

Prepaid Shipments

Training + Development
Ready, Set, Grow!

All information contained in this publication is proprietary. No reproduction, distribution or use of the material is permitted without the express permission of Academy Sports + Outdoors. © 2014 Academy Ltd., d/b/a Academy Sports + Outdoors. All rights reserved.

[Back to Shipment Type](#)

Shipping Prepaid to Academy

- If you are a **Vendor shipping prepaid** to Academy locations forward the Prepaid Carriers Training and Academy's Guide for Carriers to your carrier of choice.
- We have provided PDF files attached to this communication.

Prepaid Carrier Tender Processes

- All PPD carriers will login with the same user ID and password

Enter Identity Domain

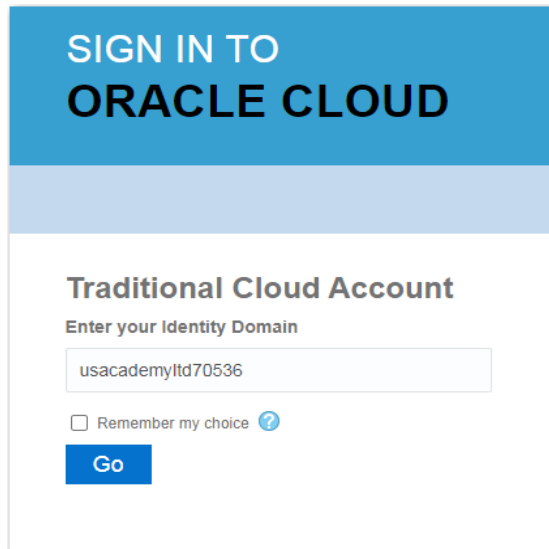
Identity Domain: usacademyLtd70536

Carrier Log in

Enter User Name and Password

User Name: RC3.ASOCARRIER

Password: Academy1



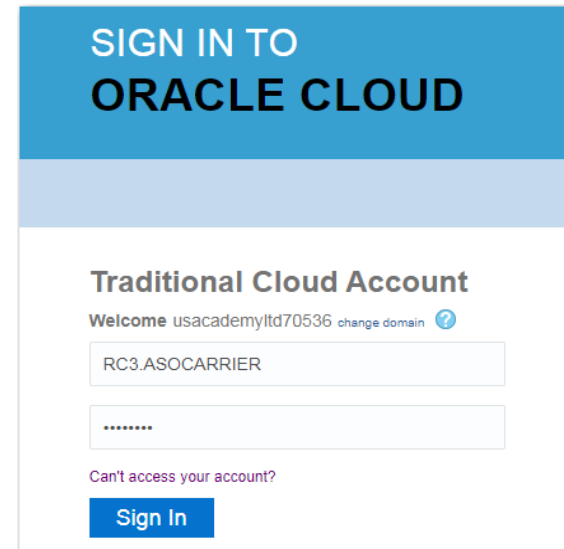
SIGN IN TO ORACLE CLOUD

Traditional Cloud Account

Enter your Identity Domain

Remember my choice [?](#)

Go



SIGN IN TO ORACLE CLOUD

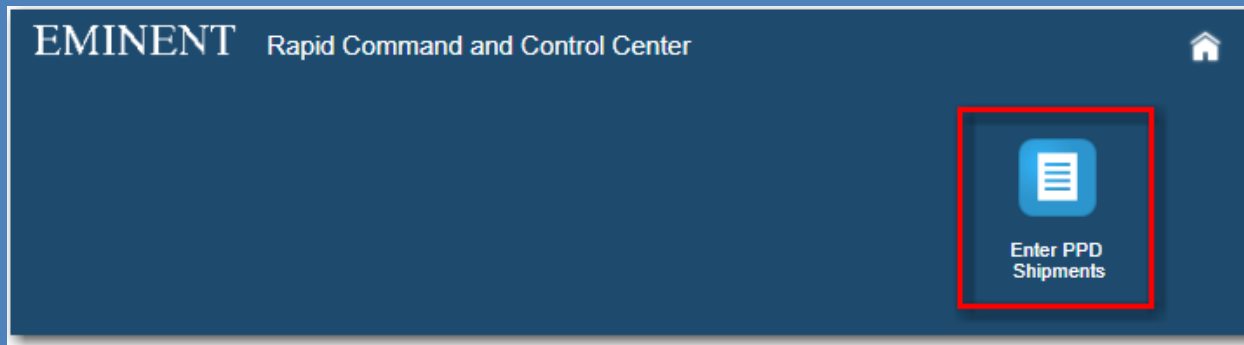
Traditional Cloud Account

Welcome usacademyLtd70536 [change domain](#) [?](#)

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

Sign In

- To enter PPD shipment details, click on the Enter **PPD Shipment Details** link
- Click on **NEW**



Order Release Finder

Search

* CLICK NEW BELOW

Begins With ▼

Search **New** Sort Order

Prepaid Carrier Tender Processes

- PRO/BOL Number – Enter in your Pro/BOL Number for the shipment
- Delivery Date – Click the Calendar to enter the delivery date for the shipment
- Payment Method – Select PPD from the pull down
- Order Configuration – Do Not Change
- Source Location ID – Do Not Change
- Destination Location ID – Select the destination from the pull down
- Trailer Number – Enter the trailer number for the shipment
- Additional Comments – Free form to enter a small description for the shipment
- Payment Terms – Select PPD
- Carrier SCAC , Name, Address and contact information
- Click **Ship Unit** button

Order Release

1 of 1

Order Release Ship Unit Line Item

Order Release ID Order Base ID Source Location ID Destination Location ID

* PRO/BOL Number
741852963

* Delivery Date
12/08/2017 15:00:00

* Order Configuration
PREPACK

* Source Location ID
PPD_SHIPPING

* Trailer Number
56457

Additional Comments
SUPPLIES

Carrier Contact Name
BOB

* Payment Method
PPD

Earliest Estimated Pickup Date

* Destination Location ID
895 - Katy TX

* Carrier SCAC
CNWY

* Carrier Name
CONWAY

PAYMENT TERMS SELECT PPD
PPD

* Carrier Address
28 MAPLE ST. ALBANY

* Carrier Phone
777-388-3888

* Carrier Email
BOB@CONWAY.COM

Order Release

Order Release Ship Unit Line Item

Order Release ID Order Base ID Source Location ID

| ID | Packaged Item ID | Item Name derived from Pa |
|---------------|------------------|---------------------------|
| New Line Item | | |

Select Line

Save

Prepaid Carrier Tender Processes

Click the **New Line Item** button to enter specific PO information Leave Blank – LEAVE BLANK Do not change

Total Package Count – Enter the carton count for the individual purchase order

Weight – Enter weight for the individual purchase order

Volume –Enter volume for the individual purchase order type – Do not change

PO Number – Enter the purchase order number

Contact Info – Enter a contact for the recipient of the items

Store Number –enter the store number – The vendor name of the PO– Free form to enter in any comments necessary

Reference Number Qualifier ID –Click the pull down arrow and select PALLET_COUNT and Reference Number (the number of pallets)

Click **Save** to the right of the Reference Number

Click **Save** once the information is entered

Then Finished or New Line Item for new PO and repeat the above steps to enter all po's on the bill of lading on that trailer.

Line Item

Line Item form with red boxes highlighting input fields:

- LEAVE BLANK: []
- Packaged Item ID: [PPD](#)
- * Total Package Count: [50]
- * Weight: [1500] LB
- * Volume: [150] CU FT
- Type: [] UOM: []
- * PO Number: [741852963]
- Contact Info: [JOHN SMITH]
- Store Number: [IF NEEDED]
- Vendor Name: [THE SHIPPING VENDOR]
- Comments: [ANY COMMENTS]
- Special Services: []
- Special Service Group: []
- * Special Service: []
- Reference Numbers:
 - * Reference Number Qualifier ID: [PALLET_COUNT]
 - * Reference Number: [5]

Order Release

Order Release form with red boxes highlighting input fields:

Order Release | Ship Unit | **Line Item**

| Order Release ID | Order Base ID | Source L |
|----------------------|------------------|-----------------|
| ID | Packaged Item ID | Item Name deriv |
| New Line Item | | |

Prepaid Carrier Tender Processes

- If shipping multiple PPD POs, click the **New Line Item** tab to create additional POs
- Click the **Finished** button at the top of the screen once all the information for the shipment has been entered
- To create another shipment, click the **Create Another** button or repeat the option below

Order Release 1 of 1

Order Release

Order Release ID Order Base ID Source Location ID Destination Location ID 895

| ID | Packaged Item ID | Item Name derived from Packaged Item | Total Package Count | Packaging Unit Count | Packaging Unit | Transport Handling Unit | Weight | Volume |
|----|------------------|--------------------------------------|---------------------|----------------------|----------------|-------------------------|------------|-------------|
| | PPD | | 50 | | | | 1500.00 LB | 150.00 CUFT |

Results

You successfully created the following records:

RC3.741852963 ☆

Use this information for entering information PDD shipment details

| Field | Provide |
|-----------------------------|---|
| PRO/BOL Number | PRO Number for LTL or BOL for TL |
| Delivery Date | Date you will deliver to Academy |
| Payment Method | PPD |
| Order Configuration | DO NOT CHANGE |
| Source Location ID | DO NOT CHANGE |
| Destination Location ID | Choose either Katy or Jeffersonville from the drop down |
| Payment Terms | PPD |
| Trailer Number | Trailer number |
| Carrier SCAC | SCAC of Trucking Company |
| Carrier Name | Name of Trucking Company |
| Carrier Address | Carrier Address |
| Carrier Phone | Carrier Phone Number |
| Carrier Email | Carrier Contact Email |
| Carrier Contact Name | Enter Carrier Contact Name |
| Additional Comments | Provide Additional Comments |
| Reference Number Qualifiers | DO NOT CHANGE |

If shipping directly to any of the Academy store do not use OTM. If more information is needed, contact the Shipper.

Use this information for entering information new line item shipment details

| Field | Provide |
|---------------------|---|
| LEAVE BLANK | DO NOT CHANGE |
| Total Package Count | Put in Carton Count for individual Purchase Order |
| Weight | Enter Weight for individual Purchase Order |
| Volume | Enter Volume for individual Purchase Order |
| Type – DO NO | DO NOT CHANGE |
| PO Number | Enter the Purchase Order Number |
| Contact Info | Enter Contact Info |
| Store Number | Enter an Academy Store Number if known |
| Vendor Name | Enter Vendor Name from Pickup |
| Comments | Enter any additional comments for the individual PO |

Questions?

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

[Back to Shipment Type](#)