



## **S M A R T   G U I D E**

### **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 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 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 due to 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 Maersk Logistics as our booking agent as well as our Purchase Order Management team. (Refer to page 11 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 Academy 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.**
- **Combo loads can only be done with Jeffersonville and Cookeville POs. Exceptions can be made, contact [import.logstics@academy.com](mailto:import.logstics@academy.com)**
- 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.
- 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 **Carmichael International Service** [academybroker@carmnet.com](mailto:academybroker@carmnet.com) and Global Sourcing ([outdoor.sourcing@academy.com](mailto:outdoor.sourcing@academy.com) , [SNR sourcing@academy.com](mailto:SNR 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 **Carmichael International Service** 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 20' minimum cube (23 cbm) requirement as provided below will be required to deliver to our Freight Forwarder as CFS cargo. If you do not meet this requirement, please reach out to [MerchantLogistics@academy.com](mailto:MerchantLogistics@academy.com). 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>Goal Cube</b>	<b>Optimum Cube</b>
<b>20'</b>	<b>23 CBM / 812 cuft</b>	<b>25 CBM</b>	<b>29 CBM / 1024 cuft</b>
<b>40'</b>	<b>56 CBM / 1978 cuft</b>	<b>56 CBM</b>	<b>58 CBM / 2048 cuft</b>
<b>40HC</b>	<b>63 CBM / 2225 cuft</b>	<b>65 CBM</b>	<b>68 CBM / 2400 cuft</b>
<b>45'</b>	<b>72 CBM / 2543 cuft</b>	<b>76 CBM</b>	<b>78 CBM / 2750 cuft</b>

Academy 2025 Update: Academy goal CBM is our target utilization if optimal cannot be met. At any time if goal CBM cannot be met, please reach out to [MerchantLogistics@academy.com](mailto:MerchantLogistics@academy.com) as its mandatory post 2024.

## **ACADEMY’S FREIGHT FORWARDER AND U.S. CUSTOMS BROKER CONTACTS 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/downloads/Document%20Checklist%2006.08.23.pdf>  
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.

Commercial documents should be built on the MyMaersk portal.

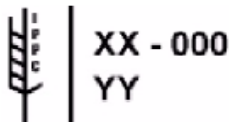
### **DOCUMENT CHECKLIST**

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.

***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>



## MAERSK LOGISTICS OFFICE CONTACT INFORMATION

Maersk CS/SCM/Commerical TEAM			
Commercial			
Commercial	USA	Scott Beveridge	GCM Head Midwest Region <a href="mailto:scott.beveridge@maersk.com">scott.beveridge@maersk.com</a>
Program Management Lead	USA	Francis He	Lead Client Program Manager <a href="mailto:haishen.he@Ins.maersk.com">haishen.he@Ins.maersk.com</a>
CX Manager	USA	Jeniffer Garcia Duque	CX Manager <a href="mailto:jenifer.garcia@Ins.maersk.com">jenifer.garcia@Ins.maersk.com</a>
Code	Country	City	Local CX Support
Escalation	USA		Francis He - Lead Client Program Manager
Asia Pacific Escalation	China		Sophia Zhang - Client Program Manager
USA	USA		Ramonda Simmons
USA	USA		Natalia Ortega
BD	Bangladesh	Chittagong	Al Mahmud < <a href="mailto:al.mahmud@Ins.maersk.com">al.mahmud@Ins.maersk.com</a> >
BD	Bangladesh	Chittagong	Al-Amin Hossain < <a href="mailto:al-amin.hossain@Ins.maersk.com">al-amin.hossain@Ins.maersk.com</a> >
BD	Bangladesh	Chittagong	+D CXDEL Academy Bangladesh < <a href="mailto:DCXDELAcademyBangladesh@Ins.maersk.com">DCXDELAcademyBangladesh@Ins.maersk.com</a> >
BD	Bangladesh	Chittagong	Kazi Zaman < <a href="mailto:kazi.zaman@Ins.maersk.com">kazi.zaman@Ins.maersk.com</a> >
IL	Israel	HAIFA	Abdulrazaq Mryyan < <a href="mailto:abdulrazaq.mryyan@Ins.maersk.com">abdulrazaq.mryyan@Ins.maersk.com</a> >
IT	Italy	GENOA	Marco Razzetti < <a href="mailto:marco.razzetti@Ins.maersk.com">marco.razzetti@Ins.maersk.com</a> >
IT	Italy	GENOA	Claudia Puorto < <a href="mailto:claudia.puorto@Ins.maersk.com">claudia.puorto@Ins.maersk.com</a> > Escalation
KE	Kenya	MOMBASA	Jeniffer Mbori Kiteto < <a href="mailto:jeniffer.kiteto@Ins.maersk.com">jeniffer.kiteto@Ins.maersk.com</a> >
PK	Pakistan	KARACHI	Qasim Jaleel < <a href="mailto:qasim.jaleel@Ins.maersk.com">qasim.jaleel@Ins.maersk.com</a> >
PK	Pakistan	QASIM	Qasim Jaleel < <a href="mailto:qasim.jaleel@Ins.maersk.com">qasim.jaleel@Ins.maersk.com</a> >
ZA	South Africa	CAPE TOWN	Shannon Lerrice Naicker < <a href="mailto:shannon.naicker@Ins.maersk.com">shannon.naicker@Ins.maersk.com</a> >
ZA	South Africa	DURBAN	Shannon Lerrice Naicker < <a href="mailto:shannon.naicker@Ins.maersk.com">shannon.naicker@Ins.maersk.com</a> >
GT	Guatemala	Guatemala City	Melissa Eugenia Guir Alvarado < <a href="mailto:m.e.guir.alvarado.1@Ins.maersk.com">m.e.guir.alvarado.1@Ins.maersk.com</a> >
SV	El Salvador	San Salvador	Melissa Eugenia Guir Alvarado < <a href="mailto:m.e.guir.alvarado.1@Ins.maersk.com">m.e.guir.alvarado.1@Ins.maersk.com</a> >
TR	Turkiye	All	Sergen Kobak < <a href="mailto:sergen.kobak@Ins.maersk.com">sergen.kobak@Ins.maersk.com</a> >
TR	Turkiye	All	Irem Ozgul < <a href="mailto:irem.ozgul@Ins.maersk.com">irem.ozgul@Ins.maersk.com</a> >
ID	Indonesia	All	Lisliati Tazkiatul Kamilah < <a href="mailto:lisliati.kamilah@Ins.maersk.com">lisliati.kamilah@Ins.maersk.com</a> >
KH	Cambodia	Phnom Penh	Sonita Chhim < <a href="mailto:sonita.chhim@Ins.maersk.com">sonita.chhim@Ins.maersk.com</a> >; < <a href="mailto:kh.scm@Ins.maersk.com">kh.scm@Ins.maersk.com</a> >
KR	South Korea	SEOUL	Diana Minjeong Kim < <a href="mailto:minjeong.k@Ins.maersk.com">minjeong.k@Ins.maersk.com</a> >
KR	South Korea	Chengdu, GSC	Amy Wu < <a href="mailto:Amy.Wu@Ins.maersk.com">Amy.Wu@Ins.maersk.com</a> >; < <a href="mailto:CGDGSCNEAEXP@Ins.maersk.com">CGDGSCNEAEXP@Ins.maersk.com</a> >
VN	Vietnam	All	Anh Le Nguyen Hai < <a href="mailto:le.n.anh@Ins.maersk.com">le.n.anh@Ins.maersk.com</a> >
VN	Vietnam	All	Van Tau Em Nguyen < <a href="mailto:e.v.nguyen@Ins.maersk.com">e.v.nguyen@Ins.maersk.com</a> >
CN	China	All	Sandy Chen < <a href="mailto:Sandy.chen@Ins.maersk.com">Sandy.chen@Ins.maersk.com</a> >; < <a href="mailto:ASO.CN@Ins.maersk.com">ASO.CN@Ins.maersk.com</a> >
TW,CN	Taiwan,CN	All	Sandy Chen < <a href="mailto:Sandy.chen@Ins.maersk.com">Sandy.chen@Ins.maersk.com</a> >; < <a href="mailto:ASO.CN@Ins.maersk.com">ASO.CN@Ins.maersk.com</a> >
CN	China (include	Chongqing,GSC	AcademyCNGSC@Ins.maersk.com
			Lucas Fernando de Oliveira Fonseca < <a href="mailto:lucas.fonseca@Ins.maersk.com">lucas.fonseca@Ins.maersk.com</a> > < <a href="mailto:br.scm@Ins.maersk.com">br.scm@Ins.maersk.com</a> >
BR	Brazil	All	
HR	Serbia/Croatia	Rijeka	Tiziana Viskanec < <a href="mailto:tiziana.viskanec@Ins.maersk.com">tiziana.viskanec@Ins.maersk.com</a> >

### Customs Broker/Notify Party

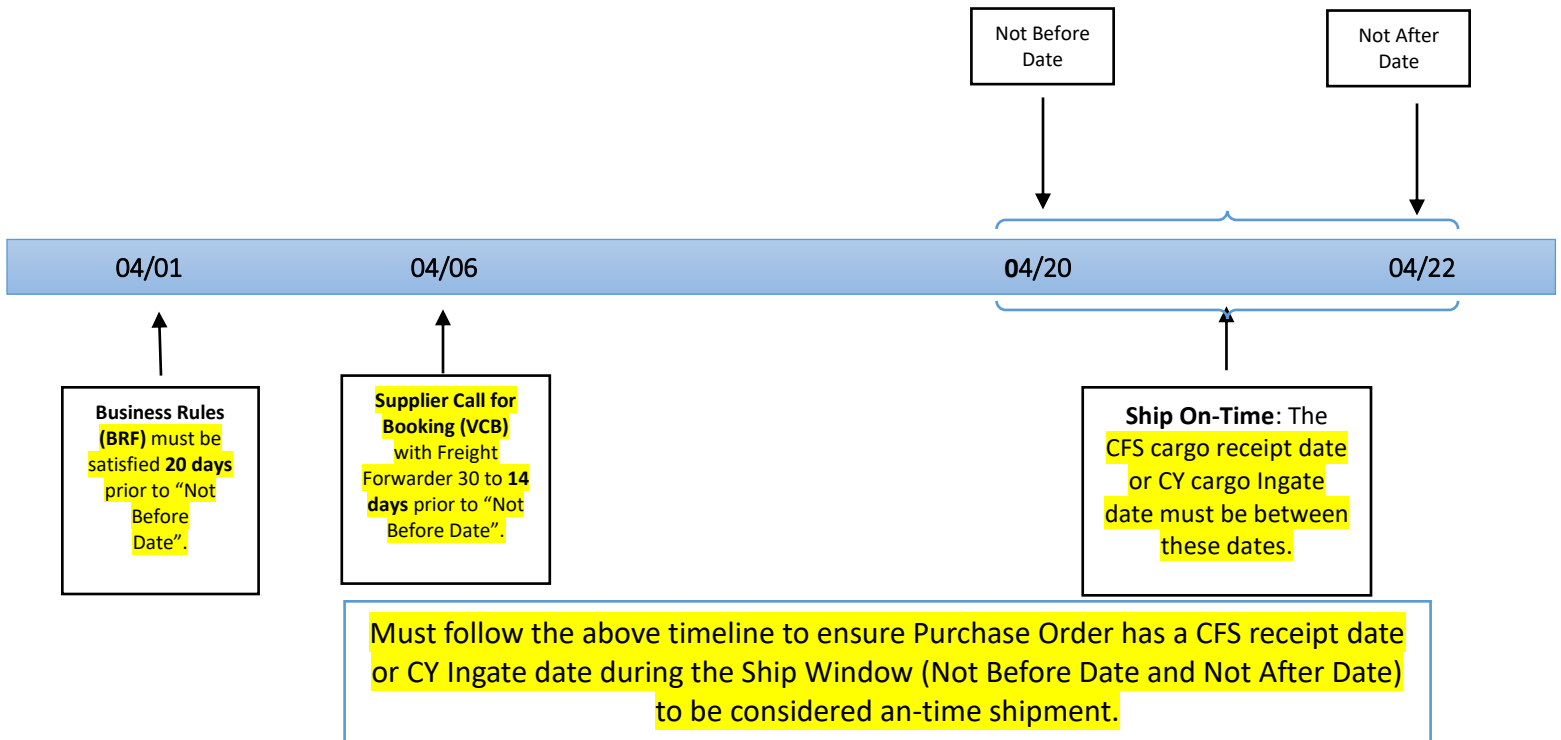
#### Carmichael International

921 W. Bethel Rd. Bldg.100, Suite 100 Coppell, TX 75019

# 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/>,

New vendors are expected to send ASNs and Invoices with their first shipment. SPS Commerce offers new vendors use of their SPS Fulfillment portal to receive POs and send ASNs and invoices without the need for integration into the vendors systems.

### **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-850 (Purchase Order)**

- Sent to vendor once PO approved in Academy ERP system (Oracle RMS)
- Includes:
  - PO Type (bulk, pack-by-store)
  - Ship to location
  - Freight terms
  - Ship or delivery windows
  - UPC, Academy Sku, VPN
  - Ticket type, retail price (if required), hanger attribute (apparel only)
  - Order quantity

#### **EDI-855 (Purchase Order Acknowledgement)**

- 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.
- Important - When shipping large POs that fill multiple trailers or containers, unique ASNs must be sent for each trailer or container. This includes all purchase order types (Import / Domestic, freight terms collect or prepaid).

## 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.

---

## ASN Validation Errors

Below are the most common ASN validation errors in order of frequency. ASNs failing in SPS Commerce are sent to vendor via e-mail. Vendor is responsible for correcting errors and resending ASN to avoid potential vendor chargebacks.

ASN Error Description	Failure Point	Definition:
The Consumer Package Code _ is not found on Purchase Order _	SPS Commerce	A UPC is listed on the ASN and not found on the PO.
Container ID is duplicated within one ASN	SPS Commerce	The same carton # is listed more than once on a bulk order.
Source File erred out	SPS Commerce	Invalid information sent.
Consumer Package Code is present more than once under the same Serial Shipping ID	SPS Commerce	A UPC is present more than once under the same carton #.
Invalid data _ in Shipping Serial ID	SPS Commerce	Invalid carton # (Shipping serial ID).
ASN_ for supplier _ exists in history.	Academy ERP System (RMS)	The ASN # already exists for that vendor. ASN numbers can only be used a single time. ASN will fail internally.
Carton _ exists in history.	Academy ERP System (RMS)	A carton #(s) exists in history. Each carton number must be unique and cannot duplicate previous records. ASN will fail internally.

## **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 subtotaled by total quantity and dollar amount.

## Item Dimensions

Item dimensions are required for all merchandise shipped to Academy DCs. This data is needed to support the capabilities of our warehouse management system and allow pre-planning of product movement across our supply chain.

- We have partnered with SPS Commerce to manage the collection of item dimension data from Academy vendors.
- Vendors should contact their SPS Commerce representative immediately at [assortment@spscommerce.com](mailto:assortment@spscommerce.com) to begin the data upload process.
- Item dimensions must be sent to SPS Commerce prior to items arriving at our DCs

Below is a list of the data required for each item:

Attribute Name - Info Required From All Vendors	
1. GTIN	24. Consumer Package Length
2. EAN	25. Consumer Package Length UOM
3. Vendor Part Number	26. Consumer Package Width
4. Vendor Part Description	27. Consumer Package Width UOM
5. Private Label Indicator	28. Consumer Package Height
6. Inner Pack Qty	29. Consumer Package Height UOM
7. Inner Pack Length	30. Consumer Package Weight
8. Inner Pack Length UOM	31. Consumer Package Weight UOM
9. Inner Pack Width	32. Pallet Blocks
10. Inner Pack Width UOM	33. Pallet Tiers
11. Inner Pack Height	34. Carton Qty
12. Inner Pack Height UOM	35. Packaging Material Sustainable Certified*
13. Inner Pack Weight	36. Recyclable Packaging*
14. Inner Pack Weight UOM	37. Packaging Sustainable Ink/Finish Certified*
15. Outer Pack Qty	38. Product Material Recycled Certified*
16. Master Pack/Case Length	39. Packaging Recycled-Sustainable Symbols*
17. Master Pack/Case Length UOM	40. Product Primary Packaging Recycled Certified*
18. Master Pack/Case Width	41. Product Resource Conscious Certified*
19. Master Pack/Case Width UOM	42. Product Clean Dye/Chemistry Certified*
20. Master Pack/Case Height	43. Product Packaging Hangtag Recycled Certified*
21. Master Pack/Case Height UOM	44. Product Shipment Packaging Recycled Certified*
22. Master Pack/Case Weight	45. Recycled Hanger*
23. Master Pack/Case Weight UOM	46. Recyclable Hanger*

\*Required on Academy private label items only.

All questions should be directed to SPS Commerce at [assortment@spscommerce.com](mailto:assortment@spscommerce.com)

## PURCHASE ORDER - PACKING INSTRUCTIONS

All cartons shipping to Academy Sports + Outdoors DCs to stores must be packed with one PO per carton.

### 1. Bulk Orders - Ship to DC / Stock in DC

#### EDI-850

- Order type – (BEG\*02) - SA
- Ship-to (N1\*ST) – DC number (895, 897, 893)

Cartons must be packed with **one sku / UPC per carton**, regardless of the qty on order.

Example:

<u>Carton #</u>	<u>Carton ID</u>	<u>SKU</u>	<u>UPC</u>	<u>Shipped Qty</u>
1	00000774410001234567	123456	123456789012	6
2	00000774410002345678	234567	234567890123	3
3	00000774410003456789	345678	345678901234	2

### 2. Pack-By-Store Orders (aka Pre-mark, Ship-to-mark-for, SMT4, cross-dock) - Ship to DC / Cross dock to store.

#### EDI-850

- Order type – (BEG\*02) - KN
- Ship-to (N1\*ST) – DC number (895, 897, 893)
- Destination Quantity (SDQ) – qty per individual store or DC number.
- Cartons with individual store destinations can be packed with multiple skus / UPCs (multiple style/color/size)\*

Example:

<u>Carton#</u>	<u>Carton ID</u>	<u>SKU</u>	<u>UPC</u>	<u>Shipped Qty</u>
1	00000774410001234567	123456	123456789123	10
		234567	234567891234	8
		345678	345678912345	6

- \*Single sku packed cartons also acceptable for pack-by-store orders.
- Cartons with DC destination (893, 895, 897) should be packed with one sku / UPC per carton (same as #1 above for bulk POs).

### 3. Direct to Store Orders

#### EDI-850

- Order type – (BEG\*02) - SA
- Ship-to (N1\*ST) – Store number (007, 143, 304, etc)

Cartons can be packed with multiple skus / UPCs, or single skus / UPCs per carton (same as pack-by-store)

## 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.

## Prepacks (Continued)

### 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).

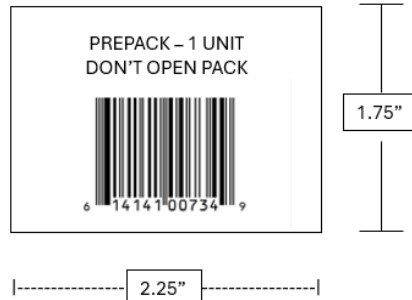
## Prepacks (Continued)

### 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 is packed per carton, each prepack must have the same UPC/sku, and each must be packed in its own sealed polybag. A UPC sticker must be applied to the inner bag (see example below). The inner bag prepack label must have the prepack UPC and be formatted exactly as shown below.
- 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.

#### Prepack label for inner bags

- The prepack UPC must be included.
- Label must include additional text as shown and be no smaller than dimensions indicated.



### GS1-128 Labels (Examples below for formatting purposes only)

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><b>From:</b> <b>971</b></p> <p><b>Ship To:</b> ACADEMY LTD DC 895 1549 Primewest Pkwy Katy, TX 77449</p> <hr/> <p><b>Comments:</b></p> <p><b>Carrier:</b> <b>PRO #:</b></p> <p><b>B/L:</b></p> <hr/> <p><b>PO#:</b> 8328869 <b>Style:</b> FRL-12-7 1/2 <b>Color:</b> <b>Size:</b> <b>Width:</b></p> <p><b>Quantity:</b> 1</p> <p><b>Carton:</b> 2 of 2</p> <hr/> <p><b>UPC:</b> 00029465519490</p> <p><b>Store:</b> 895</p> <hr/> <p>(00) 0 0999999 000509142 5</p>	<p><b>From:</b> <b>1205</b></p> <p><b>Ship To:</b> ACADEMY LTD DC 895 1549 Primewest Pkwy Katy, TX 77449</p> <hr/> <p><b>Comments:</b></p> <p><b>Carrier:</b> <b>PRO #:</b></p> <p><b>B/L:</b></p> <hr/> <p><b>PO#:</b> 8328879 <b>Style:</b> ADIESSPACK1 <b>Color:</b> <b>Size:</b> <b>Width:</b></p> <p><b>Quantity:</b> 1</p> <p><b>Carton:</b> 1 of 1</p> <hr/> <p><b>UPC:</b> 00420003241802</p> <p><b>Store:</b> 895</p> <hr/> <p>(00) 0 0999999 000536560 1</p>	<p><b>From:</b> <b>1205</b></p> <p><b>Ship To:</b> ACADEMY LTD DC 895 1549 Primewest Pkwy Katy, TX 77449</p> <hr/> <p><b>Comments:</b></p> <p><b>Carrier:</b> <b>PRO #:</b></p> <p><b>B/L:</b></p> <hr/> <p><b>PO#:</b> 8336456 <b>Style:</b> Mixed <b>Color:</b> Mixed <b>Size:</b> Mixed <b>Width:</b> Mixed</p> <p><b>Quantity:</b> 1</p> <p><b>Carton:</b> 1 of 20</p> <hr/> <p><b>UPC: Prepack</b></p> <p><b>Store:</b> 895</p> <hr/> <p>(00) 0 0999999 000589613 6</p>

## 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 #  
-----

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

UPC and barcode. (Required only



\*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 via EDI.


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







ACA-VA-UPC  
1.25" X 1.12"  
UPC STICKER WITH  
BARCODE




ACA-VG-UPC  
1.25" X 1.12"  
UPC STICKER WITH  
NUMERIC UPC ONLY



GEN-SS-002  
1" X 5"  
SIZE STRIP



GEN-SS-003  
1" X 5"  
SIZE STRIP  
WITH SIZE AND PRICE



ACA-VT-UPCR  
1.31" X 2.5"  
UPC TICKET WITH SIZE

## 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.**

**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

<b>Garment Type:</b>	<b>Size Strip Placement:</b>	<b>Size Strip Placement:</b>
	<b>Hanging:</b>	<b>Folded:</b>
<b>Men's Active &amp; Casual Tops</b>	On wearer's left front side, 10" from high point of shoulder	On wearer's left front side, 10" from high point of shoulder
<b>Women's &amp; Youth Active &amp; Casual Tops</b>	On wearer's left front side, 8" from high point of shoulder	On wearer's left front side 8" from high point of shoulder
<b>Women's Active &amp; Casual Shorts- Open Presentation</b>	On wearer's front left side, 2" up from bottom hem and 2" left of side seam	N/A
<b>Men's Active &amp; Casual Shorts- Closed Presentation</b>	On wearer's front left side 2" up from bottom hem and 4" right of side seam	N/A
<b>Youth Active &amp; Casual Shorts- Open Presentation</b>	On wearer's front left side 2: up from bottom hem and 2" left of side seam	N/A
<b>Women's Active &amp; Casual Pants-Open Presentation</b>	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
<b>Men's Active &amp; Casual Pants-Closed Presentation</b>	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
<b>Youth Active &amp; Casual Pants (Including Baseball)-Open Presentation</b>	On wearer's front left side, 8" down from top of waistband, 1" left of and parallel with side seam	N/A
<b>Women's Denim Jeans-Open Presentation</b>	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
<b>Men's Denim Jeans-Closed Presentation</b>	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
<b>Men's Softball, Football, &amp; Licensed Pants-Open Presentation</b>	On wearer's front left side, 10" down from top of waistband, 1" left of and parallel with side seam	N/A
<b>Warm-Up Sets-Closed Presentation</b>	On wearer's front left side of jacket. Adult: 10" from high point of shoulder. Youth: 8" from high point of shoulder	N/A
<b>Outerwear/Jackets/Ski bibs</b>	Outerwear/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
<b>Work</b>	Follow instructions listed in product package	Follow instructions listed in product package
<b>Body Wear (Women's Job Bras)</b>	On wearer's front left side, 1" up from bottom hem and 2" left of side seam (Use ¼" size dot)	N/A
<b>Gloves</b>	N/A	N/A
<b>Towels- Please contact buyer to determine if towels should be hung or folded</b>	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 sicker 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.

## PRODUCT PACKAGING & LABELING

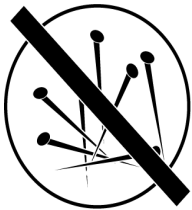
Each sellable item must be marked with the following information:

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

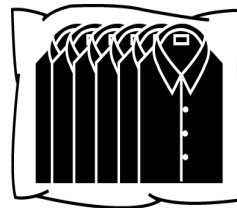


No tissue

**For Apparel Merchandise**



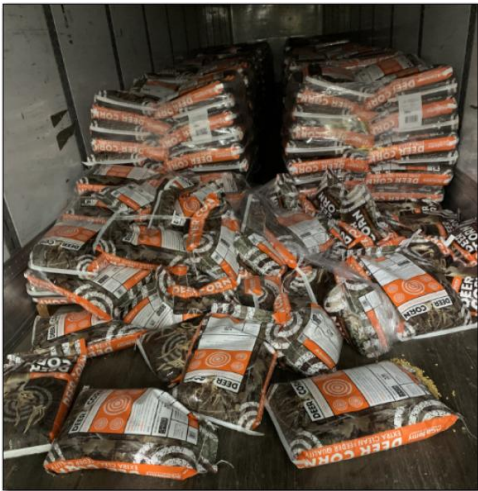
No Individual polybags per garment



One sealed outer polybag per inner pack

## Blocking and Bracing

- Vendors are responsible for product and mode appropriate blocking and bracing freight on truckload and intermodal shipments.
- Below are examples of poor load conditions because of failure to properly block and brace.



## Master Carton Dimensions & Labeling

The dimensions below indicate the min / max dimensions for conveyable cartons. These are normally master cartons (apparel, footwear, small hardgoods), but could also include single selling unit cartons.



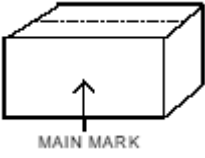
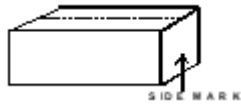
There are no limits to carton dimensions for single selling unit bulk items (Ex: bicycles, exercise equipment, hunting stands, grills, etc.).

The dimensions in the table are not related to the orientation of the carton opening.

Length = longest panel of carton  
 Width = 2<sup>nd</sup> longest panel of carton  
 Height = 3<sup>rd</sup> longest panel of carton

	Imperial		Metric	
	Min	Max	Min	Max
Length:	12"	42"	30.48 cm	106.68 cm
Width:	10"	31"	25.40 cm	78.74 cm
Height:	4"	31"	10.16 cm	78.74 cm
Weight:	2 lbs	50 lbs	0.907 kg	22.68 kg

Required on Academy brands only.

	Main Mark		Side Mark
			
DC#: PO: Style: Color: Size: Qty: Case No:		PO#: Qty: Gross Wt. (lbs/Kgs) Net Wt (lbs/Kgs)	

### The following information must be clearly visible on the outside of each carton:

1. Distribution Center # Example: 895-Katy, 897-Twiggs (TCDC), or 893-Cookeville
2. Purchase Order Number
3. Style number
4. Quantity by style (and size, color, width, if applicable)
5. Carton number (i.e., carton 1 of 3)
6. Notation of special handling requirements such as "Hazardous Material" or "Serialized Merchandise"
7. Country of origin (Made in Country)


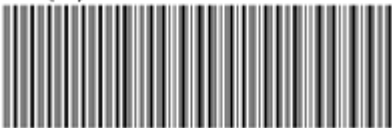
## GS1-128 Shipping Label Examples and Quality Standard

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

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

#### PreMark/PBS

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

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

## GS1-128 - Label Placement – Recommended Placement Options

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 when possible.

Standard placement	Standard placement	Side placement - short carton
		




Alternate placement options if carton height doesn't allow side placement and clearance.

Top placement – tape should not cover SSCC18 barcode – label should not cross carton opening	Edge placement – SSCC18 barcode should not fold over edge.	Edge placement – SSCC18 barcode should not fold over edge
		

### Non-Conveyable Cartons

Long / narrow carton – Label folded over edge.	Long / narrow carton – Label on top panel.	Tall carton – Label on side panel
		

## GS1-128 - Label Placement – Recommended Placement Options (continued)

<p><i>Bagged mdse. Label placed on placard on front of pallet (under stretch film).</i></p>	<p>Oversize long cartons – Label positioned on end of carton.</p>	<p>Oversize long cartons – Label positioned on end of carton.</p>
		

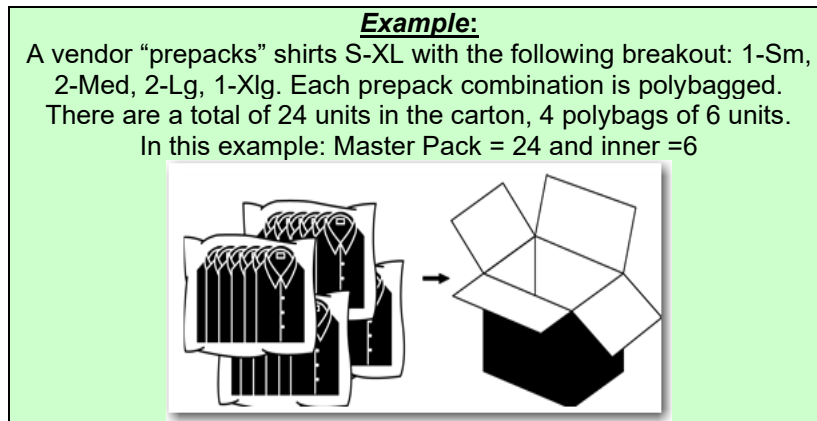
- GS1-128 label barcodes should not be covered by tape.
- GS1-128 labels should not be applied to the stretch film wrapping the pallet.
- If shipping pallets with cartons from different skus or POs, or loose cartons, each carton should have a unique GS1-128 label applied.
- When shipping single sku pallet (all cartons contain the same sku / UPC), we recommend one GS1-128 label per pallet, treating the entire pallet as one large carton within the ASN.
  - The total unit quantity on the label (and ASN) should reflect the total number of sellable units on pallet, (not the number of cartons).
  - Place the GS1-128 Label directly on one of the cartons where it is easily visible, NOT on the stretch film.
- Non-Conveyable Cartons / Items:
  - For heavy items, labels should be place on outer side of product that is visible when stacked/palletized.
  - Long items, Labels should be placed on the end of the carton, or side panel at the end of the 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.

## GARMENTS FOLDED

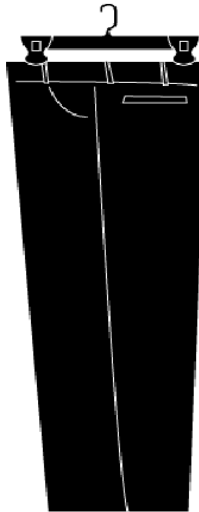
For polo's or tees dictated by the Buyer as Flat (Folded), they will require Academy's standard fold due to planned, specific Store placement. **Men's and Women's** = 9"W x 13"D x .5" H. **Youth** = 9"W x 13"D x .25"H. For questions, please contact Vendor Compliance at [vendcomp@academy.com](mailto:vendcomp@academy.com).

## 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. Uniplast Industries
    - i. Nominated for all regions.
    - ii. Exclusive Region- Bangladesh
    - iii. Account Manager – Andy Rupp – arupp@uniplastindustries.com
  - b. Mainetti
    - i. Nominated for all regions EXCEPT Bangladesh.
    - ii. Account Manager – Irma Mendoza – 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. Uniplast - [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



<b>BOTTOMS</b>		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	
<b>SWIMWEAR</b>		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

<b>TOPS</b>		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	
<b>BOTTOMS</b>		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:**

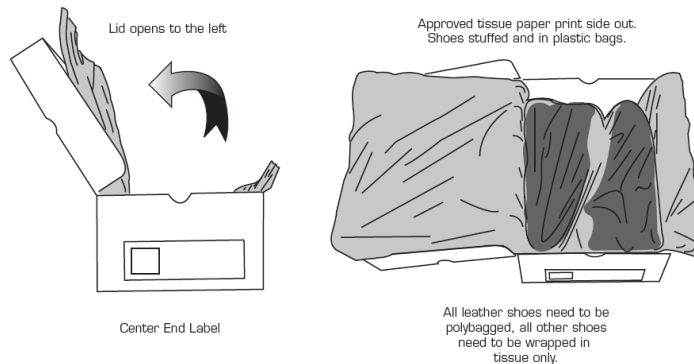
**Boxes and Tissue Paper** – We require that private label shoe boxes and tissue paper come from our preferred box supplier. Please contact Academy Product Development or Global Sourcing team for supplier information.

**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 Compliance 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).

<https://vendor.academy.com/vendor-resources/import-vendors.html>

## **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.
- 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/downloads/Document%20Checklist%2006.08.23.pdf>

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>.

**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 <i>CTPAT Group</i>	<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:outdoor.sourcing@academy.com">outdoor.sourcing@academy.com</a> SNR sourcing@academy.com
Carton Packaging & Labeling	Vendor Compliance	<a href="mailto:vendcomp@academy.com">vendcomp@academy.com</a>
Pre-ticketing/GOH	Vendor Compliance	<a href="mailto:vendcomp@academy.com">vendcomp@academy.com</a>
EDI - 856	Vendor Compliance	<a href="mailto:vendcomp@academy.com">vendcomp@academy.com</a>
EDI – 850 – 855 - 860	Purchase Order Administration	<a href="mailto:EDISupport@academy.com">EDISupport@academy.com</a>
Other	Vendor Compliance	<a href="mailto:vendcomp@academy.com">vendcomp@academy.com</a>

# Who do I contact with my questions?

## SPS Customer Support



**1 (888) 739-3232, Option 1**  
**\*\*Please use for urgent requests\*\***  
Reference Case # (when applicable)



**support@spscommerce.com**  
You will receive an automated email with a case number for your inquiry.



To access the **Messenger**, log into your Fulfillment account, and click the icon in the lower right-hand corner.

Examples:

- Any questions about using or operating the Fulfillment product tool
- Questions about **sent documents**
- Why does my document have an **error**?
- Did my document **send correctly**?
- Questions about data entry requirements
- Questions about **SPS Services**
- SPS Monthly Invoice
- Adding Fulfillment Users
- Questions about **business requirements**
- Questions about **document content** received from Academy Sports

## SPS Web Fulfillment



**implementation@spscommerce.com**  
You will receive an automated email with a case number for your inquiry.



To access the **Messenger**, log into your Fulfillment account, and click the icon in the lower right-hand corner.

## SPS Billing



**1 (888) 739-3232, Option 4**  
**\*\*Please use for urgent requests\*\***  
Reference Case # (when applicable)



**billing@spscommerce.com**  
You will receive an automated email with a case number for your inquiry.

## SPS EDI Testing/Certification



**\*\*For active testing projects only\*\***  
**1 (877) 507-9259**



**editesting@spscommerce.com**  
You will receive an automated email with a case number for your inquiry.



To access the **Messenger**, log into your Fulfillment account, and click the icon in the lower right-hand corner.

## Academy Sports Support



**Edisupport@academy.com**  
For general inquiries



Please reach out to your ASO Buyer for questions specific to orders.

Examples:

- Production Purchase Order content
- Getting setup with EDI
- Resending GSI barcode labels for updated ASN

## Additional Reference Materials

**Fulfillment Help – Advice and answers from the SPS Commerce Team**

<http://help.fulfillment.spscommerce.com/>

**SPS Training Center – Learn about SPS Fulfillment**

<https://trainingcenter.spscommerce.com/>

**SPS Support Center**

<https://supportcenter.spscommerce.com/spscommerce>