

This section defines the requirements for shipping direct to store:

Advanced Shipping Notice: An electronic (EDI 856) itemized list of goods to be shipped.

Packing List: An itemized list of goods actually shipped by Foot Locker SKU/Size.

Routing: Vendors are required to use our internet-based Routing Tool to request routing. The Routing Tool will give an immediate routing status of the purchase order.

- If the purchase orders are shipping parcel ground, the vendor can ship immediately with system approval using the correct account number provided on the form. **Please follow all routing instructions on the Routing Tool.**
- **The store number must be part of the address on FEDEX or UPS shipping labels**
- If the shipment is UPS air, the vendor must wait for confirmation and routing of the air request from JCSC Transportation Department. **Please follow all routing instructions on the Routing Tool.**
- **Please pay close attention to delivery addresses of off shore store locations. (PR, VI, HI, AK, GU) An EDI-816 is transmitted for any new, adds or deletes of store addresses. Contact JCSC Transportation department if you have any questions.**
- **Supply and Marketing vendors - Please contact JCSC transportation before shipping.**
- Please refer to Section 7 - Traffic Routing and Appointment Scheduling for Shipping Terms, Conditions and Billing Information
- Do not ship ORMD items via UPS ground to our off shore stores, please contact our Transportation Department.

If you are a new vendor, you may manually complete and email the JCSC Routing Request Form with ALL requested information to our Transportation Department. Transportation will use the information on the routing request form to begin the process of setting up new vendors in the Routing Tool. The vendor will be notified when this is complete. To learn more about the Routing Tool, you can contact the Foot Locker Transportation Department at footlocker.routing@footlocker.com

Failure to ship via the Transportation Department's instructions will result in an assessment charge of \$100.00 per carton.

Payment Terms

Payment term, which is listed on each PO, is 15FM or 15th of the following month.

Payment dates are driven by when the merchandise is received. Any merchandise received by the 24th of the month will be paid out the Wednesday following the 15th of the following month. Merchandise received after the 24th is pushed to the Wednesday following the 15th of the month after next. Below is an example.

Received Date	Payment Date
10/23/19	11/20/19
10/25/19	12/18/19

Invoice: An electronic (EDI 810) itemized list for payment.

FEDEX or UPS Reference Field The PO number must be entered in the FEDEX user Field 1 or UPS reference field.

Advanced Shipping Notification (ASN)

Listed below are the procedures that must be followed to ensure accuracy of store receiving processes for direct to store shipments. Any incomplete or incorrect information will result in an assessment charge.

EDI ASNs

- All **direct to store** shipments require use of Electronic Data Interchange (EDI). Vendor must be set up on EDI prior to shipments to stores. For more information on becoming an EDI ASN vendor contact our EDI coordinator listed in *Section 14 – Contact List* of this manual.
- After shipping goods, **direct to store ASNs** must be received by 8:00PM EST the next day via the EDI 856 document. ASNs received after this time and/or are rejected due to incomplete/incorrect information are subject to a charge of the lesser of \$100.00 or 30% per ASN and invoice payment terms will be extended to include the period of time to resolve the discrepancy.
- Transmit electronic ASNs only. Vendor will receive a functional acknowledgement to confirm Foot Locker has received a transmission. This acknowledges only that a transmission was received and does not indicate the information sent was correct. The transmission will proceed to go through Foot Locker's edit process.
- Should your 856 transmission fail our edit checks for completeness and accuracy, our EDI department will contact you. ASNs that fail any edit check are subject to a charge of the lesser of \$100.00 or 30% per ASN and payment terms will be extended to include the period of time to resolve the discrepancy. The edit checks include (but are not limited to):
 - Timing – ASN must be received by 8:00PM EST the day after the shipment date
 - One ASN per carton
 - Correct Trading Partner ID
 - Our unique purchase order number and division number
 - One unique tracking number (carrier) per ASN, per carton, per shipping destination
 - Ship date
 - Destination – 5 digit store number – must be valid Foot Locker number
 - Carrier ID (SCAC Code)

- Foot Locker sku number - include the UPC number and our thirteen- (13) digit sku number. The ASN must include only the skus physically inside the carton.
 - Size Code – must be a valid three-digit size for the sku
 - Quantity by sku/size
 - Corrected ASNs must be retransmitted within 24 hours. Failure to retransmit EDI ASN within 24 hour window will result in handling fee assessment
 - A handling charge will be assessed for incorrect EDI transmissions
 - Compliance will be waived for specific system maintenance dates if the vendor sends notification to dcurlen@footlocker.com and vendorrelations@footlocker.com prior to maintenance occurring.
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Invoices

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

EDI Invoices

- All direct to store shipments require use of Electronic Data Interchange (EDI). Vendor must be set up on EDI prior to shipments to stores. For more information on becoming an EDI invoice vendor contact our EDI coordinator listed in *Section 14 – Contact List* of this manual.
- After shipping goods, invoices must be received by 8:00PM EST the next day via the EDI 810 document. Invoice transmission date will be compared to the shipping date. Invoices received after this time and/or are rejected due to incomplete/incorrect information are subject to a charge of the lesser of \$100.00 or 30% per invoice and invoice payment terms will be extended to include the period of time to resolve the discrepancy.
- Transmit electronic invoices only. Vendor will receive a functional acknowledgement to confirm Foot Locker has received a transmission. This acknowledges only that a transmission was received and does not indicate the information sent was correct. The transmission will proceed to go through Foot Locker's edit process.
- Should your 810 transmission fail our edit checks for completeness and accuracy, our EDI department will contact you. Invoices that fail any edit check are subject to a charge of the lesser of \$100.00 or 30% per invoice and payment terms will be extended to include the period of time to resolve the discrepancy. The edit checks will include (but are not limited to):
 - Out of Balance verification
 - Timing – Invoice must be received by 8:00PM EST the day after the shipment date
 - Our vendor number
 - Our unique purchase order number and division number – one purchase order number per invoice and destination
 - One unique invoice number per shipping destination
 - Invoice date
 - Destination – 5 digit store number – must be valid Foot Locker number
 - Foot Locker sku number. For direct to store shipments, the invoice must include the UPC number and our thirteen (13) digit sku number
 - Size Code – must be a valid three-digit size for the sku
 - Quantity by sku/size
 - Cost by sku and total cost of invoice
 - Freight Charges – should not be included in your EDI transmission
 - Terms net due date
 - Currency code
- Corrected invoices must be submitted within 24 hours to ensure payment. Failure to resend EDI invoice within 24 hour window will result in handling fee assessment
- A handling charge will be assessed for incorrect EDI submissions
- If the product shipped is other than what was ordered on the purchase order, a handling fee of the lesser of \$100.00 or 30% per invoice will be assessed.
- Collect shipments shipped other than FEDEX will be assessed \$100.00 or 30% per carton
- If GST/HST (Canadian Tax) is applicable, invoices must reflect the correct GST/HST %. If the incorrect GST/HST is invoiced the lesser of \$100.00 or 30% fee will be assessed.
- Compliance will be waived for specific system maintenance dates if the vendor sends notification to dcurlen@footlocker.com prior to maintenance occurring.

DIRECT TO STORE

SAMPLE UCC-128 SHIPPING LABEL

<p>SHIP FROM/ EXPEDIE DE: SHABET APPAREL INC. 4567 APPAREL ST. NEW YORK, NEW YORK 10018</p>	<p>CARRIER/TRANSPORTEUR</p>
<p>SHIP TO/ EXPEDIE A: Complete store address 123 Mall Street New York, New York 10018</p>	<p>CASE COUNT: OF</p>
<p>PURCHASE ORDER/BON DE COMMANDE 5347102</p> 	<p>12345</p>
	<p>PICK UNITS QUANTITY:/ QTE CUEILLIE:</p> <div data-bbox="862 1314 1256 1436" style="border: 1px solid black; height: 58px; width: 243px;"></div>
<p>CASE LPN/NO D'INSC (00) 0 0012345 000000074 4</p> 	