

## Foot Locker Asia Pacific Section 6 – Appointment Scheduling

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Detailed below are the appointment scheduling instructions to be followed, by service centre, you are shipping to.

### Foot Locker Australia Inc (SC#02) – Murarrie, Brisbane DC

- **Procedure** All book-ins for delivery to the DC are to be made directly with In2store via email or Fax (no more than 7 days in advance of expected delivery date):  
Email: [TCS.FL.AUS@tollgroup.com](mailto:TCS.FL.AUS@tollgroup.com)  
Phone: +61 7 3117 3518

#### **Receiving Hours – 6:00am-2:00pm Monday to Friday**

- **Restrictions** Pallet Height - <1.6m  
Chep (transferred/exchanged) or plain pallets preferred.  
Loscam pallets can only be exchanged if available.  
Rear unload preferred.
- **Containers** Book-ins for containers require 48hours notice minimum  
Container type must be advised at time of book-in requires (trailer, swinglift etc)

### Foot Locker New Zealand Inc (SC#04) – Otahuhu, Auckland DC

- **Procedure** All book-ins for delivery to the DC are to be made directly with In2store via email or Fax (no more than 7 days in advance of expected delivery date):  
Email: [niva.niva@tollgroup.com](mailto:niva.niva@tollgroup.com)  
Phone: +64 9 928 9494

#### **Receiving Hours – 6:00am-2:30pm Monday to Friday (Auckland Time)**

- **Restrictions** Pallet Height - <1.6m  
Chep or plain pallets preferred. Chep transfers are permitted only by prior arrangement – email [niva.niva@tollgroup.com](mailto:niva.niva@tollgroup.com)
- **Containers** Book-ins for containers require 48hours notice minimum  
Container type must be advised at time of book-in requires (trailer, swinglift etc)

### Foot Locker Singapore Inc (SC#87) – Singapore, Singapore DC

- **Procedure** All book-ins for delivery to the DC are to be made directly with In2store via email or Fax (no more than 7 days in advance of expected delivery date):  
Email: [TOLLCS.FLSG@tollgroup.com](mailto:TOLLCS.FLSG@tollgroup.com)  
Ph 1: +65 9642 9554 (Alex Ng)  
Ph 2: +65 8847 8127 (Jenny)  
Ph 3: +65 9649 2283 (Ying Tao)

**Receiving Hours:**

**8:30am – 12pm, 1pm – 4:30pm Monday to Friday**

- **Restrictions** Pallet Height - <1.6m  
Chep (transferred/exchanged) or plain pallets preferred.  
Loscam pallets can only be exchanged if available.  
Rear unload preferred.
- **Containers** Book-ins for containers require 48hours notice minimum  
Container type must be advised at time of book-in requires (trailer, swinglift etc)

### Foot Locker South Korea Inc (SC#91) – South Korea, Incheon-Si DC

- **Procedure** All book-ins for delivery to the DC are to be made directly with In2store via email or Fax (no more than 7 days in advance of expected delivery date):  
Email: [songi.choi@tollgroup.com](mailto:songi.choi@tollgroup.com)  
Email: [gs.Kim@tollgroup.com](mailto:gs.Kim@tollgroup.com)  
  
Ph : +82 70 4603 1594 (Songi)  
Fax: +82 70 7545 7457

**Receiving Hours:**

**9:00am-12:00pm, 1:00pm – 4:00pm Monday to Friday**

- **Restrictions** Pallet Height - <1.6m  
Chep (transferred/exchanged) or plain pallets preferred.  
Loscam pallets can only be exchanged if available.  
Rear unload preferred.
- **Containers** Book-ins for containers require 48hours notice minimum  
Container type must be advised at time of book-in requires (trailer, swinglift etc)

## **COS (Current Order Status) Report**

Is a report that lists all approved PO's in Foot Locker's system by vendor.

Key columns of the report are:

- Expected Delivery Date
  - the week commencing the PO is expected to be booked in for delivery and delivered to the warehouse (or stores)
- Total Qty
  - the quantity of units expected on the PO
- Due In Qty
  - if the order is due for delivery this quantity will be the same as the Total Qty.
  - if the order has already been delivered and there are units showing in this column it indicates either a short delivery or receipts still in progress (most commonly direct to store)
- No of Ctns
  - number of cartons in the total order
- Un per Ctn
  - number of units in the carton
- Stat
  - Blank - the order is still due for delivery
  - P - partial delivery
  - C - cancelled
  - D - delivered in full

### **Purpose:**

- To communicate order movements and assist vendors in reconciling orders
  - PO's are created up to six months in advance and are initially written for delivery in the first week of the month required. Approximately one to two months prior to the delivery month, orders are flowed by week as required, based on marketing, sales and warehouse capacity.

### **Timing:**

- Emailed to vendors weekly

### **Action Required by Vendors:**

- Internally share to ensure all orders are delivered on time and in full in the week commencing the expected delivery date
- Provide feedback to the Foot Locker Buyer/Merchandiser on any orders that will not be delivered as above.

## **LATE SHIPMENTS (All Divisions)**

- **Definition of Late Shipments:** Any order delivered after the expected delivery week or open to buy month.

**PLEASE NOTE:** Foot Locker reserves the right to cancel the purchase order without notice if Delivery of Merchandise has not been completed prior to the Cancel Date.