



ACADEMY SPORTS + OUTDOORS DOCUMENT CHECKLIST

Date:

Manufacturer / Factory Name:

Vendor Name:

Vessel Name (To be completed by the Freight Forwarder):

Purchase Order #(s):

Bill of Lading or AWB # (To be completed by the Freight Forwarder):

THIS DOCUMENT CHECKLIST MUST BE COMPLETED BY ALL PARTIES BELOW:

FACTORY: PLEASE COMPLETE THE "FACTORY" COLUMN BY MARKING EACH BOX WITH A ✓ OR "NA" (NON APPLICABLE/DOES NOT APPLY). YOUR COMPLETED CHECKLIST IS TO BE SUBMITTED TO THE FREIGHT FORWARDER AS PART OF YOUR DOCUMENT PACKET WITHIN 72 HOURS OF VESSEL SAILING.

FREIGHT FORWARDER: PLEASE COMPLETE THE "FORWARDER" COLUMN BY MARKING EACH BOX WITH A ✓ or "NA" (NON APPLICABLE/DOES NOT APPLY). THIS CHECKLIST IS TO BE SUBMITTED / SCANNED TO BROKER WITH COMMERCIAL DOCUMENTS

BROKER: PLEASE COMPLETE THE "BROKER" COLUMN BY MARKING EACH BOX WITH A ✓ OR "NA" (NON APPLICABLE/DOES NOT APPLY). THIS CHECKLIST IS TO BE SCANNED AND INCLUDED IN THE ENTRY PACKET TO ACADEMY.

FOR DETAILED INSTRUCTIONS, PLEASE REFER TO ACADEMY'S SMART GUIDE LOCATED AT VENDOR.ACADEMY.COM

NOTE.... For each set of Commercial Documents all of the below marked "required" must be provided.

Factory Forwarder Broker

Signed Commercial Invoice (Required)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Consigned to or sold to Academy, Ltd. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Academy style # (VPN) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Item description for each Academy VPN |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Import description for each Academy VPN as provided on purchase order. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • FOB cost per unit matches Academy's Purchase Order. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Price Breakdown by item for all sets, kits & PDQs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Contains Academy Purchase Order #s grouped with appropriate VPNs. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • FOB shipping point matches Purchase Order. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Manufacturer / Factory name and address must be provided at the bottom of the Commercial Invoice (Even if the manufacture/factory is the invoicing party). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • County of Origin - Must match manufacturer/factory address location |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Contains no wood packing material clause. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Total carton count must match Packing List. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • A Buying Agent Statement required (For Buying Agents Only). |

Detailed Packing List (Required)

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Show quantity shipped per item, gross weight, and net weight by carton/item/VPN. Include net net weight breakdown for textile by carton and VPN, and for total shipment. Must indicate # of cartons and size breakdown by carton. Total cube by item & shipment provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Carton count matches container load manifest(s) quantity. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • FIREARMS ONLY: Must identify the serial # in each sequential numbered carton |

Forwarders Cargo Receipt (Required)

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Original consigned to Academy |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Original signed by Forwarder |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Marked Freight collect |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Provides estimated time of departure |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Provides method of shipment (CFS or CY) |

Certificate of Origin (Required)

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Signed by the exporter certifying to the best of its knowledge that the products are products of the country specified by the exporter. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Must have an original signature and stamp from the foreign government agency, where applicable. |

Manufacturer's Certificate (Required)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Indicates a specified factory, identified by name, location and country. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Certifies that the merchandise was manufactured at the assigned and approved factory in compliance with Academy's Global Sourcing Requirements and Code of Vendor Conduct, and that neither convict, forced nor indentured, nor illegal child or underage labor, nor labor obtained through slavery or human trafficking was employed in the manufacture of Academy merchandise. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • Original signature from an officer of the manufacturer. |

Business Rule Form (BRF) (Required)

- Business Rule Form from ClearTrack required for all shipments

Final Quality Inspection Certificate (Required)

- Signed and dated by Factory Quality Assurance Manager.
- Inspection date must be prior to shipment date.

Container Load Manifest (Required)

- Vendor Loaded Containers - Copy of the CLM is attached (in a pouch) to a tail loaded carton in the container prior to closing the doors.
- Less than Container Loads - Copy of the CLM is attached (in a pouch) to a tail loaded carton in the container prior to closing the doors.
- Data is loaded into Freight Forwarders on-line booking system.

Textile Export License w/ Visa Stamp or Visaed Document

- The quantity and weight on visa (for weight, i.e. kilograms) must match the Commercial Invoice and Packing List.
- Manufacturer Declaration Box - Name of company must match the name of the manufacturer on the Textile Country Declaration (Single or Multiple)
- The Visa # must have the year the product was exported from the country of origin.

Textile Country Declaration (Single or Multiple)

- Note....All shipments containing textile articles require a textile declaration. Single Country Textile Declaration is acceptable for articles wholly manufactured in one country or territory. A Multiple Country Textile Declaration is required for articles containing components from two or more countries. Textile Declarations must also show date of export from their foreign country.
- Shows country or countries where articles are wholly the growth, product of/or manufacture of.
- Original signature and date.

Interim Footwear Detail Sheet (IFI)

- Copy included with documents

Sunglasses

- Impact Resistance Certificate
- FDA Listing #
- Medical Device #

Rawhide Dog Chews

- Veterinary/Health Certificate
- Production Process List
- Certificate of Irradiation
- Factory FDA Registration #

Lacy Act

- PPQ 505

Batteries

- Certificate (in English) for safe transport of chemical goods

All exceptions must be reported by Forwarder to Academy immediately. Original Forwarders Cargo Receipt is not to be issued until discrepancies are approved or revised documents received. Freight Forwarder must check that all *required* documents are provided as noted above.

Signature/Date (Factory)

Signature/Date (Forwarder)

Signature/Date (Broker)