

A.4 Request Pre-Alert Instructions to Ship to Athletes World

BEFORE A RECEIVING APPOINTMENT CAN BE MADE:

1. BEFORE THE PRE-ALERT IS SENT TO ATHLETES WORLD TRAFFIC DEPARTMENT, PRODUCT MUST BE TICKETED, PACKED AND READY TO SHIP.

(Suppliers within the GTA must pre – alert 48hrs before delivery cancel date, and suppliers outside the GTA must pre – alert 72hrs before delivery cancel date).

2. Suppliers must E-mail (traffic@athletesworld.ca) or fax (416-443-8861) a pre-alert to the Traffic Department at Athletes World Head Office and provide the following (see “Pre-Alert Form T-123A):

- 1) Indicate your **company name, your name and fax number.**
- 2) Indicate Athletes World **Purchase Order** number.
- 3) Indicate Athletes World **article** number(only one article can be listed per line)
- 4) Indicate Athletes World **retail price**
- 5) Indicate with a **check mark**, the appropriate division (e.g. A.W.)
- 6) Indicate the **number of cartons** for each pre-pack
- 7) Indicate the **number of units** per pre-pack carton
- 8) Indicate the **size breakdown** per carton (size-run)
- 9) Indicate the **total units for each size**
- 10) Indicate the **total carton count** being shipped
- 11) Indicate **total units** being shipped
- 12) Indicate **weight per pre-pack** carton
- 13) Indicate number of **skids**

3. Only one article number per section on the pre-alert form (T-123)

4. Traffic Department will notify merchandisers of the product availability. The proper documentation for receiving will be created and transmitted to the appropriate D.C.

5. Upon completion of the above process, the Traffic Department will notify the supplier by faxing an authorized sign-off. This confirms a receiving appointment may now be arranged by calling D.C.

6. D.C./SUPPLIER will confirm which carrier company to be used with a fixed date and time of delivery.

7. Supplier must arrange with the appropriate carrier company the pick-up of product, for the delivery appointment to Athletes World D.C