

Merchandise and Supply Chain Inc. Routing and Transportation Guide



GOLF GALAXY

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Routing Guide Change History

	Routing Guide Change History						
DATE	TITLE	SECTION	CHANGE DESCRIPTION				
11.20.20	California Prop 65	4.11	Included link to list of chemicals – updated requirement for clarity				
4.20.20	Video Specifications	4.3.4	Added additional requirements				
4.20.20	Jog bras, Sports Bras, Swimwear tops	5.3.3	Swimwear tops change to 6010 as of Jan. 1 2021				
4.20.20	Hanger Chart	Exhibit F	Reflects update to Swimwear top hanger change as of 1.1.21				
2.1.20	UPC/GFIN Reuse Standards	4.1.5	New				
2.1.20	Shipping Location Eligibility	4.7	New				
2.1.20	Footwear	5.4	Updated to specify "all" unboxed footwear to be secured				
2.1.20	Standard Purchade Order Types	6.1.2	Changes term for Drop Ship to Direct to Store Purchase Order				
2.1.20	Compliance	7.5.3	Updated to add invoice compliance deduction codes				
2.1.20	General Packing and Shipping	9	Updated to add an additional bullet regarding the use of straps				
	<u> </u>	9.7					
2.1.20 2.1.20	Conveyable Carton Specifications	+	Added statement to review casepacks to avoid non-conveyable				
	Shipping Label Placement	11	Revised to simplify placement on conveyable cartons				
2.1.20	Direct to Store	14.2.5	Added bullet for the use of prepaid approved carriers				
2.1.20	BOL Preparation	14.3.1	Added bullets for total carton count on BOL				
2.1.20	TMS Ship ID Requirements	14.3.1	Clarified where TMS Ship ID belongs on non-standard BOL				
2.1.20	Product Withdrawal/Recall	20	Updated Safety Recall verbiage				
2.1.20	Ecommerce Packaging and VAS Requirements	18.2	Updated packaging for hardgoods to include UPC on outer package				
2.1.20	Compliance Offsets	Exhibit D	Removed Codes: CS,MH,PQ,PS,PB,OP,SU,RTV,PR,IA,ED,IA,IA2				
2.1.20	Compliance Offsets	Exhibit D	Revised LP to be based on updated label placement guidelines				
2.1.20	Compliance Offsets	Exhibit D	Revised TP removing twisted hangtag compliance				
2.1.20	Compliance Offsets	Exhibit D	Revised SW code removing charge for loose sizers				
10.8.19	Product Detail Requirements	4.4	Added "Required" for Country of Origin				
10.8.19	Proper Presentation for Hanging Bottoms	5.3.1	Clarification on moving from single to double tuck				
10.8.19	General Polybag Requirements	5.5.1	Added additional clarity on polybag requirements				
10.8.19	Invoicing	7.5.1	Additional invoice requirements for header and resends				
10.8.19	Invoicing Research and Disputes	7.5.4	New				
10.8.19	Routing (TMS Training)	13	Moved section in front of Domestic transportation for better flow				
10.8.19	Requesting Routing	13.1	Updated/clarified additional information on metrics				
10.8.19	Modification/Cancelling of Routing Request	13.4	Clarified information on updating/canceling RTS				
10.8.19	Domestic Transportation	14	Moved section after Touting for better flow				
10.8.19	Additional Shipping Instructions	14.1	Updated including weight for palletized shipments				
10.8.19	Collect Shipments	14.2.1	Updated verbiage to contact TMS I carriers fail to pick up				
10.8.19	Parcel Prepaid Shipments	14.2.3	Clarified reference field for PO in FedEx system				
10.8.19	Direct to Store Orders	14.2.5	Clarified ASN timing and merchant approval for DTS				
10.8.19	Parcel Collect Shipments	14.2.7	Updated package length and determining dimensional weight for parcel				
10.8.19	Parcel Collect Shipments	14.2.7	Updated location to enter PO in FedEx system with screen shot				
10.8.19	BOL Preparation	14.3	Updated correct reference sections				
10.8.19	Bill to and Ship to Address	14.3.2	Clarified verbiage to Third Party Freight Charges				
10.8.19	APL Logistics Booking Process	15.1.5	Updated Dick's Merchandise & Supply Chain				
10.8.19	Documentation required upon shipment	15.1.6	Added bullets for Trade agreement documents and GTNexus				
	(Import)						
10.8.19	Supply Chain Security (C-TPAT)	15.2	Added additional Vendor Security Criteria				
10.8.19	RTV Research and Disputes	16.3	New				
10.8.19	Ecommerce PO Shipping Information	18.1	Removed 822 as a Fulfilment location				
10.8.19	Ecommerce Packaging and VAS Requirements	18.2	Updated packing and polybag requirements				
10.8.19	Compliance Offset	Exhibit D	Added verbiage to codes for clarification. Added TR, EA for DTS				
10.8.19	Hanger Chart	Exhibit F	Added wetsuit to hanger chart and clarification on extended waist size				
3.29.19	Pharmaceuticals	13.3	Changed from 120 days to 150 days				
3.22.19	TMS Ship ID and BOL Requirements	13.3	Updated TMS requirements on BOL				
3.18.19	Pharmaceuticals	4.12	New				
3.18.19	Specific Label Information	10.3.2	added human readable SSCC18 # as required				
3.18.19	Pallet Loading Requirements	11.5	Added requirement to add placard for DC location				
3.18.19	Boats	11.8	Added label placement requirements for boats				
3.18.19	General Shipping Instructions	13.1	Updated best practice requirements				
3.18.19	Shipment Methods	13.2	Updated requirements				
3.18.19	BOL Preparation	13.3	Updated BOL requirements and example				
3.18.19	Collect Parcel Shipping	13.2.7	Added requirement to include valid PO in FedEx system				
3.18.19	Compliance Offsets	Exhibit D	Updated transportation compliance				
3.18.19	Compliance Offsets	Exhibit D	added new IA-1 for missing/invalid PO in parcel system				
3.18.19	Hanger Chart	Exhibit F	Added Skirts to hang in open presentation and 6008 for youth sizes				
11.9.18	Warranty Guidelines	4.8.2	Added note to reference FTP site instructions				

11.9.18	Documentation required for Import shipments	15.1.6	Updated Geodis email
11.9.18	Ecommerce PO Shipping Information	18.1	Added new 2019 fulfilment locations
11.9.18	Connecting to DSG ftp	Exhibit I	New to explain how to log into dsg ftp site
8.24.18	Image Specifications	4.3.1	Updates to image specs
8.24.18	Product Regulatory Compliance	4.10	Updated contact information
8.24.18	California Prop 65	4.11	Updates to requirements
8.24.18	Hanging Requirements	5.3	Updated to reflect 2 piece sets
8.24.18	Jog Bras, Sports Bras, Swimwear Tops	5.3.3	Updated to new hanging requirement as of 1.1.19
8.24.18	Polybags and general requirements	5.5/5.5.1	New to clarify polybag requirements
8.24.18	Invoicing and Payments	7.5	New
8.24.18	Conveyable Carton Specifications	9.7	Updated max weight for conveyable to 50 lb.
8.24.18	Carton Markings	10.5	New
8.24.18	Conveyable Carton Label Placement	11.2	Clarity on smaller carton placement
8.24.18	Contact Information	21	Added eCommerce contacts
8.24.18 8.24.18	Packing and VAS Requirements (ecomm) Ticket Placement	18.2	Added requirement to seal polybag
8.24.18	Compliance Offsets	Exhibit A Exhibit D	Clarity on bags Removed MU, MW, AS, RR. FR
8.24.18	Hanger Chart	Exhibit F	Updated to reflect jog bra/swim top updates for Jan 1
8.24.18	Regulatory Compliance Category	Exhibit G	Added clarification
12.5.17	BOL Preparation	13.3	Corrected Bill to from DC address to "Bill to address" (13.3.2)
11.3.17	Electronic Catalog Service	4.1	Removed OpenText as a preferred provider
11.3.17	Ecommerce Product Detail	4.4	Defined Depth, width and height. Direct to exhibit E for examples
11.3.17	California Prop 65	4.11	New addition for Prop 65 requirement
11.3.17	Fold for Ecommernce	5.2.2	New to call out ecomm requirement for apparel in this location
11.3.17	Non ASN vendors packing slip	8.2	Added Conklin DC information
11.3.17	General Packing and Shipping	9	Clarity on polybags and excessive packaging
11.3.17	Unnecessary Material Guidelines	9.2	Provided clarity on polybags
11.3.17	UCC128 Specifications	10.2.1	Additional guidelines on label quality
11.3.17	Label Verification	10.2.1.1	New for additional guidance on label quality
11.3.17	Specific Label Information	10.3.2	Added additional label example for direct to store and clarified address
44.0.47	Occurrently Ocators Label Blackward	44.0	information to include chain name
11.3.17 11.3.17	Conveyable Carton Label Placement BOL Preparation	11.2 13.3	Updated guidelines for placement on cartons with seam to 8"
11.3.17	Bill and Ship to Addresses	13.3.2	Additional updates on BOL requirements and compliance Added Conklin information
11.3.17	POD Requests	13.3.3	Added Conklin Information Added Conklin information
11.3.17	Point of Sale reporting - Edifice	17	Updated contact information
11.3.17	Ecommerce	18	Removed separate shipping locations for Golf Galaxy
11.3.17	Chargeback research and disputes	19	Updated – no disputes over 1 year, clarified date of approved
11.3.17	Safety Recall Expense Recovery	20	Updated charge for firearms
11.3.17	Folding Standard	Exhibit B	Updated pant/short fold
11.3.17	Compliance Offset	Exhibit D	Updated Compliance Fees
11.3.17	Ecommece Product Measuring Guide	Exhibit E	Updated for ecomm
11.3.17	Ocean Shipment FOB Collect	15.1.4	Updated chart to include Conklin DC
11.3.17	Documentation required upon shipment	15.1.6	Removed HK address and updated Conklin information
2.17.17	Introduction	1	Added 2 additional sites for compliance standards
2.17.17	Product Data and Attributes	4	Additional verbiage in paragraph 1
2.17.17	Electronic Catalogue Service	4.1.1	Updated catalogue services to include SPS and OpenText
2.17.17	Product warranty requirements	4.8.1	Added Universal Accessibility (PDF/UA) specification
2.17.17	Warranty Guidelines	4.8.2	Added Universal Accessibility (PDF/AU) specifications
2.17.17	Product regulatory compliance assessment	4.10	Added bullet for chargeback questions to direct to Vendor Relations
2.17.17	Fold Requirements	5.2	Updated polybag closure and fold standard to portrait
2.17.17 2.17.17	Unnecessary Material guidelines Conveyable Carton Specifications	9.5 11.5	Added "do not tape or tie" polybags closed Changed carton height from 3.5 to 4" or less place label to top
2.17.17	Direct to store orders	13.2.5	Added bullet to include complete store address in zone B
2.17.17	Parcel Collect Shipments	13.2.5	Added requirement to use correct 3 rd party billing account #
2.17.17	Requesting Routing for Purchase Orders	14.1	Added clarification on TMS routing timing and a chart
2.17.17	Damage/Defective Product	16.2	New statement regarding DSG right to sell DD product to 3 rd party
2.17.17	Point of Sale Reporting - Edifice	17	New contact
2.17.17	Contact Information	21	Updated AP contacts
2.17.17	Folding Standard	Exhibit B	Updated to Portrait fold standard
2.17.17	Compliance Offsets	Exhibit D	Added new compliance code for using wrong parcel acct#
8.3.16	Methods and Delivery Timing for Product Attributes	4.1	Added reference to Exhibit H for timing and delivery methods
8.3.16	Excel Spreadsheet Template	4.1.2	Added verbiage to email completed spreadsheet to buyer
8.3.16	Product Dimensions	4.0	Added verbiage to header "In Store Display"

8.3.16	Image Specifications	4.3.1	Added statement providing link to image guides. Added request for
			images to be on model and alternate images
8.3.16	Videos	4.3.4	New to include video request
8.3.16	Video Specifications	4.3.4.1	New video specs
8.3.16	Product Detail Requirements	4.4	Added required attributes necessary for style creation
8.3.16	Carton Labeling	10.1	Added packing slip requirement to be attached to the carton (guns)
8.3.16	Parcel Prepaid Shipments	13.2.3	Clarified parcel requirements to be total for one week
8.3.16	Parcel Collect Shipments	13.2.7	Updated parcel requirements for collect parcel shipments
8.3.16	BOL Preparation	13.3	Added requirement for complete carrier name
8.3.16	Routing (TMS Training)	14	Added verbiage for completing TMS Profile for new vendors
8.3.16	Requesting Routing for your PO	14.1	Added "Collect" for 48 hour routing request requirement
8.3.16	Compliance Chart	Exhibit D	Removal of SS code and update to IN, MC and WER codes
8.3.16	Hanger Chart	Exhibit F	Update for different swim tops (flutter top, tankini)
8.3.16	Product Attribute Delivery requirements	Exhibit H	New. Chart added outlining timing and delivery methods
4.8.16	Image Delivery Timing (Product Images)	4.3.2	Updated image delivery timing to 4 weeks
4.8.16	Multiple vendor numbers per EDI TP ID	7.2.3	Added additional verbiage, creating master BOL for multiple Vendor #'s
4.8.16	Carton Labeling	10.1	Updated Firearm specifications
4.8.16	Shipping Label Placement	11	Updated Charts for all carton types
4.8.16	Pallet Loading	11.5	Updated Firearm Specifications
4.8.16	Trailer Loading	11.6	Added definition of loading
4.8.16	Loading Non-Conveyable Cartons	11.7	New: Added container loading for non-con merchandise
4.8.16	TMS Ship ID Requirements	13.3.1	Added verbiage for using master BOL when sending multiple ASN's
4.8.16	Direct Import Collect Transportation	15	Moved from Import Routing Guide for Import Domestic shipping
4.8.16	Chargeback Research and Dispute	19	Updated instructions on how to dispute in the vendor portal
4.8.16	Compliance Chart	Exhibit D	Updated with Tiered Image Compliance
4.8.16	Hanger Chart	Exhibit F	Updated Hanger Guide
10.12.15	Product regulatory Compliance	4.10	New outlining regulatory compliance
10.12.15	Carton Labeling	10.1	Updated carton marking requirements
10.12.15	Safety Recall Expense Recovery	19	New outlining Safety recall expense recovery process
10.12.15	Compliance Offsets	Exhibit D	Added new WER and REC and updated HZ
10.12.15	Regulatory Product registration Categories	Exhibit G	New
7.10.15	Hanger Chart	Exhibit F	Added additional hanger for Men's size 3XL and larger
6.1.15	Footwear	5.4	Added retail ticket requirement for unboxed footwear
6.1.15	Requesting Routing for your PO's	14.1	Added additional bullets
6.1.15	PO Extensions	14.3	New
6.1.15	Compliance Offsets	Exhibit D	Updated Logistics compliance fees and addition of LR
1.24.14	Product Information	4	Updated information
1.24.14	Methods of Providing Information	4.1	New
1.24.14	Product Dimensions	4.2	Added verbiage for clarity and changed the Exhibit
1.24.14	Product Images	4.3	Updated image requirements to include all DSG affiliates
1.24.14	File Naming	4.3.4	Changed naming to meet GSI standards
1.24.14	Proper Tucking for Bottoms	5.3	Updated tucking and clipping
1.24.14	Hanger Order forms	5.3.2	New. Included verbiage stating non approved hanger use
1.24.14	Child order-pack by store	6.1.3	Added verbiage to clarify DC location as part of the store allocation
1.24.14	ASN Requirements	7.2	New
1.24.14	Shipping Methods	13.2.2	Added prepaid vendor approved carrier program
1.24.14	Small Parcel shipments	13.2.7	Updated requirements
1.24.14	Requesting Routing	14.1	Updated requirements on selecting "partial" shipments
1.24.14	Modification/Cancellation routing request	14.3	Updated requirements on how to modify routing approved requests
1.24.14	Edifice	16	Updated contact information
1.24.14	Contact Information	18.1	New contact list
1.24.14	Compliance Offsets	Exhibit D	New CP Compliance for casepack discrepancy, Removal of BM
2.22.13	Space Planning	4.4	New
2.22.13	Ticketing Requirements	5.1	Added verbiage regarding excluding the DSG name on tickets
222.13	Hanging Requirements	5.3	Updated hanger guide to reflect coat hangers and new supplier
2.22.13	Purchase Order Types	6.1	Updated replenishment order types for AWR and ASR
2.22.13	Non ASN Vendor packing slips	8.2	Added GY DC email and address, removed fax# for all DC's
2.22.13	Packing prepacks	9.3	Added G1 DC entail and address, removed tax# for all DCs Added verbiage for incomplete prepacks
2.22.13	Bill and Ship to Address	13.3.2	Added Goodyear DC
2.22.13	POD Requests	13.3.2	New
	·	17.3.1	Added Licensed image requirements
2 22 42		1 17.3.1	Audeu Licenseu image requirements
2.22.13	Images Complete image package		Added Complete image pockage requirements
2.22.13	Complete image package	17.3.2	Added Complete image package requirements
2.22.13 2.22.13	Complete image package Ticket Placement	17.3.2 Exhibit B	Added boxed Golf sets, Bowling shoes and Batting Gloves as required
2.22.13	Complete image package	17.3.2	

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12.17.12	Contacts	Exhibit A	New VR Rep
8.27.12	Hanging Requirements	5	Jog Bra, swimwear presentation to 6010. All jackets and fleece to 3328
8.27.12	Packing Slip requirements	8.1	Added separate requirements for PO's to GSI 821 and 822
8.27.12	Label formatting	10	Added the words mandatory to the sort letter. Added verbiage
8.27.12	Vendor Certification	12	Added verbiage "at the carton level"
8.27.12	Logistics, Shipment methods	13.2	Added verbiage and Added carrier ABF for LTL Prepaid
8.27.12	BOL Preparation	13.3	New BOL Sample
8.27.12	TMS Shipment ID Requirements	13.3.1	New. Added requirements for shipment ID on BOL and ASN
8.27.12	Bill to and Ship to Address	13.3.2	Updated address for both
8.27.12	Requesting Routing	14.1	Added verbiage referencing section 13.1.1
8.27.12	ECOMMERCE	17	New. Added for DSG and GG ecomm requirements
8.27.12	Contacts	Exhibit A	Updated finance contacts
8.27.12	Folding Standards	Exhibit C	Updated size strip contact
8.27.12	EDI Change Form	Exhibit F	Updated contact information
8.27.12	Compliance offset	Exhibit G	Added compliance for missing information on ASN and Vendor Direct
8.27.12	DSG Image Requirements	Exhibit H	Image requirements for DSG ecommerce
8.27.12	Golf Galaxy Image Requirements	Exhibit I	Image requirements for GG ecommerce
5.29.12	Hanger Requirements	5.3	Women's tops moved to 484, previously 485
5.29.12	Contact List	Exhibit A	Updated Finance Contacts
4.23.12	Compliance Offsets	Exhibit G	Mixed carton service fee increase to \$500
4.23.12	Contacts	Exhibit A	Updated Vendor Relations
4.23.12	Specific Label information	10.6.2	Removed "required" from DC# in Zone B
12.1.11	Hanger Requirements	5.3	Updated new black hanger guide
12.1.11	Optimal Flow PO Types	6.1.2	Included requirement verbiage for Parent Child DC Split Order type
12.1.11	EDI	7	Added "required" use of standard EDI version
12.1.11	Packing slip handling	8.3	Corrected Atlanta DC email address
12.1.11	Specific label format	10.6.2	Corrected pack by store sample reflecting store name mandatory
12.1.11	Contacts	Exhibit A	Updated finance contacts
8.26.2011	Fold Requirements	5.2	Updated requirements to include size strip
8.26.2011	Tuck Requirements	5.3.1	Double tuck requirements on bottoms
8.26.2011	Footwear	5.4	Added footwear packaging instructions
8.26.2011	Standard PO Types	6.1.1	Added New Store PO Information
8.26.2011	Specific Label Information	10.6.2	Updated GSI label samples to included sort letter
8.26.2011	BOL Preparation	13.3	Added number of pallets and NMCF class number to requirements
8.26.2011	Ticket Placement	Exhibit B	Removed Dartboards from retail ticketing
8.26.2011	Fold Standard	Exhibit C	Updated new DSG standard fold instructions and size strip order form
5.6.2011	Non EDI packing slips	8.3	Added PCO email addresses for packing slips as preferred option
5.6.2011	Vendor Certification	12	New Section
5.6.2011	RTV for Damage/Defective	15	New section outlining the RTV process for damage/defective returns
5.6.2011	Contact List	Exhibit A	Updated Vendor Relations Contacts
5.6.2011	Excessive Packaging	9.4.1	Added requirements for excessive packaging
5.6.2011	Standard PO Types	6.1.1	Included packing slip requirement for Drop Ship Order
5.6.2011	Compliance Offset	Exhibit G	ES/LS, Vendor Certification IN, RTV
5.6.2011	Specific label format	10.6.2	Added new label format examples
1.3.2011	Compliance Offsets	Exhibit G	2011 Updated Vendor Compliance Schedule

SECTION 1 INTRODUCTION

As stated in the Dick's Sporting Goods Vendor Agreement ("Vendor Agreement"), it is our expectation that vendors will abide by this routing guide. This routing guide is intended to provide guidance and direction to all vendors shipping any product to any Dick's Sporting Goods and/or affiliated distribution center or store. The goal is to swiftly, accurately, and economically move inventory through our supply chain and to provide outstanding service to our customers.

As you read through this routing guide you will notice some items specifically defined as required and some items will be defined as recommended or requested. Please note that unless identified as recommended or requested a section is considered to be required.

Required: Guidelines that Dick's Sporting Goods has identified as an important process in our supply chain. Compliance is necessary for all required items.

Recommended or requested: Guidelines Dick's Sporting Goods is asking for assistance on but has not insisted in compliance.

* Recommended or requested items can become required at any time as Dick's Sporting Goods finds it necessary. A notice will be sent on updates or changes to required and recommended or requested items.

To enhance our supply chain Dick's Sporting Goods requires compliance to the following standards:

- GS1... www.gs1.org
- Universal Product Code (UPC)
- Electronic Data Interchange (EDI)
- Department of Transportation (DOT)
- ATF Publication 5300.4 Gun Control Act Chapter 27 CFR Part 478
- Federal Trade Commission (FTC)
- US Customs and Borders Protection (CBP)
- Web Content Accessibility Guidelines (WCAG) 2.0 AA

All guidelines stated herein are Dick's Sporting Goods' policy and cannot be changed or modified except by written approval by the manager or director of vendor relations. This routing guide takes precedence over any previous routing guides published by Dick's Sporting Goods. The purchase of vendor's products and/or services are subject to this routing guide, as amended from time to time and the Vendor Agreement.

1.1 Revisions to Routing Guide

Revisions to this routing guide will be shaded to indicate modification. Modifications will remain shaded until new revision. For consistency this routing guide will be revised at least every six (6) months, but may occur whenever required to adapt to current conditions. To view history of prior modifications please see change log page at the beginning of the guide

1.2 DSG Vendor Portal (<u>www.dsgfreight.com</u>)

All information related to this routing guide is located in the Project Library of the vendor portal. All vendors are required as stated in the vendor agreement to follow the requirements set forth in the routing guide.

The vendor portal will provide additional access to the following:

- EDI documents and any errors associated with the document (ASN's and Invoices)
- Receive alerts related to invalid/Missing ASN's
- Compliance chargebacks including related pictures
- Inter-active to request additional details and dispute chargebacks

- Receive notifications when a compliance issue is reported for quick resolution
- Updated store address listing

1.3 DSG Freight Website Registration

REQUIRED:

- New Vendors –Contacts from your Vendor Agreement will receive a "Vendor Admin" User ID for the Dick's Sporting Goods Vendor Portal.
- Existing Vendors The vendor's Vendor Admin is responsible for adding additional users for their organization, as well as maintaining/deleting users as needed.
- It is recommended to register members from the following groups: customer service, distribution, transportation, EDI, and sales
- It is required for the vendor to maintain current user access. If a person has left the company or is no longer on the Dick's Sporting Goods account, it is the Vendor Admin responsibility to update the users associated with the Vendor Account.
 - o It is recommended to have more than one user set up with the admin role
- Vendor must review the Documents located on the DSG Vendor Portal, including this Routing Guide, thoroughly prior to the first shipment to ensure guidelines are followed.
- Vendor must revisit the DSG Vendor Portal monthly to check for our most recent updates and alerts.

Best Practice:

Vendors have created an internal generic email box for their company so that updates and notifications can be sent and filed under that address.

For example: DSGVendorCompliance@vendor.com. Once this email is registered to the www.dsgfreight.com website, then updates will be delivered to that internal box and the internal vendor team can access it

SECTION 2 Confidential Information Policy

This routing guide shall be subject to the confidentiality; securities laws provision of the vendor agreement. All sales/POS data shall be deemed the confidential information of Dick's Sporting Goods.

SECTION 3 Vendor Indemnification and Insurance

Vendor agrees to comply with all indemnification obligations and insurance requirements as provided in the vendor agreement.

SECTION 4 Product Data and Attributes

Dick's Sporting Goods utilizes many product attributes in order to properly plan all areas of our business. Having complete, accurate and timely product data to plan, purchase, price and present products is critical to all of our lines of business. Dick's Sporting Goods will take as many attributes that you can provide, but we do have specific attributes that are required. The list of product attributes can change as our business evolves; therefore, it is critical to stay up to date.

4.1 Delivery Timing and Methods

All product information must be provided to DSG using one or more of the approved methods. Please refer to the Product Attribute Delivery Table, Exhibit H for proper delivery timing and methods to each specific attribute outlined in this section.

4.1.1 Electronic Catalog Services

Providing product information using an electronic catalog service is our preferred method. Dick's Sporting Goods has chosen SPS to be the required Catalog service provider

<u>SPS Commerce Assortment</u>. For specific questions about their service, you can review the SPS Commerce website at https://supportcenter.spscommerce.com/spscommerce. Additionally, if you currently do not use any electronic catalog services, we ask that you sign up and begin providing product data via SPS Commerce.

If you currently subscribe to another catalog service, you must contact the Merchandise Data team for approval to use this service.

If you have any questions regarding the Dick's Sporting Goods electronic catalog services initiative, please contact our Merchandise Data team at merchdata@dcsg.com.

4.1.2 Excel Spreadsheet Template

An alternative method to provide us product information is by using an Excel Spreadsheet Template. The template can be found in the project library of the vendor portal www.dsgfreight.com under the ecommerce section. The template should be downloaded to your internal system, completed by the appropriate vendor personnel, and then emailed directly to your buyer to complete the set up process.

The list of product attributes can change as our business changes, therefore it is critical to use the current template from the website each time that product data is provided.

4.1.3 Vendor Hosted Product Catalog Sites

An additional alternative method to provide us product information is via access to a Vendor Hosted Product Catalog Site. Contact the Merchandise Data team at <a href="mailto:merchand

4.1.4 EDI 832 Transmissions

This method is NOT a current option at this time. Contact the Merchandise Data team at <a href="merchant:merchant: merchant: between: merchant: me

4.1.5 UPC/GTIN Reuse Standards

Dick's Sporting Goods does not accept the reuse of any UPCs/GTIN. The industry standard for reuse has changed as of December 2018. Any new product created must be assigned a new unique UPC/GTIN in order to be in compliance with this requirement. You can find more information on reuse standards on the GS1 link https://www.gs1us.org/what-we-do/standards/gtin-no-reuse

4.2 Product Dimensions

4.2.1 In-Store Display

We have aligned our store planning program with the current GS1 standards for Product or Package Measurement Rules.

We have attached a link to the current GS1 guidelines for Product or Package Measurement Rules. We ask that you download a copy from the link and provide internally within your company so this program is successful for both our companies for descriptions on the standard measurement rules. https://www.gs1.org/docs/gdsn/3.1/GDSN_Package_Measurement_Rules.pdf. If you are unable to click the link please copy and paste it into your web browser

4.3 Product Images

All Vendors are required to provide images for all products sold to Dick's Sporting Goods and its affiliates for each product and color variation.

- For all inline items it is required to supply the image at least 4 weeks before the Do Not Ship Before (DNSB4) date of the first PO for any new item.
- Product identified as quickturn (PO written less than 4 weeks before the DNSB4 date) are required to have images within 48 hours of order submission

Photo images are to be in web site-ready condition, and should not require additional touch ups or photo shoots. Every color and variation of an item requires a unique photo image. Vendors are responsible to provide a complete image package (defined below) per item.

- **Complete image package** is defined as multiple images that define graphics or design elements that are essential to detail the item (example: Jerseys should include front and back image with player name and number).
- If multiple colors of a product are available, images must be available for all colors, and differentiated by a color code

Below are the requirements for images for all products

4.3.1 Image Specifications

Examples of specific image guides by category can be found in the Project Library of the vendor portal (www.dsgfreight.com) under the ecommerce section

Image Sizing

- Color Mode: RGB set at 8 bits per channel (no CMYK)
- Image Size: The minimum size shall be 2400 x 2400 4800 x 4800
- Resolution: 300 ppi (pixels per inch)

Product Style

- **Style/Product:** <u>must</u> be shot alone on a white background. (RGB 255/255/255) or transparent background. If there are shadows or a background in the image, a clipping path or separate layer must be included.
- Do not include any props or accessories as your image will be rejected.
- Images must be shot on final strike off samples.
- Apparel images are requested on model. For specific guidelines please contact your content specialist
- Image Positioning: The center of the item shall be centered in the image frame
- Image Quality

No alpha channel or layers, guides or rulers

No bubbles, fingerprints or Newton rings from scans

No transfer functions or postscript color management

No signatures, "fingerprinting" or visible watermarks

No scanning from printed pages

No evidence of dust or scratches on image

No manufactured shadows, embossing, or glowing edges

Alternate Images

- A minimum of 3 alternate images per style and colorway are requested (if multiple colors exist for a style)
 - Image angles should align with category-specific image standards
 - Alternate images must be related to the product and may detail close-ups and lifestyle images
 - Alternate images follow the same sizing and naming requirements as the primary
 - o image

File Saving

- Clipping Path: All images must have a close cropped clipping path defined.
- Saved for Web: JPG at 100% Maximum with a level 10 compression
- File Name: See 4.3.4 for naming instructions

Image Delivery

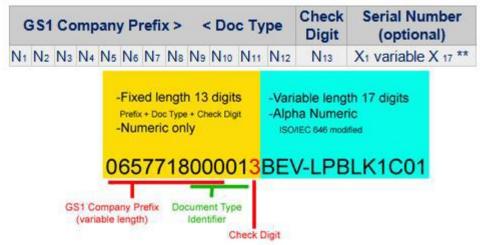
All Images can be supplied to your content specialist in either manner outline below:

- Via your FTP site. Please supply us with a link to download
- DICK's SFTP site (Please create a folder for your company)
- Download link via email
- Please refer to Exhibit H for required timing for supplying images

4.3.3 File Naming

Dick's Sporting Goods requires the GS1 GDTI (Global Document Type Identifier) naming convention as outlined in the Standards manual for Product Images. This unique naming identifies who the image is from, the type of image and provides a unique reference to link to additional information within our data system.

The GDTI is composed of a SG1 Company prefix, a document type, a check digit and a 1 to 17 alpha/numeric serial number (also referred to as vendor style number). This can be used to access database information if required for document control purposes. The GDTI is assigned for the lifetime of the document type and may be bar coded using Application Identifier (253). Below is an example of how it is constructed.



For more details on the GS1 standards please refer to the GUIDELINE FOR GENERAL MERCHANDISE PRODUCT IMAGE EXCHANGE BETWEEN TRADING PARTNERS

https://www.gs1us.org/industries/apparel-general-merchandise/initiative

If you use a different method please contact your content specialist so they understand how your images are saved so they can be easily located when needed

4.3.4 Videos

All Vendors are requested to provide available product and/or technology videos for applicable products sold to Dick's Sporting Goods and its affiliates 4 weeks prior to first DNSB4 date as stated on the first PO of any new item. Below are the requirements for videos:

4.3.4.1 Video Specifications

- Video must not contain phone numbers or links to external websites
- Video must be relevant to the product (showcasing specific product details or technologies)
- File Name: Videos should be saved as vendor style number
- Videos must be ADA compliant (including closed-captioned) and otherwise compliant with applicable law
- Vendor must have all rights and licenses necessary for Dick's Sporting Goods to publicly display the videos

4.4 Product Detail Requirements

PRODUCT DIMENSIONS & WEIGHT

Consumer Package Item Measurements:

- Weight expressed in lbs.; to 2 decimal points; (consumer package weight)
- Depth (front to back) expressed in inches; to 2 decimal points; (consumer package length)
- Width (left to right) expressed in inches; to 2 decimal points; (consumer package width)
- Height (base to top) expressed in inches; to 2 decimal points; (consumer package height)
- o Examples on how to properly measure items are in Exhibit E.
- Hazmat Y/N. If yes, include the following:
 - Hazmat ID # 6 digits; 2 alpha, 4 numeric
 - Hazmat Class Code 1 character; numeric
 - Hazmat Division# 2 characters; numeric
 - Hazmat Division Description description
- Known Ship to Restriction Y/N (provided if vendor is aware of a restriction that would affect this product being shipped to a specific state, county or municipality)
- **GENDER/AGE** (such as: Adult, Youth, Men's, Women's, etc....)
- PRODUCT CONSTRUCTION
- **TECHNOLOGY**: Include all technology used to create the product
- ALL PRODUCT ATTRIBUTES (such as: includes carrying case, balls sold separately, etc.)
- FABRIC/MATERIAL CONTENT (if applicable): Listed by percentage (such as: 80% Cotton / 20% Polyester)
- SIZE CHART/FIT GUIDE (if applicable)
- **Equipment Spec Chart:** to include all specs for equipment or set i.e. loft, length, swing weight...
- COUNTRY OF ORIGIN Required
- WARRANTY INFORMATION (section 4.8)
- LIST OF FEATURES/BENEFITS (This information should highlight the strongest and most prominent selling features of your product, listed in order of importance. Its main function is to inform customers about any characteristics that set the product apart from others in the same line/category.)

Please Note:

No product can be displayed on the eCommerce website until all required attributes have been provided. Not complying to the time frames will delay product from being sold online meaning loss of sales.

4.5 Material Safety Data Sheet (MSDS)

Vendor must provide Dick's Sporting Goods with valid MSDS paperwork for any and all products meeting this requirement as stated by OSHA. It is the vendor's responsibility to maintain this information and provide Dick's Sporting Goods updates as required.

4.6 Hazardous Materials

All hazardous materials regulated by DOT (Department of Logistics) must meet all prescribed regulation per 49 CFR (Code of Federal Regulations).

All hazardous materials must be packaged in United Nations Performance Oriented Packaging (UN POP) except when non-specification packaging is authorized by 49 CFR.

Packaging containing hazardous materials must be properly classified, described, packaged, marked, labeled and in proper condition for Logistics according to applicable DOT regulations with assurance that required labeling and markings (Labels, markings, proper shipping name, permit number, identification number, etcetera) are not obstructed by UCC-128 or any other vendor labeling.

4.7 Shipping Location Eligibility

Vendors are responsible for alerting Dick's Sporting Goods Compliance department of any federal, state or local shipping restrictions that may apply to their product. Notices should include the product style and the city abbreviation(s) and/or zip code(s) where the product is restricted to ship. Email the information to SafeProducts@dcsg.com

4.8 Product Warranty Information

The FTC Rule, 16 C.F.R. Part 702, which requires that the complete warranty documentation on certain consumer products (*i.e.*, products with a retail price of \$15 or more) be made available to the consumer, prior to purchase. Responsibility for this requirement falls on both the retailer (i.e., DSG) selling such products **and** the vendor (i.e., you) providing such products. You can view this regulation by following this link http://www.ecfr.gov/cgi-bin/text-

idx?SID=223b3784e976a19638ddea11373f8301&node=16:1.0.1.7.84&rgn=div5

4.8.1 Requirement

Complete Warranty Documentation – All vendors who provide products to DSG retailing for \$15 or more, covered by a warranty, and are provided by DSG for resale to consumers, including in-store and online, must provide DSG the with a clear and readable electronic PDF compliant with ISO 14289 (aka PDF/UA) of the complete warranty information.

Note: This requirement does not pertain to your damage program with DSG or DSG's customer return policy. This requirement pertains specifically to the warranty (if any) that your company provides on its products sold to consumers.

4.8.2 Warranty Guidelines

Each individual style sold to DSG must have a separate warranty in a clear PDF/UA ("Universal Accessibility") created and uploaded to the FTP site at **dsg.upload.akamai.com** (the "Site"). Instructions on how to log into the site can be found in Exhibit I

Format: Each PDF/UA must abide by the following criteria:

• Must meet the PDF/UA specification, or ISO 14289, A PDF compliant with the ISO 14289-1 (aka

PDF/UA) specification is a constrained form of Adobe PDF (as defined in ISO 32000-1) intended to ensure accessibility and support for assistive technology used by a person with a disability.

- Only one product warranty, per style, per file;
- Standard PDF/UA format;
- No product images or additional information to be included with warranty unless it is specifically relevant to the warranty; and
- Each file may not exceed 3 Megabytes in size.

File Name: Each PDF/UA must be saved as a unique file and named by its current product identifier (e.g. model/style number).

4.9 Country Of Origin

As a manufacturer and/or vendor of Product, you have an obligation to abide by applicable law, including abiding by those certain laws relating to Country of Origin (COO).

For more information regarding COO requirements please visit the FTC website

4.10 Product Regulatory Compliance Assessment

Dick's Sporting Goods product set up process includes a Regulatory Compliance Assessment. This assessment will allow Dick's Sporting Goods and its vendors to better manage regulatory compliance responsibilities. Dick's Sporting Goods has selected the WERCSmart solutions offered by Wercs Professional Services...

- To create an account and register your product please log on to
 - o https://secure.supplierwercs.com/v20/Account/SignUp
- It is required that you register all products that fall in the categories outlined in (Exhibit G)
- It is required to register all products immediately during product set up.
- You will need to provide access on the work site for Dick's Sporting Goods to view
- Product not registered will be subject to a compliance fee outlined in the compliance offset schedule (Exhibit D)
- If you have any questions related to the Regulatory Compliance Assessment or the WERCSmart program you can email SafeProducts@dcsg.com
- If you have questions or issues related to registration on the WERCs website, visit the WERCs Customer Support Center at https://wercsmart.freshdesk.com/en/support/home
- If you have questions related to chargebacks from WERCs please log into the vendor portal @ <u>www.dsgfreight.com</u> to view the details or contact your vendor relations representative or <u>vendorrelationscomplianceteam@dcsg.com</u>

4.11 California Prop 65

On August 30, 2016, the State of California Office of Administrative Law approved the adoption of amendments to warning requirements of the Proposition 65 ("Prop 65") regulations, Article 6, Clear and Reasonable Warnings, of the California Code of Regulations. The regulation was in effect on August 30, 2018 and applies to any product manufactured after the operative date.

Please consult with your own counsel or advisors on this law's applicability to your specific products.

Prop 65 requires California to create and maintain a list of chemicals "known to the state to cause cancer or reproductive toxicity. The law requires any business that sells a product in California containing a listed chemical to provide a "clear and reasonable warning" prior to sale. Further information about what constitutes a clear and reasonable warning can be found in Title 27, California Code of Regulations Section 25600 – 25607.37

The current list of chemicals (which is updated periodically) can be found at: https://oehha.ca.gov/proposition-65/proposition-65-list.

If you supply Dick's Sporting Goods with a product that contains one or more chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm and requires a warning under Prop 65 and ultimately will be sold to a California consumer, you are fully responsible to make sure the product bears a warning that complies with Prop 65 in accordance with the terms of our vendor agreement.

REQUIRED:

To the extent your product contains a chemical known to the State of California to cause cancer, birth defects, or other reproductive harm, you are responsible for the following:

- Determining whether a Prop 65 warning is required.
- Determining whether the long or short form of the warning will be used. (examples listed below)
- Providing compliant, product-specific warnings via a label or on-product warning for products sold in Dick's stores.
 - o In-store signage will not be permitted in lieu of a product and/or packaging label.
 - The warning must be applied to the product and/or packaging <u>prior</u> to being supplied to Dick's.
 - If the product you supply to Dick's requires a change to an existing warning due to the addition or substitution of a chemical in the product or endpoint (cancer or reproductive toxicity), the contract manufacturer is obligated to provide notice and coordinate the replacement of labels immediately. Dick's associates will not be responsible for updating product with new labels and warning language.
- If the product you supply to Dick's requires a change to an **existing** warning due to the addition or substitution of a chemical in the product or endpoint (cancer or reproductive toxicity), the contract manufacturer is obligated to provide notice and coordinate the replacement of labels within 90 days of that change. Dick's associates will not be responsible for updating product with new labels and warning language.

Ecommerce: A Prop 65 warning must be provided to the purchaser prior to completing the purchase.

If your product requires a Prop 65 warning on the Dick's ecommerce product display page, you
must notify Dick's during the item set-up process and include the Prop 65 chemical of concern
and toxicity.

You are responsible for the following:

- FULLY COMPLETING the style setup form which includes the VPN, UPC, and full Prop 65 warning message for all impacted products that you supply to Dick's.
- NOTE: The triangle icon and the word "WARNING" in bold will be pre-populated in the
 message template by DICK'S. DO NOT include the word "WARNING" in the Prop 65 message
 or it will be duplicated in the final, displayed warning message.
- Submitting the completed form to Prop65@dcsq.com at style set-up.
- PLEASE NOTE If your product currently has a Prop 65 warning on our website, that warning language will no longer be compliant for products manufactured post August 30th. You will need to submit updated language for those products to Prop65@dcsg.com as well.
- Vendors are responsible for confirming all warnings are correctly displayed on the eCommerce product display page after submitting the completed form.
- Product must also have a label or on-product warning.

Dick's will not be responsible for any inaccurate or incomplete information or information that is not provided during the item set-up process.

Below are examples of what a post-August 2018 warning long-form label or short-form label might look like:

LONG FORM which requires specifically naming "at least one" chemical from <u>each</u> exposure category (cancer list and reproductive harm list – if applicable):

▲ WARNING: This product can expose you to chemicals including formaldehyde (gas), which is known to the State of California to cause cancer. For more information go to www.P65Warnings.ca.gov.

SHORT FORM which requires naming the applicable exposure category (cancer and /or reproductive harm), but does not require listing any specific chemicals.

▲ WARNING: Cancer and Reproductive Harmwww.P65warnings.ca.gov

For questions regarding this requirement please contact SafeProducts@dcsq.com

4.12 Pharmaceuticals

All non-prescription (OTC and/or non-Rx) and pharmaceutical drug merchandise supplied to DICK's must be shipped with a minimum of 150 days from expiry.

SECTION 5 Value Added Services (VAS) Requirements

Dick's Sporting Goods believes the best opportunity to control product display consistency while maintaining the lowest cost possible for the consumer, is to provide as many additional services as required on the front end of the supply chain. All merchandise is required to be shipped in floor ready conditioning ready for immediate placement on the selling floor.

5.1 Ticketing Requirements

A human readable UPC and scan able barcode is required on each individual selling product. It is the vendor's responsibility to verify the correct retail price a minimum of thirty (30) days prior to the "Do Not Ship Before" date as stated on the Purchase Order (PO). Please contact your buyer to verify the correct retail price as retail prices are subject to change from the time the PO is transmitted to the actual time of shipping. Please refer to the ticketing chart **(Exhibit A)** to determine if your product requires a retail price and proper location.

Dick's Sporting Goods supplies merchandise across multiple channels. To support this it is expected that the Dick's Sporting Goods name, logo or slogan does **NOT** appear on the retail or UPC ticket. UPC barcode and retail is all that is required.

5.1.1 Inflatables

Boxed inflatables such as soccer balls are required to have the UPC printed directly on the ball as well as on the box. The retail ticket is placed on the front of the box in the upper right corner.

5.2 Folded Requirements

Unless otherwise directed by your buyer all apparel designated for Brick & Mortar is required to be hung. If your garment has been designated to be sold in stores in a folded presentation please follow the below requirements.

REQUIRED:

- It is required to be individually poly bagged to ensure proper presentation is maintained through the supply chain.
- Vent holes are acceptable, and product must be easily removed.
 - Polybag must be sealed prior to shipping by using either a self-sealing polybag or scotch tape
 - Do not tie polybags
- Required Presentation: Portrait Fold (Exhibit B)

REQUESTED:

• Dick's Sporting Goods also requests that you place a sheet of 8.5 x 11 sheet of copy paper to help provide a clean presentation in the stores when placed on the selling floor.

Please note: Copy paper is the only acceptable packaging for fold apparel as it is left in the garment when placed on the selling floor for presentation. The use of tissue or any other packaging is not acceptable because it must be removed and discarded prior to putting the merchandise on the selling floor.

5.2.1 Sizer Strips

All folded garments are required to have the appropriate sizer strip. Additionally it is required to place the sizer strip 1" from the left side of the fold as you face the garment (wearers right) with at least 2" of the strip showing above the folded edge

The sizer must be a clear, transparent, biaxially oriented, top-coated polypropylene strip using clear permanent acrylic dispersion adhesive with UV-stability and water resistance.

Please refer to the DSG fold presentation and sizer strip information (Exhibit B). Your buyer will contact you if your product is designated to be in a fold presentation

5.2.2 Fold for ecommerce

PO's designated for ecommerce are required to be folded and in a polybag. No sizer strip is required when shipping orders for ecommerce. Please refer to section 18 of the routing guide for complete details on ecomm packaging requirements.

5.3 Hanging Requirements

All apparel is required to arrive hung using the appropriate black GS1 standard hanger along with the correct black four (4) sided Secure Over-Hanger Sizer (SOHS)

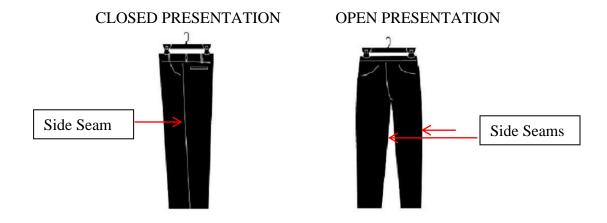
Please follow the hanger chart (**Exhibit F**) for appropriate hanger for your product category and sizes. Any questions regarding; the Dick's Sporting Goods hanger program, product not specified or if you are unsure which hanger to use should be directed to the Vendor Relations Department.

2 Piece sets must use the appropriate top and bottom hanger. It is required to insert the bottom hanger to the top hanger connector. It is requested to individually polybag 2-piece suits together.

5.3.1 Proper Presentation for Hanging Bottoms

Unless specified in the hanger guide to hang open, all bottoms are required to hang in a closed presentation using the tucking standard chart below as a guide. The chart is a guide to allow smaller product to remain single tucked or not tucked at all if necessary.

REQUIRED: Unless specified in **Exhibit F Hanger Guide** to hang open, all bottoms are required to hang in a closed presentation using the tucking standard chart below as a guide.



The chart is a guide to allow smaller product to remain single tucked or not tucked at all if necessary. All bottoms should be double tucked unless the size or product type doesn't allow.

	Gender	Tuck Required by Size		
Product Type	M/W/Y	Double	Single	No Tuck
Athletic/Warm Up/Fleece/basketball	M	M and Up	XS - S	
Athletic/Warm Up/Fleece/basketball	W	M and Up	XS - S	
Athletic/Warm Up/Fleece/basketball	Y	M and Up	XS - S	
Button Pants/Golf Pants	M	M and Up	XS - S	
Button Pants/Golf Pants	W	M and Up	XS - S	
Button Pants/Golf Pants	Y	M and Up	XS - S	
Running Capri/Yoga/Leggings	W		L and Up	XS - M
Compression	M		L and Up	XS - M
Compression	W		L and Up	XS - M
Compression	Y		L and Up	XS - M
Bottoms w/zipper on pockets	M		All	
Bottoms w/zipper on pockets	W		All	
Bottoms w/zipper on pockets	Y		All	
Bottoms w/joker tag (Large tag on waste band)	M	M and Up	XS - S	
Bottoms w/joker tag (Large tag on waste band)	W	M and Up	XS - S	
Bottoms w/Joker tag (Large tag on waste band)	Y	M and Up	XS - S	
Belted Baseball Pants	M	M and Up	XS - S	
Belted Baseball Pants	W	M and Up	XS - S	
Belted Baseball Pants	Y		All	

^{*}The above tucking chart is only a guide to DSG's minimum standards as you work with smaller sizes or product categories. It is up to the vendor to make the sure the appropriate tuck is used to accommodate the product.

Please use the below as a guide to understand if your garment should move from single to double tuck

- There should be no more than 1-1/2" excess fabric exposed in the front clip for a single tuck
- If there is more the 1-1/2" of excess fabric exposed it must be moved to a double tuck
- Begin tucking at the front using the 1-1/2" fabric as a guide to start
- Move to the back, if any excess material is exposed at the end of the clip a double tuck must be applied
- If the back is not tucked the clip must be clipped in the back of the garment so the front clip is not exposed
- If the bottoms are not taught and are "drooping" a double tuck must be applied

Examples are listed on the next page.



Double Tuck Clips Inside. Required unless product type or smaller sizes won't accommodate



Single tucking, the tuck is always in front

For smaller product start at the back clipping one in/one out with exposed clip in the back.

To determine the back, garment is hung on rack with front facing to the left

Work to the front of the garment and pull tight

If front can be tucked clip inside. If there is no tuck continue to clip one in/one out



Clip one in/one out on all non-tucked sides

All exposed clips should face behind the garment so when hung on the rack they are not visible

Product is always displayed with the front facing left on the rack



Product should not "droop" on the hanger Drooping indicates one additional tuck should be used.

For no tuck move to single tuck
For single tuck move to double tuck

Side seem should remain in the center, do not over tuck the front so the side seem is too far forward

No material should hang over end of hanger. Excessive material indicates incorrect clipping and a tuck is necessary

5.3.2 Ordering Hangers

When ordering hangers from your hanger supplier It is required that you only order hanger styles listed in the hanger chart **(Exhibit F)**. The use of any other non-approved hanger may be subject to a compliance fee.

DSG does not accepted branded hangers or any unique hanger for another retailer. When receiving your hangers, it is the vendor's responsibility to ensure the hanger supplier shipped the correct hanger. It is not DSG's responsibility if you use the wrong hanger supplied by the hanger companies.

The use of the CG series hanger is not approved by DSG. This hanger is 484, however it is a C series and has a smooth front surface. See example below





5.3.3 Jog Bras, Sports Bras and Swimwear Tops

Jog Bras and Sports Bras on the hanger type of 498, right side up as in the photo below.



Swimwear Tops (Bikini Tops):

- Effective January 1, 2021 6010 hanger type hung up-side-down clipped at the bottom as in the photo below.
- All in DC receipt dates as of January 1, 2021
- Do not make this change prior to this date



5.4 Footwear

If the shoe size is noted in multiple variations on the label, such as UK and USA, the USA size must be bigger and bolder than any other size variation



- Unboxed footwear
 - o **REQUIRED:** Packaged in individual polybags
 - Must be secured to the hanger so it does not fall off during transit.
 - All unboxed footwear must be securely fastened together using a zip tie or lanyard device.
 - Must be pre-ticketed with retail price or MSRP
 - Do not use tissue, foam, paper, cardboard dividers, or other forms/fillers.
- Boxed Footwear
 - REQUIRED: Labels on the end of the shoebox noting the style, description, UPC and size
 - It is requested that an image of the footwear be added to the label for easy identification of the product by the consumer

5.5 Polybags

5.5.1 General Polybag Requirements

REQUIRED:

- Folded apparel items require individual polybags (refer to section 5.2).
- Apparel on hanger, Accessories, and Hardlines items should not have individual polybags.
 These items can be packed with a master polybag around the entire carton contents (bladder bag).
- Master polybags
 - Do not seal polybags with tape or tie them in any way.
- Individual polybags Must be sealed prior to shipping by using either a self-sealing polybag or scotch tape
- To avoid the use of excess plastic polybags or master polybag should not exceed the below requirements
 - Do not exceed 36" unless the garment exceeds 36" in length
 - When garment exceeds 36" in length polybag/master polybag should be no more the
 1.5" below the garment

SECTION 6 Purchase Orders

The provisions of the Vendor Agreement between the parties shall apply to all purchase orders and shall supersede any conflicting or additional terms in Vendor's forms.

At any time 30 or more days prior to delivery, DSG may cancel an order (or any part thereof) without any liability. This cancellation provision will not apply to purchase orders for DSG private-label and DSG licensed-brand products.

6.1 Purchase Order Types

Dick's transmits different types of orders. Standalone order types that are considered standard where every vendor must be able to process these according to the PO specifications. Optimal Flow PO types will not be sent to the vendor until further planning and testing has occurred.

6.1.2 Standard Purchase Order Types

The following purchase order types are standard for any supplier to Dick's Sporting Goods. All vendors, either EDI capable or those not yet on EDI, are expected to be able to process these types.

Bulk Purchase Orders

Purchase order is transmitted via EDI with a Stand Alone (SA) type. The PO is written at the UPC level with a standard case pack. All cartons should be packed to equal the standard case pack with a single UPC per case. Ship To and Mark For fields on the order will be a DC location.

Single Store Purchase Orders

Purchase order is transmitted via EDI with a Stand Alone (SA) type. The PO is written at the UPC level with a case pack equal to 1. UPC's can be mixed into a box and the number of boxes shipped should be minimized but still meet conveyable standards. Ship To field on the order will be a DC location and Mark For field will be a store location. For vendors on EDI, the ASN and Invoice must be sent with the store number included.

New Store Orders

You may receive a single store order for new stores. If you receive a new store PO you must be sure to have the store updated in your system in order to ship. Please refer to the store by DC list located in the project library of the vendor portal www.dsgfreight.com. Please note the physical address for the store will not be available until the store is able to accept merchandise which may not be until 30 to 60 days prior to the store opening. If you need an address in order to set up the store in your system, please use the servicing DC address until the store address becomes available. Your orders will be shipped through the Distribution Centers where they will hold until the store is ready to receive merchandise.

Direct to Store Purchase Orders

Purchase order is transmitted via EDI as a Stand Alone (SA) type. The PO is written at the SKU level with a case pack equal to 1. SKU's can be mixed into a box and the number of boxes shipped should be minimized but still meet shipment carrier standards. Ship To field on the order will be a store location and Mark For field will be the same store location. The ASN and Invoice should be sent with the store number included. Direct to Store orders must have a copy of the packing slip attached to each carton regardless of EDI status. For multiple cartons per PO cartons must be marked carton 1 of 2, 2 of 2, etc. EDI ASN's and Invoices are required

6.1.3 Optimal Flow Purchase Order Types

EDI specifications for these order types can be found in the Project Library of the vendor portal, www.dsgfreight.com.

Determination of which order type is best suited to the business model for a department will be made by the buying team with the cooperation of the Vendor Relations Supply Chain Integration Team and communicated to the vendor.

Testing for these order types will be required for each vendor and unique EDI ID. DSG has a live testing scenario managed by the Supply Chain Integration Team. Vendors will be contacted to begin the live testing process. DSG will require that product be sent to the facilities along with EDI documentation and the goods will be put into the stores for sale. Invoices will be paid as usual against test orders. For more information regarding these order types and the testing process, contact the Supply Chain Integration Team at Supply_chain_integration_team@dcsg.com. Advanced purchase orders will require vendor to break standard case pack into individual pieces. Only exceptions are Parent orders and Child – DC split orders.

Replenishment Orders

Replenishment programs are purchase orders written on typically a weekly basis for a program or item that is pre-defined by the buying team. The vendor is provided forecasts for product needs and the Merchandise Administrator issues orders against those projections.

There are two types of replenishment orders that are defined below.

Advanced Store Replenishment (ASR)

Orders are sent for each store. They are considered "fill and kill" orders and no backorders will be accepted. Vendors can only ship once against each purchase order.

ASR orders are transmitted via EDI with the Replenishment type (RE). The Ship To will be a DC location and the Mark For will be a store number. An ASN (856) and invoice (810) must be sent for each store and contain the store number that was provided on the purchase order (850).

UPC's can be mixed into a box and the number of boxes shipped should be minimized but still meet conveyable standards. Vendors cannot mix purchase orders shipping to the same store in the same carton. Each carton's content must be recorded on the ASN with the corresponding UCC-128 label.

Advanced Warehouse Replenishment (AWR)

Orders are sent at the DC level and are essentially bulk orders. Your buyer will discuss this order type with you prior to setting up your account with the AWR order type.

AWR orders are transmitted via EDI with the Replenishment type (RE). The Ship To will be a DC location and the Mark For will be the same DC, similar to a bulk PO. An ASN (856) and invoice (810) must be sent for each purchase order and contain the DC location that was provided on the purchase order (850).

AWR orders must be packed in a single sku per carton with a consistent casepack (see bulk order type packing). UPC's cannot be mixed into a box

Order Consolidation

A weekly replenishment program which receives a consolidated purchase order (850). Ship To field on the order will be a DC location with multiple Mark For store locations. Other than the difference to the purchase order, all other rules revolving around replenishment programs apply to consolidated orders.

Replenishment orders are transmitted via EDI with the Replenishment type (RE). It will list the ship to as one distribution center number. Each style listed will have marks for store destination and quantity. Each store is packed into its own carton(s) and UPC's can be mixed into a box with the number of boxes shipped should be minimized but still meet conveyable standards. Invoices (810) and ASNs (856) must be sent at the store level and contain the store number that it corresponds to from the PO (850). DSG cannot accept consolidated invoices or ASNs at this time.

Parent Child Orders

Parent orders are reserve bulk PO's that are sent in advance of sending Child Orders. These are actual orders and should not be treated as a forecast. The Child Order then allocates product into smaller orders based on the workable lead times determined by the vendor and Dick's Sporting Goods. The sum of the Child Orders will be equal to the previously sent Parent Order quantity. A Parent and Child pairing will be created for each separate delivery time.

Parent purchase orders will be transmitted with an EDI code of Bulk (BK). Ship To field will be "951-Virtual DC." 951 is not a valid Ship To location so no address is associated. Vendor should not ship against the Parent Order, however, location number may need to be set up in your system so that the Parent Order is recognized. Vendor should use these orders as inventory place holders within their systems to book production and hold stock for DSG.

Child Order - Split by DC - Required

Child –Split by DC orders will be transmitted with an EDI code of Release (RL). Ship To and Mark For fields on the order will be a DC location. A Child – Split by DC order is released for each distribution center with no store allocation attached. It will have the same ship dates as the Parent order. Cases should be packed in single UPC master casepack cases (per the PO4 field from the EDI 850 PO). Quantities should not be split out of case pack between DC locations. ASN (856) and Invoice (810) should be sent at the DC level.

It is required that all vendors have the capabilities to accept and deliver this order type. Please contact the Supply Chain Integration Team at <u>Supply Chain Integration Team</u> for more information on testing. New vendors will have 90 days from the first order date to become compliant with parent child DC split ordering in tandem with the standard ASN testing process.

Existing vendors should already be in compliance with this order type once in production for EDI 856 and 850. If you currently are not accepting this order type you must contact the vendor relations project team for assistance in becoming fully compliant.

Vendors who are not accepting this order type may subject to an extra service fee.

Child Order - Pack by Store

Child – Pack by Store will be transmitted with an EDI code of Release (RL). Ship To field will be a DC location and the Mark For field will contain the store and quantity information for each item. A Child – Pack by Store order is released for each distribution center including the store allocation. A DC location may be part of the breakdown. Cases should be picked and packed in a mixed UPC format when packing for a store. If you have a DC in the breakdown you must be able to isolate these cartons and pack them in a full single sku casepack. Stores cannot be combined within a case. Invoice (810) and ASN (856) should be sent at the store level and must contain the store number that corresponds with the PO.

For the Pack by Store example, we will be requiring our vendors to accept a consolidated purchase order from DSG. See section 5.3 for more information regarding consolidated purchase orders and the EDI specifications on www.dsgfreight.com.

Quick Reference for All Order Types

PO Name	Packing	Casepack	Ship To	Mark For
Bulk	Single UPC	Master Pack	DC	DC
Single Store	Mixed UPC	Listed as 1	DC	Store
Direct to Store	Mixed UPC	Listed as 1	Store	Store
ASR Replenishment	Mixed UPC	Listed as 1	DC	Store
AWR Replenishment	Single UPC	Master pack	DC	DC
Consolidated Replen	Mixed UPC	Listed as 1	DC	Store
Parent	N/A – not shipped	Master Pack	951 – Virtual	951-Virtual
Child – DC Split	Single UPC	Master Pack	DC	DC
Child – Pack by Store	Mixed or Single	Listed as 1	DC	Store/DC

SECTION 7 EDI

To do business with Dick's Sporting Goods, it is required that a vendor be compliant with our EDI standards. The current EDI specifications and mapping documents can be found in the Project Library of the Vendor Portal www.dsgfreight.com. Dick's Sporting Goods is currently trading the following documents with merchandise vendors:

- 850 Purchase Order
- 997 Functional Acknowledgement
- 856 Advanced Shipping Notice
- 810 Invoice

It is required to use only the current standard EDI versions. If any other version is used it will cause an error within our system and you will be contacted to make any necessary corrections. Corrections must be made in a timely manner.

7.1 Getting Started

Before you get started, Dick's Sporting Goods has several prerequisites which must be completed before you initiate any type of EDI dialog with us.

- You will need a vendor number assigned by Dick's Sporting Goods which represents your company. You can obtain this number from either a DSG buyer or from a preexisting purchase order.
- You will need to complete an EDI Trading Partner Form located in the Project Library of the Vendor Portal (<u>www.dsgfreight.com</u>).

Once each of the above steps has been completed, you are ready to begin your EDI implementation with Dick's Sporting Goods. Since each implementation guideline describes in detail the DSG procedures for testing each transaction type, it is important that you read each of our implementation guides carefully before contacting the EDI department.

7.2 Advanced Ship Notice - ASN (856)

- It is required for all vendors to get set up on EDI and begin testing all EDI documents as soon as you are assigned a vendor# with Dick's Sporting Goods.
- You must have written approval from the Vendor Relations Compliance department to be exempt from EDI. If you have any restrictions in setting up EDI, the vendor relations team will work with you on a reasonable period of time for exclusion from this requirement.
- It is required to send ASN's for all PO's shipping to Dick's Sporting Goods and its affiliates. This includes shipments to the distribution centers as well as direct to store or drop ship PO's
- Vendors are required to have the ability to send ASN's for all order types.
- Once you have completed testing and moved to production it is required to send EDI documents including ASN's and Invoices for all shipments.

7.2.1 ASN Timing

REQUIREMENT:

- ASN's must be sent for all shipments within 1 hour after the shipment closes and leaves your facility.
- The ASN must be received in the Dick's Sporting Goods system while the shipment is still in transit.
 - If you schedule a carrier to pick up after hours you must have the ability to send the ASN when the shipment leaves
- Any delays in receiving the ASN may result in detention compliance for delay of shipment as a result of the late ASN.
- If your facility is close to one of our distribution centers, please contact the vendor relations department for special exceptions on shipments to the specified DC.

7.2.2 Confirming Successful ASN Transmission

You must be sure to receive a 997 for all EDI transmissions. The 997 Implementation Guide is located in the Project Library of the vendor portal (www.dsgFreight.com). If you do not receive a 997, it is very possible the EDI transmission did not go through properly. If the shipment arrives at the DC and no ASN is available, you will be required to provide the 997 to confirm the ASN was sent and received by DSG. Please contact the EDI or Vendor Relations Compliance team for assistance. If any errors are identified once the ASN is received, you may be contacted to resend the ASN to correct the issue. If you are using a 3rd party EDI provider, it is still your responsibility to ensure successful transmission of the ASN and all other EDI documents. Dick's Sporting Goods is not responsible for EDI errors created by any 3rd party EDI provider.

7.2.3 Multiple Vendor Numbers per EDI Trading Partner ID

If you have multiple Dick's Sporting Goods vendor numbers using the same EDI Trading Partner ID's it is required that EDI ASN's and Invoices are sent with the proper Dick's Sporting Goods vendor number that is sent on the PO. You may need to send separate ASN's for each vendor number to accomplish this. Please be sure to include the approved TMS Ship ID on all ASN's related to the shipment. When generating multiple ASN's for 1 shipment it is required that you submit a master BOL to the carrier. You cannot submit a separate BOL for each vendor# if they are on the same shipment. This will result in a multiple ship charge.

7.3 EDI Changes

Any changes to EDI providers, ID, VAN, or the like will require notification be sent to the EDI department via the change form located in the Project Library of the vendor portal www.dsgfreight.com. If you are using a 3rd party EDI provider it is still the vendor's responsibility to ensure any of their 3rd party changes are communicated.

7.4 Other System Changes

Dick's Sporting Goods understands that in order to stay competitive and grow with our business, vendors must update their internal systems from time to time. However, changes made to vendor's enterprise resource planning, warehouse management, order fulfillment, or demand planning systems cannot interrupt the business process and the level of performance that Dick's Sporting Goods expects of its supply base. Dick's Sporting Goods believes that extensive vendor internal scenario and regression testing during the development and pilot phases of your project will reduce the number of issues that might result from a large change such as a new software system.

Dick's Sporting Goods does not have a test environment to work from once a vendor is in production for EDI, however we can work with you to perform a test order from our production environment. Please contact the vendor relations team to coordinate this. It is also important to contact the groups below so that they can closely monitor performance and provide instant feedback if issues begin to occur.

Vendor Relations – Provide the information with the dates when the system changes will be put into production and the purchase orders that will be shipped directly after the go live date or if you wish to conduct a live test order in the production environment to vendorrelationscomplianceteam@dcsg.com.

Buyer – Provide each buyer that works with your account the dates when the system changes will be put into production and the purchase orders that will be shipped directly after the go live date

Merchandise Administrator – If you are making any changes that might impact a replenishment program, notify the Merchandise Administrator on the system go live dates

It is expected that a vendor be able to perform any purchase order or VAS action described in this manual. Please ensure that all possible scenarios found in this guide are tested and capabilities are not limited to the vendor's current business processes. More information regarding VAS requirements can be found in the following section titled Value Added Services (VAS) Requirements and purchase order types can be found in Section 5 Purchase Orders.

If system changes are not communicated to the appropriate departments, DSG cannot be responsible if chargebacks resulted in the lack of communication.

7.5 Invoicing and Payments

7.5.1 Invoicing

- It is required to send invoices via the EDI 810 document
- Invoices must be sent in conjunction with the ASN and the shipment
- Line item detail must equal the sum of the invoice header
- Invoice numbers must be unique for each individual invoice
- Invoice date must reflect the date of the shipment
- Cost on invoice must reflect the cost sent on the PO
- Tracking information must be included on the EDI 810 document
- Invoice Header section must have complete and accurate information
- Invoices should only be submitted one time unless requested by Dick's Sporting Goods AP representative. If you are not sure if your invoice was submitted successfully, please contact your AP representative or MerchandiseAcctsPay@dcsg.com.

7.5.2 Payments

- It is required that all vendors are set up to be paid via ACH or Wire Transfer
- Banking information is required to be provided once a vendor # is set up for new vendors
- Information on requirements for payment setup can be found on the following supplier link https://www.dickssportinggoods.com/s/merchandise-suppliers

7.5.3 Compliance

- Not submitting invoices EDI or failure to comply with the above invoice requirements will result in a \$25 deduction per invoice
- For questions on invoicing please contact MerchandiseAcctsPay@dcsg.com
- Invoice deductions relating to any errors will be reflected on your invoice as the following codes
 - LMI Late/Missing Invoice
 - o ERR Invoicing errors refer to section 7.5.1
 - o DUP Duplicate Invoice
 - o PRC Cost on Invoice did not match PO cost
 - o MAN Manual Entry Invoice not sent EDI
 - DIS Late Dispute of Invoice deductions
- The above Invoice deductions will not be found on the vendor portal, <u>www.dsgfreight.com</u>. For more information contact MerchandiseAcctsPay@dcsg.com

7.5.4 Invoice Research and Disputes

All disputes for invoices and invoice discrepancies must be completed by submitting an email to your current AP contact or MerchandiseAcctsPay@dcsg.com.

For Import contact lmportPayables@dcsg.com.

Any information disputed on invoices and invoice discrepancies older than 3 months from the date of the invoice will be subject to a \$25 charge per invoice. No research will be done on any invoices or invoice discrepancies over 6 months from the invoice date.

SECTION 8 NON-EDI

All vendors are required to become full EDI trading partners. While you are working towards EDI production you should follow the requirements listed below. Once you are full production for the 856 ASN you will no longer be required to provide packing slips.

8.1 Packing Slips

The packing slip must be legible and include the following information:

- Purchase order number
- Store destination number when applicable
- Quantity shipped for each UPC
- Bulk Orders Number of cartons shipped per UPC and case pack quantity is mandatory
- Replenishment (store) orders Number of cartons shipped per PO is mandatory
- Drop Shipments (ship direct-to-store) List carton count as carton x of y at the PO level
 - <u>It is required to include a packing slip for all direct to store orders regardless of EDI</u> status
- eCommerce packing slip for the ecommerce fulfillment center, 821 or 822 PO's written with a
 final destination of the ecommerce fulfillment center at GSI, 821 or 822 must have a detailed
 packing slip by carton if you are a non EDI vendor. It must list each carton and its contents
- A separate packing slip is to be created for each purchase order
- A separate packing slip is to be created for each store designation

8.2 NON-ASN Vendors (includes vendors in test or parallel for EDI documents)

In addition to the above requirements, vendors who are not in full ASN production status are required to email packing slips as soon as the merchandise is shipped. This process is to continue throughout the ASN testing and parallel phase.

Packing slips are required to be emailed to the appropriate DC as soon as your shipment leaves your facility. Please note your vendor name, number, PO and TMS Ship ID in the subject line when emailing

DC	Smithton DC	Plainfield DC	Atlanta DC	Goodyear DC	Conklin DC
email	pcosmithton@dcsg.com	plainfieldpco@dcsg.com	atlantadcpco@dcsg.com	goodyeardcpco@dcsg.com	SupplyChainOperationsSupport-Conklin@dcsg.com
	159 Painter Road	655 South Perry Road	3909 North Commerce Dr	4651 North Cotton Lane	140 Broome Corp Parkway
address	Smithton Pa 15479	Plainfield IN 46168	East Point GA 30344	Goodyear AZ 85395	Conklin, NY 13748

SECTION 9 General Packing and Shipping

To expedite your merchandise through our distribution centers, please follow these guidelines. Merchandise not shipped according to these specifications can cause delays in processing and loss of time on the selling floor.

- · Cartons must contain merchandise for only one purchase order
- All merchandise shipped to Dick's Sporting Goods must be shipped in corrugated cartons. Use of jiffy bags, burlap bags, or mailing envelopes are not permitted.
- Do not use rubber bands or ties to hold hangers together on apparel orders or any other merchandise
- Apparel items for Dick's Sporting Goods brick and mortar stores shipped on hangers cannot be individually polybagged. Instead, use a bladder bag around the entire carton contents. Do not tape or tie the bladder bag closed.
- For items designated as conveyable (Section 9.7), if you are shipping cartons with a master case pack greater than one (1) and they do not meet the minimum conveyable carton dimensions contact the <u>Supply chain integration team@dcsg.com</u> to determine if the case pack should be changed.
- Corrugate dividers used to avoid scratching or damage to some merchandise while in transit is allowed, however you must contact the vendor relations team to gain approval. If you are using dividers as a method to protect product no other packaging material can be used i.e. tissue or polybags
- Shipping in individual polybags is not acceptable unless otherwise stated for specific product throughout the routing guide i.e. ecommerce.
- Conveyable cartons Do not use carton straps, banding or wrap individual cartons in cellophane or plastic

9.1 Bulk PO Single UPC (standard case pack) Packing Instructions

- Shipments must contain only one color/style/size per carton (one UPC)
- For bulk PO's it is required to ship in the case pack defined in the "PO4" segment of the purchase order with no residual or inconsistent case packs. If your master casepack is different that the casepack sent on the PO it is the vendors responsibility to communicate this to the vendor relations team and the buyer to gain approval to make any casepack changes.
- By definition, the casepack is the master shipping carton quantity, not the inner pack quantity. Bulk PO's will be ordered in full master casepack a quantity that is communicated by the vendor. It is the vendors responsibility to ensure the master casepack is communicated to the buyers when setting up new styles.
- When shipping inner packs as a subset of the master pack, it is the vendor's responsibility to ensure their Dick's Sporting Goods buyer understands the master and inner casepack relationship. To avoid excessive packaging issues, the Dick's Sporting Goods buyer must allocate to each store in the quantity of the inner pack. If the buyer does not agree, the vendor is responsible for removing the inner pack or altering it to the buyer's needs.

9.2 Mixed UPC (pack by store) Packing Instructions

- Cartons must contain merchandise for only one final store location
- Cartons must be packed with multiple UPCs and/or units in order to minimize the number of cartons created while not exceeding the conveyable carton dimensions found in Section 9.6.

9.3 Prepack (Musical Run) Packing Instructions

A prepack is a pre-determined assortment packed in a case. The assortment is defined by color, size, dimension, and quantity ratios at the style level.

Examples of Prepacks:

- 1) Golf Shirt, color White, with Prepack of 1-2-2-1 size ratio.
 - a. All units are placed in a master polybag and shipped in a master carton.
 - 1 unit small (S)
 - 2 units medium (M)
 - 2 units large (L)
 - 1 unit x-large (XL)
- 2) Football cleats, with Prepack of 2-2-2 size ratio.
 - a. All units are placed and shipped in a master carton.
 - 2 units of size 7
 - 2 units of size 8
 - 2 units of size 9

Prepack SKU's can appear on Domestic and Import Bulk or Parent/Child-DC Split. Prepacks cannot be written on Drop Ship, Replenishment, Consolidated, or Parent/Child-Pack by Store orders.

You may not ship in a prepack size run unless you have been tested and set up to do so. Please contact your buyer if you have items shipped in a prepack run.

Inform the buyers of your prepack case pack before orders are written. If the 850 Purchase Order case pack (PO4 field) does not match the number of physical prepacks packed in a case, contact your buyer immediately for a correction. Sending the 856 ASN with a PO4 field that does not match the 850 Purchase Order will create an ASN error.

9.3.1 EDI Changes for Prepacks

Changes within the vendor's EDI coding will depend on whether your system must utilize a master SKU and UPC for the Prepack or whether you can accept the 850 PO at the component (selling UPC) level. Dick's Sporting Goods sends both the master UPC and the component UPC on the 850 PO but can accept either method on the 856 ASN. The vendor will need to choose which UPC to return that works the best with their internal systems. Other slight mapping changes exist, so it is strongly suggested that your EDI team review the EDI specifications located in the project library of the vendor portal www.dsgfreight.com.

Vendors must be in EDI production for the purchase order (850), ASN (856), and Invoice (810) in order to be tested for prepack capability. For more information and/or to request testing for prepacks, please contact the Supply Chain Integration Team

9.3.2 Packing Prepacks

- Prepack (Musical Run) orders should contain one prepack per case.
- When more than one prepack is packed per case, the prepack must all be the same musical run and each prepack must be in its own polybag and properly sealed.
- Do not use rubber bands or ties to hold hangers together.
- Prepacks cannot be split across multiple cartons or broken in any way.
 - Shipping a broken prepack will result in a compliance chargeback for mixed cartons.
 Missing a size from the prepack or substituting another size is considered a broken prepack.
 - If you cannot complete a full prepack you must cancel the entire size run and contact your buyer.

9.3.3 Case Level UPC and Prepacks

If our merchants are directed to buy a product by using a case UPC or master UPC that is different than the individual selling unit UPC, the only way that Dick's Sporting Goods can create that order is by utilizing prepacks. If this scenario applies to your product, contact the Supply Chain Integration Team immediately to test for prepack capabilities.

9.4 Excessive Space in Cartons

It is the vendor's responsibility to use the proper carton size that will provide the maximum protection for their product while reducing unnecessary shipping costs from excessive space. Use appropriate size carton to avoid over-packing or under-packing of the carton. The following guidelines should be followed whenever determining carton size:

- Carton should not bulge due to over-packing
- Carton should not have more than .25 cube space of air per each cube of total carton space.

9.5 Unnecessary Material Guidelines (excessive Packaging)

While Dick's Sporting Goods recognizes that some packing material on some products may be necessary it is required that all unnecessary packing material must be removed prior to shipping. The use of unnecessary packaging causes additional expense to remove and dispose of at the DC and store. Specifically, vendors must not use:

- Safety pins, straight pins, or pins of any type for any reason
- Tiebacks, Rubber bands or Clips of any type, in any category of merchandise.
- Foam coverings on top hangers.
- Removable inserts (foam, cloth, cardboard, tissue, plastic moldings or otherwise) on bottom hangers.
- Tissue, paper or other material placed INSIDE garments or between layers of hardlines (e.g., in pockets, sleeves, in between folds, and/or clipped to hangers, or between selling cartons)

- Poly bags when approved for use i.e. fold apparel or ecommerce, that cannot be easily removed in one motion. **Do not tie to close polybags.**
- Individual polybags unless otherwise stated throughout the routing guide, i.e. fold apparel or ecommerce.
- Multiple items in one polybag unless it is entire carton contents in one bladder bag or allocation quantity is poly-bagged quantity such as a prepack. Examples below
 - 1. Casepack 12 should not be bagged in quantity of 6 unless the 6 is a prepack or will be allocated in 6
 - 2. Casepack 12 can have 12 units in 1 bladder bag
 - 3. Individual polybag items should not be placed in another bladder bag
 - 4. When using a bladder bag do not tape or tie it shut, simply fold it over to protect units
- Cardboard dividers
- Extra packing material (filler) such as:
 - Empty boxes
 - Bubble wrap, cardboard, confetti paper, newspaper, air pillows, Styrofoam peanuts, shredded paper, heavy paper
- Inner Cartons when buyer has not agreed to allocate in full inner carton quantity (see single UPC section 9.1)

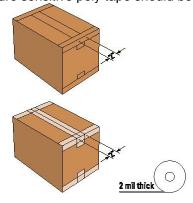
Please contact vendor relations to approve any packing they may be necessary to protect your product from damage during transit.

9.6 Sealing Outer (Master) Cartons

- The use of staples is prohibited.
- The use of banding or strapping on any carton defined as conveyable is prohibited.
- Metal straps shall not be used on any cartons at any time.

Best Practice:

- Cartons must be sealed with reinforced kraft packaging tape or pressure sensitive poly tape.
- Pressure sensitive poly tape should be a minimum of 2 mil thick.



Full length of all outer seams securely sealed with strips not less than 2" (50mm) wide. Tape should extend 2" into adjacent panels to assure a secure seal.

9.7 Conveyable Carton Specifications

Do not use straps or wrap individual cartons in plastic.

Note: Cartons with a case pack of 2 or more (excluding displays) may not exceed 50 lbs.

Vendor on Replenishment, PBS or shipping single store PO's with a specific Mark For store
location must have the ability to mix multiple skus in a carton (pick/pack) for each store to avoid
shipping multiple cartons not meeting the minimum requirements to one individual store.

Conveyable Specifications					
	Length	Width	Height	Weight	
Minimum	9 Inches	6 inches	3 Inches	3 lbs.	
Maximum	48 Inches	30 Inches	30 Inches	50 lbs.	

9.7.1 Non-Conveyable Specifications

Anything that is less than or exceeds the above specifications for length and/or weight are considered non-conveyable.

Specific guidelines for label placement for non-conveyable due to length (exceeds 48") can be found in section 11.2

9.8 Carton Strength

Cartons must be re-shippable and be a minimum of 32 ECT board strength for product under 65 pounds. Items over 65 pounds will require an increase in board strength according to the chart below.

Corrugated Board Strength Equivalencies: Single Wall					
Bursting Test	Minimum Edge Crush Test	Max Suggested Load Limit Per Carton			
200#	32 ECT	65 lbs.			
275#	44 ECT	95 lbs.			
350#	55 ECT	120 lbs.			

Corrugated Board Strength Equivalencies: Double Wall				
Bursting Test	Minimum Edge Crush Test	Max Suggested Load Limit Per Carton		
200#	42 ECT	80 lbs.		
275#	48 ECT	100 lbs.		
350#	51 ECT	120 lbs.		
400#	61 ECT	140 lbs.		
500#	71 ECT	160 lbs.		
600#	82 ECT	180 lbs.		

SECTION 10 Carton Labeling

10.1 Special Handling

Special handling notations should be prominently noted on any and all cartons shipped to Dick's Sporting Goods DCs containing hazardous material or any other product required by Federal Regulations. You are responsible for understanding what product requires special labeling or handling instructions. Some examples listed and are not limited to below:

- Cartons containing fragile items with a label indicating "Fragile".
- Cartons requiring a specific orientation with arrows and the phrase "This End Up".
- Cartons requiring clamp equipment should state "Clamp From this End"
- Any carton containing more than 20 oz. total fluid liquids shall be marked with the word LIQUID and have orientation arrows.
- Cartons containing aerosol sprays should be labeled with a Limited Quantity or Consumer Commodity ORM-D Marking

Note: Cartons with a case pack of 2 or more (excluding displays) may not exceed 75 lbs.











- Any Legally required external labels may not be obstructed in any manner with any other labeling
- Any external labels except for the shipping label shall be marked in both English and Spanish translations.

Firearm Labeling Note: Any cartons shipped individually via small parcel without pallets are required to have a 4"x4" Bright Green label placed just left of the UCC128 label on each carton notating **Dept. 220**, **222** or **225**. This label cannot be covered by any other label on the carton

Firearm Packing slip: It is required to include a packing slip for each carton in a packing slip envelope attached to the outside of the carton

10.2 UCC128 Label Requirements

All cartons shipping to Dick's Sporting Goods distribution centers require a unique UCC-128 label in SSCC-18 format with no exceptions.

- Do not apply the same UCC-128 number to multiple cartons.
- Industry standards state you may reuse UCC-128 numbers after one year, however Dick's Sporting Goods requests that UCC-128 numbers be used only once.
- UCC-128 shipping container label must be created following GS1 standards and specifications.
- UCC-128 label must be accompanied by a valid 856 ASN or the label will be invalid.
- Pallet level shipping containers and or ASN's are not accepted.

10.2.1 UCC128 (SSCC-18) Specifications

All UCC-128 labels must comply with the GS1 standard barcode specifications listed below:

- 4"X6" label format
 Barcode length: 3.02"
 Barcode height: 1.25"
 Barcode ratio: 2:1
- .25" quiet zone on each side of barcode
- ANSI A or B print quality
- Label material and ink must be compatible. Material or ink which is sensitive to heat is not acceptable, for example avoid thermal paper that changes color when exposed to heat or sun and ink that can be easily smudged
- Store label stock in a cool dry environment
- Vendors are responsible for label quality. Smudges during transit caused using such materials noted above will require extra handling and/or re-printing of new labels if they cannot be scanned upon receipt
- Smudge proof ink, non-reflective and high-quality white label stock must be used for proper scanning. Ink Jet and/or Laser printing is not acceptable. Thermal printing is the required printing method to avoid smudging during transit
- Standard printer paper not acceptable for UCC-128 labels.
- Barcode must be free of any flaws or lines caused by a bad print head. Any flaw in the barcode lines will cause a "no read" issue at the DC and require extra handling fee and printing of new labels
- Check printers and perform regular maintenance to avoid labels printing with any breaks or flaws
- Scanners used in our distribution centers must have the ability to read and store the information encoded in the UCC128 label.
- Any flaws or defects in the barcode will impact the scanner's ability to read this data and require
 additional handling and compliance chargebacks for any labels that need reprinted due to a no
 read issue

10.2.1.1 Label Verification

Along with regular printer maintenance DSG suggests doing regular label verification to maintain label quality. Verification can include

- Visual Check of labels for any visible flaws, defects or missing/incorrect required information
- Technical parameters and barcode symbol verification

Examples of printing related issues are listed below

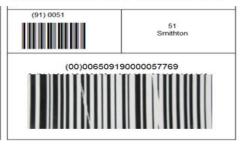
BAD PRINT QUALITY/FADING



PAPER/INK NOT COMPATIBLE



BREAKS IN BARCODE/POOR PRINTHEAD



10.2.2 Label Approval

New vendors must have UCC-128 labels approved by Dick's Sporting Goods Vendor Relations prior to implementation. All UCC label questions and examples should be directed to the Vendor Relations Compliance team, vendorrelationscomplianceteam@dcsg.com. Hard copy examples should be sent to Dick's Sporting Goods, 345 Court Street, Coraopolis, PA 15108 Attention: Vendor Relations. Labels will be approved based on content and formatting. It is the vendor's responsibility to ensure labels arrive at the DC in good scan-able condition.

10.2.3 Multiple Labels on the same carton

Do not use more than one UCC-128 shipping label per carton. If a secondary label is required for vendor's internal processes, it must be marked out as shown below prior to shipping

No other 20 digit barcode can be visible on the carton unless that barcode matches the barcode on the UCC128 label

Deface any vendor internal 20 digit barcoded label which is not the same as the UCC-128 shipping label by marking a **vertical** stripe using a china marker or grease pencil as in the below example. Do not use a marker as they may fade and the barcode will still be active.



10.2.4 Multiple Components (Kits)

Product that is shipped with multiple components per selling unit (kits) must be identified as such. Example: 1 of 3, 2 of 3 and 3 of 3. Identification may be in the form of either printed directly on carton or use of a highly visible label 2" x 4". The ASN should only reflect the selling unit and the UCC128 label should be placed on the main component carton following the label placement guidelines outlined in Section 11

10.3 Label Formatting

10.3.1 Department Number and Name

- Must be on separate lines
- Required to be in 14pt. Bold. Must be the largest/boldest font on the label
 - Visually inspect the label to ensure the font isn't too large causing information to drop off the label
- No other Alpha or Numeric information on label may be larger than Department Number and Name

10.3.2 Specific Label Information

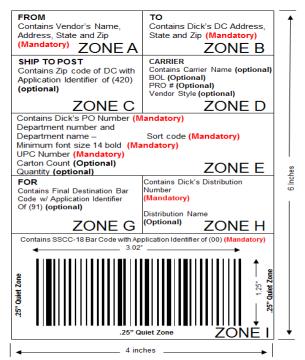
- Each label must contain the following information in the zones specified:
- Zone A: Vendor name and ship from address (Mandatory)
- **Zone B:** Dick's Sporting Goods distribution center name and address **(Mandatory)**Direct to Store orders must include the chain name (Dick's Sporting Goods, Golf Galaxy, Field & Stream, etc.) and complete store address. **(Mandatory)**
- Zone E: Dick's Sporting Goods purchase order number. (Mandatory)
- **Zone E**: For all orders, department number and name **(Mandatory)** Must be exactly the way it is sent on the 850 including the sort letter (see below)
- **Zone E**: Sort letter (transmitted on 850) placed in the 25th position on same line as dept name (**Mandatory**). This is sent as part of the department name. Do not abbreviate or cut off any information
- **Zone E:** UPC number for single sku packed cartons (Mandatory)
- Zone E: If the carton contains mixed SKUs, then the UPC field must read "Mixed" (Mandatory)
- **Zone H**: Distribution Center number for Bulk orders "or" Final destination store name and number for Pack by Store or Single Store orders. **(Mandatory)**
- Zone I: UCC-128 Shipping Container Barcode (Mandatory)
- Zone I: UCC-128 Human Readable to match barcode (Mandatory)
- Zone C & G: Ship to and Mark for barcodes (Optional)

See below example for proper UCC128 label formatting



Note* Department Number and Name

- •Must be on separate lines
- Required to be in 14pt. Bold
- No other Alpha or Numeric information on label may be larger than Department Number and Name

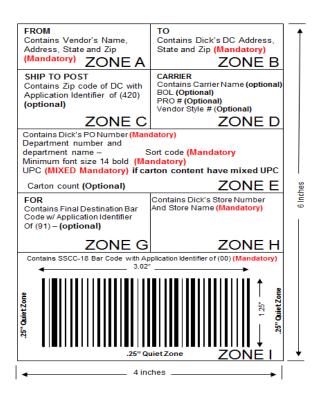


Note* Content is required to be in dedicated zone locations



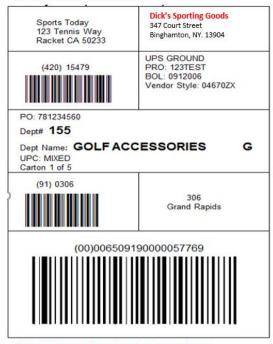
Note* Department Number and Name

- •Must be on separate lines
- •Required to be in 14pt. Bold
- No other Alpha or Numeric information on label may be larger than Department Number and Name



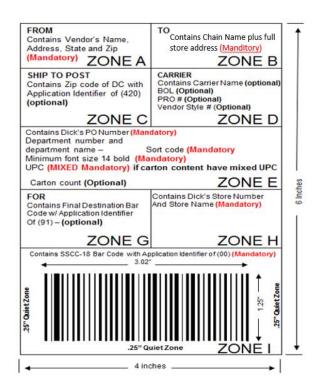
Note* Content is required to be in dedicated zone locations

Direct to Store Order Label



Note* Department Number and Name

- •Must be on separate lines
- ·Required to be in 14pt. Bold
- •No other Alpha or Numeric information on label may
- be larger than Department Number and Name



Note Content is required to be in dedicated zone locations

10.4 Non-EDI Carton Labels

All cartons require a label.

The label should contain the same information as an EDI label excluding the ship to postal barcode and the UCC barcode.

Labels should be placed according to the label placement guidelines.

10.5 Carton Markings

REQUIRED

 Carton markings are not required, however any weight dimensions printed on the cartons must be accurate

SECTION 11 Shipping Label Placement

Shipping (UCC128) Label Placement is a very important component to moving product efficiently through our supply chain. Please follow the below guidelines for proper label placement

11.1 General Label Placement Guidelines

- Place on the right side of the carton 2" from the natural base of the carton and 2" from the vertical edge of the carton to avoid damage to the label in transit
- If the carton height is 4" or less, place the label the top of the carton 2" from right corner and vertical edge.
- The bar code portion of the UCC128 label shall be upright (i.e. in picket fence orientation)
- The barcode should always be applied so it is smooth on the carton surface with no wrinkles
- If the label is taller than the carton height, place the label using the general guidelines folding any remaining portion of the label over the top of the carton avoiding the below issues
- UCC128 barcode on shipping label should never:

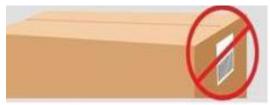
Fold over any corner or edge of cartons



Overlap (cover) a taped seam on a carton



 The label should never be placed on the end of the carton unless the carton exceeds 48" in length. Refer to 11.2 for placement on cartons considered non-conveyable due to length (exceeds 48")



11.2 Non-Conveyable Label Placement

Cartons determined to be non-conveyable due to length only (exceeds 48")

- UCC128 label should be placed on the end of the carton.
- Barcode of UCC128 label may be parallel or perpendicular to the bottom edge of carton if the intention is to ensure all of label is applied without need to press down remaining to top of carton.

11.3 Examples for label placement are in the diagram below

General Guidelines for all cartons unless they exceed 48" in length	Right side of the carton 2" from the natural base of the carton and vertical edge	
Carton Height dimension 4" or less	Place the label on the top of carton 2" from right corner	
Non-Conveyable due to Length (exceeds 48")	On the end of the carton.	

11.4 Floor Display Carton Specifications

- If your shipping carton is also the floor display carton, do not cover the product model number, UPC code, or any other consumer information with the UCC-128 label
- Attention should be given so that UCC128, when applied, will not be visible when product is displayed on the selling floor.
- UCC128 label should be placed on carton to ensure that displayable front of carton (as expected to be displayed on Store Shelf) faces up away from the conveyor
- Barcode of UCC128 label may be parallel or perpendicular to the bottom edge of carton if the intention is to ensure all of label is applied without need to press down remaining to top of carton.

Floor Display Cartons	Placement	Image		
General Guidelines	Do not cover: - Product Model Number - UPC Code - Other Consumer Information Should not be visible when product is displayed on the selling floor. Place to allow the displayable front of carton to be face up when placed on a conveyor.	Example of correct Label Placement Displayable front		
		EAPLOSE A		

11.6 Pallet Loading Requirements

Vendors should load pallets in order to provide the most stable load possible to ensure the shipment arrives through the full shipping process. The following guidelines should be followed:

- When shipping pallets of **non-conveyable** (refer to section 9.7) product. Each pallet must contain only one SKU.
- Cartons may not overhang pallet by more than 1" on any side of pallet.
- When placing various SKUs on pallet, always place heavier cartons on bottom and lighter boxes on top.
- Use protective corners whenever possible to ensure carton corners are not damaged.
- Load cartons in a "brick layer" manner. Do not column load.
- Shrink wrap must be sufficient to ensure cartons do not shift during transit.
- When using tape to secure load, sticky side of tape should face outward to avoid marring of display cartons or UCC-128 labels.
- Whenever possible, UCC-128 labels should face outward.
- Pallets must be clearly marked with a placard on the outside of the shrink wrap notating the DC location and address to avoid any mis-directed freight

*Firearm Note: Firearms shipped on pallets may not be combined/consolidated with any other products on the same pallet. Firearm pallets must be wrapped in Black Shrink Wrap and have one placard on each of its four sides stating **Dept. 220, 222 or 225.**

11.7 Trailer Loading Requirements

Trailers are required to be loaded such that the shipment will not be damaged in transit and prevent an unsafe work condition during the unload process.

- · Shipments are to have the weight evenly distributed from front to back and side to side
- Follow carton orientation as specified
- Load heavy product on bottom and light product on top
- Align corners of cartons to ensure weight is evenly distributed
- Load cartons in a "brick layer" manner. Do not column load
- Do not load product over 50lbs above 5 feet
- When combining floor load and pallet load in one trailer always build the nose with floor load and tail with pallets
- Barriers and load restraints should be used

11.7.1 Definition of Loading

- Nose referred to section away from doors of container/trailer
- Tail referred to section close to doors of container/trailer
- Flat Greatest surface of carton laid down on Floor
- Library Loaded like books on a shelf



11.8 Loading Non-Conveyable Cartons

When loading cartons that meet or exceed the Non-Conveyable size standards (Section 11.3).

REQUIRED:

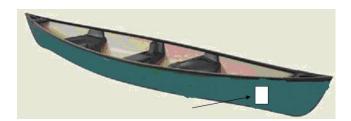
- Cartons should be flat-loaded into the container, with greatest surface area on the floor
- Load cartons length-wise (Loaded Nose to Tail)
- If GS1-128 label on end of carton, labels should be facing Tail of container/trailer
 - If there is excess space in container, vendors should load only 1 row of library-loaded cartons at a time.
 - Example: Load 1 row flat-loaded cartons followed by 1 row library-loaded cartons. Repeat as necessary to fill in excess space.
- Exceptions:
 - Product that requires cartons to be loaded a specific direction to maintain quality and integrity of product (example: bikes, ellipticals)
 - o Product loaded library-style to fill in space to maximize cube

11.8.1 Multiple Styles/Colors per Container/Trailer

- One (1) Purchase order Load container by SKU/color.
- More than one Purchase order Load container by SKU/color.
- Load container/trailer to keep same Style/SKU cartons together before transitioning to the next Style/SKU.
 - o Note: DSG will process the container at the shipment level, and not the individual PO.
 - Keep same SKU/color together regardless of Purchase order.
 - Only build a row with multiple SKUs when transitioning from 1 SKU to another.
 Keep same SKU together within transition row.
 - If multiple POs are loaded into a container, vendor should still keep the same Style/SKU loaded together regardless of Purchase Order.

11.9 Boats

- Label must be applied towards the front, right-hand side all boats
- If boat is shipped in plastic place UCC128 directly on plastic (not on boat).
- If boat is shipped not in plastic place UCC128 directly on boat.
- Label should be applied on the flattest surface to prevent the barcode from creasing.
- Label may be placed in a vertical or horizontal position.





SECTION 12 VENDOR CERTIFICATION

The Vendor Certification Program is a merit-based program that will evaluate vendors on their shipment inventory integrity accuracy. Simply stated, the QA audit program randomly selects cartons from shipments to compare the physical contents to the ASN transmission at the carton level. The issues found by the QA audit are considered concealed inventory integrity since they would not be identified unless the carton was opened, and detail reviewed. There are 6 inventory integrity situations: shortages, overages, substitutions and UPC errors (no UPC, unscannable UPC, invalid DSG UPC).

The better a vendor's inventory integrity results are the fewer cartons that will be selected for future audits. Vendors will be categorized into one of three levels based on past results:

Gold – Highest 99.75 – 100% Silver – Middle 99.50 – 99.74% Bronze – Lowest 99.49 & Below

Compliance for inventory accuracy from the QA area for vendor certification per level are outlined in the chargeback schedule **(Exhibit D)**.

SECTION 13 Routing (TMS Training)

It is the intent of Dick's Sporting Goods to provide the most timely movement of product in the most efficient method possible. Dick's Sporting Goods requires that all shipments be routed through the Dick's Sporting Goods transportation management system (TMS) regardless of freight terms and shipping mode. The TMS link is https://logistics.dcsg.com

The TMS Training manual is located in the project library of the vendor portal www.dsgfreight.com

Transportation Management System (TMS)

All vendors, regardless of size of shipment or freight terms, must request routing through TMS. Each trailer/container must have its own routing request.

New vendors must complete the TMS Profile immediately upon receiving your completed vendor agreement and vendor number. The TMS Profile is located in the Project Library of the vendor portal www.dsgfreight.com. Submit your completed form to TMSSecurities@dcsg.com. Once received, we will notify you with your user name and password.

It is important this is completed immediately, otherwise you will not be able to route and ship your first orders. TMS set up may take up to 2 business days to complete.

Our TMS will provide faster turn time for routing requests, visibility to the status of requests, more efficient appointment scheduling and ultimately faster delivery of your product to the selling floor.

The TMS Training documents are located at www.dsgfreight.com

13.1 Requesting Routing for your Purchase Orders

- Routing request is required to be entered in TMS for all shipments whether they are Prepaid or Collect. This includes Direct To Store (DTS) PO's.
- Collect shipments must be routed no less than 2 <u>business</u> days prior to your Cancel If Not Ship
 By Date (CINSB) to allow TMS time to assign a truck so you can schedule the load to be picked
 up by the CINSB date.
- It is required to have an accurate ready date when the freight will be ready to ship when requesting routing. This is the date the carriers will expect to be able to pick up your freight.
 - The ready date must be a future date (not same day) of the submitted routing request, please review and confirm the ready date accurately reflects when the shipment will be ready to pick up prior to submitting final routing request.
- Once an RTS is created in TMS if additional PO's are received prior to submitting the request the additional PO's must be added to the same RTS and ready date adjusted to reflect the new date prior to submitting. Refer to section 13.4 on how to modify an RTS
- All metrics such as total cartons, cube, pallet positions and weight must be accurate.
- The total weight must include the weight of pallet(s) when selecting pallet loading method in TMS. Failure to provide accurate metrics may result in an expense offset.
- If you are anticipating parcel shipping please follow the requirements for determining dimensional weight for parcel shipping in section 14.2.7
- If you are shipping a partial PO, you will need to reduce the Ready to Ship (RTS) quantity on the related PO line item to reflect the number of cartons you are actually shipping when entering your routing request. This will keep the PO open so that it can be requested for routing again. Not doing this will close the PO and make it unavailable to route again. You will then need to contact the TMS Help desk to reopen the PO, which may result in an expense offset for your company.
- Routing may be requested any time after you receive PO's (up to 30 days before Do Not Ship Before date (DNSB4)) as long as the ready date is within the ship window. Please follow the chart below for clarity on when you need to route by based on your original CINSB date

PO CINSB Date Falls on:	Route No Later Than 5:00 PM EST
MONDAY	PREVIOUS THURSDAY
TUESDAY	PREVIOUS FRIDAY
WEDNESDAY	PREVIOUS MONDAY
THURSDAY	PREVIOUS TUESDAY
FRIDAY	PREVIOUS WEDNESDAY

- If your cancel if not ship by date falls on a Saturday or Sunday please use the Friday routing schedule listed above. If the day required to route is a holiday you must route the previous business day.
- DSG business days are M-F 8:00 AM 5:00PM EST

13.2 Shipment ID/Assigned Carrier

 To locate an assigned Shipment ID, click the General or Shipping tab on the Distribution Order (DO) screen. Double click the Shipment ID hyperlink and the Carrier assigned to your RTS will be displayed in the Shipment window in the Assigned Carrier field. Click the blue information icon to the right of the Carrier SCAC to view details, including full company name and contact information.

13.3 PO Extension Requests

If you are not able to meet your original Cancel If Not Shipped By Date (CINSB) as it is on your original PO you must complete the Vendor Request For PO Extension Form located in project library of the vendor portal www.dsgfreight.com and submit the form to your buyer.

Form must be completed for the following reasons

- You are unable to meet the CINSB date due to unavailable inventory for the first shipment of your PO and require an extension
- If you are requesting routing and the PO is unavailable to route due to it being past the CINSB date
- Enter the # of units and cost of the units ONLY for what is shipping late. If your late product is for back order units only submit the # of units and cost for the back order quantity
 - o Requests received after 12:00 PM EST. may not be available the next business day.
 - You will receive an email from the buyer or the vendorrequestedPO_Extensions@dcsg.com once the PO's have been extended
 - o If you are notified by the above email that the PO's have been opened in TMS you must request routing the same day.
- You cannot load any PO onto a truck until your routing has been completed for all PO's.
 Incomplete routing will be subject to a compliance fee for missing PO's on the routing request.

13.4 Modification/Cancellation of a Routing Request

Not Previously Submitted RTS

It is required to cancel any RTS that is not going to ship. To modify or cancel an RTS (this includes the removal or addition of PO's or cartons), please refer to the instructions provided in the TMS user guide located in the project library of the vendor portal www.dsgfreight.com..

Previously Submitted RTS

It is required to cancel any RTS that is not going to ship. To modify or cancel an RTS (this includes the removal or addition of PO's or cartons) that has been submitted and assigned a Shipment ID, please contact the TMS Help Desk at tms@dcsg.com or 724-273-4500 for assistance.

SECTION 14 DOMESTIC TRANSPORTATION

The TMS link is https://logistics.dcsg.com. The TMS Training manual is located in the project library of the vendor portal www.dsgfreight.com

14.1 Additional Shipping Instructions

Vendors must accumulate POs and ship once a week per facility unless they reach full trailer shipments on a more frequent basis.

For collect vendors only one LTL and/or Parcel size shipment is permitted per week per DC unless vendor ships from multiple facilities. All routing must be submitted through TMS regardless of mode. All shipments are to be sent Shipper Load and Count. Dick's Sporting Goods does not pay charges for driver load and count or count at origin. While reviewing all shipping methods the following rules should always be maintained.

- It is Dick's Sporting Goods policy not to reimburse for freight, i.e. Prepay and add. Please reference the shipping terms on your Vendor Agreement.
- It is critical that purchase orders (POs) are shipped complete. Back orders are not permitted on E3 replenishment orders
- All POs going to the same destination should be combined and entered onto one routing request.
- Do not submit your routing request until all POs shipping within the week are routed/attached to your request. This will reduce the chance of having multiple shipments in the same week.
 - If additional PO's are received after routing is submitted they must be combined with the following week's orders, there are no exceptions to this requirement
- All POs indicate a "DO NOT SHIP BEFORE" and a "CANCEL IF NOT SHIPPED BY". Orders
 must be shipped within this ship window, as close to the "DO NOT SHIP BEFORE" as
 possible. Any modification to the ship window must be authorized in writing by your Dick's
 Sporting Goods buyer. The TMS Help Desk is unable to change a PO ship window. Only a
 Dick's Sporting Goods buyer can update the ship window.
- Shipments requiring more than one trailer/container must have a bill of lading and ASN which
 represent the contents of each individual trailer/container. In addition, each trailer/container
 must have its own routing request.
- All shipments moving with a truckload carrier must be sealed by the vendor and the seal number must be listed on the BOL.
- Vendor must clearly list the shipment ID from TMS on the first page of the BOL as identified in section 14.3 of this routing guide. Failure to comply will result in expense offset.
- It is required when shipping with an LTL carrier to palletize and shrink wrap their freight.
- Shipments on pallets must be clearly marked with the piece count on each pallet.
- For Palletized shipments, the weight of the pallet must be included in the total weight entered
 on the routing request in TMS. Failure to comply could result in an expense offset for inaccurate
 metrics.
- Each pallet must be clearly marked with a placard notating the DC location and address to avoid any mis-directed freight
- Non-Conveyable freight should be sorted by purchase order. Items within the same UPC are to be kept together within a purchase order.
- Vendors are required to provide two copies of their BOL to the carrier at pick up, failure to comply will result in an expense offset.
- It is the responsibility of the vendor to verify with the truck driver that the correct shipment ID is being loaded on the truck. Do not load the truck if the driver does not have the shipment ID. Have the driver contact his dispatch for the shipment ID.

14.2 Shipment Methods

14.2.1 Collect shipments

Collect shipments should follow the instructions listed under Section 13 (Routing). Dick's Sporting Goods preferred freight terms are FOB collect. If instructed to ship with one of our preferred LTL carriers, the vendor is responsible for calling the LTL carrier to schedule a pick up appointment that falls within the ship window on the PO. If carrier fails to pick up on scheduled day, Vendor must contact TMS@dcsg.com and provide the shipment ID.

- Vendors have thirty minutes from their scheduled LTL pick up appointment to load the trailer.
- If instructed to ship with a truckload or Intermodal carrier the vendor will be contacted by the carrier to schedule a pick up appointment.
- Vendors have two hours from their scheduled truckload or Intermodal pick up appointment to load the trailer. If the time-limit is exceeded, the vendor may be subject to a detention expense offset.

Unloading delays exceeding two hours at final destination due to a late ASN may also incur a detention expense offset. .

14.2.2 Prepaid Shipments

It is required to only use carriers from the approved carrier list. Prepaid shipments must be routed in TMS regardless of mode. The approved carrier list is located in the Project Library of the Vendor Portal (www.dsgfreight.com).

In order for a carrier to be approved by Dick's Sporting Goods, they must meet the following criteria:

- "Drop trailer" capability into our facilities.
- Carriers must arrive no later than 1 hour after the scheduled drop delivery appointment time to be considered "on time".
 - Dick's Sporting Goods expects carriers to be 95% or greater to this goal.
- Carriers delivering prepaid freight and require a "live" unload appointment must arrive no later than 15 minutes after their scheduled live appointment time to be considered "on time".
 - Dick's Sporting Goods encourages carriers to arrive 15 minutes prior to the scheduled live appointment time to ensure compliance to this metric.
 - o Dick's Sporting Goods expects carriers to be 95% or greater to this goal.

Exceptions or additions to this list must be requested and approved thru Dick's Sporting Goods Logistics Department. Updated approved lists will be published quarterly.

Using a non-approved carrier will result in an expense offset regardless of the shipment being prepaid

14.2.3 Parcel Prepaid Shipments

Prepaid shipments being sent via parcel carrier must be requested for routing in TMS. The sum for the total shipments in one week to a single destination can be no more than 16 cartons and/or 110 billable (dimensional) pounds. **This is required even if the shipment is prepaid and will be subject to expense offset**. The DC's have limited capabilities to handle parcel shipments that exceed these requirements.

When entering information in the parcel system, it is required to enter an accurate PO number in Reference Field 1 for each individual tracking number.

14.2.4 Shipments by Air

Dick's Sporting Goods must authorize air shipments. Approval and routing instructions can be obtained via the Logistics Department by emailing route@dcsg.com.

14.2.5 Direct to Store orders

It is required to submit routing in TMS for Direct to Store (DTS) orders. Vendors will receive shipping instructions in TMS for DTS orders if orders are approved by Dick's Sporting Goods Logistics Department.

- It is required to request routing in TMS for DTS order. No orders should be shipped directly to stores without an approved Shipment ID from TMS.
- For collect shipments you will not receive shipping instructions or parcel acct# to use unless
 routing has been requested. It will be visible in TMS once routing has been approved
- For Prepaid shipments you must use one of the approved prepaid carriers for DTS shipments. The Approved Prepaid Carrier List is available in the project library of the vendor portal
- It is required to transmit EDI Invoices and ASN's and label DTS orders with UCC128 labels
- It is required to transmit ASN's and Invoices within an hour after the order ships
- Failure to provide ASN's for DTS orders or ASN's sent after the PO cancel date will result in a compliance offset
- It is required that labels for DTS orders have the complete store address in Zone B including the chain name (Dick's Sporting Goods, Field & Stream, Golf Galaxy, etc.)

14.2.6 Prepaid Direct Container Programs

All direct container programs must ship prepaid to a Dick's Sporting Goods distribution center as designated on the Purchase Order. Vendors are restricted from terminating containers at a US port of entry with the intention of Dick's Sporting Goods taking possession at the port or rail yard. Vendors who ship to us via a prepaid direct container program must request routing through TMS and provide their carrier with a shipment ID number. Vendors will need a shipment ID number to obtain a delivery appointment at our distribution centers. Dick's Sporting Goods will not be responsible for any demurrage or detention charges incurred on prepaid containers. Vendors are strongly encouraged to land containers based on the expected receipt dates for the purchase orders. When in doubt, vendors should discuss the expected receipt dates with the Dick's Sporting Goods buyer or traffic department.

14.2.7 Parcel Collect Shipments

In order to be eligible to ship parcel, the sum for the total shipments in one week to a single destination must weigh no more than 110 (dimensional) pounds and be comprised of 16 or fewer cartons. If the shipment exceeds either metric, it will not be eligible for parcel.

It is required to enter proper metrics when requesting routing in TMS to ensure parcel approval is not provided if it exceeds the following:

- Individual packages may not exceed:
 - o 150 pounds actual weight
 - o 130 inches in length and girth combined (*Girth* = 2x *Width* + 2x *Height*)
 - o 96 inches in length
- Determining Dimensional Weight
 - o Find length (L), width (W), and height (H) or your package in inches
 - o Take L x W x H and divide by 350 to find the dimensional weight
 - Increase any fraction to the next whole pound (i.e. 11.2 lbs.)
 - Compare the dimensional weight and actual weight and use whichever is greater of the two

When determining weight, if the dimensional weight exceeds 110 billable pounds you must select pallet method in TMS and follow the requirements noted in section 13.1. If your parcel shipment exceeds the requirements as a result of incorrect metrics entered in TMS you will subject a compliance chargeback.

When advised to ship parcel it is required that the vendor does not ship cartons that are considered to be oversized according to the parcel carrier guidelines as outlined above. If the cartons are considered oversized it is the vendor's responsibility to notify the logistics department.

Packages exceeding the weight and size limit are subject to a logistics expense offset. Collect account numbers for each of our DC's, can be found in the approved routing request screen in TMS.

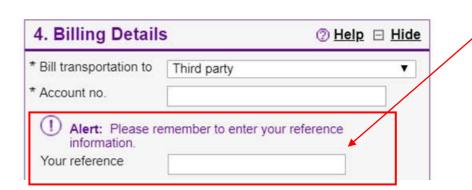
Shipments approved to ship FedEx Parcel must use the appropriate 3rd party billing account number provided in TMS once the shipment has been routed and assigned a TMS Ship ID (CS#).

- Shipments to the DC, Direct to Store do not use the same account#.
- It is required to use the correct account# assigned to the shipment in TMS for each individual shipment

Not using the appropriate 3rd party billing account number will result in a compliance charge for the administrative fee to research and apply the correct account number

When entering information in the FedEx system for parcel shipments it is required to enter a valid PO in Reference Field 1 for each individual tracking number. Failure to enter the correct PO in the system will result in an expense offset

- PO must be entered in reference field 1 under the "Billing Details" section as shown below
- PO must be exactly as it was written. Do not add any additional characters, letters or numbers.



14.3 BOL Preparation

Create a master Bill of Lading that references all purchase orders on the shipment. Bill of lading (two copies) with the following information must be provided to the carrier at time of pick-up. Any missing or inaccurate information on BOL will result in additional compliance expense offsets

REQUIREMENT: The bill of lading must contain the following on the first page:

- Carrier Full Name (Not Abbreviated or SCAC)
- Ship To Address Full address with no abbreviations (Section 14.3.2)
- 3rd Party Billing Address for Collect shipments with no abbreviations. (14.3.2)
- Vendor Name
- Vendor Number
- Purchase Order Number(s) (Must list all PO's, use supplemental page if needed)
 - When using supplemental pages for additional PO's the total carton count must be listed on the first page
- Number of Cartons per PO
- Total number of cartons for shipment listed on first page Must match what is routed in TMS and physical shipment – discrepancies must be resolved prior to shipping
- Number of pallets
- Weight

- Description of Merchandise
- NMFC Class Number
- Bill of Lading Number
- TMS Shipment ID on first page (Section 14.3.1)
- Seal Number

Vendor is responsible for making sure the carrier does not cover up any required information on the BOL. When signing the BOL upon pickup please be sure the carrier has not covered anything with their own internal information.

Any missing, incomplete or illegible information on the BOL resulting in additional administrative work will be subject to a compliance fee

Freight Shipped Collect must be marked Collect on BOL (Not 3rd Party)

• Bill to address for collect freight should reflect the correct Bill to address (section 14.3.2)

Freight Shipped Prepaid must be marked Prepaid on BOL

• Bill to address must be the shippers address. DO not enter the DSG address for any prepaid shipments

14.3.1 TMS Shipment ID Requirements

TMS provides each vendor a unique shipment ID number once their routing has been approved. All vendors are required to list this shipment ID number on their BOL. **The shipment ID number is used for the following important purposes.**

- It is used by carriers to set a delivery appointment at our DC
- It is needed by the carrier to gain access into the yard at our DC
- It is used for invoicing purposes.

Without this number, carriers will be turned away from our DC and will not get paid. This will result in an additional expense offset

Please review the below guidelines:

- Shipment ID number must appear EXACTLY as assigned in TMS including the letters (CSxxxxxxxx).
- Shipment ID number must be listed on the FIRST PAGE of the BOL
 - If you use a GS1 Standard BOL format (recommended) TMS Ship ID must be in the "CID" field. It will not be accepted in any other field
 - If you use any other non GS1 BOL format TMS Ship ID must be in the top right corner of the BOL
 - The TMS Ship ID cannot be used in a field designated for other information i.e. BOL. It must be in its own unique field
- Shipment ID number must include the preceding letters and zeros.
- Shipment ID can be hand written but MUST BE LEGIBLE.
- Shipment IDs are unique to each individual shipment; please make sure you are listing the shipment ID that corresponds with the PO's on your BOL and your destination DC.
- Only one shipment ID should be listed on your BOL, if you have two for the same shipment, please contact <u>TMS@dcsg.com</u> and ask that your routing be combined onto one shipment.
- Shipment IDs cannot be REUSED
- Shipment ID must be accurate (no typos, extra numbers etc.).

The TMS Shipment ID is also a required reference segment on the 856 EDI ASN. Please refer to the 856 Implementation guide for more information on transmitting this on the ASN.

^{*} In case of multiple truckload shipments, each truckload must have its own unique BOL that reflects the exact contents of each truckload

When generating multiple ASN's for 1 shipment it is required that you submit a master BOL to the carrier. You cannot submit a separate BOL for each vendor# if they are on the same shipment. This will result in a multiple ship charge

14.3.2 Bill to and Ship to Addresses

If Shipping Collect the following address should be noted in the Third Party Freight Charges Bill To Section:

Third Party Freight Charges Bill To:

Dick's Sporting Goods 345 Court Street Coraopolis PA, 15108

See sample BOL below.

One of the following addresses as stated on your Purchase Order should be noted in the Ship To Section:

Ship To: Must contain Dick's Sporting Goods followed by the correct destination address, no abbreviations of the name Dick's Sporting Goods will be accepted.

Dick's Sporting Goods (351)	Dick's Sporting Goods (51)	Dick's Sporting Goods (651)
655 S. Perry Road	159 Painter Road	3909 North Commerce Drive
Plainfield, IN 46168	Smithton, PA 15479	East Point, GA 30344
Dick's Sporting Goods (851)	Dick's Sporting Goods (845)	Dick's Sporting Goods (1051)
Dick's Sporting Goods (851) 4651 North Cotton Ln		Dick's Sporting Goods (1051) 140 Broome Corporate Parkway

The following is an example of the GS1 BOL. Please be sure your information is accurate

You can download a copy of the GS1 BOL standards and template here

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14.3.3 POD Requests

If you are requesting a Proof of Delivery (POD) please use the below email addresses:

PODrequestsmithton@dcsg.com

PODreguestplainfield@dcsg.com

PODreguesteastpoint@dcsg.com

PODrequestgoodyear@dcsg.com

PODrequestconklin@dcsg.com

SECTION 15 Direct Import Collect Transportation

Dick's Sporting Goods intent is to move product in the most timely and efficient method possible.

It is the Vendor's responsibility to ensure freight is onboard the vessel/flight within the defined seven (7) day X-port shipping window, which means all functions related to final inspections, required processing, booking and load delivery need to be completed ahead of time. If goods are not <u>onboard</u> within this timeframe due to factors within the vendor's control, shipments will be subject to additional charges, up to and including cancelation of the purchase order.

Vendor should place bookings with APLL 14 days prior to the DNSB4 date during the regular season and 21 days prior during peak season (Mid-June through October) or special holiday periods. Vendor should plan to ex-factory 5-7 days prior to the DNSB4 date.

All import vendors shipping freight collect must place bookings with APL Logistics.

15.1 Import Routing Instructions

15.1.2 Shipments from Canada and Mexico

Vendors shipping for the first time from Canada and Mexico must contact importrraffic@dcsg.com for further instructions.

15.1.3 Prepaid Direct Container Programs

All vendor prepaid direct container programs must ship to Dick's Sporting Goods' distribution center. Vendors are restricted from terminating containers at a US port of entry with the intention of Dick's taking possession at the port or rail yard.

DSG requires vendors to deliver with an Approved DSG carrier to ensure containers are dropped for delivery. Dick's will not be responsible for any demurrage or detention charges incurred for such appointments. Vendors are strongly encouraged to land containers based on the expected receipt dates for the orders. When in doubt, vendors should discuss the expected receipt dates with the buyer or Dick's traffic department. Any questions regarding prepaid direct container programs must be directed to importtraffic@dcsg.com.

15.1.4 Ocean Shipments - FOB Collect Basis

General Instructions

Unless otherwise stated on the purchase order, all merchandise shipping from points outside of the US, Canada, or Mexico must ship free on board (FOB) from the negotiated port of origin via ocean freight collect. Vendors shipping by ocean must contact APL Logistics for routing.

Vendor agrees to bear all costs and make all necessary arrangements to deliver the goods to the FOB port specified by DISH.

Minimum freight requirements for factory loaded containers

Vendors must have a minimum amount of freight scheduled to ship to one 'ship to address' within a given ship window in order to book and load a container themselves. The minimums are stated in cubic meters by container size below:

20' container 20 cbm (where approved at limited origins)

40' container 40 cbm

40' HC container 60 cbm 45' container 68 cbm

If the volume of a shipment is less than the minimum amount, vendors must ship the goods to the designated consolidator or LCL carrier.

Vendors must communicate accurate shipment volume and weight to the carrier during the booking process so the proper mode and container size are utilized. 40' and 40' high cube containers are regularly available and must be booked and used as needed. 45' containers can be scarce at times but if a vendor has enough freight to utilize a 45' container, a request must be submitted to APL Logistics (APLL) to do so.

The minimum volume requirements for 40', 40'HC, and 45' containers overlap the actual volume capacity of the preceding container size. Therefore, vendors are expected to use their best judgment as to how much freight they can fit into a container.

For example:

- A 40' general purpose container has a gross capacity of 67.7 cubic meters, but the general recommend fill level is 59 cubic meters.
- The minimum freight requirement for a 40' high cube container is 60 cubic meters. Vendors with freight volumes ranging between 60 and 67.7 cubic meters are expected to use their best judgment based on experience to determine if they will need a 40' general purpose container or a 40' high cube container.

When in doubt, discuss the situation with the carrier or contact Dick's traffic department at importtraffic@dcsg.com .

Vendors must maximize the use of container space when shipping multiple containers at one time. Each container of a multiple container shipment must be at least 95% full with the exception of the last container so long as it is loaded above the minimum requirement. Vendors shipping more than 4 containers to one destination within one ship window must include 40'HC and 45' containers, where applicable, in order to reduce container count. For example: An ocean shipment from Yantian to Plainfield for 272 cubic meters was booked for 5x40' standard. Vendor should ship as 2x45's and 2x40'HC and reduce booking by 1 container count.

In some instances and depending on the volume of freight, vendors may be required to ship FCL and LCL at the same time.

For example, if a vendor is ready to ship 90 cubic meters of freight to Smithton, PA, approx. 75 cubic meters should ship as 1x45' container and the remaining 15 cubic meters must ship as CFS freight.

An individual purchase order must not be loaded across multiple containers unless the vendor has the ability to send an ASN per container.

Maximum allowable cargo weight limit per container

Vendors shipping factory loaded containers must not exceed the allowable cargo weight limit per container size and destination as stated in kilograms below:

Destination	20'	40'	40'HC	45'
Smithton, PA	15,422	19,731	19,731	19,935
Plainfield, IN	15,422	19,731	19,731	19,935
East Point, GA	15,422	19,731	19,731	19,935
Goodyear, AZ	15,422	19,277	19,277	19,277
Conklin, NY	15,422	19,731	19,731	19,935

Weight must be evenly distributed within the container. Exceeding the allowable cargo weight limit may cause delays in the US and vendors will be subject to charge backs.

Container Weight Verification Requirement

The Safety of Life at Sea Convention (SOLAS) has developed container weight verification requirements that go into effect on **July 1, 2016**. Shippers will be responsible for the verification of the packed container's weight. The purpose of the **Verified Gross Mass (VGM)** requirement is to obtain an accurate gross weight of packed containers so that vessel and terminal operators can prepare vessel stowage plans prior to loading cargo on ships.

REQUIRED:

- The Shipper (listed as shipper in the bill of lading or sea waybill) is responsible for providing the VGM to the carrier in reasonable time prior to vessel loading
- The VGM consists of cargo weight including packaging and dunnage (securing) materials and tare weight of container
- The Carrier is responsible for relaying the VGM to its terminal
- The data to be provided to the carrier consists of the VGM and the shipper's (Individual's) authorized signature (can be electronic)
- The Scale used for weighing has to be calibrated/certified in accordance with local/national Rules
- There are two Methodologies for calculating the VGM:
 - 1. Weigh the packed/laden container
 - 2. Weigh all packages, packaging and dunnage material and add the tare weight of the container
- Estimating weight is not permitted. The shipper has a responsibility to weigh the packed container or to weigh its contents
- Carriers WILL NOT LOAD containers without having VGM

Impact to the Shipper:

- The shipper is required to verify the gross mass (using Method 1 or Method 2 explained above), and to communicate the verified mass in a shipping document.
- The shipping document could either be the shipping instructions to the line, or a separate communication such as a weight certificate.

The information must highlight that the gross mass is the "verified gross mass", signed by somebody duly authorized by the shipper, and received in time to be used by the master and terminal representative in the ship's stowage plan.

FOB Ports

Vendors are responsible for negotiating the FOB Port with Dick's Sporting Goods' Buyer or Product Development associate during the quoting process.

Shipping Windows

DSG's purchase orders include a 'do not ship before date', a 'cancel if not shipped by date', and a 'ship to address'. Orders must leave port within this window and be shipped to the address listed on the purchase order. Any deviation requires Dick's buyer to adjust the ship window.

Do not ship before date (DNSB4)

This is the start of the exit port window. It is not an ex-factory date or cargo ready date.

Cancel if not shipped by date (CINSBY)

This is the last date a shipment should be onboard a vessel departing port. Any deviation requires Dick's buyer to adjust the ship window.

Ship to address

This address serves as the intended destination for the purchase order.

Air Shipments

Import Vendors must book air freight shipments through APL Logistics. All air freight shipments require prior approval by Dick's Sporting Goods import logistics department. Prepaid air shipments must ship direct to Dick's Sporting Goods door and vendor is responsible for all charges.

Transshipment Warning

Dick's Sporting Goods strictly forbids the practice of transshipping imported merchandise for the purposes of circumventing trade laws, trade restrictions, and textile quota limits. Any vendor found engaging in the practice of transshipping merchandise will no longer do business with Dick's Sporting Goods. The name and address of the actual manufacturer of the goods must be properly stated on the commercial invoice.

15.1.5 APL Logistics Booking Process

Vendors must make booking requests via APL Logistics (APLL) Booking Manager. Vendors must contact APL Logistics directly with any questions about the booking program.

The forwarder cargo receipt / bill of lading must state the following:

- Dick's Merchandise & Supply Chain Inc. 345 Court Street, Coraopolis, PA 15108 must be listed as the consignee.
- The Notify Party must list **GEODIS USA, Inc.**, The Navy Yard, 5101 S. Broad Street, Philadelphia, PA 19112, Main Ph. 215-238-8600, Direct Ph. 267-570-2811 Attn: Dick's Sporting Goods Team, Email: dmsc.ff.us@geodis.com
- All shipped PO's must be listed on the bill of lading / forwarder cargo receipt.
- All vendors must request Seaway Bills of Lading (Express Release / Telex bills of lading) at the time of booking. Seaway (Express Release) bills of lading do not require an original bill of

lading to be sent to the US for freight release. Please note that APLL will return a Forwarder Cargo Receipt (FCR) instead of a copy of the bill of lading. The FCR must be made available with the shipping documents.

- Vendors requesting original bills of lading at the time of booking must courier the original bill of lading, commercial invoice, packing list, etc. to the applicable notify party stated above within <u>9</u> <u>days</u> of the confirmed on board vessel date. Vendors should only request an original bill of lading in rare instances where it is not possible to get a Seaway / Express Release bill of lading.
- Failure to provide APLL with the correct information, such as PO's, consignee, notify party, etc., for the bill of lading will result in a document integrity (DI) charge back.

15.1.6 Documentation required upon shipment of merchandise:

Vendors must refer to the instructions included with the terms of payment to determine if documentation is to be forwarded to Dick's Sporting Goods' finance department. First Sale Vendors must follow additional documentation requirements specified by DSG.

Regardless of the terms of payment, vendors are required to forward / make available in GT Nexus (Formerly TradeCard) a complete set of commercial documents (commercial invoice, packing list, Forwarder Cargo Receipt (FCR), certificate of origin (if applicable), visa (if applicable), General Certificate of Conformity, etc.) to the designated customs broker within <u>9 days</u> of the confirmed on board vessel date for ocean shipments and within <u>24 hours</u> of departure for air shipments. The designated customs broker is the same as the notify party on the bill of lading. Non-GT Nexus vendors may email the documents directly to the Geodis inbox @ dmsc.ff.us@geodis.com. Shipments requiring original documentation (quota/visa shipments) must be couriered directly to the customs broker. GT Nexus vendors must upload all additional shipping documents in GT Nexus, i.e. bill of lading or Forwarder Cargo Receipt, certificate of origin, General Certificate of Conformity, etc.

- A duplicate set of original documents must move with air freight shipments. If the merchandise
 requires an original visa, it must be included with the courier pouch. A copy of the visa can
 move with the air freight.
- Merchandise eligible for trade agreements such as Jordan Free Trade Agreement (JFTA), General System
 of Preferences (GSP), Central America Free Trade Agreement (CAFTA), or Peru Free Trade Agreement
 (PFTA) must be properly declared and include any other supporting documents as required.
- Vendors must request and receive one Forwarder Cargo Receipt (FCR) per shipment from APLL. This instruction is communicated by the factory to APLL at the time of booking. A shipment is defined as the entire sum of goods shipped by one factory onboard a given vessel or aircraft to a specific destination.
- Vendors must issue one commercial invoice per shipment. For example, if a vendor is shipping
 three containers consisting of six purchase orders to Plainfield, IN all six purchase orders must
 be combined on one invoice.
- Vendors must provide APL Logistics with the correct commercial invoice number during the booking process.
- Vendors must issue one packing list per shipment following the same guidelines as the
 commercial invoice requirement stated above. The packing list must include a PO/container
 breakdown for shipments consisting of multiple containers, which clearly state the purchase
 orders with quantities in each container.
- Vendors that are paid outside of GTNexus, must issue one commercial invoice per PO #.

The following information must be included and accurately stated on the commercial invoice.

- Invoice number
- Invoice date and approximate ship date
- Sold to company must be listed as indicated on purchase order either Dick's Sporting Goods or Dick's Merchandising & Supply Chain Inc. 345 Court Street, Coraopolis, PA 15108
- Payment terms
- Name and address of the seller
- Country of origin for each item shipped
- Complete name and address of the manufacturer
- Name and address of the ship to location
- Carton markings (can be listed on separate document)
- Detailed description of the merchandise including the Dick's vendor style number(s), product description, and purchase order number(s). Textiles must specify the percentage by weight of each fiber for each garment. Detailed information regarding visa / quote merchandise including visa number, category number, quantities, and weight.
- Hanger style number and hanger country of origin if applicable
- Purchase price for each item must be in listed in US dollars
- Terms of sale (FOB collect)
- Quantity
- All free of charge items must have a commercial value declared for customs purposes only
- Merchandise furnished as replacement parts must show both the original cost and discount unit prices properly identified
- Buying commissions, rebates, etc. must be separately itemized if applicable. Goods or services furnished for the production of the merchandise not included in the invoice price (i.e. assists) must also be listed.
- Carton count
- Net and gross weight
- Seller's signature

The following information must be included and accurately stated on the packing list.

- Name and address of the seller
- Invoice number
- Date
- Consignee
- Ship to location
- Name and address of the container stuffing location
- Name and address of the consolidator (when applicable)
- Dick's purchase order number
- Description
- Vendor style number and UPC number
- Color and size assortment
- Quantity shipped for each UPC. Unit counts and set counts must be specified for any items
 packaged in sets such as golf clubs, golf balls, baseballs, softballs, etc. Set counts must
 specify the unit of measure.
- Number of cartons shipped per UPC and case pack quantity
- Carton numbers and ranges
- Net weight
- Gross weight
- Carton measurement (cubic volume)
- Container number
- Container breakdown for shipments consisting of multiple containers which clearly state the purchase orders with quantities in each container

- Store destination number and address as stated on the purchase order and identified as one of the following:
 - Dick's Sporting Goods Distribution Center, 159 Painter Road Smithton, PA 15479;
 - Dick's Sporting Goods Distribution Center, 655 S Perry Road Plainfield, IN 46168;
 - Dick's Sporting Goods Distribution Center 3909 North Commerce Drive East Point, GA 30344
 - Dick's Sporting Goods Distribution Center, 4651 North Cotton Lane, Goodyear, AZ 85395
 - Dick's Sporting Goods Distribution Center, 140 Broome Corporate Parkway, Conklin, NY 13748
 - or a 3rd party address when applicable

15.2 Supply Chain Security (C-TPAT)

As part of our commitment as a certified member of US Customs-Trade Partner Against Terrorism [C-TPAT], we continuously assess our supply chain to guard against threats of terrorism. Our import vendors and manufacturers represent the first link in our international supply chain and play a crucial role in our ability to safeguard our logistics network from such threats. To ensure continuous strengthening of the supply chain, we require all of our active import vendors to develop, enhance, and maintain effective security processes throughout their supply chain to guard against the threat of terrorism.

(All Vendors) Vendor Supply Chain Security Objectives

Vendors are expected to meet and demonstrate upon request the following objectives:

- Conduct a comprehensive assessment of your supply chain based on the 'Vendor Security Criteria' listed below.
- Develop a written and verifiable process for determining risk throughout your supply chain.
- Implement and maintain appropriate security measures throughout your supply chain in a
 written and verifiable format that are consistent with vendor supply chain security criteria or
 an equivalent World Customs Organization accredited security program administered by
 your national customs authority.
- If you have obtained certification in a supply chain security program being administered by your national customs authority, you are to provide DICK'S Sporting Goods with a copy of the certification.
- Develop and implement a periodic self-assessment program in a written and verifiable format to ensure the appropriate security measures are maintained as your business develops.

(All Vendors) Vendor Security Criteria

Listed below are the minimum supply chain security criteria that vendors are expected to meet. It should be understood that at any time DICK'S Sporting Goods personnel or US Customs officials may ask to view your factory and validate these criteria are met.

1. Container Security

Container integrity must be maintained to protect against the introduction of unauthorized material and/or persons. At the point of stuffing, procedures must be in place to properly seal and maintain the integrity of the shipping containers. A high security bolt seal must be affixed to all loaded containers bound for DICK'S Sporting Goods.

2. Container Inspection

Procedures must be in place to verify the physical integrity of the container structure prior to stuffing, to include the reliability of the locking mechanisms of the doors. A seven-point inspection process is recommended for all containers covering the front wall, left side, right side, floor, ceiling, inside/outside doors, and outside/undercarriage.

3. Container Seals

Written procedures must stipulate how seals are to be controlled and affixed to loaded containers to include procedures for recognizing and reporting compromised seals and/or containers to the appropriate personnel or authority. Only designated employees should distribute container seals for integrity purposes.

4. Container Storage

Containers must be stored in a secure area to prevent unauthorized access and/or manipulation. Procedures must be in place for reporting and neutralizing unauthorized entry into containers or container storage areas.

5. Physical Access Controls

Access controls prevent unauthorized entry to facilities, maintain control of employees and visitors, and protect company assets. Access controls must include the positive identification of all employees, visitors, and Vendors at all points of entry.

6. Employees

An employee identification system must be in place for positive identification and access control purposes. Employees should only be given access to those secure areas needed for the performance of their duties. Company management or security personnel must adequately control the issuance and removal of employee, visitor and vendor identification badges. Procedures for the issuance, removal and changing of access devices (e.g. keys, key cards, etc.) must be documented.

7. Visitors

Visitors must present photo identification for documentation purposes upon arrival. All visitors should be escorted and visibly display temporary identification.

8. Deliveries (including mail)

Proper ID and/or photo identification must be presented for documentation purposes upon arrival by all vendors. Arriving packages and mail should be periodically screened before being disseminated.

9. Challenging and Removing Unauthorized Persons

Procedures must be in place to identify, challenge, and address unauthorized/unidentified persons.

10. Personnel Security

Processes must be in place to screen prospective employees and to periodically check current employees.

11. Pre-Employment Verification

Application information, such as employment history and references must be verified prior to employment.

12. Background checks / investigations

Consistent with national and local regulations, background checks and investigations should be conducted for prospective employees. Once employed, periodic checks and reinvestigations should be performed based on cause, and/or the sensitivity of the employee's position.

13. Personnel Termination Procedures

Vendors must have procedures in place to remove identification, facility, and system access for terminated employees.

14. Procedural Security

Security measures must be in place to ensure the integrity and security of processes relevant to the transportation, handling, and storage of cargo in the supply chain.

15. Truck Movements

Procedures must be in place to track truck movements from the manufacturing facility to the seaport. Practices must include the screening of drivers, use of pre- determined routes, and tracking capabilities either electronic or through the use of written logs.

16. Documentation Processing

Procedures must be in place to ensure that all documentation provided to DICK'S Sporting Goods, our freight forwarders, and our customs brokers is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information. Documentation control must include safeguarding computer access and information.

17. Manifesting Procedures

Information provided to our freight forwarders for cargo manifestation must be reported accurately and timely.

18. Shipping & Receiving

Arriving cargo should be reconciled against information on the cargo manifest. The cargo should be accurately described, and the weights, labels, marks and piece count indicated and verified. Departing cargo should be verified against purchase or delivery orders. Drivers delivering or receiving cargo must be positively identified before cargo is received or released.

19. Cargo Discrepancies

All shortages, overages, and other significant discrepancies or anomalies must be resolved and/or investigated appropriately. Appropriate law enforcement agencies must be notified if illegal or suspicious activities are detected - as appropriate.

20. Security Training and Threat Awareness

A threat awareness program should be established and maintained by security personnel to recognize and foster awareness of the threat posed by terrorists at each point in the supply chain. Employees must be made aware of the procedures the company has in place to address a situation and how to report it. Additional training should be provided to employees in the shipping and receiving areas, as well as those receiving and opening mail.

Additionally, specific training should be offered to assist employees in maintaining cargo integrity, recognizing internal conspiracies, and protecting access controls. These programs should offer incentives for active employee participation.

21. Physical Security

Cargo handling and storage facilities must have physical barriers and deterrents that guard against unauthorized access.

22. Fencing

Perimeter fencing should enclose the areas around cargo handling and storage facilities. Interior fencing within a cargo handling structure should be used to segregate domestic, international, high value, and hazardous cargo. All fencing must be regularly inspected for integrity and damage.

23. Gates and Gate Houses

Gates through which vehicles and/or personnel enter or exit must be manned and/or monitored. The number of gates should be kept to the minimum necessary for proper access and safety.

24. Parking

Private passenger vehicles should be prohibited from parking in or adjacent to cargo handling and storage areas.

25. Building Structure

Buildings must be constructed of materials that resist unlawful entry. The integrity of structures must be maintained by periodic inspection and repair.

26. Locking Devices and Key Controls

All external and internal windows, gates and fences must be secured with locking devices. Management or security personnel must control the issuance of all locks and keys.

27. Lighting

Adequate lighting must be provided inside and outside the facility including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas.

28. Alarms Systems & Video Surveillance Cameras

Alarm systems and video surveillance cameras should be utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas.

29. Information Technology Security Password Protection

Automated systems must use individually assigned accounts that require a periodic change of password. IT security policies, procedures and standards must be in place and provided to employees in the form of training.

30. Information Technology Security Accountability

A system must be in place to identify the abuse of IT including improper access, tampering or the altering of business data. All system violators must be subject to appropriate disciplinary actions for abuse.

31. Business Partner Accountability

A system must be in place to monitor any business partner contracted to manufacture or transport merchandise from the factory premise to the port or other designated location to ensure compliance with the minimum supply chain security requirements defined above.

32. Cybersecurity

IT controls that protect and secure purchase order information, product detail, and other business sensitive information from external, unauthorized parties.

33. Agricultural Security

Protecting supply chain from contaminants and pests by implementing proper checks and necessary treatments.

34. Financial Review of Business Partners

Adopting adequate validations of bank accounts and business entities to prevent money laundering and terrorism financing.

35. Security Vision and Responsibility

Using security technology, including security cameras and intrusion alarms, to fortify existing physical security requirements.

Third Party Security Audits

All direct import vendors approved to do business with DICK'S Sporting Goods must have a third-party supply chain security audit completed at the time the vendor agreement is signed as a condition of doing business. This third-party audit is at the vendor's expense and should be scheduled with one of our preferred 3rd party audit companies either Intertek or Bureau Veritas. We will accept a third-party audit report that has been completed within the year for another customer. The third-party security audit requirement also may be waived if a vendor is a member of a Foreign Security Administration and can present documented proof of approval or if a vendor is a C-TPAT member and presents an active, approved C-TPAT SVI Number. Failure to comply can result in the termination of business.

Audit Results Risk Designation

Copies of the third-party audit reports must be provided to DICK'S Sporting Goods upon completion. Each factory that will be manufacturing products for DICK'S Sporting Goods must undergo an audit and provide an audit report. All vendor / factory combinations will receive a designation of high, medium or low risk. This designation is based on the following:

- Low Risk factories meet the minimum supply chain security requirements and often have documented processes and controls in place that are easily demonstrated and verifiable. Vendors typically score between 86% 100% on the third party audit report or green or yellow audit designation status.
- Medium Risk factories meet the majority of supply chain security requirements and are lacking in some areas. Vendors typically score between 76% 85% on the third party audit report or audit designation orange status.
- High Risk factories fail to meet several of the minimum supply chain security requirements. Vendors typically score between 0% 75% or audit designation red status.

Incentives

Factories rated at low risk will be subject to audits every 2 years. Factories rated at medium or high risk will be subject to re-audits as frequent as every 6 to 12 months.

Follow-up Action Plans

Vendors in the high and medium risk categories must provide an action plan defining corrections that will be made to meet the minimum supply chain security criteria and a timeline when these changes will be made. Major security risks identified in the audit report must be addressed within 30 days. Evidence of improvements being made, such as photographs or video footage, may be required and requested in the action plan. High risk vendors must undergo another third party audit once the improvements are made. Failure to comply could result in termination of business.

Periodic On-Site Visits

DICK'S Sporting Goods reserves the right to periodically visit a factory and validate supply chain security criteria is being met. DICK'S may also nominate a third party to audit the factory should there be a perceived risk, threat or vulnerability to the supply chain. In addition, US Customs may ask to schedule a visit with a factory to review security procedures.

The factory compliance field team supports the Company's C-TPAT/Supply Chain Security program by incorporating a CAP (corrective action plan) review during onsite visits by the DKS team, as well as periodic verification of corrections (where practicable).

On-Going Compliance

US Customs periodically updates supply chain security criteria based on best practices in the industry. Any updates to policies and procedures will be posted and communicated to vendors via the International Routing Guide located at www.dsgfreight.com. All vendors must register to access the site and receive alerts at the time vendor agreements are signed.

Third party audit reports are valid for one calendar year. We require that high risk and medium risk factories undergo audits annually and share the reports with DICK'S Sporting Goods. Low risk factories must undergo a third party audit every two years. These updated third party audit reports must be submitted around the date the original report expires.

SECTION 16 Damage/Defective RTV Program

16.1 RTV

The RTV program is designed for vendors who prefer to have their returned units either returned or destroyed for credit.

This program is for any product returned to one of our store locations regardless of purchase location (in store or online) by a consumer that is not in sellable condition and can be returned to the selling floor for resale. Please note the item may not be considered defective or damaged at the time of the return. Any item not able to be placed back on the selling floor due to it being used or out of original package will flow through the damage/defective return process.

Dick's Sporting Goods RLM return system is highly automated. Providing a standing Return Authorization (RA) # and single disposition for the defective units allows DSG to use that automation most effectively to reduce operating expenses. If a vendor's chosen RTV program varies from this, the additional operating and labor expenses that result will be reflected in the return handling charges periodically assessed.

By participating in the RTV program, vendors will be charged consolidation fee for freight and handling charges. Dick's Sporting Goods does not honor the payment of handling/refurbishing charges on defective or returned Accommodation Returns.

If you are on the RTV program and have not supplied a standing RA as part of your vendor agreement vendors will be contacted via email from a Dick's Sporting Goods RTV team member requesting the RA for defective goods. The email will include our Doc ID# and a .pdf file that identifies the product in need of the RA. It is DSG's requirement that an RA will be received from the Vendor within 48 hours of the initial DSG request. The RA identifier should be emailed back to Dick's Sporting Goods at DicksRTV@dcsg.com.

 This does not pertain to those vendors who participate in the Defective Allowance program as part of their vendor agreement.

16.2 Damage/Defective Program

All vendors could be subject to the following: Regardless of whether the vendor has previously opted for the RTV program or Defective Allowance Program. Dick's Sporting Goods reserves the right to sell goods to a third party, specifically, in the instance where (a) Damaged/Defective customer returns are covered by Dealer's Defective Allowance Program; (b) Aged and shopworn inventory is removed from the stores at no cost to the Vendor; or (c) Store inventory is damaged by flood, fire or similar events and removed from the store(s) at no cost to the Vendor."

16.3 RTV Research and Disputes

All disputes for RTV's and RTV discrepancies must be completed by submitting an email to RTVSSC@dcsg.com

Any information disputed on RTV's and RTV discrepancies older than 3 months from the date of the RTV will be subject to a \$25 charge per RTV deduction. No research will be done on any RTV's or RTV discrepancies over 6 months from the RTV date.

SECTION 17 Point of Sale Reporting

Vendors are encouraged to enroll in the service provided by SPS Commerce. This service provides visibility to POS data, including sales, margin, sell thru, inventory data and more. All POS data is deemed Dick's Sporting Goods, or it's related division's confidential information. Vendor dashboards are available to show a vendor how they are performing for all key performance indicators. "Shared View" reports are excel based and provide results for specific product's performance at the UPC/Store level on a weekly basis. Contacts for more information is below

New Vendor On-boarding info@spscommerce.com

Analytics Support

<u>AnalyticsSupport@spscommerce.com</u>

1-888-739-3232, option 2

Assortment Support assortment@spscommerce.com 1-888-739-3232, option 3

SECTION 18 ECOMMERCE

18.1 Ecommerce PO Shipping Information

All ecommerce orders regardless of chain are routed through one of our distribution centers. final destination designated to the E-Commerce fulfillment location. These orders must follow the same instructions as any other order shipping through our distribution centers.

E-Commerce orders will be written with a ship to location of the DC with a final destination of the designated fulfillment center. See below fulfillment locations and designated DC's the orders will flow through. For set up purposes please use the DC address for these locations

DC	Fulfillment Location
351	821
851	823
1051	1053

18.2 Ecommerce Packaging and VAS Requirements

In order to expedite the receiving of cartons and maintain a high level of accuracy in processing, the following guidelines have been established for all Ecommerce locations. This packaging should only be applied when orders reflect a final location of one of the ecomm locations listed above.

- One SKU per carton is preferred, however, one style, color, and multiple sizes may be shipped per carton if shipment is small and conveyable weight requirements cannot be met.
- Merchandise inside of cartons should NOT be tied together in bundles with strings, bands, etc.
- Carton weight should not exceed 40 pounds, unless the product itself weighs more than 40 pounds.
- All material softlines accessories and apparel, including socks, headwear, gloves (including batting gloves and football gloves), towels and belts, scarves, facemasks, visors, shoe laces, arm sleeves MUST be poly-bagged by individual saleable unit.
- The following hardgoods items, golf club covers, fanny packs, flip flops or sandals (not already
 in a box), shin guards, backpacks and life vests <u>MUST</u> be poly-bagged by individual saleable
 unit.
 - Polybag must be sealed prior to shipping by using either a self-sealing polybag or scotch tape
 - o Polybag material will be a minimum .85 mil thick.
 - Vendors must print or label the following warning across the center of each polybag, with lettering to be a minimum of 1/8" high:
 - "WARNING To avoid danger of suffocation; keep away from babies and children. Do not use in cribs, beds or play pens. This bag is not a toy."
- Hardgoods items packaged in an outer carton (covering a single selling unit) that is not part of the selling unit must have a UPC on the outer carton as well as the individual selling unit
- Apparel must be shipped without a hanger.
- Seal shipping cartons with tape as described in section 9.6. Do not use staples or bands.
- Do not use excessive packing material as described in section 9.5.

18.3 Vendor Direct to Consumer

The Vendor Direct guide is located in the Project Library of the vendor portal. All requirements and instructions are outlined in the separate guide.

18.3.1 Vendor Direct Performance

Dick's Sporting Goods is committed to partnering with our vendors to provide an excellent customer experience through our eCommerce business. Vendor Direct to Consumer is a major part of the operations which will help us to provide our customers with the best online shopping experience possible.

As outlined in your Dick's Sporting Goods Vendor Agreement eCommerce addendum, we require a 98% or better on-time ship and fill rate. By holding to this rate your company together with Dick's Sporting Goods will be able to keep our customers online shopping experience best in class.

Compliance for falling below the 98% fill rate agreement is outlined in the expense offset schedule under the eCommerce section. (**Exhibit D**).

SECTION 19 Chargeback Research and Disputes

All disputes or requests for additional information for any compliance chargeback must be completing by submitting a deduction task in the Vendor Portal www.dsgfreight.com (Section 1.1). Details and tutorials on how to complete the deduction task are located in the Project Library of the vendor portal.

Any information requested on chargeback's older than 6 months from the date the charge is approved in the vendor portal will be subject to a \$25 charge per item.

No research will be done on any charge over 1 year from the date charge is approved in the vendor portal

SECTION 20 Product Withdrawals/Recalls

Vendors/Manufacturers must contact Compliance at SafeProducts@dcsg.com to initiate a product quality or safety withdrawal/RTV/recall.

In the event your product is involved in a withdrawal, a \$25 fee per store based on the number of affected stores at the time the withdrawal/recall is announced will be charged. Example: If the number of stores at the time of the recall is 620, you will be assessed the administrative fee of 15,500 ($25 \times 620 = 15,500$).

Any questions regarding the new administrative fee may be directed to compliance@dcsg.com.

Firearms: Returns on any firearm recall will be assessed \$20 per gun returned

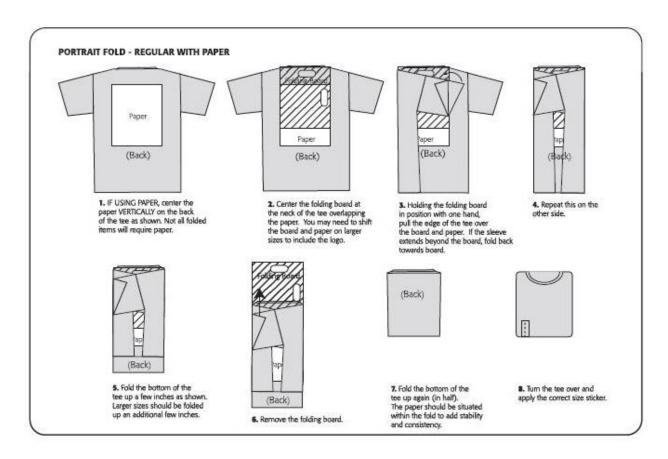
SECTION 21 Contact Information

	IMPORTANT CONTACTS						
General Questions	Vendor Relations Compliance	VendorRelationsComplianceTeam@dcsg.com					
Label Approval	Mail Hard Copy to: Dick's Sporting Goods 345 Court Street Coraopolis, Pa 15108 Attent: Vendor Relations	VendorRelationsComplianceTeam@dcsg.com					
Smart Ordering	Pre-pack, Parent-Child, Order Consolidation	Supply_Chain_Integration_Team@dcsg.com					
Questions	Supply Chain Initiatives						
RTV Questions	Returned merchandise/Defective allowance	dicksrtv@dcsg.com or RTVSSC@dcsg.com					
	Vendor Direct PO Inquiries	ecommercebuyers@dcsg.com					
eCommerce	Vendor Direct System Support	VDCAdmin@dcsg.com					
eCommerce	Product Image Support	eCommerceContent@dcsg.com					
Logistics	Questions Related To:	Contact					
TMS	General Routing and TMS Questions	tms@dcsg.com					
THO	New Shipping Point, New User set up	tmssecurity@dcsg.com					
Routing	Domestic routing	route@dcsg.com					
General Questions	Domestic traffic	traffic.dept@dcsg.com					
Fixture Routing	Non-merchandise purchase orders	vendor.fixtures@dcsg.com					
EDI	Questions Related To:	Contact					
EDI Setup/Questions	New Partner Trading Forms	EDISystems@dcsg.com					
	Existing Partner Forms	-					
		_					
		0.00000					
and accounts	•						
payables	Tax Related Questions	tax@dcsg.com					
	BDF Questions	VIM BDF@dcsg.com					
Routing General Questions Fixture Routing EDI EDI Setup/Questions Accounts Payble Most AP questions can Additional questions related to invoicing and accounts	General Routing and TMS Questions New Shipping Point, New User set up Domestic routing Domestic traffic Non-merchandise purchase orders Questions Related To: New Partner Trading Forms Existing Partner Forms EDI Testing Questions Related To: be answered by going to the supplier website eSettlements set up and support Account Maintenance or ACH setup Invoice questions Tax Related Questions	tms@dcsg.com tmssecurity@dcsg.com route@dcsg.com traffic.dept@dcsg.com vendor.fixtures@dcsg.com Contact EDISystems@dcsg.com - Contact www.dicks.com/MerchandiseSuppliers eSettlements@dcsg.com VendorManagement@dcsg.com MerchandiseAcctsPay@dcsg.com tax@dcsg.com					

Exhibit A Ticket Placement

Poteil Tieksting	• •	··-					
Retail Ticketing 4. Human readable and accomple UDC is required as all product.							
 Human readable and scannable UPC is required on all product. All Product indicated by an "Yes" requires a retail price. Retail prices may change from the time the PO is transmitted to the ship date. Please verify 							
· · · · · · · · · · · · · · · · · · ·	n the time	the PO is transmitted to the ship date. Please verify					
correct retail with buyer prior to shipping. Please refer to section 5.1							
3. Vendor is responsible for confirming Retail Price 30 days prior to "Do Not Ship Before" Da							
4. Retail Price label is required to be placed on product where indicated on chart listed below							
5. Please do not reference the Dick's Sporting Goods name or logo on the retail or UPC ticke		the LIDO					
6. Please see guide below to determine if the ticket for your product requires a retail price in	addition to	o the UPC.					
7. Products not defined by the guide below are not required to be retail priced.							
Product Line	Require						
Apparel - Belts	Yes	Place on hang tag near vendor UPC					
Apparel - Coats/Outerwear	Yes	Place on hang tag near vendor UPC					
		Place on hang tag near vendor UPC or					
Apparel - Gloves (Winter, Hunting, Baseball Mitts)	Yes	Front of package in top right corner					
Apparel - Headwear	Yes	Place on hang tag near vendor UPC					
Apparel - Intimates	Yes	Place on hang tag near vendor UPC					
Apparel - Kid's	Yes	Place on hang tag near vendor UPC					
Apparel - Men's	Yes	Place on hang tag near vendor UPC					
Apparel - Swimwear	Yes	Place on hang tag near vendor UPC					
Apparel - Underwear	Yes	Place on hang tag near vendor UPC					
Apparel - Women's	Yes	Place on hang tag near vendor UPC					
Gun Soft Cases	Yes	Front of package in top right corner					
Bags - Golf Stand and Staff, Golf, Tennis, Hockey	Yes	On hang tag by vendor UPC					
David De Barla Francis Barla D Wale Touris .	II., .	Place on hang tag near vendor UPC or					
Bags - Day Packs, Fanny Packs, Duffels, Travel Bags, Luggage, Framepacks, Sackpacks	Yes	Front of package in top right corner					
Balls - Bowling, Baseball, Softball, All Inflatable, (Basket, Foot, Soccer, and Volley balls)	Yes	Front of package in top right corner					
Bats	Yes	Place on plastic wrapping on barrel					
	ll	Place on hang tag near vendor UPC or					
Batting Gloves	Yes	Front of package in top right corner					
Billiards - Pool Cues	Yes	Place on hang tag near vendor UPC					
Body/Wake Boards	Yes	Place on hang tag near vendor UPC					
Bowling Shoes	Yes	End of box near vendor UPC					
Elect Downrigger	Yes	Place on hang tag near vendor UPC					
Eyewear/Sunglasses - low to moderate price points	Yes	Place on hang tag near vendor UPC					
Fishing - Combo Cases	Yes	Place on hang tag near vendor UPC					
Fishing Waders - Chest, Hip	Yes	End of box near vendor UPC					
Fishing Rods - Downrigger, Fly, Freshwater Spin, Ice, Pack, Saltwater, Spin, Spin Cast,		Place on hang tag near vendor UPC or					
Steelhead	Yes	near UPC if no hangtag					
Flags (Non-Licensed)	Yes	Place on hang tag near vendor UPC					
Footwear - All unboxed Footwear (Sandals, slides, etc.)	Yes	Plance on hang tag neat vendor UPC					
Golf Carts	Yes	Place on hang tag near vendor UPC					
Golf Clubs - Loose Irons, Woods, Wedges, Putters	Yes	On shaft near the grip					
Golf Club Sets - Boxed	Yes	Front of package in top right corner					
		Place on hang tag near vendor UPC or					
Helmets - Snow Sports	Yes	Front of package in top right corner					
Licensed - Apparel/ Headwear	Yes	Place on hang tag near vendor UPC					
Licensed - Bobbleheads	Yes	Front of package in top right corner					
Licensed - Inflatables	Yes	Place on hang tag near vendor UPC					
Licensed - NASCAR	Yes	Place on hang tag near vendor UPC					
Life Vests, floatation Devices	Yes	Place on hang tag near vendor UPC					
Paddles/Oars	Yes	Place on hang tag near vendor UPC					
Protective Equipment - Non packaged	Yes	Front of package in top right corner					
	II	Place on hang tag near vendor UPC or					
Racks - Bikes, Boat, Ski	Yes	Front of package in top right corner					
Racquet String	Yes	Front of package in top right corner					
Skateboards	Yes	Top front face of board (center)					
Ski - Bindings and Boots	Yes	End of box near vendor UPC					
Skis and Ski Poles and Water Skis	Yes	Place on hang tag near vendor UPC					
Sleds	Yes	Place on hang tag near vendor UPC					
Snowboards	Yes	Place on hang tag near vendor UPC					
Sticks (non-clam shell) - Field Hockey, Hockey, Lacrosse	Yes	Place on hang tag near vendor UPC					
Umbrellas	Yes	Place on hang tag near vendor UPC					
Videos/Books/Training Aides (no)/Magazines/Print Material/Message Therapy	Yes	Front of package in top right corner					
Watches	Yes	Place on hang tag near vendor UPC					
Wet Suits	Yes	Place on hang tag near vendor UPC					

Exhibit B Folding Standard and Size Strip Ordering



Denim and Woven Pant Fold

WOVEN PANT FOLD



1. Lay the pant face up on a flat surface.



Fold the pant in half lengthwise, right to left, aligning the outer seams.



3. Fold the legs



4. Fold the crotch over to creete a straight edge. Step 4 is not necessary when folding smaller sizes in order to keep the widths of the folded stacks consistent.

5. Fold the pants in half again pulling the bottom folding smaller sizes in order to keep the widths correct size sticker as shown.



Short Fold

BASIC SHORT FOLD





 Fold shorts in half, front facing you, crotch to UNDERNEATH short, the right and pocket on the left. Place folding board UNDERNEATH short, lining up the board with the left side of the shorts.







Remove the folding 5. Apply the correct size sticker as shown. The folded short should be approximately the size of the folding board.

Dick's Sporting Goods and Golf Galaxy approved supplier for the sizer strip is Arnold Print. See below form for ordering and contact information.

DCSG - Vendor Size Label Program - Vendor Account Information

To be able to participate in the Vendor Size Label Program all vendors need to supply the information requested in this document. There are three parts to the information needed; Account Billing, Account Shipping, Product Usage.

If you have any questions when filling out this form please contact Ralph Swain: Ralph.swain@otwprint.com
(phone) 412.418.4163 (fax) 800.495.7535

Account Billing:

COMPANY NAME	
CONTACT NAME	
TAXABLE	
TAX EXEMPT ID #	
ADDRESS LINE 1	
ADDRESS LINE 2	
CITY	
STATE	
COUNTRY	
ZIP CODE	
PHONE	
FAX	
EMAIL ADDRESS	

Account Shipping: Please print and complete a separate form for multiple shipping addresses.

COMPANY NAME	
CONTACT NAME	
TAXABLE	
TAX EXEMPT ID #	
ADDRESS LINE 1	
ADDRESS LINE 2	
CITY	
STATE	
COUNTRY	
ZIP CODE	
PHONE	
FAX	
EMAIL ADDRESS	

DCSG - Vendor Size Label Program - Vendor Account Information (cont.)

Product Usage: Please enter estimated usage per month of each Size label type listed below. Each roll consists of 500 strips. An example of the size chart is below but is not limited to what your needs are.

SIZE	XXS	XS	S	M	L	XL	XXL	XXXL
QUANTITY								
SIZE	30/30	30/32	30/34	32/30	32/32	32/34	34/30	34/32
QUANTITY								
SIZE	34/34	36/30	36/32	36/34	38/30	38/32	38/34	40/30
QUANTITY								
SIZE	40/32	40/34	42/30	42/32	42/34	44/30	44/32	44/30
QUANTITY								

When you have completed this form please save and email or fax to Ralph Swain.

Ralph.swain@otwprint.com

(phone) 412.418.4163 (fax) 800.495.7535

Once your form is received you will be contacted with any questions or to confirm that all of your information is complete.

Exhibit C UPC Set Up Form

Vendor UPC Set Up Form:						
Vendor Style #	Description	Color	Size	UPC Must be 12-13 Digits		
Diagon ontonico	and IDC information	ation on this forms o				

Please enter your product and UPC information on this form and email to merchandise.integrity@dcsg.com.

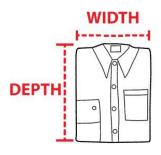
Exhibit D Compliance Offsets

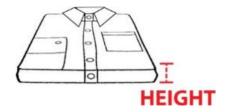
	Carton/Label Information	Violation Amount (Shipment)
NL	UCC128 label not on carton	\$7.50 per carton + \$250 service fee
UF	UCC128 label will not scan - Poor Quality	\$7.50 per carton + \$250 service fee
	Label Placement Incorrect - Update	
	- Barcode placed over taped seam	
	- Barcode placed over edge of carton	
	- Label placed on short end on a conveyable carton	
LP	- Label NOT placed on short end on a Non-conveyable carton	\$2.00 per carton + \$250 service fee
	Label missing required information	
IL	Label information not in required format	\$2.00 per carton + \$250 service fee
	EDI	Violation Amount (Shipment)
EA	Shipment in transit with no ASN (Late ASN - required 1 hour after shipment leaves)	\$250 per shipment
EA	Shipment checked in at distribution center with no ASN	\$500 per shipment
EA	Direct to Store PO (DTS) shipped with no ASN or ASN was sent late **Begin Feb. 2020**	\$50 per occurrence
	ASN was inaccurate and could not be used or split across multiple trucks – No Resend	\$7.50 per carton + \$250 service fee
AA	·	
	ASN was inaccurate. Vendor made corrections and resent within 24 hours	\$500 flat fee per shipment
AA	Missing or invalid TMS Shipment ID on ASN or not in correct REF Segment	\$500 flat fee per shipment
RC	Inventory adjustment due to inaccurate ASNs discovered after receipt	\$7.50 per carton + \$250 service fee
	Manual ASN required due to invalid ASN not corrected by vendor or no ASN for vendor in	
MA	production	\$7.50 per carton + \$500 service fee
CP	Casepack sent on ASN does not match casepack sent on PO (Bulk PO Only) Section 9.1	\$7.50 per carton + \$250 service fee
	Ticketing and Hanging (Floor Ready)	Violation Amount (Shipment)
	Retail price missing or	
RP	Retail price inaccurate	.50 per unit+\$250 service fee
TP	Unboxed Footwear not securely fastened together/Hanger not attached	.25 per unit+\$250 service fee
	Garments were not hung	
	Hung on Non VICs hanger / incorrect type	
GH	Garments hung that should be folded	.50 per unit+\$250 service fee
	Garments hung in incorrect presentation	
	- Bottoms in open position	
IP	- Not proper Tuck or clip	.50 per unit+\$250 service fee
	- Missing Sizer	
	- Incorrect sizer. Sizer does not match garment size	
SW	- Non DSG approved sizer	.25 per unit+\$250 service fee
	Folded Apparel missing size strip or size strip is in the wrong location	
IS	Fold Apparel not in individual polybags	.25 per unit+\$250 service fee
	Packaging	Violation Amount (Shipment)
		1 -5 occurrences in a 12 MO. Period: \$1 per unit+\$500 service fee
MC	Multiple UPC's mixed in one carton on a bulk order or broken prepack	6 + occurrences in a 12 MO Period: \$1 per unit + \$1000 service fee
EP	Excessive packing material	.35 per unit+\$250 service fee
	Special Handling Requirements not noted on cartons	
HZ	Firearms not properly labeled (individual or pallet labels)	\$50/item + \$250 service fee
	PO Exceptions	Violation Amount
CO	PO received after cancel date on PO	\$50.00 per PO
	A DOWN	***
	Accounting and RTV	Violation Amount
II	Missing or Inaccurate Invoice	\$25.00 per Invoice
	Consolidation fee for consumer returns to the store (damage/defective) (RTV or destroy). Only	
DD	Vendors who are set up on RTV per the vendor agreement. (not Defective Allowance)	15% of defective/damage claim (\$50.00 min)

	Logistics	Violation Amount
PC	Shipped outside of parcel carrier guidelines	\$15 per carton charge + \$250 administrative fee
MS	Multiple LTL or parcel carrier shipments shipped to the same location in the same week	\$300/Shipment
DC	Failure to use designated Collect carrier or approved Prepaid carrier	\$300/Shipment + \$2/carton
LS	Late shipment	5% of PO Cost for each week late
NU	Truck ordered by vendor and not used at the facility listed in TMS	Reversal of all freight charges + \$35 administrative fee
DT	Detention incurred upon loading at vendor location, upon unloading due to vendor ASN issue or Non-Approved Prepaid Carrier arrived late for scheduled appointment	\$250/Hr.
WL	Shipped to the wrong location	\$30 per carton +\$250 administrative fee
MO	Missing or inaccurate PO's on routing request in TMS	\$30 per PO + \$250 administrative fee
WV	Submitting routing request with understated or overstated volume metrics including total weight, cartons, pallet positions and cube	Reversal of all freight charges + \$35 administrative fee
ID	Failure to include accurate shipment ID# on 1st page of the BOL in designated area	\$300 per bill of lading
СВ	Failure to provide two copies of bill of lading to carrier at time of pick up or Missing and/or inaccurate information on BOL	\$300 per bill of lading
LR	Routing requested less than 2 business days before the CINSB date	\$300/Shipment
TR	Failure to enter accurate ready date when submitting routing request **Begin Feb 2020**	\$300/Shipment
	ECOMMERCE	Violation Amount
20	Incorrect VAS on an ecommerce order	.50 per unit+\$250 service fee
	Product Image not received 4 weeks before the ERD of the 1st PO for an item	\$50 Per Image Late
	Image not received by ERD. DSG pulled from stock to have shot	\$350 Per Image not Received by ERD
	Sample submitted in lieu of image before the ERD for DSG to shoot	\$250 per image if received prior to the ERD
ΡI	Image does not meet DSG specifications and required significant editing	\$150 Per Image
	Quickturn image not provided 48 hours after order submission	\$400 per missing image
	Vendor Certification	Violation Amount
N	Inventory Accuracy Errors	Gold - \$150/shipment
omnl	iance issued for the total cost of the shipment when inventory discrepancies are found during an	Silver – 3% cost of total shipment
udit	tance issued for the total cost of the simplicial when inventory discrepances are found during an	Bronze – 5% cost of total shipment
	VENDOR DIRECT – Compliance recording each fiscal month	Violation Amount
ЕОТ	On-time Vendor Direct less than 98%.for the fiscal month	\$25/order plus 5% COG/day each subsequent day late
EFR	Cancelled orders below 98% fill rate for fiscal month	\$25/cancelled order
	OTHER	
WER	Product not registered to WERCSmart site that requires regulatory compliance	\$1000 per product Per month not registered or until resolved
,, LIC	Safety recall Expense Recovery	\$25 per store per recalled item
REC	Safety recall Expense Recovery Firearms	\$20 per unit
KEU	Safety fecan Expense Recovery Filearnis	\$20 per unit

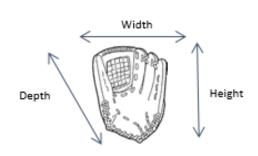
Exhibit E Ecommerce Product Measuring Guide

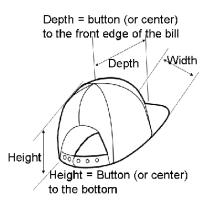
Flat Packed apparel



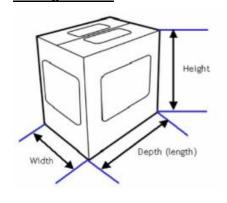


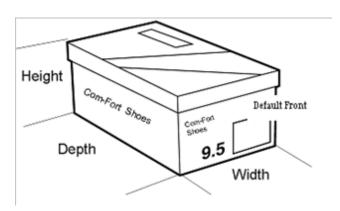
Item out of Package





Packaged Items





Examples on item measurement rules for additional product can be found in the GS1 Package Measurement Rules Standards Guide

https://www.gs1.org/docs/gdsn/3.1/GDSN_Package_Measurement_Rules.pdf

Exhibit F Hanger Chart

	MENS	WOMENS	YOUTH (XS-XL, 4-16)	TODDLER (2T - 4T)		MENS EXTENDED (3X or larger)*
SIZER	All I	nung product requi	res a Black 4 side s	ecure over hanger	size	r (SOHS)*
Tops	484	484	485	498		479
Sports Bras		498	498			
Bottoms	6012	6010	6010	6008		6014
Athletic Jackets	484	484	485	498		479
Fleece Tops	3328	3328	3315	3315		3319
Fleece Bottoms	6012	6010	6010	6008		6014
Outerwear	3328	3328	3315	3315		3319
Hunting Jackets	3328	3328	3315			3319
Hunting Bibs/Ski Bibs	3328	3328	3315			3328
Hunting Pants	7012	7010	7010			7014
Sportsman Casual Pants	7012	7010	7010			7014
Life Jackets*	484	484	485			
Wetsuits	484	484	485			
Swim (1 piece)		498	498			
Swim Tops (bikini) 1.1.21*		6010	6010			
Swim Tops (tankini) 1.1.21*		6010	6010			
Swim Tops (flutter style)1.1.21*		6010	6010			
Swim Tops (rash guard)	484	484	485	·		

^{*}Swim Tops noted above are to continue to remain on 498 until January 1, 2021.

• All Swim Tops will be hung on 6010 up-side-down beginning as of January 1, 2021. Refer to section 5.3.3

All apparel bottoms are required to be hung in CLOSED position EXCEPT the following, which must be hung in OPEN position:

- * Youth Baseball Pant elastic waist pull up pant
- * Football Girdles
- * Skorts/Skirts
- * Hunting Pants
- * Ski Pants
- * Underwear/Bikini bottoms

^{*} Youth Bottoms (size XXS only) and Youth Compression Bottoms (size XS and XXS only) - DSG will accept 6008 or 6010

^{*}Men's Extended sizes 3XL or larger or 46" waist or larger

^{*}Life Jackets do not require a crown sizer and can have hangers placed in carton instead of on garment.

^{*}Hanger codes listed above for bottoms hangers are for basic clips. If you need to order a different clip based on fabrications, garment weight, etc. – DSG will accept this as long as they are a GS1 standard hanger. For example – Men's Athletic bottoms require a 6012 bottoms hanger. DSG will also accept 6212 bottoms hanger (padded soft clips).

Exhibit G Regulatory Compliance Product Categories

Chemical-Containing Products

- Corrosives
- Cleaners
- Detergents
- Paints
- Flammables

- Solvents
- Adhesives
- Nutritional Supplements
- Personal care Products

 Household Products (pesticides, air fresheners, etc.)

Light Bulbs

- Incandescent
- Neon
- Fluorescent

Food Products

- Cooking Oil
- Energy Bars
- Vitamin Drinks

Batteries

• Includes products containing batteries

Electronics containing circuit board or flashing lights

Products dispensed by aerosol or bag-on-valve method

Fuels/Gas, CO2, and Mace/Pepper Spray

*This is a general guideline and not all inclusive. Any product that may contain any hazardous product for shipping or disposal requires registration

Exhibit H Product Attribute Delivery Requirements

* DSG realizes not all attributes can be available at time of original set up and presentation. All or as many as possible attributes are requested at time of set up.

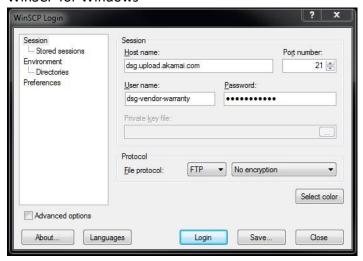
**REQUIRED delivery is noted for each in the chart below

ATTRIBUTES	SPECIFIC ATTRIBUTE	REQUIRED DELIVERY TIMING	DELIVERY METHOD
Initial Product setup	- UPC - VPN - Short Product - Description - Cost - Retail Price - Brand - Color - Size	Prior to product presentation to DSG	- Catalogue Service (or) - DSG Product Setup Sheet
Product Images	Inline Product Images Alternate Product Images	4 weeks prior to the DNSB4 date on the 1st PO	Catalogue Service (or)Placed on Vendor or DSG FTPSite
Product Images	Hot Market Product, Quick Turn Images Alternate Product Images	48 Hours from the date of order submission	Catalogue Service (or)Placed on Vendor or DSG FTPSite
Product Detail	Copy Elements	4 weeks prior to the DNSB4 date on the 1 st PO	Catalogue Service (or)Placed on Vendor or DSG FTPSite
Product Dimensions	Ecommerce Consumer Package - Height: (Inches) - Length: (Inches) - Depth: (Inches)	4 weeks prior to the DNSB4 date on the 1st PO	Catalogue Service (or)DSG Product Setup Sheet
Product Weights	Ecommerce Shipping weight (Pounds)	4 weeks prior to the DNSB4 date on the 1st PO	Catalogue Service (or)DSG Product Setup Sheet
Hazmat Data	 Hazmat ID# Hazmat Class Code Hazmat Division # Hazmat Division Description 	4 weeks prior to the DNSB4 date on the 1st PO	Catalogue Service (or)DSG Product Setup Sheet
WERCSmart	Register Hazardous Waste Product Provide Formulations	4 weeks prior to the DNSB4 date on the 1st PO	WERCSmart Website
Warranty	Warranty Information Provided to End Consumer	4 weeks prior to the DNSB4 date on the 1st PO	PDF Uploaded to dsg.upload.akamai.com

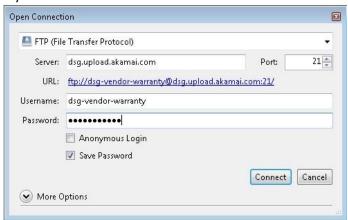
Exhibit I Connecting to dsg.upload.akamai.com via FTP

- 1. All users must connect with an FTP Client. External parties can download:
 - a. WinSCP for Windows:
 - i. http://winscp.net/eng/download.php
 - b. Cyberduck for Mac:
 - i. http://cyberduck.ch
- 2. Below are instructions for connecting to the FTP server.
 - a. File Protocol: FTP No Encryption
 - b. Host name: dsg.upload.akamai.com
 - c. Port number: 21
 - d. User name: dsg-vendor-warranty
 - e. Password: Warrant1es!

WinSCP for Windows



Cyberduck for MAC



- 3. When connecting for the first time, you will be prompted to trust this new connection.
 - a. Simply click, yes.

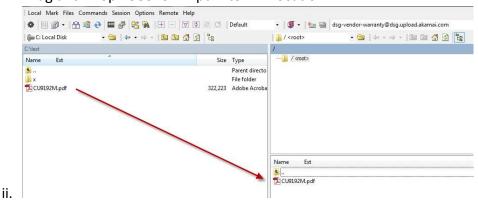
4. File Upload Example:

a. Launch FTP Client: WinSCP



Click Login

- b. Rename Warranty PDF file to DSG requested format
 - i. Before Rename "warranty".pdf
 - ii. Requested DSG format "VendorStyleNumber.pdf"
 - 1. After Rename following DSG requested format CU9192M.pdf
 - 2. Time CU9192M.pdf
- c. Upload PDF from your Local PC or Network Drive
 - i. Drag and Drop "CU9192M.pdf" to FTP location

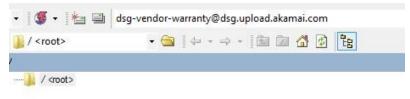


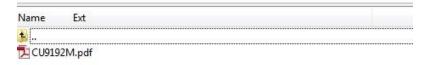
iii. User will be prompted to transfer/Copy the pdf file 1. Click Copy



2.

3. File Transfer status will display and close once transfer is complete iv. CU9192M.pdf will be displayed on the FTP location





1.

- v. Transfer Complete.
- 5. Please contact the Dicks Sporting Goods Helpdesk with all technical questions:
 - a. Methods of Contact:

i. Via Email: ITServiceDesk@dcsg.com

ii. Via Phone: (724) 273-3456

b. Reason for Call:

Manufacturer Warranty Vendor Transfer Issue

- 6. All users must connect with an FTP Client. External parties can download:
 - a. WinSCP for Windows:
 - i. http://winscp.net/eng/download.php
 - b. Cyberduck for Mac:

i. http://cyberduck.ch

7. Below are instructions for connecting to the FTP server.

a. File Protocol: FTP - No Encryption

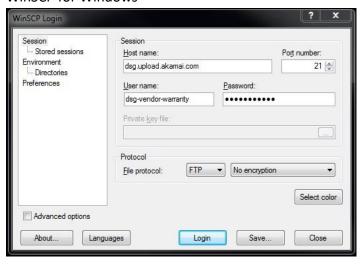
b. Host name: dsg.upload.akamai.com

c. Port number: 21

d. User name: dsg-vendor-warranty

e. Password: Warrant1es!

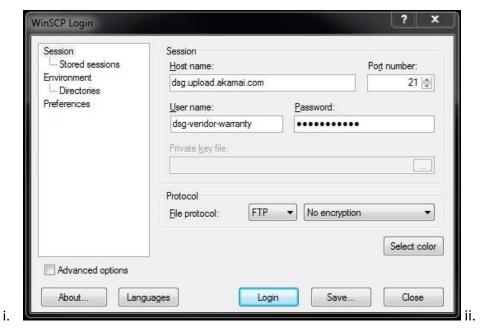
WinSCP for Windows



Cyberduck for MAC

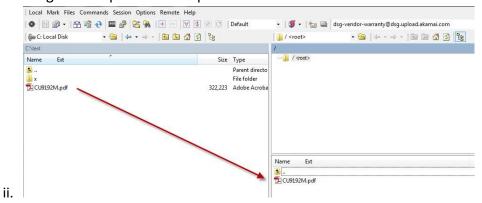


- 8. When connecting for the first time, you will be prompted to trust this new connection.
 - a. Simply click, yes.
- 9. File Upload Example:
 - a. Launch FTP Client: WinSCP

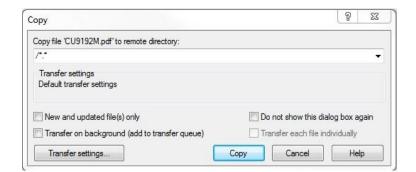


Click Login

- b. Rename Warranty PDF file to DSG requested format
 - i. Before Rename "warranty".pdf
 - ii. Requested DSG format "VendorStyleNumber.pdf"
 - 1. After Rename following DSG requested format CU9192M.pdf
 - 2. CU9192M.pdf
- c. Upload PDF from your Local PC or Network Drive
 - i. Drag and Drop "CU9192M.pdf" to FTP location

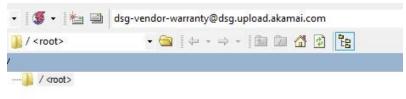


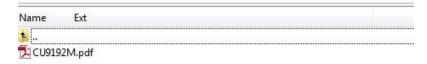
iii. User will be prompted to transfer/Copy the pdf file 1. Click Copy



4.

5. File Transfer status will display and close once transfer is complete iv. CU9192M.pdf will be displayed on the FTP location





1.

- v. Transfer Complete.
- 10. Please contact the Dicks Sporting Goods Helpdesk with all technical questions:
 - a. Methods of Contact:
 - i. Via Email: ITServiceDesk@dcsg.com
 - ii. Via Phone: (724) 273-3456
 - b. Reason for Call:

Manufacturer Warranty Vendor Transfer Issue