

Prepaid Shipments

Training + Development
Ready, Set, Grow!

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Shipping Prepaid to Academy

- Electronic signature is not proof shipments are received in full or not damaged when a trailer is delivered.
- All delivery request for an appointment for the next business day will need to be submitted before 2:00 PM. ASO does not do same day delivery appointments.
- Please do not send your driver unless you have received an appointment number from Academy via e-mail to the email address provided on the submission.
- Dropped trailers are unload within 48 hours. Does not include weekends, holidays and day of drop.
- All bill of lading or delivery receipts must be provided for each shipment on the trailer with manifest page. Failure to do so will delay return POD's within 48 hours which will be against the carrier.

Prepaid Carrier Tender Processes

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

Enter Identity Doman

Identity Domain: usacademy ltd70536

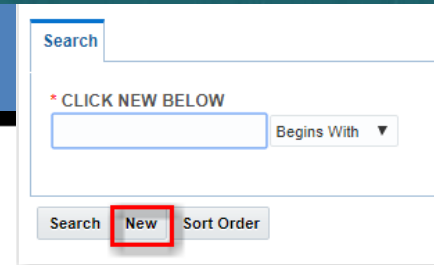
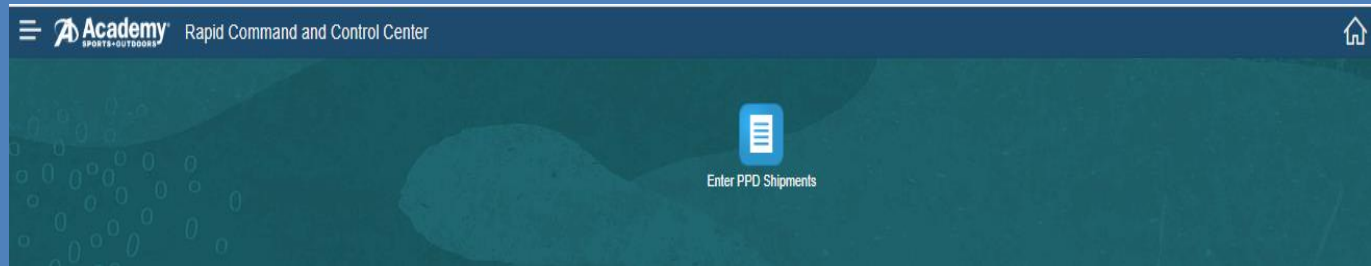
Carrier Log in

Enter User Name and Password

User Name: RC3.ASOCARRIER

Password: Academy2023-1

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



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
- Carrier SCAC , Name, Address, Phone Number and E-mail Address
- Payment Terms – PPD
- Additional Comments – Free form to enter a small description for the shipment
- 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
854664649

Top-off Order

* Delivery Date
09/25/2023 15:39:00

* Payment Method
PPD

* Order Configuration
PREPACK

Earliest Estimated Pickup Date

* Source Location ID
PPD_SHIPPING

* Destination Location ID
895 - Katy TX

PAYMENT TERMS SELECT PPD
PPD

* Trailer Number
858428

* Carrier SCAC
CONWY

* Carrier Name
CON-WAY

* Carrier Address
28 MAPLES ST

* Carrier Phone
777-777-8888

* Carrier Email
BOB@CONWAY.COM

Additional Comments

Carrier Contact Name
BOB

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

LEAVE BLANK

Packaged Item ID PPD

* Total Package Count

* Weight LB

Type UOM

Store Number

Special Services

Special Service Group

* Special Service

Reference Numbers

* Reference Number Qualifier ID

* Reference Number

* Volume CU FT

* PO Number

Contact Info

Vendor Name

Comments

Order Release

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.

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