



## **Team Town Sports Vendor Guide**

**Aug 4, 2023 (Revised)**

## Team Town Sports Initial PO Handling

All product, packaging and labelling must meet all federal and provincial government regulations. If any items being shipped fall under a Dangerous Goods classification all labelling and documentation must meet regulatory guidelines. Prior to shipping dangerous goods Team Town Logistics must be notified by email [TeamTownLogistics@sportinglifegroup.ca](mailto:TeamTownLogistics@sportinglifegroup.ca)

All merchandise must have the UPC barcode, vendor item, MSRP( in Canadian dollars) and description clearly displayed on either a hangtag, sticker, or other type of label. The ticket/label must be attached to the merchandise to be displayed on the sales floor, not just on the outer packaging.

The label must be positioned on the goods in the following manner:

- on the front of the product where it is visible to the consumer
- in a position where it will not rip, tear or smudge(or where it is least likely to rip, tear or smudge)
- not covering any information printed on the package
- not covering any existing barcode

See [Item Label Example](#)

If there are any questions on labelling please reach out to your Team Town Merchant Team for clarification.

All shipments are FOB our 3PL unless otherwise agreed to and documented within the most recent Vendor Buyer Agreement("VBA").

All shipments must be delivered **by appointment only** following the [Appointment Booking Standards](#). Late or unscheduled deliveries may lead to refusal of shipment.

Carriers must not split shipments and must deliver all cartons/pallets for the shipment at the scheduled delivery time and date.

All purchase orders must ship complete unless prior written authorization is granted by Mark Lange, Director of Purchasing at Team Town.

All deliveries will require an EDI generated ASN in the future. Vendors will need to be certified with SPS Commerce. **Vendors will be contacted late in 2023 to outline the certification process**

### Appointment Booking and Delivery

All deliveries will be made to:

NLS

475 Admiral Blvd

Mississauga Ontario L5T 2N1

Receiving Hours 9am-1pm

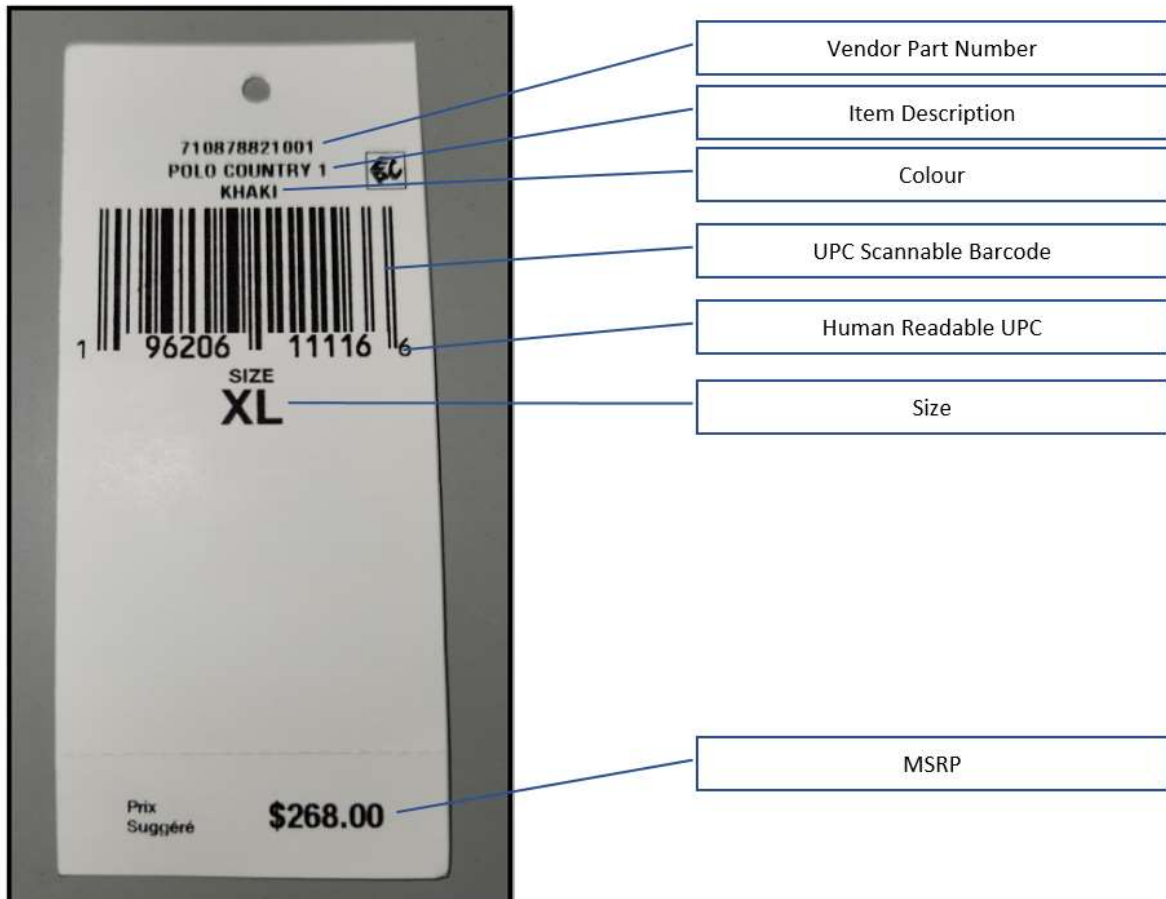
To book an appointment email the information in the [Appointment Booking Standards](#) to [150CourtneyparkAppts@nls.ca](mailto:150CourtneyparkAppts@nls.ca). A copy of the packing slip must be attached to the email requesting the appointment

Copy [TEAMTOWNAPPOINTMENTS@sportinglifegroup.ca](mailto:TEAMTOWNAPPOINTMENTS@sportinglifegroup.ca) on all requests for appointments.

Include in the Subject "Team Town Sports Appointment Request"

## Item Label

Item Label Example



## Shipment Packing Standards

All shipments must contain a packing slip which adheres to the [Packing List Standards](#) secured to the first pallet or located inside a carton on the first pallet with the carton clearly labelled **“Contains Packing Slip”**.

All products must be shipped with scannable UPC labels on each individual item.

Each PO must be packed separately. Small POs for the same store should be individually packed and labelled, then combined in one master carton to minimize transportation costs. PO for multiple stores must not be packed together under any circumstance.

Cartons must be packed on 40 x 48 pallets only, with all labels facing out.

The number of cartons must be clearly marked on each pallet.

Pallet number must be clearly marked on each pallet when more than one pallet is being shipped. Format is e.g. **“Pallet 1 of 3”**.

If a carton contains any breakable items the exterior of the carton must clearly indicate **“FRAGILE”** to indicate the carton must be handled with care.

Cartons must not exceed 50 lbs for general merchandise. If a carton or item exceeds 50 lbs the exterior of the carton must clearly indicate **“HEAVY CARTON”**.

Cartons must be packed on pallets by PO and POs must not be split across multiple mixed pallets. Each pallet must be labelled following the [Pallet Label Standards](#).

All pallets must be securely shrink wrapped to avoid load shift in transit.

All Shipments must include a Bill of Lading which adheres to the [Bill of Lading Standards](#).

### **Carton Packing Standards**

Cartons must not exceed 50 lbs for general merchandise. If a carton or item exceeds 50 lbs the exterior of the carton must clearly indicate **"HEAVY CARTON"**.

Cartons must be packed by UPC, if multiple UPCs are in a carton they must be clearly segregated.

Place a single piece of cardboard inside on the top and bottom of each carton for protection when opening the carton.

Footwear should be packed one box deep and in the same direction with the shoebox labels facing the top of the carton.

Each carton must be labelled following the [Carton Label Standards](#).

## Carton Label Standards

Carton labels must contain:

- Zone A: Ship From
- Zone B: Ship To
- Zone C: Ship To code
- Zone D: Carrier  
BOL Number  
Carton Count
- Zone E: PO Number
- Zone F: Contents
- Zone G: Carton Qty
- Zone H: Mark For
- Zone I: Scannable carton number barcode  
Human readable carton number

Example of a carton label is provided below.

The label format that is known as the GS1 US Common Label for use in North America. The example shows all zones in accordance with GS1 US Common Label (GS1-128).  
Note: Minimum label requirements are highlighted in red

| Zone | Description                             | Font     | Required Information   |
|------|---|----------|--|
| A    | Ship from Information                   | 8-10 pt  | Ship from Name<br>Street Address<br>City, State, Postal Code   |
| B    | Ship to Information                     | 12-14 pt | Ship to Name (including the SCS ship name/location number where applicable)  |
| C    | Ship to Postal Code # and Bar Code      |          |  |
| D    | Carrier Information                     | 10-16 pt | Carrier Name<br>Bill of Lading /Tracking#<br>Carton Count  |
| E/F  | Customer/Retailer Information           | 18 pt    | Retailer's PO Number<br>Contents (This would be the upc or retailer item #. If greater than 3 items, use "MIXED")<br>Carton count (e.g Carton Qty 1 or 1)<br><i>10/4/2017 Update: Zone F carton quantity field updated to represent "total number of pieces in a carton"</i> |
| G    | Location Bar Code                       |          |  |
| H    | Location number<br>Notes                |          | PO Notes   |
| I    | Serialized Shipping Container Code-SSCC |          | SSCC Barcode with human readable text  |

|        |   |   |        |
|--------|---|---|--------|
| Zone A | Ship From:<br>Ship from Name<br>Street Address<br>City, State, Postal Code  | Ship to:<br>Ship to Name – Loc#<br>Street Address<br>City, State, Postal Code | Zone B |
| Zone C | Ship To Postal Code:<br><b>(420)92145</b><br>  | CARRIER: GROUND<br>BOL #: M132684<br>CARTON: 1 of 1                           | Zone D |
| Zone E | CONTENTS<br>PO #: 1007237   |   |        |
| Zone F | UPC 000152699881 Widget A<br>UPC 000152699893 Widget B<br>Carton Qty: 1   |   |        |
| Zone G | Mark For:<br><b>(91) 11100</b><br>             | <b>Mark For: 11100</b>  | Zone H |
| Zone I | SSCC<br><br><b>(00) 0 0001526 129000450 1</b> |   |        |

## **Packing List Standards**

Each purchase order is required to have a packing list which includes the following information:

### **Header Information**

Purchase Order Number

Ship Date

Carrier

Tracking Number

### **Item Information**

UPC

Vendor Part Number

Style

Size

Colour

Description

Quantity Ordered

Quantity Shipped

### **Footer Information**

Total Quantity Shipped

Number of Cartons

Number of Pallets



### Pallet Label Standards

Each pallet must be labelled with the following information:

Store Number

Pallet number of total (e.g. "Pallet 1 of 3")

A list of the PO numbers on the pallet

The number of cartons per PO on the pallet

### Sample

Store 601

Pallet 1 of 3

| PO    | Cartons |
|-------|---------|
| 12345 | 6       |
| 23456 | 5       |
| 32584 | 3       |

| Team Town Pallet Label |     |         |   |
|------------------------|-----|---------|---|
| Store                  | 601 |         |   |
| Pallet                 | 1   | Of      | 3 |
| PO                     |     | Cartons |   |
| 12345                  | 6   |         |   |
| 23456                  | 5   |         |   |
| 32584                  | 3   |         |   |
| Total                  | 14  |         |   |

## **Bill of Lading Standards**

The Bill of Lading must contain the following information:

Shipper name and address

Consignee name and address

Ship date

Carrier name

BOL/Pro number

Delivery Appointment Number

Number of pallets and cartons

Total weight

NMFC Freight Classification

## **Appointment Booking Standards**

All shipments must be delivered **by appointment only**.

Appointment requests must be submitted a minimum of 48 hours prior to requested delivery date.

To book an appointment email the information in the Appointment Booking Standards to [150CourtneyparkAppts@nls.ca](mailto:150CourtneyparkAppts@nls.ca) and copy [teamtownappointments@sportinglifegroup.ca](mailto:teamtownappointments@sportinglifegroup.ca)

The subject of the email must contain "Team Town Sports Appointment Request"

A copy of the packing slip must be attached to the request for an appointment.

When booking an appointment the following information must be provided:

Vendor Number

Vendor Name

Purchase Order Number(s)

# of Pallets per PO

# of Cartons per PO

Total Pallets

Total Cartons

Total Units

**Sample**

| Team Town Delivery Appointment Request |                         |           |            |  |
|--|-------------------------|-----------|------------|--|
| Date Submitted                         | 02-Dec                  |           |            |  |
| Vendor #                               | 12345                   |           |            |  |
| Vendor Name                            | Your Favourite Supplier |           |            |  |
| Requested Appt Date                    | December 15 2022        |           |            |  |
|  |                         |           |            |  |
|  |                         |           |            |  |
|  |                         |           |            |  |
| PO #                                   | Pallets                 | Cartons   | Units      |  |
| 365897                                 | 3                       | 24        | 356        |  |
| 854297                                 | 2                       | 15        | 100        |  |
| 452973                                 | 1                       | 20        | 123        |  |
| <b>TOTAL</b>                           | <b>6</b>                | <b>59</b> | <b>579</b> |  |
|  |                         |           |            |  |

### Vendor Invoice Standards

All invoices should be emailed to [APTTeamTownSports@sportinglifegroup.ca](mailto:APTTeamTownSports@sportinglifegroup.ca)

Invoices should contain the following fields at minimum:

#### Header Section

Vendor name and address

Ship to location

Invoice number

Invoice date

PO number

Payment term

Early payment discount

Due date

Currency

#### Line Section

SKU# (color/size/style)

UPC

Booking discount for each line (if applicable)

Total units/quantity ordered

Total units/quantity shipped

Cost Per Item

Cost Per Line(Cost Per Unit \* Qty Shipped – Discount)

#### Footer Section

Subtotal \$ value

Tax \$ amount

Total amount of invoice  
Tax registration number