Compliance and Routing Guide
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Fanatics, Inc. has undertaken an initiative to establish and maintain excellent relations with its vendors, while offering its customers superior customer service. To assist in building stronger relationships, Fanatics has developed this Compliance Guide which will cover areas of compliance necessary for our vendors to remain quality suppliers.

This guide provides policies for purchase order fulfillment, packaging, labeling, shipping, and invoicing, for purchases made by Fanatics. Read this guide in its entirety before shipping product to the designated Fanatics fulfillment center.

To ensure that you have the latest version of this guide, check our FTP site by doing the following:
- Navigate to https://fn-xfer1.fanatics.com or use a SFTP client (such as Filezilla) to connect to fn-xfer1.fanatics.com on port 22
- Login with a username of R-VendorCompliance and a password of R6r0HLU4OyV0

or request a copy from the traffic department at traffic@fanatics.com.

If you have any questions or cannot comply with any part of this guide, do not accept our purchase order and do not ship. Instead, contact the Fanatics merchandising buyer who owns the purchase order immediately to discuss.

DEVIATION FROM ANY PART OF THE FANATICS COMPLIANCE GUIDE MAY RESULT IN CHARGEBACKS OR REFUSE AND RETURN OF SHIPMENTS AT THE VENDOR’S EXPENSE.

If you are not a certified EDI vendor, we require a packing slip to be sent via email to traffic@fanatics.com in conjunction with the shipment. Both EDI and non-EDI vendors are asked to adhere to the guidelines listed in the remainder of this compliance guide.
**Routing Instructions for Jacksonville**

**Small package shipments under 200lbs**, should be sent FedEx Ground COLLECT, unless authorized by Fanatics to use a FedEx Express service. In these cases where expedited service is requested, the Fanatics buyer associated with the order will supply an account number to use.

You will need your own shipper account number for pickup and routing purposes when shipping via FedEx to our facility. If you do not have an account number go to fedex.com, or call 1.800.GoFedEx 1.800.463.3339 to set one up.

All FedEx shipments must be prepared using an automated shipping solution, either FedEx Ship Manager® at fedex.com or FedEx Ship Manager hardware or software.

This program application is limited to small package shipments; specifically:
- Shipments less than 200 lbs.
- Shipments that do not exceed 108” in length, 165” in length plus girth (L + 2H +2W)

All FedEx Ground shipments to our facility should be billed COLLECT. When shipping FedEx Ground COLLECT, you will not need Fanatics account number, only your own.

The following Fanatics information must be entered in the “Your Reference” field for all shipments:
- Purchase Order Number

Fanatics and FedEx have set up a designated support desk for you should you need help. The FedEx Activation Desk can be reached by calling toll-free 1.866.883.9290. This resource is available Monday through Friday, 8 a.m. to 5 p.m. CST. You may contact FedEx Customer Service at 1.800.GoFedEx 1.800.463.3339 for assistance anytime. Shipping information is also available at fedex.com.

If you have questions specific to Fanatics, please contact your merchandising buyer.

If you have any additional FedEx questions, Gary Solomon is our FedEx representative and can be reached at: gasolomon@fedex.com or 310-704-7656.

**Palletized LTL shipments over 200lbs and 6 skids or less**, use the Transportation Insight link [http://routeshipment.com/R3326/](http://routeshipment.com/R3326/) and follow the instructions provided in the short instructional demo, which is located on our FTP Transportation website.
FTL and large LTL shipments 7 skids and above, please contact Fanatics for instructions at traffic@fanatics.com or 904-208-1554.

Routing Instructions for Ohio

Small package shipments under 200lbs, should be sent FedEx Ground COLLECT, unless authorized by Fanatics to use a FedEx Express service. In these cases where expedited service is requested, the Fanatics buyer associated with the order will supply an account number to use.

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