

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 **send** the following EDI documents:
 - 816 – Organisational Relationship (store address listing)
 - 820 – Payment/Remittance Advice
 - 850 – Purchase Order
 - 860 – Purchase Order Change
 - 997 – Functional Acknowledgement
- Foot Locker can **receive** the following EDI documents:
 - 810 – Invoice
 - 856 – Advanced Shipment/Manifest
 - 870 – Order Status Report
 - 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 → |-----|
| PURCHASE ORDER FOR |
| FOOT LOCKER INC.   |
|-----|
B → |-----|
| FOOT LOCKER, INC.  |
| 112 WEST 34TH STREET |
| NEW YORK, NY 10120 |
|-----|
| CRS P.O. # - DEPT |
| 07-5344069-17 - 69 |
|-----|

C → |-----|
| 39254 |
| ADVERTISING SYSTEMS |
| 8470C REMINGTON AVE |
| PENNSAUKEN |
| NJ |
| 08110 |
|-----|
D → | SHIP START...: 07/02/03 |
E → | SHIP COMPLETE: 07/02/03 |
   | CANCEL DATE...: 07/02/03 |
   | HAVE READY...: 07/02/03 |
F → | OPEN TO BUY...: 07/03 |
   | EXPECTED DELV: 07/02/03 |
   | SHIPMENT DESTINATION(S) |
   | SEE ATTACHMENT(S) |
   |-----|
G → | PURCHASE ORDER TYPE: DOMESTIC |
   | COUNTRY OF ORIGIN..: UNITED STATES |
   |-----|
H → | POE.....: |
   | SHIP VIA: |
   |-----|
   |>>> VENDOR NOTICE: PLEASE REFER TO ATTACHMENT(S) FOR MERCHANDISE REQUIREMENTS. |
   | ALL ITEMS MUST BE AS PER DESCRIPTION AND ANY SPECIFICATION GIVEN. |
   | THIS ORDER COVERS 1 UNITS FOR 1 OF OUR |
   | MDSE SKU NUMBER(S) IN 1 DEPT(S), TO BE SHIPPED TO 1 WAREHOUSE(S). |
   | A DETAIL BY MERCHANDISE SKU NUMBER IS ATTACHED. |
   |-----|
   |>>> MERCHANDISE CASES MUST SHOW OUR PURCHASE ORDER NO., MERCHANDISE DEPT AND SKU. |
   | ALL FOREIGN MERCHANDISE MUST BE MARKED WITH THE COUNTRY OF ORIGIN. |
   |-----|
   |>>> THIS ORDER IS CONSIDERED "CANCELLED" IF NOT SHIPPED BY THE SHIP CANCEL |
   | DATE. "CANCELLED" ORDERS MAY BE REINSTATED AT THE DISCRETION OF THE BUYER. |
   |-----|
   | BILLING INSTRUCTIONS.: BILL ONLY ONE PURCHASE ORDER PER INVOICE. |
   | INVOICE EACH "SHIPPED TO" LOCATION SEPARATELY. |
   | FOR ALL SHIPMENTS MAIL ORIGINAL INVOICE TO: |
   | FOOT LOCKER INC. ADV/MRKT |
   | EXPENSE PAYABLE |
   | P.O. BOX 2663, HARRISBURG PA, 17105 |
   |-----|
   |>>> INCLUDE YOUR VENDOR NUMBER 39254 AND OUR PURCHASE ORDER NUMBER 5344069-17 |
   | ON ALL INVOICES, CORRESPONDENCE AND BILLS OF LADING. |
   |-----|
   |>>>>> NOTICE TO SELLER <<<<<<< |
   | SEE TERMS, CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE. |
   | BUYER MAY BE CONTACTED AT ----- |
   | BUYER NAME: |
   | CHAMPS SPORTS |
   | (212) 720-3700 |
   | 112 WEST 34TH STREET |
   | NEW YORK, NY 10120 |
   | TELEPHONE : (212) 720-3700 |
   | DATE: _____ BUYER.....: _____ |
   |-----|
   | THIS ORDER IS NOT VALID UNLESS SIGNED BY THE BUYER. |
   | IT IS SUBJECT TO THE TERMS, CONDITION AND SPECIFICATIONS |
   | ON THE FACE HEREOF AND THOSE APPEARING ON THE REVERSE SIDE. |
   |-----|
   |***** FAX OUR TRAFFIC DEPT. AT 785-761-3433 WHEN ANY ORDER IS READY FOR |
   |***** SHIPMENT (TO A D.C. OR DIRECT STORE). ALL ROUTING INFORMATION (MODE, |
   |***** METHOD, ETC.), ALONG WITH FREIGHT BILLING INSTRUCTIONS, WILL BE |
   |***** SUPPLIED IN RETURN. |
   |***** QUESTIONS MAY BE DIRECTED TO 800-569-7490 (OPTION 6 - 1). |
   |***** SPECIAL INSTRUCTIONS: 018/560094/00005/MSCVM/U/DURATRANS/CH TO 06-03/S=0 |
   |***** R. BRODERSEN |
   |***** |

```

- 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)

```

SHIPPING INSTRUCTIONS                                     PAGE 2
PURCHASE ORDER NO: 02-5163894-03 ← B VENDOR: 35315 WELLCORP HOLDINGS LTD
SHIP START DATE...: 12/22/01
REF. ORDER NO....:
TOTAL UNITS: 5,160 TOTAL COST: 31,063.20
TOTAL COMMIT COST: 22,446.00 USD
-----
SKU: 72-40117-4-00 NAVY UTILITY SWIM SHORT

VENDOR STYLE: 0305003NYS0
WD/DIM/CLR. :
CAT. ....: 650
SEASON. ....: 202
TSUS NUMBER: 6211.111010
RETAIL .....: 20.00
SUG RETAIL .....:
FIRST COST ....: 4.35 UN
LANDED COST....: 6.02
COMMIT COST... : 4.35 USD
-----
WHSE. #: 08 VENATOR GROUP DIST CTR
SHIP TO: 3310 SOUTH
US HIGHWAY 77
JUNCTION CITY
KS
66441
PACKING..... CASELOT
CL SCHED..... 55294 ← K
UNIT/CASE..... 12
CASES..... 430
TOTAL UNITS... 5,160
TOTAL COST.... 31,063.20
TOTAL COMMIT.. 22,446.00 USD
-----
TICKET RETAIL.: 20.00
SIZE 930/MED 950/LRG 960/XL 970/XXL 980/XXXL ← J
UPC 400000530413 400000530420 400000530437 400000530444 400000530451
QTY 1 3 4 3 1
-----
***** LAST PAGE *****
    
```