

Domestic Routing and Transportation Guide



*This routing guide contains confidential and propriety information which Dick's Sporting Goods/Golf Galaxy shares with its vendors.
Dissemination to others is strictly prohibited.*

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Routing Guide Change History

<u>DATE</u>	<u>TITLE</u>	<u>SECTION</u>	<u>CHANGE DESCRIPTION</u>
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

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 Golf Galaxy 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:

- Voluntary Interindustry Commerce Standards (VICS)... www.vics.org
- 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

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 (Exhibit H).

1.2 DSG Freight Website

All vendors to Dick's Sporting Goods are required to register to the DSG Freight Website. It is important to review the website and this routing guide thoroughly prior to the first shipment to ensure guidelines are followed. Please address any questions to the appropriate department contacts (Exhibit A). After reviewing the routing guide, it is important to revisit the DSG Freight Website monthly to check for our most recent updates and alerts. Any information in this routing guide can also be located on the freight website, www.dsgfreight.com

1.3 DSG Freight Website Registration

Multiple users for each vendor may register at the Dick's Sporting Goods Website. All first time users will be required to register on the DSG Freight Website. Click on log on registration. You will be required to provide your vendor number and a valid email address. If you have any problems during your registration please email dsgfreightwebsite@dcsq.com.

Dick's Sporting Goods strongly encourages members of your customer service, distribution, transportation, EDI, and sales teams to register as information contained on this site is applicable to all parts of the supply chain team that supports the account. People that have their email address registered directly with the site will have instant access to updates and new initiatives that happen throughout the year.

It is the responsibility of 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's responsibility to remove their email address from the website by sending the request to dsgfreightwebsite@dcsq.com.

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

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.

3 Vendor Indemnification and Insurance

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

4 Product Safety

4.1 Consumer Product Safety

Vendor represents, warrants and certifies that any goods provided to Dick's Sporting Goods for sale to the general consumer meet all applicable laws, rules, regulations and codes, including without limitation, those of any foreign country in which the merchandise is manufactured.

Vendors must follow all standards and guidelines established by the Consumer Products Safety Commission (CPSC). Additionally, it is the vendor's responsibility to manufacture all products within the current compliance levels established by the Consumer Product Safety Improvement Act (CPSIA) and in the State of California, California's Safe Drinking Water and Toxic Enforcement Act (also known as Proposition 65) and all applicable laws, rules, regulations and codes.

It is Dick's Sporting Goods expectation that each vendor is aware of all future government regulations and standards so that compliance is maintained at time of delivery.

4.2 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 a minimum of 7 days prior to receipt. It is the vendor's responsibility to maintain this information and provide Dick's Sporting Goods updates as required.

4.3 Hazardous Materials

All hazardous materials regulated by DOT (Department of Transportation) 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 transportation 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.

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 B) to determine if your product requires a retail price and proper location.

5.2 Folded Requirements

If your garment has been designated to be sold to Dick's Sporting Goods in a folded presentation it is required to be individually poly bagged to ensure proper presentation is maintained through the supply chain.

It is required that folded garments are shipped to DSG in our landscape fold presentation using an 8.5" x 11" fold board. 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 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 C). Your buyer will contact you if your product is designated to be in a fold presentation

5.3 Hanging Requirements

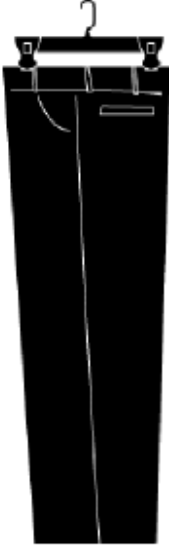
Garments that require hanging must be on a clear, shatterproof, VICS approved hanger from one of our approved hanger suppliers with a black four (4) sided crown sizer with white font on all sides. The below chart should be referred to for appropriate hanger for your product. Any questions regarding; the Dick's Sporting Goods hanger program, product not specified below or if you are unsure which hanger to use should be directed to the Vendor Relations Department. Garments are required to be on the hanger. Seeding of hangers in carton is not acceptable.

Product category	Size/Description	Style Number	Hanger Style
TOPS	17" Adult Men's and Women's	484	
Light Weight Jackets	15" Youth and Jog/Sports Bras	485	
Light Weight Fleece	12" Children's up to size 7	498	
Ski Bibs			
1 Piece Swimwear			
Life Jackets			
Rainsuits			
BOTTOMS	12" Men's and Women's	6012	
Pants	10" Youth	6010	
Skirts/Skorts			
Shorts	<i>Softpad Pinch Clip for Delicate fabric</i>		
Men's and boy's Swimwear	12" Men's and Women's	6212	
Women's Swimwear bottom	10" Youth	6210	
OUTERWEAR/COAT	5.25" Hook		
Heavy Coats with Hood	17" Men's and Women's	3329	
Heavy Ski Jackets	15" Children/Youth	3316	
OUTERWEAR/COAT	<i>Standard Hook</i>		
Short Collar Heavy Coats	17" Men's and Women's	3328	
Heavy Hunting Jackets	15" Children/Youth	3315	
Heavy Fleece			
APPAREL	Black 4 Sided Crown Sizer		
Required on all hung apparel			
 MAINETTI <small>SHAPING FASHION</small>			 uniplast <small>INDUSTRIES INC.</small>
 JDM <small>SORTING, LLC</small>			
Mainetti USA 115 Enterprise Avenue South Secaucus, NJ 07092 1-800-689-7710			JDM Sorting 73 Main Street Woodbridge, NJ 07095 732-750-1612
Uniplast Industries 1-5 Plant Road Hasbrouck Heigh, NJ 07604 1-800-225-0058			<p>*JDM Sorting is our approved vendor for reuse/recycled hangers.</p>

5.3.1 Proper Presentation for Hanging Bottoms

It is required that all bottoms are to be hung in a closed presentation.

Closed Presentation: Correct



Open Presentation: Incorrect (Unless prior approval is given)



**Any exceptions must be approved by the Vendor Relations Department

5.3.2 Tuck Standards for Bottoms

It is **required** to tuck all bottoms front and back. Start by folding in the front center seam, fold the excess fabric to inside as pictured. Repeat the process, folding in the center back seam.



** When clipping hanger to bottom always clip to the outside of the tuck.

5.4 Footwear

Unboxed footwear such as sandals and slides should be packaged in individual polybags. Footwear must be secured to the hanger so it does not fall off during transit

Shoeboxes for all boxed footwear should have 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

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

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 eight different types of orders. Three types are considered standard where every vendor must be able to process these according to the PO specifications. Five Optimal Flow PO types will not be sent to the vendor until further planning and testing has occurred.

6.1.1 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 should 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 on www.dsgfreight.com under the Vendor Relations Tab. 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.

Drop Ship 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. For vendors on EDI, 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.**

6.1.2 Optimal Flow Purchase Order Types

EDI specifications for these order types can be found under the EDI tab on 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 Project 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 Vendor Relations Project 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 Vendor Relations Project Team at Vendorrelationsprojectteam@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, referred to as E3, 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 Analyst issues orders against those projections. An order will be sent for each store that will be receiving product during that cycle. These are considered "fill and kill" orders and no backorders will be accepted. Vendors can only ship once against each store order.

Replenishment 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.

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 (E3) 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

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.

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. Cases should be picked and packed in a mixed UPC format by store. 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
Drop-Ship	Mixed UPC	Listed as 1	Store	Store
E3 – Replenishment	Mixed UPC	Listed as 1	DC	Store
Consolidated E3/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 UPC	Listed as 1	DC	Store

7 EDI

To do business with Dick's Sporting Goods, it is required that a vendor be compliant with our EDI standards. The EDI specifications and mapping documents can be found on the www.dsgfreight.com site under the EDI tab. Dick's Sporting Goods is currently trading the following documents with merchandise vendors:

- 850 – Purchase Order – VICS 4030
- 997 – Functional Acknowledgement – VICS 4030
- 856 – Advanced Shipping Notice – VICS 4010
- 810 – Invoice – VICS 4010

New vendor information including the enrollment form can be found on the www.dsgfreight.com website under the EDI tab. Any questions regarding this process can be directed to the EDI contacts also found under that tab or by email at EDI_Systems@dcsg.com.

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 either: (1) have your UPC's uploaded on the Intertrade (formerly GXS) catalog or (2) send a complete list of UPC's to our Merchandising Integrity group. This ensures that all of your products are set up within the Dick's Sporting Goods system. For those not uploading to Intertrade (formerly GXS), please use the example form (Exhibit D) to complete and email to our Merchandise Integrity department.
- You will need to complete an EDI Trading Partner Form, (Exhibit E).

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 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 found under the EDI tab on the www.dsgfreight.com website (Exhibit F). Any questions can be directed to EDI_Systems@dcsg.com

7.3 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 with the company. Therefore, it is important to contact the groups below so that they can closely monitor performance and provide instant feedback if issues begin to occur.

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

Vendor Relations – Provide your Dick's Sporting Goods account manager 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. Contacts can be found in (Exhibit A)

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.

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
 - *It is required to include a packing slip for all direct to store orders regardless of EDI status*
- 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 Packing Slip Handling

Packing slips are required for each shipment sent to Dick's Sporting Goods and must be attached as follows:

- Small Parcel and Drop Shipments – Attach to the lead carton for each store or PO using a plastic envelope. Carton must be clearly marked as the lead carton.
- All Other Shipments – Packing slips are to be placed in an envelope and attached to the Bill of Lading. The BOL must include the envelope as a carton and should be included in the carton count.

8.3 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 compliance are required to email, fax or mail packing slips the same day the merchandise is shipped. This process is to continue throughout the ASN testing phase.

Ten or more pages must be mailed overnight to the Paper Control Office (PCO) of the receiving location

Less than 10 pages should be emailed (preferred) or faxed to the appropriate DC

Smithton DC
PCOSmithton@dcsg.com
 Fax: (724) 633-4004
 Dick's Sporting Goods
 159 Painter Road
 Smithton, PA 15479

Plainfield DC
PlainfieldPCO@dcsg.com
 Fax: (317) 561-2305
 Dick's Sporting Goods
 655 South Perry Road
 Plainfield, IN 46168

Atlanta DC
AtlantaPCO@dcsg.com
 Fax: (404) 665-5828
 Dick's Sporting Goods
 3909 North Commerce Dr
 East Point, GA 30344

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
- 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.
- For items designated as conveyable (Section 9.6), cartons with a master case pack greater than one (1) must meet conveyable carton dimensions found in Section 9.6. If it does not, contact the VendorRelationsProjectTeam@dcsg.com to determine if the case pack should be changed.
- Corrugate dividers used to avoid scratching or damage to merchandise while in transit is allowed

9.1 Single UPC (standard case pack) Packing Instructions

- Shipments must contain only one color/style/size per carton (one UPC)
- Orders shall be shipped in the case pack defined in the "PO4" segment of the purchase order with no residual or inconsistent case packs.
- 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 buyers 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 SKU level.

Two prepack examples:

- 1) A white golf shirt packed with 1 small, 2 mediums, 2 larges, and 1 x-large in a polybag that is placed in the shipping carton.
- 2) Football cleats packed with 2 size 7's, 2 size 8's, and 2 size 9's placed in the shipping carton.

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

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 on the www.dsgfreight.com website under the EDI tab.

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 VendorRelationsProjectTeam@dcsg.com

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.

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 VendorRelationsProjectTeam@dcsg.com 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.

9.4.1 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 except only as necessary to protect fine delicate fabrics or inside footwear as stuffing
- 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 that cannot be easily removed in one motion.
- 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
- 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)

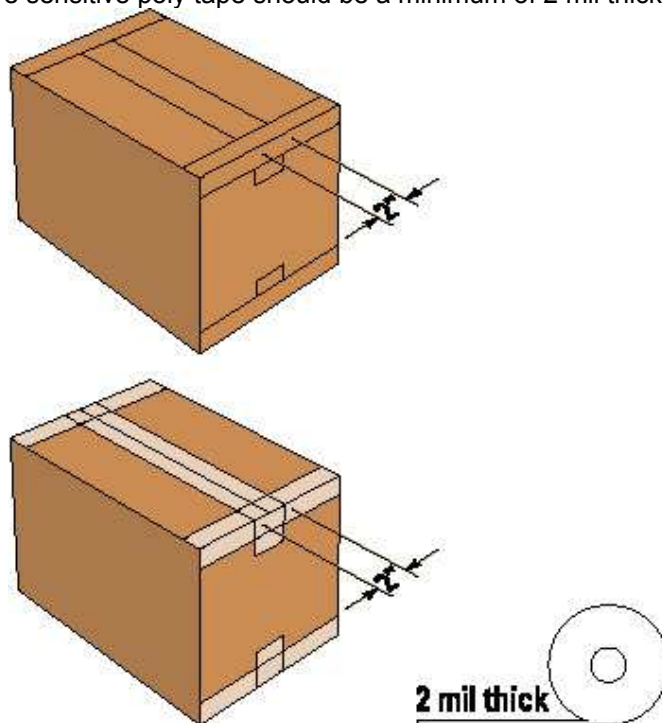
Please contact vendor relations to approve any packing they may be necessary to protect your product from damage during transit.

9.5 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.

9.6 Conveyable Carton Specifications

Do not wrap individual cartons in plastic.

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

- 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. (minimum)
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.

- Vendor on E3 replenishment or shipping single store PO's with a specific Mark For store location must have the ability to mix multiple skus in a carton for each store to avoid shipping cartons not meeting the minimum requirements. Shipping multiple cartons to a single store that do not meet the minimum size/weight requirements will be subject to an expense offset for the extra handling at the DC.
- Cartons must meet conveyable specs unless product is larger than the dimensions below:

Conveyable Specifications				
	Length	Width	Height	Weight
Minimum	9 Inches	6 inches	3 Inches	3 lbs
Maximum	48 Inches	30 Inches	30 Inches	75 lbs.
Average	22 Inches	17 Inches	14 Inches	30 lbs

10 Carton Labeling

10.1 Carton Labeling

Special handling notations should be prominently noted on any and all cartons shipped to Dick's Sporting Goods DCs containing hazardous material.

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

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



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.

10.3 UCC128 (SSCC-18) Specifications

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

- 4"X6" label format
- Barcode length: 3.02"
- Barcode height: 1.25"
- Barcode ratio: 2:1
- Base Line width minimum 15 mil (.015")
- .25" quiet zone on each side of barcode
- ANSI A or B print quality
- Vendors are responsible for label quality. Smudges during transit caused by the use of improper label stock or not printing on a thermal printer will require extra handling and/or re-printing of new labels
- Smudge proof ink, non reflective and high quality white label stock paper 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

10.3.1 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 Vendor Relations (Exhibit A). Hard copy examples should be sent to Dick's Sporting Goods, 345 Court Street, Coraopolis, PA 15108 Attention: Vendor Relations.

10.4 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, that label may be 20 digits only if the number is identical to the UCC-128 number.

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.



10.5 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 not include all the components of this one selling unit.

10.6 Label Formatting

10.6.1 Department Number and Name

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

10.6.2 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, number, and address (**Mandatory**)

Zone E: Dick's Sporting Goods purchase order number. (**Mandatory**)

Zone E: For all orders, department number and name (**Mandatory**)

Zone E: Sort letter (transmitted on 850) placed in the 25th position on same line as dept name

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 Pick & Pack (mark for store) orders. (**Mandatory**)

Zone I: UCC-128 Shipping Container Barcode (**Mandatory**)

Zone C & G: Ship to and Mark for barcodes

See below example for proper UCC128 label formatting

Example of GS1/UCC-128 Label for Pack by Store PO

FROM: Sports Today 123 Tennis Way Racket CA 50233	TO: Smithton DC Service 159 Palmetto Road Smithton PA 15479
SHIP TO POST: (420) 15479 	CARRIER: UPS GROUND PRO: 123TEST BOL: 0912006
PO: 1420001834 Dept: 400 Name: Licensed UPC: Mixed Carton: 1 of 5	
FOR: (91) 0306 	306 Grand Rapids
(00)006508190000057769 	

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

GS1/UCC-128 Label Format for Pack by Store PO

FROM: Contains Vendor's Name, Address, State, and Zip (Mandatory) ZONE A	TO: Contains Dick's Ship To Address, State, and Zip (Mandatory) ZONE B
SHIP TO POST: Contains Zip code of Ship To Location with Application Identifier of (420) (Optional) ZONE C	CARRIER: Contains Carrier (Optional) BOL (Optional) PRO # (Optional) ZONE D
PO: Dick's PO Number (Mandatory) Dept: Dept Number (Mandatory - min 14 font bold) Name: Dept Name (Mandatory - min 14 font bold) UPC: UPC Number (Mandatory - mixed if carton contains mixed skus) Carton: Carton Count (Optional) ZONE E	
FOR: Contains Final Destination Bar Code w/ Application Identifier Of (91) (Optional) ZONE G	Contains Dick's Store Location Number (Mandatory) Store Location Name (Optional) ZONE H
Contains SSCC-18 Bar Code with Application Identifier of (180) (Mandatory) 	

Note* Content is required to be in dedicated zone locations

Example of GS1/UCC-128 Label for Bulk PO

FROM: Sports Today 123 Tennis Way RacketCA 50233	TO: Smithton DC Service 159 Palmetto Road Smithton PA 15479
SHIP TO POST: (420) 15479 	CARRIER: UPS GROUND PRO: 123TEST BOL: 0912006
PO: 1420001834 Dept: 400 Name: Licensed UPC: 0412867 53090 Carton: 1 of 5 Qty: 24	
FOR: (91) 0051 	51 Smithton
(00)006 509 190000057769 	

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

GS1/UCC-128 Label Format for Bulk PO

FROM: Contains Vendor's Name, Address, State and Zip (Mandatory)	TO: Contains Dick's Ship To Address, State and Zip (Mandatory)
SHIP TO POST: Contains Zip code of Ship To Location with Application Identifier of (420) (Optional)	CARRIER: Contains Carrier (Optional) BOL (Optional) PRO # (Optional)
PO: Dick's PO Number (Mandatory) Dept: Dept Number (Mandatory - min 14 font bold) Name: Dept Name (Mandatory - min 14 font bold) UPC: UPC Number (Mandatory) Carton: Carton Count (Optional) Qty: Quantity (Optional)	
FOR: Contains Final Destination Bar Code w/ Application Identifier Of (91) (Optional)	Contains Dick's DC Location Number (Mandatory) Distribution Center Location Name (Optional)
Contains SSCC-18 Bar Code with Application Identifier of (420) (Mandatory) 	

Note* Content is required to be in dedicated zone locations

10.7 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.

11 Shipping Label Placement

Shipping (UCC128) Label Placement is a very important component to moving product efficiently through our supply chain process while providing the optimum opportunity for the best store presentation possible. Recognizing the different types of products, Dick's Sporting Goods has separated our requirements by shipping carton characteristics. Please refer to Section 9.6 for definitions of conveyable vs. non-conveyable cartons. Any exceptions to the below specification must be approved by Vendor Relations prior to shipment.

11.1 General Specifications for all Cartons

Side of carton with greatest surface area (bottom) should always be intended to lay flat on conveyor or pallet during movement through facility.

For definition purposes:

- Length is the longest dimension.
 - Width is the middle dimension.
 - Height is the shortest dimension.
 - Bottom is the greatest surface area
- UCC128 label should be placed 2" from leading edge to ensure consistency of placement and label integrity if carton edge should become compromised during transit
 - UCC128 barcode on shipping label should never:
 - Overlap (cover) a taped seam on a carton.




- Fold over any corner or edge of cartons



Exception

Cartons containing more than 20 oz. Total Fluid Liquids should be shipped such that the container holding the liquid maintains a vertical orientation regardless of above dimension requirements. Cartons containing liquids should be labeled as indicated in section 9.6.

Best Practice:

- Place carton on floor so that greatest surface area of carton is laying flat against ground.
- View four visible sides of carton. Unless carton is a cube, there should be two sides longer and two sides shorter.
- Place label in bottom right corner of one of the longer sides.
- When manufacturing cartons print  scored in bottom right corner of master carton to indicate placement of label.
- When manufacturing cartons, every attempt should be made to create the carton opening on the (width) middle dimension.

11.2 Conveyable Carton Specifications

- UCC128 label should be affixed to the lower right hand corner of the carton side with the "longest and shortest" dimensions 2 inches from both the leading and bottom edge. Any remaining portion of label that extends up over top of carton should be pressed down to top of carton
- The bar code portion of the UCC128 label shall be perpendicular to the bottom edge of the shipping carton.



- For conveyable cartons, the shipping label should never be placed on the width (middle) dimension of the carton.



- For cartons with taped seams (carton opening flaps) running length of longest dimension
 - Height dimension greater than 6.5":
 - Label should be placed 2" from both leading and bottom edge of carton
 - Any remaining portion of label that extends up over top of carton should be pressed down to top of carton
 - Height dimension less than 6.49"
 - Label should be placed just above seam 2" from leading edge of carton
 - Any remaining portion of label that extends up over top of carton should be pressed down to top of carton
- If the carton height is 3" or less, place the label the top of the carton 2" from right corner.

11.3 Non-Conveyable Carton Specifications

Cartons determined to be non-conveyable due to length:

- UCC128 label should be placed on the (width) middle dimension. This could also be defined as end of 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.
- Any remaining portion of label that extends up over top of carton should be pressed down to top of carton.

Cartons determined to be non-conveyable due to weight:

- UCC128 label should be placed on the right hand corner of the carton side with the "longest and shortest" dimensions 2 inches from both the leading and bottom edge.
- 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.
- Any remaining portion of label that extends up over top of carton should be pressed down to top of 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 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
- UCC128 label should be placed on the right hand corner of the carton side with the "longest and shortest" dimensions 2 inches from both the leading and bottom edge.
- 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.
- Any remaining portion of label that extends up over top of carton should be pressed down to top of carton.

[illegible]

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:

- Revised 9/26/2011

11.6 Trailer Loading Requirements

Trailers are 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

12 VENDOR CERTIFICATION

It is the intention of DSG to focus attention on the inventory integrity of shipments to us. To help with this we have developed a new Vendor Certification program through an upgrade to our QA program. This will allow improved reporting on our vendor performance as it relates to inventory accuracy.

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. 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% accuracy
Silver – Middle	99.50 – 99.74% accuracy
Bronze – Lowest	99.49 & Below accuracy

Scoring is based on 45 days of unique audit activity and may go back as far as 2 years to collect as many of the 45 days as possible to ensure our seasonal vendors are adequately represented.

Each month DSG will review each vendor's inventory integrity results with the most up to date data. Specifics related to the audits that support the vendor's category level will be available for any vendor who requests this information. A vendor will remain at a category level for the entire month until the following monthly review. Compliance for inventory accuracy from the QA area for vendor certification per level are outlined in the chargeback schedule (Exhibit G).

13 DOMESTIC TRANSPORTATION

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) <http://transportation.dcsq.com>

13.1 General Shipping Instructions

Vendors must accumulate POs and ship once a week per facility unless they reach full trailer shipments on a more frequent basis. Only one LTL or Parcel size shipment is permitted per week per DC unless vendor ships from multiple facilities. 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, ie. 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.
- All POs indicate a "DO NOT SHIP BEFORE" and a "CANCEL IF NOT SHIPPED BY" date. Orders must be shipped within this ship window. Any modification to the ship window must be authorized in writing by your Dick's Sporting Goods buyer.
- Shipments requiring more than one trailer/container must have a bill of lading and packing slip(s) which represent the contents of each individual trailer. 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.
- We require that vendors shipping with an LTL carrier palletize their freight.
- Shipments on pallets must be clearly marked with the piece count on each pallet.
- 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.
- It is the responsibility of the vendor to verify with the truck driver that the correct shipment is being loaded on the truck.

13.2 Shipment Methods

13.2.1 Collect shipments:

Collect shipments should follow the instructions listed under Section 14 (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. If instructed to ship with a truckload carrier the vendor will be contacted by the carrier to schedule a pick up appointment. Vendors have two hours from their scheduled pick up appointment to load the trailer. If the two hour time limit is exceeded, the vendor may be subject to a detention expense offset. Delays exceeding two hours at unloading due to a late ASN may also incur a detention expense offset.

13.2.2 Prepaid Shipments:

Prepaid shipments should follow the instructions listed under Section 14 (Routing). All carriers, including prepaid carriers, are REQUIRED to schedule delivery appointments. It is the vendor's responsibility to provide their shipment ID number to their prepaid carrier and instruct the carrier to call for a delivery appointment. To schedule a delivery please have your carrier email their shipment ID number along with the date and time they would like to deliver to route@dcsq.com. Prepaid shipments without a delivery appointment will be turned away. Dick's Sporting Goods will not be responsible for payment of any detention incurred on prepaid shipments.

Parcel Prepaid Shipments

Prepaid shipments being sent via parcel carrier are required to be no more than 16 cartons and/or 110 billable (dimensional) pounds.

LTL Prepaid Shipments

Dick's Sporting Goods requests that all LTL prepaid shipments utilize one of our preferred LTL carriers. Our preferred LTL carriers are:

- Roadway (RDWY)
- PJAX/Vitrin (PJXI)
- Volunteer Express (VOLT)
- Averitt (AVRT)
- Dayton Freight Lines (DAFG)
- Estes Express (EXLA)

13.2.3 Shipments by Air

Dick's Sporting Goods must authorize air shipments. A control number must be obtained and appear on the carrier's Bill of Lading. The control number and routing instructions will be issued by our Transportation Department by calling 1-724-633-4026 or email route@dcsq.com.

13.2.4 Direct to Store orders:

Direct to Store orders must be approved in writing by the Dick's Sporting Goods buyer. Buyers must submit a request to Dick's Sporting Goods transportation team for direct to store orders. Vendors will receive instructions on how to proceed on a direct to store order if permission is granted. No orders should be shipped directly to stores without an approved Shipment ID from TMS.

13.2.5 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.

13.2.6 Small Parcel Shipments:

In order to be eligible to ship parcel carrier, shipments must weigh no more than 110 billable (dimensional) pounds and be comprised of 16 or fewer cartons. When submitting your routing it is imperative that the weight be listed in billable (dimensional) pounds. This will determine whether a shipment is sent via parcel carrier or with an LTL carrier. Instructions on how to find the billable/dimensional weight of a shipment can be found on www.ups.com. When advised to ship parcel carrier it is required that the vendor does not ship cartons that are considered to be oversized according to the parcel carrier guidelines. If the cartons are considered oversized it is the vendor's responsibility to notify the transportation department. Packages exceeding the weight and size limit are subject to a transportation expense offset. A minimum of one purchase order number must be noted in reference one on the parcel carrier shipping label.

Dick's Sporting Goods referred parcel carrier is UPS. The UPSN SCAC code can be found in the approved routing request screen of TMS. This will produce a pop up box that includes the collect account numbers for each of our DC's.

EXAMPLE [UPS Internet or CampusShip Shipping]**Create A Shipment**

Begin Your Shipment

Please enter your shipping information below. Required fields are shown in bold.

Address Information
 Ship To: My UPS Address Book
 External Address Book
 Enter New Address
 Shipper: Edit
 ABC Vendor
 CHICKS SPORTING GOODS
 979 Village Oaks Dr.
 Covina CA 91724
 Ship From: Edit
 Covina CA 91724

Shipment Information
 Service: Select Service
 Packaging: Select Packaging
 Package 1 Weight: (Not required for UPS Letters)
 Reference #1: 261005463
 Reference #2: 7892645896
☐ Print Reference #1 on Shipping Label as bar code

Payment Information
 Bill Shipping Charges to: None Selected
 Shipper's UPS Account: None Selected

[Add Shipping Options](#) [Clear All](#) [Premium Shipment](#) [Map View](#)

Reference #1:

Dick's P.O. information must be listed in this field.

Dick's P.O. # Format:

261005463
or
7892645896

Dick's Purchase Order [P.O.] numbers typically include a 9 or 10 digit number.

- **DO NOT** include any hyphens, dashes or any other symbols
- **DO NOT** include any alpha letters such as "P.O."; only numeric numbers should be entered in the field.

EXAMPLE: [UPS WORLDSHIP]

UPS Worldship

Ship To: Ship From: Distribution: ☒ Update Address Book ☐ Revalidate

Company or Name: ABC Company
 Attention:
 Address 1: 123 Main Street
 Address 2:
 Country/Territory: United States Postal Code: 10003
 City or Town: NEW YORK State/Province/County: NY
 Telephone: 1-1-1 E-mail Address:
 UPS Account Number: Tag ID Number:

Service: Shipment
 Options: ☐ UPS Freight ☐ Next Day Air ☐ Saturday Delivery
 Detail: ☐ Insured ☐ Signature Required
 Reference: Package: Package Type: Length: Width: Height: in
 Declared Value: Reference Number 1: 261005463
 Reference Number 2:

Bill Transportation To: Shipper
☐ With Return Services
 Weight (lb): 1.0 Shipment Cost (USD): 17.21
☐ Signature Required

Shipper: Tw1212
 Your invoice may vary from the displayed ones.

Process Shipment: FTD

Ver: 9.5.10 COPY

13.3 BOL Preparation

Create a master Bill of Lading that references all purchase orders. Bill of lading (two copies) with the following information must be provided to the carrier at time of pick-up. The bill of lading must contain the following:

- Ship To Address
- Purchase Order Number(s)
- Vendor Name
- Vendor Number
- Number of Cartons
- **Number of pallets**
- Description of Merchandise
- **NMFC Class Number**
- Bill of Lading Number
- Shipment ID (Required on 1st page of BOL)
- Seal Number

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

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

Freight Shipped Prepaid must be marked Prepaid on BOL

Date: 01/01/2008		BILL OF LADING		Page: 1 of 1	
SHIP FROM			Bill of Lading Number: 346346535636		
Name: ABC Company			Vendor # is found on the PU		
Vendor #: 1234					
Address: 125 Riverside Drive					
City/State/Zip: Atlanta, GA. 30301			BAR CODE SPACE		
FOB: <input type="checkbox"/>					
SHIP TO			CARRIER NAME: Acme Trucking Co		
Name: Dick's Sporting Goods			Trailer number: 55332		
Location #: 159 Painter Road			Seal number(s): 76967675		
Address: 159 Painter Road			SCAC: ACTC		
City/State/Zip: Smithton, PA 15479			Pro number:		
FOB: <input type="checkbox"/>					
THIRD PARTY FREIGHT CHARGES BILL TO:			BAR CODE SPACE		
Name: Continental Traffic Services, Inc.					
Address: 5100 Poplar Avenue - Suite 1750					
City/State/Zip: Memphis, TN 38137			Freight Charge Terms:		
SPECIAL INSTRUCTIONS:			Prepaid <input type="checkbox"/> Collect <input checked="" type="checkbox"/> 3 rd Party <input type="checkbox"/>		
All POs must be listed on BOL. Attach an additional page if necessary.			Approval # issued by Dick's		
PURCHASE ORDER NUMBER			CUSTOMER ORDER INFORMATION		
Shipment ID: C560034785			The first 3 digits of the item class on the PU		
P.O. 8894571231			Dept. 400		
P.O. 7714563456			Dept. 650		
P.O. 7891231232			Dept. 400		
GRAND TOTAL			520 1780		
CARRIER INFORMATION					
HANDLING UNIT		PACKAGE		COMMODITY DESCRIPTION	
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)
6	PLTS	520	CTNS	1780	
				Ladies Hosiery	
				049940 00	
				100	
RECEIVING STAMP SPACE					
6 520 1780 GRAND TOTAL					
NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. §14706(c)(1)(A) and (B).					
SHIPPER SIGNATURE / DATE					
Trailer Loaded: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver <input type="checkbox"/> By Other					
Freight Counted: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver <input type="checkbox"/> By Other					
CARRIER SIGNATURE / PICKUP DATE					

13.3.1 Bill to and Ship to Addresses

If Shipping Collect the following address should be noted in the Bill To Section:

Bill To:

Dick's Sporting Goods
C/o Continental Traffic Service, Inc.
Clark Tower-Suite 1750
5100 Poplar Avenue
Memphis, TN 38137

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

Ship To:

Dick's Sporting Goods (351)
655 S. Perry road
Plainfield, IN 46168

Or

Dick's Sporting Goods (51)
159 Painter Koser Road
Smithton, PA 15479

Or

Dick's Sporting Goods (651)
3909 North Commerce Drive
Camp Creek Business Center
East Point, GA 30344

Or

Dick's Sporting Goods (345)
345 Court Street
Coraopolis PA 15108

14 ROUTING (TMS Training)

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.

If you are not currently using our TMS vendor portal to submit routing on line, please fill out a Vendor Profile (Located at www.dsgfreight.com) and submit to TMS@dcsg.com. Once received, we will notify you with your user name and password.

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 tool is located at www.dsgfreight.com

14.1 Requesting Routing for your Purchase Orders

- Vendors are required to have routing entered at least **two** days prior to your ship date (routing request ready date). Vendors have the ability to enter their routing up to 30 days in advance of the start ship date of their PO's. Vendors will be provided with a shipment ID number in TMS that must be referenced on the bill of lading. Please allow a minimum of 24-48 hours for routing to be approved.
- Ready Date (earliest available ship date) entered into TMS must coincide with PO ship window in order to add to routing request. POs that have been cancelled or have ship window dates outside of the Ready Date will not be visible.

- For ASN vendors the bill of lading number, Pro number and shipment ID number is a requirement on the ASN.
- Vendor must not ship prior to receiving a shipment ID number.
- All PO's going to the same destination should be combined and entered on one routing request.
- All purchase orders being shipped must be added to the request entered in TMS.
- Vendors under the Parent/Child purchase order program should submit routing requests only for Child purchase orders. Parent Purchase Orders will not be available in TMS.

14.2 Assigned Carrier

Carrier information can be found in the approved routing request screen. Clicking on the SCAC will produce a pop up box providing carrier name and contact information. The UPS account number for collect parcel shipments can also be found in this pop up box.

14.3 Modification/Cancellation of a Routing Request

Not Previously Submitted Requests

To modify a request please refer to the instructions provided in the TMS user guide located at www.dsgfreight.com. To cancel a request enter the confirmed routing request screen and click on the routing request number. From the edit routing request page place a check in the box next to the cancel indicator. Next, scroll to the bottom of the page and click save.

Previously Submitted Requests

Vendors who have previously submitted requests need to contact the TMS helpdesk at tms@dcsg.com or 724-273-4500

Non merchandise PO

Please send the shipment information to vendor.fixtures@dcsg.com.

15 Damage/Defective RTV Program

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

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 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 Point of Sale Reporting – Edifice

Vendors are encouraged to enroll in one of the two services provided by Edifice Information Management which provides visibility to sales/POS data. All sales/POS data is deemed Dick's Sporting Goods confidential information. Results from these reports can provide insight to how a vendor's specific products are performing at the UPC/Store level on a weekly basis. Further information on the reports provided by Edifice, contact Paul Dangelmajer at 973-616-2929 x232 or at PDangelmajer@EdificeInfo.com. You can also visit www.edificeinfo.com or www.edificeinfo.com

17 Chargeback Research and Disputes

All disputes expense offsets should be emailed to the respective address below in a timely manner. Any information requested on chargeback's older than 6 months will be subject to a \$25 charge per item.

Included in the email should be:

- Chargeback number being disputed
- Reason for dispute
- Any backup documentation supporting the dispute

For Transportation expense offset research and disputes please send email to traffic.dept@dcsg.com

For Vendor Compliance expense offset research and disputes please send email to dsgfreightwebsite@dcsg.com

Exhibit A Contact List

Finance Contacts		
Letter Assignment	Key Vendor	Contact
	Nike, Golf Galaxy, Team Room	Kelly Johnson 724-273-4030 kelly.johnson@dcsq.com
A, G ,O		Sherry McDowell 724-273-4626 sherry.mcdowell@dcsq.com
B, P	Remington, Stoege, Marlin, Mossberg, Sportcraft, Sport Helmets, Pure Fishing	Mike Dominick 724-273-4412 mike.dominick@dcsq.com
C, H	Marjack	Veronica Palmer 724-273-4747 veronica.palmer@dcsq.com
E, I, N, O	Taylor Made, New Balance, Wolverine	Sharon Correll 724-273-3094 sharon.correll@dcsq.com
D, F, K, J, L	Maurice, Maska, Marmot, The North Face, Under Armour, JR 286	Holly Crane 724-273-3581 holly.crane@dcsq.com
M, R	Carhart/Muleskins, FootJoy and Titleist	Linda Rusnak 724-273-3610 linda.rusnak@dcsq.com
S, T, U, V, X, Y, Z	Nike Team, New Era, Majestic	Zachary Burt 724-273-4583 zachary.burt@dcsq.com
W	Adidas, Callaway, Coca-Cola, Exide Sports License, Outer Stuff	Sarah Diamond 724-273-4059 sarah.diamond@dcsq.com
Vendor Relations Letter Assignment	Key Vendor	Contact
Domestic	Adidas, Reebok, Callaway, Columbia, Nike, Nike Team Sports, North Face, Taylor Made	Kelly Fitzsimmons-Vendor Relations Supervisor kelly.fitzsimmons@dcsq.com 724-273-4427
International - PD	Under Armour	Denise Yaria - Vendor Relations Supervisor denise.yaria@dcsq.com 724-273-3789
Domestic F-O		Jennifer Lyle - Vendor Relations Analyst jennifer.lyle@dcsq.com 724-273-3789
Domestic P-Z		Carrie Schmidt - Vendor Relations Analyst carrie.schmidt@dcsq.com 724-273-3637
International (PD)		Doreen Fluharty - Vendor Relations Analyst doreen.fluharty@dcsq.com 724-273-3566
Domestic Vendor A-E New Vendor Contact		Lisa Molinaro - Vendor Relations Analyst lisa.molinaro@dcsq.com 724-273-3902
Label Approval		Brian Nolder - Vendor Relations Assistant brian.nolder@dcsq.com 724-273-4432
Smart Ordering Questions	Pre-pack, Parent-Child, Order Consolidation Supply Chain Initiatives	vendorrelationsprojectteam@dcsq.com
General Questions	Backup Requests	dsgfreightwebsite@dcsq.com
RTV Questions	Returned merchandise/Defective allowance	dicksrtv@dcsq.com
Transportation	Questions Related To:	Contact
Transportation	Domestic traffic	traffic.dept@dcsq.com
Routing	Domestic routing	route@dcsq.com
TMS		tms@dcsq.com 724-273-4500
Fixture Routing	Non-merchandise purchase orders	vendor.fixtures@dcsq.com
EDI	Questions Related To:	Contact
EDI Setup/Questions	New Partner Trading Forms	Dave Dragovich dave.dragovich@dcsq.com 724-273-3278
	Existing Partner Forms	Corie Schilberg - EDI Analyst corie.schilberg@dcsq.com 724-273-3010

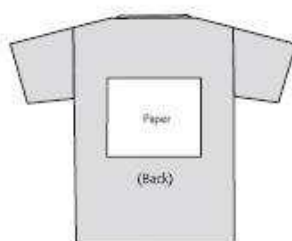
Exhibit B Ticket Placement

Retail Ticketing		
1. Human readable and scannable UPC is required on all product.		
2. 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 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" Date.		
4. Retail Price label is required to be placed on product where indicated on chart listed below.		
5. Please see guide below to determine if the ticket for your product requires a retail price in addition to the UPC.		
6. Products not defined by the guide below are not required to be retail priced.		
Product Line	Required	Location
Apparel - Belts	Yes	Place on hang tag near vendor UPC
Apparel - Coats/Outerwear	Yes	Place on hang tag near vendor UPC
Apparel - Gloves (Winter, Hunting, Baseball Mitts)	Yes	Place on hang tag near vendor UPC or 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
Archery & Guns Soft Cases	Yes	Front of package in top right corner
Bags - Baseball, Bowling, Golf Stand and Staff, Golf, Tennis	Yes	On hang tag by vendor UPC
Balls - Bowling, All Inflatable, (Basket, Foot, Soccer, and Volley balls)	Yes	Front of package in top right corner
Bats	Yes	Place on plastic wrapping on barrel
Billiards - Pool Cues	Yes	Place on hang tag near vendor UPC
Boat Accessories	Yes	Front of package in top right corner
Body/Wake Boards	Yes	Place on hang tag near vendor UPC
Day Packs, Fanny Packs, Duffels, Travel Bags, Luggage	Yes	Front of package in top right corner
Decoys	Yes	Place on hang tag near vendor UPC
Elect Downrigger	Yes	Place on hang tag near vendor UPC
Eyewear/Sunglasses	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 - Steelhead/Salmon	Yes	Place on hang tag near vendor UPC
Fishing - Tackle Box	Yes	Front of package in top right corner
Fishing Rods - Downrigger, Fly, Freshwater Spin, Ice, Pack, Saltwater, Spin, Spin Cast, Steelhead	Yes	Place on hang tag near vendor UPC
Flags	Yes	Place on hang tag near vendor UPC
Frame Packs	Yes	Front of package in top right corner
Golf Carts	Yes	Place on hang tag near vendor UPC
Golf Clubs - Loose Irons, Woods, Wedges, Putters, and Kid's clubs	Yes	On shaft near the grip
Gun Cases - Soft	Yes	Front of package in top right corner
Helmets - Bikes, Licensed, Snow Sports, Skateboard	Yes	Place on hang tag near vendor UPC or Front of package in top right corner
Lawn games	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
Licensed - Terrible Towels	Yes	Place on hang tag near vendor UPC
Life Vests, floatation Devices, Cushions	Yes	Place on hang tag near vendor UPC
Paddles/Oars	Yes	Place on hang tag near vendor UPC
Protective Equipment	Yes	Front of package in top right corner
Racks - Bikes, Boat, Ski	Yes	Place on hang tag near vendor UPC or Front of package in top right corner
Racquets - Jr., Pro, Racquetball, Squash, Tennis	Yes	Place on hang tag near vendor UPC
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 and Snowshoes	Yes	Place on hang tag near vendor UPC
Sports Med	Yes	Front of package in top right corner
Sticks - 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 C Folding Standard and Size Strip Ordering



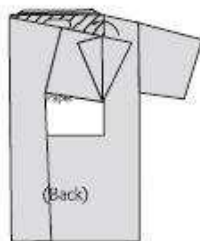
LANDSCAPE FOLD - THIRDS WITH PAPER



1. IF USING PAPER, center the paper HORIZONTALLY on the back of the tee. Not all folded items will require paper.



2. Center the folding board at the neck of the tee overlapping the paper.



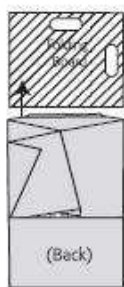
3. Holding the folding board in position with one hand, pull the edge of the tee over the board and paper. If the sleeve extends beyond the board, fold back towards board.



4. Repeat this on the other side.



5. Fold the bottom of the tee one third of the way up.



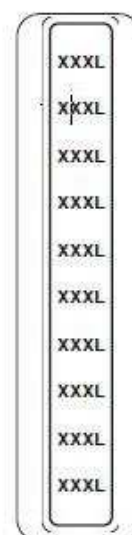
6. Remove the folding board.



7. Fold the bottom of the tee up again (in half). The paper should be contained within the fold to add stability and consistency.



8. Turn the tee over and apply the correct size sticker.



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

Denim and Pant Fold

1. Lay pant face-up on flat surface.



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



3. Pull legs up to the top of the back pocket, keeping side seams aligned.



4. Fold crotch over to create a straight edge.



5. Fold legs of pants diagonally towards the outer edge of the pant. This will create a triangular shape and add stability to the finished fold.



6. Fold bottoms in half, pulling bottom edge (fold) to the waistband.



7. Align the size sticker 1/2" from the right side seam.



- * Fleece pants should have the sizer sticker on the left side of the pants.



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:

rswain@shamrockcompanies.net

412.741.9288 (phone)

412.741.0199 (fax)

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

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.

rswain@shamrockcompanies.net

412.741.9288 (phone)

412.741.0199 (fax)

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

Exhibit D UPC Set Up Form

[illegible]

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

Exhibit E

EDI Trading Partner Form



EDI TRADING PARTNER FORM

Please complete this form and return to Dave Dragovich, EDI Coordinator
Phone: 724-273-3278 • Fax: 724-227-1401 • Email: Dave.Dragovich@dcsgr.com

***Vendor Number: MANDATORY**

***EDI Start Date:**

***Vendor Name:**

Parent Company Name (if applicable):

***denotes mandatory fields**

***EDI Contact Name:**

***Contact Phone:**

***Fax:**

***Email:**

***Mailing Address:**

***City, State, Zip:**

***denotes mandatory fields**

***VAN: MANDATORY**

***ISA Qualifier and ID: MANDATORY**

Old VAN (if making EDI ID Change:

OLD ISA Qualifier and ID (If making EDI ID Change:

***denotes mandatory fields**

Exhibit F EDI Change Form



*VENDORS NEEDING CHANGES TO INITIAL SETUP

Please complete this form and return to Corie Schilberg, EDI Analyst

Phone: 724-273-3010 • Fax: 724-227-1251 • Email: Corie.Schilberg@dcs.com

*Vendor Number:	<input type="text"/>	*EDI Start Date:	<input type="text"/>
*Vendor Name:	<input type="text"/>		
Parent Company Name (if applicable):	<input type="text"/>		

*EDI Contact Name:	<input type="text"/>		
*Contact Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Email:	<input type="text"/>		
*Mailing Address:	<input type="text"/>		
	<input type="text"/>		
*City, State, Zip:	<input type="text"/>		

*VAN:	<input type="text"/>		
*ISA Qualifier and ID:	<input type="text"/>		
Old VAN (if making EDI ID Change):	<input type="text"/>		
Old ISA Qualifier and ID (if making EDI ID Change):	<input type="text"/>		
*denotes mandatory fields			

Exhibit G Compliance Offsets

Carton/Label Information		Violation Amount
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
LP	Label placement on the carton is incorrect	\$2.00 per carton + \$250 service fee
CS	Cartons unable to be conveyed due to cartons straps or staples	\$5.00 per carton + \$250 service fee
MH	Carton strength does not meet ECT (Edge Crush Test) requirements.	.50 per carton+\$250 service fee
PQ	Freight not properly palletized - No Corner Protection - Overhang of Product - Poor Loading and/or Shrink Wrap	\$25.00 per pallet
MW	Cartons do not meet Min/Max requirements. Cartons could not be conveyed. - E3 not consolidated to reach Min. - Bulk case pack 2 or more exceed Max.	\$5.00 per carton + \$250 service fee
IL	Label missing required information Label information not in required format	\$2.00 per carton + \$250 service fee
EDI		Violation Amount
EA	Vendor did not send ASN prior to the arrival of the shipment(Late)	\$250 per Shipment + \$250 service fee
AA	ASN was inaccurate (will be charged even if resent for delaying shipment)	\$250 per Shipment + \$250 service fee if resent correct within 24Hrs \$7.50 per carton + \$250 service fee if not resent correct
RC	Inventory adjustment due to inaccurate ASNs discovered after receipt	\$7.50 per carton + \$250 service fee
MA	Manual ASN required - Vendor not in production - Missing ASN	\$7.50 per carton + \$250 service fee
PS	Incomplete or no Packing slip present prior to shipment arrival (Non EDI).	\$250 per Shipment + \$250 service fee
Ticketing and Hanging (Floor Ready)		Violation Amount per PO
MU	Units missing UPC barcode or human readable UPC can not be scanned UPC does not exist in DSG System	.50 per unit+\$250 service fee
RP	Retail price missing or Retail price inaccurate	.50 per unit+\$250 service fee
TP	Arrived with incorrect Retail Ticket Placement	.25 per unit+\$250 service fee
GH	Garments were not hung Hung on Non VICs hanger / incorrect type Garments hung that should be folded	.50 per unit+\$250 service fee
IP	Garments hung in incorrect presentation - Bottoms in open position - Not proper Tuck	.50 per unit+\$250 service fee
SW	Hung Apparel - Without Sizer - Incorrect sizer. Sizer does not match garment size - Sizer does not lock permanently - Non DSG approved sizer	.25 per unit+\$250 service fee
IS	Folded Apparel - Without Sizer Strip - Incorrect Sizer Strip	.25 per unit+\$250 service fee
Packaging		Violation Amount
BM	Inconsistent or residual casepacks on a bulk order	\$25.00 per carton + \$250.00 service fee
MC	Multiple UPC's mixed in one carton	.50 per unit+\$250 service fee
PB	Prepack shipped incorrectly	.50 per unit+\$250 service fee
EP	Excessive packing material	.25 per unit+\$250 service fee
AS	Excessive Air Space in carton	\$250 per Shipment
HZ	Handling requirements not noted on carton for Hazardous or Serialized items	\$50/item/day until resolved + \$250 service fee
PO Exceptions		Violation Amount
SS	Concealed shortage. Physical amount short compared to ASN or pack slip	\$150.00/Bulk \$50.00/Replen (Flat fee)
OP	Over shipped merchandise compared to PO or shipping against cancelled PO (Bulk)	3% cost of PO (\$150.00 minimum)
SU	Shipped a style to replace item that was shorted - Not on the PO - Carton compared to ASN	3% cost of PO (\$150.00 minimum)
CO	PO received after cancel date on PO. Fill and kill order only	\$50.00 per PO
FR	Fill rate is less than 93% for a style on a replenishment PO	\$25.00 per style

Accounting and RTV		Violation Amount
II	Invoice does not match the shipment	\$25.00 per Invoice
EI	Invoice not sent electronically / incorrectly sent	\$25.00 per PO
DD	Consolidation fee for damaged or defective product (RTV or destroy)	15% of defective/damage claim (\$50.00 min)
RTV	RA was not returned within 48 hours of	\$100 per request + additional \$25 per day until received
RR	Research fee items over 6 month. (over one year will not be researched)	\$25.00 per item
Transportation		Violation Amount
PC	Shipped outside of parcel carrier guidelines	\$10 per carton charge + \$250 administrative fee
MS	Multiple LTL or parcel carrier shipments shipped in the same week	Reversal of all freight charges + \$35 administrative fee
DC	Failure to use designated carrier	Reversal of all freight charges + \$35 administrative fee
PR	Failure to enter prepaid shipments in TMS	\$250.00 + \$35 administrative fee
TR	Failure to request routing for collect shipment	Reversal of all freight charges + \$35 administrative fee
UA	Unauthorized air shipment	Reversal of all freight charges + \$35 administrative fee
ES	Early shipment	\$25 per PO plus \$35 admin fee
LS	Late shipment	\$25 per PO plus \$35 admin fee
NU	Truck ordered by vendor and not used	Reversal of all freight charges + \$35 administrative fee
DT	Detention incurred upon loading at vendor location	Reversal of all freight charges + \$35 administrative fee
DT	Detention incurred upon unloading due to vendor ASN issue	Reversal of all freight charges + \$35 administrative fee
WL	Shipped to the wrong distribution center	\$25.00 per carton + \$35 administrative fee
MO	Missing or inaccurate PO's on routing request in TMS	\$25 per PO + \$250 administrative fee
WV	Submitting routing request with understated or overstated volume metrics	Reversal of all freight charges + \$35 administrative fee
ID	Failure to include shipment ID# on BOL	\$150.00 per bill of lading + \$35 administrative fee
CB	Failure to provide two copies of bill of lading to carrier at time of pick up	\$25.00 per bill of lading + \$35 administrative fee
*An administrative fee of \$35 is added to all transportation chargebacks unless otherwise noted above		
GSI/ECOMMERCE		Violation Amount
PO	Apparel for GSI did not arrive in a single polybag	.50 per unit+\$250 service fee
PH	Apparel for GSI arrived on a hanger	.50 per unit+\$250 service fee
PI	Missing or Incorrect Product Images for eCommerce Product	\$400 per Image
Vendor Certification		Violation Amount
IN	Inventory Accuracy Errors	Gold - \$150/shipment
		Silver - \$500/shipment
		Bronze - \$750/shipment