

**HIBBETT | CITY GEAR EXPENSE OFFSET FEES**  
(Effective July 5, 2023)

**Note: Hibbett | City Gear has established a policy wherein no single vendor violation will exceed 20% of the purchase order cost.**

Code	Compliance Issue	Offset Expense
<b>ASN (856)</b>		
HA01.1	Late ASN (856)	\$5 per carton plus \$500 administration fee
HA01.2	Incorrect ASN (856)	\$15 per carton plus \$500 administration fee
HA01.3	Missing ASN (856)	\$15 per carton plus \$500 administration fee
HA02	Missing / Invalid store location	\$30 per location plus \$500 administration fee
HA03	Duplicate shipment number / Duplicate ASN	\$500 per occurrence
<b>Warehouse/Shipping</b>		
HW01	Merchandise shipped not ordered on PO / Unauthorized substitutions	3% of PO Cost (minimum of \$150)
HW02	Carton contents not matching ASN detail	\$10 per carton plus \$500 administration fee
HW03.1	Duplicate shipping label	\$15 per carton plus \$500 administration fee
HW03.2	Invalid shipping label	\$15 per carton plus \$500 administration fee
HW03.3	Multiple labels	\$5 per carton plus \$500 administration fee
HW04	Failure to follow packing instructions as provided by the PO (850)	\$50 per carton plus \$500 administration fee
HW05	Prepack orders shipped less than 100%	\$500 per occurrence
HW06	Partial shipment (less than 80% of order)	\$500 per shipment
HW07	Missing / Incorrect placement of GS1-128 label	\$25 per carton plus \$500 administration fee
HW08	Merchandise ticketing issues	\$1.50 per item plus \$500 administration free
HW09	Non-conveyable cartons (min 8"x9"x4" 2lb / max 36"x20"x30" 40lb)	\$25 per carton plus \$500 administration fee
HW10	Cartons intended for another retailer	\$175 per carton plus freight charges
<b>Transportation</b>		
HT01	Incorrect information on routing request requiring additional freight expense / Duplicate routing request	\$500 plus freight charges
HT02	Failure to follow routing instructions / Failure to meet backhaul schedule	\$500 per shipment plus freight charges
HT03	Failed to consolidate same week shipments	\$500 per shipment plus freight charges
HT04	Cartons shipped to incorrect location (store or logistics facility)	\$500 per PO per shipment plus freight/re-consignment charges
HT05	Early / Late / Invalid / Cancelled PO shipment	\$1,000 per shipment plus freight charges
HT06	Arrival of shipment without appointment/Failed to request routing	\$500 per shipment
HT07	Detention incurred at vendor / Pickup request cancelled	Detention Charge incurred plus \$500 administration fee
HT08	Missing / Incorrect information on the BOL	\$500 per shipment plus freight charges
HT09	Unauthorized reuse of a HIB Load Number	\$500 per shipment plus freight charges
HT10	Improper loading/stacking of cartons resulting in damaged cartons upon arrival or any issue requiring Hibbett to inspect, audit, open and/or rebox cartons	The greater of \$25 per carton damaged or cost of supplies, labor, and additional handling; plus an additional \$500 administration fee
<b>Invoices</b>		
HI01	Late / Incorrect invoices (810 or paper)	\$175 per invoice, not to exceed 20% of PO cost
HI02	Missing / Incorrect invoice cost on invoice	\$175 per invoice, not to exceed 20% of PO cost
HI03	Invoice cost and/or payment terms not listed as on PO	\$175 per invoice, not to exceed 20% of PO cost
HI04	Duplicate invoice number within a 2 year period	\$175 per invoice, not to exceed 20% of PO cost

HI05	PO not invoiced separately for each shipping location (Direct to Store shipments)	\$175 per invoice, not to exceed 20% of PO cost
HI06	Check remittance copies requested by vendor	\$175 per invoice, not to exceed 20% of PO cost
HI07	Research items 6 months or older requested by vendor	\$175 per invoice, not to exceed 20% of PO cost
HI08	EDI eligible invoices not transmitted EDI	\$175 per invoice, not to exceed 20% of PO cost

**\*\* Repeat offenders of same violation will be subject to additional charges. Multiple violations may result in refusal or return of merchandise at vendor's expense.**