

### Packing and Packaging Guidelines

Thousands of cartons are received daily in each of our service centres. In order to expedite the receiving of these cartons and maintain a high level of accuracy in processing, the following guidelines have been established:

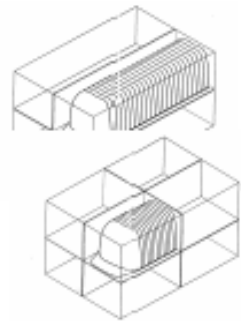
- Packing cartons must be clean corrugated cardboard and must adhere to established size standards. Refer to page 5-3
- For soft goods packing corrugate must be a **minimum of 200 pound (Mullen Burst) test** and be clean corrugated cardboard.
- For hard goods, the packing corrugate must be a **minimum of 275 pounds**
- The weight of each carton **must not exceed 18kg**
  - The vendor should work with the buyer to ensure that no orders are written that lead to cartons exceeding 18kg
- **Guideline:** Footwear cartons should not exceed:
  - 2kg (4.5lbs) per pair (including shoe box) for a 12 pair case
  - 2.7kg (6lbs) per pair for a 9 pair case
  - 1.3kg (3lbs) per pair for an 18 pair case
  - 1kg (2.25lbs) per pair for a 24 pair case
- Carton inserts must be placed above apparel merchandise to protect the contents from knife cuts when opened.
- **Packing cartons must be sealed with quality security tape to prevent cartons from being tampered. Security tape must show some type of wording or design on the tape (recommend 3-inch wide and 2.1mil thick)**
- Cartons are to be sealed with tape only – no binding, straps, staples or glue on cartons
- Cartons containing glass or breakable items must be marked with a “**fragile**” label
- Liquid products require a plastic seal around the cap
- We require a letter from the vendors certifying their packaging complies with United Nations “Performance Orientated Packaging” (POP) requirements of HazMat goods (as appropriate)
- Merchandise should be packed with only one SKU/size per master (outer) carton
  - The exception to this would be for small quantities of physically small-sized items (accessories and apparel) – when this is done, each individual SKU must be packaged in its own inner carton with its own label and in this case, each SKU must be listed on the outside of the master (outer) carton. Prior approval must be obtained from the Logistics Manager
- Only pack one size per carton unless specified differently on the purchase order (i.e., caselots, mutli-packs)
- **Non Standard Cases:** When shipping a carton that has fewer units than other cartons of the same SKU, vendors must use **red marker** to circle the PO and SKU shown on the UCC-128 label. Vendors must first obtain approval from Foot Locker Logistics before shipping non standard cases.
- **For Bin Orders Only:** Each individual clothing item **must be packaged in a sealed, durable polybag** (polyethylene protection). A UPC barcoded sticker must be placed on the outside of the polybag for scanning.

- **Unless authorised by our buyers and specified on the PO**, individual clothing items should not be placed on hangers. Merchandise placed on hangers might be subject to damage in shipping and handling from the vendor to the service centre and from the service centre to the stores.
- To prevent the problem of multiple barcodes being scanned at the same time, all items packaged in polybags must be packed so that the UPC price tickets show on one side of the polybag while the bin/caselot label must show on the opposite side. Hiding the UPC tickets so that they are not visible through the bag will also prevent the multiple barcodes issue. Additionally, bin/caselot labels must be at the centre of the sealed side of the polybag.

**Requirements for Packing Hats and Caps:**

Hats and caps can easily be damaged when the appropriate packing procedures are not followed.

- Use divider partitions to divide the master carton into the sections as needed for strength
- Hats should be polybagged in increments of three, six or twelve units when written as caselots or multi-packs and individually polybagged when written as bin/solid (as per the PO)
- All polybags should be sealed with tape
- SKU's/styles cannot be mixed within the same master carton.

**Requirements for Shoe Boxes**

Each shoebox must have a finger hole on the lid of each box. This hole should be a full circle on the lid edge (centre). This will appear as a half circle looking from the top of the box and a half circle looking from the label end of the box. (See diagram on page 5-6)

- The box should be of good grade cardboard
- The box should not be of a slick coating that will make the box hard to handle
- The lip of the lid should extend over the top of the carton at least 5cm of the width of the box
- Shoes must not be able to fall out when they are picked up
- The box must include the 3-digit season code, retail price and 10-digit Foot Locker SKU on the box label or a supplemental label

**FOOTWEAR**

All footwear shoeboxes are required to be labelled with UPC-A labels. The UPC label barcode height must be a minimum of 12 millimetres and must be ANSI/CEN/ISO grades A or B. The barcode must be on the lower front of the shoebox and in no way obscured by the lid of the shoebox. All shoeboxes must have attached lids.

**APPAREL**

All Bin and Caselot apparel items must be folded so that they fall within the following dimensional guidelines. Also, all bin and caselot apparel items must meet the weight

**Foot Locker Asia Pacific****Shipping & Loading Requirements**

requirements noted below. The UPC label barcode height must be a minimum of 12 millimetres and must be ANSI/CEN/ISO grades A or B. The range of dimensions and weight is as follows:

	MINIMUM		MAXIMUM	
	IMPERIAL	METRIC	IMPERIAL	METRIC
<b>WEIGHT</b>	0.2lbs	0.09kg	10lbs	4.5kg
<b>LENGTH</b>	3.5in	8.9cm	20.0in	51cm
<b>WIDTH</b>	3.5in	8.9cm	18.0in	46cm
<b>HEIGHT</b>	0.5in	1.3cm	12.0in	30cm

**Bin:**

Each individual item must be folded per our guidelines and packaged in a sealed, durable polybag. Each item must be ticketed with a retail UPC hangtag. Also, a separate UPC label must be applied to the centre of the polybag. When sealing the polybag, the taped end must be on the same side as the UPC label.

**Caslot Inner-packs:**

Each individual clothing item must be ticketed and folded per our guidelines and the units of each inner-pack packaged together in a sealed, durable polybag. An Interleaved 2 of 5 (I2of5) caslot label must be applied to the centre of the polybag. The retail UPC hangtags must not be visible on the same side as the caslot label. The caslot label may be affixed to the back of the pre-pack so that the individual UPC price tickets are not visible. When sealing the polybag, the taped end must be on the same side as the caslot label. The I2of5 caslot label barcode height must be a minimum of 12 millimetres and must be ANSI/CEN/ISO grades A or B.

**ACCESSORIES**

Each individual item is required to be labelled with a UPC-A hangtag. The UPC label barcode height must be a minimum of 12 millimetres and must be ANSI/CEN/ISO grades A or B.

**Bin:**

Each individual accessory item must be ticketed with a UPC-A hangtag or UPC-A price label. Also, a UPC label must be applied to the centre of the polybag. When sealing the polybag, the taped end must be on the same side as the caslot label. The I2of5 caslot label barcode height must be a minimum of 12 millimetres and must be ANSI/CEN/ISO grades A or B.

**Caslot Inner-packs:**

Each individual accessory item must be ticketed per our guidelines and the units of each inner-pack packaged together in a sealed, durable polybag. The retail UPC hangtags must not be visible on the same side as the caslot label. An Interleaved 2 of 5 (I2of5) caslot label must be applied to the centre of the polybag. The caslot label

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may be affixed to the back of the pre-pack so that the individual UPC price tickets are not visible. When sealing the polybag, the taped end must be on the same side as the caselot label. The I2of5 caselot label barcode height must be a minimum of 12 millimetres and must be ANSI/CEN/ISO grades A or B.

**Master (Outer) Carton Size Guidelines**

	MINIMUM		MAXIMUM	
	IMPERIAL	METRIC	IMPERIAL	METRIC
<b>WEIGHT</b>	3lbs	1.36kg	40lbs	18kg
<b>LENGTH</b>	12in	31cm	32in	81cm
<b>WIDTH</b>	12in	31cm	24in	61cm
<b>HEIGHT</b>	7in	17.78cm	20in	51cm

**Shipping Label**

A shipping label (or stencil) must be placed on all master (outer) cartons including the **SHIP TO** location such as;

- Consignee: **Foot Locker Aust, Inc. Service Centre  
Street Address (as appropriate)  
City, State, Post Code**
- Country of Origin: **Made in \_\_\_\_\_.**

**Packing and Labeling Guidelines**

**All vendors should file for their UCC identification numbers.**

Caselot/Multi-Packs

In addition to caselot requirements, multi-packs require the following:

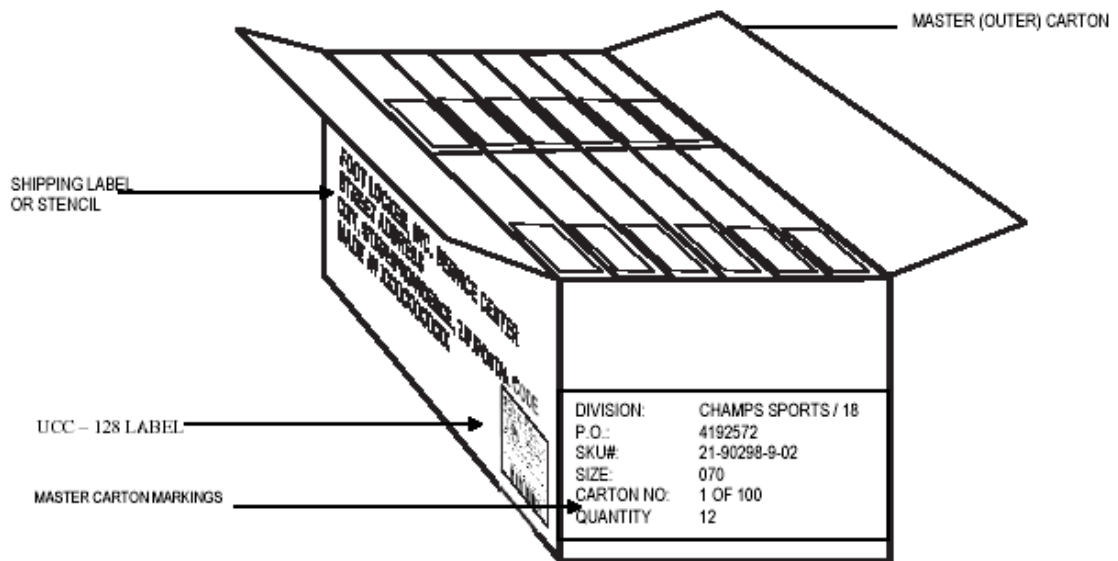
- Each inner package (polybag or carton) must be sealed with tape
- Each inner package must bear a caselot sticker (see page 5-7)
- The caselot sticker must be placed in the centre of the inner pack
- These requirements are for Apparel and Accessories and do not apply to Footwear.

For definitions of “caselot” and “multi-pack” see Appendix 2-*Glossary of Terms*, pages A2-1 and A2-2.

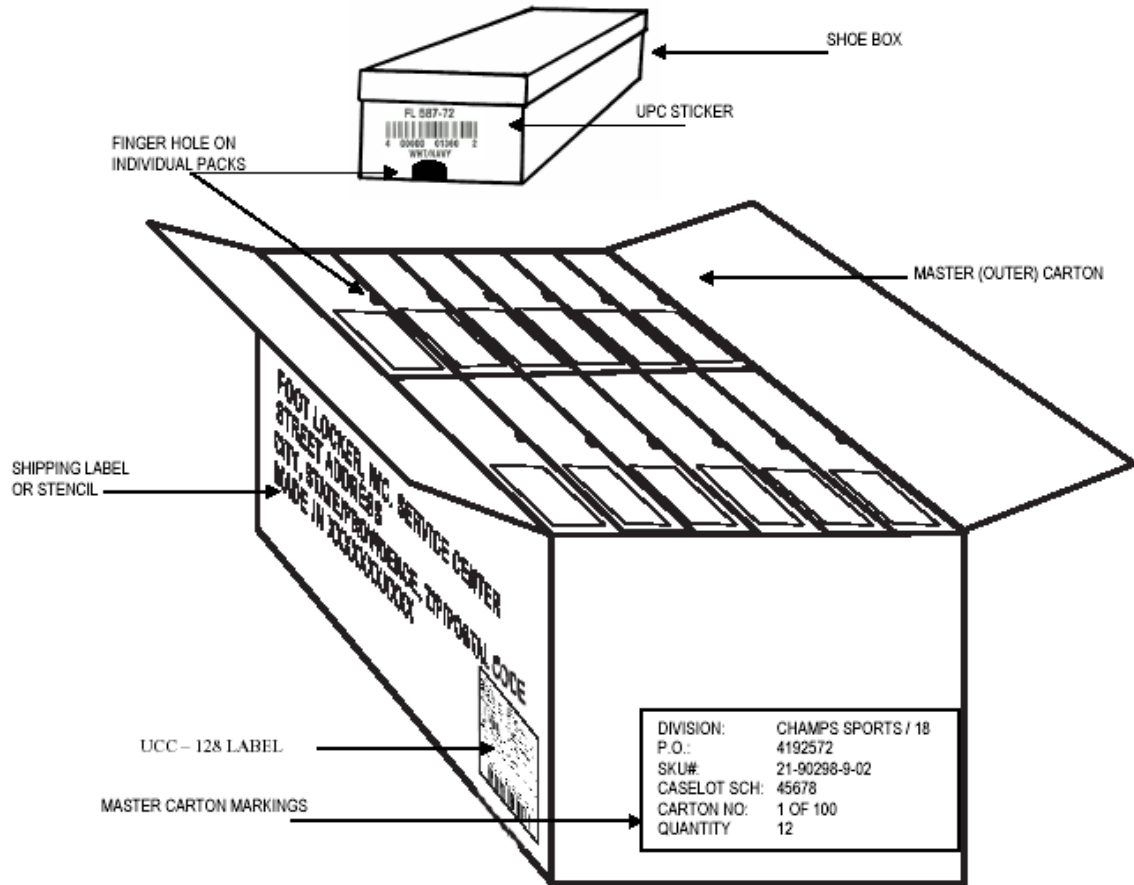
### Bin/Solid

The UCC 128 label must be placed on the bottom right hand corner of the long side of the master (outer) carton.

### Bin/Solid Master Carton Illustration – Footwear



### Caslot Master Carton Illustration – Footwear



# Foot Locker Asia Pacific

## Shipping & Loading Requirements

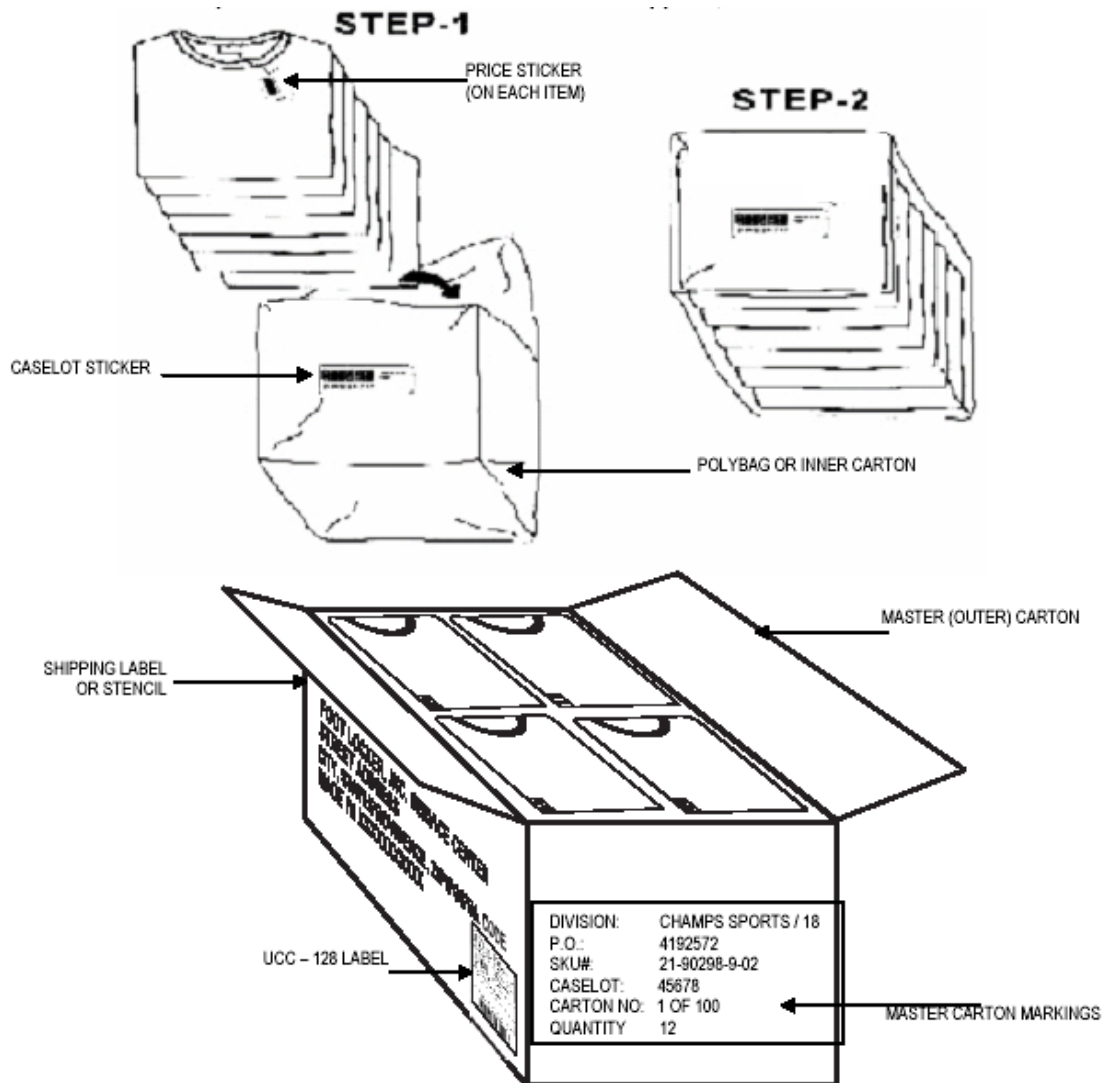
### Caslot and Multi-Pack

A UCC-128 carton label must be on the outside of each master carton

- A bar coded sticker identifying SKU and caselot size schedule number on every caselot inner pack polybag.






### Caselot/Multi-Pack Master Carton Illustration – Most Apparel, Accessories & Hard Goods



**UCC-128 Common Shipping Label – SSCC**

UCC/EAN 128 standard outer carton bar code label is required. Foot Locker will mandate UCC/EAN 128 standard labels in concert with UCC 856 Advanced Shipping Notice (ASN).

SHIP FROM/ EXPEDIE DE: <b>A</b> SHABET APPAREL INC. 4567 APPAREL ST. NEW YORK, NEW YORK 10018	CARRIER/TRANSPORTEUR <b>B</b>
SHIP TO/ EXPEDIE A: <b>C</b> JUNCTION CITY SERVICE CENTER 3810 SOUTH US HIGHWAY #77 JUNCTION CITY, KS 66441	CASE COUNT: <b>D</b>  OF
PURCHASE ORDER/BON DE COMMANDE <b>E</b> 5347102 	<b>F</b>
SKU/UGS: 72 40649 6 00 63050 <b>G</b> 	PICK UNITS QUANTITY/ QTE CUEILLIE: <b>H</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
CASE LPN/NO D'INSC <b>I</b> (00) 0 0012345 000000074 4 	

Size: 4" x 6"

<b>ZONE</b>	<b>CONTENT</b>
A	Vendors ship from name and address
B	Carrier information – Optional
C	Retailers ship to name and address
D	Case count
E	Purchase order number with Barcode
F	Free Zone – Optional
G	SKU number and 5-digit caselot or 3-digit size code with Barcode
H	Optional Pick Units Quantity
I	UCC-128 Serial Shipping Container Code (SSCC-18)

**NOTE: Vendors must use a font size of at least 18 for the PO and SKU numbers.**



**Master (Outer) Carton Marking Requirements**

In addition to the shipping label, the following information must be clearly marked on each master (outer) carton. This will normally be a label.

- Division Name and/or Number
- PO Number
- SKU Number (department, stock number, check digit, width/colour code)
- Size Schedule or 3-digit size code
- Quantity
- Carton Number (should be consecutive – by PO and SKU number)
- Colour (or other appropriate description) – apparel orders only
- Pack Type (solid, caselot or multi-pack)

**In Addition:**

- **All carton markings should be uniform stencil/print type**
- All cartons containing short packs must be highlighted (Short packs – loose or less than what stencil indicates)
- All cartons containing glass or breakable items must be marked with a “Fragile” label

**Master Carton Marking Examples (Stencil/Print Type)**

Below and on the following pages we have provided examples of carton markings.

**Solid/Bin**

DIVISION	FOOT LOCKER #03
PO NUMBER	1234567-03 (03 = DIVISION NUMBER)
SKU NUMBER	12-34567-8-90
SIZE	070
CARTON NUMBER	12 OF 36
COLOR	BLUE (APPAREL)
QUANTITY (PAIRS/UNITS)	12

Do not mix sizes within a case for a solid/bin order. “Colour” only necessary for apparel.

**Caselot/Run (Musical)**

DIVISION	LADY FOOT LOCKER #08					
PO NUMBER	1234567-08 (08 = DIVISION NUMBER)					
SKU NUMBER	09-87654-3-21					
CASELOT SCHEDULE	45678					
CARTON NUMBER	13 OF 100					
COLOR	BLACK (APPAREL)					
SIZE RUN	SIZE	920	930	950	960	TOTAL
	QTY	001	002	002	001	006
QUANTITY (PAIRS/UNITS)	12					

Note: “Color” only necessary for apparel

**Multi-Pack Caselot**

DIVISION		FOOT LOCKER #3				
PO NUMBER		4567890-03 (03 = DIVISION NUMBER)				
SKU NUMBER		12-34567-8-90				
CASELOT SCHEDULE		67890				
CARTON NUMBER		13 OF 200				
COLOR		RED (APPAREL)				
SIZE RUN	SIZE	920	930	950	960	TOTAL
	QTY	001	002	002	001	006
UNITS PER PACK		06				
TOTAL PACKS IN CARTON		08				
TOTAL UNITS IN CARTON		48				

**Multi-Pack:**

- A multi-pack is a group of caselots (pick units) within a master carton
- Multi-packs would be used for most apparel and some types of accessories
- “Multi-Pack” is sometimes but not usually a “PO Type”
- Packaging should be polybags (or small cartons) within the master carton
- The vendor must determine which caselot orders logically make sense to pack as multi-packs while staying within the parameters of carton specifications as noted on page 5-3

**Examples of Caselot Runs:**

**Footwear**

SIZE	050	055	060	065	070	075	080	085	090	095	100	110	120	TOTAL
QTY	1	1	1	2	2	2	2	2	1	1	1	1	1	18

**Sized Apparel**

SIZE	XS-910	S-920	M-930	L-950	XL-960	TOTAL
QTY	1	3	8	5	1	18

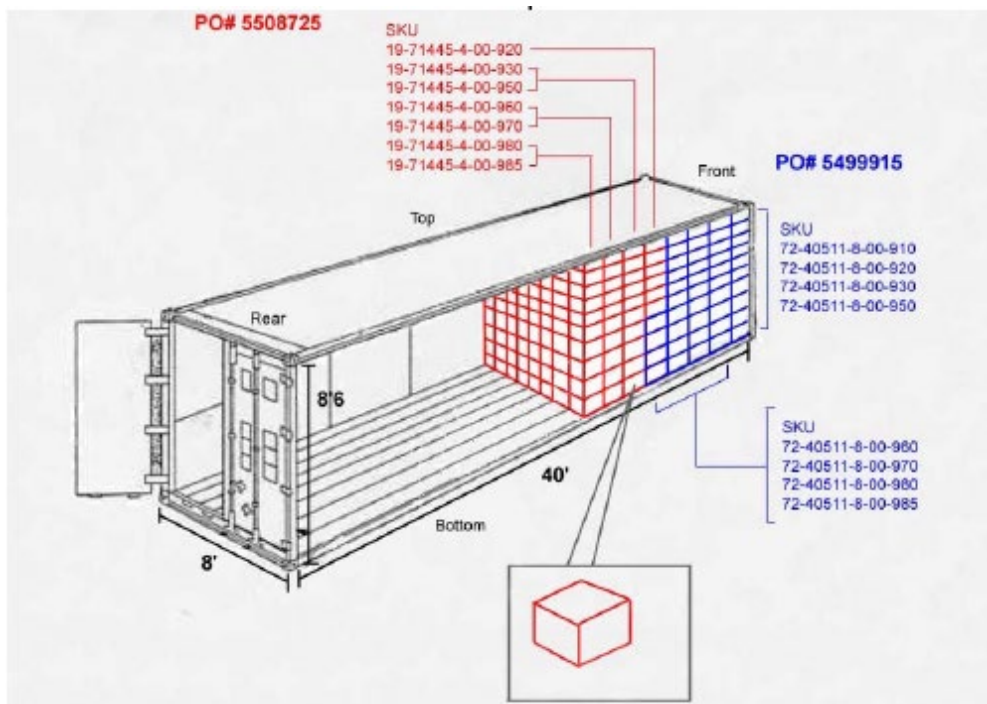
**Accessories, One-Size Apparel or Hardgoods**

SIZE	990	TOTAL
QTY	6	6

**Loading Requirements**

- Pallets must be clearly labelled with PO numbers, one PO per pallet. Mixed pallets are acceptable only if clearly marked and mixed over consecutive pallets (not all pallets)
- All PO's must be palletised unless delivered in a container. Prior approval for single carton deliveries must be received from the Logistics Manager.
- Packing lists must be attached to the lead carton of each SKU
- If shipment is loaded on multiple trailers, a packing list must accompany each trailer indicating purchase order numbers on each trailer
- Shipments must be booked by PO and SKU (SKU includes bin size or case lot schedule). Therefore, shipments must be loaded by PO/SKU/Size
- Trailers/Containers must be clean of foreign substances prior to loading. The health and safety of our associates is of primary importance to us. Non-compliance of this requirement may subject the vendor and/or carrier to both a penalty plus the costs incurred as a result of non-compliance, such as identification and clean up of the substance, medical treatment, etc.

**Trailer/Container Loading Diagram  
Bin Shipment**



## Caselot Shipment

