



**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 with 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
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
08/04/2021	OTM FedEx shipment number requirement.	21
08/04/2021	Updated contact – Mainetti Hangers	14
06/04/2021	Removed incorrect / obsolete reference to Saia and Conway	23
07/03/2020	Private label ticketing / labels – Updated contacts, min order qtys, lead times	10
06/13/2019	EDIsupport@academy.com email replaced with edi_errors@academy.com	8 and 32
04/04/2019	EDI requirements updated	5
04/04/2019	Releasing/Routing Freight OTM for Ready to Pick up	23
04/04/2019	Shipping window information updated	25
04/04/2019	GS1-128 Label examples and quality standard	29
04/04/2019	Alternative small unit packing method	32
11/06/2018	Toddler Hanger Program Information Added	16-18
11/06/2018	Approved Toddler and Infant hanger list	19-20
05/18/2018	FedEx account number removed and replaced with contact for FedEx shipments.	21
03/29/2018	FedEx account number updated	16

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## 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/>,

### 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

- 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.

#### 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.

## Prepacks

Prepack Definition - one UPC/sku that represents a predetermined 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 per carton is approved, the prepacks must have the same UPC/sku, and each prepack must be in its own sealed polybag. A UPC sticker must be applied to the inner bag
- 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

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
<p>From: <b>971</b>   Ship To: ACADEMY LTD DC 895 1549 Primewest Pkwy Katy, TX 77449</p> <hr/> <p>Comments:   Carrier: PRO #:   B/L:</p> <hr/> <p>PO#: 8328869   Quantity: 1 Style: FRL-12-7 1/2 Color:   Carton: 2 of 2 Size:   Width:  </p> <p>UPC: 00029465519490</p>  <p>Store: 895</p> <hr/> <p>(00) 0 0999999 000509142 5</p> 	<p>From: <b>1205</b>   Ship To: ACADEMY LTD DC 895 1549 Primewest Pkwy Katy, TX 77449</p> <hr/> <p>Comments:   Carrier: PRO #:   B/L:</p> <hr/> <p>PO#: 8328879   Quantity: 1 Style: ADIESSPACK1 Color:   Carton: 1 of 1 Size:   Width:  </p> <p>UPC: 00420003241802</p>  <p>Store: 895</p> <hr/> <p>(00) 0 0999999 000536560 1</p> 	<p>From: <b>1205</b>   Ship To: ACADEMY LTD DC 895 1549 Primewest Pkwy Katy, TX 77449</p> <hr/> <p>Comments:   Carrier: PRO #:   B/L:</p> <hr/> <p>PO#: 8336456   Quantity: 1 Style: Mixed Color: Mixed Size: Mixed Width: Mixed Carton: 1 of 20</p> <p>UPC: Prepack</p> <p>Store: 895</p> <hr/> <p>(00) 0 0999999 000589613 6</p> 

## 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](http://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](mailto:sales@gxs.com). Academy has collaborated with GXS for the support of our master pack, consumer package, and overall item dimension information. To ensure the most accurate and effective process for automatically retrieving these attributes, the GXS catalogue is our preferred solution for all item information. 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 provided is preferably via EDI. Please contact our Academy EDI Analyst by email, [edi\\_errors@academy.com](mailto:edi_errors@academy.com), or log on to our website at <http://vendor.academy.com> for EDI mapping specifications.

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.







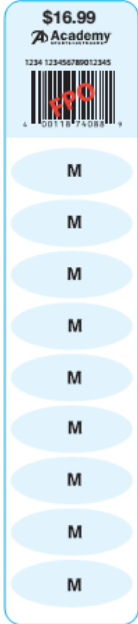



**It is mandatory to receive ticket approval for the vendor-produced ticket prior to the first shipment of goods by mailing a sample of the ticket to Academy Sports & Outdoors; 1800 N. Mason Rd.; Katy, TX 77449; Attn: Vendor Compliance. Vendor may also email a scanned copy of the ticket sample to [vendcomp@academy.com](mailto:vendcomp@academy.com)**

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:

### ACADEMY SPORTS GENERIC UPC ITEMS



<p>V-A</p>  <p><b>Adhesive Sticker</b> 1.25" x 1.125" ACA-VA-UPC</p>	<p>V-L</p>  <p><b>Adhesive Sticker with size</b> 1.5" x 1.125" ACA-VL-UPC</p>	<p>V-G</p>  <p><b>Adhesive Sticker no barcode</b> 1.25" x 1.125" ACA-VG-UPC</p>			
<p>V-T</p>  <p><b>UPC Ticket with size</b> 1.3125" x 2.5" ACA-VT-UPC minimum card stock 10pt</p>	<p>V-S</p>  <p><b>UPC Ticket without size</b> 1.3125" x 2.5" ACA-VS-UPC minimum card stock 10pt</p>	<p>V-U</p>  <p><b>Combo UPC Tickets for 2-piece set</b> 1.3125" x 2.5" 10pt C1S ACA-VU-UPC (Top of 2 pc set and bottom of 2pc set) minimum card stock 10pt</p>		 <p><b>Size strip</b> 1.5" x 7" GEN-SS-001</p>	 <p><b>Size strip</b> 1" x 5" GENSST3</p>
<p>V-F</p>  <p><b>Adhesive Sticker</b> 5.40625" x .75" ACA-VF-UPC</p>	<p>V-D</p>  <p><b>Adhesive Sticker</b> 3.5" x .75" ACA-VD-UPC</p>				

## 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 Guidelines for General Merchandise & Apparel. A copy of this publication from the GS1 US’ Internet website is located at [www.gs1.us.org](http://www.gs1.us.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)	<b>Jackets/Coveralls –</b> Centered on back collar with price facing front	<b>Overalls –</b> 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 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](mailto:holly.chen@ap.averydennison.com)

### **US Support and Escalation**

#### **Chelsea Whittle**

Account Manager

Phone: 469-858-2741

Email: [chelsea.whittle@averydennison.com](mailto:chelsea.whittle@averydennison.com)

#### **John Marshall**

Account Specialist

Phone: 469-507-1655

Email: [john.marshall@averydennison.com](mailto: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.**

## SECONDARY TICKET AND LABEL SUPPLIER

Academy Sports & Outdoors has approved FineLine Technologies as another supplier of tickets and labels.

- Two-day order turnaround from their production facilities in the US & Asia.
- Order tracking tools so you can track the progress of your order.

**To register**, visit <http://www.finelinetech.com> and click on the FastTrak icon.

Click on the link below to obtain the full copy of the FastTrak User Registration Guide:

[http://www.finelinetech.com/downloads/FastTrak\\_Registration\\_Guide.pdf](http://www.finelinetech.com/downloads/FastTrak_Registration_Guide.pdf)

### **Please Contact FineLine Technologies to purchase tickets and labels:**

Alan Free 1-800-500-8687 Ext 3292

USA Orders: 1-800-500-8687 Fax: 678-969-9201

China (HK) Orders: 852-2156-9788

[afree@finelinetech.com](mailto:afree@finelinetech.com)

[support@finelinetech.com](mailto:support@finelinetech.com)

[orders@finelinetech.com](mailto:orders@finelinetech.com)

## SIZE STRIP PLACEMENT ON GARMENTS

Garment Type:	Hanging:	Folded:
<b>Women's Active &amp; Casual Tops:</b>	On wearer's left front side, 8" from high point of shoulder	On wearer's left front side, 8" from high point of shoulder
<b>Men's Active &amp; Casual Tops:</b>	On wearer's left front side, 10" from high point of shoulder	On wearer's left front side, 10" from high point of shoulder
<b>Youth Tops:</b>	On wearer's left front side, 8" from high point of shoulder	On wearer's left front side, 8" from high point of shoulder
<b>Women's Active &amp; Casual Shorts:</b> <i>Open Presentation</i>	On wearer's front left side, 2" up from bottom hem and 2" left of side seam	NA
<b>Men's Active &amp; Casual Shorts:</b> <i>Closed Presentation</i>	On wearer's back left side, 2" up from bottom hem and 4" right of side seam	NA
<b>Youth Active &amp; Casual Shorts:</b> <i>Open Presentation</i>	On wearer's front left side, 2" up from bottom hem and 2" left of side seam	NA
<b>Women's Active &amp; Casual Pants:</b> <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
<b>Men's Active &amp; Casual Pants:</b> <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
<b>Youth Active &amp; Casual Pants:</b> <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
<b>Women's Denim Jeans/Camouflage:</b> <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
<b>Men's Denim Jeans/Camouflage:</b> <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
<b>Men's Softball, Football &amp; Licensed Pants-Open Presentation:</b>	On wearer's front left side, 10" down from top of waistband, 1" left of and parallel with side seam	NA
<b>Warm-up Sets- Closed Presentation:</b>	On wearer's front left side of jacket. Adult: 10" from high point of shoulder; Youth: 8" from high point of shoulder	NA
<b>Outerwear/Jackets/Bibs/ Camouflage:</b>	<b>Outerwear/Jackets:</b> On wearer's front left side, 10" (Adult) or 8" (Youth) from high point of shoulder. <b>Bibs:</b> 10" (Adult) or 8" (Youth) down from top of waistband, 1" left of and parallel with side seam	NA
<b>Work:</b>	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
<b>Body Wear (Women's Jog Bras):</b>	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
<b>PJ Sets:</b>	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**

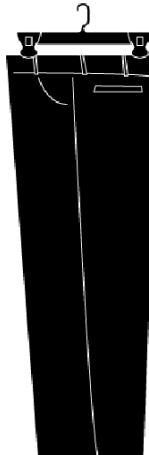
For polo's or tees dictated by the Buyer as Flat (Folded), they will require Academy's standard fold due to planned, specific Store placement. **Men's and Women's** = 9"W x 13"D x .5" H. **Youth** = 9"W x 13"D x .25"H. Graphic Tees must be folded with the graphic on the outside. For questions, please contact Vendor Compliance at [vendcomp@academy.com](mailto: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.\***



## CONTACT INFORMATION FOR HANGER SUPPLIERS:

To place orders:	Contact:	Phone/Fax:	Website/Email Address:
<b>Mainetti</b> (A&E Mfg. & Randy Hangers-Divisions of Mainetti Group)	Irma Mendoza	562-781-4288 (Direct Line) 562-741-2928 (Office) 323-728-2274 (Fax) 323-728-2295 (Fax)	<a href="http://www.mainetti.com">www.mainetti.com</a> <a href="mailto:Irma.Mendoza@mainetti.com">Irma.Mendoza@mainetti.com</a>
<b>JDM Sorting, LLC</b>	Jack Mosseri	732-750-1612 Fax: 732-750-1618	<a href="mailto:jmosseri@JDMsorting.com">jmosseri@JDMsorting.com</a>
<b>Plasti-Form (Braiform)</b>	Sales-Lou Hurtik US Orders-Shirley Barrett	<b>US</b> -678-435-4407	<a href="mailto:lou.hurtik@braiform.com">lou.hurtik@braiform.com</a> <a href="mailto:Shirley.barrett@braiform.com">Shirley.barrett@braiform.com</a>
<b>Plasti-Form (Braiform) Hong Kong</b>	HK Sales-Colin Lin HK Orders-Winnie Chan	852-2793-0163	<a href="mailto:Collin.lin@braiform.com">Collin.lin@braiform.com</a> <a href="mailto:Winnie.chan@braiform.com">Winnie.chan@braiform.com</a>
<b>Visconti Hangers</b>	Steve Pavlick	866-484-6012	<a href="mailto:orders@viscontihangers.com">orders@viscontihangers.com</a>
<b>Uniplast</b>	Stuart Goldman Andy Rupp	800-225-0058 X-147 201-288-4540 X-127 201-637-0505 (Direct line) Fax: 201-288-8250	<a href="http://www.uniplastindustries.com">www.uniplastindustries.com</a> <a href="mailto:sgoldman@uniplastindustries.com">sgoldman@uniplastindustries.com</a> <a href="mailto:arupp@uniplastindustries.com">arupp@uniplastindustries.com</a>
<b>Capco Wai Shing (CWS) Hanger</b>	<b>US</b> - Rich Conti <b>Asia &amp; Middle East</b> - Allen Ho	<b>US</b> - 212-268-1976 <b>US</b> - 212-268-1978 (Fax) <b>Asia &amp; Middle East</b> - 852-2369-8122 <b>Asia &amp; Middle East</b> - 852-2723-8575 (Fax)	<a href="http://www.cwshanger.com">www.cwshanger.com</a> <a href="mailto:rich@cwshanger.com">rich@cwshanger.com</a> <a href="mailto:hk@cwshanger.com">hk@cwshanger.com</a>
<b>Sourcing Solutions Int'l (SSI)</b>	Michael Dezelon	480-443-0588 (Office) 480-596-9477 (Fax) 480-236-2656 (Direct Line)	<a href="mailto:mdezelon@ss-intl.com">mdezelon@ss-intl.com</a> <a href="http://www.ss-intl.com">www.ss-intl.com</a>
<b>Hangers PLUS LLC-</b> • <b>USA</b> • <b>Bangladesh Ltd.-</b>  • <b>India Pvt. Ltd.-</b>  • <b>Sri Lanka-</b> • <b>Hong Kong Co. Ltd.-</b> • <b>Shanghai-</b> • <b>Taiwan</b> • <b>Vietnam</b>	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: <a href="https://vendor.academy.com/content/garments-hangers-goh">https://vendor.academy.com/content/garments-hangers-goh</a>	<a href="mailto:ashampine@hangersplus.us">ashampine@hangersplus.us</a> <a href="mailto:yousuf@hangersplus.com.bd">yousuf@hangersplus.com.bd</a> <a href="mailto:tahmed@hangersplus.com.bd">tahmed@hangersplus.com.bd</a> <a href="mailto:tvishwanaath@hangersplus.com.bd">tvishwanaath@hangersplus.com.bd</a> <a href="mailto:usha@hangersplus.co.in">usha@hangersplus.co.in</a> <a href="mailto:tvishwanaath@hangersplus.com.bd">tvishwanaath@hangersplus.com.bd</a> <a href="mailto:chrischan@hangersplus-cn.com">chrischan@hangersplus-cn.com</a> <a href="mailto:carterji@hangersplus-cn.com">carterji@hangersplus-cn.com</a> <a href="mailto:hptaiwan@hotmail.com">hptaiwan@hotmail.com</a> <a href="mailto:wilkie.lui@polyunitgroup.com">wilkie.lui@polyunitgroup.com</a>
<b>GOH International LTD.</b>	Joe Weinmann – US Ben Chan – Hong Kong	Tel: (1) 732-299-6606 - E 951-415-3788 - W	<a href="mailto:jweinmann@goh-intl.com">jweinmann@goh-intl.com</a> <a href="mailto:sales@goh-intl.com">sales@goh-intl.com</a>

## 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 our Approved Academy Crown Sizer Suppliers (Contact information above):

Mainetti            Visconti  
Uniplast            CWS Hanger  
Hangers PLUS    SSI

\*If you have any questions or need more information please contact any one of our approved crown sizer suppliers. Email Vendor Compliance at [vendcomp@academy.com](mailto:vendcomp@academy.com), or contact your, Academy Buying team!\*

## ACADEMY BLACK HANGER SPECIFICATIONS

### TOPS

Color: Black

17"



484B - Adult

Material: (PS/PP)/Metal

15"



485B - Youth

### OUTERWEAR

Color: Black



3328B-17"  
Adult Coat



3329B-19"  
Adult Coat



3315B - 15"  
Youth Coat

### BOTTOMS

Color: Black

12"



6012B - Adult

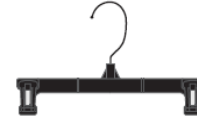
12"- Heavy Weight



7012B - Adult  
Heavy Garment

Material: (PS/PP)/Metal

10"



6010B - Youth

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

Approval from the Academy Vendor Compliance Office MUST be granted to ship on the hangers listed below:

## TOPS

Color: Black

Material: (PS/PP)/Metal

17"



484B - Adult

15"



485B - Youth

## BOTTOMS

Color: Black

Material: (PS/PP)/Metal

12"



6012B - Adult

10"

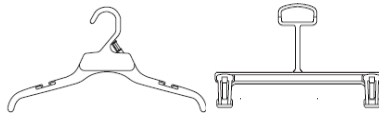


6010B - Youth

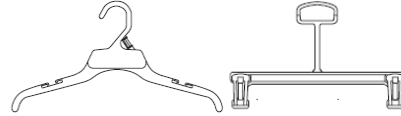
## SETS

Color: Natural

Material: (PP)/Plastic/White



467-17" Adult 9412-12"



472-15" Youth 9410-10"

\*Academy Approved BTS Hangers.\*

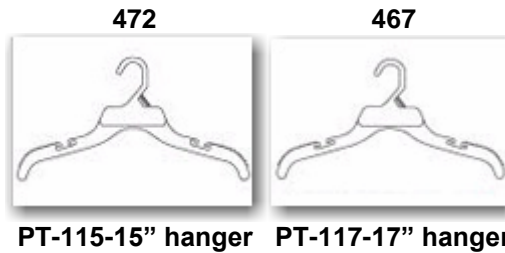
## Approved Back-To-School Hangers:

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

### Youth Polo shirt & Girl's Blouse:

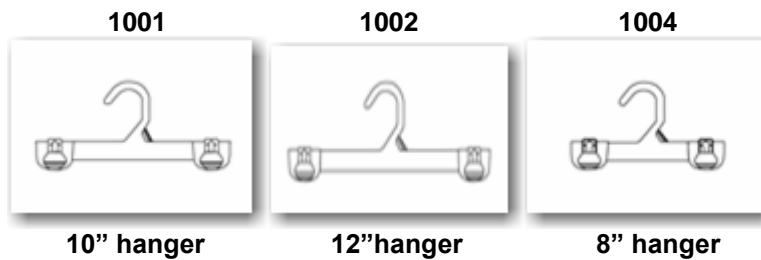


### Boy's Oxford shirt:



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

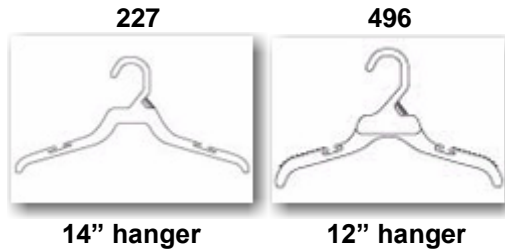
### Boy's & Girl's & Men's bottoms:



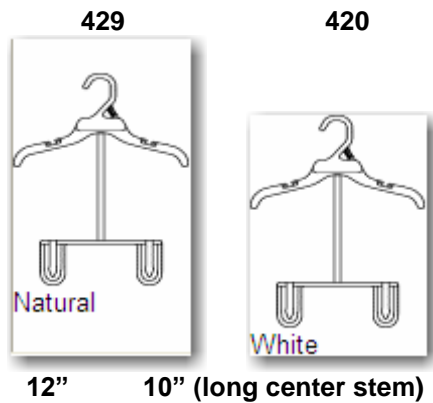
\*Also PB-614-14" hanger #1003 (picture is unavailable).

## 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):**

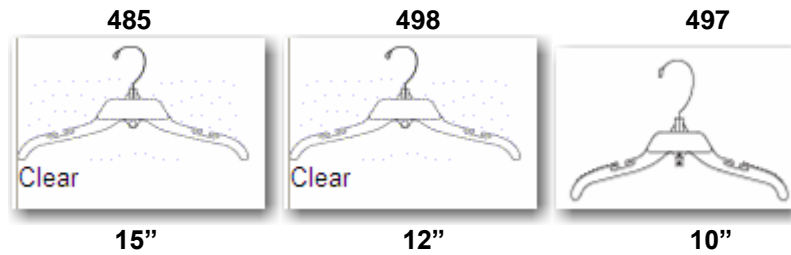


\*Also 275-9" (picture is unavailable)  
Polypropylene (temporary approval):

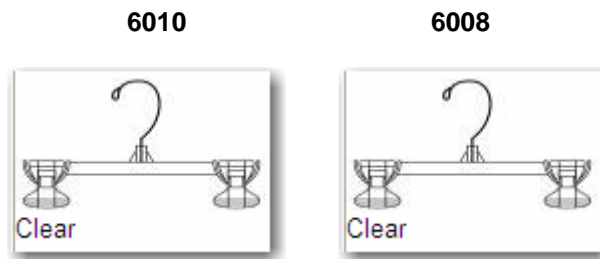
\*5613-bottom- 7" (picture is unavailable).

**Approved Infant and Toddler Hangers (Regular Apparel):**

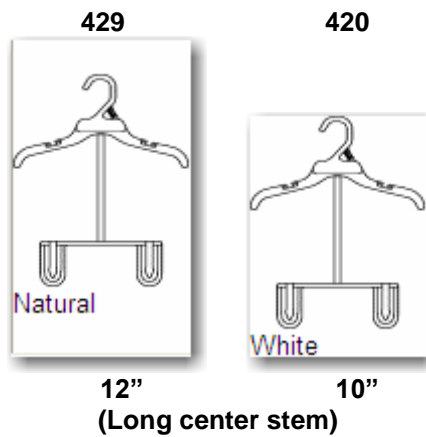
All style tops/Onesies:  
K-resin: Clear



All bottoms (coordinates with above hangers):  
K-resin: Clear



Toddler sets:  
Polypropylene: Natural or White



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

## GENERAL TRANSPORTATION REQUIREMENTS

Designate all collect shipments to:

895  
Academy Sports + Outdoors  
1549 Primewest Parkway  
Katy, TX. 77449

897  
Academy Sports + Outdoors  
1 Academy Dr.  
Jeffersonville, GA 31044

893  
Academy Sports + Outdoors  
4760 Tennessee Avenue  
Cookeville, TN 38506

If your terms of sale are FOB ORIGIN or Academy pays the freight expense, shipments are on a collect basis, and must use the carrier that Academy designates. **All vendors are required to route Academy Collect orders via Academy's Transportation Management System (TMS), also known as OTM, unless specifically exempted by Domestic Logistics**

### DESIGNATED FREIGHT CARRIER FOR PARCEL GROUND SHIPMENTS

**All collect shipments (including shipments with less than or equal to 20 cartons or less than or equal to 300lbs) must be released or routed through OTM**

<b>For Shipments:</b>	<b>Please Use:</b>
<p>Less than or equal to 300 lbs. <b>AND</b> less than or equal to 20 cartons</p> <p>1 carton cannot exceed 150 lb actual weight or 165 lbs dimensional weight</p> <p>Note: dimensional weight can be calculated by multiplying Length X Height X Width divided by 166 (Academy dim Factor).</p> <p>Please contact Domestic Logistics at <a href="mailto:domestic.logistics@academy.com">domestic.logistics@academy.com</a> if you have any questions</p>	<p><b>OTM must be used to input all shipment details that meet the criteria to the left. 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#.</b></p> <p><b>Please see Transportation Domestic Logistics and "Build a Parcel Shipment" guide for further details.</b></p> <p><b>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.</b></p>
<p>Greater than 300 lbs. <b>OR</b> greater than 20 cartons</p>	<p>Academy Sports + Outdoors utilizes the ORACLE Transportation Management system (OTM) to facilitate the scheduling of Domestic collect freight and allows the opportunity to optimize mode and carrier selection, while conforming to our Vendor Smart Guidelines.</p> <p>To ensure we have the most current information, please complete .PDF form below.</p> <p>Please note that a completed form will be necessary for each user and each active Warehouse/Distribution Facility.</p> <p>Once your information has been received, a team member from Academy's Logistics Department will e-mail each contact person with a User Name and password, as well as training instructions and FAQs. Thank you in advance for your cooperation.</p>

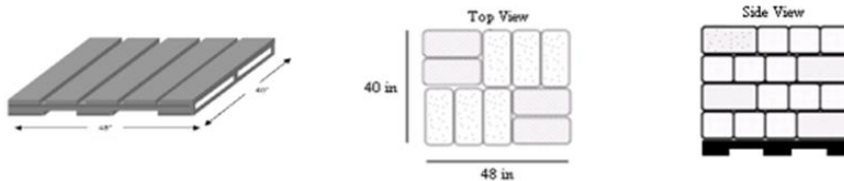
[OTM Training.pdf](#)



## 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.
7. All shipments are at the lowest released value per classification.

### 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.

**Shipments made on consecutive business days will be treated as though multiple shipments were made on the same day without consolidating onto one Bill Of Lading. This will result in a chargeback (This rule only applies to Less Than Truckload (LTL) shipments).**

All shipments are at the lowest released value per classification. Special authorization is required by the Academy Buyer for all air shipments. **In the rare case of collect air shipments, contact Academy Logistics at (281) 646-5568 or (281) 646-5529 for an authorization number, and referenced on the Bill of Lading or Airway Bill.**

If your terms of sale are FOB DESTINATION you must ship **prepaid** and you may use the carrier of your choice. Follow Academy Sports + Outdoors guidelines for making appointments at our distribution centers (see APPOINTMENTS below). **Academy does not allow "prepaid and add" freight charges or handling charges to be added on to the invoices.**

## **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.

**Shipments made on consecutive business days will be treated as though multiple shipments were made on the same day without consolidating onto one Bill Of Lading. This will result in a chargeback (This rule only applies to Less Than Truckload (LTL) shipments).**

All shipments are at the lowest released value per classification. Special authorization is required by the Academy Buyer for all air shipments. **In the rare case of collect air shipments, contact Academy Logistics at (281) 646-5568 or (281) 646-5529 for an authorization number, and referenced on the Bill of Lading or Airway Bill.**

If your terms of sale are FOB DESTINATION you must ship **prepaid** and you may use the carrier of your choice. Follow Academy Sports + Outdoors guidelines for making appointments at our distribution centers (see APPOINTMENTS below). **Academy does not allow "prepaid and add" freight charges or handling charges to be added on to the invoices.**

## **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 holidays. Observed holidays include - New Years Day, Memorial Day, July 4th, Labor day, Thanksgiving, Christmas.

**The ship date or Early Pick-up date entered into OTM should be on or between the PO Not Before and Not After dates.**

Note: 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.

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*:</u>
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

\*Excludes holidays

Any questions on the above information should be directed to [domestic.logistics@academy.com](mailto:domestic.logistics@academy.com)

## **APPOINTMENTS**

**It is important to note that Academy will not pay appointment notification charges; payment for any expenses incurred in making the appointment should be negotiated with the shipper.**

*All Prepaid LTL shipments and all TL shipments require a delivery appointment be scheduled by 2 PM CST the business day prior to delivery.*

It is important that vendors provide accurate pallet count, weight, and cube information when requesting routing as this information serves as the basis for designating the lowest cost TL carrier for pick up.

**Vendors supplying Academy with incorrect cube information are subject to a charge back on any incremental freight costs incurred by Academy because of selecting a non-competitive carrier based on such incorrect information.**

Vendors shipping prepaid freight to Academy should ensure that their nominated freight carriers schedule delivery appointments according to our appointment guidelines and arrive at our Distribution Center at their scheduled delivery time. Chargeback's issued for violating this requirement will be the responsibility of the Academy vendor. Freight carriers may go to <http://vendor.academy.com> to schedule a delivery appointment.

## **Fixture Vendor Logistic Routing Guide**

All "FED EX" Fixture shipments for Academy must be routed through our Academy routing web site <https://vendor.academy.com>. Please reference Domestic Vendor for "Smart Guide" additional instructions under Fixture Vendor Request for Pickup. 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 requested delivery date.**
2. Label all shipments (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#...*

*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.

## **SHIPPING / DELIVERY WINDOWS**

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.

Orders with freight terms "collect" - Shipments to Academy should have a "ship date" on or between the PO Not Before Date and the Not After

Orders with freight terms "pre-paid" – Shipments to Academy should arrive at our DCs or stores on or between the PO Not Before Date and the Not After date.

Shipments outside these shipping windows are subject to refusal or a handling charge. 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. Academy will chargeback all freight expenses incurred in the shipment of backordered merchandise.

## **BACK ORDER POLICY**

Academy will not accept backordered merchandise for any of the following types of Purchase Orders:

1. *Auto Replenishment* – Replenishment orders triggered by inventory and basic stock levels used to reorder merchandise on a regular schedule.
2. *Pack-by-Store/ PreMark*) – Store assortments packed in individual cartons and marked by store.

These Purchase Orders must only ship once and all backorders cancelled. All other Purchase Orders shipped complete unless the backorder authorized is by the Academy buying office. Academy will chargeback all freight expenses incurred in the shipment of backordered merchandise.

## **BILLS 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:

### **Academy Katy, TX**

### **Academy Twiggs County, GA**

### **Academy Cookeville, TN**

1. Do not split POs between shipments. All cartons associated with one PO are shipped on a single shipment. All POs for all merchandising departments that ship on the same day to the same location 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. Every shipment must have its own 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. Note: See "Packing Lists" section for packing list requirements if shipping multiple truckloads on one Bill of Lading.
5. All 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 and number of cartons per pallet
  - D. Total Carton count by Purchase Order (must match total count on Bill of Lading)
  - E. Weight of shipment
  - F. Cubic feet of shipment
  - G. Notation of special handling requirements such as "Hazardous Material" or "Serialized Merchandise"
  - H. Volume Price Quote Number if applicable
  - I. National Motor Freight Classification item and/or class
  - J. OTM Bill Of Lading Shipment ID

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.**

## **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

Place packing list inside/outside of the lead carton and label "Lead Carton" or "Packing List Enclosed." For non-ASN shipments requiring more than one trailer, please provide packing lists for each trailer and should reflect the exact contents of that trailer.

### All packing lists must contain the following information:

- A. Vendor name, address, telephone number.
- B. Detailed information by Purchase Order being shipped, including:
  - a. Number of cartons by style, size, color, and width
  - b. Number of units ordered, shipped or backordered
  - c. Notation of special handling requirements such as "Hazardous Material" or "Serialized Merchandise"
- C. Number of cartons by final store destination (for Pack-By-Store vendors only)

## CARTON PACKAGING & LABELING

All cartons shipped to Academy must meet the following weight and dimensional requirements in order to be conveyable:

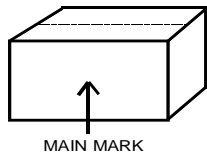
	Minimum	Maximum
<b>Length</b>	12"	42"
<b>Width</b>	10"	31"
<b>Height</b>	4"	31"
<b>Weight</b>	2 lbs	50 lbs.

If an entire shipment for a PO is lighter or smaller than our minimum *OR* one single item is larger or heavier than our maximum, then it is exempt from the above requirements (i.e.: pool tables, canoes, etc.)

### MAIN MARK:

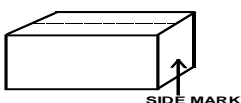


DC#:  
PO:  
STYLE:  
COLOR:  
SIZE:  
QTY:  
CASE NO:



### SIDE MARK:

PO:  
QTY:  
NT WT:  
GR WT:



**The following information must be clearly visible on the outside of each carton:**

- A. Distribution Center # Example: 895-Katy, 897-Twiggs (TCDC), or 893-Cookeville
- B. Purchase Order Number
- C. Style number
- D. Quantity by style (and size, color, width, if applicable)
- E. Carton number (i.e., carton 1 of 3)
- F. Notation of special handling requirements such as “Hazardous Material” or “Serialized Merchandise”

**PACK-BY-STORE/ PREMARK ORDERS**

Pack-By-Store (PBS) enhances the flow of merchandise through the supply chain. The Buyer initiates PBS ordering. Once approached by the Buyer, the vendor will go through an approval process. Approval for PBS the vendor will need to comply with the following requirements:

PBS orders are packed based on individual store specific needs. Each carton is marked and labeled for that specific store. Mixed SKUs (multiple style/color/size) cartons are acceptable for PBS orders as long as the carton is packed for one store and one PO. Conveyable cartons are preferred and most efficient for processing of PBS orders (please reference carton dimension requirements above).

Consolidating store specific PBS cartons into a larger master carton is suggested to meet conveyable weights and dimensions. If this process is followed, the UCC Label should be provided on the master carton, reflecting the total sellable units within.



## GS1-128 (formerly UCC-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

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

#### PreMark/PBS

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

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

## Label Placement

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.

Label should not be covered by tape.

Non-Conveyable Cartons / Items \*\*For heavy items, labels should be placed on outer side of product that is visible when stacked/palletized.

Where possible, multiple cartons containing the same item/SKU should be palletized and shrink-wrapped. When shipping Pure Pallet (Single SKU Pallet) Academy requests one GS1-128 Label per pallet, treating the entire pallet as one large carton within the ASN. The total unit quantity should be referenced on the GS1-128 carton label (not the carton qty). **Place the GS1-128 Label directly on one of the cartons where it is easily visible, NOT on the shrink-wrap.** Except in the case of Pack-By-Store shipments, cartons must be packed with **only one SKU per carton, one purchase order per carton.**

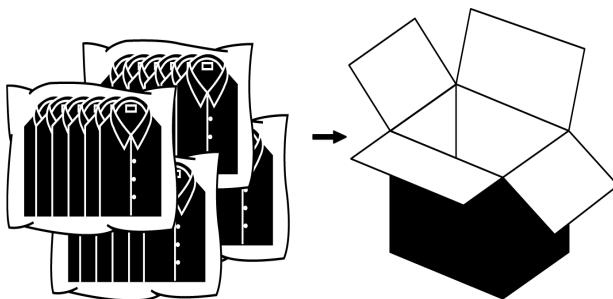
When shipping more than one SKU per pallet or loose cartons, Academy requires one GS1-128 Label per carton.

## PREPACKS

Prepacks (or complex packs) are only allowed with buyer approval.

When “prepack” merchandise is ordered, each “prepack” combination should be packaged as a separate unit within the carton, grouping them together inside polybags or rubber bands\*.

*Example:* A vendor “prepacks” shirts S-XL with the following breakout: 1-Sm, 2-Med, 2-Lg, 1-Xlg. Each prepack combination is polybagged. There are a total of 24 units in the carton, 4 polybags of 6 units



\* Only use rubber bands for merchandise shipped on hangers.\*

**Merchandise ordered by size as indicated on the Purchase Order should NOT be shipped in “prepack” unit combinations.**



## MASTER / INNER PACKS

All 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 in order to maximize the flow of merchandise through our Distribution Center. Therefore, **we require that vendors notify our buying offices, prior to shipment of goods, of any pack configuration changes made to your company's current price list.**

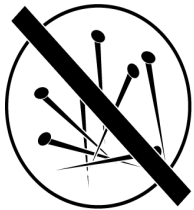
## DROP SHIP/DIRECT TO CUSTOMER ORDERS

Please e-mail [dropship@academy.com](mailto: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](mailto: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

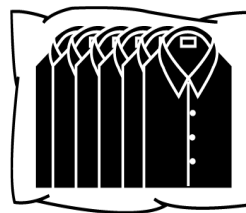


No tissue

**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 GS1 128 label to each inner bag / carton. The units assigned to the label should reflect the contents.
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 are allowed to be packed in a single carton.
2. A single GS1 128 label would be applied to the outside of the carton.
3. Place multiple inner bag / cartons inside a shipping/master carton.
4. Label the outside of the shipping/master carton (Open to Receive)



## 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

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