

OTM

Oracle Transportation Management

Ready to Ship Vendor

Version 2 May 12, 2025

Training + Development
Ready, Set, Grow!

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WBTATMOSreadytoshipvendor20150710v1d2

Oracle Transportation Management system (OTM) facilitates collaboration between buyers and their suppliers through on-line purchase order confirmation, shipment creation, and transportation management integration. The design of this document is to provide guidance to Academy's suppliers utilizing OTM, accessed via the Oracle Web Portal.

In summary, this document will provide guidance on:

- Order Release
 - Reviewing open Purchase Orders
 - Create Shipment Releases
- Shipment Manager
 - Review Status of Shipments
 - Modify Shipments

Additional guidelines and information for OTM:

- At 07:00 AM CST, OTM consolidates all submitted releases on the Early Pickup Date and routes them for pickup. An email message (VENDOR NOTIFICATION) is sent to each vendor with the routing information. Please email: domestic.logistics@academy.com if you do not receive an email within 24 hours after your Early Pickup Date.
- All Releases must be submitted 72 business hours before the Early Pickup Date within your po shipping window. The 72 business hours does not include weekends or Academy Sports & Outdoors holidays. PO routed with a 72 hour window will not receive a chargeback if the po ships after the cancel date.**
- If you submit the Order Release after 06:45 AM CST, your shipment will go through the routing process the next business day. If you submit your po on the cancel date OTM will not route your po please request an extension from the Buyer.
- Please email: domestic.logistics@academy.com if you have not received a call or e-mail from a Truckload Carrier within 24 hours after your Early Pickup Date.
- Any unassigned Order Releases or extra freight will not be added to an arriving truck without approval from the Academy Logistics Department. *(See SMART guide for violations)*
- Multi Stop Shipments – All truck load shipments must be loaded to maximize space for next shipper's freight and the load must be braced to ensure the product will not shift during transit. All pick up location must seal the trailer prior to leaving each facility.
- For any problems with PO's or PO shipping windows, please contact your Buyer via email.

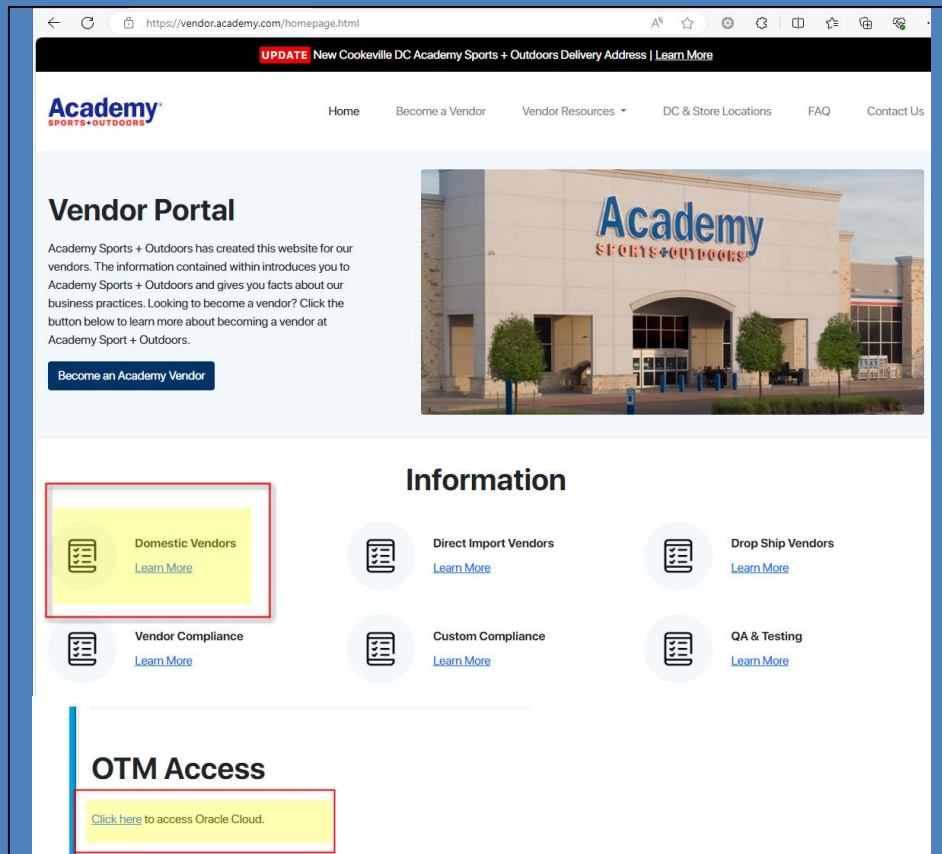


OTM GUIDE FOR VENDORS

Action	Responsible	Comments
Purchase Order is generated in Academy's host system	Academy	Supplier continues to receive PO in same format (EDI, web, paper)
Purchase Orders are imported into Oracle's Web site	Academy	
Supplier logs onto OTM website	Supplier	Website link: http://vendor.academy.com
Supplier clicks link for OTM Link and logs into the application	Supplier	User ID & Password administered by Academy
The supplier creates an order release (pickup request) based on their ability to fulfill the purchase order	Supplier	
After the shipment is created, the supplier clicks Finished to submit the release for pickup	Supplier	
Carrier is assigned to pick up shipment and the status Indicator is updated to Yellow informing the vendor the release is on a shipment	Academy	
Email sent to supplier with routing info (carrier & Academy BOL #)	Academy	
Supplier can review shipment status in OTM by clicking on Order Search	Supplier	Supplier references Academy BOL# on shipping paperwork (Straight BOL).
Carrier requests pickup appointment with Supplier	Carrier	Carrier provides Shipment status info back to Academy (EDI or web)

How to Access OTM

- Go to <https://vendor.academy.com/>



Vendor Process

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COLLECT VENDORS

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Objectives

- Discuss PO release processes
- Identify the process for updated an order release
- Review processes for order search
- Discuss order updates
- Review the process for printing a bill of landing

This training document is an introductory tutorial to OTM with information on navigating the system. This document is directed to all the Academy Sports + Outdoors (ASO) Vendors. Users should be able to view and release a PO.

Vendor Login



User: **RC3**.Vendor Number or ID (without leading zeroes)

Password: Temporary password (see page 24)


If you change the password, please inform your team members on the new password


Notes on PO releases:


- All releases must be completed at least 72 hours prior to the early pick up date
- The vendor has the ability to make changes to the released order as long as is not planned on a shipment
- PO has to be in Red status in order to make changes. If the PO status is Yellow or Green, then you will have to email domestic.logistics@academy.com for assistance.
- Releases are planned on Shipments once a day and as a result, there is a limited window in which to make changes
- The PO has to be submitted per truckload if multiple trucks are required to pickup all the pallets. OTM will not automatically split the po in the system.
- OTM is for collect orders only. Do not submit po's in OTM if they are prepaid or the vendor is paying the freight cost
- If a change needs to be made and the Vendor receives an error message, please contact **Domestic.Logistics@Academy.com** for assistance


 Academy
SPORTS + OUTDOORS


Rapid Command and Control Center



PO Release



Order Search


Order Update -
Quantity


Order Update -
From/Date/NMFC/PA


Print BOL


Shipping Locations



PO Release

The Ship Unit Finder screen allows the Vendor to search for PO's by PO number (7 digits, without leading zeroes), source location, destination location, other criteria or by performing an open search

Academy SPORTS+OUTDOORS Rapid Command and Control Center

Order Base Ship Unit Finder

Ship Units

PO Number Begins With

Source Location ID Begins With

Destination Location ID Begins With

Early Pickup Date Same As

Not After Date Same As

Favorites
☐ Yes ☐ No ☒ Both

Academy SPORTS+OUTDOORS Rapid Command and Control Center


Order Base Ship Unit Total Found: 1

Ready to Ship ASO

<input checked="" type="checkbox"/>	★	PO Number	Source Location ID	Destination Location ID	Early Pickup Date	Not After Date	Domain Name
<input type="checkbox"/>	☆	9999998	99999	897	07/25/2020 12:00 AM	07/27/2027 11:59 PM	RC3





Purchase Order Ready to Ship (Release) Process:

- On the Ship Unit screen
- Select the PO you wish to release by checking the box next to the PO number and click the **Ready To Ship ASO** button at the top of the page

 Rapid Command and Control Center

Order Base Ship Unit Total Found: 1

Ready to Ship ASO



<input checked="" type="checkbox"/>	★	PO Number	Source Location ID	Destination Location ID	Early Pickup Date	Not After Date	Domain Name
<input checked="" type="checkbox"/>	☆	9999998	99999	897	07/25/2020 12:00 AM	07/27/2027 11:59 PM	RC3

PO Release

On the Ready To Ship screen enter the following information:

- **Early Pickup Date** – Use the calendar icon to the right of field to choose the earliest date the goods can be picked up at your facility with a 72 hour window from the date the po is released in OTM within the shipping window.
- **Ship From (MUST CHANGE TO A 8-12 DIGIT LOCATION UNLESS THE VENDOR ONLY HAS ONE LOCATION)** – Enter your Supplier Site ID that corresponds with the physical location you are actually shipping from. Clear Ship From field, then click on magnifying glass – to search for your locations. Then Click The Finish Tab (see page 16 for example)
- **Ship To** – Enter the Ship to ID you are shipping to. Clear Ship to field, then click the magnifying glass – to search for locations. For Direct to Store Shipments chose the Store number and location or type “ST” then the store number.
- **Pallet Type** – Use the drop down and choose the type of pallet. (Non-Stackable, Stackable, Floor Loaded, Long or Short)
- **Weight** – Enter in the total weight for this PO release. Max weight for a truckload is 44,000
- **Volume** – Enter the total volume (cubic feet) for this PO release (L x W x H/ (divided by) 1728 x # of pallets) If the pallets are not the same size you will have get the cubic feet per pallet then add them up for your total cubic feet. Max cubic feet for a truckload is 3650
- **Carton Count** – Remove the 1 and add your total cartons for this PO

See page 16 for
Ship From

Ready To Ship

Remark Qualifier ID	Remark Text
Ship Units	
Pickup Date - MUST BE CURRENT DATE OR LATER! 05/09/2023 00:00:00	
Not After Date 05/11/2023 23:59	
EISD 05/20/2023 03:00	
Ship From - MUST CHANGE! [Search Icon]	
Ship To 893 [Search Icon]	
* Pallet Type NON-STACKABLE ▼	
* Weight 15000 LB ▼	* Volume 1500
* Ship Unit Count 1	* Carton Count 1

remove & update

PO Release

Ship From – Clear Ship From field, click on the magnifying glass to search for your location. **(MUST CHANGE TO A 8-12 DIGIT LOCATION UNLESS THE VENDOR ONLY HAS ONE LOCATION)** Select your Supplier Site ID that corresponds with the physical location you are actually shipping from. Click on Finish.

MUST CHANGE TO A 8-12 DIGIT LOCATION (i.e. 45009012001) UNLESS THE VENDOR ONLY HAS ONE LOCATION (4500)

Location Finder

Location Address Role Contact General Audit

Location ID Begins With ▼

Location Name Begins With ▼

Domain Name Begins With ▼

Corporation ID Begins With ▼

Location Description Begins With ▼

Location Reference Number Qualifier ID Begins With ▼

Location Reference Number Begins With ▼

Allow Mixed Freight
☐ Yes ☐ No ☐ Both

Template
☐ Yes ☐ No ☐ Both

Allow Driver Rest
☐ Yes ☐ No ☐ Both

Active

Search Sort Order Actions Export Saved Query:

Ready To Ship

Remark Qualifier ID	Remark Text
---------------------	-------------

Ship Units

Pickup Date - MUST BE CURRENT DATE OR LATER!
05/09/2023 00:00:00

Not After Date
05/11/2023 23:59

EISD
05/20/2023 03:00

Ship From - MUST CHANGE!

Ship To
893

* Weight
 LB

* Volume
 CU FT

* Ship Unit Count
1

* Carton Count
30

* Pallet Type

Location Total Found: 29 **Finish**

ID	Location ID	Location Name	Address
RC3.3233	3233	NTS/ARTFX-DALLAS	6425 CAMPUS CIRCLE DR
RC3.32337506301	32337506301	NTS/ARTFX-DALLAS	6425 CAMPUS CIRCLE DR
RC3.ST227	ST227	ST227 BENTON BRYANT	20790 I-30 NORTH
RC3.893	893	COOKEVILLE DC	4500 ACADEMY ROAD

Back to Shipment Type

PO Release

Scroll down until you see **Reference Numbers** Ribbon on the Ready To Ship Screen

1. Go to the Reference Number Qualifier ID Field and use the scroll Drop Down and find the Carton Count then in the Reference Number field and enter the value and then Click Save.

Order Release

Reference Numbers

* Reference Number Qualifier ID	* Reference Number	
CARTON_COUNT	10	Save

CARTON_COUNT
DECLARED_VALUE
FIREARMS
FLOOR_LOADED
HAZMAT
NMFC_CLASS
PALLET_COUNT
PO

2. Go to the Reference Number Qualifier ID Field and use the Drop Down and find the NMFC Class, then in the Reference Number field and enter a NMFC Class that is 3 digits (example: 300,100, 92.5) or 2 digit example 50). If you have multiple classes use the highest classification. Then Click Save

Reference Numbers

* Reference Number Qualifier ID	* Reference Number	
NMFC_CLASS	100	Save

CARTON_COUNT
DECLARED_VALUE
FIREARMS
FLOOR_LOADED
HAZMAT
NMFC_CLASS
PALLET_COUNT
PO

–PO Release

- Go to the Reference Number Qualifier ID Field and use the Drop Down and find the PALLET COUNT, then in the Reference Number field a pallet value without decimals. Then Click Save (See screen shot 2 for an example on how to route multiple po's on one pallet)

Reference Numbers

* Reference Number Qualifier ID	* Reference Number	
PALLET_COUNT	25	Save
CARTON_COUNT	10	X
DECLARED_VALUE	100	X
FIREARMS		
FLOOR_LOADED		
HAZMAT		
NMFC_CLASS		
PALLET_COUNT		

If you have three po's on one pallet you will put a 1 for the pallet count on one of the po's and the other po's you will not put a pallet count and select floorloaded. We will know these po's are combined on one pallet.

See example below that's highlighted.

ID	Early Pickup Date	Late Pickup Date	Insert Date	Source Locatio...	Source Location N...	Pall...	Weight	Volume	Cart...	Pallet Type	NM...
RC3.	08/29/2016 12:00 AM	09/06/2016 11:59 PM	08/29/2016 09:53 AM INC. O...	0	259 LB	13 CUFT	130	RC3.FLOOR...	150
RC3.	08/26/2016 12:00 AM	08/31/2016 11:59 PM	08/25/2016 11:42 AM INC. O...	0	26 LB	2 CUFT	2	RC3.FLOOR...	85
RC3.1	08/29/2016 12:00 AM	08/30/2016 11:59 PM	08/29/2016 09:52 AM NC. O...	1	855 LB	132 CUFT	239	RC3.STANDA...	150

- Click Save at the bottom of the screen to complete your request. You will see the Success screen pop up. You will receive a vendor notification on your pickup information once your shipment has been routed to carrier to the e-mail address on the account within 2 to 3 business days prior to your earliest available date.

Order Release

Reference Numbers

* Reference Number Qualifier ID	* Reference Number	
GO		Save
CARTON_COUNT	10	X
NMFC_CLASS	100	X
PALLET_COUNT	25	X

Top **Save**

Results

Success

You successfully created the following records:

RC3.3753794-001 **Edit**

Create Another

- For Secondary Requirements: Repeat the same steps as step 3 above for Floor Loaded, Hazmat, or Firearm if this load are these type of Product by entering **Y** for YES or **N** for NO.

Reference Numbers

* Reference Number Qualifier ID	* Reference Number	
<input type="text" value="66"/>	<input type="text"/>	<input type="button" value="Save"/>
FLOOR_LOADED	Y	<input type="button" value="✎"/> <input type="button" value="✕"/>
HAZMAT	Y	<input type="button" value="✎"/> <input type="button" value="✕"/>
FIREARMS	Y	<input type="button" value="✎"/> <input type="button" value="✕"/>

- The Reference Numbers Qualifier ID in Red are required to process PO's for routing.
- The Reference Numbers Qualifier ID in Blue are only required if applied to the load

These Reference Number Qualifier are **REQUIRED** for all PO's requesting routing

These Reference Number Qualifier are Secondary Requirements if it applies to the load

Reference Number Qualifier ID	Detail	Input
CARTON_COUNT	Amount of total cartons on the shipment	REQUIRED
NMFC_CLASS	Enter Class of Shipment	REQUIRED
PALLET_COUNT	Enter number pallets on the Shipment	REQUIRED
FLOOR_LOADED	Enter Y (Yes)	NOT REQUIRED (only if floor loaded)
HAZMAT	Enter Y (Yes)	REQUIRED if Hazmat
FIREARMS	Enter Y (Yes)	REQUIRED if Firearm

- You will receive routing information, via e-mail, to the e-mail address on your pickup location in 1-2 business from your earliest available date. If you do not receive the vendor notification please reach out to domestic.logistics@academy.com
- Please reach out to the carrier for a pickup appointment. The carrier e-mail address is at the bottom right hand side of your vendor notification.

Order Search

- Select the **Order Search** icon on the home screen
- The Order Released Finder allows the Vendor to search for released orders by released ID, PO number, etc.
- Click **Search**
- The search provides an Order Release screen which contains general information about your releases.
- Use the legend below to help identify your shipment status using the Indicators and User Defined images
- Note: You can only make changes to a release when the indicator is a RED circle.

Order Release Finder

Order Release

Order Release ID
 Begins With ▼

PO Number
 🔍 🔗 Begins With ▼

Source Location ID
 🔍 🔗 Begins With ▼

Early Pickup Date
 📅 Same As ▼

Late Pickup Date
 📅 Same As ▼

Destination Location ID
 🔍 🔗 Begins With ▼

Indicator
▼

Create Date
 📅 Same As ▼

Favorites
☐ Yes ☐ No ☒ Both

Search

Sort Order

Order Release

Total Found: 1

		ID	PO Number	I...	1	3	Early Pick...
<input type="checkbox"/>		RC3.7256237-001	7256237				12/15/2021 ...

Order Update – Quantity

- This function can be used to update the carton count, weight, or volume of your release
- Click the **Menu** link and Order Update Quantity then enter in the Order Release ID you
- want to modify the quantity on Then Click **Search**
- On the SHIP_UNIT-LINE screen, check the box next to the Order Release and click **Edit** at the top

SHIP_UNIT_LINE Finder

Order Release Ship Unit Line Audit

Order Release ID
3981801-002

Total Package Count
=

Net Weight
LB =

Net Volume
CU FT =

Search Sort Order

SHIP_UNIT_LINE Total Found: 1

68 [Edit] [Refresh] [Print] [List]

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Release ID	Carton C...	Weight	Volume	Domain Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3981801-002	1	45.40 LB	6.53 CUFT	RC3

Order Update – Quantity

- Complete the following fields on the Ship Unit Line screen:
 - Carton Count – If being changed, enter in the number of total cartons in the Total Package Count field
 - Weight – If being changed, enter in the total weight in both the gross & net weight field
 - Volume – If being changed, enter in the total volume in both the gross & net volume field
- **Do not update any other fields**
- Once all the fields are completed, click the **Finished** button. A Results screen will pop-up to confirm successful modification.
- Return to Order Search Menu to search for the order release and confirm the updated quantities

SHIP_UNIT_LINE Result > Ship Unit Line

Ship Unit Line ☆ 1 of 1 **Finished**

Ship Unit Line

* Order Release ID
[7256237-001](#)

Packaged Item ID
DEFAULT 🔍 ⚙️ +

Total Package Count
20

Gross Weight
1.00 LB ▾

Net Weight
1.00 LB ▾

* Ship Unit
[2065581](#)

Item ID
🔍 ⚙️ +

Packaging Unit
🔍 ⚙️ +

Gross Volume
1.00 CU FT ▾

Net Volume
1.00 CU FT ▾

Results

Success

You successfully modified the following records:

RC3.2065581x1 ☆ **View** **Edit** **View Log**

Modify Another

Order Release Total Found: 1

⚙️ ✕ ↺ 🖨️ 📄

☑	★	ID	PO Number	I...	1	3	Early Pick...	Not After ...	Source	Source Name	Dest	Dest Name	Weight	Volume	Insert Time
☐	☆	RC3.7256237-001	7256237	!	🔍	🟢	12/15/2021 ...	01/10/2023 ...	12050...	ADIDAS	895	KATY DC	1.00 LB	1.00 CUFT	12/10/2021 03:30 PM

Order Update – Ship/From Date

- The Order Update – Ship From/Date screen is used to update the location you are shipping from/or to update the date the goods are available for pickup/or NMFC Class/or Pallet Count
- Click the menu link and click Order Update-Ship From/Date/NMFC/Pallets enter in the Order Release ID you want to modify Click **Search**
- Check the box next to the order release and Click **Edit** at the top

Note: You cannot alter a release if it is on a shipment. Contact Domestic.Logistics@Academy.com for assistance.

Order Release Finder

Order Release

PO Number Begins With

Order Release ID Begins With

Source Location ID Begins With

Early Pickup Date Same As

Late Pickup Date Same As

Destination Location ID Begins With

Indicator

Create Date Same As

Favorites
☐ Yes ☐ No ☒ Both

Search **Sort Order**

Order Release Total Found: 1

<input checked="" type="checkbox"/>		ID	PO Number	I...	Early Pickup Date	Not After D...
<input checked="" type="checkbox"/>		RC3.7256237-001	7256237		12/15/2021 12:00 AM	01/10/2023 1...

Order Update – Ship/From Date. You cannot update a release if it's on a shipment contact Logistics. Enter in the following information:

- Pickup Date – to change the earliest date to ship by clicking the calendar
- Source Location ID – to enter a different Pickup Location. Clear Source Location ID, click on the magnifying glass to search for your location.
- NMFC Class – Update and enter with 1 decimal place (100.0)
- Pallets – enter the updated pallet count
- **Do not update any other fields.**
- Select **Finished**. When the carrier has accepted the pickup you will receive a vendor notification with the carrier information to the e-mail address on the location account.

Order Release 16.94 → Order Release

Order Release ☆ 1 of 1 **Finished**

Order Release

Order Release ID 7256237-001 Order Base ID 7256237 Source Location ID 12050808501 Destination Location ID 895

Order Release ID 7256237-001

Pickup Date - DO NOT ENTER A DATE AFTER THE NOT AFTER DATE
12/16/2021 16:36:00

* Order Configuration
ASO SHIP UNITS

* Source Location ID
12051422701

NMFC Class - MUST ENTER WITH 1 DECIMAL PLACE (IE 100.0)
100.0

PO Number
7256237

Not After Date
01/10/2023 23:59 America/Los_Angeles

Earliest Estimated Pickup Date

Source Location Name
ADIDAS

Pallets
1

Results

Success

You successfully modified the following records:

RC3.7256237-001 ☆ [View](#) [Edit](#) [View Log](#)

[Modify Another](#)

Order Release Total Found: 1

	★	ID	PO Number	I...	1	3	Early Pick...	Not After ...	Source	Source Name	Dest
<input type="checkbox"/>	☆	RC3.7256237-001	7256237	!			12/16/2021 ...	01/10/2023 ...	12051422701	ADIDAS	895

Select the **Print BOL** icon on the home screen then type in the po and change the drop down to contains

Select the shipment by selecting the option box on the left side of the screen, go to Actions.

Select Print BOL - Vendor

*****Please note this is not a complete Bill of Lading on the website.**

****LTL Shipments routed to CH Robinson
Please use their bill of lading with the 3rd
party information on it, if you do not
receive the bill of lading from
CH Robinson please contact them via
email at ACADEMY@CHROBINSON.COM**


****Multi-stop shipments each vendor will have to create their own bill for each pick up location or destination then seal the trailer**

Buy Shipment

Total Found: 1000

Print BOL - Vendor

<input checked="" type="checkbox"/>	+	☆	ID	Indicator	BOL Number
<input checked="" type="checkbox"/>	+	☆	RC3.16093087					CEVV-002435
<input type="checkbox"/>	+	☆	RC3.16040622					EXDO-012589
<input type="checkbox"/>	+	☆	RC3.17142731					USXI-009850
<input type="checkbox"/>	+	☆	RC3.16100591					MKNT-000230

Date: 11/28/2017		BILL OF LADING			
SHIP FROM:		Bill of Lading #: CEVV-002435 			
Name: NTSARTFX-DALLAS Address: 6425 CAMPUS CIRCLE DR. WEST					
City/State/Zip: IRVING TX 75063 SID#: _____ FOB: <input type="checkbox"/>					
SHIP TO:		CARRIER NAME: CEVA Trailer Number: Seal Number: Shipment ID: 16093087 SCAC: CEVV Pro Number:			
Name: TWIGGS DC Address: 1 ACADEMY DR					
City/State/Zip: JEFFERSONVILLE GA 31044 CID#: _____ FOB: <input type="checkbox"/>					
THIRD PARTY FREIGHT CHARGES BILL TO:		Freight Charge Terms: (freight charges are prepaid unless marked otherwise) Prepaid _____ Collect _____ 3 rd Party _____ <input type="checkbox"/> (check box) Master Bill of Lading attached underlying Lading			
Name: Address:					
City/State/Zip:					
SPECIAL INSTRUCTIONS:					

CUSTOMER ORDER INFORMATION					
CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	VOLUME	PALLET COUNT	ADDITIONAL SHIPPER INFO
2791371	4	20	12		
GRAND TOTAL	4	20	12		

CARRIER INFORMATION							
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	Product Description	LTL O
QTY	TYPE	QTY	TYPE				NMFC #
		4		20			100
GRAND TOTAL							

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared COD Amount: \$ _____

Forgot Password

- Select [Can't access your account](#) from the home menu
- Type in your User Name - Next
- Answer the challenge questions- Next
- Select a New Password
- Contact Logistics if you can't reset your password at domestic.logistics@academy.com with your user number. A reset password e-mail will be sent from oracle cloud to the contact e-mail address on the account.

Password Rules:

- 7 characters long min.
- Expiration: 180 days
- History: last 5 passwords
- Max attempts before lockout: 3

SIGN IN TO ORACLE CLOUD

Traditional Cloud Account

Welcome usacademytld70536 [change domain](#) [?](#)

RC3.

.....

[Can't access your account?](#)

Sign In

Forgot Password?

Use this link to reset your password and to unlock accounts.

Questions?

Contact Domestic.Logistics@Academy.com for any questions.