Purchase Order Verification

You must receive a valid purchase order from our buyer. There are two types of valid PO's:

- An EDI PO
- A hard copy computer generated PO

Do not ship against phone orders, worksheets or verbal commitments.

Verify the accuracy of all purchase order details including cost price, payment terms, pack type etc. Do not ship merchandise until you verify that all the discrepancies on the PO have been corrected by requesting a new copy reflecting the change, or an EDI PO change (860) transmission. Cost and payment terms are not reimbursable if the PO is not corrected.

Ship Purchase order in its entirety unless otherwise noted.

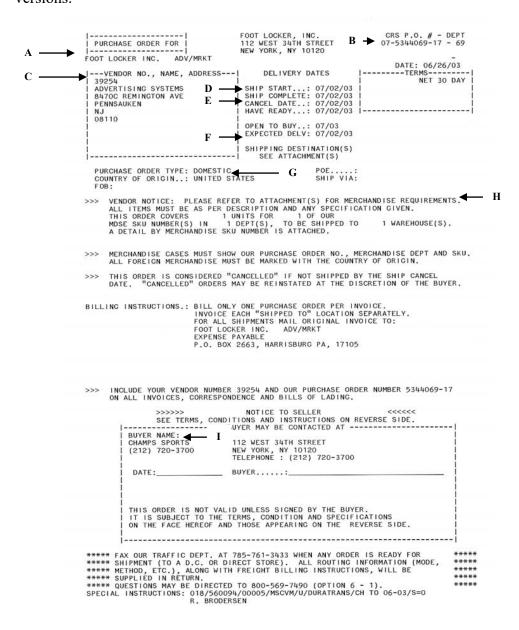
EDI Orders

By trading EDI documents with our vendors, we both have an opportunity to eliminate redundant data entry. It is our goal to eliminate paper media by trading documents electronically. All Foot Locker EDI transactions comply with VICS guidelines.

- Foot Locker can **<u>send</u>** the following EDI documents:
 - o 816 Organisational Relationship (store address listing)
 - o 820 Payment/Remittance Advice
 - o 850 Purchase Order
 - o 860 Purchase Order Change
 - o 997 Functional Acknowledgement
- Foot Locker can **receive** the following EDI documents:
 - 810 Invoice
 - o 856 Advanced Shipment/Manifest
 - o 870 Order Status Report
 - o 997 Functional Acknowledgement

Should you wish to become an EDI trading partner or if you are currently a partner and have questions about a transmission, please contact the EDI co-ordinator listed in *Appendix 1 – Contact List*.

Below is an example of the "header page" of a Foot Locker printed purchase order and a key field description. **This is a sample of the most common Foot Locker PO format.** Purchase order formats do vary by division. Not all fields appear on all versions



- A. Foot Locker Operating Division
- B. Purchase Order Number
- C. Vendor Number
- D. Ship Start or Ship Date lead time allowed for shipping
- E. Cancel Date shipment arriving after this date may be refused by the Service Centre
- F. Expected Delivery Date delivery to Foot Locker Service Centre
- G. Purchase Order Type indicates if a purchase order is domestic or foreign
- H. Special Instructions/Vendor Instructions review and follow instructions provided
- I. Buyer Name buyer contact and phone number as well as buyers signature
- J. UPC number
- K. Caselot Schedule number

PO Example (cont)

