



# ACADEMY SPORTS & OUTDOORS DOCUMENT CHECKLIST

**Date:**  
**Vendor Name:**  
**Purchase Order #(s):**  
**Manufacturer / Factory Name:**  
**Vessel Name (To be completed by Forwarder):**  
**Vessel Name (To be completed by Forwarder):**

**THIS DOCUMENT CHECKLIST MUST BE COMPLETED BY ALL PARTIES BELOW:**

**FACTORY:** PLEASE COMPLETE THE "FACTORY" COLUMN BY MARKING EACH BOX WITH A ✓ OR "NA" (NON APPLICABLE). YOUR COMPLETED CHECKLIST IS TO BE SUBMITTED TO THE FREIGHT FORWARDER AS PART OF YOUR DOCUMENT PACKET WITHIN 72 HOURS OF VESSEL SAILING  
**FORWARDER:** PLEASE COMPLETE THE "FORWARDER" COLUMN BY MARKING EACH BOX WITH A ✓ OR "NA" (NON APPLICABLE). THIS CHECKLIST IS TO BE SUBMITTED / SCANNED TO BROKER WITH COMMERCIAL DOCUMENTS.  
**BROKER:** PLEASE COMPLETE THE "BROKER" COLUMN BY MARKING EACH BOX WITH A ✓ OR "NA" (NON APPLICABLE). THIS CHECKLIST IS TO BE SCANNED AND INCLUDED IN ENTRY PACKET TO ACADEMY.

**Factory   Forwarder   Broker**

**Signed Commercial Invoice (Required)**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • FOB Cost per unit matches Academy's Purchase Order.                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Price Breakdown by item for all sets, kits & PDQ's                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • A Buying Agent Statement required (For Buying Agents Only)                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • List the full name, address, and postal code of all manufacturers or suppliers |

**Detailed Packing List (Required)**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Show quantity shipped per item, gross weight, and net weight by carton/item/VPN. Include net weight breakdown for textile by carton and VPN, and for total shipment. Must indicate # of cartons and size breakdown by carton. Total cube by item & shipment provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • <b>FIREARMS ONLY:</b> Must identify the serial # in each sequential carton  |

**Forwarders Cargo Receipt (Required)**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Original consigned to Academy           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Original signed by Forwarder            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Marked Freight collect                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Provides estimated time of departure    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Provides method of shipment (CFS or CY) |

**Certificate of Origin (Required)**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Signed by the exporter certifying to the best of its knowledge that the products are products of the country specified by the exporter. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Must have an original signature and stamp from the foreign government agency, where applicable.   |

**Manufacturer's Certificate (Required)**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Indicates a specified factory, identified by name, location and country.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Certifies that the merchandise was manufactured at the assigned and approved factory in compliance with Academy's Global Sourcing Requirements and Code of Vendor Conduct, and that neither convict, forced or indentured labor, nor illegal child labor, nor labor obtained by slavery or human trafficking was employed in the manufacture of the merchandise. The factory does not participate in activities of slavery or human trafficking and certifies that material incorporated into the product comply with the laws regarding slavery and human trafficking of the country or countries in which they are doing business. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Original signature from an officer of the manufacturer.  |

**Final Quality Audit Report/ Inspection Certificate (Required)**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Signed and dated by Factory Quality Assurance Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Inspection date must be prior to shipment date.        |

**7 point Container Inspection checklist**

- Container inspection checklist must be completed, including an Agriculture Security check (free from contamination (e.g. soil, pests, insects, eggs, snails, vegetation, etc.) and signed by a Supervisor.

**Container Load Manifest (Required)**

- Vendor Loaded Containers - Copy of the CLM is attached (in a pouch) to a tail loaded carton in the container prior to closing the doors.
- Less than Container Loads - Copy of the CLM is attached (in a pouch) to a tail loaded carton in the container prior to closing the doors.
- Data loaded into Forwarders on-line booking system.

**Textile Export License w/ Visa Stamp or Visaed Document**

- The quantity and weight on visa (for weight, i.e. kilograms) must match the Commercial Invoice and Packing List.
- Manufacturer Declaration Box - Name of company must match the name of the manufacturer on the Textile Country Declaration (Single or Multiple).
- The Visa # must have the year the product was exported from the country of origin.

**Textile Country Declaration (Single or Multiple)**

- Note....All shipments containing textile articles require a textile declaration. Single Country Textile Declaration is acceptable for articles wholly manufactured in one country or territory. A Multiple Country Textile Declaration is required for articles containing components from two more countries. Textile Declarations must also show date of export from their foreign country.
- Shows country or countries where articles are wholly the growth, product of/or manufacture of.
- Original signature and date.

**Interim Footwear detail sheet IFI**

- Copy included with documents

**Sunglasses**

- Impact Resistance Certificate
- FDA Listing #
- Medical Device #

**Rawhide Dog Chews**

- Veterinary Certificate
- Production Process List
- Certificate of Irradiation
- Factory FDA Registration #

**Lacey Act**

- PPQ 505

**Batteries**

- Certificate (in English) for safe transport of chemical goods

**Brand Authorization Letter**

- Trademark letter

All exceptions must be reported by Forwarder to Academy immediately. Original Forwarders Cargo Receipt is not to be issued until discrepancies are approved or revised documents received. Freight Forwarder must check that all **required** documents are provided as noted above.

\_\_\_\_\_  
Signature/Date (Factory)

\_\_\_\_\_  
Signature/Date (Forwarder)

\_\_\_\_\_  
Signature/Date (Broker)