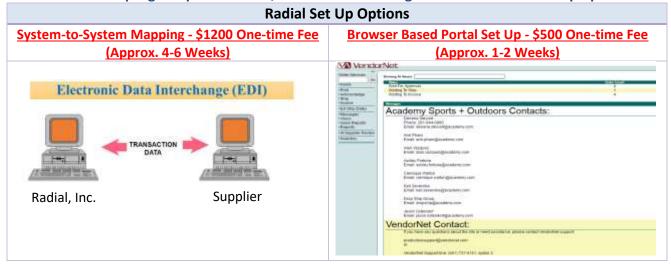# Drop Ship Program Process

Supplier Set up & On-boarding

- Supplier must be approved by the Merchant team and setup as a vendor for Academy
- Orientation and On-boarding must be completed to begin the Radial setup. Steps include:

  ➢ **Review program presentation, submit On-boarding Form & select the set up option**

Radial Set Up Options	
System-to-System Mapping - $1200 One-time Fee (Approx. 4-6 Weeks)	**Browser Based Portal Set Up - $500 One-time Fee (Approx. 1-2 Weeks)**

  ➢ **Sign Radial Supplier Access Agreement & complete payment setup**
  Monthly Service Plan (Required): $55 per month, $0.30 per order transaction

  ➢ **Radial Integration & Training**

  1. EDI documents mapped and tested (if chosen System-to-System setup option)
  2. Complete the mandatory Radial system navigation training

Steps	WK1	WK2	WK3	WK4	WK5	WK6	WK7	WK8	WK9
Vendor Setup	■	■		■					
Program Orientation & On-boarding	■	■							
Radial Integration				■	■	■	■		
Assortment Setup		■	■	■	■	■	■		
Radial Training & Inventory Upload									■

Assortment Setup

- Assortment setup will begin simultaneously with Radial setup. The process takes approximately 30-45 days once approved by the Merchant team

Steps	WK1	WK2	WK3	WK4	WK5	WK6	WK7	WK8	WK9
Assortment Submission (Vendor)	■								
Merchant Review & Approval		■							
Draft Setup Form(s) Creation			■						
Site Merchant Final Review				■					
SKU Upload Completion				■	■				
Content Acquisition					■	■			
Inventory Upload in Radial								■	