

Domestic Shipping on Fedex.com

1. Go to www.fedex.com and Login

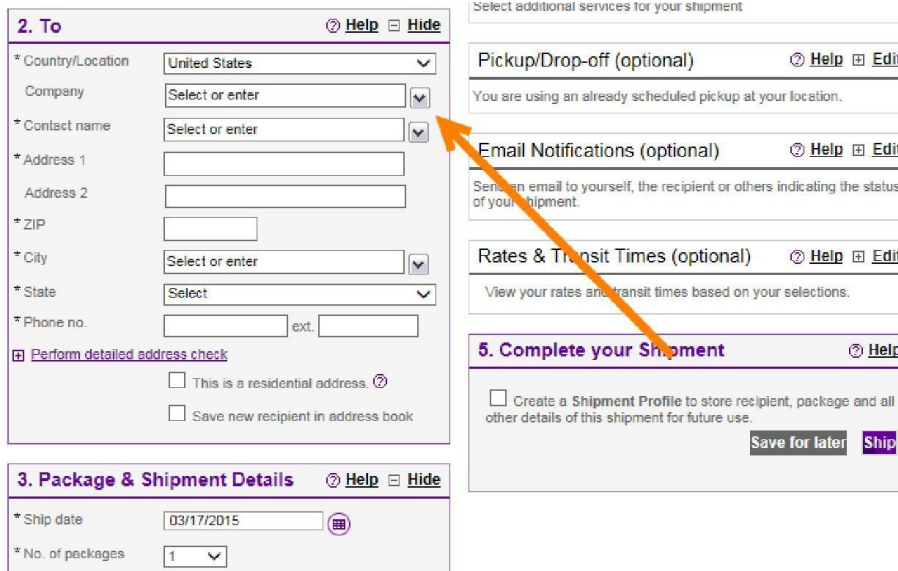
Note: If you do not have a FedEx Login or Account Number please refer to the Training Guide for [Generating a FedEx Account Number](#). A shipment cannot be created on Fedex.com without an account number.

2. Hover over Ship and select Create Shipment under Package, Envelope, or Express Freight

3. Verify the address you are shipping from or change it by clicking the Edit link

4. Enter the recipient's information or choose an address from your FedEx address book

Note: For address information please refer to the [Academy Address List](#) spreadsheet provided on the Vendor Portal



2. To [Help](#) [Hide](#)

* Country/Location: United States

Company: Select or enter

* Contact name: Select or enter

* Address 1:

Address 2:

* ZIP:

* City: Select or enter

* State: Select

* Phone no.: ext.

[Perform detailed address check](#)

☐ This is a residential address.

☐ Save new recipient in address book

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date: 03/17/2015

* No. of packages: 1

Select additional services for your shipment

Pickup/Drop-off (optional) [Help](#) [Edit](#)

You are using an already scheduled pickup at your location.

Email Notifications (optional) [Help](#) [Edit](#)

Send an email to yourself, the recipient or others indicating the status of your shipment.

Rates & Transit Times (optional) [Help](#) [Edit](#)

View your rates and transit times based on your selections.

5. Complete your Shipment [Help](#)

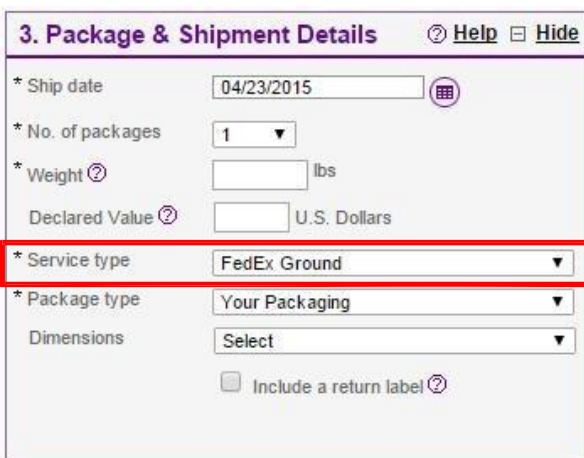
☐ Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.

[Save for later](#) [Ship](#)

5. Indicate the ship date, number of packages, weight, service type, and package type

- ☐ Ship date: Ship date should be the date you are shipping items out
- ☐ Weight: Each package shipped must be 150 LBS or less in order to be shipped via FedEx. Please email domestic.logistics@academy.com or refer to page 14 of the [SMART Guide for US Vendors](#) for any single package greater than 150 LBS.
- ☐ Service Type: FedEx Ground

Note: Any vendor shipping a service other than FedEx Ground will need to obtain pre-approval from domestic logistics (domestic.logistics@academy.com). Failure to comply with this regulation could result in a vendor chargeback.
- ☐ Package Type: Package Type Defaults to “Your Packaging” when FedEx Ground is selected



3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date: 04/23/2015

* No. of packages: 1

* Weight: lbs

Declared Value: U.S. Dollars

* Service type: FedEx Ground

* Package type: Your Packaging

Dimensions: Select

☐ Include a return label

Note: Vendors will be audited for use of service type other than FedEx Ground. Any vendor shipping a service other than FedEx Ground will need to obtain pre-approval from domestic logistics (domestic.logistics@academy.com). Failure to comply with this regulation could result in a vendor chargeback. See [FedEx Delivery Options](#) below (page 5) for further information.

6. See Billing Details below for **NON-FIREARM** shipments

Note: Failure to provide billing details as stated below may result in a vendor chargeback for shipping

- ☐ Bill transportation to: Third Party
- ☐ Account no: Contact Domestic Logistics at email domestic.logistic@academy.com
- ☐ Your reference: Vendor - Your Vendor# (ex. If your vendor number is 8568 then “Your reference” should be populated as Vendor 8568)
- ☐ P.O. no: The 7 digit purchase order (Ex: 7654321)
- ☐ **Invoice no: (New) – The OTM generated shipment number (FDXG-XXXX)**



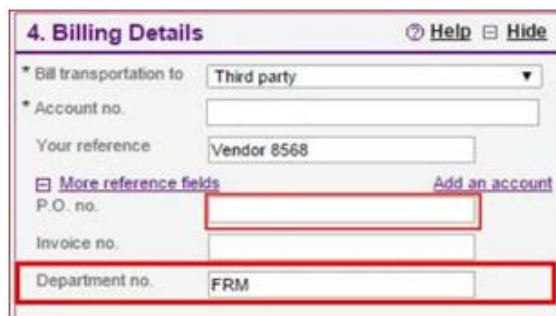
Note: Billing Details should include any shipping instructions provided by the Merchant team (i.e. PO#, FEX, VEX)

7. See Billing Details below for any **FIREARM** shipments

Note: Failure to provide billing details as stated below may result in a vendor chargeback for shipping

Please see below (page 5) for requirements/restrictions for shipping Firearms via FedEx

- ☐ Bill transportation to: Third Party
- ☐ Account no: Contact Domestic Logistics at email domestic.logistic@academy.com
- ☐ Your reference: Vendor - Your Vendor # (ex. If your vendor number is 8568 then “Your reference” should be populated as Vendor 8568)
- ☐ Department no.: FRM



Note: Billing Details should include any shipping instructions provided by the Merchant team (i.e. PO#, FEX, or VEX)

Note: FRM must be added to the Department no. field. Failure to provide information may result in a vendor chargeback for shipping.

Use of the Account Number is strictly for vendor shipments to Academy’s distribution centers, stores, or corporate locations.

8. Select a Pickup/Drop-off option

- ☐ Schedule a pickup: Selecting this option will automatically generate a pickup notification to FedEx.

- FedEx Ground pick-ups will occur the following business day after the shipment has been processed
 - FedEx Overnight pick-ups will occur the same day the shipment has been processed provided that the shipment was created prior to 1PM or the time designated in your zone.
- ☐ Drop off package at a FedEx Location: Go to www.fedex.com/locate to find your closest FedEx drop-off location
 - ☐ Use an already scheduled pickup at my location: Items will be picked up by FedEx during scheduled pickup

Pickup/Drop-off (optional)
Help
Hide

Alert:
FedEx Express®, FedEx Express® Freight and FedEx Ground® pickups must be scheduled separately.

☐ Schedule a pickup

☐ Drop off package at a FedEx location

☒ Use an already scheduled pickup at my location

9. Click Ship to complete shipment and print required labels
- ☐ Ensure the labels have printed correctly before closing the shipping document window

5. Complete your Shipment
Help

☐ Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.

Save for later
Ship

Completed Shipments

- Tracking: Completed shipments can be tracked via www.fedex.com/apps/fedextrack. To track multiple shipments login to fedex.com and click on the Ship History tab. Once in the Ship History tab you can search for your shipments by ship date, company, destination, etc.
- ☐ Re-print Labels: Login to fedex.com and click on the Ship History tab. Within the Ship History tab you can review or print information for any shipment you have processed in the last 90 days. Once in the Ship History tab search and select your shipment, and click on Reprint to reprint a shipping label.
- ☐ Cancel Shipment: Login to fedex.com and click on the Ship History tab. Once in the Ship History tab search and select your shipment, and click on Cancel, then Yes to confirm cancellation of the shipment.

FedEx Ship Manager®
Logout
Help

Ship
▼

LTL Freight

Ship History

My Lists
▼

Reports

My Profile

Administration

Shipping History

Contact Information

- FedEx: 1-800-GoFedEx (1-800-463-3339)
- Academy: domestic.logistics@academy.com

FedEx Delivery Options

Preferred Shipment Option:

- ☐ FedEx Ground: Delivery in 1–5 business days (3–7 business days to and from Alaska and Hawaii) based on distance to destination. Delivery by end of business day.

Note: Vendors will be audited for use of service type other than FedEx Ground. Any vendor shipping a service other than FedEx Ground will need to obtain pre-approval from domestic logistics (domestic.logistics@academy.com). Failure to comply with this regulation could result in a vendor chargeback.

Expedited Shipment Options:

- FedEx First Overnight: Delivery the next business-day morning by 8, 8:30, 9 or 9:30 a.m. to most areas and by 10 a.m., 11 a.m. or noon to extended areas (For Specific times by City click on this link: http://images.fedex.com/us/services/pdf/Zipcodes_FOIF.pdf)
- FedEx Priority Overnight: Next-business-day delivery by 10:30 a.m. to most areas and by noon, 4:30 p.m. or 5 p.m. to some rural areas
- ☐ FedEx Standard Overnight: Delivery the next business day in the afternoon by 3 p.m. to most areas and by 4:30 p.m. to some rural areas (by 8 p.m. to residences)
- ☐ FedEx 2Day AM: Second-business-day delivery by 10:30 a.m. to most areas and by noon to rural areas
- ☐ FedEx 2Day AM: Second-business-day delivery by 4:30 p.m. to most areas
- ☐ FedEx Express Saver: Third-business-day delivery by 4:30 p.m. to most areas

Firearm/Ammunition Requirements and Restrictions

- ☐ Firearms must be packaged in sturdy outer boxes with sufficient cushioning materials to protect firearms and secure them from movement
- ☐ There should be no markings or labels that identify packages contain firearms
- ☐ Shippers must notify FedEx of packages containing firearms
- ☐ Firearms cannot be shipped, loaded, or packaged with ammunition
- ☐ Handguns cannot be transported utilizing FedEx Ground or Home Delivery
- ☐ Ammunition must be shipped as FedEx Express Dangerous Goods