

The Finish Line, Inc. Partner Compliance Manual





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Introduction

We have prepared this documentation to effectively communicate our requirements and procedures regarding the processing of product to be delivered, for The Finish Line USA Inc. and its subsidiaries. Each vendor should deliver product and goods "**READY TO SELL**" so they can be processed without handling or manual intervention. Product may then be shipped to our stores the same or next day.

Communications are vital, and hopefully this documentation provides you with a detailed reference of our requirements and expectations, as well as, fostering improved, effective communications. Your associates may communicate with us via e-mail at vendors@finishline.com, and you are encouraged to view and bookmark our requirements via the intranet. Contact [Jeff Bocek](#) for web site and password information.

When you view our documentation on-line, please create a bookmark under your favorites menu. Check our web site often for updates. We will notify you via email of major changes.

This information and the web site link should be distributed and reviewed throughout your organization to all affected departments and people. Your sales representatives and account executives should also be advised to its contents. If you have not completed a Partner Acknowledgement, please do so and return it within 15 days. Your acceptance of any part of a purchase order shall constitute your acceptance of our purchase order terms, conditions and all instructions found on herein and on our vendor compliance web site.

You should conform to the requirements of this documentation and web site immediately. All purchase orders received by The FINISH LINE USA INC. and its subsidiaries are subject to the charges contained herein. If your logistics officer or senior officer has not signed a partner acknowledgement, please do so and respond immediately.

As of August 1st 2004, in conjunction with the expansion and commencement of operations in our world-class distribution center and headquarters The Finish Line Inc. will be known as The Finish Line USA, Inc. ("FLUSA")

This documentation and our web site are the property of The Finish Line USA, Inc. and its subsidiaries. Its purpose is to provide up-to-date communications to our vendors. The information contained herein and on our web site is confidential to authorized vendors of Finish Line USA, Inc. and its subsidiaries. This Information should be held in strict confidence, and not divulged to anyone outside of your company.



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Electronic Data Interchange - EDI.

We encourage vendors to trade documents electronically. Most times, with a new vendor we create a test order, and as the test pans out the buyer would then suggest becoming an EDI partner, therefore, it is not a requirement to be initially set up on EDI to conduct business with Finish Line but you are encouraged to do so after testing. All documents used by us will be according to 4010VICS standards. We will not support any EDI documents lower than 4010VICS.



Finish Line's 3rd Party Provider for EDI is SPS Commerce

Finish Line uses **SPS Commerce** as our outsourced 3rd party provider for EDI.

Once the Finish Line buyer has approved you for EDI, our EDI coordinator and SPS Commerce will help you in getting set up on EDI. SPS Commerce has everything you need including our EDI mapping documents on-line.

You will need to provide:

- Vendor Name, Finish Line's Vendor Number
- Vendor Address, City, State, Zip Code
- Primary Contact Name, E-mail address, Phone and Fax number
- Your EDI Code and Qualifier

If you don't have an EDI Code or qualifier SPS Commerce can assist you in getting setup on other solutions to provide order information electronically to Finish Line.

Finish Line utilizes the following mapping guidelines.

EDI 850 Purchase Order Add

EDI 856 Advanced Ship Notification

EDI 810 Invoice

Contact: vendors@finishline.com to answer any EDI questions.



SPS Commerce will assist you in getting set up on EDI

You may contact them at info@spscommerce.com

SPS Commerce Corporate Headquarters is located at:

Accenture Tower

333 South Seventh Street

Suite 1000

Minneapolis, MN. 55402

866 - 245 - 8100

612 - 435 - 9400

Email Address: clientservices@spscommerce.com

Finish Line uses the vendors Universal Product codes (UPC) for the majority of our purchases. [Toc](#)



EDI Testing and Certification

This document provides a brief discussion on the EDI Testing and Certification process. The purpose of this section is to help explain how the EDI Testing and Certification process works.

Client Services

You can expect a single point of contact within the Client Services division of SPS Commerce. Your Client Service Representative will be available for all questions relating to the pre-testing process and the contract. This is the first person that contacts you during the process. They will give you the necessary contact information to work with them directly.

EDI Testing Paperwork

The EDI Testing options and pricing document can be found by clicking on the EDI Testing Service Contract link in the EDI testing and Certification section of www.spscommerce.net (user Name: finishlinevendor, Call [Jeff Bocek](mailto:Jeff.Bocek@spcommerce.com) for password. This must be completed and faxed to SPS Commerce in order to start the testing process. Please take a few minutes to review this document. The following pieces of information must be provided in order to begin testing.

- Start Testing Date

(Please note: allow 48 hours from the time you plan to send the contract for SPS Commerce to complete the interconnect setup)

- Manufacture's ID
- Van Information - For certain Vans', additional account information may be required
- Qualifier and Sender / Receiver ID
- Payment Information
- Signature

For most programs, a vendor may test using generic data, which is not specific to Finish Line, Man Alive, or Paiva, but contains the basic fields required. Finish Line reserves the right to test with data, specific to each vendor. Your client services representative will be able to inform you if this is necessary.

Testing Services

Once the EDI testing options and pricing document has been returned to SPS Commerce, you can expect to be contacted by the testing department on the scheduled start testing date. That contact will be in the form of an introductory email that provides contact information and the next steps while in the testing process. The introductory email is an integral part of the testing process.

Inbound Documents (to Vendor)

SPS Commerce will send a test transaction(s) to your company to begin the testing process. The transactions sent are determined by the transactions being implemented by Finish Line or its subsidiaries. See below for specific documents.

A Functional Acknowledgement will then need to be sent by you for each test transaction you receive from SPS. It is important that SPS receives a functional acknowledgement from you. For most programs, SPS will send reminder Emails if they have not received an FA within 24 hours.

Outbound Documents (from vendor)

Once SPS receives your return documents, an analyzer report will be sent to you within eight business hours. Please note that once you have received your test transactions from SPS, you may return any required outbound documents (such as Advance Ship Notices or Invoices) at any time.



EDI Testing and Certification - Continued.

Viewing test Documents

At any time during the testing process you can check which documents you have passed or failed at <http://www.spscommerce.net>. You will be asked for your user name and password, which is provided to you on the welcome Email. You can then click on the EDI testing tab, and your recent testing reports will be displayed for you to view or print, as well as your current status by transaction.

Bar Code Labels

For programs that are implementing Bar Code Labels, SPS Commerce does perform testing of those as well. If you are unsure of whether your testing program requires the Bar Code Label to be tested, please contact your Client Services Representative.

Please mail a copy of the label to:
SPS COMMERCE Label Testing
Accenture Tower
333 South Seventh Street, Suite 100
Minneapolis, MN. 55402

When SPS receives the label, they will run a performance scan of the bar code, and compare the layout to the specifications included within this manual. Feedback will be provided to each vendor via E-Mail.

EDI Testing and Certification Time Frames

You will have three weeks from your start testing date to utilize SPS Commerce's testing services. If you do not complete the testing process within that three-week timeframe, you will be contacted by and SPS Client Services Representative to discuss additional compliance options that are available to you. These options include purchasing more time (extension) or selecting one on SPS Commerce's hosted services as an interim solution. (IE Web Forms, Fax / Manual or File Integration.)

Contact Names and Numbers

SPS Commerce Web site:
<http://www.spscommerce.net>

Customer Support during testing:
Phone - 888 - 739 - 3232 option #3
Email - Editesting@spscommerce.com

For Questions or the paperwork of the assignment of options, please contact your client services representative at their direct telephone number.

Set up and testing

Upon recommendation from our buyer, we will provide you with contact information for SPS Commerce. They will provide you with detailed mapping specifications for implementing EDI purchase order (850), advanced ship notification (856), Invoicing (810), Functional Acknowledgement (997) within 48 hours. You will need to provide your EDI contact's name, address, phone number, fax number, and Email address along with your EDI code or ID and qualifier IE: (01, 08, or 12). You will need to test with SPS Commerce prior to sending or receiving any documents. [Toc](#)



EDI Testing and Certification - Continued.

Transaction Types

Purchase Order Add (850)

This document is sent from us to the trading Partner to order product for shipment. Meaningful information included in the 850 transactions includes but is not limited to: PO number, Department, Style, Color Code, UPC, Retail, Quantity. The benefits include reducing paper flow while increasing operating efficiencies, as well as data volume and time required to complete transactions.

Advance Shipment Notification (856)

The data transmitted from the trading partner to us contains all information pertinent to shipment of product like: Purchase Order Number, Pro Number, Bill of Lading Number, Date of shipment, and Quantity by size. This, coupled with the use of UCC128 shipping label, will greatly increase automation of delivery and updating of receiving as well as getting your product to the stores the very next day.

The purpose of the ASN is to convey shipment detail prior to physical delivery of the product. It eliminates the need for paper communications and ensures accuracy of communication between product shipped and received. It reduces check-in and off-loading time.

Invoice (810)

The vendor, to bill the products provided, generates an invoice. The Invoice allows a buyer to record payment information and automatically update our financial system. The data contained the 810 transaction provides cross-referencing of purchase order and receiving data. This process occurs with out manual intervention, thereby eliminating manual data entry.

Functional Acknowledgments (997)

The FA is used to indicate the results of a syntactical analysis of functional groups and their transactions sets by EDI software. They are automatically generated by the EDI software for transmission back to the sending party to confirm delivery of the transaction. We require that 997s be returned within 60 hours of receipt of the EDI purchase orders. We will return 997s for advanced ship notices within 48 business hours.

Contact

To establish an EDI relationship with us, contact the appropriate buyer for your product. Recommendations for EDI relationships come from our Buyers. Then you may contact vendors@finishline.com with EDI related questions.

Price Changes

If there is a change in the cost or retail price after the initial transmission, the trading partner may request the Purchase Order to be resent. When this occurs, normally the buyer will inform the trading partners sales representative via fax or verbal communication.



Ticketing and Labeling

Tags and labels are required because they provide accurate inventory control information, which allows your product to flow quickly and efficiently to the stores. All products must be properly ticketed, packaged, and packed prior to being shipped to our distribution center. All products should follow the specifications and requirements set forth within this manual and any additional buyer instructions. We reserve the right to charge back for any merchandise arriving at our distribution center that has been incorrectly ticketed, packaged, packed, or labeled, as specified in this manual and/or purchase order.

The vendor is responsible for obtaining and attaching a UPC Bar code, Size, a tag or label with the required information on it. The vendor is also responsible to check, and verify that the information on the tag or label is printed correctly. Every effort is made by the suppliers to ensure errors do not happen, however, the vendor is responsible to make sure the correct information and labels are placed on the merchandise.

Some ticketing suppliers are listed below.

RACO INDUSTRIES

5480 Creek Road Cincinnati, Ohio 45242
Phone (800) 446 - 1991 or (513) 984 - 2101
Fax # (513) 792 - 4272

Attention: [JACK GRIMES](#) - Service Bureau Manager

Visit their web site at www.racoindustries.com



FINELINE TECHNOLOGIES

3145 Medlock Bridge Road. Norcross, GA. 30071
Phone (800) 500 - 8687 Fax (678) 969 - 9201

Attention: Richard Jaynes V.P. of Sales

Email: Orders@finelinetech.com

Visit their Web site at www.finelinetech.com



FINELINE TECHNOLOGIES LLC LTD - ASIA

Unit 19-21, 21 F Corporation Park
11 On Lai Street, Shatin, Hong Kong
Phone (852-21569788 Fax 852-21569166

Email: rzhang@finelinetech.com

Web Site: www.finelinetech.com

Attn: Rebecca Zhang - Director

Private Label Vendors Private Label Vendors **MUST** use these suppliers.

1 A. **Foreign:** Ronnex Far East Ltd.

Unit A, 10/F, Phase 1, Yee Lim Factory Building 32-40 Kawi Ting, N.T. Hong Kong

Phone 852 - 2343 - 7472 or Fax 852 - 2341 - 6776

Attn: [Wilson Chu](#) or [Jenny Kok](#) Email address: Wilson@ronnex.com.hk or Jenny@ronnex.com.hk

Jeff Bocek must approve all tags or labels produced by you.

Phone or Fax [Jeff](#) at (317) 613 - 6668 E-mail: vendors@finishline.com

ITEMS MAY NOT BE SHIPPED WITHOUT UPC CODES.

Do not ship un-ticketed merchandise. If you ship un-ticketed merchandise, you will be charged back. If you have any questions please contact your Buyer or vendors@finishline.com

Standard Label

This Standard Label is to be used when a U. P. C. bar code and size are on the product.

Do not cover up UPC, Size, or Descriptive information when applying any labels.
This label is mainly used on product that has a UPC bar code and size on the product.



- The Following information is **REQUIRED** on the Standard Label
- ① Our Style Number. - Should match vendor style number.
Style: Not more than 8 digits alphanumeric, as noted on the purchase order.
 - ② Our Color Code - A 3 digit alphanumeric, as noted on the purchase order.
Color:
 - ③ Our department Number - A 3 digit number as noted on the purchase order.
Dept
 - ④ Our Retail Price as noted on the purchase order.
Retail

Ticket Size: 1.5 Inches X 1.1 Inches

Although, the exact ticket size is not a requirement, partners should make every effort to keep the size as close as possible to the size shown, while not covering any vital information.

In order to use this label you must have a UPC Bar Code and Size on your product.

The Fields, "Style, Color, Department and Retail" are mandatory.

The layout is preferred but not critical.

[Toc](#)

Bar Code Label

The Bar Code Label is to be used when the product does NOT have a UPC code or Size on it.

Do not cover up UPC, Size or any descriptive information when applying any labels.
 This label is primarily used for baseball caps or any product without a UPC affixed on it.
 A Bar Code Label may be placed on the back of a vendor's hangtag.



- The Following information is **REQUIRED** on the Bar Code Label
- ① Style: Our Style Number. - Should match vendor style number. Not more than 8 digits alphanumeric, as noted on the purchase order.
 - ② Color: Our Color Code. - A 3 digit alphanumeric, as noted on the purchase order.
 - ③ Size: The size of the item the label is being attached to.
 - ④ UPC: UPC Bar Code - A UPC is a 12 digit all numeric bar code that identifies the product, as noted on the purchase order.
 - ⑤ Dept: Our department Number - A 3 digit number as noted on the purchase order.
 - ⑥ Retail: Our Retail Price, as noted on the purchase order.

Ticket Size 1.5 Inches x 1.6 Inches

Although, the exact ticket size is not a requirement, partners should make every effort to keep the size as close as possible to the size shown.

The Fields, “Style, Color, Size, UPC Bar Code, Department and Retail” are mandatory.

The layout is preferred but not critical.

Requirements for the Bar Code on tickets



The Bar Code on all tickets should meet the following minimum requirements.

Narrow Elements (mils)	10
Wide Elements (mils)	40
Bar Height (in)	0.4
Pattern length (in)	1.1

Price Tag

The Apparel Price tag is used on Apparel and some Accessory products



The Following information is **REQUIRED** on the price tag.

- ① Style: Our Style Number. - Should match vendor style number. Not more than 8 digits alphanumeric, as noted on the purchase order.
- ② Color: Our Color Code - A 3 digit alphanumeric, as noted on the purchase order.
- ③ Size: The size of the item, the price tag or label is being attached to.
- ④ UPC: UPC Bar Code - A UPC is a 12 digit all numeric bar code that identifies the product, as noted on the purchase order.
- ⑤ Dept: Our department Number - A 3 digit number, as noted on the purchase order.
- ⑥ Retail: Our Retail Price, as noted on the purchase order.

Ticket Size: 2.4 inches X 1.2 Inches

Although, the exact ticket size is not a requirement, partners should make every effort to keep the size as close as possible to the size shown.

The Fields, "Style, Color, Size, UPC Bar Code, Department and Retail" are mandatory.

The layout is preferred but not critical.

[View labels with EDI references](#)

Requirements for the Bar Code on tickets



The Bar Code on all tickets should meet the following minimum requirements.

Narrow Elements (mils)	10
Wide Elements (mils)	40
Bar Height (in)	0.4
Pattern length (in)	1.1

[Toc](#)

Master UPC Label

The Master U.P.C. LABEL is to be used when product is packed in a pre-pack carton or poly bag. Purchase Orders beginning with "99" are Pre-pack purchase orders.

The Following information is **REQUIRED** on the Master UPC Label



- ① Style: Our Style Number. - Should match vendor style number. Not more than 8 digits alphanumeric, as noted on the purchase order.
- ② Color: Our Color Code - A 3 digit alphanumeric, as noted on the purchase order.
- ③ UPC Code: UPC Bar Code - A UPC is a 12 digit all numeric bar code that identifies the product. Bars and lines for the number above.

Ticket Size: 1.5 Inches x 1.1 Inches.

Although, the exact ticket size is not a requirement, partners should make every effort to keep the size as close as possible to the size shown.

The Fields, "Style, Color, UPC Bar Code" are mandatory.

The format is preferred but not critical.

Master UPC Labels should be placed on the middle on the front of the poly bag or "pick unit".

A master carton should hold as many pre-packs as possible without exceeding weight restrictions. If only one pre-pack is in a carton, IE: Large or bulky items like Jackets; then the Master UPC label must be on the outside of the carton.

Requirements for the Bar Code on tickets



The Bar Code on all tickets should meet the following minimum requirements.

Narrow Elements (mils)	10
Wide Elements (mils)	40
Bar Height (in)	0.4
Pattern length (in)	1.1

[Toc](#)

Small Accessory Label

The small accessory label is used on non-sized items such as sunglasses, watches or small licensed non-sized accessories like pennants, or wristbands.



- The following is **REQUIRED** on the small accessory Label
- ① **Style:** Our Style Number. - Should match vendor style number.
Not more than 8 digits alphanumeric, as noted on the purchase order.
 - ② **Color:** Our Color Code - A 3 digit alphanumeric, as noted on the purchase order.
 - ③ **UPC Code** UPC Bar Code - A UPC is a 12 digit all numeric bar code that identifies the product as noted on the purchase order.
 - ④ **Retail Note** Our Retail Price as noted on the purchase order.
If the Bar Code is on the product it is recommended you put the department number on the ticket.

Ticket Size: 1.5 Inches x .75 Inches.

The exact ticket size is not a requirement.

The Accessory Label should **NOT** be any Smaller than 1 ½ "x ¾"

The Fields, "Style, Color, UPC Bar Code, and Retail" are mandatory.

The format is preferred but not critical.

Requirements for the Bar Code on tickets



The Bar Code on all tickets should meet the following minimum requirements.

Narrow Elements (mils)	10
Wide Elements (mils)	40
Bar Height (in)	0.4
Pattern length (in)	1.1



Carton Content Label Solid Orders

We require partners include specific information on the Shipping Label,

- Labels should **NOT** be smaller than 4" high by 6" wide
- Labels should be white with black lettering.
- Font size & labels should be legible (not hand written) and EASY TO READ
 - Font size 24 is preferred.
 - No smaller than a font size 12
- Place Shipping Labels in the LOWER RIGHT HAND CORNER of the LONG END of the carton.
 - Next to the UCC128 Label if applied.

DEPT: XXX	PO #: XXXXXXXXX
STYLE: XXXXXXXXX	COLOR: XXX
SIZE: XX.X	IE: 10.5
QTY: XX	12
CARTON COUNT: XXX OF XXX	
Innerpacks inside: YES NO	

Required Information on a shipping label is:

- Purchase Order Number
- Department Number
- Style and color-code - From Purchase Order
- Quantity in carton by size
- Carton Count
- Inner packs inside

The format is preferred but not required.

[Toc](#)



Carton Content Label Pre-Pack Orders

We require specific information on the Shipping Label,

- Labels should **NOT** be smaller than 4" high by 6" wide
- Labels should be white with black lettering.
- Font size & labels should be legible (not hand written) and EASY TO READ
 - Font size 24 is preferred.
 - No smaller than a font size 12
- Place Shipping Labels in the LOWER RIGHT HAND CORNER of the LONG END of the carton.
 - Next to the UCC128 Label if applied.
- Format is preferred but not required.

DEPT: XXX	PO #: XXXXXXXXX
STYLE: XXXXXXXXX	COLOR: XXX
SIZE: XX.X XX.X XX.X XX.X XX.X XX.X	Total
QTY: X X X X X X	XXX
Pre-pack example 8.0 9.0 10.0 11.0 12.0	
2 2 2 2 2	
CARTON COUNT: XXX OF XXX	
Innerpacks inside:	YES NO

Required Information on a shipping label is:

- Purchase Order Number
- Department Number
- Style and color-code - From Purchase Order
- Quantity in carton by size
- Carton Count
- Inner packs inside

The format is preferred but not required.

The Size Run shown must match the SIZE RUN of the "pick unit" or pre-pack

Example: 1 - 2 - 2 - 1

Innerpacks inside stating "YES" and the total number of units will tell us the quantity inside.

UCC 128 Shipping Label - Solid Orders

A Bar Coded UCC 128 shipping label is like a license plate, and is preferred on all shipments. This label should match a valid ASN transmission. The picture below shows the UCC128 solid order format and shows where the data should be placed. The format is preferred but not mandatory

“Solid Order” Shipping Label

FROM: CORPORATION NAME 12345 ANYWHERE LANE CITY – TOWN, ST ZIP	TO: FINISH LINE USA INC. 3308 NORTH MITTHOEFFER ROAD INDIANAPOLIS, IN 46235
SHIP TO POSTAL CODE: (420) 46235 	Carrier Information if available For VENDOR USE
DEPT#: 333 STYLE: XXXXXXXX SIZE: QTY: CARTON: XX of XXX	PO#: 88888888 COLOR: XXX 10 12 INNER PACKS: __ N __
For VENDOR USE	
SSCC – 18: (00) 0 0012345 987654321 8 	

Specific information is required on the Shipping Label:



- Labels should **NOT** be smaller than 4" high by 6" wide
- Labels should be white with black lettering.
- Font size & labels should be legible (not hand written) and EASY TO READ. Not smaller than font 12
- Place Shipping Labels in the LOWER RIGHT HAND CORNER of the LONG END of the carton.
- Format is preferred but not required.

[Toc](#)

UCC 128 Shipping Label - Pre-Pack Orders

A Bar Coded UCC 128 shipping label is like a license plate, and is preferred on all shipments. This label should match a valid ASN transmission. The picture below shows a UCC128 pre-pack format and shows where the data should be placed. The format is preferred but not mandatory.

“PRE-PACK” Shipping Label

FROM: CORPORATION NAME 12345 ANYWHERE LANE CITY – TOWN, ST ZIP	TO: FINISH LINE USA INC. 3308 NORTH MITTHOEFFER ROAD INDIANAPOLIS, IN 46235
SHIP TO POSTAL CODE: (420) 46235 	Carrier Information if available For VENDOR USE
DEPT#: 124 STYLE: XXXXXXXX	PO#: 99915483 COLOR: XXX
SIZE: 7.5 8 8.5 9 9.5 10 10.5 11 11.5 12 13 14 QTY: 1 1 2 2 2 1 2 1	CARTON: 12 of 321 INNER PACKS: -- Y --
For VENDOR USE	
SSCC – 18: (00) 0 0012345 987654321 8 	

Specific information is required on the Shipping Label,

- Labels should **NOT** be smaller than 4" high by 6" wide
- Labels should be white with black lettering.
- Font size & labels should be legible (not hand written) and EASY TO READ. Not smaller than font 12
- Place Shipping Labels in the LOWER RIGHT HAND CORNER of the LONG END of the carton.
- Format is preferred but not required.

Matching labels to EDI documentation

Use this page to match data transmitted by us, via EDI, to our tickets and labels.
This Information comes from the 850 PO document

Standard Footwear Label



Solid Order
 PO1 11 PO1 13
 REF* 02
 CTP 03

Pre-pack Order
 SLN 14 SLN 16
 REF* 02
 CTP 03

EDI Qualifier
 VA and CM
 RES

Standard Accessory Label



Solid Order
 PO1 11 PO1 13
 REF* 02
 CTP 03

Pre-pack Order
 SLN 14 SLN 16
 REF* 02
 CTP 03

EDI Qualifier
 VA and CM
 RES

Bar Code Label



Solid Order
 PO1 11 PO1 13
 PO1 15
 PO1 07
 REF* 02
 CTP 03

Pre-pack Order
 SLN 14 SLN 16
 SLN 18
 SLN 10
 REF* 02
 CTP 03

EDI Qualifier
 VA and CM
 IZ
 UP
 RES

Price Tag



Solid Order
 PO1 11 PO1 13
 PO1 15
 PO1 07
 REF* 02
 CTP 03

Pre-pack Order
 SLN 14 SLN 16
 SLN 18
 SLN 10
 REF* 02
 CTP 03

EDI Qualifier
 VA and CM
 IZ
 UP
 RES

Matching labels to EDI documentation Continued

Use this page to match transmitted EDI data to our tickets.
Information comes from the 850 PO document.

Small Accessory Label

	<u>Solid Orders</u>	<u>EDI Qualifier/Name</u>
	PO1 11 and PO1 13	VA and CM
	PO1 07	UP
	CTP 03	RES

MASTER UPC LABEL

This label is **required for ALL PRE-PACK ORDERS** (*orders that begin with the numbers 99*). This is IN ADDITION to the labels or tags that go on the individual item or shoebox.

This tag would be placed on the outside of the "Pick Unit"

IE: Inner pack or poly bag if multiple packs are in a master carton or on the carton if there is only one pre-pack in a carton.

PRE-PACK ORDERS ONLY

Master UPC Label

	<u>Pre-pack Orders</u>	<u>EDI Qualifier/Name</u>
	SLN 14 SLN 16	VA and CM - Product Service ID
	PO1 07	REF BT - Reference Number
	SLN 10	IT - Master UPC Barcode

This label is in addition to the labels or tags that go on the individual item or shoebox.

[Toc](#)



UCC 128 Shipping Label Format

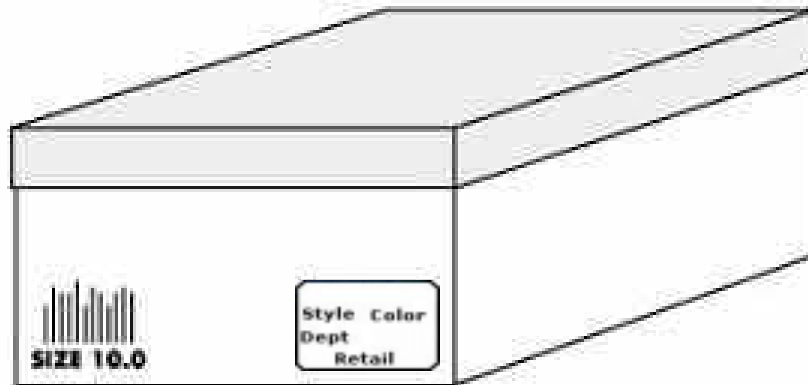
Zone A	Ship From: The "ship from" is recommended but not Mandatory.	Ship To: Zone B may use the entire top area.	Zone B
Zone C	SHIP TO POSTAL CODE Carrier Routing Bar Code	Carrier information if available	Zone D
<i>EDI Segment Reference</i> <i>Descriptions for Pre-pack Orders are:</i> Style: SLN 14 Color: SLN 16 Size: SLN 18 Qty: SLN 04	Department Number Ref 02 Style: PO1 11 Size: or Sizes (if a pre-pack) PO1 15 Quantity: (by size If a pre-pack) Carton Count OF Inner Packs inside Y/N	Purchase Order Number Beg 03 Color Code PO1 13	Zone E EDI Reference: Solid Order
EDI Reference: Pre-pack Order	For Vendor Use		Zone G
	UCC – EAN 128 Bar Code Data on Label MUST MATCH 856 (Advance ship notice/manifest)		Zone I

[Toc](#)

Label Placement - Shoe Boxes

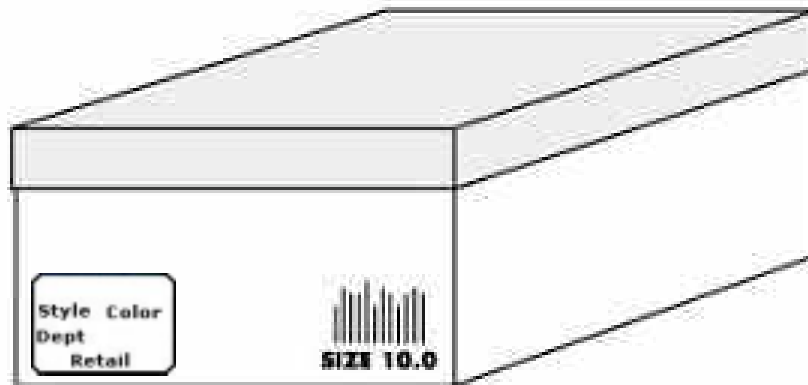
Labels should be placed on the shoebox in the **lower right hand corner**. Do not cover up any UPC, Style, Color, description, and/or other vital information. If for some reason, the lower right hand corner is not available, then use the lower left hand corner of the box. If neither placement is available for the above reasons, contact the appropriate buyer.

Under no circumstances should the label be attached to a loose or unattached shoebox lid.



Standard Label

Preferred placement is lower right hand corner.



Standard Label

Do not cover up any vital information.

[Toc](#)

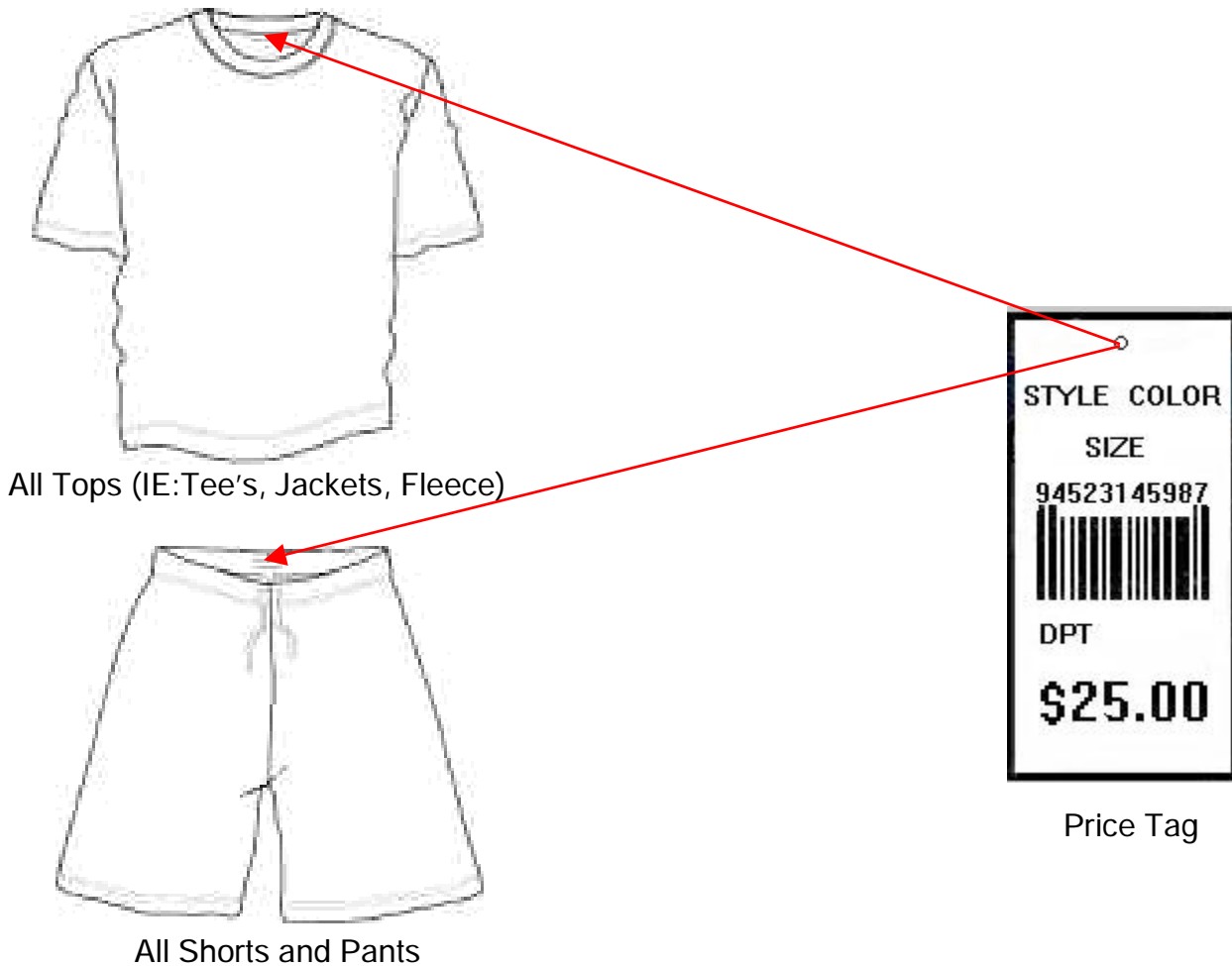
Price Tag Placement - Apparel

Price tags should be swift tacked with a 3" plastic fastener, through the manufacturer's care label at the neck, or through the manufacturer's care label at the waistband. For items without care labels, price tags should be swift tacked with a 3" plastic fastener through the left side seam for pants, and the left underarm seam for tops. **Extreme care should be taken not to damage product.**

If you have the capability, you may print the information (using the thermal transfer or thermal direct method) on an industry standard hang tag. If you have a UPC bar code and size on your hangtag, you may affix a standard label to it. If you do not have a UPC and Size on your hangtag, use the suggested Price tag or the Bar Code Label.

All Apparel (IE: Tee's Knits, Warm-ups, etc). **MUST** be individually folded and poly bagged, with the UPC bar code FULLY VISIBLE through the bag. No plastic clips or straight pins should be used.

It is preferred that Paiva vendors use a bar code sticker label on your vendor hang tag or imprint the necessary information on a vendor hang tag.





Label Placement - Accessories

When applying accessory price tags or labels, care must be used to ensure valuable consumer information or product information is not obstructed. The labels should also be placed so the customer can easily see the retail price.

Label or Price Tag Placement on Accessory Items

Caps/Visors	Labels with UPC and Size should be affixed on the flat side, underneath the bill of the hat. Do not place on stitching or anything that would cause label to come loose.
Belts	Belts must be on riders with a price ticket attached to the buckle. Do not use sticky labels on belts.
Bucket Hats	Labels with UPC and Size should be affixed on the flat side, underneath the bill of the hat. Do not place on stitching or anything that would cause label to come loose.
Jewelry	Jewelry must be carded with bar code label centered on back of card.
Knit Hats	Swift tacked with price tag through seam on top.
Bags / Back Packs	Swift tack a price tag or attach a short plastic fastener to zipper pull.
Socks In bands	On back as to not obstruct vital information.
Socks In bags	On back or front of package in the upper right hand corner as not to obstruct vital information.
Sunglasses (Boxed)	On lower right hand corner of short end of box.
Sunglasses (Bagged)	On back of vendor information tag attached to the bridge or stem.
Sunglasses (Other)	Bridge tags across the nose or Butterfly tags attached to the stem are acceptable.
Insoles	On front of package in upper right hand corner as not to obstruct any vital information.
Watches	On bottom of box or package, and industry standard "jewelry" price tag attached to watch.

If you are unsure about the placement of a label, contact the appropriate buyer or e-mail vendors@finishline.com

Make sure when packaging accessory items (I.E. boxes, bubble packs etc). UPC labels are easily visible and facing UP in the same direction.

[Toc](#)

Label Placement - Cartons

All carton shipping labels must meet the following requirements:

Shipping Labels must be placed in the lower right hand corner of the long end of the carton.

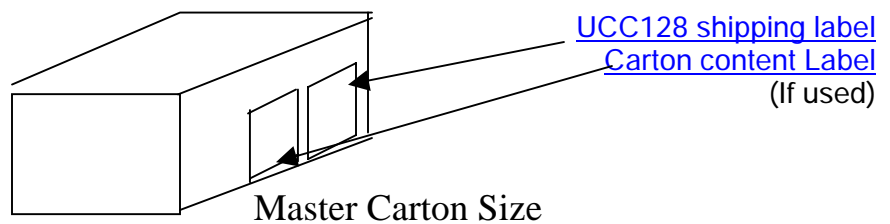
- A standard UCC128 shipping label is preferred.
- Labels should **NOT** be smaller than 6" high by 4" wide.
- Labels should be white with black lettering.
- Font size & labels should be legible (not hand written) and EASY TO READ
 - Font size 24 is preferred
 - Minimum font size 12
- Place Shipping Label in the lower right hand corner of the long end of the carton.
- If a carton content label is used with a UCC128 label, place it next to left side of UCC128 label.

The Following Information is required on the Carton Content Label Or the UCC128 Shipping Label.

- Department Number
- Purchase Order Number
- Style Number (from Purchase Order)
- Color Code (from Purchase Order)
- Size or Sizes in carton.
- Quantity by size in Carton
- Carton Count (1 of 5, 2 of 5)
- Interpacks Inside Yes / No

The label should also include the following information:

- Vendor - Vendor's Name and Address or
- Shipper - Division / Manufacturer Name and Address.
- Consignee: Company Name.
 3308 N. Mitthoefer Road
 Indianapolis, IN 46235
- Postal Code in bar code format
- Carrier information



	Height	Length	Width	Weight
Min	8"	12"	12"	N/A
Max	20"	30"	20"	50 lb



Carton Packing Instructions - General

All cartons must be adequately manufactured, labeled, and otherwise marked to ensure that product is delivered to our Distribution Center in **“store ready to sell”** condition. Deviations from the following guidelines could result in expenses and delays not included in our cost-of-product, and will be charged back. **ITEMS MAY NOT BE SHIPPED WITHOUT TICKETS / LABELS, OR UPC BAR CODES.**

- A. Cartons should be loaded onto trailers/containers **BY PURCHASE ORDER**, so they are not mixed. (It is understood that there could be a row where purchase orders “overlap” due to the end loading of one Purchase Order and the beginning of another)
- B. Merchandise should be packed so as to prevent concealed loss or damage.
- C. Packing corrugate must be a minimum of 200 lbs. test and be clean corrugated cardboard.
- D. Packing cartons should be uniform in size and quantity.
- E. The weight of each carton, including contents, must not exceed 50 pounds.
- F. Minimum Carton Size Requirements are: 12” length x 8” height x 12” width. Cartons not meeting these size minimum requirements will be charged for additional handling.
- G. Maximum Carton Size Requirements are: 30” length x 20” height x 20” width. Cartons exceeding these maximum size requirements will be charged for additional handling.
- H. Cartons should be sealed with good quality tape similar to P.V.C. tape and/or reinforced paper tape.
 - To protect the contents from knife cuts when the carton is opened, the use of carton inserts above and below merchandise, particularly apparel, is strongly advised.
 - Cartons should **not** be secured with straps
- I. The partner’s representative or account executive should work with our buyer(s) to ensure that no orders are written that cause cartons to be “out of compliance” with respect to weight, dimensions, carton strength etc.
- J. All products are to be packed as per compliance and purchase order instructions.
- K. Unless otherwise specified by the Buyer, merchandise should be packed as “solid” cartons or “solid inner packs”, with **consistent** quantities throughout all cartons as, dictated by the purchase order, with only **“one” style, “one” color and “one” size** in each carton. Pre-pack orders are an exception. Vendors are allowed one (1) remnant carton. **Footwear Example: 160 pair ordered, pack 13 cartons of 12 pair and one carton of 4. Apparel Example: 160 units ordered, pack 3 cartons of 48, and one carton of 16**

Any remnant cartons permitted under our guidelines must be **clearly marked** as to content and **further identified** with a different colored label or tape. The Partner Compliance Coordinator must approve all exceptions. (317) 899-1022 ext. 3613. Exceptions to the above items must be approved our Director of Operations, Distribution or the Partner Compliance Coordinator. Pre-pack cartons requested by the buyer do not need approval.

[Toc](#)



Carton Packing Instructions - Apparel

- A. Apparel items **must** be packed in Individual poly bags, with the price tag facing up so it may be scanned through the poly bag.
 - The exception to this is Pre-Packs. The entire "[pick unit](#)" should be poly bagged.
- B. Poly Bags should be 0.03 to 0.04 mm in thickness.
- C. No straight pins or plastic clips should be on the garments.
- D. To protect contents of carton from knife cuts, the use of carton inserts above and below merchandise is strongly advised.
- E. Merchandise must be packed in [consistent quantities](#).
 - Apparel Example: 160 units ordered of size XXL, pack 3 cartons of 48, and one of 16
- F. Do not use straps to secure cartons on domestic shipments.
- G. A standard carton should hold as many units or pre-packs as possible without exceeding the maximum dimensions or weight restrictions.
- H. A packing slip should be attached to the bill of Lading or must be emailed or faxed prior to the shipments arriving.
- I. P O's are to be [loaded on the truck](#) or container by Purchase Order so they are not mixed.

The Following information is required on a shipping label.

- Division Department Number
- Purchase Order Number
- Style Number (from Purchase Order)
- Color Code (from Purchase Order)
- Size or Sizes in carton
- Quantity by size in carton
- Carton Count (1 of xx)
- Interpacks Inside Yes / No

* Foreign Vendors should include the RN #

The Following information must be included on the Bill of Lading .

- Customer Purchase Order Number
- Carton Count per customer purchase order number
- The following statement:

Delivery appointment must be made 48 hours prior to delivery. Please call (317) 899 - 1022 - Kevin Gries ext. 6581 or Tim Cummins ext. 6583 for appointment. Non-appointed freight will be refused. Fax completed Bill of lading to (317) 899 - 5605

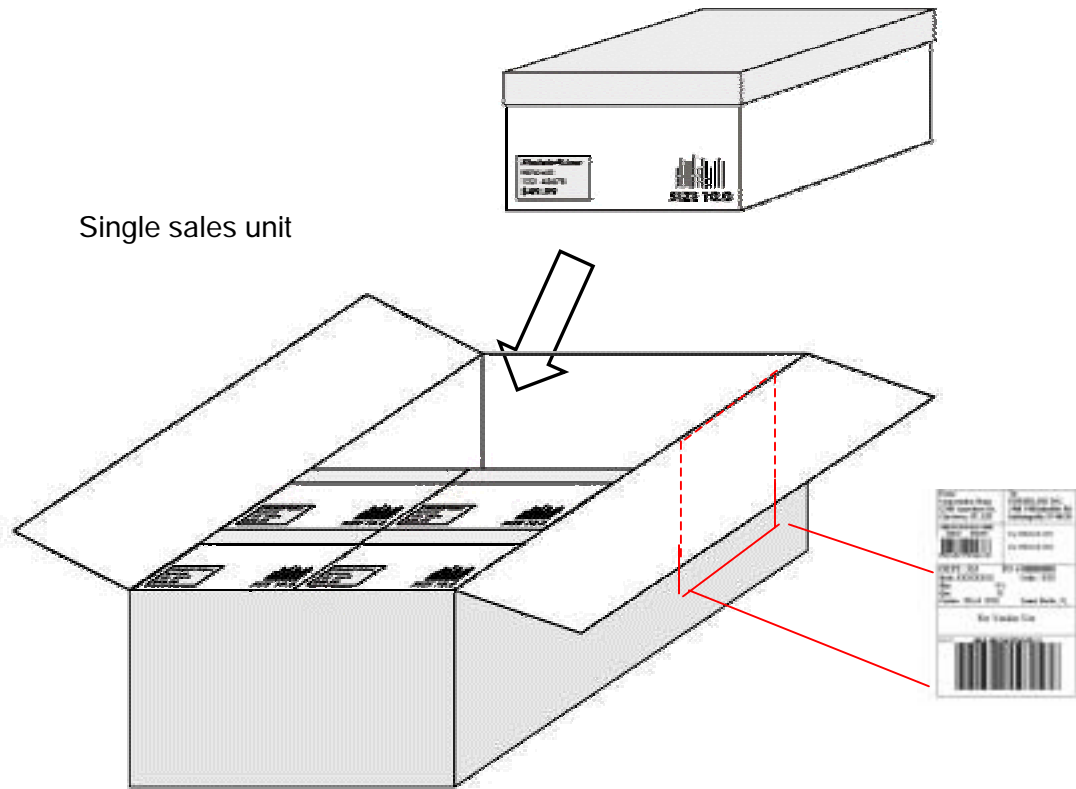
Master Carton Size

	Height	Length	Width	Weight
Min	8"	12"	12"	N/A
Max	20"	30"	20"	50 lb

[Toc](#)

Packing Footwear - Solid Orders

Footwear packed, as "solid" cartons with consistent quantities as dictated by the purchase order, must have only **"one" style, "one" color, and "one" size** in each carton.



Place individual shoeboxes, **OF THE SAME SIZE**, into a solid master carton.
All UPC Codes must face **UP**. You may have a row turned opposite to better accommodate box lids.

UCC 128 or Carton content label goes on the lower right hand corner of the long end of the box.

Maximum Weight is 50 lbs.

Minimum dimensions are: 8 H x 12 L x 12 W

Maximum Dimensions are: 20 H x 30 L x 20 W

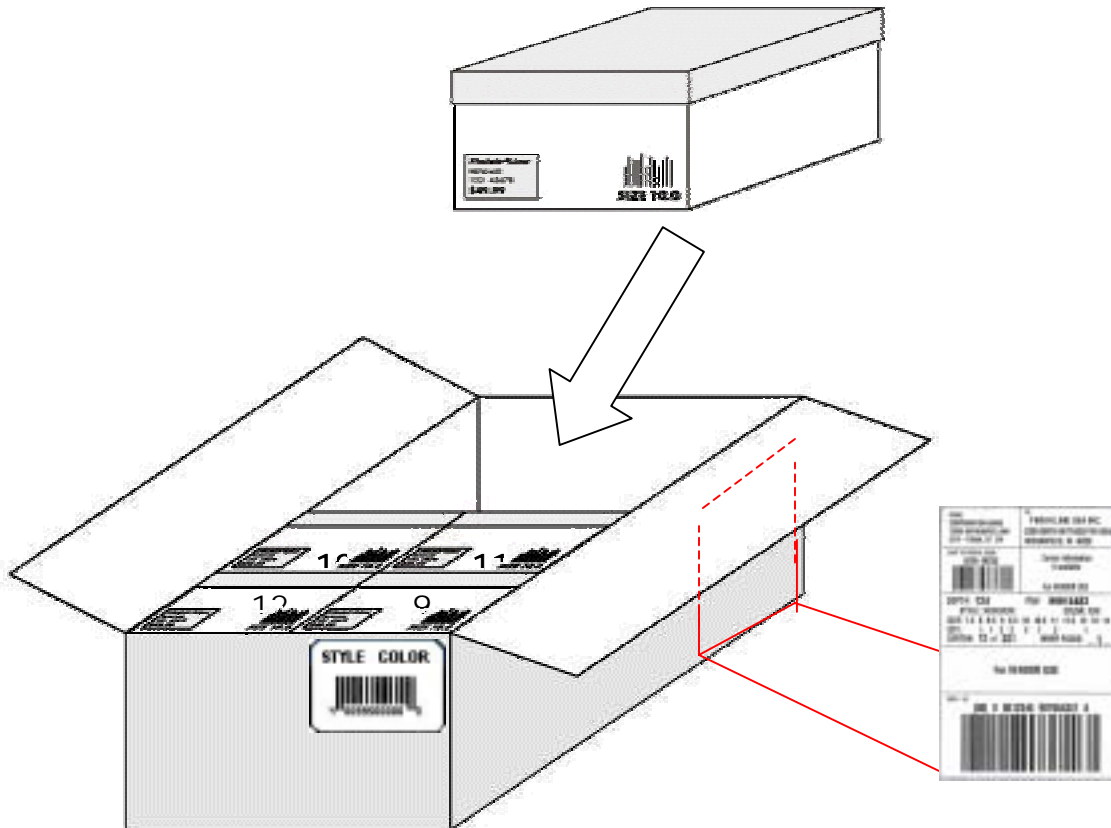
[Toc](#)

Packing Footwear - Pre-pack Orders

Cartons packed, as “pre-packs” as dictated by the purchase order, must have only “**one**” style, and “**one**” color, of merchandise in a predetermined size range and quantities in each carton or pre-pack.

Example:

Size	8.0	8.5	9.0	9.5	10.0	10.5	11.0	12.0
Quantity	1	1	2	2	2	1	2	1



A Master UPC Label (1" x 1.5") must be on the pre-pack or “pick Unit”

Place individual shoeboxes, **With Predetermined Size Range**, into a pre-pack master carton.
All UPC Codes must face **UP**. You may have a row turned opposite to better accommodate box lids.

UCC 128 or Carton content label goes on the lower right hand corner of the long end of the box,
Maximum Weight is 50 lbs.

Minimum dimensions are: 8 H x 12 L x 12 W

Maximum Dimensions are: 20 H x 30 L x 20 W

Packing Apparel - Solid Orders

Apparel, packed as "solid" with consistent quantities as dictated by the purchase order, must have only "one style", "one color", and "one size" in each carton.

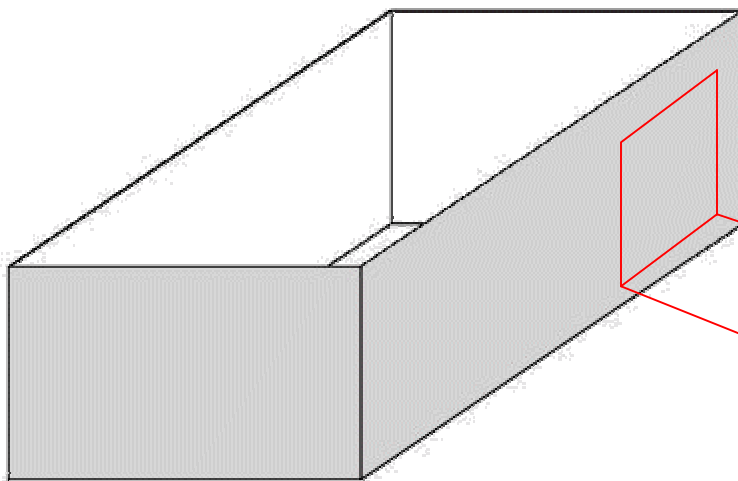
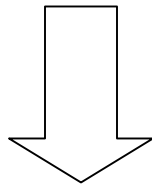
Single Sales Unit



Price Tag

Single Apparel should be individually poly bagged.

A master carton should hold as many units as possible without exceeding weight restrictions



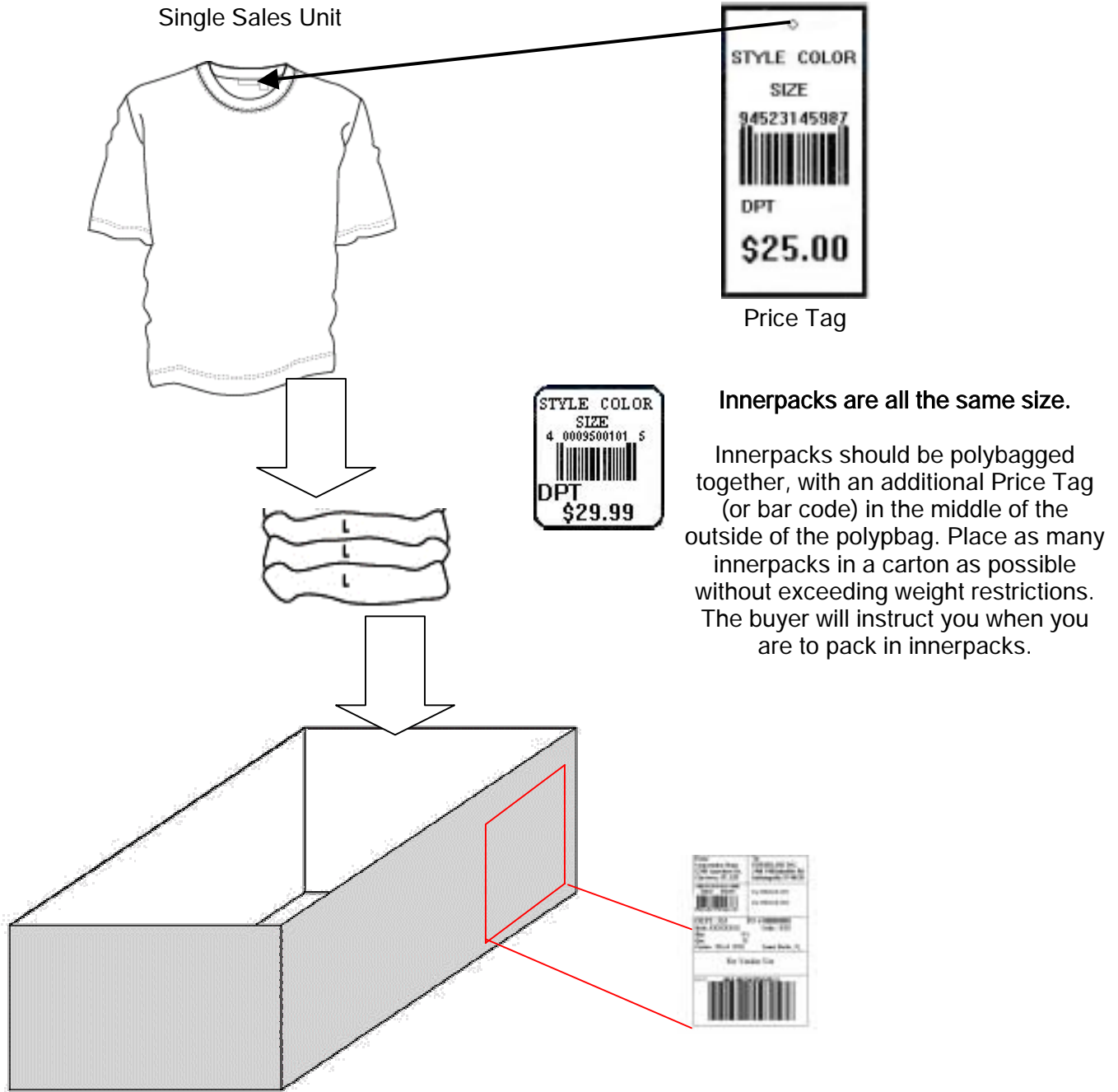
UCC 128 or Carton content label goes on the lower right hand corner of the long end of the box, Maximum Weight is 50 lbs.

Minimum dimensions are: 8 H x 12 L x 12 W

Maximum Dimensions are: 20 H x 30 L x 20 W

Packing Apparel - Innerpack Orders

Inner Packs are when the buyer tells you to specifically pack certain sizes together.



Innerpacks inside = Yes

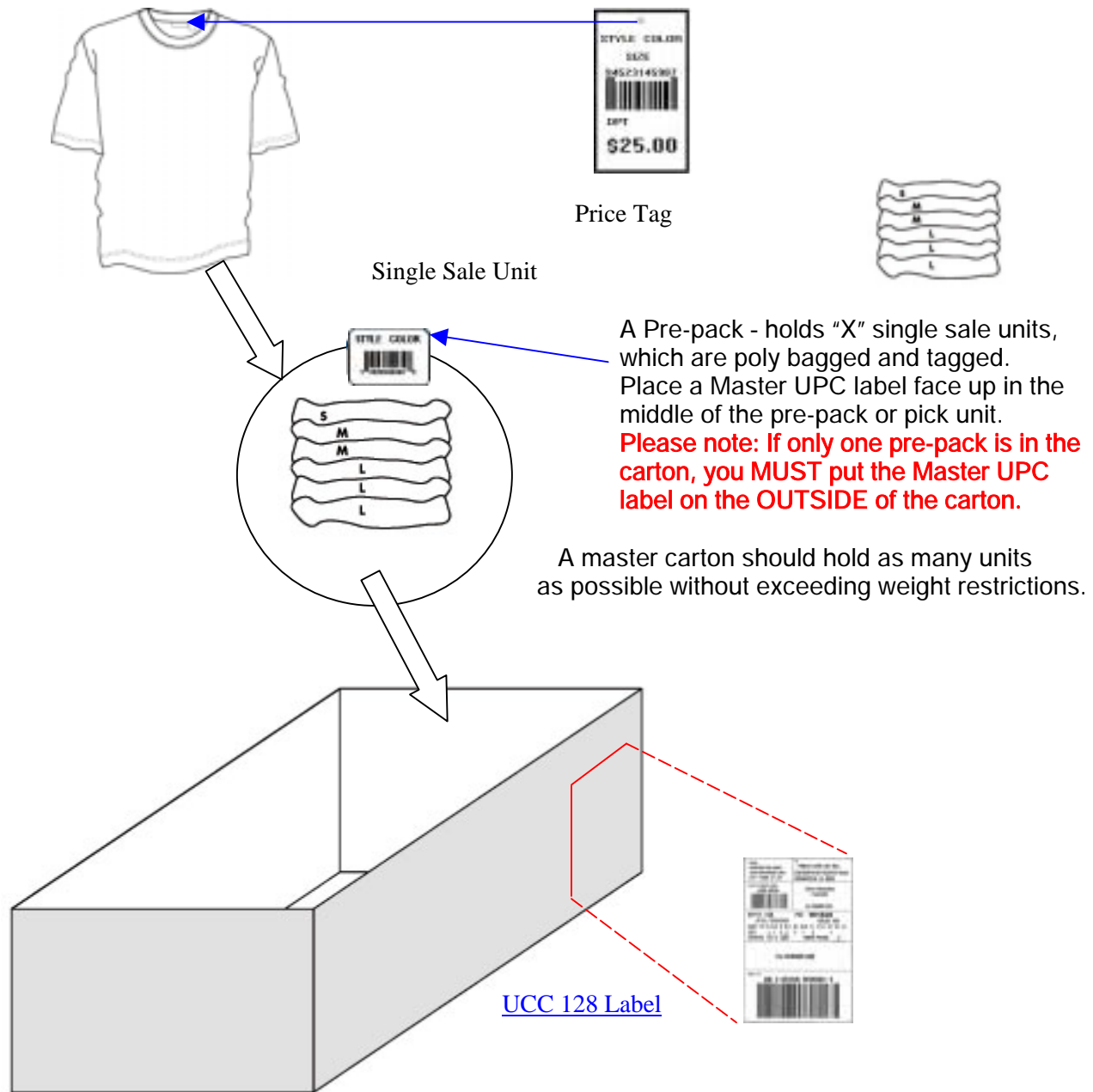
UCC 128 or Carton content label goes on the lower right hand corner of the long end of the box,

Maximum Weight is 50 lbs.

Minimum dimensions are: 8 H x 12 L x 12 W

Maximum Dimensions are: 20 H x 30 L x 20 W

Packing Apparel - Pre-pack Orders



UCC 128 or Carton content label goes on the lower right hand corner of the long end of the box, Maximum Weight is 50 lbs.

Minimum dimensions are: 8 H x 12 L x 12 W

Maximum Dimensions are: 20 H x 30 L x 20 W

If product is of large nature (IE Jackets) and only one pre-pack is in a carton, you must put a master UPC label on the outside of the carton. Otherwise Master UPC Labels should be on the Poly bag.

[Toc](#)

Packing Accessories - Solid Orders

Accessories, packed, as "solid" cartons with consistent quantities as dictated by the purchase order, must have only "one style", "one color", and "one size" or non-sized items in each carton. Accessories, especially small sized items, including Socks may be placed in solid inner packs, (poly bags or boxes) to prevent damage and to improve carton integrity.

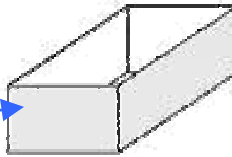


Or

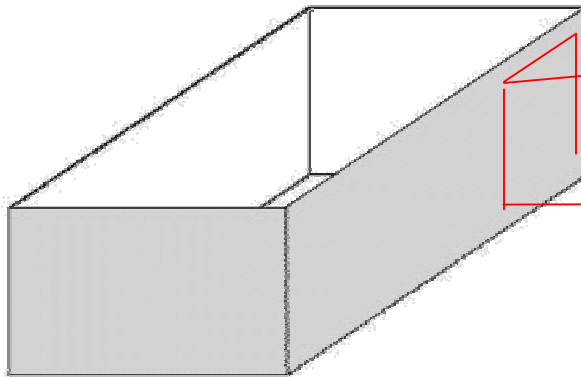
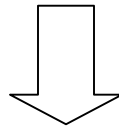
Single sales unit

Place Bar code under bill of hat or on band.

Solid Inner Pack - holds 'x' number of units
 Check requirements from buyer.
 A master carton should hold as many units as possible without exceeding weight restrictions
 Place additional tag on outside of inner pack box.



This could also be a poly bag



Innerpacks inside = Yes

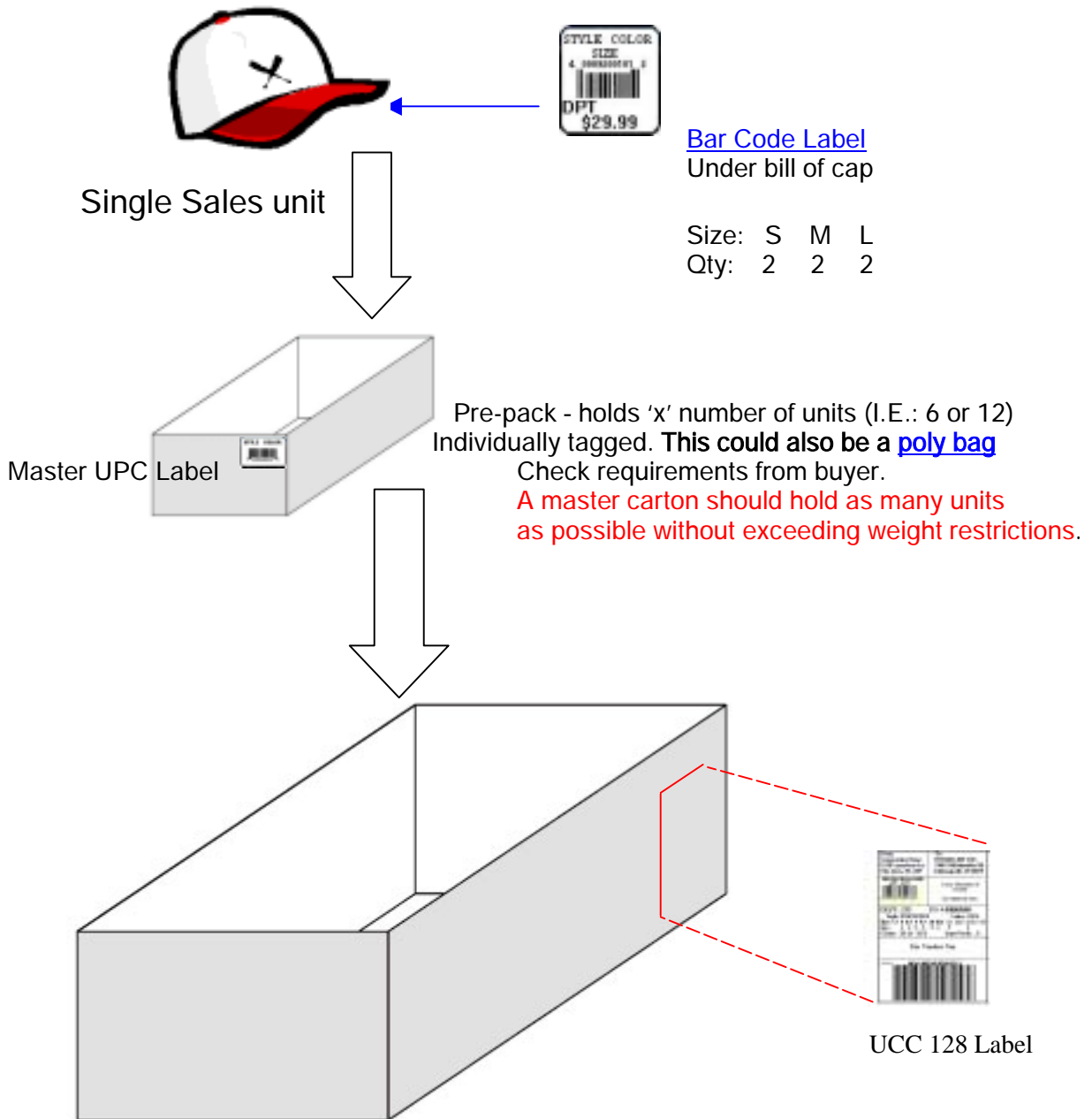
UCC 128 or Carton content label goes on the lower right hand corner of the long end of the box,
 Maximum Weight is 50 lbs.

Minimum dimensions are: 8 H x 12 L x 12 W

Maximum Dimensions are: 20 H x 30 L x 20 W

[Toc](#)

Packing Accessories - Pre-pack Orders



Innerpacks inside = Yes

UCC 128 or Carton content label goes on the lower right hand corner of the long end of the box,
Maximum Weight is 50 lbs.

Minimum dimensions are: 8 H x 12 L x 12 W

Maximum Dimensions are: 20 H x 30 L x 20 W

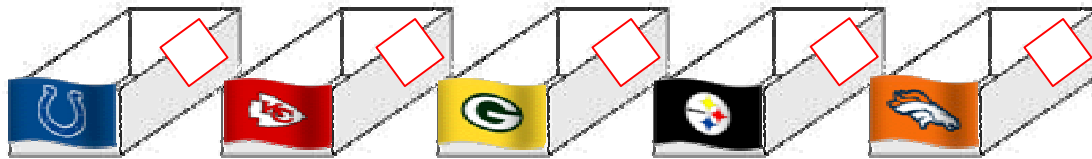
Packing Accessories - Solid Orders Small items

Some accessory vendors have items that are very small. Items such as; Key Chains, Watches, Mugs, Sunglasses, or licensed products etc. This may create compliance violations with regard to minimum carton dimensions, when we order multiple teams in small quantities. Say 24 units of "X" in 18 teams. Most of these items have no size to them, and fit in small boxes or freezer / poly bags.

An extra label is required on each of the individual boxes or bags.

This label would describe what is inside the smaller box or bag. This label must have the description, style, color code, and quantity on it. Only **ONE** Style / color or team is allowed inside a bag or box.

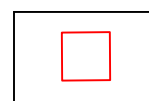
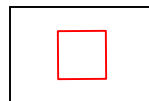
Pack only ONE purchase order per carton. - Never Mix Purchase Orders. Each carton should have its own packing slip.



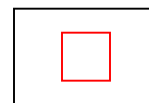
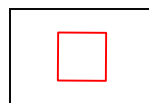
Place label on the long side of small box or on top if side is too small. If using a bag, the label should be placed in the middle of the bag.

Style	Color Code
Description	
QTY	

1234IC	NON
Colts Car Flag	
24	



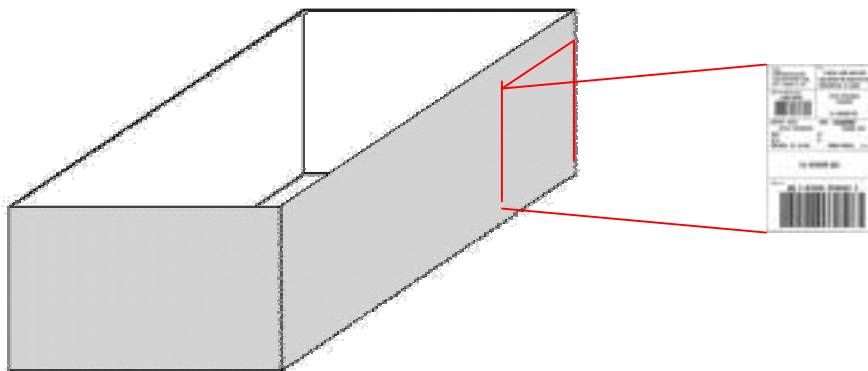
Freezer bag with
Label in middle



Label size 4" x 6" preferred or 3" x 5"

Small boxes are to be placed into master carton, with normal carton label. It must be well marked that there are multiple boxes inside. You may put remarks on the label - "Mixed Styles Inside"

All styles must be on the same Purchase order. **DO NOT mix PO's.**



Innerpacks inside = Yes

UCC 128 or Carton content label goes on the lower right hand corner of the long end of the box,
Maximum Weight is 50 lbs.

Minimum dimensions are: 8 H x 12 L x 12 W

Maximum Dimensions are: 20 H x 30 L x 20 W



Routing

All shipments MUST include Packing Slips. Packing slips must be included with Shipments (attached to the Bill of Lading) or Emailed or fax to (317) 899 - 5605 prior to shipment arriving at destination.

Purchasing terms and conditions, for all orders dictate primary delivery terms are **F.O.B. DESTINATION, FREIGHT PREPAID**. In an effort to help you minimize incremental costs, we will, through our traffic department, do everything possible to assist you in getting the best and least expensive terms and service.

Any shipments made collect will be refused.

Preferred Carriers		
Carriers	Web Site	Phone Number
Roadway Express	www.roadway.com	Jen (317) 243 - 3291
Watkins Motor Lines	www.watkins.com	Debbie (317) 858 - 5208
Oliver Trucking	www.oltg.com	Maggie (800) 333 - 4463
MKM Distribution	www.mkm-logostics.com	Angie (317) 334 - 7900
United Parcel Service	www.ups.com	(800) 877 - 1497

- Cartons should be loaded onto trailers/containers **BY PURCHASE ORDER**, so they are not mixed.
 - (It is understood that there could be a row where purchase orders "overlap" due to the end loading of one Purchase Order and the beginning of another)
- Call, (317) 899-1022 and speak with [Tim Cummins](#) ext. 6583 or Call (317) 899-1022 and speak with Kevin Gries at ext. 6581
- 3rd party shipments from your location direct to our stores, in which Finish Line is responsible for the freight charges are to follow the same routing instructions and should have the following "bill to" information written in the body of the bill of lading:
- Bill to: Finish Line USA Inc. 3308 N. Mitthoefer Rd. Indianapolis, IN, 46235
- When shipping more than one purchase order number and/or a shipment that will require more than one trailer, Finish Line requires that only one (1) bill of lading be filled out for the entire order that is to be shipped out on the same day.

ALL LIVE LOADS

- You must call for a scheduled delivery appointment BEFORE your freight will be received.
- This call must be made at least 48 hours prior to the date you are requesting delivery.
- Failure to hit your scheduled delivery appointment time may result in a charge back.
- Any additional charges due to misrouting will be deducted from your invoice.

Finish Line Private Label vendors must use freight forwarders.

USA Office Contact:

OIA Global Logistics

1111 East Watson Center Road, Unit "D"

Carson, CA. 90745

Phone: (800) 938 - 0160 Fax: (310) 830 - 7734

Email: helen.maruyama@oiaglobal.com

[Toc](#)

If you have any questions regarding these instructions,
Please contact [Kevin Gries](#) ext 6581 or [Tim Cummins](#) ext. 6583 (317) 899-1022.



Invoicing Instructions

All invoices must include:

- A. Vendor Name, Address, and Phone Number(s).
- B. Vendor Account Number.
- C. Vendor Contact Name and Phone Number
- D. Remittance Address if different from corporate address.
- E. The Finish Line / Man Alive / Paiva purchase order number.
- F. Invoice Date.
- G. Terms, including percent discount & number of days.
- H. Unit Cost.
- I. The date merchandise was shipped.
- J. The number of cartons shipped.
- K. The number of units shipped by Style Number, Color Code, and Size.

Invoices should be mailed to: **The Finish Line USA, Inc.**
3308 N. Mitthoefer Rd.
Indianapolis, IN 46235
Attn: Accounts Payable.

- Each Purchase Order must be invoiced separately.
- Concealed shortages will be deducted from the payment.
- Price differences and Returns will be deducted from the payment.
- Commission on the shortages will be deducted from the payment.
- Non-compliance with the requirements in this manual will be deducted from the payment.

[EDI Invoices](#)

Finish Line now trades EDI invoices (document 810) with their EDI partners. Vendors are encouraged to trade EDI documents with Finish line.

Please help us expedite your payment by keeping us advised of any changes in addresses or personnel. Click [here](#) or contact [Jeff Bocek](#) for a Vendor Information Form.

Reasons and Fee schedule

We reserve the right to charge back for any merchandise arriving that has been incorrectly ticketed, packaged, packed, labeled, delivered, or not ticketed as specified in the purchase order, and/or to charge a processing and/or administrative fee for not complying with these requirements. Any fee would be deducted from the payment.

Category	Description	Charge
T I C K E T I N G	No Tickets on Product	\$.30 Per Ticket \$50.00 Minimum Per Purchase Order
	Bad UPC Code on Ticket (UPC not scan able)	
	No UPC Code on Ticket (when required)	
	UPC Code scans different Style; or Size.	
	Style or Color Code or Size is not on Ticket	
	Department Number or Price or UPC Code is not on Ticket	
	Style, or Color Code or Size is Incorrect on ticket	
	Department number, or Price or UPC Code is incorrect on Ticket	
	Master UPC label missing from carton	
	Incorrect Master UPC Label	
P R O D U C T		\$ 5.00 per Carton. \$150.00 Min.
	Product styles mixed in cartons (solid orders)	
	Product sizes mixed in cartons (solid orders)	
	Product colors mixed in cartons	
P A P E R W O R K	Packing slip not sent in or included with shipment.	\$150.00 Per Purchase Order
	Packing Slip not attached to Bill of Lading	
	Inaccurate or no Bill of Lading included with shipment.	
	Style or Color Code or Size or quantity is not on Packing Slip	
	Purchase Order No. or Department No. is not on Packing Slip	
	Style, or Color Code or Size or quantity is Incorrect on Packing Slip	
	Purchase Order No. or Department No. is incorrect on Packing Slip	

Reasons and Fee schedule - Continued

C A R T O N	Cartons do not meet Minimum Dimensions	\$5.00 Per Carton \$ 150.00 Minimum
	Cartons exceed Maximum Dimensions	
	Carton burst strength less than 200 pounds	
	Carton weighs more than 50 pounds	
	Incorrect Information on carton content label	
	Incorrect Information on ASN carton label	
	Straps on carton (domestic shipments)	
	Pre-pack Order comes in as solid order	
	Solid Order comes in as pre-pack order	
L A B E L S		\$5.00 Per Carton \$ 150.00 Minimum
	Label markings are illegible; unreadable; or font is too small	
	Purchase Order Number; or Department Number not on Label	
	Style, or Color Code; not on Label	
	Size or Sizes; or Quantity; or Carton Count. not on Label	
	Purchase Order Number; or Department number incorrect on Label	
	Style, or Color Code is incorrect on Label	
	Size or Sizes; Quantity; or Carton Count is incorrect on Label	
	No UCC 128 Bar Code on Label – Future Use	
	UCC 128 Bar Code not scan able – Future Use	
D E L I V E R Y	Purchase Order picked up after “Do not ship after” date	\$5.00 Per Carton \$ 150.00 Minimum.
	Purchase Order is mixed with other purchase orders	
	Purchase Order delivered after cancel date.	
	Purchase Order on multiple trucks (when order can fit on one)	
	Appointment missed – Carriers or Live Loads. Appointment defined as ½ hour before, (wait) or 1 hour after scheduled time.	\$ 150.00
Storage	Purchase Order picked up before “Do not ship before” date.	\$ 0.50 per carton per touch plus \$ 0.50 per month \$ 200.00 min
	Purchase Order arrived before “Do not ship before” date	
	Storage of product.	
Storage Example: \$0.50 per carton to move into storage. Plus \$0.50 per carton, per month, for storage. Plus \$0.50 per carton to move out of storage. Minimum Charge \$200.00		
Invoicing	Incorrect information on a paper or Electronic (EDI) Invoice	\$ 50.00 Per Invoice

We reserve the right to charge back for any merchandise arriving that has been incorrectly ticketed, packaged, packed, labeled, delivered, or not ticketed as specified in the purchase order, and/or to charge a processing and/or administrative fee for not complying with these requirements. Any fee would be deducted from the payment. [Toc](#)

Communications


Contact List

If you have any questions regarding the policies in this manual, contact one of the individuals listed below by clicking on their name. Except where otherwise noted, people may receive correspondence at 3308 North Mitthoefer Rd. Indianapolis, In. 46235, or you may e-mail us at vendors@finishline.com.

Title	Name & Phone Numbers
Inventory Control Analyst	Jeff Bocek (317) 899 - 1022 ext 6668 Fax (317) 894 - 6341
SR. Vice President of Distribution	Bob Edwards (317) 899 - 1022 ext 6551 Fax (317) 899 - 5605
Traffic Manager	Tim Cummins (317) 899 - 1022 ext 6583 Fax (317) 899 - 5605
Director of Warehouse Operations	Bill Gibford (317) 899 - 1022 ext 6550 Fax (317) 899 - 5605
Compliance Coordinator	Vicki Chastain (317) 899 - 1022 ext 6571 Fax (317) 899 - 5605
Accounts Payable	Vicky Price (317) 899 - 1022 ext 6904 Fax (317) 895 - 3950
Ticketing Manufacturer	Jack Grimes (800) 446 - 1991 ext 151 Fax (513) 792 - 4272 5480 Creek Rd. Cincinnati, OH. 45242 Or (513) 984 - 2101
Ticketing Manufacturer	Fineline Technologies (800) 500 - 8687 Fax (678) 9669 - 9201 3145 Medlock Bridge Road. Norcross, GA. 30071 Or www.finelinetech.com
EDI Provider	SPS Commerce (866) 245 - 8100 Fax (612) 435 - 9402 333 South Seventh Street Suite 1000 Minneapolis, MN. 55402



Vendor Information Form

 Vendor Information Form	
Communications are vital to you and Finish Line USA, INC. Please fill out all of the information on the form below and return it to Finish Line Vendor Compliance, 3308 N. Mitthoefer Rd. Indianapolis, IN. 46235. Or by Fax (317) 894 - 6341 Attn: Jeff Bocek or E-Mail the form to jbocek@finishline.com	
Corporate Address	
Company _____	Division /Parent Co. _____
Address 1 _____	Address 2 _____
City _____ State _____ Zip + 4 _____	Note _____
Remit To Address	
Company _____	Division /Parent Co. _____
Address 1 _____	Address 2 _____
City _____ State _____ Zip + 4 _____	Note _____
Sales Representative	
Company _____	Division /Parent Co. _____
Address 1 _____	Address 2 _____
City _____ State _____ Zip + 4 _____	Note _____
Returns	
Company _____	Division /Parent Co. _____
Address 1 _____	Address 2 _____
City _____ State _____ Zip + 4 _____	Note _____
Chief Operations Officer / President	
Full Name _____	Job Title _____
E-mail _____ Business _____	Fax _____
Chief Financial officer	
Full Name _____	Job Title _____
E-mail _____ Business _____	Fax _____
Accounting / Finance	
Full Name _____	Job Title _____
E-mail _____ Business _____	Fax _____
Sales Representative	
Full Name _____	Job Title _____
E-mail _____ Business _____	Fax _____
Vendor Compliance / Customer Service	
Full Name _____	Job Title _____
E-mail _____ Business _____	Fax _____
Electronic Data Interchange (EDI)	
Full Name _____	Job Title _____
E-mail _____ Business _____	Fax _____



Glossary

<u>Bar Code</u>	A precise arrangement of parallel lines (bars) and spaces both of varying widths. The bar code represents data elements and can be read by a scanner.
Cancel Date	The date the buyer may cancel the Purchase Order if the terms are not met.
<u>Carrier</u>	Any entity responsible for delivering goods from the partner to our Distribution Center.
Case	A case is a generic term, describing the many different formats of cartons with product inside.
Color Code	A 3-digit code used to define the color of the product.
Consignee	An entity to which goods have been delivered, assigned, or entrusted to.
Container	Ocean container - Direct Delivery.
Don't Ship After Date	The date product is not to be shipped after.
Drop Load	Trailer can be dropped and unloaded at our convenience.
<u>EDI</u>	Electronic Data Interchange. The electronic exchange of business data from computer to computer traditionally communicated via paper documents.
<u>FOB Vendor Dock</u>	The partner pays a cartage charge to the depot. We pay the rest. Title passes at the shipping point.
<u>FOB Indianapolis</u>	The partner pays cartage and transportation to a common carrier's station in city. We pay cartage to the distribution center. Title passes when goods arrive at Indianapolis.
<u>FOB Destination</u>	The partner pays cartage and transportation to the distribution center. Title passes when goods are received.
<u>Live Load</u>	Unload trailer by appointment. Driver waits.
LTL Shipment	The abbreviation for less than a (truck) load. An LTL shipment is a shipment typically from a single source, that does not fill an entire truck.
Master Carton	The outermost carton. When "master carton" is used, it implies that inner packs are inside.
<u>Master UPC Label</u>	A label used on Pre-pack shipments. It defines the item and quantities in a pre-pack.
No Size	A non-sized item (I.E. - various Shoe Care Products, Polish, Shoe Laces, "one size fits all" or Non Sized hats, etc).



Glossary - Continued

Partner	Any individual, firm, or corporation from whom purchases are made. Also referred to as Vendor.
Pick Unit	A pick unit may be a single item, a Pre-pack, a bundle, or a package containing several of the same items, or an entire case of product.
Poly Bag	A clear plastic bag with a thickness between 0.03 mm to 0.04 mm.
<u>Pre-pack Carton</u>	A carton of product with all of the same style and color packed in a <i>predetermined size range</i> and quantity.
Pre-pack Master Carton	The outermost carton with pre-packs or poly bags inside.
<u>Pre-pack Inner Pack</u>	A group of boxes, poly-bags, or bundles, containing product packed in solids or pre-packs that are shipped in a solid or pre-pack master carton.
<u>Pre-pack Order</u>	A purchase order, in which, the partner packs THE SAME Style and Color in a predetermined size range and quantity.
<u>Price Tag</u>	A tag placed on product to show vital information and retail price.
Sale Unit	The quantity of a product packaged and filled as a single inventory unit (1).
Size	The Size of the product.
SKU	Stock Keeping Unit. A SKU normally identifies an item at the style/color/size level through one or a set of codes.
<u>Solid Carton</u>	A carton of product packed with ALL OF THE SAME: Style, Color & Size.
<u>Solid Inner Pack</u>	A group of boxes, poly-bags, or bundles all of the same style, color and size, that are placed into a master carton.
<u>Solid Master Carton</u>	The outermost carton with solid inner packs inside. When “master carton” is used, it implies that inner packs are inside.
<u>Solid Order</u>	A purchase order with ALL OF THE SAME Style, Color & Size in one carton.
<u>SSCC-18</u>	A unique product identification number, applied at the case level, and used to identify goods that have unique or variable attributes.
Start Ship Date	The beginning date we will accept the product from the partner.
Style	Our Style; this may or may not match the vendor’s style number. A maximum of 8 alphanumeric digits.

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Glossary - Continued

Terms & Conditions	The Terms and Conditions for purchase orders for The Finish Line, Inc. and its subsidiaries including but not limited to The Finish Line USA, Inc.
TL Shipment	The abbreviation for truckload. A TL shipment is typically from a single source that fills an entire truck and can be shipped at lower rates than are required for an LTL shipment.
Trading Partners	The sending or receiving parties involved in the exchange of electronic data interchange transmissions.
Transaction Set	An EDI business form as defined by the standards. Examples include an 850-purchase order or an 856 - advance ship notification. The standards define each transaction set in terms of the segments and elements that make up the form, also known as a "message" in Europe.
UCC	Uniform Code Council, Inc.
UPC	Universal Product Code - a unique product identification number applied at the sku level. It is a 12-digit code and number representing consumer products in retail and non-retail applications, used for items to be scanned at Point-of-sale.
Vendor	Any individual, firm, or corporation from whom purchases are made. Also referred to as partner.
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Partner Acknowledgement

Please acknowledge receipt and understanding of these policies by completing the following information:

Please Print or Type

Partner Name: _____

Address: _____

Contact Person: _____

Contact's Email: _____

Phone Number: (____) ____ - _____

Fax Number: (____) ____ - _____

This manual should be **distributed throughout your organization to all affected departments**. Please have your logistics officer or senior officer sign below and return within 15 days. If this Partner acknowledgement form is not returned within 60 days of receipt, it is assumed the partner accepts all items and policies set forth in this manual.

This agreement made effective this _____ day, of _____, 20__.

Signature: _____

Printed: _____

Title: _____

Return this page to: [Jeff Bocek](#)
Inventory Control Analyst
Finish Line USA, Inc.
3308 North Mitthoefer Road
Indianapolis, IN 46235
Fax: (317) 894 - 6341
jbocek@finishline.com



Purchase Order Terms and Conditions

- A. Timing is very important in this contract. All goods ordered must be shipped complete and received by The Finish Line, Inc., or its' specified carrier, as per Finish Line's routing instructions, no later than the "CANCEL DATE" on the purchase order. The goods should not arrive in our distribution center before the "START SHIP" date on the Purchase Order, unless pre-approved by the buyer.
- B. The seller guarantees that the goods shall be delivered in not more than two shipments; the first one being at least 80 % complete. Each line of the purchase order must be shipped 100% complete.
- C. The seller guarantees that all merchandise delivered pursuant to this order will conform to any affirmations of fact or promises, any colors, sizes, descriptions, and qualities specified, and that all goods delivered will conform to the sample of goods shown,, or represented by the vendor's representative.
- D. The buyer expressly reserves the right to cancel any part or all of this order if all of the terms and conditions hereof are not fully complied with, including, but not limited to, the terms specifying the dates of delivery, shipment by a single lot, and quality of goods. Buyer has the right to return, at the vendor's expense, all merchandise sent which fails to comply with any of the terms and conditions specified herein. Acceptance of all or any part of the goods or payment of all or any part of the purchase price shall in no way bind buyer to accept future deliveries on any order or constitute a waiver of any right buyer might have with respect to the vendors failure to deliver goods on a specified date or otherwise fail to comply with the terms and conditions of our purchase orders. The remedies provided for buyer in the paragraph shall be in addition to and not cumulative of the remedies buyer may be afforded either by law or equity.
- E. Notwithstanding any agreement to pay freight, express or other transportation charge, the risk of loss or damage to goods in transit shall be borne by the vendor, as per the terms of FOB as stated on the purchase order, until the goods have been actually received by and accepted by Finish Line, Inc.
- F. By signing a copy of this order or making any deliveries of the merchandise specified herein, vendor warrants and represents that it has the right to sell the merchandise purchased hereunder and agrees to indemnify and save the purchaser harmless from and against any and all suits, actions, claims, or demands that may be brought against purchaser and from and against all liability, loss, damages, costs and expenses including attorneys' fees incurred by purchaser by reason thereof on the ground that the purchase or sale of any of the merchandise covered by this purchase order constitutes unfair competition or infringement of patent copyright or trade mark or an invasion of the rights of any person or corporation, and vendor further agrees at its own cost and expense to defend upon the request of purchaser, any such suits, actions, claims and demands.
- G. Vendor warrants that the merchandise covered by this order is fit and safe for consumer use and acceptance of the order shall constitute an agreement upon vendor's part to indemnify and hold the purchaser harmless from all claims, liability, loss, damage and expenses (including attorney's fees) incurred or sustained by purchaser by reason of any breach of warranty. Vendor agrees if any of the merchandise covered by this order when examined or tested by purchaser after delivery shall be found defective at purchaser's request, vendor will accept return thereof for full credit to purchaser and make full refund thereof to the purchaser, including payment of all transportation charges. Vendor agrees that any merchandise returned to vendor by the purchaser as a result of having been found to be defective for any reason is not to be repaired and returned to purchaser unless specifically requested to be repaired and returned by the purchaser on the return to vendor document accompanying the merchandise. Purchaser shall be under no duty to inspect merchandise before resale and repacking. Reshipment and resale of the merchandise shall not be considered an acceptance thereof so as to bar the purchaser's right to reject such merchandise in whole or in part for any nonconformity of any nature. Acceptance of all or any part of the merchandise shall not be deemed to be a waiver of purchaser's right to cancel or return all or any part thereof because of failure to conform to order or by reason of defects latent or patent or for breach of warranty or to make ny claim of damages including manufacturing cost and loss of profits or for special damages incurred by the purchaser. Such rights shall be in addition to any other remedies provided by law. All obligations of the vendor under this agreement shall survive acceptance of the merchandise and payment therefore by purchaser.



Purchase Order Terms and Conditions - Continued

- H. Vendor represents and warrants that the merchandise covered by the order has been manufactured and labeled in accordance with the requirements of all applicable Federal, State and Municipal laws and regulations, including but not limited to the Fair Labor Standards Act, The Wool Products Labeling Act and The Fur Products Labeling Act, The Textile Fiber Products Identification Act, The Flammable Fabrics Act and The Federal Hazardous Substance Labeling Act. Vendor's invoice shall bear the separate guarantees provided for under any of such Acts, which shall contain the appropriate statement that a continuing guarantee has been filed in accordance with such Acts and applicable rules and regulations of the Federal Trade Commission and other government agencies with jurisdiction in the premises. Further, vendor represents and warrants that the merchandise covered by the order has been manufactured in compliance with all applicable foreign laws and regulations relating to child labor practices. Vendor further certifies that the merchandise covered by this order has been produced in compliance with all the applicable requirements of Sections. 6, 7 and 12 of the Fair Labor Standards Act of 1938 as amended and regulations and orders of the administrator of the Wage And Hour Division issued under section 14 thereof. Vendor shall ensure that all of its factories, contractors, and subcontractors are in compliance with all such demands, penalties, fines, charges, expenses, and fees (including reasonable attorney's fees.) arising out of vendors' violation of such U.S. and foreign laws.
- I. Vendor represents and warrants that the merchandise covered hereby conforms to all applicable Consumer Product Safety Standards issued pursuant to the Federal Consumer Product Safety Act or other applicable legislation and agrees at the time of delivery to furnish a written certificate to such effect in the terms specified in the Consumer Product Safety Act.
- J. Purchaser reserves the right, in addition to its other rights and remedies, if purchaser makes available to seller any designs or patterns, Seller shall not copy or reproduce the same for others. Purchaser shall at all times be free to copy and reproduce or cause to be copied or reproduced any designs or patterns which it has made available to the seller.
- K. This purchase order is placed upon understanding that seller avows its willingness to make the same agreement as is made herein with any other purchaser similarly situated and on proportionately equal terms. If, before the final delivery under the purchase order, seller offers to sell or sells merchandise substantially of the same kind as ordered herein, at lower prices and /or on terms more favorable to the purchaser than stated herein, the prices and/or terms in this purchase order are hereby revised to equal the lowest prices and/or most favorable terms at which seller so offers or sells such merchandise, and payment hereunder shall be made accordingly.
- L. Vendor will provide Finish Line with a Certificate of Insurance evidencing product liability coverage and naming Finish Line as additional named insured with thirty days written notice of cancellation.
- M. Vendor agrees that documents transmitted via Electronic Data Interchange (EDI) are legal and binding.
- N. Finish Line reserves the right to assess the vendor an appropriate non-compliance charge for any violation of ticketing, packaging, packing, shipping, routing and invoicing instructions, including but not limited to, a storage fee for goods delivered prior to requested delivery date. Finish Line reserves the right to work with and allow each vendor a grace period, prior to fees being assessed.