



**OLYMPIA** *Sports*

**Routing Guide  
and  
Transportation  
Requirements**

**February 2019**

## Attention Traffic Department and Customer Compliance Department

Dear Vendor,

Please note the following pages include multiple updates to our previous routing guides. **This guide shall supersede all previously released directives.**

Olympia Sports values our mutually beneficial trade partnerships with vendors. As such, we have made every effort to include only those requirements which contribute materially to our goals of maximizing efficiencies as well as controlling hard costs associated with the logistics of our supply chain.

You can access basic instructions about our transportation and shipping requirements on our website, [www.olympiasports.net/pages/logistics](http://www.olympiasports.net/pages/logistics). On this page you will find our Routing and Mapping Guides as well as our Vendor Standards Manual and EDI specifications. Due to the number of vendors with whom we trade we request electronic communications whenever possible to streamline our routing process for all parties. However, please call if you have questions or concerns that need to be addressed in a timely manner. I have included a list of contacts within this guide to assist in answering your questions.

We prefer all shipments are handled in a manner consistent with the instructions contained herein, however, it is our policy to charge back freight costs which would not have otherwise been incurred had our routing instructions been followed. Only the Senior Director of Operations of Olympia Sports may authorize any variations of these instructions, except where otherwise indicated.

A confirmation letter will be attached to the next purchase order placed with your organization. Please ensure this is signed and returned in a timely manner so that we may process your next routing request expeditiously.

Sincerely,  
Paul Fitzpatrick  
Senior Director of Operations  
Olympia Sports  
(207) 854-2794 ext.1107 (office)  
(207) 854-4168 (fax)  
[PFitzpatrick@olympiasports.net](mailto:PFitzpatrick@olympiasports.net)



## Transportation Requirements

### GENERAL INFORMATION

- All future Traffic and Vendor Compliance updates will be sent to the contact person listed under the correspondence information you have provided unless otherwise requested.
- It is the Vendor's responsibility to distribute Olympia Sports' updated routing instructions to its pertinent internal stakeholders and to periodically review our website for future updates.
- Vendors may update contact or address information at any time by returning the "New Vendor/Vendor Update Form." The updated form may be faxed to (207) 854-4168 or sent via e-mail to [AP@OlympiaSports.net](mailto:AP@OlympiaSports.net).
- Any exception to instructions contained herein must be obtained in writing or e-mail from Olympia Sports' Senior Director of Operations. Olympia Sports' Director of Merchandise may authorize an exception in the absence of the Senior Director of Operations.  
**INDIVIDUAL BUYERS MAY ONLY EXTEND CANCELLATION OR SHIP DATES; FAILURE TO OBTAIN PROPER PRIOR WRITTEN AUTHORIZATION WILL RESULT IN CHARGEBACKS.**
- Requests for routing must be made prior to shipping all merchandise and/or supplies to Olympia Sports, including prepaid shipments, so we can effectively manage our Receiving docks. Refer to page 7 for details.
- If packing, shipping, invoicing and Routing Guide instructions are not followed, a charge-back for additional expenses incurred will be deducted from the Vendor's invoice and a \$200 administrative fee will be charged.
- An administrative fee of \$200 will be charged for each instance follow up is necessary on vendor statements for non-recognition of charge backs and/or if repeated replacement of documentation is required for proof of charge backs or invoice deductions.
- Vendor is responsible to protect and indemnify Olympia Sports against loss or damage arising from infringement of trademarks, patents or copyrights, etc. on all merchandise included within any order placed by Olympia Sports.

### AUTOMATIC CANCELLATION POLICY

A purchase order is considered cancelled on the cancellation date or if the total backorder remaining is less than \$51 at cost. Merchandise may be returned at Vendor's expense if this cancellation policy is not followed.

## **ROUTING INFORMATION**

- All product should ship to Olympia Sports, Distribution Center, 5 Bradley Drive, Westbrook, ME 04092 unless otherwise specified within the purchase order.
- It is our goal to consolidate orders as much as possible within our required ship dates. Please refer to our Shipment Consolidation Instructions on page 5.
- Please allow forty-eight (48) hours to schedule a pick-up appointment upon the Merchandise Department's approval of the PO's listed on your request for routing. Contact information for the appropriate contacts will be included within an e-mail confirming your request has been approved.

**SHIPPING INFORMATION:** PLEASE REFER TO THE FOLLOWING INFORMATION OR OUR VENDOR STANDARDS MANUAL FOR MORE COMPLETE INFORMATION REGARDING CARTONS, PACKAGING, TICKETING AND EDI INSTRUCTIONS.

## **PACKAGING PRODUCT**

- Pack purchase orders separately according to each purchase order and its directed breakdown.
- A packing list is mandatory and must be placed on the lead box unless EDI communications have been established between Vendor and Olympia Sports. The lead box must be clearly marked as such so that it can be immediately differentiated from other cartons. The packing list must contain the following information: Vendor Name, Name of Shipper, Ship Date, Distribution Center or Store Name and number, Purchase Order number, Quantity Shipped, Number of cartons, Weight and Vendor model number.
- Please note if product is pre-ticketed on the packing list.
- A packing list is not required if we have established EDI communications and an electronic ASN detailing the contents of each box is sent prior to the order landing. The need for individual packing lists is eliminated when UCC 128 labels are affixed to each box.

## **LABELING CARTONS**

- Any carton weighing fifty (50) LBS or greater must be clearly labeled accordingly (i.e. 50 lbs, 65 lbs).
- Special handling notations are to be included on each carton (ex. fragile, this side up, etc.).
- Each carton shall be labeled with the following: Vendor name and address, Olympia Sports' purchase order number, Carton count, classification by purchase order number (i.e.: purchase order number 1234, 1 of 2, 2 of 2), quantity contained in each carton by vendor style, color, size.
- Should an individual sku require multiple cartons, place the unique model number on each carton and reference box number within sequence (ex. 1 of 2, 2 of 2).
- All small package shipments must have the weight labeled on the outside of each carton.

## **SHIPMENT CONSOLIDATION INSTRUCTIONS**

- Our goal is to consolidate as much product as possible into a single shipment while maintaining our required ship dates.
- Every effort should be made to ship purchase orders 100% complete; purchase orders should be a minimum of 80% complete prior to shipping.
- Every effort should be made to consolidate orders into one shipment per week from a single distribution facility while maintaining our required ship dates.
- Contact the appropriate Buyer if the consolidation process may cause the order to be shipped after its cancel date.
- It is not acceptable to ship multiple pro numbers within five (5) calendar days of each other from a single distribution facility with the exception of Launch and Hot Market Orders or when volume shipped requires multiple truckloads.
- Chargebacks will be assessed for multiple shipments within the above referenced time frame.

### **EXCEPTIONS TO CONSOLIDATION PROCESS**

1. Launch and Hot Market purchase orders.
2. Product shipments for which free freight agreements are applicable.

### **REPLENISHMENT ORDERS (AR's)**

- AR orders should be processed promptly upon receipt of Purchase Order.
- AR orders should not be split shipped.
- AR orders can only ship out once per week.

### **HOT MARKET ORDERS**

Vendor may pack all merchandise for a single purchase order into one box regardless of the number of sku's, unless shipping to different store locations. Multiple purchase orders packed in a single box is not allowed. A Vendor chargeback will be levied if this occurs. All boxes must be clearly marked with purchase order number.

## **PALLETIZING SHIPMENTS**

- All palletized shipments should be placed upon reusable standard 4-way pallets. All pallets must remain intact. Freight delivered on damaged or broken pallets will result in a claim for disposal.
- All pallets must have stretch film wrapped around boxes.
- Please make all pallets 48"x40"x96" when product characteristics enable it to be done safely. If product is not conducive to 96" stacked height, please load product to 84" if possible.

- Every effort must be made to separate each purchase order in the loading process if a shipment contains multiple purchase orders.
- Cartons for multiple purchase orders may be placed on the same pallet to reduce the profile of the shipment, however, a purchase order should be loaded in its entirety prior to adding a different PO to the same pallet.
- Olympia Sports will not be responsible for individual (empty) pallet weights exceeding thirty (30) pounds.

## **SHIPPING**

- Purchase orders will not be authorized for shipment more than fifteen (15) days prior to the expected ship date. Orders shipped prior to this period without proper approval will result in freight carriers holding merchandise as a delivery appointment will not be provided by Olympia Sports. Any and all additional freight or storage costs incurred as a result of these orders being held or reshipped will be charged back to the Vendor.
- Appointments must be made in advance by the carrier when delivering to our Distribution Center with the exception of Small Package Carriers. The following information is required to make an appointment: P.O.#, Vendor and number of cartons or skids. Please email [Receiving@olympiasports.net](mailto:Receiving@olympiasports.net).
- Olympia Sports will not pay any notification charges from carriers; a Vendor chargeback shall apply if such a charge is incurred with prepaid freight. In the event a Vendor has not established EDI communications with Olympia Sports and is unable to transmit an electronic Advance Shipping Notice (ASN) then a Packing List must be e-mailed to our Receiving Department at [Receiving@olympiasports.net](mailto:Receiving@olympiasports.net) or faxed to 207-854-3867.
- Product may only be shipped by Air Freight Collect or Air Freight Prepaid and Add with prior written authorization from our Senior Director of Operations or General Merchandise Manager. A charge-back will be assessed for all unauthorized Air Freight. Prepaid Air Freight for which the Vendor incurs all costs is allowed without prior approval (note: prepaid and add is excluded). The full invoice value must be declared on all air shipments when authorized to ship Air Freight. Vendor will receive a chargeback should a loss occur and full cost cannot be recovered due to noncompliance with the aforementioned.
- Original purchase orders should be shipped complete. Excessive freight charges resulting from multiple shipments due to backorders will result in a charge back.
- **REMINDER:** A single, consolidated shipment should be built in circumstances when there will be more than one purchase order being processed within one week for a single Olympia Sports location. Please reference page 5 for details regarding exceptions for Launch, AR and/or Hot Market product.
- Product may not be shipped after the cancellation date of Olympia Sports' purchase order without prior written approval from the appropriate Buyer. Orders received after their cancel date are subject to return shipping at Vendor's expense with applicable handling charges added unless proper authorization has been provided.
- Merchandise substitutions may only be shipped with prior written approval from the appropriate Buyer.

- Olympia Sports reserves the right to refuse or return any shipment not in compliance with our purchase order specifications, at Vendor's expense. Discrepancies include, but are not limited to, the following: Style, Size, Color, Quantity, shipping instructions and P.O. cancellation policy.
- **RECALL OF MERCHANDISE DUE TO VENDOR'S REQUEST** - All associated labor and transportation expenses will be charged back to the Vendor.
- Defective merchandise returns will be sent freight collect or prepaid with freight charges deducted from the next available invoice.
- Items held in Olympia Sports' Distribution Center due to discrepancies with style, size, color, quantity, shipping beyond P.O. cancellation and/or vendor recalls will be placed within a designated holding area and assessed storage fees.
- All shipments by Rail must be pre-approved by Ascent Global Logistics – a chargeback will result if approval had not been previously provided.

### **REQUESTING ROUTING**

- A request for routing must be completed prior to shipping all product, including goods which qualify for free freight, with the exception of Hot Market / Championship product. Instructions to ship Hot Market / Championship product are provided at time of order.
- To request routing, please visit [olympiaroutingrequest.com](http://olympiaroutingrequest.com) and click "I'm a vendor." Please note: www. does not precede this address and is intentionally omitted.
- The request form should be completed online; please do not save or print, complete and e-mail the form. Please note: all required fields must be completed in order to submit your request. A dialogue box will appear if information entered is incomplete or contains invalid characters.
- **It is imperative cube information and linear feet are accurate** as this information enables us to consolidate pickups from multiple vendors whenever possible. Incorrect cube or linear feet resulting in an overflow at a secondary pickup location will result in a chargeback.
- **Proper NMFC Item #, Class and Sub must be entered.** Any penalties applied by carriers will be charged back to Vendor. Reference materials for proper identification and classification can be sourced through the National Motor Freight Traffic Association, Inc at <https://store.nmfta.org/category/nmfcbooks>.
- **If Vendor is responsible for freight costs, the "Prepaid Load" option must be selected within the Pack Method dropdown.**
- Please click the "Vendor Submit Request" button after the accuracy of the aforementioned information is confirmed.
- Please allow a minimum of forty-eight (48) hours after Merchandise Dept approval for pickup.
- Ascent Global Logistics will schedule pick-ups directly with Vendors for truckload shipments.
- Vendor should contact their local terminal directly for a pick-up should Ascent Global Logistics instruct Vendor to ship via a common carrier.
- Contact Ascent Global Logistics at (800) 552-5709 immediately if an overflow occurs.

## **PREPAID FREIGHT SHIPMENTS**

Requests to ship product qualifying for free freight must be submitted through the above referenced site (olympiaroutingrequest.com). The “Prepaid” option must be selected in the “Pack Method” drop down for any qualifying shipment. A chargeback will result if qualifying product is shipped at Olympia Sports’ expense if this notation is not made at time of request. Upon receipt of an e-mail approval notification the Vendor may ship via the carrier of its choice. As a reminder, all carriers must schedule an appointment for delivery with the exception of small package carriers for deliveries of fifteen (15) or fewer cartons.

## **SMALL PACKAGE SHIPMENTS**

All small package shipments shall be shipped ground collect unless otherwise instructed upon receipt of our purchase order. If purchase order instructions include shipping directly to our stores, product must ship via third party billing to our corporate address. When using UPS Ground, band cartons together for the most economical shipment. P.O. numbers must be referenced on all cartons. We do not publish our UPS Account number within this Routing Guide; Vendors will receive a confirmation e-mail containing pertinent information once the Routing Request has been approved by our Merchandise Department for shipment.

- Product may only be shipped by Air Freight Collect or Prepaid and Add with prior written authorization from our Senior Director of Operations or General Merchandise Manager. A chargeback will be assessed for all unauthorized Air Freight. Prepaid Air Freight for which the Vendor incurs all costs is allowed without prior approval (note: prepaid and add is excluded). The full invoice value must be declared on all air shipments when authorized to ship Air Freight. The Vendor will be charged back for difference should a loss occur and full value recovery cannot be realized due to noncompliance with the aforementioned.
- Please enter the Olympia Sports purchase order number within a reference field. This will allow both Olympia Sports and its vendors to efficiently track shipments.
- Cartons valued over \$100.00 shipping small package must be adequately insured for loss.
- Vendor to pay any handling charges.
- Olympia Sports will not pay for oversize charges. A chargeback will result if Vendor provided information is inaccurate and results in the incorrect mode of transportation being assigned.
- Vendor must consolidate smaller cartons into appropriate Master Cartons, minimizing multiple single pieces. Master Carton should be labeled “MUST OPEN TO RECEIVE.” Vendor must optimize package size to keep under 3 cubic feet (5184 cubic inches) whenever possible to minimize excess single piece charges and Dimensional Weight Rating. Failure to follow this procedure will result in a chargeback.
- Dimensional Weight Rating occurs when "less dense" or "lightweight" product is packaged into a carton that is excessively large. Packages that are 3 cubic feet (5184 Cu. Inches) or greater are subject to the Dimensional Weight Rating rule and may incur a "billable weight" rating or actual weight rating, whichever is greater. Dimensional weight fees assessed by small package carriers cannot be disputed and therefore chargebacks for such fees are considered final. Vendors must optimize package size, particularly when shipping lightweight product.



## **BILL OF LADING**

A bill of lading must be completed for any LTL, volume or truckload shipment.

- Itemized details for your shipment must be completed on a carrier Bill of Lading, indicating purchase order numbers, the number of cartons associated with each purchase order as well as the total number of cartons. The total number of cartons tendered to the carrier must match the number of cartons noted on the Bill of Lading. The proper ship to address indicated on the purchase order number(s) must be entered on the Bill of Lading. **All orders shipping on the same day to a single location should be included on one Master Bill of Lading.**
- A proper description of goods and correct **NMFC Item #, Classification and Sub must** be listed on the Bill of Lading. Classifications determined by density should indicate proper PCF (Pounds per Cubic Foot) on Bill of Lading. An incorrect classification leading to an increased freight charges will result in a charge back to the vendor for additional expenses incurred.
- The Bill of Lading number presented with the physical shipment must be the exact Bill of Lading number reflected in all your EDI documents including the ship notice (856) and the invoice (810).
- The quote identification number must be present on the Bill of Lading for any volume shipment.

## **BACKHAULS**

Whenever possible Olympia Sports will leverage our fleet for routing requests within our footprint. Olympia Sports' Distribution Center Manager will coordinate an appointment with the designated contact on the Vendor routing request. Due to hours of service regulations, it is imperative shipment is prepared for loading at the agreed upon time. A chargeback will be assessed in circumstances when product is not ready when an appointment has been established. This chargeback shall include the driver's time as well as any other applicable charges.

## **TRUCK LOADING PROCESS**

Due to **Hours of Service Rules**,

- All orders must be loaded within the two (2) hour window allowed by carriers. A chargeback will result if a detention fees is incurred due to delays loading.
- Any charges associated with a Vendor requirement of driver to count freight will be charged back to the Vendor.

## **OVERSEAS SHIPMENTS**

The following paperwork must be scanned and emailed to [MFerguson@olympiasports.net](mailto:MFerguson@olympiasports.net) **and** [OceanairPortland@oceanair.net](mailto:OceanairPortland@oceanair.net) with sufficient lead time to ensure expedient processing of goods through Customs and delivery. Please provide once cargo has boarded vessel if possible. Any container for which Olympia Sports is responsible for drayage must be routed to the Port of Boston.

1. A copy of the Bill of Lading for Motor Carriage (Delivery Order).
2. A copy of the container shipping schedule (Packing List).
3. A copy of the commercial invoice.
4. A copy of the Entry/Immediate Delivery Form (Proof of Customs Clearance).

**Olympia Sports will not pay demurrage charges on any overseas containers.**

## **ADDITIONAL CHARGEBACKS**

- Failure to request routing: \$1,000 charge
- Failure to send ASN or e-mail packing list prior to delivery appointment: \$500
- Failure to list proper SCAC code in ASN: \$250
- Any carrier or broker failing to call for an appointment: \$250.00 charge
- Any carrier or broker failing to arrive within 1/2 hour of scheduled appointment without notifying receiving location: \$250.00 charge
- Storage fee for any items not ordered to be returned and/or early shipments needing to stay in holding area until delivery date: \$25.00 per day charge
- Substituted styles or styles not ordered: \$100.00 per unit
- Packing list detailing shipment contents missing from lead carton or Bill of Lading: \$500.00 charge + \$200.00 Administration Fee. Not applied to any P.O. for which an electronic ASN was sent.
- Pallets not having stretch film wrapped around boxes: \$200.00 charge
- Disposal of unusable pallets: \$100.00 charge
- Shipments by Rail not pre-approved: \$500.00 charge
- Invalid P.O.: \$500.00 charge
- Shipments made after P.O. cancellation: \$200.00 charge
- P.O. number missing from Packing List or Bill of Lading: \$250.00 charge. Not applied to any P.O. for which an electronic ASN was sent.
- Shipping to wrong address - example: shipping to Retail Stores instead of Distribution Center: \$20.00 charge per carton.
- B.O.L missing the N.M.F.C. Class and Sub: \$250.00 charge

**Please note: Chargebacks listed within Vendor Standards Manual may also apply**

## CONTACT INFORMATION

**Paul Fitzpatrick**

Senior Director of Operations & Distribution

(207) 854-2794 ext.1107

(207) 591-9032 fax

[PFitzpatrick@olympiasports.net](mailto:PFitzpatrick@olympiasports.net)

**David Osswald**

Director of Merchandise

(207) 854-2794 ext. 1280

(207) 854-4168 fax

[DOsswald@olympiasports.net](mailto:DOsswald@olympiasports.net)

**Mike Ferguson**

Operations Manager

(207) 854-2794 ext. 1182

[MFerguson@olympiasports.net](mailto:MFerguson@olympiasports.net)

**Kirk Moran**

Distribution Center Manager

(207) 854-2794 ext. 1184

[KMoran@olympiasports.net](mailto:KMoran@olympiasports.net)

**Ascent Global Logistics**

Olympia Sports' Broker

(800) 552-5709

[olympiasports@mesca.com](mailto:olympiasports@mesca.com)

**Ocean Air**

Olympia Sports' International Forwarder

(207) 761-5800

[oceanairportland@oceanair.net](mailto:oceanairportland@oceanair.net)

**D.C. HOURS OF OPERATION**

Monday - Friday 7:30 A.M - 4:00 P.M. (EST)

# NEW VENDOR/VENDOR UPDATE FORM

REQUEST FOR: \_\_\_\_\_ NEW VENDOR  
\_\_\_\_\_ UPDATED INSTRUCTIONS

DATE: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_

## CORRESPONDENCE INFORMATION:

VENDOR NAME: (LEGAL NAME): \_\_\_\_\_  
D/B/A NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
ATTENTION: (REQUIRED) \_\_\_\_\_  
PHONE NUMBER: (REQUIRED) \_\_\_\_\_  
FAX NUMBER: (REQUIRED) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_

IF VENDOR RETURNS ADDRESS IS DIFFERENT THAN THE CORRESPONDENCE ADDRESS,  
PLEASE COMPLETE: \_\_\_\_\_

RETURNS INFORMATION: \_\_\_\_\_

VENDOR OR COMPANY NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
ATTENTION: (REQUIRED) \_\_\_\_\_  
PHONE NUMBER: (REQUIRED) \_\_\_\_\_  
FAX NUMBER: (REQUIRED) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_

IF VENDOR "SHIP FROM" IS DIFFERENT THAN THE CORRESPONDENCE ADDRESS, THE  
SECTION BELOW MUST ALSO BE COMPLETED: \_\_\_\_\_

## SHIP FROM INFORMATION NECESSARY TO RECEIVE ROUTING INSTRUCTIONS

VENDOR OR COMPANY NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_ @ \_\_\_\_\_  
ATTENTION: (REQUIRED) \_\_\_\_\_  
PHONE NUMBER: (REQUIRED) \_\_\_\_\_  
FAX NUMBER: (REQUIRED) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_

TO BE COMPLETED BY OLYMPIA SPORTS:

CARRIER \_\_\_\_\_

VENDOR \_\_\_\_\_

DATE ENTERED BY CAO: \_\_\_\_\_

ENTERED \_\_\_\_\_

**Acknowledgement of Receipt of**



**Routing Guide**

I \_\_\_\_\_ from \_\_\_\_\_  
HAVE RECEIVED A COPY OF YOUR ROUTING GUIDE DATED FEBRUARY 2019 AND HAVE  
FORWARDED TO OUR TRAFFIC DEPARTMENT.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_