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Required documentation

Properly completed, accurate documentation is an essential time saving in the shipping and receiving process at our ESC.

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

- 1. **CMR** Contract of shipment from vendor/supplier to carrier
- 2. **Packing List** An itemized list of goods actually shipped by Purchase order
- 3. **Invoice**
 - a. EDI Vendors: 810 - Invoice
 - b. Non-EDI Vendors: To be sent to Vendor Relations at FLE_MDSE_invoices@footlocker.com **only**
- 4. **ASN** Advanced Shipping Notification (ASN), the EDI 856 is preferred
- 5. **Manufactures Safety Data Sheets (MSDS)** Required on all hazardous commodities handled by the ESC for merchandise and supplies.

[ADR](#)

The following instructions must be followed when shipping hazardous materials:
 All transport packaging material needs to be compliant with ADR regulations for road transport, or other transport means when explicitly announced.
 This includes labeling, packaging quality, documents and all other applicable instructions.

CMR / Delivery Note

A complete and accurate CMR is required for each shipment received by the Foot Locker ESC. The appointment information provided by the inbound department such as Shipment number, Appointment date and Appointment Time must be clearly mentioned on the CMR.

When a shipment is divided over more than 1 trailer or container, we require a clear overview of what has been loaded in which container/trailer.

Packing list

A packing list itemizes the goods in each individual package and indicates the type of package. A packing list should be provided for each individual Purchase Order and contains the following at minimum.

- Invoice number
- Vendor name and address
- Vendor style number
- P.O. number
- Description of merchandise including SKU number
- Total number of cartons
- Sizes (US)
- Quantity being shipped per size
- Total number of pallets
- Carrier name
- Actual ship date
- Delivery date

Packing lists must be mailed at least 24 hours prior to the delivery to the following email address at the Foot Locker European Service Center: esc.manifest@footlocker.com

Below is a template of our preferred packing list, you are allowed to use your own packing list if the above information is available.



Example of Packing List:

Company Name Company Address Company Tel and Fax												
PACKING SLIP/LIST												
SHIPPER/EXPORTER :			INVOICE NO.		ETD DATE :		INTERNAL CONTROL NO.					
CONSIGNEE :			COMMERCIAL DATE :		COUNTRY OF ORIGIN :							
SELLER :			SHIP MODE :		DISCHARGE PORT :							
			FOB POINT		FINAL DESTINATION :							
			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/ EB SKU NUMBER(S) :					
TOTAL :		0	0	0.00	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	CASELOTS/ BIN NO.	RATIO	910 XS	920 S	930 M	950 L	960 XL	970 XXL	980 XXXL	985 XXXXL	TOTAL QTY (PCS)
TOTAL				0	0	0	0	0	0	0	0	0

EDI

Electronic Data Interchange (EDI) has proven to be one of the outstanding drivers in retail information technology systems resulting in time and cost savings for both retailers and suppliers. We are committed to improving efficiency and feel strongly that the implementation of key EDI documents will improve the business relationship between Foot Locker and your company. This EDI initiative allows us to streamline order processing, expedite payments to vendors and improve shipment tracking and visibility.

If you are not currently EDI Capable, and need assistance becoming EDI compliant, Foot Locker is partnered with SPS Commerce, who provides a range of services and solutions, including Webforms and file Integration. Please contact SPS Commerce team (866) 245-8100 clientservices@spscommerce.com for further information.

Other 3rd Party EDI vendors are available and may be used as well, depending on your business needs.

If you are currently EDI Capable, we would like to move forward with the EDI Setup process. Foot Locker requires UPCs on all products. We utilize the SPS UPC Catalog and urge our vendors to transmit their UPC information through that channel. If the UPC Catalog is not an option, manual load templates will need to be requested.

Foot Locker can **send** the following EDI documents:

- 816 – Organizational 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

Glenn Kehler- Senior Systems Analyst & Patrick Huff- Software Engineer will work with you in the areas involving UPCs, initial testing, EDI mapping documents, and technical help. Please contact this department at edisupport@footlocker.com, Glenn at gkeehler@footlocker.com or 717-972-3236, and/or Patrick at phuff@footlocker.com or 717-972-3066.

Please respond to this letter with the following information:

- EDI Contact person – Name, Phone #, and Email address
- Are you EDI capable at this time?
- Are UPCs available for your products?
- Are you currently using the SPS UPC Catalog?

We look forward to building an EDI relationship with your company.

Invoices

The following information must be included on each invoice to ensure that your invoices are paid on a timely basis:

EDI Invoices

- Do NOT date invoice prior to the shipment date
- After shipping goods, submit invoices within 24 hours via the EDI 810 document
- Do not begin transmitting 810's until the testing process is complete
- For more information on becoming an EDI invoice email edisupport@footlocker.com
- Once the testing process is complete and a notification to begin sending EDI invoices is received from our EDI department, **do not send paper invoices.**
- Transmit electronic invoices only. Vendor will receive a functional acknowledgement to confirm Foot Locker has received a transmission. The transmission will proceed to go through Foot Locker's edit process.
- If we continue to receive paper invoices in addition to your EDI invoice, your payment will be delayed
- Should your 810 transmissions fail our edit checks for completeness and accuracy, our EDI department will contact you. Invoices that fail any edit check may be subject to payment terms extended to include the period of time to resolve the discrepancy. The edits check will include (but are not limited to):
 - Out of Balance verification
 - Timing – Invoice must be received within 24 hours of shipment date
 - Our vendor number
 - Our unique purchase order number and division number – **one purchase order number per invoice and destination**
 - One invoice per purchase order per shipment date - do not transmit multiple invoices for the same purchase order on the same shipment date.
 - One unique invoice number per shipping destination
 - Invoice date – this date must not be earlier than the shipment date
 - Destination
 - Foot Locker SKU number. For direct to customer shipments, the invoice must include the UPC number and our SKU number
 - Quantity by SKU
 - Cost by SKU and total cost of invoice
 - Terms net due date
 - Currency code
- Corrected invoices must be submitted within 24 hours to ensure timely payment. Failure to resend EDI invoice within 24-hour window will delay payment. If a paper invoice will need to be sent instead of a transmitted invoice, vendor will need to get permission from the Supervisor and/or Manager of Vendor Relations and may be subject to a late payment.

Non-EDI Invoices

If you are not sending invoices by EDI, the following information must be included on each invoice emailed to FLE_MDSE_invoices@footlocker.com. Violations of the required documentation will result in an extension of the payment terms to include the period of time required to resolve the discrepancy.

- Vendor's name, remittance address and bank details
- If invoice is factored: Factor's name, remittance address and bank details
- Invoice to be made out to Foot Locker Europe B.V.
- Purchase order number
- **Each invoice must be for only one (1) purchase order number, do not combine multiple orders on an invoice**
- Invoices must disclose Foot Locker **and** vendor's VAT registration number and show VAT amount
- Invoices must be sent in English
- Invoice date, this date must not be earlier than the shipment date
- Total cartons shipped and CMR number
- The payment terms
- One unique invoice number per shipping destination, in other words do not combine shipments to multiple locations on one invoice
- SKU number with the following itemized for each sku
 - Description
 - Unit of measure, invoice unit of measure must be the same as the purchase order unit of measure
 - Quantity shipped
 - Color and size
 - Unit cost for the stated unit of measure in agreed currency
 - Extended item cost in agreed currency
- Total merchandise costs, excluding other charges and credits
- On multi page invoices indicate total cost on last page
- Send only one original invoice
- Handwritten changes, duplicate/carbon copies are not acceptable
- All original invoices and credit memos are to be **emailed only** to FLE_MDSE_invoices@footlocker.com **only** with the invoice addressed to:

Foot Locker Europe B.V.
Attention: Accounts payable
P.O Box 309
4130 EH Vianen
the Netherlands

The invoices should never be sent with merchandise or to alternate addresses. Any changes pertaining to Remit address, start, change or discontinuance of a Factor arrangement, or changes in the Vendor's name must be sent via email to FLE_MDSE_invoices@footlocker.com. Any questions or concerns about account status should also be sent via email to FLE_MDSE_invoices@footlocker.com.



Any instance requiring our Vendor Relations Department in Accounts Payable to deviate from the normal flow of handling to research and correct your billing to complete payment, payment terms will be extended to include the period of time to resolve the discrepancy.

Below is a template of our preferred invoice, you are allowed to use your own packing list if the above information is available.

Example of Invoice (Non-EDI):

VENDOR LOGO

Invoice Date :	
Vendor Order Number :	
Unique Invoice Number :	
Foot Locker Purchase Order Number :	
Vendor/Customer Number :	
(IF VAT Compliant) – Foot Locker VAT Registration Number :	
(IF VAT Compliant) – Vendor VAT Registration Number :	

VENDOR NAME

Vendor Address

Invoice to	Delivery to
Attention : Accounts Payable FOOT LOCKER EUROPE B.V. P.O Box 309 4130 EH Vianen The Netherlands	(Bill to/Ship to Information Here)

Vendor Style	Color	Description	Foot Locker SKU	Unit Price	Quantity	Total

Shipment Date:	
Delivery Terms:	
Payment Terms:	

MERCHANDISE GROSS AMOUNT :	
TOTAL VAT (IF APPLICABLE) :	
DISCOUNT (IF APPLICABLE) :	
NET AMOUNT :	
CURRENCY :	

Vendor Bank Information

Account Holder :

BIC :

IBAN :

Vendor Phone Number :

Vendor Email Address :

Material Safety Data Sheets

The following instructions must be followed when shipping hazardous materials:

- One digital copy of the MSDS must be sent to the ESC in the languages listed below
attn: Harry Huijs, hhuijs@footlocker.com

Languages:

Czech
Danish
Dutch
English
Finnish
French
German
Greek
Hispanic
Hungarian
Italian
Norwegian
Polish
Portuguese
Swedish
Turkish

All MSDS have to be compliant to the latest version of REACH regulations, preferably not older than ONE year. In case a new version of the MSDS will be released this new version will be sent to the ESC attn: Harry Huijs, email hhuijs@footlocker.com

- In case the hazardous product is a “Limited Quantity” product this should be clearly listed in the MSDS under section 14 “Transport information” of the MSDS.
- A letter must accompany the MSDS certifying that packaging used to the hazardous materials complies with United Nations “Performance Oriented Packaging” (POP) requirements for HazMat goods.
- Proper HazMat labeling must be affixed to any materials that fall within the applicable classes