

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 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 term differences 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 – 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

To become an EDI trading partner or if you are currently a partner and have questions about a transmission, please contact the EDI coordinator listed in *Section 14 –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.

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-----!      ***** CHAMPS SPORTS                                → CRS P.O. # - DEPT
PURCHASE ORDER FOR !      E D I      311 MANATEE AVENUE          → 02-6164331-18 - 07
-----!      ***** BRADENTON, FL 34205
CHAMPS SPORTS ←
---VENDOR NO. ← NAME, ADDRESS---!      DELIVERY DATES          !      DATE: 08/03/10
28470 ← NIKI INC ←                                     !      --TERMS--!
NIKE INC ← SHIP DATE... 01/15/11 !      MET 15 PM !
ONE BOWENMAN DRIVE ← SHIP COMPLETE: 02/11/11 !
ATTN: MIKE BREMER ← CANCEL DATE... 02/11/11 !
BEAVERTON ←
OR ←
97005-6453 ← TO BUY... 02/11
EXPECTED DELV: 02/01/11
SHIPPING DESTINATION(S)
SEE ATTACHMENT(S)

PURCHASE ORDER TYPE: LANDED ← FOB.....
COUNTRY OF ORIGIN... CHINA ← SHIP VIA:
FOB: JUNCTION CITY

>> VENDOR NOTICE: PLEASE REFER TO ATTACHMENT(S) FOR MERCHANDISE REQUIREMENTS.
ALL ITEMS MUST BE AS PER DESCRIPTION AND ANY SPECIFICATION GIVEN.
THIS ORDER COVERS 600 UNITS FOR 1 OF OUR
MERCH 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:
CHAMPS SPORTS
MERCHANDISE PAYABLE DEPARTMENT
P.O. BOX 2663, HARRISBURG PA, 17105

>> INCLUDE YOUR VENDOR NUMBER 28470 AND OUR PURCHASE ORDER NUMBER 6164331-18
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: ← J. SUBOTICKI ← 311 MANATEE AVENUE
! [941] 748-0577 ← BRADENTON, FL 34205
! TELEPHONE : [941] 748-0577
!
! 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.
!
-----!

***** WHEN AN ORDER IS READY FOR SHIPMENT (TO A D.C. OR DIRECT TO STORE) A *****
***** ROUTING REQUEST MUST BE COMPLETED ON OUR MET-BASED ROUTING TOOL. *****
***** IF YOU ARE A NEW VENDOR OR DO NOT HAVE ACCESS TO THE ROUTING TOOL YOU *****
***** CAN COMPLETE A ROUTING REQUEST FORM. FAX TO 717-972-5787. ALL ROUTING *****
***** INFORMATION (MODE METHOD ETC.) ALONG WITH FREIGHT BILLING INSTRUCTIONS *****
***** WILL BE SUPPLIED IN RETURN. *****
***** IF YOU HAVE ANY QUESTIONS DURING REGULAR BUSINESS HOURS OF 7AM TO 4PM *****
***** (CENTRAL TIME) YOU MAY CALL THE TRANSPORTATION DEPARTMENT AT *****
***** 785-761-3462. AFTER BUSINESS HOURS CALL 800-569-7490 (OPTION 6-1). *****

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- 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 Center
- F.) Expected Delivery Date – delivery to Foot Locker Service Center
- 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 printed as well as buyer signature

PO Example (cont.)

- J.) UPC number
- K.) Caselot Schedule number

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| SHIPPING INSTRUCTIONS | | PAGE 2 |
| PURCHASE ORDER NO: 02-5163894-03 | | VENDOR: 35315 WELLCORP HOLDINGS LTD |
| SHIP START DATE: 12/22/01 | | PREV ORDER NO.: |
| 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: 0305003NYSC | | |
| WD/DIM/CLR.: | RETAIL..... | 20.00 |
| CAT.....: 650 | SUG RETAIL..... | |
| SEASON.....: 202 | FIRST COST..... | 4.35 UN |
| TSUS NUMBER: 6211.111010 | LANDED COST..... | 6.02 |
| | COMMIT COST.... | 4.35 USD |
| 08 | ----- | |
| WHSE. #: FOOT LOCKER RETAIL INC. | PACKING..... | CASELOT ← |
| SHIP TO: C/O FOOT LOCKER SVC. CTR. | CL SCHED..... | 55294 |
| 3210 SOUTH US HIGHWAY 77 | UNIT/CASE..... | 12 |
| JUNCTION CITY | CASES..... | 430 |
| KS | TOTAL UNITS..... | 5,160 |
| 90771 | TOTAL COST..... | 31,063.20 |
| | TOTAL COMMIT...: | 22,446.00 USD |
| TICKET RETAIL.: | 20.00 | |
| SIZE 930/MED | 950/LRG | 960/XL |
| UPC 400000530413 | 400000530420 | 400000530437 |
| 970/XXL | 400000530444 | 980/XXXL ← |
| QTY 1 | 3 | 4 |
| | | 3 |
| | | 1 |
| ----- | | |
| ***** LAST PAGE ***** | | |

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