

Foot Locker Asia Pacific Section 7 – Required Documentation

Properly completed and accurate documentation is an important and essential time saving device in the shipping and receiving process at all service centres and in turn leads to an expedited payment process.

This section defines the information required on each of the listed documents:

Packing List: An itemised list of goods actually shipped by SKU.

Invoice: To be sent to Accounts Payable for payment.

Manufacturers Safety Data Sheets (MSDS): Required on all commodities handled by service centres for both saleable and non-saleable (supply) items.

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Packing List

Company Name
 Company Address
 Company Tel and Fax

PACKING LIST

SHIPPER/EXPORTER :	INVOICE NO.	ETD DATE:	INTERNAL CONTROL NO.
	COMMERCIAL DATE:	COUNTRY OF ORIGIN:	
CONSIGNEE :	SHIP MODE :	DISCHARGE PORT :	
	PCS POINT	FINAL DESTINATION :	
SELLER :	PAYMENT TERM		

Style # _____
 Description : _____

CARTON NO.	NO. OF CTNS.	TOTAL SHIPPED QTY (PCS)	MEAS. (CBM)	N. WT. (KGS)	G. WT. (KGS)	PURCHASE ORDER#	CRS SKU / ES SKU NUMBER(S) :
TOTAL :		0	0	0.00	0.00		

CTN MEASUREMENT(S) : _____ CMS X _____ CTNS

ATTACHMENT TO PACKING SLIP LIST
 INVOICE NO :

MARKS & NO. AS PER COMMERCIAL INVOICE
 TOTAL COLORS AND SIZES BREAKDOWN :

PURCHASE ORDER NO.	COLORS	CASE/LOTS/ BIN NO.	RATIO	SIZES :							TOTAL QTY (PCS)	
				810 XS	820 S	830 M	850 L	860 XL	870 XXL	880 XXXL		885 XXXXL
TOTAL				0	0	0	0	0	0	0	0	0

Invoices

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

EDI Invoices

Vendors that are EDI compliant should be sending their invoices via the EDI 810 document immediately after shipping goods. Paper invoices are not to be sent in addition to EDI invoices.

Paper Invoices

If you are not sending invoices electronically the following applies;

All **original paper invoices** and credit memos **are to be mailed to:**

**Foot Locker Div (AUS or NZ)
Attention: Accounts Payable
PO Box 2206
Mansfield, QLD 4122**

Unless instructed in writing by Accounts Payable, **paper invoices should never be sent with the merchandise** or to alternate addresses.

Accounts Payable does not pay freight charges listed on merchandise invoices, therefore, freight charges should not appear. All merchandise must be shipped in accordance with our transportation guidelines as detailed in *Section 6- Appointment Scheduling* of this manual.

Any changes pertaining to: Remit address, start, change or discontinuance of Factor Arrangement, or changes in Vendor's name must be sent in writing to:

**Foot Locker Div (AUS or NZ)
Attention: Accounts Payable
PO Box 2206
Mansfield, QLD 4122**

Any questions or concerns about account status should be sent in writing to:

**Foot Locker Div (AUS or NZ)
Attention: Accounts Payable
PO Box 2206
Mansfield, QLD 4122**

Incorrect, Incomplete or Delayed Receipt of the Invoice

Any instance requiring our Accounts Payable department to deviate from the normal flow of handling is subject to a charge of \$100.00 per invoice. This includes deviation to research and correct your billing document to complete the payment. This may extend payment terms to include the period of time to resolve the discrepancy.

Manufacturers Safety Data Sheets

The following instructions should be followed when shipping hazardous materials:

- One copy of the Manufacturers Safety Data Sheet (MSDS) for Hazardous Materials must be sent to the destination service centre
- Another separate copy must be sent to the Logistics Department at the address listed below:

**Foot Locker Div (AUS or NZ)
Attention: Logistics
PO Box 2206
Mansfield, QLD 4122**

- A letter must accompany the MSDS certifying that packaging used for hazardous materials complies with United Nations “Performance Orientated Packaging” (POP) requirements for HazMat goods
- Proper HazMat labelling must be affixed to any materials that fall within the applicable classes