

Dear Academy Vendors,

Academy Sports + Outdoors requires all Academy Sports + Outdoors Vendors to be registered with CLS Invoice Link at <https://www.clsinvoicelink.inmar.com>. This will eliminate the need to contact vendors for return authorizations.

These instructions can also be found on the Vendor Portal

<https://vendor.academy.com/>. If you access the above link and are unsuccessful in registering your company, please contact [returnsadmin@academy.com](mailto:returnsadmin@academy.com).

**Attention:** If you no longer are doing business with Academy or have not done business with Academy in two years or more **PLEASE DISREGARD**. Also, if you have a defective allowance with Academy you will not need to register.

**Please follow the steps below to register.**

#### **HOW TO REGISTER**

1. Go to [www.clsinvoicelink.inmar.com](http://www.clsinvoicelink.inmar.com)
2. If you are a first time visitor: Click "**Register**", complete your personal profile then click "Continue" and accept the License Agreement. If you are a return visitor: Enter your username and password and go to the "My Vendors" tab.
3. Enter the Web Access Key(s) listed below.
4. Once you have successfully registered you will receive email notification.
5. **For questions contact Inmar at our toll-free number 1-866-248-3163 or email the InvoiceLink Support Team at [returnsinvoices@inmar.com](mailto:returnsinvoices@inmar.com)**

#### Access Key:

Please wait at least 24 hours after registering then log back in, click on My Account and check the box that says you are authorized to approve invoices. The web access key can be found at the bottom of your invoice.

Authorization instructions:

- 1) Find invoice(s) waiting authorization.
- 2) Click on the invoice number in the Invoice# column.
- 3) Select the "Authorize" button.
- 4) Enter your RA number in the authorization number box.
- 5) Click on the Address edit button, and enter your shipping information.
- 6) Select OK
- 7) Check the box to the left of the Class, and click ok.