



SMART GUIDE
Strategic Merchandising and Routing /Transportation
FOR U.S. VENDORS



Dear Vendor:

Due to increasing costs associated with supply chain inefficiencies, it has become critical that we collaborate with vendors committed to providing retailers with enhanced service levels. As a result, the following requirements have been established. The information contained in this guide supersedes all previous Academy documents or instructions. All instructions and expectations must be fully complied with and are applicable to all shipments consigned to Academy. Failure to comply in full of these requirements will result in additional freight and / or labor costs resulting, and possibly 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 because of non-compliance may be subject to reduction or reimbursement (except freight-related expenses). Also, provide a corrective action plan to our Vendor Compliance office within 30 days of assessment.

Please review the information in this SMART Guide carefully. Address questions concerning information contained herein or in reference to the Purchase Order prior to shipment.

Date	Domestic SMART Guide Changes	Page
3/25/2025	Added most common ASN validation errors	6
3/25/2025	Updated prepack bag label	10
2/3/2025	EDI-856 – Single ASN required for POs shipping on multiple trailers / container	6
7/8/2024	Purchase Order Information (New page)	7
7/8/2024	Purchase Order – Packing Information (New page)	8
7/8/2024	OTIF (On-Time-In-Full) Requirements (New Requirement)	12-15
7/8/2024	Transportation (Expanded content)	29-34
7/8/2024	GS1-128 Label Requirements (Expanded content)	39-40
7/8/2024	Compliance Tips for Vendors (New page)	43
12/26/2023	Updated ticket types	11
12/28/2022	Chargeback schedule removed and added as separate document on site.	
11/21/2022	Added Prepack Instructions	7-9
10/05/2022	Separated domestic collect / prepaid early - late shipment chargebacks	33
02/01/2022	Updated Cookeville TN DC delivery address	21

Table of Contents

EDI REQUIREMENTS.....	5-6
PURCHASE ORDER INFORMATION.....	7
PURCHASE ORDERS - PACKING INSTRUCTIONS.....	8
PREPACKS	9-11
ON TIME IN FULL (OTIF).....	12-15
PRE-TICKETING.....	16
REQUIRED TICKET INFORMATION	16
TICKET PRODUCTION.....	17
ACADEMY TICKET FORMATS.....	17
TICKET PLACEMENT ON GARMENTS	18
PRIVATE LABEL INTEGRATED HANGTAGS, MATCHBOOKS, AND WOVEN LABELS	19
AVERY DENNISON CONTACTS	19
Required Information by Avery Dennison to Process Your Order	19
Avery Dennison Minimum Order Quantities	19
Lead Times	19
SIZE STRIP PLACEMENT ON GARMENTS.....	20
GARMENTS FOLDED	21
GARMENTS ON HANGERS (Apparel Vendors Only)	21
HANGER SUPPLIERS – CONTACT INFORMATION	22
GOH CROWN SIZER REQUIREMENT FOR APPAREL	22
ACADEMY BLACK HANGER SPECIFICATIONS.....	23-24
ACADEMY BACK TO SCHOOL, INFANT AND TODDLER HANGER SPECIFICATIONS.....	25-28
GENERAL TRANSPORTATION REQUIREMENTS	29
COLLECT SHIPMENTS.....	29
DC SHIPPING ADDRESSES.....	29
LESS THAN TRUCKLOAD (LTL) SHIPMENTS	29
FULL TRUCKLOAD SHIPMENTS.....	29
FULL INTERMODAL SHIPMENTS	30
OTM ROUTING RULES	30
OTM DELIVERY TRAINING	30
PRE-PAID SHIPMENTS.....	31
DELIVERY APPOINTMENTS	32
FIXTURE VENDOR LOGISTICS ROUTING GUIDE	32
BILLS OF LADING.....	33-34
PALLET REQUIREMENTS.....	35
THIRD PARTY BILLING	36
PACKING LISTS – FIREARMS.....	36

CARTON DIMENSIONS & LABELING37

Length Height Width and Weight Requirements37

Main Mark / side mark37

GS1-128 LABEL REQUIREMENTS.....38-40

Bulk and PBS/ Pre-Mark GS1 -128 Label Example.....38

GS1-128 Label Mandatory and Optional Information.....38

GS1-128 LABEL PLACEMENT.....39-40

MASTER/INNER PACKS.....41

DROP SHIP ORDERS.....41

DIRECT TO STORE ORDERS41

PRODUCT PACKAGING41

Alternate Packing Method for bulk orders with small quantities42

COMPLIANCE TIPS FOR VENDORS.....43

INVOICING44

RETURN GOODS44

CONTACTS.....44

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

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

EDI Business Requirements

EDI-855 (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.

PURCHASE ORDER INFORMATION

1. Purchase Order Types (EDI-850)

2. PO Production Lead Times

Definition - Number of calendar days between the PO approved date (date 850 sent) and the PO not before date.

The definition is different based on PO freight terms:

<u>Freight terms</u>	<u>Production Lead Time Definition</u>
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Collect	Number of days for vendor to receive, process, pick, pack, and release PO in TMS system (OTM).
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Prepaid	Number of days for vendor to receive, process, pick, pack, and the carrier to deliver to Academy DCs or stores.
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- Vendors should review lead time requirements with Academy merchants prior to creating orders.
- Lead times may be different for bulk vs replenishment orders.

3. PO Ship / Delivery Windows

Academy purchase orders will default to a 3-day ship / delivery window.

Example: PO Not before date is 2/1/00 – Not after date is 2/3/00.

<u>Freight Terms</u>	<u>Ship / Delivery Requirement</u>
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Collect	POs must <u>ship</u> on or between the PO not before and not after dates.
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The “ship date” is defined as the date of departure from your shipping dock as signed by the driver at the point of pick-up on the Bill of Lading or Freight Bill.

Prepaid	POs must <u>arrive</u> at Academy DC or stores on or between the PO not before and not after dates.
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- Shipments outside these shipping windows are subject to vendor chargeback or refusal. Written authorization must be obtained in advance from the buying office to ship outside the shipping window. Purchase orders are to be consolidated and shipped complete.
- Ship / delivery window dates landing on weekends - The ship or delivery window may land on a weekend or observed holiday. Vendors should work with their Academy merchant if they prefer ship / delivery windows not land on a weekends or holidays.
- Changes to the ship / delivery windows can also be requested via the EDI-855

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 pre-determined 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).

Prepack PO – Vendor PO 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.

Prepacks (Continued)

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

On-Time in Full (OTIF)

Applies to domestic collect purchase orders.

Purchase orders should ship in full and on time.

Vendor chargebacks will be issued for OTIF performance below 80% as noted in program description below.

1. OTIF Measurement Period – POs with not after dates falling in the previous fiscal month which meet the conditions below.
 - POs with original ship windows (SW) and qty - no changes
 - POs with revised SW or Qty (PO change reason is “vendor” - original SW or qty included)
 - POs with revised SW or Qty (PO change reason is “Academy”- revised SW or qty included)
2. Vendor Controllable OTIF Score -Calculated from Units Shipped On-time / Ordered Units
 - Initial Minimum OTIF Score: 80%
3. Units Shipped On-time – Units included on ASNs received by SPS Commerce on or between the PO Not Before and Not After dates.
 - ASN date should match the date PO shipped (left vendors facility).
4. OTIF chargeable Units - Include Units Not Shipped On-time and Units outstanding.
 - Units Not Shipped On-time - Units included on ASN sent after PO Not After dates.
 - Example: Ordered units = 10, PO shipped late - ASN sent late with 10 units, Units not shipped on time = 10.
 - Excludes units on ASNs sent after Not After dates due to carrier related delays.
 - Units outstanding – Units not included on ASN.
 - Example: Ordered units = 10, Units on ASN = 8, Units Outstanding = 2
5. Vendor Chargebacks
 - a) No vendor chargeback will be issued if Vendor Controllable OTIF score is = / > 80%.
 - b) A vendor chargeback will be issued if the Vendor Controllable OTIF score is < 80%.
 - A chargeback of 1% of average merchandise cost will be applied to all OTIF chargeable units identified during the measurement period.

On-Time in Full (OTIF) – Vendor Chargeback Calculations

On-Time in Full (OTIF) – Sample Scorecard

On-Time in Full (OTIF) – Glossary

- a) **Ordered Units** – Revised order quantity on POs (Total of Sum of Current Order Qty Column)
- b) **Units Shipped** – Units shipped according to ASNs on POs (Total of Sum of Shipped Qty column)
- c) **Units Shipped OTIF** – Units shipped within original window and on the revised ordered quantity (Total of Sum of Units Shipped OTIF column)
- d) **Units Not Shipped OTIF** – Units shipped outside of original window (Total of Sum of Units Not Shipped OTIF column)
- e) **Over Ship Units** – Units shipped over the revised ordered quantity based off ASNs. This does not impact OTIF score currently.
- f) **Units Impacted by Carrier** – Units that would have shipped on time and in full if picked up on the requested pick-up date.
 - a. Carrier Impact is assigned when the following occur:
 - b. 72hr Compliance column = “Yes”
 - c. Revised Window Initiate column = “ASO” or “N/A”
- g) **Vendor OTIF Score (Vendor Controllable OTIF)** – Revised Units Shipped OTIF divided by Ordered Units. Adjusted OTIF score by removing units affected by ASO shifted ship windows or carrier impact to on time
- h) **OTIF Window** – The graded ship window (Not before date and Not after date) on POs for OTIF compliance
 - a. Original ship window for POs that do not have a window change by ASO
 - b. If ASO updated the ship window, the revised window is used for the NBD and NAD.
- i) **OTIF Chargeable Units** – Units that did not ship OTIF removing ASO impact.
- j) **OTIF Chargeback** – Cost of units not shipped OTIF multiplied by 1%.
 - a. Will only be in effect if Vendor OTIF score is less than 80%.
- k) **OTIF to Original Window** – Units Shipped OTIF divided by Ordered Units
- l) **Requested Pick-up Day** – Day of week the vendor requested for the order to pick-up within the ship window.
- m) **Actual Pick-up Day** – Day of week the carrier picked up the PO from the vendor facility
- n) **Act PU Variance** – The days between actual pick up from carrier compared to the vendor requested pick up day divided by the number of POs within the selected time frame. (Excluding Parcel shipments)

PRE-TICKETING

Academy retail price information is mandatory on all tickets besides product sold from your company specified as “Prices-Off” by your Academy Buyer. The “Prices-Off” program refers to items, which can be shelved, pegged or fixture-labeled with selling price.

REQUIRED TICKET INFORMATION

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

The following information printed on each retail ticket for sellable merchandise shipping to Academy is a requirement.

Fixed Information:

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

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

A vendor's prefix (UPC barcode) comes from the GS1 US (formerly known as Uniform Code Council).

GS1 contact information: 7887 Washington Village Drive, Suite 300 Dayton, OH 45459 (937) 435-3870 (www.gs1us.org)

Academy preferred electronic GTIN/UPC catalog service provider is GXS. For information regarding loading UPC data, contact GXS at 1-800-334-2255 (EDI-CALL), option 3, or email sales@gxs.com. 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.

TICKET PRODUCTION

Variable ticket information is 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 according to our **[Ticket Formats examples](#)** for the respective ticket code is a requirement.

It is mandatory to receive ticket approval for the vendor-produced ticket 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

Adhesive tickets are required for approval, adhered to the manufacturer’s hangtag. Academy will not accept line item billing for expenses incurred in producing and applying tickets. Tickets previously approved by Academy do not need to be resubmitted unless there are changes/additions or a new ticket format.

Academy Ticket Formats:

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 preferred on all shorts and pants. You must apply Academy’s retail price by integrating into matchbook or adhered to matchbook with an adhesive label.

When a vendor attaches a MANUFACTURER’S hangtag, Academy requires an “adhesive” ticket 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 www.gs1us.org or purchased by telephoning the GS1 US at (937) 435-3870.

In the event that a vendor does not attach manufacturer hangtags, then retail tickets should be placed on garments according to the instructions in the following table- *Ticket code is indicated beside the garment type- (“”)*:

GARMENT TYPE:	PLACEMENT OF TAG TICKET:	PLACEMENT OF JOKER TAG (MATCHBOOK)	
		Hanging:	Folded:
Adult & Youth Tops (“T”):	Tag Ticket (“T”) through backside of care label (Tagless – Tag Ticket through seam at wearer’s left underarm	N/A	N/A
Women’s Active & Casual Shorts:	Use Joker Tag (Matchbook)	On wearer’s back left side, 2” from center seam	N/A
Men’s Active & Casual Shorts:	Use Joker Tag (Matchbook)	On wearer’s back left side, 2” right of side seam	N/A
Youth Active & Casual Shorts:	Use Joker Tag (Matchbook)	On wearer’s back left side, 1” from center seam	N/A
Women’s Active & Casual Pants:	Use Joker Tag (Matchbook)	On wearer’s back left side, 2” from center seam	On Wearer’s back right side, 2” left of side seam
Men’s Active & Casual Pants:	Use Joker Tag (Matchbook)	On wearer’s back left side, 2” right of side seam	On Wearer’s back right side, 2” left of side seam
Youth Active & Casual Pants:	Use Joker Tag (Matchbook)	On wearer’s left back side, 1” from center seam	N/A
Women’s Denim Jeans:	Use Joker Tag (Matchbook)	On wearer’s back left side, 2” from center seam	On wearer’s back right side, ¼” from center seam
Men’s Denim Jeans:	Use Joker Tag (Matchbook)	On wearer’s back left side, 2” right of side seam	On wearer’s back right side, ¼” from center seam
Men’s Softball, Football & Licensed Pants:	Use Joker Tag (Matchbook)	On wearer’s back left side, 2” from center seam	N/A
Warm-up, Swim & Outerwear Sets (“Ú”):	Tag Ticket through backside of care label on top and bottom garment; \$00.00 tag ticket on bottom or inner garment.	N/A	N/A
Outerwear/ Jackets/Ski Bibs (“T”):	Tag Ticket placed under wearer’s left under arm (exception: waterproof items – through backside of care label).	N/A	N/A
Work (“T”):	Use Joker Tag (Matchbook)	Jackets/Coveralls – Centered on back collar with price facing front	Overalls – On wearer’s back ruler pocket
Body Wear - Women’s Jog Bras (“T”):	Tag Ticket placed through wearer’s front left side seam.	N/A	N/A
Gloves (“T”):	Tag Ticket through one side of left glove within 3” of cuff.	N/A	N/A
Caps (“T”):	Tag Ticket through crown of cap or adhesive label placed on the underside bill of cap.	N/A	N/A
Hats (“T”):	Tag Ticket through inside band	N/A	N/A

Important:

- ★ **For Backpacks, please place the hangtags on the front of the bag visible for consumers.**
- ★ **Hanger clamps should NOT cover the Joker Tag (Matchbook).**
- ★ **Joker Tag (Matchbook) bar tacked to garment.**
- ★ **Joker Tags (Matchbooks) are not required on certain delicate fabrics; please contact the Academy buyer for specific fabrics.**

PRIVATE LABEL (Academy Brands) - HANGTAGS, MATCHBOOKS, UPCS, WOVEN & PRINTED LABELS

Private label vendors should refer to their Academy Buyer for instructions pertaining to the main label, care/content label, and hangtag placement on garments. Please refer to page 8 for Joker Tag (Matchbook) placement, and page 121 for size strip placement specifications.

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

Initial Contact/Inquiry:

Holly Chen

Customer Service Manager

Phone: +86-20-3233-5351

Email: holly.chen@ap.averydennison.com

US Support and Escalation

Chelsea Whittle

Account Manager

Phone: 469-858-2741

Email: chelsea.whittle@averydennison.com

John Marshall

Account Specialist

Phone: 469-507-1655

Email: john.marshall@averydennison.com

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.**

SIZE STRIP PLACEMENT ON GARMENTS

Garment Type:	Hanging:	Folded:
Women's Active & Casual Tops:	On wearer's left front side, 8" from high point of shoulder	On wearer's left front side, 8" from high point of shoulder
Men's Active & Casual Tops:	On wearer's left front side, 10" from high point of shoulder	On wearer's left front side, 10" from high point of shoulder
Youth Tops:	On wearer's left front side, 8" from high point of shoulder	On wearer's left front side, 8" from high point of shoulder
Women's Active & Casual Shorts: <i>Open Presentation</i>	On wearer's front left side, 2" up from bottom hem and 2" left of side seam	NA
Men's Active & Casual Shorts: <i>Closed Presentation</i>	On wearer's back left side, 2" up from bottom hem and 4" right of side seam	NA
Youth Active & Casual Shorts: <i>Open Presentation</i>	On wearer's front left side, 2" up from bottom hem and 2" left of side seam	NA
Women's Active & Casual Pants: <i>Open Presentation</i>	On wearer's front left side, 10" down from top of waistband, 1" left of and parallel with side seam	On wearer's back right side, 10" down from top of waistband, 1" left of and parallel with side seam
Men's Active & Casual Pants: <i>Closed Presentation</i>	On wearer's back left side, 10" down from top of waistband, 4" right of and parallel with side seam	On wearer's back right side, 10" down from top of waistband, 4" left of and parallel with side seam
Youth Active & Casual Pants: <i>Open Presentation</i>	On wearer's front left side, 8" down from top of waistband, 1" left of and parallel with side seam	N/A
Women's Denim Jeans/Camouflage: <i>Open Presentation:</i>	On wearer's front left side, 10" down from top of waistband, 1" left of and parallel with side seam	On wearer's back right side, 1" below pocket
Men's Denim Jeans/Camouflage: <i>Closed Presentation:</i>	On wearer's back left side, 10" down from top of waistband, 4" right of and parallel with side seam	On wearer's back right side, 1" below pocket
Men's Softball, Football & Licensed Pants-Open Presentation:	On wearer's front left side, 10" down from top of waistband, 1" left of and parallel with side seam	NA
Warm-up Sets- Closed Presentation:	On wearer's front left side of jacket. Adult: 10" from high point of shoulder; Youth: 8" from high point of shoulder	NA
Outerwear/Jackets/Bibs/ Camouflage:	Outerwear/Jackets: On wearer's front left side, 10" (Adult) or 8" (Youth) from high point of shoulder. Bibs: 10" (Adult) or 8" (Youth) down from top of waistband, 1" left of and parallel with side seam	NA
Work:	Jackets: Centered on wearer's back left sleeve	Coveralls: On wearer's front left side, 15" down from high point of shoulder Overalls: On wearer's back right side, 2" below pocket
Body Wear (Women's Jog Bras):	On wearer's front left side, 1" up from bottom hem and 2" left of side seam *Requires use of 3/4" size dot	NA
PJ Sets:	N/A	Left side of the top visible to customer when garment is folded.

PLEASE NOTE:

- Academy requires size strip application to all garments at point of manufacture unless shipped on a hanger with a crown sizer.
- Exception of certain fabrics that could possibly be damaged by the adhesive strips (contact your buyer for specific fabrics) can be exempt.
- If shipped on a hanger with a crown sizer a size strip is not required.
- Swimwear is the only category exempt from applying size strips.
- Generic 1" x 5" size strip sticker on clear stock with black type outlined in white for all apparel merchandise with the exception of camouflage.
- Large camouflage (adult and youth) size strip sticker on orange 1.5" x 7.5" stock with black type.
- Small camouflage (gloves and infant clothing) size strip sticker on orange 1.5" x 3.74" stock with black type.
- 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, XXL). Pants should have waist and inseam if applicable, (i.e. 34X30.)

GARMENTS FOLDED

Polo's or tees dictated by the Buyer as Flat (Folded), 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.
- Graphic Tees must be folded with the graphic on the outside.

For questions, please contact Vendor Compliance at vendcomp@academy.com or your Academy Buyer.

GARMENTS ON HANGERS (apparel vendors only)

- Academy requires garments merchandised on hangers be hung at point of manufacture.
- To determine if your garments are merchandised on hangers **please contact your buying team**.
- 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 hung **closed**.

REMINDER: Tops on hangers do not require a specific fold style. Buyer will confirm any special packaging instructions for their garments on hangers.

HANGER SUPPLIERS – Contact Information:

To place orders:	Contact:	Phone/Fax:	Website/Email Address:
Mainetti <i>(A&E Mfg. & Randy Hangers-Divisions of Mainetti Group)</i>	Irma Mendoza	562-781-4288 (Direct Line) 562-741-2928 (Office) 323-728-2274 (Fax) 323-728-2295 (Fax)	www.mainetti.com Irma.Mendoza@mainetti.com
JDM Sorting, LLC	Jack Mosseri	732-750-1612 Fax: 732-750-1618	jmosseri@JDMsorting.com
Plasti-Form (Braiform)	Sales-Lou Hurtik US Orders-Shirley Barrett	US -678-435-4407	lou.hurtik@braiform.com Shirley.barrett@braiform.com
Plasti-Form (Braiform) Hong Kong	HK Sales-Colin Lin HK Orders-Winnie Chan	852-2793-0163	Collin.lin@braiform.com Winnie.chan@braiform.com
Visconti Hangers	Steve Pavlick	866-484-6012	orders@viscontihangers.com
Uniplast	Stuart Goldman Andy Rupp	800-225-0058 X-147 201-288-4540 X-127 201-637-0505 (Direct line) Fax: 201-288-8250	www.uniplastindustries.com sgoldman@uniplastindustries.com arupp@uniplastindustries.com
Capco Wai Shing (CWS) Hanger	US- Rich Conti Asia & Middle East- Allen Ho	US- 212-268-1976 US- 212-268-1978 (Fax) Asia & Middle East- 852-2369-8122 Asia & Middle East- 852-2723-8575 (Fax)	www.cwshanger.com rich@cwshanger.com hk@cwshanger.com
Sourcing Solutions Int'l (SSI)	Michael Dezelon	480-443-0588 (Office) 480-596-9477 (Fax) 480-236-2656 (Direct Line)	mdezelon@ss-intl.com www.ss-intl.com
Hangers PLUS LLC- <ul style="list-style-type: none"> • USA • Bangladesh Ltd.- • India Pvt. Ltd.- • Sri Lanka- • Hong Kong Co. Ltd.- • Shanghai- • Taiwan • Vietnam 	Amy Shampine Abu Yousuf Tofail Ahmed T.R. Vishwanath Usha Ravi T.R. Vishwanath Chris Chan Carter Ji David Lo Wilkie Lui	Click link for contact phone numbers: https://vendor.academy.com/content/garments-hangers-goh	ashampine@hangersplus.us yousuf@hangersplus.com.bd tahmed@hangersplus.com.bd tvishwanaath@hangersplus.com.bd usha@hangersplus.co.in tvishwanaath@hangersplus.com.bd chrischan@hangersplus-cn.com carterji@hangersplus-cn.com hptaiwan@hotmail.com wilkie.lui@polyunitgroup.com
GOH International LTD.	Joe Weinmann – US Ben Chan – Hong Kong	Tel: (1) 732-299-6606 - E 951-415-3788 - W	jweinmann@goh-intl.com sales@goh-intl.com

GOH CROWN SIZER REQUIREMENT FOR APPAREL



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

To place orders, contact your hanger supplier (contact information above):

ACADEMY BLACK HANGER SPECIFICATIONS

TOPS

Color: Black
17"



484B - Adult

Material: (PS/PP)/Metal
15"



485B - Youth

OUTERWEAR

Color: Black

Material: (PS/PP)/Metal



3328B-17"
Adult Coat



3329B-19"
Adult Coat



3315B - 15"
Youth Coat

BOTTOMS

Color: Black

Material: (PS/PP)/Metal

12"



6012B - Adult

10"



6010B - Youth

12"- Heavy Weight



7012B - Adult
Heavy Garment

10"- Heavy Weight



7010B - Youth
Heavy Garment

SWIMWEAR

Color: Black

Material: (PS/PP)/Metal



8010B-10" Adult



Youth 8210



8012B-12" Adult



8014B-14" Adult

ACADEMY DISPOSABLE HANGER SPECIFICATIONS FOR SEASONAL MERCHANDISE

TOPS

Color: Black

Material: (PS/PP)/Metal

17"



484B - Adult

15"



485B - Youth

BOTTOMS

Color: Black

Material: (PS/PP)/Metal

12"



6012B - Adult

10"

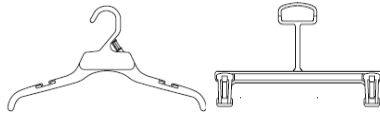


6010B - Youth

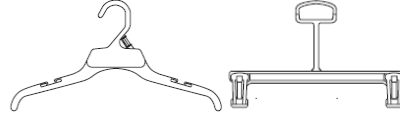
SETS

Color: Natural

Material: (PP)/Plastic/White



467-17" Adult 9412-12"



472-15" Youth 9410- 10"

Academy Approved BTS Hangers.

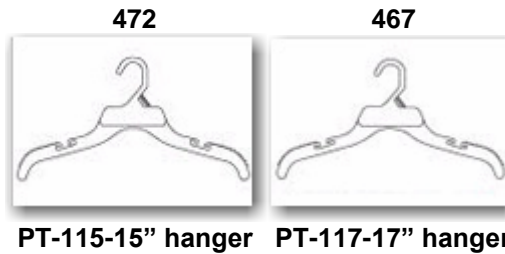
Approved Back-To-School Hangers:

(BTS, Camo Toddler Sets, Smaller Toddler Sets, and Regular Apparel)

Youth Polo shirt & Girl's Blouse:

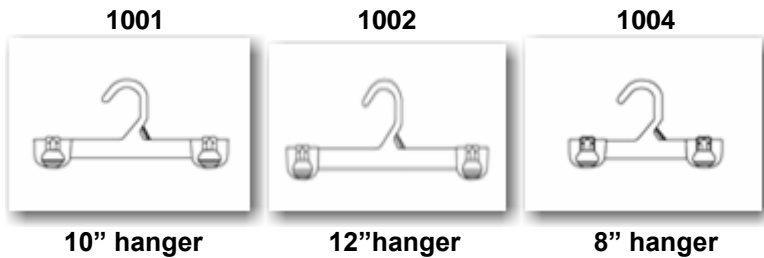


Boy's Oxford shirt:



*Also PT-214-14" Hanger #489 (picture is unavailable).

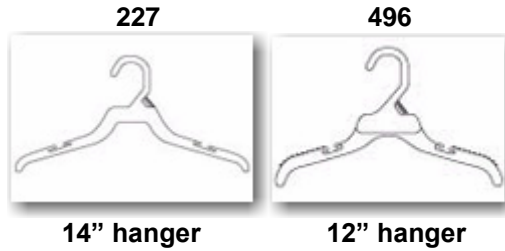
Boy's & Girl's & Men's bottoms:



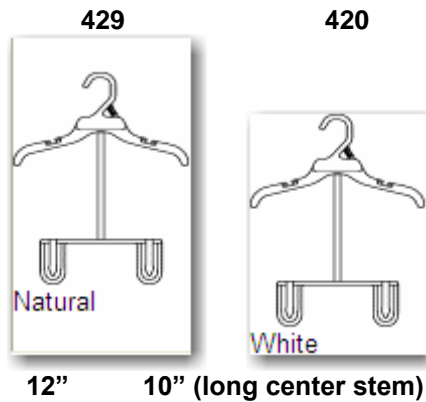
*Also PB-614-14" hanger #1003 (picture is unavailable).

Approved Toddler and Infant Camo Hangers:

All top styles:
Polypropylene: Natural or White

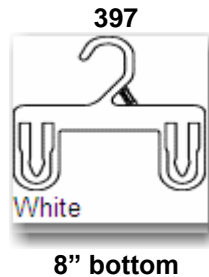


Toddler sets:
Polypropylene: Natural or White



*Also 441- 2 set (picture is unavailable).

Blanket Hangers (temporary approval):

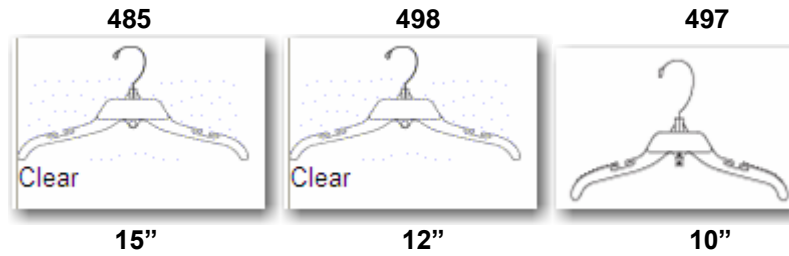


*Also 275-9" (picture is unavailable)
Polypropylene (temporary approval):
*5613-bottom- 7" (picture is unavailable).

Approved Infant and Toddler Hangers (Regular Apparel):

All style tops/Onesies:

K-resin: Clear



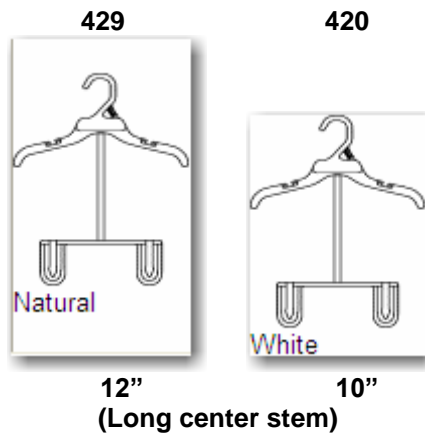
All bottoms (coordinates with above hangers):

K-resin: Clear



Toddler sets:

Polypropylene: Natural or White



Approved Toddler and Infant Hanger List: (Camo, Sets, & Regular apparel) - Hanger List

- 1) **Boy's & Girl's & Men's bottom:**
 - ❖ PB-608 - 8" hanger (#1004)
 - ❖ PB-610 - 10" hanger (#1001)
 - ❖ PB-612 – 12" hanger (#1002)
 - ❖ PB-614 – 14" hanger (#1003)
- 2) **Youth polo shirt & Girl's blouse:**
 - ❖ PT-212 – 12" hanger (#496)
 - ❖ PT-115 – 15" hanger (#472)
 - ❖ PT-117 – 17" hanger (#467)
- 3) **Boy's oxford shirt:**
 - ❖ PT-214 – 14" hanger (#489)
 - ❖ PT-115 – 15" hanger (#472)
 - ❖ PT-117 – 17" hanger (#467)

Toddler and Infant Camo Hangers

* indicates temporary approvals

- 1.) **All Top Styles:**
 - ❖ Polypropylene: 227-14" Natural or White
 - ❖ Polypropylene: 496-12 "Natural or White
- 2.) **Toddler Set::**
 - ❖ Polypropylene: 429-12" Natural or White
 - ❖ Polypropylene: 410-10" Natural or White
 - ❖ Polypropylene: 420-10" (long center stem) Natural or White
 - ❖ Polypropylene: 441- 2 set*
- 3.) ***Blanket Hangers:**
 - ❖ 275-9"
 - ❖ 397-8" bottom
- 4.) *Polypropylene:
 - ❖ 5613-bottom-7"

Infant and Toddler Hangers (Regular Apparel):

- 1.) **All Styles Tops/Onesies:**
 - ❖ K-Resin: 485-15" Clear
 - ❖ K-Resin: 498-12" Clear
 - ❖ K-Resin: 497-10" Clear
- 2.) **All Bottoms to coordinate with above Hangers:**
 - ❖ K-Resin: 6010-10" clear, (coordinates with 485)
 - ❖ K-Resin: 6008-8" clear, (coordinates with 498 & 497)
- 3.) **Toddler Sets:**
 - ❖ Polypropylene: 429-12" Natural or White
 - ❖ Polypropylene: 410-10" Natural or White
 - ❖ Polypropylene: 420-10" (long center stem) Natural or White

TRANSPORTATION REQUIREMENTS

1. Collect Shipments

Designate DC collect shipments to:

895 - Katy Academy Sports + Outdoors 1549 Primewest Parkway Katy, TX. 77449	897 - Twiggs Academy Sports + Outdoors 1 Academy Dr. Jeffersonville, GA 31044	893 - Cookeville Academy Sports + Outdoors 4760 Tennessee Ave Cookeville, TN 38506
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- a) All purchase orders with freight terms “collect” must be released through Academy’s Transportation Management System (TMS), known as OTM. This is not optional.
- b) This includes collect purchase orders shipping to our DCs and direct-to-stores.
- c) OTM will determine transportation mode (truckload, LTL, parcel (FedEx ground))
- d) Vendors must use the carrier designated by OTM.
- e) FedEx Ground must **only** be used if OTM designates FedEx Ground as the carrier.
 - o If OTM returns routing instructions listing FedEx as the carrier, the OTM reference number (FEDG#) must be entered into the Fed Ex website under invoice#.
 - o Please see Transportation Domestic Logistics and “Build a Parcel Shipment” guide for further details. <https://vendor.academy.com/vendor-resources/domestic-vendors.html>
 - o Failure to input data into OTM and reference the FEDG# could result in a charge back for Mis-use of Fed Ex account without authorization
- f) All exceptions must be approved in advance by Domestic Logistics
- g) Shipments should be released at appropriate value per National Motor Freight Classification (NMFC).
- h) Vendors must provide accurate pallet count, weight, and cube information when requesting routing as this information serves as the basis for designating the lowest cost carrier for pick up.
- i) Vendors entering incomplete / inaccurate data into OTM will be subject to a vendor chargeback. This includes missing / incorrect PO numbers, carton count, pallet count, weight, cube, ship-to destination, or NMFC).
- j) ASN’s (EDI 856) for domestic collect shipments must include the OTM Bill of Lading number. This applies to all modes of transport (TL, LTL, small parcel). The BOL number should be located in the Ref*BM segment of the ASN. The OTM BOL number is returned to the vendor via e-mail after they have requested routing in OTM. The e-mail is sent to the e-mail address of the person logging into OTM to release the purchase orders.

Less Than Truckload (LTL) Shipments

- a) All LTL shipments; Collect or Prepaid, must be palletized.
- b) LTL shipments should arrive fully intact. The vendor should instruct the LTL carrier (on the Bill of Lading) not to split the shipment during transit.
- c) Shipments released in OTM from the same origin point to the same destination (DC or store) should not have early pick-up dates on consecutive days. Examples below:

Acceptable 5 POs released from origin A on Monday for an early pick-up date of **Thursday**.
 5 POs released from origin A on Wednesday for an early pick-up date of the following **Monday**.

Unacceptable 5 POs released from origin A on Monday for an early pick-up date of **Thursday**.
 5 POs released from origin A on Tuesday for an early pick-up date of **Friday**.

Full Truckload (FT) Shipments

- a) All Collect Truckload shipments are required to be palletized. Do not floor load freight unless instructed otherwise by Academy Logistics team.
- b) For multi-stop shipments, the second stop must be at the nose of the trailer, and the first stop must be at the tail of the trailer. A slip sheet or similar cardboard separator should be used to separate the inside of the trailer where the shipment breaks. This clearly marks the next destinations cartons.
- c) Vendor is responsible for blocking and bracing of the load.
- d) Ship all cartons with arrows facing per the manufacturer’s instructions.
- e) Ship all products with the heaviest cartons on the bottom and the lightest cartons on the top.

Full Intermodal Shipments

- a) All Collect Intermodal shipments are required to be palletized. Do not floor load freight unless instructed otherwise by Academy Logistics team.
- b) Vendor is responsible for blocking and bracing of the load.
- c) Ship all cartons with arrows facing per the manufacturer's instructions.
- d) Ship all products with the heaviest cartons on the bottom and the lightest cartons on the top.

2. Collect Shipments - Releasing/Routing Freight in OTM for Ready to Pick Up

When requesting routing through the OTM application, the request should be entered or "released" at least 72 hrs. (3 business days) prior to the Early Pick-up Date. Business days do not include Saturday, Sunday, or observed holidays.

Academy observed holidays in 2025 include the following dates:

<u>Holiday</u>	<u>Date Observed</u>
Memorial Day	May 26 - Monday
July 4 th	July 4 - Friday
Labor Day	Sept 1 - Monday
Thanksgiving	Nov 27 - Thursday
Christmas	Dec 25 – Thursday
New Years Day	Jan 1 – Thursday (2026)
Martin Luther Kind Day	Jan 19 – Monday (2026)

- a) The Early pick-up date listed in OTM will default to the PO Not Before date. However, that date can be changed to any day on or between the PO Not Before and Not After date.
- b) The Early Pick-up date must be on or between the PO Not Before and Not After dates.
- c) The Early Pick-up should not land on Saturday, Sunday, or observed holiday.
- d) The vendor is considered in compliance if they release POs correctly in OTM per the instructions above.
 - Example: PO released on Monday for a Thursday Early Pick-up date. Thursday is also the PO Not After date. The carrier calls vendor to say they cannot pick-up until Friday (1 day late). No action is required by vendor. No late shipment or routing chargeback will be created since the vendor released the PO correctly.
- e) The vendor should be contacting Domestic Logistics immediately with any carrier related issues.

Below is a guide to stay within compliance.

<u>If OTM Release date is</u>	<u>OTM Early Pick-up Date must be no earlier than the following day:*</u>
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Saturday	Wednesday
Sunday	Wednesday

*Excludes observed holidays

Any questions on the above information should be directed to domestic.logistics@academy.com

OTM Training (vendor & Prepaid carriers) - <https://vendor.academy.com/vendor-resources/domestic-vendors.html>

3. Pre-Paid Shipments

- a) POs with freight terms “prepaid” are not released by vendor in OTM.
- b) The vendor can select a carrier of their choice. There are no Academy preferred carriers for prepaid shipments.
- c) Prepaid LTL and TL shipments require a delivery appointment be scheduled through OTM by the carrier by 2 PM CST the business day prior to delivery.
- d) Delivery appointment requests are approved based on availability.
- e) Academy vendor is responsible for their selected carrier delivering POs to our DCs or stores on or between the PO not before and not after dates.
- f) Vendor is responsible for the carrier arriving at our DCs on the approved delivery appointment date and time.
- g) A vendor chargeback will be issued against the vendor if the carrier fails to show or is late for their scheduled delivery date and time.
- h) Carriers must contact Domestic Logistics at domestic.logistics@academy.com within 24hrs of scheduled delivery appointment if they know they will be late or unable to deliver.
- i) Vendors must select carriers who can commit to delivering within the time frame requested.
- j) If the vendor’s carrier is trapping and holding freight until they have larger loads, the vendor should consider using a different carrier.
- k) On time delivery of prepaid POs is measured using the gated-in date of the trailer onto Academy DC property, not when the trailer is unloaded, or merchandise received.
- l) Chargebacks issued for violating this requirement will be the responsibility of the Academy vendor.

Additional info:

- 1. There are no minimum shipment size or volume restrictions for delivery appointment. Academy will accept delivery appointments for a pallet or less.
- 2. Carriers can request delivery appointments on weekends. However, there are limits due to lower staffing levels. Most weekend limitations are with the vendors or their carriers.
- 3. Delivery appointment requests are handled centrally by our Domestic Logistics Dept through OTM.
- 4. Delivery appointment approvals are communicated to the carrier via e-mail back to the e-mail address entered in OTM at the time the delivery request was submitted.
 - PO delivery windows may land on a weekend. If the vendor (or their carriers) can't ship on weekends, they should contact their Academy merchant to request that PO delivery windows don't land on weekends.
- 5. Delivery window changes should be requested in advance of shipping POs. Changes should be requested using the EDI 855 (along with an e-mail or phone call to the Academy merchant). Delivery window change requests are considered approved when the merchant issues the EDI 860 with the requested changes included.
- 6. Carriers should contact Domestic Logistics directly regarding questions or delays when scheduling delivery appointments (domestic.logistics@academy.com).
- 7. Freight claims on prepaid shipments should be filed between vendor and carrier.

4. Delivery Appointments

All prepaid LTL and TL shipments require a delivery appointment be scheduled by the carrier in OTM by 2 PM CST the business day prior to delivery.

Delivery appointment requests will be approved based on availability.

Academy will not pay appointment notification charges; payment for any expenses incurred in making the appointment should be negotiated with the shipper.

Freight carriers may go to the location below to schedule a delivery appointment.

<https://otmgtm-usacademyLtd70536.otmgtm.us-phoenix-1.ocs.oraclecloud.com/GC3/glog.webserver.servlet.umt.Login>

Delivery appointment training info can be found at: <https://vendor.academy.com/downloads/Prepaid%20Carriers.pdf>

5. Fixture Vendor - Logistic Routing Instructions

Collect Shipments must be released through OTM.

Prepaid Shipments must have a delivery appointment scheduled in OTM.

Guidelines to submit for "request for pickup and delivery". The following detail is required to prevent any delays.

Failure to comply with Academy routing procedure will result in freight deduction from invoices:

1. All shipments require advance notice of at least five (5) business days to arrange for pick-up and delivery to final destination. Request for pick up must be submitted by 2pm central standard time. Please consider additional time for weekends, holidays, and most of all transit time in order to meet the requested delivery date.
2. Label all shipment (pallets) with the "Attention to", store location, purchase order number, and project name if available.
3. Shipments going direct to **store locations** must note in "Vendor comments" section, store number, requested delivery date, requested delivery time, purchase order #, and Type of order. I.e. New, Reset, SP (Special Projects), OP(Operations)

Example:

Academy Store # 172
FED EX Ground#...
Requested delivery date & time
New Store

4. When entering the information under pallet and carton count, shipments that do not consist of cartons, carton field must equal the pallet quantity field.
5. Please note request for pick up submitted without cube information will be denied.

Special instructions:

- Any special handling instructions need to be included in the comment section.
- No double stacking
- Orders that consist of more than one trailer must arrive same day and time
- Label shipments that are fragile and or cannot be double stacked on pallet.

BILLS OF LADING – All shipments to Academy DCs or stores require a Bill of Lading

Consolidate on one Bill of Lading (BOL) all shipments shipped on the same day to each Academy location, regardless of purchase order number. The Academy locations are as follows:

895 - Katy Academy Sports + Outdoors 1549 Primewest Parkway Katy, TX. 77449	897 - Twiggs Academy Sports + Outdoors 1 Academy Dr. Jeffersonville, GA 31044	893 - Cookeville Academy Sports + Outdoors 4760 Tennessee Ave Cookeville, TN 38506
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1. Do not split POs between shipments. All cartons associated with one PO are shipped on a single shipment, except in situations where the size, weight of PO exceeds one container. All POs for shipping on the same day to the same destination (DC or store) must be on a single Bill of Lading (BOL).
2. Merchandise must be described on the Bill of Lading with the correct National Motor Freight Classification item number and/or class, with any appropriate densities. All OTM BOL shipment IDs must also be referenced on the Bill Of Lading.
3. All shipments are Shipper Load and Count (SLC). Truckload shipments must be sealed by the shipper.
4. Each shipment must have a unique Bill of Lading. If the shipment requires more than one trailer, each trailer's Bill of Lading must reflect the exact contents of that trailer. The vendor is responsible for submitting the purchase order in OTM by truckload.
5. Bills of Lading must contain the following information:
 - a) Shipper's name and address
 - b) All Purchase Orders contained within the shipment.
 - c) For palletized shipments, number of pallets.
 - d) Total Carton count by Purchase Order (must match total count on Bill of Lading)
 - e) Weight of shipment
 - f) Notation of special handling requirements such as "Hazardous Material" or "Serialized Merchandise"
 - g) Volume Price Quote if applicable (for LTL)
 - h) National Motor Freight Classification item and/or class
 - i) OTM Bill Of Lading Shipment ID
 - j) Trailer number and seal number
 - k) Trailer loaded by shipper and freight counted by the driver / pallet said to contain.
 - l) Shipper and carrier signature & date.

The bill of lading can only be used once for a pick-up, if the freight is left behind, it will need to ship prepaid at the expense of the vendor.

For prepaid freight shipments not accompanied by the shipper's original Bill of Lading, **it is the shipper's responsibility to ensure that ALL Academy-required Bill of Lading information is transferred onto the carrier's Freight Bill document.**

BOL Example:

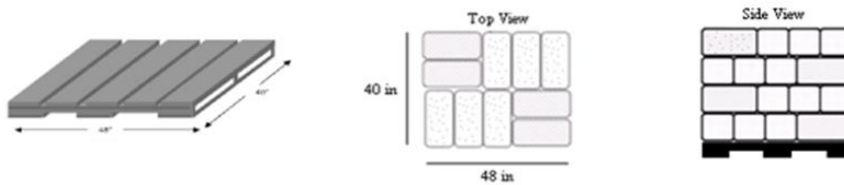
Date: 7/25/23		BILL OF LADING		Page: 1	
SHIP FROM:				Bill of Lading No: _RBCL-097901	
Name: Acme Sport		Address: 1234 Toll Rd		City / State / Zip: Everywhere, US, 98765	
SID#		FOB <input type="checkbox"/>			
SHIP TO:				Carrier Name: CH Robinson	
Name: Academy Sports + Outd		Address: 1549 Primewest Pkwy		City / State / Zip: Katy TX, 77449	
CID#		FOB <input type="checkbox"/>		Trailer No: C54321	
				Seal Number(s): 99885621	
				SCAC: RBCL	
				Pro number:	
THIRD PARTY FREIGHT CHARGES BILL TO:				Freight Charge Terms (prepaid unless marked otherwise)	
Name: Academy Sports + Outdoors c/o US I		Address: P.O. Box 3001		City / State / Zip: Naperville, IL 60566-7001	
				<input type="checkbox"/> Prepaid <input checked="" type="checkbox"/> Collect <input checked="" type="checkbox"/> 3rd Party	
Special Instructions:				<input type="checkbox"/> Master Bill Of Lading : w/attached underlying BOL	
CUSTOMER ORDER INFORMATION					
Customer Order No (PO#)	#Pkgs	Weight	Pallet/slip (Y/N)	Additional Shipper Info	
9123456	14 ctns	270 lbs	Y N		
9234567	74 ctns	580 lbs	Y N		
9345678	40 ctns	920 lbs	Y N		
			Y N		
			Y N		
			Y N		
			Y N		
			Y N		
Grand Totals:		128 ctns	1770 lbs		
CARRIER INFORMATION					
Handling Unit		Package		Commodity Description	
QTY	TYPE	QTY	TYPE	Weight	H.M. (X)
6	pfts	128	ctns	1770 lbs	Apparel
6		128		1770	GRAND TOTAL
<small>Where the rate is dependent on value, shippers are required to state specifically in writing the agreed and declared value of the property as follows: *The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____</small>				Commodity Description <small>Commodities requiring special or additional care or attention in handling or stowage must be so marked and packaged as to ensure safe transportation with ordinary care. See article 12.1 of HMMFC Item 358</small>	
				Commodity Description Apparel	
				NMFC No 123456	
				Class 70	
				When the rate is dependent on value, shippers are required to state specifically in writing the agreed and declared value of the property as follows: *The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____	
				NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14106.	
<small>RECEIVED, subject to individually determined rates or surcharges that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise in the rates, classifications and rules that have been established by the carrier and are available to the shipper, as required, and to all applicable state and federal regulations.</small>				<small>The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.</small>	
SHIPPER SIGNATURE / DATE				CARRIER SIGNATURE / PICK-UP DATE	
<small>This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.</small>				<small>Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. DOT emergency response guide-book or equivalent documentation in the vehicle. Properly described above is provided in good order, except as noted</small>	
Trailer Loaded:		Freight Collected:			
<input checked="" type="checkbox"/> By Shipper <input checked="" type="checkbox"/> By Driver		<input checked="" type="checkbox"/> Shipper <input type="checkbox"/> By Driver / palletized to contain			
<input type="checkbox"/> By Driver		<input type="checkbox"/> By Driver / Pallet			

Pallet Requirements

Less Than Truckload (LTL) Shipments

1. All LTL shipments; Collect or Prepaid, must be palletized.
2. All LTL shipments should arrive fully intact. The Vendor should instruct the LTL carrier, on the Bill of Lading, not to split the shipment during transit.
3. Pallet height for LTL shipments should be built to 96 inches. **(Multiple PO's per pallet, shipping to the same DC, are acceptable to maximize pallet height)**
4. Pallets must be secured with clear shrink-wrap from bottom to top with overlap.
5. Pallets should be loaded so that the 40" side of the pallet is facing the trailer door (straight loaded).
6. Ship all products with the heaviest cartons on the bottom and the lightest cartons on the top.

Pallet Requirements



- Vendors must use 48" X 40" GMA four-way hardwood pallets with slats 5/8" thick.
- Pallet height for LTL shipments should be built to 96 inches. **(Multiple PO's per pallet, shipping to the same DC, are acceptable to maximize pallet height)**
- The total weight of a loaded pallet should not exceed 2000 lbs.
- Pallet slats/boards must be 5/8" thick.
- Pallets *cannot* be loaded in a "pyramided, "rounded off" or topped off" fashion

Full Truckload Shipments

1. All collect truckload shipments are required to be palletized. Do not floor load freight unless instructed otherwise by Academy Logistics team
2. For multi-stop shipments, the second stop must be at the nose of the trailer, and the first stop must be at the tail of the trailer. A slip sheet or similar cardboard separator should be used to separate the inside of the trailer where the shipment breaks. This clearly marks the next destinations cartons.
3. Vendor is responsible for blocking and bracing of the load.
4. Ship all cartons with arrows facing per the manufacturer's instructions.
5. Ship all products with the heaviest cartons on the bottom and the lightest cartons on the top.

Full Intermodal Shipments

1. All collect intermodal shipments are required to be palletized. Do not floor load freight unless instructed otherwise by Academy Logistics team.
2. Vendor is responsible for blocking and bracing of the load.
3. Ship all cartons with arrows facing per the manufacturer's instructions.
4. Ship all products with the heaviest cartons on the bottom and the lightest cartons on the top.

Third Party Billing

All Bills of Lading for shipments to/from an Academy location or between Academy Suppliers where freight terms are Third Party Bill to Academy must have "3rd Party" marked as the Freight Charge Terms. This includes Direct to Store shipments which are not shipped Prepaid.

The Third Party Billing address should be shown as:

Academy Sports + Outdoors c/o US Bank
P.O. Box 3001
Naperville, IL 60566-7001

PACKING LISTS

- Packing lists are only required on firearm shipments.
- Other vendors may use packing lists if needed. However, they will not be removed from the carton or used during the receiving process.

Firearms

1. ASNs must include serial numbers for each firearm shipped.
2. Packing lists are required on all shipments.
 - The packing list should be placed outside of the lead carton and label "Lead Carton" or "Packing List Enclosed."

All packing lists must contain the following information:

1. Vendor name, address, phone number
2. Ship-to: Academy ship to address, DC#
3. Purchase Order#
4. For each sku / UPC shipped:
 - Quantity shipped (eaches)
 - UPC
 - Style# (VPN)
 - Serial number of each item included in shipment.

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.



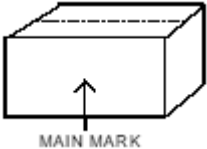
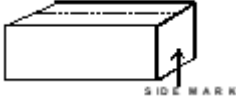
Length = longest panel of carton

Width = 2nd longest panel of carton

Height = 3rd 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"


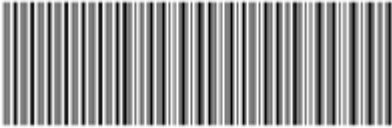
GS1-128 Shipping Label Examples and Quality Standard

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

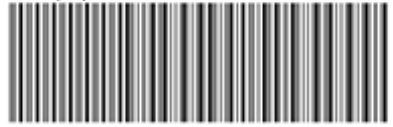
Bulk

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

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

Pre-Mark/PBS

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

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

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

Mandatory Information:

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

Optional Information:




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

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

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.

Inner and outer pack quantity information is important to Academy and used to set replenishment levels to maximize the flow of merchandise through our Distribution Center. Therefore, **we require vendors to notify our buying offices, prior to shipment of goods, of any pack configuration changes made to your company's current price list.**

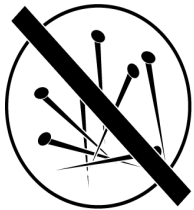
DROP SHIP/DIRECT TO CUSTOMER ORDERS

Please e-mail dropship@academy.com for any questions regarding Drop Ship Orders.

DIRECT TO STORE ORDERS

Mixed SKUs are allowed for Direct to Store Orders. Please e-mail vendcomp@academy.com for any questions regarding Direct to Store Orders

Do not use any of the packaging materials below:



No pins



No clips



No tape

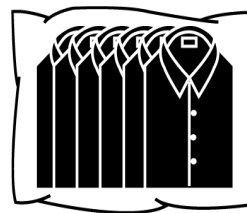


No tissue

For Apparel Merchandise



No Individual polybags per garment



One sealed outer polybag per inner pack

Alternative Packing Method for Orders with Small Quantities (Must be approved by Vendor Compliance team)

The following packing method will allow you to ship bulk POs with multiple skus in a carton. Shown below are example photos. Inner cartons can be used instead of inner bags.

Bulk Orders

1. Place each sku into an inner bag / carton.
2. Apply a unique GS1-128 label to each inner bag / carton. The units assigned to the label should reflect the contents. The carton IDs on the labels must match the ASN.
3. Place multiple inner bag / cartons inside a shipping/master carton.
4. Label the outside of the shipping/master carton (Open to Receive)

Pre-Mark (Pack-By-Store orders)

1. Multiple skus can be packed in an inner bag / carton
2. Apply a unique GS1-128 label to each inner bag / carton. The skus / units assigned to the label should reflect the contents. The carton IDs on the labels must match the ASN.
3. Place multiple inner bag / cartons inside a shipping/master carton.
4. Label the outside of the shipping/master carton (Open to Receive)



Academy Sports + Outdoors / Compliance Tips for Vendors

1. Read and understand the vendor S.M.A.R.T Guide
2. EDI – Contact SPS Commerce immediately to begin EDI testing.
 - 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.
3. Item set-up – Make sure correct UPCs are submitted for items to be sold through Academy.
 - Work with Academy merchant to determine VAS required by vendor (retail price, garment hangers (if apparel)).
4. Review purchase orders (EDI-850) for accuracy.
 - Order type (SA-Bulk, KN-PBS)
 - Freight terms (collect / prepaid)
 - Ship window / delivery window.
 - UPC / VPN
 - Qty
 - Retail price required (Y/N)
 - Hanger required (if apparel Y/N)
 - Notify buyer of any discrepancies.
5. Return a PO acknowledgement (EDI-855) for all POs & PO changes.
 - Review all PO changes (EDI-860) for accuracy - Notify buyer of any discrepancies.
6. Notify buyer immediately of all shipment delays or changes in advance of shipping.
 - Return a PO acknowledgement (EDI-855) for all vendor-initiated PO changes.
7. Ship / deliver POs complete and on time.
 - Freight Terms (Collect) - Follow OTM Routing Instructions. All collect POs must be released through OTM.
 - Freight Terms (Prepaid) – Vendor responsible for selecting a carrier. Vendor responsible for carrier delivering shipment to DC or stores within PO delivery window.
8. Send your ASN as soon as shipment leaves your facility.
 - Confirm EDI 997 received.
 - All cartons or pallets should have an approved GS1-128 label applied.
 - ASN should match GS1-128 labels on cartons or pallets.
 - Monitor ASN / Invoice errors returned by SPS Commerce or Academy - Take action immediately to correct.
9. Make sure we have correct contact info if you receive a vendor chargeback.
 - Compliance contact should include an e-mail group.
 - Compliance contact should review chargeback details and forward to those who can take action to prevent a recurrence.
10. Train multiple team members in critical tasks (routing POs in OTM, sending ASNs, etc.)

INVOICING:

1. If not transmitting the EDI 810 Electronic Invoice, invoice must NOT be included in shipments, but mailed separately to:

Academy Sports & Outdoors
1800 N. Mason Road
Katy, TX 77449
Attn: Accounts Payable

2. Reference Academy's Purchase Order number on each invoice, and each Purchase Order **MUST** be invoiced separately.
3. Invoices must reference the Academy store number for merchandise that is drop shipped to a store.
4. Academy does not allow "prepaid and add" freight charges or handling charges to be added to the invoices.

RETURN GOODS

All returns, defective or otherwise, will be returned FOB Origin or Freight collect on the carrier of your choice unless other arrangements have been made (i.e., defective allowance).

CONTACTS

Questions Regarding:	Contact:	Email:
Non-Compliance Chargeback	Vendor Compliance	vendcomp@academy.com
Packaging & Labeling	Vendor Compliance	vendcomp@academy.com
EDI	Vendor Compliance	vendcomp@academy.com
Pre-ticketing/GOH/Source Tagging/UPC Questions	Vendor Compliance	vendcomp@academy.com
Invoicing	Accounts Payable	accounts.payable@academy.com
Shipping & Routing	Logistics	domestic.logistics@academy.com
Drop Ship Orders	E-Commerce	dropship@academy.com
Direct To Store Orders	Vendor Compliance	vendcomp@academy.com

Potential Deduction Types and FAQ

1. What is a DMQ/DMC, and who do I contact to resolve these deductions?
 - DMQ is an acronym for Debit Memo Cost. It is a deduction we take when the amount of receipts do not match the billed invoice amount. To obtain backup, please contact your AP Specialist directly. To dispute, please provide your AP Specialist the deduction copy that was sent to you along with your company and carrier copy POD (proof of delivery), and she will forward your dispute to our DC.
 - DMC is an acronym for Debit Memo Cost. It is a deduction we take when the order cost does not match the cost shown on the billed invoice. To resolve a cost discrepancy, you will need to contact your ASO buyer so that they can determine the correct cost. Once that determination is made and the buyer provides an approval. That approval should be sent to your AP Specialist to reverse the deduction.
2. How long does it take once my dispute has been sent to the DC?
 - Disputes can take a minimum of 30 days for our DC to research. Please know that once a dispute is sent, it will be reviewed. Do not send multiple emails regarding the same dispute. You will not get a response, as our email volume is high. We will contact you with a response once we receive it.
3. What is a VC, who do I speak with if the charges are invalid and who do I contact to obtain back up?
 - VC is an acronym for Vendor Chargeback. Please email vendcomp@academy.com to obtain back up and confirm validity of charges.
4. What are vendor allowances?
 - Vendor allowances are contracted percentage amounts that are taken on each invoice submitted. They are taken based on your contract with Academy Sports & Outdoors. If you need to confirm your percentage amounts, please contact your AP Specialist directly. If your vendor allowances percentages are incorrect on your contract, please contact vendor.management@academy.com. If vendor allowances have been duplicated and/or taken incorrectly on invoices, please also email your AP Specialist.
5. Who do I contact if my NSAs are invalid?
 - Please email vendor.management@academy.com to discuss the validity of your NSA chargebacks. For back up documentation for an NSA deduction, please email your AP Specialist directly.
6. How do I obtain a copy of my vendor contract?
 - You can obtain a copy of your vendor contract by contacting vendor.management@academy.com.