing: Vendors are required to use our internet-based Routing Tool to request routing. The Routing Tool will give an immediate routing status of the purchase order.

- If the purchase orders are shipping UPS ground, the vendor can ship immediately with system approval using the correct account number provided on the form. **Please follow all routing instructions on the Routing Tool.**
- **The store number must be part of the address on UPS shipping labels**
- If the shipment is UPS air, the vendor must wait for confirmation and routing of the air request from JCSC Transportation Department. **Please follow all routing instructions on the Routing Tool.**
- **Please pay close attention to delivery addresses of off shore store locations. (PR, VI, HI, AK, GU) Every Monday an EDI-816 is transmitted for any new, adds or deletes of store addresses. Contact JCSC Transportation department if you have any questions.**
- **Supply and Marketing vendors - Please contact JCSC transportation before shipping.**
- Please refer to Section 7 - Traffic Routing and Appointment Scheduling for Shipping Terms, Conditions and Billing Information
- Do not ship ORMD items via UPS ground to our off shore stores, please contact our Transportation Department.

If you are a new vendor, you may manually complete and fax the JCSC Routing Request Form with ALL requested information to our Transportation Department. Shipping from East Coast (717) 972-3778 West Coast (717) 972-3787. Transportation will use the information on the routing request form to begin the process of setting up new vendors in the Routing Tool. The vendor will be notified when this is complete. To learn more about the Routing Tool, you can contact the Foot Locker Transportation Department at (785) 761-3456 or (785) 761- 3452.

Failure to ship via the Transportation Department's instructions will result in an assessment charge of \$100.00 per carton.

Invoice: An electronic (EDI 810) itemized list for payment.

UPS Reference Field The PO number must be entered in the UPS reference field.

Advanced Shipping Notification (ASN)

Listed below are the procedures that must be followed to ensure accuracy of store receiving processes for direct to store shipments. Any incomplete or incorrect information will result in an assessment charge.

EDI ASNs

- All **direct to store** shipments require use of Electronic Data Interchange (EDI). Vendor must be set up on EDI prior to shipments to stores. For more information on becoming an EDI ASN vendor contact our EDI coordinator listed in *Section 14 – Contact List* of this manual.
- After shipping goods, **direct to store ASNs** must be received by 8:00PM EST the next day via the EDI 856 document. ASNs received after this time and/or are rejected due to incomplete/incorrect information are subject to a charge of \$100.00 USD per ASN and invoice payment terms will be extended to include the period of time to resolve the discrepancy.
- Transmit electronic ASNs 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.
- Should your 856 transmission fail our edit checks for completeness and accuracy, our EDI department will contact you. ASNs that fail any edit check are subject to a charge of \$100.00 USD per ASN and payment terms will be extended to include the period of time to resolve the discrepancy. The edit checks include (but are not limited to):
 - Timing – ASN must be received by 8:00PM EST the day after the shipment date
 - One ASN per carton
 - Correct Trading Partner ID
 - Our unique purchase order number and division number
 - One unique tracking number (carrier) per ASN, per carton, per shipping destination
 - Ship date
 - Destination – 5 digit store number – must be valid Foot Locker number
 - Carrier ID (SCAC Code)
 - Foot Locker sku number - include the UPC number and our thirteen- (13) digit sku number. The ASN must include only the skus physically inside the carton.
 - Size Code – must be a valid three-digit size for the sku
 - Quantity by sku/size
- Corrected ASNs must be retransmitted within 24 hours. Failure to retransmit EDI ASN within 24 hour window will result in handling fee assessment
- A handling charge will be assessed for incorrect EDI transmissions

Packing List

- A.) **Vendor name address and telephone number**
- B.) Invoice number or packing list number
- C.) Customer number or account number assigned to Foot Locker division being shipped
- D.) Sold to name, address and telephone number
- E.) Ship to name, address and telephone number
- F.) 11 digit purchase order number
- G.) Cancel date on purchase order
- H.) Terms (optional)
- I.) Name of carrier
- J.) Actual ship date
- K.) Quantity being shipped (each)
- L.) Description of merchandise as it is listed on the purchase order (including SKU number)
- M.) Unit price
- N.) Extended price
- O.) Any special instructions or information

[illegible]

Carton Packing

The mixed packing of SKUs (styles) in cartons is allowed, and should be done to allow as few cartons as possible for a destination (store). The carton dimensions and weight cannot be more than the maximum shown in the chart in Section 6. The exception will be for large items that's physical characteristics require it, for example mannequins or punching bags

Invoices

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

EDI Invoices

- All direct to store shipments require use of Electronic Data Interchange (EDI). Vendor must be set up on EDI prior to shipments to stores. For more information on becoming an EDI invoice vendor contact our EDI coordinator listed in *Section 14 – Contact List* of this manual.
- After shipping goods, invoices must be received by 8:00PM EST the next day via the EDI 810 document. Invoices received after this time and/or are rejected due to incomplete/incorrect information 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.
- 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.
- Should your 810 transmission fail 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 – 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
 - Size Code – must be a valid three-digit size for the sku
 - Quantity by sku/size
 - Cost by sku and total cost of invoice
 - Freight Charges – should not be included in your EDI transmission
 - Terms net due date
 - Currency code
- Corrected invoices must be submitted within 24 hours to ensure payment. Failure to resend EDI invoice within 24 hour window will result in handling fee assessment
- A handling charge will be assessed for incorrect EDI submissions
- If the product shipped is other than what was ordered on the purchase order, a handling fee of \$100.00 per invoice will be assessed.
- Collect shipments shipped other than UPS will be assessed \$100.00 per carton
- 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.

**DIRECT TO STORE
SAMPLE UCC-128 SHIPPING LABEL**

SHIP FROM/ EXPEDIE DE: SHABET APPAREL INC. 4567 APPAREL ST. NEW YORK, NEW YORK 10018	CARRIER/TRANSPORTEUR
SHIP TO/ EXPEDIE A: Complete store address 123 Mall Street New York, New York 10018	CASE COUNT: OF
PURCHASE ORDER/BON DE COMMANDE 5347102 	12345
	PICK UNITS QUANTITY:/ QTE CUEILLIE: <div data-bbox="862 1339 1256 1461" style="border: 1px solid black; height: 58px; width: 243px; margin: 10px 0;"></div>
CASE LPN/NO D'INSC (00) 0 0012345 000000074 4 	