



## **SMART** GUIDE

### Strategic *Merchandising* And *Routing/Transportation*

#### FOR DIRECT IMPORT VENDORS

Dear Vendor:

Due to increasing costs associated with supply chain inefficiencies, it has become critical that we partner with those vendors committed to providing retailers with enhanced service levels. As a result, the following routing guidelines have been established. The information contained in this Routing Guide supersedes all previous Academy routing documents or instructions. All instructions and expectations must be fully complied with and become applicable to all shipments consigned to Academy. Failure to comply in full with these requirements will result in additional freight and/or labor costs, which may be passed on to the shipper in the form of a chargeback.

Academy's goal is to improve the flow of merchandise through our Distribution Centers. Therefore, penalties assessed as a result of non-compliance may be subject to reduction or reimbursement (except freight-related expenses), provided corrective action plans are taken and communicated to our Vendor Relations office within 30 days of assessment.

Please review the information in this SMART Guide carefully. Any questions concerning information contained herein or in reference to the Purchase Order should be addressed prior to booking the shipment with Academy's overseas Freight Forwarder.



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## IMPORT LOGISTICS TRANSPORTATION REQUIREMENTS

Academy requires that all forms for a new vendor and/or factory be completed and approved prior to any import purchase order being created. For detailed requirements and forms, please visit our website at <https://vendor.academy.com>

### Import Purchase Orders

Once all items have been assigned a HTS # and all factory information approved, an Import Purchase Order can be created. Each item on a purchase order contains an "Item Description" "Import Description" and "Required Documents". The item description and the Import Description must appear on the Commercial Invoice for Customs purposes. The Required Documents listed on the Purchase Order must be supplied to the Freight Forwarder for each shipment.

After a Purchase Order is created and received by the vendor from Academy, it is the vendor's responsibility to review for accuracy. It is critical to ensure the purchase order has been issued with correct information, including, but not limited to: factory name, correct ship dates, shipping port, quantities, unit cost, etc. The vendor should immediately resolve any discrepancies with Academy and ensure a revised Purchase Order is received prior to booking the shipment with our overseas Freight Forwarder.

### Booking Process

Academy works with **two overseas Freight Forwarders who serve** as our booking agent as well as our Purchase Order Management team. (Refer to page **10-12** for contacts).

All direct import shipments for Academy are to be booked with our designated Freight Forwarder at least 14 days but not earlier than **30** days prior to the Purchase Order ship date. The booking must be made using the Freight Forwarders on-line booking tool, as no phone, fax or email booking will be accepted.

### **An on-line booking can be made with the Freight Forwarder if:**

- BRF (Business Rule Form) has been issued. All business rules must be met for the vendor to receive a copy of the BRF issued by our ClearTrack system. Once ClearTrack issues the BRF, an approval code is sent to the appropriate Freight Forwarder that will allow a vendor booking to be made.
- Cargo is shipping on time. Academy defines an "on time" **shipment as being delivered to the CFS facility or to the CY yard within the Purchase Order ship window.**
- Purchase Order must be valid and exist in the Freight Forwarder's booking tool.
- Importer Security Filing (ISF) data is provided. The following three elements are required:
  1. **Legal** name and address of manufacturing facility.
  2. Consolidator (stuffer) name and address.
  3. Container stuffing location.

After making the online booking, the Freight Forwarder will review all booking details. The following provided information must match the Purchase Order in order for the booking to be released:

- The port the goods are shipping from matches the Purchase Order shipping port.
- Items shipping must be on the Purchase Order.
- Ship quantity must match the Purchase Order quantity

### **Additional Requirements:**

- Cargo must be delivered on time! The on-line booking can be made for late shipments; however, these require approval from Academy. In order to expedite a “late shipment”, please notify your Academy contact immediately.

**\*\*\*Note: Academy defines an “on time” as goods being delivered to the CFS facility or to the CY yard within the Purchase Order ship window.**

- **Factory loads must** meet Academy’s minimum cube requirements. In the event that cargo is requested to ship as a combo load or light load (less than our minimum container cubes), approval from the Academy Import Logistics team will be required.
- The Freight Forwarder will require approval from Academy for any shipment that does not pass our business rules or meet our requirements.

**\*\*\*\*Note: One PO - One booking**

- It is the responsibility of the party making the booking to revise the booking within 48 hours of vessel departure should any information change such as: cargo ready date, quantities, cubes, etc.

### **SHIPPING TYPES**

Shipping and routing of Academy Purchase Orders is done based on the cubic measurements and warehouse destination of each shipment. Academy’s priority is optimizing our containers by consolidating more cargo with our Freight Forwarder and reducing light loaded containers as well as the shipping of 20ft containers.

CY shipments (Factory Loaded Containers) criteria:

- Must meet our minimum cube requirements
- Must load 1 distribution center cargo in a container
- Attach a detailed container load manifest to a tail loaded carton
- Seal the container using a high security bolt seal meeting the ISO/PAS 17712 requirements
- Must inspect container prior to picking it up from the container yard and once loading at the factory. All claims due to damaged containers are the responsibility of the vendor. See: US Customs Compliance Requirements.

CFS shipments (cargo is delivered to our Freight Forwarder for consolidation) criteria:

- Cargo does not meet our container minimum cube requirement
- **If cargo is booked CY out of our major ports (i.e. Ningbo, Shanghai, Yantian, Xiamen, Qingdao), you may be advised to ship CFS due to high volumes.**
- Upon approval to ship CFS, cargo will be consolidated with other Academy cargo at the CFS facility.

Combo Loads: (combined cargo of both DC’s to one destination):

- Cargo cannot ship combo load **without Academy’s approval.**
- Option is used when shipping from a low consolidation port, or not enough cubes to consolidate to make a container load to each DC.
- CY combo load shipment is not allowed if CFS option is available.
- Destination will be determined by the destination with the greatest amount of cubes. (i.e., If Katy has the greatest amount of cube, the destination will be Katy).
- Attach a detailed container load manifest to a tail loaded carton  
CY Shipments (Factory Loaded Containers) criteria applies.

## Air Shipments

ALL air shipments, except section 4.4(c) exclusions noted below must be shipped prepaid, **INCLUDING ALL SAMPLE SHIPMENTS**. Special authorization is required by Academy for any shipment being shipped collect. Contact Academy Import Logistics at [import.logistics@academy.com](mailto:import.logistics@academy.com) for detailed instructions.

### Air Shipments Subject to Section 4.4(c) in our Terms and Conditions:

**As per our purchase order terms and conditions, section 4.4 (c), if an air shipment is required due to vendors "failure to meet ship dates" and Academy does not cancel the Purchase Order in whole, then upon the written request of Academy, vendor will ship the merchandise, at vendor's expense, to the location designated by Academy via air carrier, if necessary, for next-day deliver as soon as the merchandise is available for shipment."**

1. All air shipments under 4.4 (c) exclusions must be shipped DAP to DC as follows:
  - DAP Katy, TX DC should be routed via IAH (Houston, TX)
  - DAP Cookeville, TN DC should be routed via BNA (Nashville, TN)
  - DAP Jeffersonville, GA DC should be routed via ATL (Atlanta, GA)
2. Academy will **only** be responsible for duties and taxes.
3. Vendor will be responsible for all transportation costs from origin to named place (DC), including any destination or related charges. In the event that Academy incurs additional charges to assist with expediting the shipment, a charge back to vendor will apply. No exceptions.
4. Vendor can use preferred freight forwarder but is required to email a copy of the rated AWB and a full set of shipping documents to Import Logistics ([Import.logistics@academy.com](mailto:Import.logistics@academy.com)) immediately upon air departure and copy **Livingston International** [academydocs@livingstonintl.com](mailto:academydocs@livingstonintl.com) and Global Sourcing ([hardgoods.sourcing@academy.com](mailto:hardgoods.sourcing@academy.com), [apparel.sourcing@academy.com](mailto:apparel.sourcing@academy.com) & [footwear.sourcing@academy.com](mailto:footwear.sourcing@academy.com)). Subject line of email should have Master Airway Bill number and ETA. Please include only one master bill per email.
5. Vendor must Indicate Academy Sports and Outdoors as the consignee and **Livingston International** as the notify party on the airway bill for customs clearance.
6. Katy, Twiggs, and Cookeville DC will use the Katy address on the airway bill for customs clearance: 1800 N. Mason Rd, Katy TX 77449.
7. Vendor is required to keep Global Sourcing teams updated with shipment status including flight schedules and delivery.

## **CONTAINER REQUIREMENTS**

Any shipment that does not meet our minimum cube requirement as provided below will be required to deliver to our Freight Forwarder as CFS cargo. 20-foot containers will only be allowed on an exception basis and must be approved by Import Logistics prior to booking with our Freight Forwarder.

<b>ACADEMY CONTAINER LOADING REQUIREMENTS</b>		
<b>CONTAINER SIZE</b>	<b>MINIMUM CUBE</b>	<b>OPTIMUM CUBE</b>
20'	23 cbms / 812 cuft	29 cbms / 1024 cuft
40'	56 cbms / 1978 cuft	58 cbms / 2048 cuft
40H'	63 cbms / 2225 cuft	68 cbms / 2400 cuft
45'	72 cbms / 2543 cuft	78 cbms / 2750 cuft
53'	102 cbms	111 cbms

**Note: 53' containers are currently only available for shipments from Shanghai to Katy, TX.**

# ACADEMY'S FREIGHT FORWARDER AND U.S. CUSTOMS BROKER CONTACTS

## YUSEN LOGISTICS OFFICE CONTACT INFORMATION

### Yusen Logistics (Americas) Inc.

Name	Title	Phone	E-Mail
Stacey Challenger	Senior Client Manager	201-553-3839	stacey.challener@us.yusen-logistics.com
Alejandro Salgado	Client Manger	346-287-8020	alejandro.salgado@us.yusen-logistics.co
Mel Evans	Americas Hub Manager	201-442-3132	melissa.evans@us.yusen-logistics.com
Michael Shea	Hub Coordinator	201-553-3830	michael.shea@us.yusen-logistics.com

### Origin Contacts

Origin	Office & Address		Contact	Email Address	Tel
<b>Hong Kong</b>	Yusen Logistics (Hong Kong) Limited, OCM	Operation	Ms. Jenny Cheng	jenny.cheng@hk.yusen-logistics.com	852-31290329
	Level 31, Tower A, Kowloon Commerce Centre, No. 51 Kwai Cheong Road, Kwai Chung, New Territories, Hong Kong.		Ms. Betty Chan	betty.chan@hk.yusen-logistics.com	852-31290264
		Escalation	Ms. Kitty Lai	kitty.lai@hk.yusen-logistics.com	852-31290345
			Documentation	Ms. Ling Kong	ling.kong@hk.yusen-logistics.com
			<b>Group email</b>	YLHK.ML.ASOHKG@hk.yusen-logistics.com	
<b>ShenZhen</b>	Yusen Logistics (Shenzhen) Co., Ltd.	Operation	Ms. Rita Hu	rita.hu@cn.yusen-logistics.com	86-755-3299-0173
	21/F, Tower A, Upper Hills, 5001 Huang Gang Road, Fu Tian District, Shen Zhen		Ms. Autumn.Lin	autumn.lin@cn.yusen-logistics.com	86-755-32990166
	中國深圳市福田區皇崗路5001號 深業上城產業研發大廈A座		Ms. Iris.Chen	iris.chen@cn.yusen-logistics.com	86-755-32990174
		Documentation	Ms. Alice.Lu	Alice.lu@cn.yusen-logistics.com	86-755-3299-0206
	郵編: 518000		Ms. Tina.Huang	tina.huang@cn.yusen-logistics.com	86-755-3299-0122 (just be responsible for SI, scan & bank slip)
		<b>Group email</b>	YLSZ.S.ZHU.SCS.DOC@cn.yusen-logistics.com		
		<b>Group email</b>	YLSZ.ML.OCM.ASO@cn.yusen-logistics.com		
<b>Shanghai</b>	Yusen Logistics (China) Co., Ltd.,	Operation & Documentation	Ms. Jojo Zhu	jojo.zhu@cn.yusen-logistics.com	86-21-2220-7188
	8F, Unit 901-05, 907-09 9F, Raffles City Changning Office Tower 1, No. 1133 Changning Road, Shanghai Zip Code 200051, China		Ms. Hazel Mi	hazel.mi@cn.yusen-logistics.com	86-21-2220-7019
			Ms. Miranda Zhang	miranda.zhang@cn.yusen-logistics.com	86-21-2220-7139
			Ms. Lily Chen	lily.chen@cn.yusen-logistics.com	86-21-2220-7387
	上海市長寧路1133號 長寧來福士寫字樓一座8/9樓 郵編: 200051		<b>Group email</b>	YLCN.ML.YLCN_ASO_SHA@cn.yusen-logistics.com	
<b>Ningbo</b>	Yusen Logistics (China) Co., Ltd., Ningbo Branch	Operation	Ms. Alice Hu	alice.hu@cn.yusen-logistics.com	86-574-87320257
	8th Floor, No.4 Building, Zhejiang Innovation Center, No. 2646 Zhongshan East Road, Yinzhou District, Ningbo, Zhejiang Province.		Ms. Apple. Gong	apple.gong@cn.yusen-logistics.com	86-574-87329225
		Documentation	Mr. jim.feng	jim.feng@cn.yusen-logistics.com	86-574-87960275
	浙江省宁波市鄞州区中山东路2646号 浙江创新中心4号楼6楼		Ms. Amily. Zhou	amily.zhou@cn.yusen-logistics.com	86-574-87968937
		<b>Group email</b>	YLCN.ML.YLCN_ASO_NBO@cn.yusen-logistics.com		
<b>Xiamen</b>	Yusen Logistics (China) Co., Ltd., Xiamen Branch	Operation	Ms. Emma Huang	emma.huang@cn.yusen-logistics.com	86-0592-8069161
	Room 2305-2306, 23rd Floor, Commercial Building Paragon Center, No.1 Lianyue Road, Xiamen, Postal Code: 361012		Ms. Mandy Ni	mandy.ni@cn.yusen-logistics.com	86-0592-8069173
		Documentation	Ms. Camille Cai	camille.cai@cn.yusen-logistics.com	86-0592-8069165
			Mr. Hanley Wei	hanley.wei@cn.yusen-logistics.com	86-0592-8069169
		<b>Group Email</b>	ylcn.ml.ylcn_aso_xm@cn.yusen-logistics.com		
<b>Fuzhou</b>	Yusen Logistics (China) Co., Ltd., Fuzhou Branch	Operation & Documentation	Ms. Alice Chen	alice.chen@cn.yusen-logistics.com	86-591-83306126
	1703-1709A, 17th Floor, Fusheng Wealth Center, No.60, Zip Code : 350001		Ms. Ann Li	ann.li@cn.yusen-logistics.com	86-591-83306131
			Mr. Vincent Ye	vincent.ye@cn.yusen-logistics.com	86-591-83306132
			<b>Group email</b>	ylcn.ml.ylfc.ocmd.op@cn.yusen-logistics.com	
<b>Qingdao (Managed Lianyungang)</b>	Yusen Logistics (China) Co., Ltd., Qingdao Office	Operation	Ms. Ellen Liu	ellen.liu@cn.yusen-logistics.com	86-532-66759766
	Room 2408, Tower one, HNA IMC Center, No.234 Yan An Third Road, Shinan District Qingdao, P.R.China		Documentation	Ms. Anne.Xiao	anne.xiao@cn.yusen-logistics.com
		Team Leader Manager	Ms. Rosa Liu	rosa.liu@cn.yusen-logistics.com	86-532-82870690
	青島市市南區延安三路234號1號樓海航萬邦中心2408室		Ms. Olivia Tan	Olivia.tan@cn.yusen-logistics.com	86-532-85029712
		<b>Group email</b>	YLCN.ML.YLCN_ASO_TAO@cn.yusen-logistics.com		
<b>Nanjing (Managed JiuJiang, Nantong, Nanchng, Taicang &amp; Taizhou)</b>	Yusen Logistics (China) Co., Ltd., Nanjing Office	Operation	Ms. Ivy Zhang	ivy.zhang.zh@cn.yusen-logistics.com	86-25-86583587
	Units 1802-06, 18F, 1 IFC, No.347, Jiangdong Middle Road, Jianye,Nanjing, P.R. China, 210019		Ms. Sally Sun	sally.sun@cn.yusen-logistics.com	86-25-86583585
		Documentation Manager	Ms. Keeven Wang	keeven.wang@cn.yusen-logistics.com	86-25-86583590
	南京市建邺區江東中路347號國金中心辦公樓一期18層1802-06室 郵編: 210019		Ms. Elyn Huang	elyn.huang@cn.yusen-logistics.com	86-21-22207525
		<b>Group email</b>	YLCN.ML.YLNKG.OCMD@cn.yusen-logistics.com		

Origin	Office & Address	Contact	Email Address	Tel	
<b>Tianjin / Xingang</b>	Yusen Logistics (China) Co., Ltd., Tianjin Office	Senior Manager	Ms. Shirley He	Shirley.He@cn.yusen-logistics.com	86-22-58633750
	Rm 1208 Int'l Building No.75 Nanjing Road,	Senior Supervisor	Ms. Sophia Yang	Sophia.Yang@cn.yusen-logistics.com	86-22-58633750
	Heping Dist. Tianjin, PRC 300050	Sr. Coordinator	Mr. Phil Xiao	Phil.Xiao@cn.yusen-logistics.com	86-22-58633750
		Sr. Coordinator	Mr. Fred Guo	Fred.guo@cn.yusen-logistics.com	86-22-58633731
	天津市和平区南京路75号国际大厦1208室				
<b>Wuhan (Managed Chongqing)</b>	Yusen Logistics (China) Co., Ltd., Wuhan Office	Operation/DOC	Ms. Lisa Ji	lisa.ji@cn.yusen-logistics.com	86-27-59498698
	Room 1606, 16 / F, Wuhan Shipbuilding International Plaza	Customer Service	Mr. Ryan Zhang	ryan.zhang@cn.yusen-logistics.com	86-27-59498699
	No. 250, Jiangnan Road, Jiang'an District, Wuhan				
	Hubei 430010 China.				
<b>Bangladesh</b>	Yusen logistics (Bangladesh) Ltd	Operation	Mr. Nazmul Huda	nazmul.huda@bd.yusen-logistics.com	880 2 222296815 (Ext-122)
	Shahjadai Chamber, 1st Floor, 1331/B Sheikh Mujib Road,		Mr. Md. Jashim Khan	jashim.khan@bd.yusen-logistics.com	880 2 222296815 (Ext-120)
	Agrabad, Commercial Area, Chittagong-4100,	Documentation	Ms. Nasrin Akter	nasrin.akter@bd.yusen-logistics.com	880 2 222296815 (Ext-124)
	Bangladesh		<b>Group email</b>	YLBD.ML.ASO@bd.yusen-logistics.com	
<b>Vietnam</b>	Yusen Logistics (Vietnam)Co., Ltd	Operation	Ms. Yen	yen.nguyen@vn.yusen-logistics.com	84 28 38224407 ext:133
	Ho Chi Minh City, Vietnam	Documentation (VNNSGN)	Ms. Quynh	nhatquynh.tran@vn.yusen-logistics.com	84-274-3799-442 Ext. 309
	2A-4A Ton Duc Thang Street, District 1,	Supervisor (VNNSGN)	Ms. Tram	thantram.tran@vn.yusen-logistics.com	84-274-3799-442- Ext: 307
		Assistant Manager	Ms. Quyen	quyen.tran@vn.yusen-logistics.com	84 28 38224407 ext:133
		Documentation (VNHPH)	Ms. Linh	phuonglinh.dinh@vn.yusen-logistics.com	84-24-3768-4641 Ext. 536
		Senior Manager	Ms Thanh Van	thanvan.vo@vn.yusen-logistics.com	848-3 8224407 ext:113
		General Manager	Ms Thanh Tam	thanham.wu@vn.yusen-logistics.com	848-3 8224407 ext:117
			<b>Group email</b>	YLVN.ML.HCM.OCM.07@vn.yusen-logistics.com	
				YLVN.ML.HAN.OCM@vn.yusen-logistics.com	
<b>Taiwan</b>	Yusen Logistics (Taiwan) Ltd	Operation & Documentation	Ms Rani Fan	rani.fan@tw.yusen-logistics.com	886-2-2343-5575 #806
	FL7, NO.88, SEC. 2, CHUNG HSIAO EAST RD.,		Ms Sulin Ni	sulin.ni@tw.yusen-logistics.com	886-2-2343-5575 #802
	TAIPEI 10050, TAIWAN, R.O.C		Ms. Christina Wu	christina.wu@tw.yusen-logistics.com	886-2-2343-5575 #881
			<b>Group email</b>	yltw.ml.scs@tw.yusen-logistics.com	
<b>Cambodia</b>	Yusen Logistics(Cambodia)Co.,Ltd., OCM	Operation & Documentation	Ms. Sok Lynida	lynida.sok@kh.yusen-logistics.com	(855) 23 990 792 / 93
	Sangkat Monorom, Khan 7 Makara, Phnom Penh,		Ms. Lach Chanya	chanya.lach@kh.yusen-logistics.com	(855) 23 990 792 / 93
	Zip code 12251, Cambodia	Manager	Ms. Chum Piselly	piselly.chum@kh.yusen-logistics.com	(855) 23 990 792 / 93
			<b>Group email</b>	YLKH.ML.SCS@kh.yusen-logistics.com	(855)-23-990-792/93
<b>Indonesia</b>	PT. Yusen Logistics Indonesia	Customer Service	Mr. Dondy Aquarendra	dondy.aquarendra@id.yusen-logistics.com	62-21-2265 1000 ext. 655
	TEMAS Building, lantai 3A,	Documentation	Ms. Niki Fitriyani	niki.fitriyani@id.yusen-logistics.com	62-21-2265 1000 ext. 656
	Jl. Yos Sudarso Kav. 33,	Ass. Manager	Mr. Afrizal Rachman	afrizal.rachman@id.yusen-logistics.com	62-21-2265 1000 ext. 641
	Sunter Jaya, Jakarta Utara 14350,		Ms. Jumiatl	jumiati.jumiati@id.yusen-logistics.com	62-21-2265-1000 ext. 658
	Indonesia.		Ms. Aina Hasanah	aina.hasanah@id.yusen-logistics.com	62-21-2265 1000 ext. 642
			<b>Group email</b>	YLID.ML.OCM@id.yusen-logistics.com	
<b>Korea (Managed Busan / Seoul / Incheon)</b>	Yusen Logistics (Korea) Co., Ltd.	General Manager	Mr. IS Kim	iskim@sebangexpress.com	82-2-3469-0715
	c/o Sebang Express Co., Ltd	Assistant Manager	Mr. SM Kwon	smkwon@sebangexpress.com	82-2-3469-0783
	8th FL., Sebang Building,	OPERATOR	Ms. HJ Han	hjhan@sebangexpress.com	82-2-3469-0748
	433 Seolleung-Ro Kangnam-Gu,	DOCUMENT ASSISTANT	Ms. JY Lee	jylee1@sebangexpress.com	82 - 2-3469-0721
	Seoul 06212 South Korea	DOCUMENT ASSISTANT	Ms. YJ Kim	YJKIM1@SEBANGEXPRESS.COM	82-2-3469-0737
<b>Thailand</b>	Yusen Logistics (Thailand) Co., Ltd.	Operation & Documentation	Ms. Patcharanan Panichjirasakul	patcharanan.p@th.yusen-logistics.com	662 0348687
	2525 One,Two FYI Center, 7th Fl.,		Ms. Pannita Neampha	pannita.n@th.yusen-logistics.com	662 0348367
	Rama 4 Rd., Klongtoey,		Ms. Kamolthip Boonprasertsri	kamortip.b@th.yusen-logistics.com	662 0348688
	Klongtoey , Bangkok, Zip Code 10110, Thailand				
<b>Malaysia</b>	Yusen Logistics, OCM c/o TASCO Berhad	Senior Manager	Ms Vanitha Retnam	vanitha.retnam@tasco.com.my	603-55438043
	Port Klang Logistics Centre	Deputy Manager	Ms. Noraziana Bt Abd Wahid	aziana.wahid@tasco.com.my	603-33267068
	Lot 22, Lengkungan Sultan Hishamuddin,	Customer Svc Officer	Ms Christina Palaniady	christina.palaniady@tasco.com.my	603-33267073
	North Klang St Industrial Area, Kawasan 20 Mukim Kapar,	Customer Svc Officer	Ms Maria Selvi Arulappa	mariaselvi.arulappa@tasco.com.my	603-33267062
	Selangor Darul Ehsan, Malaysia	Customer Svc Officer	Ms Nurul Nazatul Amira Bt Roslan	nazatulamira.roslan@tasco.com.my	603-33267073
		Documentation	Ms Nishantini a/p Sukumaran	nishantini.sukumaran@tasco.com.my	603-33267063

Origin	Office & Address	Contact	Email Address	Tel	
<b>India - Mumbai</b> (Managed Mundra & Nhava Sheva)	Yusen Logistics (India) Private Limited	Operations & Documentation	Mr Amit Palande	amit.palande@in.yusen-logistics.com	022 40657343
	Skyline Icon 302 , 3rd Floor, 86/92 Andheri, Kurla Road, Marol Naka , Andheri (East) , Mumbai, Zip Code 400059, India		Mr Anil Viswambharan	anil.viswambharan@in.yusen-logistics.com	022 40657341
			<b>Group email</b>	YLIN.ML.OCCMUMBAI@in.yusen-logistics.com	
<b>India - Chennai</b> (Managed Chennai & Tuticorin)	Yusen Logistics (India) Private Limited, Chennai	Operations & Documentation	Mr. Damodhar Murrthy,EK	damodhar.murrthy@in.yusen-logistics.com	91 44 40134045
	Temple Steps, Ground Floor, Block No. 1, No. 184-187, Anna Salai, Little Mount, Chennai Zip Code 600015, India	Escalation	Mr. Mohamed Reyaz,J	reyaz.mohamed@in.yusen-logistics.com	91 44 40134043
			Mr. Shiju Panakal	shiju.panakal@in.yusen-logistics.com	91-44-40134044
			Mr. Bojarajan A T	bojarajan.at@in.yusen-logistics.com	91-44-40134054
		<b>Group email</b>	mlin.ml.occmchennai@in.yusen-logistics.com		
<b>Pakistan - Karachi</b>	Yusen Logistics Pakistan (Private) Limited.	Operation & Documentation	Inam Ul Haq	inam.ul.haq@pk.yusen-logistics.com	92-21-35632246-49 (EXT
	1st Floor, Bahria Complex-II M. T. Khan Road		Muhammed Ali	muhammad.ali@pk.yusen-logistics.com	92-21-35632249
	Naval Officers Colony Karachi, Pakistan.		Tousif ur Rehman	tousif.rehman@pk.yusen-logistics.com	92-42-35777495-97
			Saliha Khan	saliha.khan@pk.yusen-logistics.com	92-21-35632249
		<b>Group email</b>	ypk.ml.ocm@pk.yusen-logistics.com		
<b>Israel</b>	Yusen Logistics, OCM	Operation & Doc	Mr Nadav	nadav@interdel-gct.com	972 73 2548032
	c/o Interdel G.C.T. (1986) Ltd.	Operation & Doc	Mrs Aviva Daniel	adaniel@interdel-gct.com	972 73 2548036
	3 Bossem St., Ashdod	Operation & Doc	Mr. David Rotstain	DRotstain@interdel-gct.com	972 73 2548044
	Israel 6407702				
<b>South Africa - Cape Town</b>	Yusen Logistics, OCM	Operation & Documentation	Theo Wentzel	twentzel@blisa.co.za	27 214437260
	c/o NYK Logistics and BLL of SA (Pty) Ltd	Operation & Documentation	Tamica Ahrends	tahrends@blisa.co.za	27 214437260
	4th Floor Zeeland House, 11 Heerengracht Street, Foreshore, Cape Town 8001, South Africa	Manager	Keith Landzaat	klandzaat@blisa.co.za	27 214437263
		Director	Paul Gerber	pgerber@blisa.co.za	27 415034400
<b>Kenya</b>	Yusen Logistics, OCM	Ocean Operations &	Caroline Akinyi	caro.akinyi@mitchellcotts.co.ke	+254-731004119
	c/o Mitchell Cotts Freight (Kenya) Limited	Seafreight Manager	Joseph Ngugi	Joseph.Ngugi@mitchellcotts.co.ke	+254-785432590
	Shimanzi, Voi Street, P.O. Box 42485	Managing Director	Daniel Tanui	daniel.tanui@mitchellcotts.co.ke	+254-731846619
	80100 Mombasa, Kenya	Exports operations & documentation	Joshua Kyuma	joshua.kyuma@mitchellcotts.co.ke	+254-731005098
		Safron Mwakoi	safron.mwakoi@mitchellcotts.co.ke	254-731004829	
		Thomas Mwandoe	thomas.mwandoe@mitchellcotts.co.ke	254-731001482	
<b>Egypt</b>	Yusen Logistics, OCM	Cargo Manager	Mrs.Nashwa Saber	Nashwa.Saber@tristarcargo.com	202 22 666 982 / Cell: 02-
	c/o Tristar Cargo System	Manager	Mrs.Amira Tantawy	Amira.Tantawy@tristarcargo.com	202 22 666 982 / Cell: 02-
	4 Markaz Elmalomat St., Areaa 1155, Sheraton Heliopolis Area, Cairo, Egypt	Operations	Ms. Dina Adel	Dina.Adel@tristarcargo.com	202 22 666 982 / Cell: 02-
			<b>Group email</b>	Ocean.Export@tristarcargo.com	
<b>Turkey - Istanbul</b>	Yusen Inci Lojistik Ve Ticaret Anonim Sirketi - SCS	Manager	Ms Derya Erdim	derya.erdim@tr.yusen-logistics.com	00 90 (0) 212 2593777 ext:
	Esentepe Mahallesi Buyukdere Caddesi Ali Kaya Sokak No:3	Assistant Manager	Mr Okan Sahin	okan.sahin@tr.yusen-logistics.com	00 90 (0) 212 2593777 ext:
	APA NEF Plaza Kat:8 No:20-21 Sisli Istanbul, Turkey	Supervisor	Mr Yasin Kasap	yasin.kasap@tr.yusen-logistics.com	00 90 (0) 212 2593777 ext:
		Specialist	Mr Ege Akkaya	ege.akkaya@tr.yusen-logistics.com	00 90 (0) 212 2593777 ext:
		Specialist	Mr Anil Yazici	anil.yazici@tr.yusen-logistics.com	00 90 (0) 212 2593777 ext:
			<b>Group email</b>	scsothclients@tr.yusen-logistics.com	
<b>Brazil</b>	Yusen Logistics do Brasil Ltda	Operations	Gustavo Rodrigues Serra	gustavo.serra@br.yusen-logistics.com	55 11 4064-9347
	Avenida Brigadeiro Faria Lima, 1336 – 6º andar - Pinheiros		Adriana Andrade	adriana.andrade@br.yusen-logistics.com	55 13 3394-5131
	Sao Paulo, SP, CEP 01451-001, Brasil	Supervisor	Nicollas Santos	nicollas.santos@br.yusen-logistics.com	55 13 3394-5131
		US Hub Office	Isac Farias	isac.farias@br.yusen-logistics.com	55-11-974911741
		Melissa Evans	Melissa.Evans@us.yusen-logistics.com	1-201-442-3132	
		Michael Shea	Michael.Shea@us.yusen-logistics.com	1-201-553-3878	
<b>Guatemala</b>	Yusen Logistics, OCM	Export Manager	Gabriela Pineda	gpineda@c807.com	502 2429-0957
	c/o Consolidados 807, S.A	Control Tower	Rafael Toruño	rtoruno@c807.com	502 2429-0953
	Calzada Atanasio Tzul 24 Av. 35-81 zona 12 Guatemala City, Guatemala	Export Executive	Juan Antonio Valenzuela Rodriguez	exportdept4@c807.com	502 2429-0943
	Phone: 2429 – 0000	US Hub Office	Melissa Evans	Melissa.Evans@us.yusen-logistics.com	1-201-442-3132
	<b>Warehouse Address:</b> 25 Avenida 31-23 Zona 12, Colonia Santa Eliza, Guatemala City, Guatemala		Michael Shea	Michael.Shea@us.yusen-logistics.com	1-201-553-3878
<b>El Salvador</b>	Yusen Logistics, OCM	Operation Manager	Mr. Vidal Ortega	vortega@c807.com	503 25303026
	c/o Consolidations 807 El Salvador	Export Executive	Mr. Oscar Herrera	exportc807@c807.com	503 25303026
	63 Ave. Nte y 1a Calle Pte No. 175,	US Hub Office	Gabriela Melara	exportsal1@c807.com	50325303045
			Melissa Evans	Melissa.Evans@us.yusen-logistics.com	1-201-442-3132
		Michael Shea	Michael.Shea@us.yusen-logistics.com	1-201-553-3878	
<b>Germany</b>	Yusen Logistics (Deutschland) GMBH	Operation &	Mr. Martin Luebcke	martin.luebcke@de.yusen-logistics.com	49-404-68957454
	Gruener Deich 1 20097 Hamburg, Germany	Documentation	Mr. Peter Koch	peter.koch@de.yusen-logistics.com	49-404-68957453

## MAERSK LOGISTICS OFFICE CONTACT INFORMATION

Ports handled by Maersk Order Management with Start Ship Dates on or after December 1st				
Port	Country	Port	Country	
IDJKT	Jakarta, Indonesia	TWKHH	Kaohsiung, Taiwan	
ILHFA	Haifa, Israel	TWTXG	Taichung, Taiwan	
KEMBA	Mombasa, Kenya	VNDAD	De Nang, Vietnam	
KHPNH	Phnom Peng, Cambodia	VNHPH	Haiphong, Vietnam	
KRPUS	Busan, South Korea	VNSGN	Ho Chi Minh City, Vietnam	
MYPEN	Penang, Malaysia	ZADUR	Durban, South Africa	
PKKHI	Karachi, Pakistan	TWKEL	Keelung, Taiwan	
KHKOS	Sihanoukville, Cambodia			
Maersk CS / SCM / Commercial Team				
Commercial	USA	Yonny Santillan	GCM	yonny.santillan@maersk.com
Commercial	USA	Scott Beveridge	Sales Manager – Retail & Lifestyle	Scott.beveridge@maersk.com
Proj. Management Lead	USA	Alexis Sherwood	Client Program Manager	alexis.sherwood@maersk.com
CX Manager	USA	Pari Martin Movahead	CX Manager – Lead Logistics	pari.martin@lns.maersk.com

Code	Country	City	Local CX support
Escalation:	USA		Alexis Sherwood - Program Manager
USA	USA		Matthew Russ
BD	Bangladesh	Chittagong	TBD
ID	Indonesia	JAKARTA	Gilang Pratama (gilang.pratama@lns.maersk.com)
IL	Israel	HAIFA	Abdulrazaq Mryyan (abdulrazaq.mryyan@lns.maersk.com)
KE	Kenya	MOMBOSA	Jeniffer Mbori Kiteto (jeniffer.kiteto@lns.maersk.com)
KH	Cambodia	PHNOM PENH	Kimhouy Lim (kimhouy.lim@lns.maersk.com)
Kh	Cambodia	SIHANOUKVILLE	Kimhouy Lim (kimhouy.lim@lns.maersk.com)
KR	South Korea	BUSAN	Nahee Lee (nahee.lee@lns.maersk.com)
PK	Pakistan	KARACHI	Qasim Jaleel (qasim.jaleel@lns.maersk.com)
PK	Pakistan	QASIM	Qasim Jaleel (qasim.jaleel@lns.maersk.com)
TW	Taiwan	KAOHSIUNG	Jenny Jing Yang Ma (jenny.ma@lns.maersk.com)
TW	Taiwan	KEELUNG	Jenny Jing Yang Ma (jenny.ma@lns.maersk.com)
TW	Taiwan	TAICHUNG	Jenny Jing Yang Ma (jenny.ma@lns.maersk.com)
TW	Taiwan	TAIPEI	Jenny Jing Yang Ma (jenny.ma@lns.maersk.com)
VN	Vietnam	DA NANG	Thi Hoang (m.t.hoang@lns.maersk.com)
VN	Vietnam	HAIPHONG	Thi Hoang (m.t.hoang@lns.maersk.com)
VN	Vietnam	VNSGN	Thi Hoang (m.t.hoang@lns.maersk.com)
ZA	South Africa	CAPE TOWN	Shannon Lerrice Naicker (shannon.naicker@lns.maersk.com)
ZA	South Africa	DURBAN	Shannon Lerrice Naicker (shannon.naicker@lns.maersk.com)

### Customs Broker/Notify Party

Livingston International  
 5575 N. Sam Houston Parkway West Suite 150  
 Houston, Tx. 77086  
 Email- [academydocs@livingstonintl.com](mailto:academydocs@livingstonintl.com)  
 Phone: 832 353-3020

## **DOCUMENT REQUIREMENTS**

A complete set of required and accurate shipping documents must be tendered to our designated Freight Forwarder at origin within 72 hours of vessel sailing. These documents must be prepared in accordance with Academy's requirements and Purchase Order.

Central America shipments require documentation 24 hours after container has been picked up from the factory.

### **Required Shipping Documents:**

Please refer to the Document Checklist for a complete list of required documents. The Document Checklist may be found on our vendor website at <https://vendor.academy.com./content/import-document-checklist-and-direct-import-vendor-payment-instructions> The Purchase Order will also provide required documents.

Commercial documents must match what has actually been shipped. Do not prepare commercial documents until all containers are loaded and the contents are verified.

## **DOCUMENT CHECKLIST**

A completed Document Checklist is required for every set of commercial documents for Academy shipments. This Document Checklist was created to insure the party preparing the commercial documents has all of our requirements to properly prepare complete and accurate documentation.

## **FORWARDERS CARGO RECEIPT (FCR)/SEA WAYBILL**

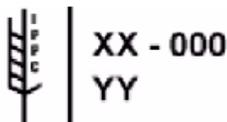
An original, signed FCR will be provided to the shipper once a complete and accurate set of documents have been tendered to the Freight Forwarder, and all origin charges satisfied. This document is required for Academy to make payment to the vendor for the shipment.

All Academy shipments move under a Sea Waybill. Please do not request our Freight Forwarder to issue an original Bill of Lading.

***Note: Original bills of lading will only be issued if shipping from a country that the government mandates originals be issued.***

## **SOLID WOOD PACKING CERTIFICATION**

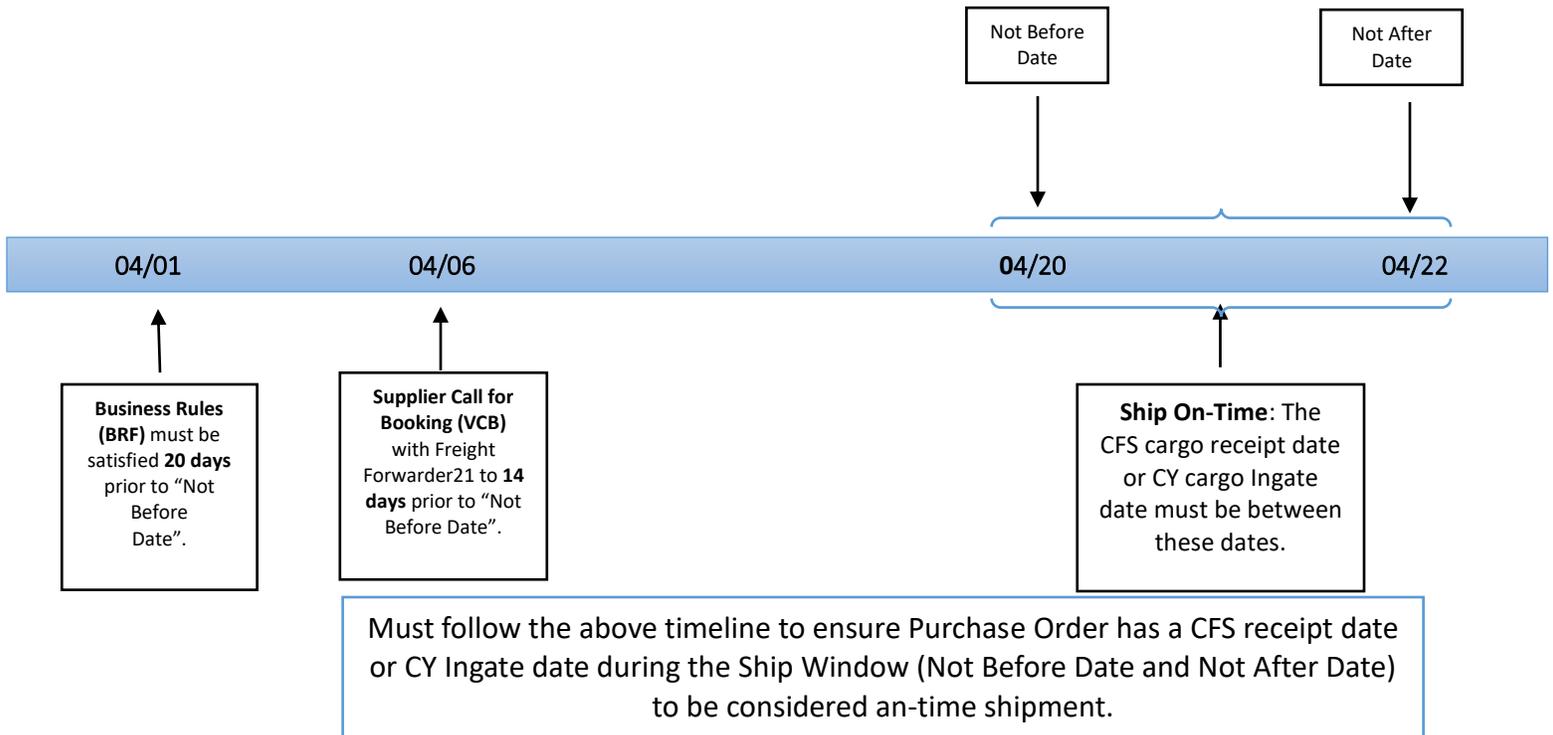
Any shipment that contains wood in the packing material or wood manufactured within the product itself must be treated and / or marked with a proper IPPC logo in accordance with the ISPM 15 Compliance Regulation. Shipments that contain wood packing material must be accompanied by certification from the government of country of origin stating that the wood has been treated and marked in accordance with the above regulation. Shipments, which do not contain wood packing material, must be accompanied by an exporter statement saying that the shipment contains no wood packing material. For more information regarding the requirement, visit: <https://www.cbp.gov/border-security/protecting-agriculture/wpm>



# Ship On-Time Timeline

Definition:

- **On-Time Shipment:**
  - When CFS cargo receipt date is between the “Not Before” and “Not After” date.
  - When the CY cargo Ingate date is between the “Not Before” and “Not After” date.
- **Late Shipment:** When the cargo has a CFS Receipt Date or CY Ingate date that is after the Academy “Not After” date.



## SHIPPING WINDOWS

Academy Purchase Orders are written with a Not Before date and a Not After date. These 2 dates represent the ship window for the Purchase Order. The Purchase Order is to be delivered to the freight forwarder or port within these 2 dates. Academy defines the “delivered” date as the date the goods are handed over to the freight forwarder for CFS or CY shipment. Academy’s Global Sourcing Department is to be notified as soon as possible if the Purchase Order cannot be delivered within the Purchase Order ship window.

Above is our deliver on time definition and time-line example.

## PARTIAL SHIPMENTS

Academy’s Global Sourcing Department is to be notified as soon as possible if the Purchase Order cannot be shipped complete. The Freight Forwarder will not release a booking for a partial shipment without the approval of Academy.

## PRODUCT LIABILITY INSURANCE

Academy’s import product required Product Liability insurance. Please refer to our Terms and Conditions of Purchase located on our website at: <https://vendor.academy.com>

## **EDI REQUIREMENTS**

Academy is committed to the use of Electronic Data Interchange (EDI) for exchanging purchase orders and related documents. Academy requires all vendors to have EDI capabilities that include the ability to receive or send the EDI documents listed below, along with the associated GS1-128 carton labels (refer to Carton Packaging & Labeling section of this guide).

SPS Commerce has partnered with Academy to manage our EDI program. New vendors will be referred to SPS Commerce immediately after receiving their vendor number to begin EDI onboarding. Additional information can be found by visiting the SPS website at <https://community.spscommerce.com/academy-sports-outdoors-supplychain/>,

### **Currently Traded Documents**

<b>EDI Transaction Set</b>	<b>Document Name</b>	<b>ASC X12 Version/Release</b>
810	Invoice	5010
850	Purchase Order (PO)	5010
855	Purchase Order Acknowledgement	5010
856	Advanced Ship Notice (ASN)	5010
860	Purchase Order Change	5010
997	Functional Acknowledgment	5010

### **EDI Business Requirements**

#### **EDI-855**

- Must be returned for each purchase order (850), or purchase order change (860) sent by Academy.
- 855 Return Guidelines as follows:
  - Import POs - Must be returned within 5 business days
  - Domestic (Replenishment) – Must be returned within 1 business day
  - Domestic Manual - Bulk (Futures & Fill ins) – Must be returned within 5 business days
- If Vendor acknowledges the PO without any changes, it will be deemed accepted.
- If Academy does not receive an 855 Purchase Order Acknowledgement, the purchase order will be deemed accepted by vendor as is, and will be shipped complete and on time.
- Additional vendor initiated PO changes should be submitted no later than 30 days prior to PO Not Before date, when possible.
- Vendors may request ship windows be moved. However, ship windows may not be lengthened past 3 business days.
- Vendor initiated changes that are rejected by Academy merchants will be communicated to vendor through e-mail or phone. An EDI transaction will not be returned.

#### **EDI-860 (PO Change)**

- Will be sent to vendor by Academy for merchant initiated changes or cancellations.
- Will be sent to vendor by Academy for merchant approved vendor change requests made with the 855.
- Academy merchants will return an 860 within 3 business days of receipt of 855.

#### **EDI-856 (ASN)**

- ASN must be sent as soon as carrier departs vendor's facility.
- ASN Ship Date (DTM segment) should match date carrier departs vendor's facility.
- All shipments must include GS1-128 labels. The ASN must match the barcode on the labels.

#### **EDI 810 (Invoice)**

- Should be sent immediately after sending ASN, but no later than 10 days from ASN date.
- Invoices submitted for Pack-By-Store (Pre-mark) orders should be invoiced to the DC, not the individual stores.

### **EDI-997 (Functional Acknowledgement)**

- Will be returned to vendor by Academy after receipt of each transaction (810, 855, 856,)
- Return of 997 only confirms proper formatting and syntax. The 997 does not validate transaction accuracy.

### **Rejected Transaction:**

Vendors will be notified of any EDI transactions rejected due to failing validation, along with the error message so they can correct & resend.

### **INVOICING and PAYMENT**

Payment process and instructions may be obtained from our website at <https://vendor.academy.com>.

Invoices must be mailed to:

Academy Sports + Outdoors  
1540 N. Mason Road  
Katy, Texas 77449 USA  
Attn: Accounts Payable

Academy's purchase order number(s) must be referenced on each invoice in numerical order. All purchase orders must be subtotalled by total quantity and dollar amount.

## Prepacks

Prepack Definition - one UPC/sku that represents a predetermined assortment consisting of multiple units of one or more UPCs/skus.

- Prepacks are can also be referred to as “packs,” “musicals,” “set-components”, “shippers” or “PDQ’s.”

### Examples of typical prepacks:

1. Simple pack – Consist of multiple units of a single UPC/sku
    - Example: Case of sunscreen – 24 tubes of sunscreen of the same UPC.
  2. Complex pack – Consist of multiple units of 2 or more UPCs/skus
    - Example: T-Shirt assortment – 2 small, 4 medium, 4 large, 2 extra-large.
- Changes have been made that allow Academy to create prepack orders for vendors with different EDI capabilities.
  - Vendors will have the option of sending ASNs with prepack UPCs (preferred) or the prepack component UPCs.
  - Vendors will need to test and certify their preferred ASN method in advance with SPS Commerce

### Item Set-up (Prepack Creation)

- Vendor and Academy merchant must agree regarding UPCs and quantities that make up a prepack

### EDI 850 (PO)

- POs will include the prepack UPC and component UPCs (sublines)
- A PO may contain one prepack, multiple unique prepacks, or a combination of prepacks and non-prepack (bulk) items.
- Vendors should review each PO at sku level to verify UPC/qty accuracy.

Vendors capable of sending ASN at prepack UPC level

- A single POs may contain multiple prepacks UPCs, as well as non-prepack UPCs
- The same prepack component UPC could be included in different prepacks, or separately as non-prepack items on the PO\*.
- \* Actual PO combinations will vary based on vendor capabilities.

Vendors capable of sending ASNs at prepack component UPC level only

- A single POs may contain multiple prepacks UPCs, as well as non-prepack UPCs
- The same UPC cannot be listed more than once on the PO

### 855 (PO Acknowledgement)

Vendors capable of sending PO Acknowledgement at pack UPC level

- No change from current acknowledgements

Vendors capable of sending PO Acknowledgement at pack component UPC level only

- Must acknowledge all prepack component UPCs in full quantity from the PO on the 855. This includes prepack component UPCs and non-prepack component UPCs (bulk SKUs).
- Vendor initiated changes to a prepack at the component UPC level, or to non-prepack UPCs (bulk skus), must be handled through a manual process.
  - Vendors will need to communicate changes to their Academy merchants.
  - ASO business will make the decision along with the Vendor to accept the change and adjust the Pack on the PO accordingly or reject and cancel the PO.

**860 - (PO Change)**

PO changes should be limited to reduce the chance of error.

**856 – (Advanced Ship Notice)**

Vendors will have 2 ASN options:

- 1. ASN sent with prepack UPC
- 2. ASN sent with component UPCs

ASNs sent with pack UPC

- The quantity shipped for each carton should equal the number of packs in the carton.

ASN sent with component UPCs

- The quantity shipped for each carton should equal the number of components units for each UPC

Example:

<u>Component UPC</u>	<u>Qty</u>
UPC1	2
UPC2	4
UPC3	4
UPC4	2

**810 (Invoice)**

- No change in the way the invoice is keyed into SPS by the vendor at Pack or component level.
- Invoice can include the prepack UPC and component UPCs (sublines)
- An invoice may contain one prepack, multiple unique prepacks, or a combination of prepacks and non-prepack (bulk) items.
- Vendors should review each invoice at SKU level to verify UPC/qty accuracy.
- In case there is a debit memo (for cost or quantity), the document will show the pack UPC(even if the invoice was keyed in at component level).

Prepack PO – Vendor Order Packing Instructions.

- Prepack orders should be packed with one prepack (assortment) per shipping carton. All exceptions require approval in advance from Vendor Compliance.
- No inner bag or inner packaging is required if one prepack is packed per carton.
- If more than one prepack per carton is approved, the prepacks must have the same UPC/sku, and each prepack must be in its own sealed polybag. A UPC sticker must be applied to the inner bag
- Merchandise should have the necessary VAS required (UPC tickets, retail price, garment hangers), as specified on the PO.
- Prepack assortments must be shipped as ordered. Partial packs, omitted components, or component substitutions are not allowed.
- PDQs / Displays – All units should be packaged together in a shippable carton.

**GS1-128 Labels**

1. ASN sent with prepack UPC – The pack UPC will be printed on the label.
2. ASN sent with component UPCs – “Prepack” will be printed on the labels.

Note: Vendors may include a separate carton content label on cartons if needed for internal purposes

Simple Pack – ASN with prepack UPC	Complex Pack – ASN with prepack UPC	Complex Pack – ASN with component UPCs
Pack UPC printed on label and ASN. Qty = number of prepacks in ctn.	Pack UPC printed on label and ASN. Qty = number of prepacks in ctn.	“Prepack” printed on label instead of UPC, Qty = number of packs in carton
<p>From: <b>971</b>   Ship To: ACADEMY LTD DC 895 1549 Primewest Pkwy Katy, TX 77449</p> <hr/> <p>Comments:   Carrier: PRO #: B/L:</p> <hr/> <p>PO#: 8328869   Style: FRL-12-7 1/2   <b>Quantity: 1</b> Color:   Size:   Carton: 2 of 2 Width:</p> <p>UPC: 00029465519490</p>  <p>Store: 895</p> <hr/> <p>(00) 0 0999999 000509142 5</p> 	<p>From: <b>1205</b>   Ship To: ACADEMY LTD DC 895 1549 Primewest Pkwy Katy, TX 77449</p> <hr/> <p>Comments:   Carrier: PRO #: B/L:</p> <hr/> <p>PO#: 8328879   Style: ADIESSPACK1   <b>Quantity: 1</b> Color:   Size:   Carton: 1 of 1 Width:</p> <p>UPC: 00420003241802</p>  <p>Store: 895</p> <hr/> <p>(00) 0 0999999 000536560 1</p> 	<p>From: <b>1205</b>   Ship To: ACADEMY LTD DC 895 1549 Primewest Pkwy Katy, TX 77449</p> <hr/> <p>Comments:   Carrier: PRO #: B/L:</p> <hr/> <p>PO#: 8336456   Style: Mixed   <b>Quantity: 1</b> Color: Mixed   Size: Mixed   Carton: 1 of 20 Width: Mixed</p> <p><b>UPC: Prepack</b></p> <p>Store: 895</p> <hr/> <p>(00) 0 0999999 000589613 6</p> 

**CONTACTS:**

<b><u>Questions Regarding:</u></b>	<b><u>Contact:</u></b>	<b><u>Phone Number/Email:</u></b>
Import Transportation/ Logistics	Import Specialist	<a href="mailto:import.logistics@academy.com">import.logistics@academy.com</a>
Customs Compliance or CTPAT	Customs Group CTPAT Group	<a href="mailto:customs.compliance@academy.com">customs.compliance@academy.com</a> <a href="mailto:ctpat@academy.com">ctpat@academy.com</a>
Product Packaging	Import Coordinator	Hardgoods: (281) 646-5682 Footwear: (281) 646-5318 Apparel: (281) 646-5710, 5702
Extending Shipping Windows	Global Sourcing Dept.	<a href="mailto:apparel.sourcing@academy.com">apparel.sourcing@academy.com</a> <a href="mailto:footwear.sourcing@academy.com">footwear.sourcing@academy.com</a> <a href="mailto:hardgoods.sourcing@academy.com">hardgoods.sourcing@academy.com</a>
Carton Packaging & Labeling	Vendor Compliance	<a href="mailto:vendcomp@academy.com">vendcomp@academy.com</a>
Pre-ticketing/GOH	Floor Ready Analyst	<a href="mailto:vendcomp@academy.com">vendcomp@academy.com</a>
EDI	EDI Analyst	<a href="mailto:edi_errors@academy.com">edi_errors@academy.com</a>
Other	Vendor Compliance	(281) 646-5400 or email <a href="mailto:vendcomp@academy.com">vendcomp@academy.com</a>

**FLOOR READY REQUIREMENTS**

***It is important to note, the information in the Product Package provided by the Global Sourcing Specialists supersedes this routing guide in respect to product specifications.***

**PRE-TICKETING**

**Unless product sold by your company is specified as “Prices-Off” by your Academy buyer, merchandise is required to be ticketed with Academy retail information. The “Prices-Off” program refers to items, which can be shelved, pegged or fixture-labeled with selling price.**

In an effort to minimize the time and cost required to move merchandise to the selling floor, **Academy Sports + Outdoors** is expanding our Floor Ready Program. Accordingly, we are committed to partnering with those vendors willing to ship pre-ticketed merchandise. The following pre-ticketing guidelines have been established to assist our vendors in developing tickets and labels compatible with Academy’s processing requirements.

## REQUIRED TICKET INFORMATION

Retail ticketed merchandise contains product-related information such as retail price, size, scannable UPC barcode, and other information printed on ticket, which may be important to the consumer

The following information is required to be printed on each retail ticket for merchandise shipping to Academy.

### Fixed Information:

1. Academy's logo OR similar font style and size print  
(You may download our logo in jpeg format here: [Academy Logo 2014](#))

### Variable Information:

2. Retail price
3. Size name (for sized merchandise only, i.e.: SML, MED, XLG)
4. Sub Class
5. Vendor Style Number: (Varies from 4-15 characters, alpha or alpha numeric.)

Sub Class Vendor Style #

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6. Vendor's UPC and associated scannable barcode (**UPC-A format only**) OR Academy's UPC and barcode. (Required only if vendor does not print UPC on manufacturer's hangtag)



\*Academy private label branded merchandise will be assigned an Academy UPC number unless otherwise noted in the product package provided by the Global Sourcing Department. If an Academy UPC number is not provided, it is the vendor's responsibility to communicate all product UPCs to Academy at time of order placement. Notify the Academy buyer immediately of changes to UPCs made by your company. A listing of UPCs by vendor, which are set up in Academy's system may be obtained by contacting Academy's Vendor Relations Office. Failure to notify Academy of UPC changes will result in a chargeback.

## TICKET PRODUCTION

“Variable” ticket information will be provided, preferably via EDI. Please contact our Academy EDI Analyst by email, [edi\\_errors@academy.com](mailto:edi_errors@academy.com), or log on to our website at <http://vendor.academy.com> for EDI mapping specifications.

Vendors **creating their own tickets (in-house) for Academy** must obtain a ticket format code from the purchase order. The “variable” ticket information must be formatted according to the [Ticket Formats examples](#) for the respective ticket code

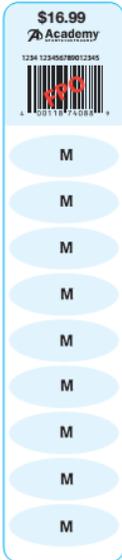
The vendor-produced ticket must be approved prior to the first shipment of goods by mailing a sample of the ticket to Academy Sports & Outdoors; 1800 N. Mason Rd.; Katy, TX 77449; Attn: Vendor Compliance. Vendor may also email a scanned copy of the ticket sample to [vendcomp@academy.com](mailto:vendcomp@academy.com).

Adhesive tickets must be submitted for approval, adhered to the manufacturer’s hangtag. Academy will not accept line item billing for expenses incurred in producing and applying tickets. Tickets already approved by Academy do not need to submit their ticket sample/s again. If there are any changes/additions to the approved ticket, or a new ticket type is being created, you must submit sample to be approved.

### Academy Ticket Formats:

#### ACADEMY SPORTS GENERIC UPC ITEMS



<p>V-A</p>  <p>Adhesive Sticker 1.25" x 1.125" ACA-VA-UPC</p>	<p>V-L</p>  <p>Adhesive Sticker with size 1.5" x 1.125" ACA-VL-UPC</p>	<p>V-G</p>  <p>Adhesive Sticker no barcode 1.25" x 1.125" ACA-VG-UPC</p>		
<p>V-T</p>  <p>UPC Ticket with size 1.3125" x 2.5" ACA-VT-UPC minimum card stock 10pt</p>	<p>V-S</p>  <p>UPC Ticket without size 1.3125" x 2.5" ACA-VS-UPC minimum card stock 10pt</p>	<p>V-U</p>  <p>Combo UPC Tickets for 2-piece set 1.3125" x 2.5" 10pt C15 ACA-VU-UPC (Top of 2 pc set and bottom of 2pc set) minimum card stock 10pt</p>	 <p>Size strip 1.5" x 7" GEN-SS-001</p>	 <p>Size strip 1" x 5" GENSST3</p>
<p>V-F</p>  <p>Adhesive Sticker 5.40625" x .75" ACA-VF-UPC</p>		<p>V-D</p>  <p>Adhesive Sticker 3.5" x .75" ACA-VD-UPC</p>		

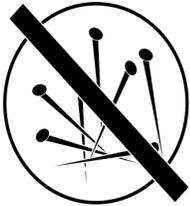
## PRODUCT PACKAGING & LABELING

Each sellable item must be marked with the following information:  
Industry standard EAN number and scannable barcode, sourced from the EAN (European Article Numbering Association)  
**OR** an Academy-provided UPC number and associated scannable barcode.

EAN contact information: GS1 (formerly known as EAN International)  
Blue Tower  
Avenue Louise, 326  
BE 1050 Brussels  
Belgium  
Phone: 32-2-788-7800  
[www.gs1.org](http://www.gs1.org)

**Only the UPC subset of the EAN number should be used for marking Academy merchandise.** This subset must be derived by removing the leading zero from the EAN number.

**Do not use any of the packaging materials below:**



No pins



No clips



No tape

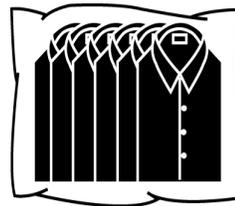


No tissue

**For Apparel Merchandise**



No Individual polybags per garment



One sealed outer polybag per inner pack

## MASTER CARTON LABELING GUIDELINES

**ALL** following information must be clearly visible and marked on the outside of each carton:

- A. Distribution Center # Example: 893-Cookeville, 895-Katy, or 897-Twiggs (TCDC)
- B. Purchase Order Number
- C. Style number
- D. Quantity by style (and size, color, width, if applicable)
- E. Carton number (i.e., carton 1 of 3)
- F. Academy diamond logo marking
- G. Notation of special handling requirements such as "Hazardous Material" or "Serialized Merchandise"
- H. Scannable UPC Barcode (representing the sellable unit within)
- I. Country of Origin (Made in Country)

Cartons must be packed with **only one SKU per carton, one purchase order per carton, per DC.**

The Distribution Center number will be **#893-Cookeville, #895-Katy, or #897-Twiggs County (TCDC).**

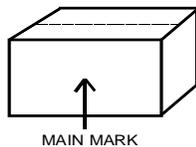
### CARTON BOX REQUIREMENTS:

	<u>Minimum:</u>	<u>Maximum:</u>
<b>Length:</b>	30.48 cm	91 cm
<b>Width:</b>	25.4 cm	86 cm
<b>Height:</b>	10.16 cm	107 cm
<b>Weight:</b>	0.907 kg	27.3 kg

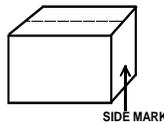
#### MAIN MARK:



**DC#:**  
**PO:**  
**STYLE:**  
**COLOR:**  
**SIZE:**  
**QTY:**  
**CASE NO:**  
**MADE IN:**



**SIDE MARK:**  
**PO:**  
**QTY:**  
**NT WT:**  
**GR WT:**  
**MESU:**



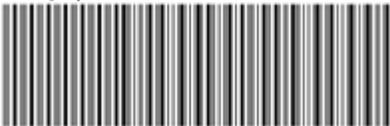
## GS1-128 (formerly UCC-128) Shipping Label Examples and Quality Standard

1. GS1-128 labels must comply with the GS1 General Specifications
2. Must use GS1-128 bar code symbology
3. Must meet ANSI A or B print quality (scanning with 10 mil aperture)
4. Labels should measure 4" x 6"
5. Barcode Dimensions
6. Length – 3.02 in. (76.70 mm)
7. Height – 1.25 in. (31.75 mm)
8. X-Dimension – 0.020 in. (.508 mm)
9. Quiet Zone – 0.25 in (left and right side of barcode)

### Example GS1-128 Labels

#### Bulk

Academy Sports + Outdoors  
Sample 4" X 6" GS1-128 Label

From: 01205 <i>(Vendor #referenced on PO)</i>	Ship To: Academy DC 00895 1549 <del>Primavera</del> Pkwy Katy, TX 77449
Comments:	Carrier: XYZ Trucking PRO #: 2999491101 B/L: 853930
PO #: 0000071884C-AR Style: 12345-WHT      Quantity: 12 Color: White Size: Small      Carton: 134 of 232 Width: Med	
UPC: 782575862985 	Store: 895
(00) 0 0052177 513895717 2 	

#### PreMark/PBS

Academy Sports + Outdoors  
Sample Pre-mark (Packed-By-Store) 4" X 6" GS1-128 Label

From: 1205 <i>(Vendor #referenced on PO)</i>	Ship To: Academy 1549 <del>Primavera</del> Pkwy Katy, TX 77449
Comments:	Carrier: XYZ Trucking PRO #: 2999491101 B/L: 853930
PO #: 0002659818 Style: Mixed      Quantity: 12 Color: Size:      Carton: 134 of 232 Width:	
UPC: Mixed	Store: 30
(00) 0 0052177 513895717 2 	

Bar codes shown are examples only—they will not scan. Dimensions shown are approximate. Fonts used may vary slightly from those shown above. All merchandise shipping to Academy Sports +Outdoors must have a GS1-128 labels attached.

#### Mandatory Information:

1. From: (Just the Vendor # referenced on PO)
2. Ship To: Academy Address
3. PO#
4. Style or Item Number - Mixed
5. QTY
6. Carton Sequence
7. UPC - Mixed
8. DC number (Store# if Pack-By-Store / Premark)
9. GS1-128 barcode and ID#
10. Color, Size and Width (ONLY IF APPLICABLE)

#### Optional Information:

1. Carrier
2. B/L (Bill of Lading #)
3. PRO #

## Label Placement

Conveyable cartons – The GS1-128 label should be placed on the longest side panel in the bottom right corner. The edge of the label should be at least 2 in from the carton edge.

Label should not be covered by tape.

Non-Conveyable Cartons / Items \*\*For heavy items, labels should be placed on outer side of product that is visible when stacked/palletized.

Where possible, multiple cartons containing the same item/SKU should be palletized and shrink-wrapped. When shipping Pure Pallet (Single SKU Pallet) Academy requests one GS1-128 Label per pallet, treating the entire pallet as one large carton within the ASN. The total unit quantity should be referenced on the GS1-128 carton label (not the carton qty). **Place the GS1-128 Label directly on one of the cartons where it is easily visible, NOT on the shrink-wrap.** Except in the case of Pack-By-Store shipments, cartons must be packed with **only one SKU per carton, one purchase order per carton.**

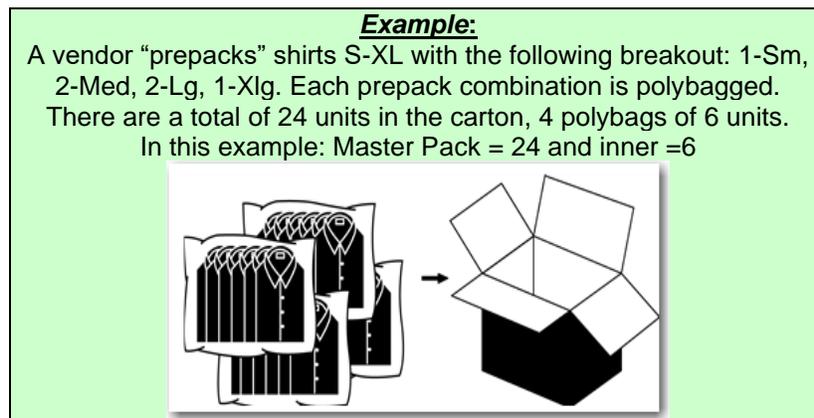
When shipping more than one SKU per pallet or loose cartons, Academy requires one GS1-128 Label per carton.

## MASTER / INNER PACKS

All vendors must provide Academy with Master Pack and Inner Pack quantities, as defined below, by SKU for the products sold to Academy.

**Master Pack**–the number of sellable units contained within a vendor’s outermost carton.

**Inner Pack**–the number of sellable units grouped together by some packaging material (usually cellophane, rubber bands, or cardboard) within a master carton.



Please notify the Academy buying office immediately of changes made to your Master or Inner packaging.

**Merchandise ordered by size as indicated on the Purchase Order should NOT be shipped in “prepack” unit combinations.**

When “prepack” merchandise is ordered, each “prepack” should be packaged as a separate unit within a carton.

## TICKET PLACEMENT ON GARMENTS

A MANUFACTURER'S HANGTAG or TAG TICKET with Academy's retail price is required on all tops. JOKER TAGS (MATCHBOOKS), with size indicated between the score locations, are required on all shorts and pants. Academy's retail price should either be integrated into matchbook or adhered to matchbook with an adhesive label.

**When a vendor attaches a MANUFACTURER'S hangtag, Academy requires that an adhesive ticket be used instead of a tag ticket.** The adhesive ticket must be adhered to the manufacturer's hangtag according to the guidelines outlined in the GS1 US' UPC Marking Guidelines for General Merchandise & Apparel. A copy of this publication may be obtained from the GS1 US' Internet website at [www.gs1us.org](http://www.gs1us.org) or may be purchased by telephoning the UCC at (937) 435-3870.

## PRIVATE LABEL INTEGRATED HANGTAGS, MATCHBOOKS AND WOVEN LABELS

Private label vendors should refer to their Academy Buyer for instructions pertaining to the main label, care/content label, and integrated hangtag placement on garments. Please refer to the chart on pages 21-22 for Hangtag/Matchbook and Size Strip placement on garments specifications.

Avery Dennison is Academy's integrated hangtag, matchbook and woven label supplier for private-branded merchandise. Please contact Avery Dennison to purchase these labels and hangtags:

### Initial Contact/Inquiry:

**Chelsea Whittle**  
Account Manager  
Phone: [469-858-2741](tel:469-858-2741)  
Fax: 972-833-1272  
Email: [chelsea.whittle@averydennison.com](mailto:chelsea.whittle@averydennison.com)

**Trina Richman**  
Account Specialist  
Phone: 469.261.3711  
Fax: 214.453.2137  
Email: [trina.richman@averydennison.com](mailto:trina.richman@averydennison.com)

### US Orders:

**Robert Tillman**  
Account Coordinator  
Phone: [336-808-7117](tel:336-808-7117)  
Fax: [336-691-1823](tel:336-691-1823)  
Email: [robert.tillman@averydennison.com](mailto:robert.tillman@averydennison.com)

### Hong Kong Orders:

**Jason H.C. Lee**  
Sales Supervisor  
Phone: [+852 3146 8890](tel:+852-3146-8890)  
Mobile: [+852 9728 5262](tel:+852-9728-5262)  
Email: [jason.lee@ap.averydennison.com](mailto:jason.lee@ap.averydennison.com)

## PRIMARY TICKET AND LABEL SUPPLIER:

All Academy private label hangtags, matchbooks, UPCs, size strips, woven and printed fabric labels are ordered through Avery's online ordering tool ACS.

<https://www.webservices.averydennison.com/specstar/login.aspx>

(Account setup is self-service through the above link. For troubleshooting please contact customer service.)

**Required information by Avery Dennison to process your order:**

1. Vendor information including vendor name, shipping and billing address, contact name, contact phone and fax
2. Academy Purchase Order number
3. Integrated Hangtag and/or Woven Label code
4. Sub Class and Vendor Style #
5. Vendor UPC
6. Retail price
7. Color and size name, if applicable
8. Quantity requested

*See below for minimum order quantities and lead times.*

**Avery Dennison Minimum Order Quantities**

Private-branded woven labels — 250

Hangtags, Matchbooks, UPCs — Initial order: 250 per Academy SKU

**Lead Times**

Hangtags, Matchbooks and UPCs: 10-12 working days

Woven: 10-12 working days

Printed Fabric Label: 10-12 working days

Heat Transfer: 12-15 working days; +10 working days if wash testing needed

**\*Wash testing is required annually for each fabric and heat seal combination.**

**\*Lead times are exclusive of transit and measured from confirmation of order details to AD ex-factory date.**

**\*Lead times are contingent upon vendors maintaining a good credit status with Avery Dennison.**

**SECONDARY TICKET AND LABEL SUPPLIER:**

Academy Sports & Outdoors has approved FineLine Technologies as another supplier of tickets and labels.

- Two day order turnaround from their production facilities in the US & Asia.
- Order tracking tools so you can track the progress of your order.

**To register**, visit <http://www.finelinetech.com> and click on the FastTrak icon.

Click on the link below to obtain the full copy of the FastTrak User Registration Guide:

[http://www.finelinetech.com/downloads/FastTrak\\_Registration\\_Guide.pdf](http://www.finelinetech.com/downloads/FastTrak_Registration_Guide.pdf)

**Please Contact FineLine Technologies to purchase tickets and labels:**

Alan Free 1-800-500-8687 Ext 3292

USA Orders: 1-800-500-8687 Fax: 678-969-9201

China (HK) Orders: 852-2156-9788

[afree@finelinetech.com](mailto:afree@finelinetech.com)

[support@finelinetech.com](mailto:support@finelinetech.com)

[orders@finelinetech.com](mailto:orders@finelinetech.com)

**TICKET PLACEMENT GUIDE:\*** For backpacks please place the hangtags on the front of the bag visible for consumers.

<b>Garment Type:</b>	<b>Hangtag/Matchbook Placement:</b>	<b>Hangtag/Matchbook Placement:</b>
	<b>Hanging:</b>	<b>Folded:</b>
<b>Men's Active &amp; Casual Tops</b>	Hangtag through backside of care label	Hangtag through backside of care label
<b>Women's &amp; Youth Active &amp; Casual Tops</b>	Hangtag through backside of care label	Hangtag through backside of care label
<b>Women's Active &amp; Casual Shorts- Open Presentation</b>	Matchbook placed on wearer's back left side, 2" from center back seam	N/A
<b>Men's Active &amp; Casual Shorts-Closed Presentation</b>	Matchbook placed on wearer's back left side, 2" right of side seam	N/A
<b>Youth Active &amp; Casual Shorts-Open Presentation</b>	Matchbook placed on wearer's back left side 1" from center seam	N/A
<b>Women's Active &amp; Casual Pants-Open Presentation</b>	Matchbook placed on wearer's back left side, 2" from center seam	Matchbook placed on wearer's back right side, 2" left of side seam
<b>Men's Active &amp; Casual Pants-Closed Presentation</b>	Matchbook placed on wearer's back left side, 2" right of side seam	Matchbook placed on wearer's back right side, 2" left of side seam
<b>Youth Active &amp; Casual Pants (Including Baseball)-Open Presentation</b>	Matchbook placed on wearer's back left side, 1" from center seam	N/A
<b>Women's Denim Jeans-Open Presentation</b>	Matchbook placed on wearer's back left side, 2" from center seam	Matchbook placed on wearer's back right side ¼" from center seam
<b>Men's Denim Jeans-Closed Presentation</b>	Matchbook placed on wearer's back left side, 2" right of side seam	Matchbook placed on wearer's back right side, ¼ from center seam
<b>Men's Softball, Football, &amp; Licensed Pants-Open Presentation</b>	Matchbook placed on wearer's back left side 2" from center seam	N/A
<b>Warm-Up Sets-Closed Presentation</b>	"Set" hangtag through backside of care label on top and bottom. Use \$0.00 tag ticket on bottom.	N/A
<b>Outerwear/Jackets/Ski bibs</b>	Hangtag placed under wearer's left under arm ( <b>exception: waterproof items- follow product package</b> ).	N/A
<b>Work</b>	Follow instructions listed in product package	Follow instructions listed in product package
<b>Body Wear (Women's Job Bras)</b>	Hangtag placed through wearer's front left side seam	N/A
<b>Gloves</b>	Hangtag through one side of left glove within 3" of cuff. Fastener at cuff attaching one side of each glove; Hook at fastener.	N/A
<b>Towels- Please contact buyer to determine if towels should be hung or folded</b>	Matchbook placed 1" inside hanger clip	Tear out tag stitched into seam

## SIZE STRIP PLACEMENT GUIDE

Garment Type:	Size Strip Placement:	
	Hanging:	Folded:
Men's Active & Casual Tops	On wearer's left front side, 10" from high point of shoulder	On wearer's left front side, 10" from high point of shoulder
Women's & Youth Active & Casual Tops	On wearer's left front side, 8" from high point of shoulder	On wearer's left front side 8" from high point of shoulder
Women's Active & Casual Shorts- <i>Open Presentation</i>	On wearer's front left side, 2" up from bottom hem and 2" left of side seam	N/A
Men's Active & Casual Shorts- <i>Closed Presentation</i>	On wearer's front left side 2" up from bottom hem and 4" right of side seam	N/A
Youth Active & Casual Shorts- <i>Open Presentation</i>	On wearer's front left side 2" up from bottom hem and 2" left of side seam	N/A
Women's Active & Casual Pants- <i>Open Presentation</i>	On wearer's front left side, 10" down from top of waistband, 1" left of and parallel with side seam	On wearer's back right side, 10" down from top of waistband, 1" left of and parallel with side seam
Men's Active & Casual Pants- <i>Closed Presentation</i>	On wearer's back left side, 10" down from top of waistband, 4" right of and parallel with side seam	On wearer's back right side, 10" down from top of waistband, 4" left of and parallel with side seam
Youth Active & Casual Pants (Including Baseball)- <i>Open Presentation</i>	On wearer's front left side, 8" down from top of waistband, 1" left of and parallel with side seam	N/A
Women's Denim Jeans- <i>Open Presentation</i>	On wearer's front left side, 10" down from top of waistband, 1" left of and parallel with side seam	On wearer's back right side, 1" below pocket
Men's Denim Jeans- <i>Closed Presentation</i>	On wearer's back left side, 10" down from top of waistband, 4" right of and parallel with side seam	On wearer's back right side, 1" below pocket
Men's Softball, Football, & Licensed Pants- <i>Open Presentation</i>	On wearer's front left side, 10" down from top of waistband, 1" left of and parallel with side seam	N/A
Warm-Up Sets- <i>Closed Presentation</i>	On wearer's front left side of jacket. Adult: 10" from high point of shoulder. Youth: 8" from high point of shoulder	N/A
Outerwear/Jackets/Ski bibs	Outwear/jackets: On wearer's front left side, 10" (Adult) or 8" (Youth) from high point of shoulder. Ski Bibs: 10" (Adult) or 8" (Youth) down from top of waistband, 1" left of and parallel with side seam	N/A
Work	Follow instructions listed in product package	Follow instructions listed in product package
Body Wear (Women's Job Bras)	On wearer's front left side, 1" up from bottom hem and 2" left of side seam (Use ¾" size dot)	N/A
Gloves	N/A	N/A
Towels- <i>Please contact buyer to determine if towels should be hung or folded</i>	N/A	N/A

**For Size Strip**

Examples please visit our vendor website: [Size Strip Requirement/Placement](#)

### IMPORTANT!! Please Note for All Items:

- Please check with your Academy buyer to determine which tops and pants are not merchandised on hangers.
- Matchbooks are not required on certain delicate fabrics. Please contact the Academy buyer for specific fabrics.
- Matchbook should be swift tacked to garment. Hanger clamps should NOT cover matchbook.
- Academy requires that a size strip be applied to all garments at point of manufacture. Swimwear is exempt from applying size strips.
- Generic 1"x 5" size strip sticker on a clear stock with black type outlined in white.
- Generic size dot on clear stock with black type outlined in white.
- Size names should appear as letters only (i.e.: S, M, L, XL, and XXL). Pants should have waist and inseam if applicable.

## GARMENTS FOLDED

For polo's or tees dictated by the Buyer as Flat (Folded), they will require Academy's standard fold due to planned, specific Store placement. **Men's and Women's** = 9"W x 13"D x .5" H. **Youth** = 9"W x 13"D x .25"H. For questions, please contact Vendor Compliance at [vendcomp@academy.com](mailto:vendcomp@academy.com).

## GARMENTS ON HANGERS (Apparel Vendors Only)

Academy requires that garments merchandised on hangers be hung at point of manufacture. In determining if your garments are merchandised on hangers, **please contact your Buyer or Global Sourcing Specialist to confirm**. Do not use any extraneous items such as foam or tissue when hanging garments.

**\*\*Please follow the hanging guidelines below unless otherwise instructed by your Buyer.\*\***

All Men's, Women's and Youth  
Athletic, Casual, Outdoor, Licensed,  
Baseball, Football and Men's  
Swimwear should be hung **closed**.



**\*REMINDER: Tops on hangers do not require a specific fold style. Buyer or Global Sourcing contact will confirm any special packaging instructions for their garments on hangers.\***

## Import Apparel Private Brand Hanger Program

In an effort to continue to simplify and streamline our hanger ordering process, Academy is updating our Preferred Hanger Program for Import Suppliers. This program will ensure our standards around speed, quality, value, and consistent instore presentation are met. Also, it will allow you to have a one stop location for the latest changes to our approved hangers allowed instore.

This update will become effective for hanger placement of orders starting with Fall 2019.

### Key Areas Included in this Program

1. Nominated Suppliers
  - a. Unioplast Industries
    - i. Nominated Regions – Central America, Africa, West Asia (Jordan, Bangladesh, etc.), East Asia (China, Cambodia, Vietnam, etc)
    - ii. Account Manager – Andy Rupp – [arupp@uniplastindustries.com](mailto:arupp@uniplastindustries.com)
  - b. Mainetti
    - i. Nominated Regions – Central America and East Asia (China, Cambodia, Vietnam, etc)
    - ii. Account Manager – Irma Mendoza – [Irma.Mendoza@Mainetti.com](mailto:Irma.Mendoza@Mainetti.com)
2. Ordering Process
  - a. Upon release of Academy Purchase Orders, you will enter the online vendor portals to place your orders
    - i. Unioplast - [www.uniplasthanger.com](http://www.uniplasthanger.com)
    - ii. Mainetti – <https://mainetti.force.com/CustomerPortal>
  - b. Account setup instructions are available on both sites
3. Compliance
  - a. Academy has pre-determined quality, delivery, service, and lead time standards with each resource
  - b. Academy will perform compliance checks at the DC level
  - c. Apparel suppliers found not in compliance of using the nominated resources will result in a required Corrective Action Plan on 1<sup>st</sup> occurrence and any subsequent violation will result in penalties including but not limited to non-compliance chargebacks.
    - i. Any deviation request from the nominated hanger program must be made in writing to [apparel.sourcing@academy.com](mailto:apparel.sourcing@academy.com) with the subject line of **Nominated Hanger Exception Request**. All submissions will be reviewed within 72 hours and decision will be communicated to both the garment supplier and the hanger resource.



TOPS	ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	<b>498</b>	12" Med. Wt. - Youth	(PS) / Metal	Black
	<b>485</b>	15" Med. Wt. - Youth	(PS) / Metal	Black
	<b>484</b>	17" Med. Wt. - Adult	(PS) / Metal	Black

OUTERWEAR	ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	<b>3315</b>	15", 3.75" Hook - Youth	(PS) / Metal	Black
	<b>3328</b>	17", 3.75" Hook - Adult	(PS) / Metal	Black
	<b>3329</b>	17", 5.25" Hook - Adult	(PS) / Metal	Black

BOTTOMS		ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	<b>6008</b>	8" Pinch Grip - Youth	(PS) / Metal	Black	
	<b>6010</b>	10" Pinch Grip - Youth	(PS) / Metal	Black	
	<b>6012</b>	12" Pinch Grip - Adult	(PS) / Metal	Black	
	<b>7010</b>	10" Hvy. Wt., Long Jaw - Youth	(PS) / Metal	Black	
	<b>7012</b>	12" Hvy. Wt., Long Jaw - Adult	(PS) / Metal	Black	
SWIMWEAR		ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	<b>8010</b>	10" Pinch Grip - Adult	(PS) / Metal	Black	
	<b>8210</b>	10" Padded Clip - Youth	(PS) / Metal	Black	
	<b>8012</b>	12" Pinch Grip - Adult	(PS) / Metal	Black	
	<b>8014</b>	14" Pinch Grip - Adult	(PS) / Metal	Black	



## APPROVED HANGER PROGRAM FOR



### BACK TO SCHOOL

TOPS		ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	<b>496</b>	12" Med Wt.	(PP) / Plastic	Natural or	
	<b>472</b>	15" Med. Wt.	(PP) / Plastic	White Natural	
	<b>467</b>	17" Med. Wt.	(PP) / Plastic	or White	
					Natural or
					White
BOTTOMS		ITEM NO.	DESCRIPTION	MATERIAL / HOOK	COLOR
	<b>1004</b>	8" Grip-On Clips	(PP) / Plastic	Natural or	
	<b>1001</b>	10" Grip-On Clips	(PP) / Plastic	White Natural	
	<b>1002</b>	12" Grip-On Clips	(PP) / Plastic	or White	
					Natural or
					White

ACCESSORIES



CS1Q  
Crown Sizer



ST1  
Side Sizer

**\*\* See smart guide for answers to questions regarding color and size \*\***

## ACADEMY BLACK HANGER SPECIFICATIONS

### TOPS

Color : Black

Material:(PS/PP)/Metal



484B - 17"



485B - 15"



498B - 12"

### OUTERWEAR

Color : Black

Material:(PS/PP)/Metal



3320B - 19"  
Adult Coat



3328B - 17"  
Adult Coat



3315B - 15"  
Youth Coat

**BOTTOMS**

Color : Black

Material:(PS/PP)/Metal



6012B - 12"



6010B - 10"



6008 - 8"



7012B - 12"



7010B - 10"

**SWIMWEAR BOTTOMS**

Color : Black

Material:(PS/PP)/Metal



8014B - 14"



8012B - 12"



8010B - 10"

**Secure Over Hook Sizer**

Color : Black

Material:(PS/PP)



SOHS

Please Note –An approved list of Infant and Toddler Hangers for Back To School, Camo Infant/Toddler Sets, and Smaller Toddler Sets can be obtained from the Buyer or Global Sourcing Or visit our vendor website at:

<https://vendor.academy.com/content/academy-approved-Infant-and-toddler-hanger-program>

ACADEMY DISPOSABLE HANGER SPECIFICATIONS FOR SEASONAL MERCHANDISE

Approval from the Academy Vendor Relations office MUST be granted to ship on the hangers listed below:

TOPS		
Color : Black		Material:(PS/PP)/Metal
		
484B – 17”	485B – 15”	498B – 12”

OUTERWEAR		
Color : Black		Material:(PS/PP)/Metal
		
3320B – 19” Adult Coat	3328B -17” Adult Coat	3315B - 15” Youth Coat

SWIMWEAR BOTTOMS		
Color : Black		Material:(PS/PP)/Metal
		
8014B – 14”	8012B – 12”	8010B – 10”

## GOH CROWN SIZER REQUIREMENT FOR APPAREL



- ★ All assortments requiring apparel garments on hangers must always come applied with a four-sided crown sizer.

To place orders you must contact one of our **Academy Approved Crown Sizer Suppliers**

- Mainetti
- Uniplast

**\*If you have any questions or need more information please contact any one of our approved crown sizer suppliers. Email Vendor Relations at [vendcomp@academy.com](mailto:vendcomp@academy.com), or contact your Global Sourcing Specialist!\***

### **FOOTWEAR PACKAGING REQUIREMENTS:**

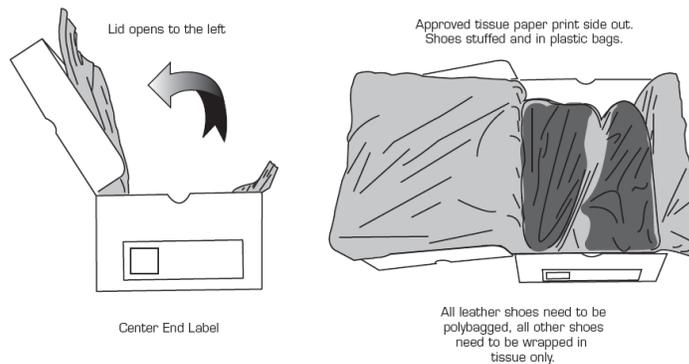
**Boxes and Tissue Paper** – We require that private label shoe boxes and tissue paper come from our preferred box supplier. Please contact Academy Product Development or Global Sourcing team for supplier information.

**Tissue Paper:** Use one sheet of approved tissue paper per box (print side out to box). See illustration.

**Leather Shoes:** Place each leather shoe in clear plastic bag.

**Box Opening:** Make sure that box opens to the left.

**All shoes must have stuffing for support.**



## **NON-COMPLIANCE CHARGEBACK ISSUES AND SCHEDULE:**

The following penalties will be assessed per infraction. In the event that a chargeback has been issued against your company, Please contact our Vendor Relations Department at [vendcomp@academy.com](mailto:vendcomp@academy.com) to discuss plans for improvement. **If corrective action has been taken and communicated to our office within 30 days of the assessment, penalties may be subject to reduction or reimbursement** (except freight- related penalties).

A Vendor Compliance chargeback will be issued for any Non-Compliance on the following:

### **Global Sourcing Guidelines & Vendor Code of Conduct**

Academy is committed to legal compliance and ethical business practices in all of its global sourcing operations. Academy attempts to identify reputable companies that are committed to comply with all applicable laws and regulations of the country or countries in which they are conducting their business. This code sets forth the guidelines all factories must follow to do business with Academy and covers all manufacturing contractors, including, but not limited to, cutting, sewing, printing, embroidery, finishing, dying, laundry, and any other manufacturing process that is subcontracted to complete a finished product. Also included are manufacturers who sell packages, i.e. completed garments—Landed Duty Paid or Delivered Duty Paid.

Our complete Global Sourcing Guidelines is part of Academy's Terms and Conditions and can be found on our vendor website at <https://vendor.academy.com>.

### **C-TPAT Requirements**

As a certified member of the U.S. Customs and Trade Partnership Against Terrorism ("C-TPAT"), Academy is obligated to ensure that its Vendors meet the criteria for security mandated by the C-TPAT program. In order to comply with these requirements, Vendor will, at Vendor's expense and in cooperation with Academy implement measures to enhance the security of its exports of Merchandise and Materials to the United States, which shall include the following obligations:

- a. Maintain written and verifiable procedures and documentation tracking Materials and Merchandise from point of origin of the Materials to the delivery location of the Materials and Merchandise. From time to time, upon the written request of Academy, Vendor will send copies of its written tracking procedures and documentation to Academy.
- b. Maintain verifiable security procedures at its manufacturing and distribution facilities, including container security, container inspection, container seals, container storage, physical access controls, employee identification system, visitor identification, deliveries, procedures for challenging and removing unauthorized persons, personnel security, pre-employment verification, background checks, personnel termination procedures, procedural security, documentation processing, manifesting procedures, shipping and receiving, cargo discrepancies, security training and threat awareness, physical security, logical security, fencing, gates, and gate houses, parking, building structure, locking devices and key controls, lighting, alarm systems and video surveillance cameras, cyber security, employee accountability, and agriculture security. Vendor shall comply with the guidelines for Vendor's Container Search and Seal Integrity Program which are summarized in the Terms & Conditions in Appendix 3 and Exhibits 1 and 2.
- c. Allow Academy or its designated representative to make scheduled or unannounced visits to Vendor's factories and other facilities from time to time to perform an audit of Vendor's compliance with its security obligations set forth in a and b above. Upon completion of any review by Academy, Vendor will be advised in writing of any corrective action that is required to achieve compliance with the C-TPAT program, Academy's Terms & Conditions and all Legal Requirements applicable to the Merchandise. Vendor shall, at Vendors sole cost and expense, promptly take such corrective actions and any other measures required to comply with the foregoing requirements. Based on the type of corrective action required, Academy and Vendor will mutually establish a time period for implementation of the corrective measures required. If the Vendor does not comply within a reasonable time period with the requirements for compliance with the C-TPAT program, then Vendor's failure to comply shall be deemed a material breach and Academy may terminate any Purchase Order immediately upon written notice to Vendor. Vendor shall be responsible for all fines, penalties and interest resulting from its failure to comply with the C-TPAT program and shall reimburse Academy for any losses, liabilities, damages, costs and expenses incurred by Academy due to Vendor's failure to comply with the foregoing requirements.

For more information on C-TPAT please refer to the vendor website at <https://vendor.academy.com>.

## **Factory Setup and Factory Audits**

To fulfill our obligations to U.S. Customs and Border Protection (CBP), Academy must have complete and accurate address and contact information for all import vendors and factories intending to manufacture product for Academy.

It is Academy's policy that all suppliers establish facility procedures to safeguard against the introduction of non-manifested cargo into outbound shipments. Such items would include drugs, biological agents, explosives, weapons, radioactive materials, illegal aliens and other contraband. Vendor must comply with all domestic and local laws, rules and regulations governing the sale. The supplier must cooperate with local, national and foreign Customs agencies to safeguard against the illegal shipment of contraband.

In addition, the factories must go through the onboarding and screening process for official set up within Academy internal systems. This must be done before any purchase order issuance. For more information regarding factory set up, the Factory Compliance Manual can be referenced at Academy's vendor website: <http://vendor.academy.com> . Questions may also be sent to [factorycompliance@academy.com](mailto:factorycompliance@academy.com) .

To ensure compliance in overseas factories that Academy conducts business Security (C-TPAT), Social, and Quality standards are verified through audits completed by third party audit companies. A listing of these audit companies may be found in the Factory Compliance Manual at Academy's website. Factory audits may be scheduled or unannounced. As a factory conducting business with Academy, we require that the factory allow for both scheduled or unannounced visits to perform the audits.

Each department determines what corrective action should be taken and if a follow-up audit will need to be scheduled. Factories will need to submit a corrective action plan with timetable within 30 days after notification from Academy. There is a compliance period for corrective actions to be implemented. It is the factories' responsibility to notify Academy of improvement status.

## **HTS Classification Requirements**

Academy's Customs Compliance Department reviews all new import items and assigns an HTS classification. All Academy style #'s must have a HTS assigned before a Purchase Order can be issued. In order to accurately assign a correct HTS # the below information is required:

- A clear photo
- Detail Spec Sheet

The below additional documentation may be required based on commodity:

- Cost Sheet
- PPQ 505 (Lacey Act Form)
- IFI (Interim Footwear Invoice)
- Trademark Release letter
- Known Binding Rulings

Please ensure that any information requested by Global Sourcing or Customs Compliance is provided as quickly as possible to avoid any delays in your purchase order being issued.

## **Country of Origin**

Vendors/manufacturers are responsible to ensure the following:

- The country of origin of all items will be properly declared at each specific factory.
- All products will be properly marked with country of origin, either on the goods themselves or on their immediate container in compliance with U.S. Customs and Border Protection regulations.
- The shipping documentation (commercial invoices, etc.) will correctly reflect the country of origin information.

All inquiries concerning country of origin should be directed to Academy's Customs Compliance Department at [customs.compliance@academy.com](mailto:customs.compliance@academy.com).

## **Marking Requirements for Mutilated Samples**

There are certain marking requirements to allow samples to be imported duty free. It is imperative that all commercial samples be mutilated or *indelibly* stamped or marked "SAMPLE" according to the United States Customs Regulations. The commercial invoice must also state that the goods are samples and are marked per the above guidelines. For detailed information please refer to our vendor website at <https://vendor.academy.com>.

As a reminder, all sample shipments are to be shipped **PREPAID** unless other arrangements have been made with Import Logistics and Global Sourcing.

## **Free Trade Agreement (FTA)**

If a vendor knows their product will meet the requirements of a FTA the appropriate Global Sourcing Specialist should be advised at the time of quoting the product. Should a FTA apply to any of your product, it is the responsibility of the vendor/factory to substantiate the production of goods with documentation. This is including, but not limited to production records, time cards, purchase orders for raw materials, etc.

## **Other Government Agencies (OGA)**

If you are aware that your product is subject to requirements of any OGA, please submit the information to the appropriate Global Sourcing Specialist at the time of product quotation.

- |  |       |
|--|-------|
| • Department of Transportation           | DOT   |
| • Environmental Protection Agency        | EPA   |
| • Federal Communications Commission      | FCC   |
| • Food & Drug Administration             | FDA   |
| • Fish & Wildlife Service                | F&W   |
| • Toxic Substance Control Act            | TSCA  |
| • Department of Agriculture              | USDA  |
| • Consumer Product Safety Commission     | CPSC  |
| • The United States Patent and Trademark | USPTO |

### **Other Acts:**

- |                               |        |
|-------------------------------|--------|
| • Toxic Substance Control Act | TSCA   |
| • Lacey Act                   | PPQ505 |

## **Lacey Act**

The purpose of the Lacey act is to prevent trade in wood products made from illegally harvested lumber.

The Lacey Act makes it:

- Unlawful to trade in any plant that is taken, possessed, transported, or sold in violation of the laws of the United States, a State, Indian Tribe, or any foreign law that protects plants
- Unlawful to falsify documents, accounts or records of any plant covered by the Act
- Unlawful to import certain plants and plant products without an import declaration

For more information on the Lacey Act please refer to the Academy vendor website at <https://vendor.academy.com>.

All inquiries concerning the Lacey Act should be directed to the Academy Customs Compliance Department at [customs.compliance@academy.com](mailto:customs.compliance@academy.com).

## **Required Documents**

Academy required documents are listed in the Document Checklist on Academy's vendor website at <https://vendor.academy.com/content/import-document-checklist-and-direct-import-vendor-payment-instructions> and will also be provided on your Purchase Order.

## **Blank Forms**

Sample of blank forms may be found on our vendor website <https://vendor.academy.com>.