



## **Standard Operating Procedure**

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# FOOT LOCKER

**Second Edition**

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## 1. Consignee

CONSIGNEE NAME	Foot Locker Canada Co.
MEMBER CODE	FOO

## 2. Purchase Order

### (A) PO Upload

Footlocker is a MPD (Mandatory PO Download) member, so PO download in the TITAN system is required.

### (B) PO Format

PO NUMBER	7 Numbers + Division Number, e.g.1234567-77
STYLE NUMBER	10 Numbers, e.g. 06-02049-7-00
DIVISION NUMBERS	2 Numbers DIV <b>76</b> : Foot Locker DIV <b>77</b> : Champs DIV <b>73</b> : Supplies DIV <b>59</b> : Team Addition

## 3. Booking Management

### (A) Ship Window

The website will display a “Ship Not Before” [SNB] and a “Ship Not Later” [SNL] date. The “Ship Window” is in between these dates and cargo can be received on any date within the Ship Window.

### (B) PO Validation

Validate each booking detail against the data on the CRSA website with the “**Decline Codes**” guideline (see Appendix A)

### (C) Booking Process

- Vendor Booking Form
  - Shippers should submit a booking at least 10 calendar days prior to the SNB date with CRSA vendor booking form.
  - Each vendor booking should only contain one unique commercial invoice number with only one DIV code and one unique FCR number
  - All fields must be completed.

Please click on the link to open or download the Vendor Booking Form  
<https://www.crsalog.com/FOO-VendorBookingForm2017.xlsx>

- CRSA agents should add the following additional information on the booking form:
  - Submission Date of the Vendor Booking
  - INDC Date
  - Intended Vessel / ETD /ETA
  - CFS/CY Cut-off Date
  - Booking Approval Deadline
  - Decline Code
- Commercial invoice number must be inputted into the TITAN system as a VSO#
- All authorization will only be issued by Footlocker ITD USA
- Email the **Vendor Booking Form** to Footlocker:
  - To: [ITDBOOKINGEXCEPTIONS@FOOTLOCKER.COM](mailto:ITDBOOKINGEXCEPTIONS@FOOTLOCKER.COM)
  - Cc: Footlocker Sourcing (FLS)
  - Subject: Footlocker - Commercial Invoice# / ETD POL

### (D) Response Time

- CRSA agents must send the **Vendor Booking Form** to Footlocker on the same day the booking was received
- CRSA agents should receive a response from Foot Locker by the following working day
- If the agent does not receive a reply from "ITD Booking Exceptions@footlocker.com" regarding the first booking request, please contact: [mhallman@footlocker.com](mailto:mhallman@footlocker.com) and [bschell@footlocker.com](mailto:bschell@footlocker.com)
- If the agent still does not receive a reply , contact Tina Walker ([tina.walker@footlocker.com](mailto:tina.walker@footlocker.com)) in addition to the parties above

### (E) Routing for FCL Shipments

- FCL shipments destined for Vancouver (West coast) or Montreal (East coast).

## 4. Documentation

- The **Canada Customs Declaration Document Set** must be collected by the local CRSA agent.

It is required that the following points on the Declaration Documents are verified against the FCRs:

- PO/Item Number
- Number of Carton and Pieces
- Commodity Description

- Submission Timeline

The **Canada Customs Document Set** should be submitted to CRSA agent at the following times:

- For **CFS Shipments** : after cargoes get delivered to the CFS warehouse
- For **CY Shipments**: after cargoes get delivered at the ocean terminal

The standard **Canada Customs Clearance Document Set** will include:

- Commercial Invoice
- Packing & Weight List
- Canada Customs Invoice
- D-10-11-3 Footwear Form (if applicable)
- Certificate of Compliance (see Appendix B)
- Certificate of Origin/Form "A" (if applicable)
- Inspection Certificate (Optional- if presented)

### **DVC** (Document Verification Certificate)

- The DVC is issued by Foot Locker once the entire set of documents has been received and reviewed for accuracy
- FCRs cannot be released to shippers without the DVC.

Within 4 working days after the departure of the vessel, the local CRSA agent need to scan the below documents to Foot Locker:

- Full set of Canada Customs Documents
- DVC
- Original copy of FCR

Send an email with the scanned documents to:

To: [footlocker@vandegriftinc.com](mailto:footlocker@vandegriftinc.com),  
[footlocker@academylogistics.com](mailto:footlocker@academylogistics.com)

Subject: Footlocker – Doc Vessel Name # / FCR# / ETA POD

- **Shipping Advice**: Generate a "**FCR Pre-Alert Report**" from TITAN within 2 working days after the vessel's departure and send the report to:

To: Footlocker Sourcing (FLS)

Subject: Footlocker – Shipping Advice Vessel Name # / FCR# / ETA POD

## 5. Report

Every year local CRSA agents will be required to complete an “Origin Freight Duty Recovery” report. A template will be provided to agents at the end of each year. In order to fill out the template, agents need to keep a record of the following items throughout the year:

- FCR Number
- Container Number
- Ship Mode
- Charge Type
- Charge Rate
- Invoice Amount

## 6. FCR - Consignee & Notify Party Details

CANADA
<b>Consignee</b> Foot Locker Canada Co. 230 Barmac Road Weston, ON M9L 2Z3 Canada
<b>Notify Party</b> Academy Logistics Services Inc. ALS Customs Services/Division of Vandergrift Canada ULC 63 Galaxy Blvd., Unit 1 & 2 Toronto, ON M9W 5R7 Canada
<b>2<sup>nd</sup> Notify Party</b> Foot Locker Retail, Inc. 3543 Simpson Ferry Road Camp Hill, PA 17011 USA
<b>Destination</b> Vancouver, BC, Canada

## 7. Consignee Contact

Footlocker Sourcing (FLS)

Abby Leung: [aleung@footlocker.com](mailto:aleung@footlocker.com)

Idy Lai: [ilai@footlocker.com](mailto:ilai@footlocker.com)

Judy Fung: [jfung@footlocker.com](mailto:jfung@footlocker.com)

Paul Chu: [pchu2@footlocker.com](mailto:pchu2@footlocker.com)

Footlocker ITD USA

[ITDBOOKINGEXCEPTIONS@FOOTLOCKER.COM](mailto:ITDBOOKINGEXCEPTIONS@FOOTLOCKER.COM)

## 8. Revision History

Date	Topic	Changes	Version
16-Mar	Report	Record Keeping: Origin Freight Duty Recovery Report	2nd Ed

## Appendix A

### Decline Codes

- When completing the Vendor Booking Form, CRSA agents need to apply the relevant **Decline Codes**.
- **Do not audit for Code 7 and Code 11.**

CODE		DESCRIPTION
<b>CODE 0</b>	No Discrepancy	Booking information is correct
<b>CODE 1</b>	Incorrect or Missing PO / SKU / Division / Vendor Name	This signifies that the shipper has not provided a valid PO, SKU, Division Name/Code (i.e. 73, 76 or 77), or Vendor Name on the booking form.
<b>CODE 2</b>	Early Shipping Discrepancy	This signifies that the shipper is attempting to hand over the goods earlier than the PO Ship Start Date.
<b>CODE 3</b>	Late Shipping Discrepancy	This signifies that the shipping is attempting to hand over the goods later than the PO Late Ship Date
<b>CODE 4</b>	FOB Port Discrepancy	Signifies that the vendor has listed an FOB port on the booking form that is different from what was provided in the 850 upload.
<b>CODE 5</b>	ETA final destination fall +3 days from INDC date	This callout is made when a shipment is being routed on a vessel providing an ETA to Milton that is 3 days or less prior to the PO In DC date. Canada inland transit is to be set at a static 10 days from vessel ETA to vancouver or Halifax.
<b>CODE 6</b>	Commercial Invoice Number Missing on Vendor Booking Form	Call out if the commercial invoice number is not provided on the vendor booking form - you will not have a commercial invoice # to compare against in the 850, requirement is just that vendor provides one.
<b>CODE 7</b>	Vendor/Factory Address Discrepancy	Compare the factory and vendor address details against what is received in the PO 850 from Foot Locker and call out if discrepancy exists. Will need the edi 850 upload in order to do this.
<b>CODE 8</b>	Quantity Discrepancy - Acceptable Limit is +/- 5 percent of total quantity	Call out if the vendor books quantities that are more than 5% over or 5% under the PO/SKU quantities.
<b>CODE 9</b>	PO's for different money months (Buy Months) on the same Bill of Lading	Call out if vendor books PO's having different Money Months together on the same shipment. Each shipment should only consist of PO's with identical money months, unless otherwise approved by ITD. Currently, it does not sound like you are capturing the money month on the PO upload, but you can use the in DC date to determine what this should be (Just take the month within the In DC date).
<b>CODE 10</b>	HTS discrepancy against PO upload	Compare the HTS# provided on the vendor booking form to that provided on the 850 upload and call out if discrepancy exists. Will need the edi 850 upload in order to do this.
<b>CODE 11</b>	Commodity Description discrepancy against PO upload	Compare the commodity description provided by the vendor on the booking form against what is listed on the PO Upload and call out if there is a discrepancy. Will need the edi 850 upload in order to do this.

## Appendix B

### CERTIFICATE OF COMPLIANCE

This is to confirm that, in connection with the product included in this shipment for Purchase Order Nos. \_\_\_\_\_.

We and each of our subcontractors involved in the manufacture of these products have complied with the terms in Foot Locker's "Global Sourcing Guidelines" and that, in particular, neither forced labor nor child labor was employed in the manufacturing of these products.

\_\_\_\_\_  
Signature

*Company Name [please insert]*

*Name & Title of Signing Officer [please insert]*

\_\_\_\_\_  
Date