

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

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

<b>Routing Request Form:</b>	Required on FOB shipper's dock shipments and FOB consolidator shipments. (Refer to <i>Section 7 – Traffic Routing and Appointment Scheduling.</i> )
<b>Advanced Shipping Notice:</b>	An itemized list of goods to be shipped.
<b>Packing List:</b>	An itemized list of goods actually shipped by SKU.
<b>Bill of Lading:</b>	Contract of shipment from vendor/supplier to carrier.
<b>Invoice:</b>	To be sent to Accounts Payable for payment.
<b>Manufacturers Safety Data Sheets (MSDS):</b>	Required on all commodities handled by service centers 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.
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) :
<b>TOTAL :</b>		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	SIZES :								TOTAL QTY (PCS)
				910 XS	920 S	930 M	950 L	960 XL	970 XXL	980 XXXL	985 XXXXL	
<b>TOTAL</b>				0	0	0	0	0	0	0	0	0



**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

**Invoices**

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

**EDI Invoices**

- After shipping goods, submit invoices 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 are subject to a charge of \$100.00 or 30% whichever is less per invoice and invoice payment terms will be extended to include the period of time to resolve the discrepancy.
- Do not begin transmitting 810's until the testing process is complete
- For more information on becoming an EDI invoice vendor contact our EDI coordinator listed in *Section 13 – Contact List* of this manual
- Once the testing process is complete and a notification to begin sending EDI invoices is received from our EDI department, **stop sending paper invoices**
- 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.
- If we continue to receive paper invoices in addition to your EDI invoice, a handling charge of \$100.00 or 30% per invoice will be assessed
- Should your 810 transmission fails 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 \$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 or 2 digit Service Center facility – 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
  - Quantity by sku
  - Cost by sku and total cost of invoice
  - Freight Charges – this should not be included on transmission of invoices

- Terms net due date
    - Currency code
  - Corrected invoices must be submitted within 24 hours of shipment to ensure timely payment. Failure to resend EDI invoice within 24 hour window will result in handling fee assessment. If a paper invoice will need to be sent instead of a transmitted invoice, vendor will need to get permission from the Mgr. of Vendor Relations/EDI and it is subject to a \$100.00 or 30% handling fee.
  - Incorrect EDI submissions are subject to a \$100.00 or 30% handling fee.
  - If GST/HST (Canadian Tax) is applicable, invoices must reflect the correct GST/HST %. If the incorrect GST/HST is invoiced a \$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](mailto:dcurlen@footlocker.com) and [vendorrelations@footlocker.com](mailto:vendorrelations@footlocker.com) prior to maintenance occurring.
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**Paper Invoices for Merchandise and Supplies**

If you are not sending invoices electronically, **the following information must be included on each paper invoice.** Violations of the required documentation will result in a \$100.00 or 30% handling charge and payment terms will be extended to include the period of time to resolve the discrepancy.

- A) Vendor's **name** and **remittance address**
- B) **DUNS number**
- C) If invoice is factored: **Factor's name** and **remittance address**
- D) One **unique invoice number per shipping destination**, in other words do not combine shipments to multiple locations on one invoice
  - This number must appear on each page of a multi-page invoice and should not be a number previously assigned to an invoice within the last two years
- E) The **name of the Foot Locker division** to which the merchandise was sold
- F) Our **purchase order number**
  - Each invoice must be for only one (1) purchase order number, do not combine multiple orders on an invoice
- G) Our two (2) digit **department number**
- H) **Invoice date**, this date must not be earlier than the shipment date
- I) The "**Ship to Address**", including the **store** (5 digit) **or service center number** (2 digits) to which the merchandise was shipped
- J) **Total cartons shipped, carrier** (e.g. UPS, Roadway, etc) and **bill of lading number / tracking number (UPS, RPS, etc.)**
- K) The **payment terms**
- L) Our thirteen (13) digit **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 (number of units) shipped
  - Color and Size
  - Unit cost for the stated unit of measure
  - Extended item cost
- M) **Total cost** (excluding other charges and credits) must be shown
  - In other words, separate the cost of the items from the other charges or credits before totaling the invoice
  - On multi page invoices, indicate total cost on the last page
- N) Detail **any other charges or credits** applicable to our buying arrangements (such as damage allowances) separately, identify each item, and indicate the **net total of the invoice**
- O) Send only **one original invoice**
- P) Handwritten changes, duplicate/carbon copies or bills of lading are not acceptable
- Q) All **form feed perforations must be removed** and invoices grouped by purchase order
- R) **DO NOT** include **FREIGHT** charges

**Additional Requirements for Canadian Paper Invoices:**

- A) Invoices must disclose GST registration number and show GST amount
- B) All store supplies shipped from the Province of Quebec: invoices must disclose QST registration number and show QST amount
- C) If GST/HST (Canadian Tax) is applicable, invoices must reflect the correct GST/HST %. If the incorrect GST/HST is invoiced a \$100.00 or 30% fee will be assessed.

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

Foot Locker Financial Service Center  
Attention: Accounts Payable  
PO Box 2663  
Harrisburg, PA 17105

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

Accounts Payable does not pay freight charges or restocking fees listed on merchandise or supply invoices, therefore, freight charges or restocking fees should not appear. All invoices containing freight charges or restocking fees will be subject to a charge of \$100 or 30% of the invoice. All merchandise must be shipped in accordance with our transportation guidelines as detailed in *Section 7 - Traffic Routing and Appointment Scheduling* of this manual.

Any changes pertaining to: Remit address, start, change or discontinuance of a Factor arrangement, or changes in the Vendor's name must be sent in writing to the below or to [vendorrelations@footlocker.com](mailto:vendorrelations@footlocker.com):

Foot Locker Financial Service Center  
Attention: Accounts Payable Operations  
PO Box 2663  
Harrisburg, PA 17105

Any questions or concerns about account status should be sent to [vendorrelations@footlocker.com](mailto:vendorrelations@footlocker.com).

### **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 or 30% per invoice. This includes deviation to research and correct your billing document to complete 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 center
- Another separate copy must be sent to the Traffic Department at the address listed below:



Foot Locker Traffic Department  
PO Box 2437  
Harrisburg, PA 17105  
ATTN: Traffic

- A letter must accompany the MSDS certifying that packaging used for 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