

# Pep Boys Import Vendor Requirements

2014 Version 4.0



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### VENDOR BOOKING REQUIREMENTS

Pep Boys requires each Vendor / Factory to submit a complete & accurate Booking Form to Agility when requesting a CY or CFS booking. Agility origin offices will NOT accept Vendor Bookings without a completed Booking Sheet (aka Shipping Order Form). Attached is a sample booking sheet.

### **Booking Requirements of Vendor:**

- Vendor must provide booking request to Agility Origin office **14 Calendar days prior to requested Ship Date** (cargo available at factory).
- Vendor booking sheet must be completely filled out and accurate.
- Vendor must provide one booking sheet for each container.

### **Required Data elements for Vendor Booking sheet:**

- Shipper Name and Address
- Shipper Contact Person and Telephone Number
- Consignee Name and Address
- Purchase Order (PO) Number(s)
- Item (SKU) Number(s)
- Number of cartons per PO / Item
- Number of pieces per PO / Item
- Weight per Item
- CBM per Item
- Commodity Description per PO / Item
- Marks & Numbers
- Container size/type
- Declaration of use of SWPM
- Cargo Ready Date
- Place of Receipt
- Port of Loading
- Port of Discharge
- Final Destination (DC)
- FOB Point
- HTS Code by Item

#### Sample Booking Sheet Excel File:



This document is available for download at <u>http://info.pepboys.com/schain/</u> under Shipping Info, Import requirement, Supplier Booking Form

### Sample Booking Sheet Image:

Ag	ility A River Inglitits Insular	SHIPPING ORDER									
	SHIPPER: Address 1					Booking Date:			Pep Boys PO #:		
	Address 2 Contact Person:			Name of person requesting Booking:			Consol Code:				
	Telephone Fax:					Email:			Export License Number:		
	CONSIGNEE:						CHARGES with 'x'		SERVICE F Mark v		
	Address 1					Prepaid	Collect	LCL/LCL	LCL / FCL	FCL / FCL	AIR
	Address 2 City						x	DOCUMENTS REQU	PED (Mark with 'v	2	
	State & Zip Code Country					F			BoL		rrier B o L
	NOTIFY PARTY	PEP BOYS				Number of Origin Reg	nal Bills of Lading uired	NUMBER	OF CONTAINERS RE	QUIRED (FCL / CY	cargo only)
	Address 1	3111 WEST ALLEGHENY AV	ENUE					20FT GP	40FT GP	40FT HC	OTHER
		PHILADELPHIA				BoL Instruct. Fax					
	State & Zip Code					Reefer Temp Requ	ired:	Dangerous Cargo -	Label and Classifica	ation	
	State & Zip Code Attention:	George Pavlichko									
VESSEL	& VOYAGE (intende		SAILING DATE			DELIVERY ADDRES	SS FOR CFS CARG	0			
PLACE O	OF RECEIPT		PORT OF LOADING			-					
PORT OF	FDISCHARGE		PLACE OF DELIVERY			FINAL DESTINATIO	N		CARGO READY DA	TE	
SUIPPER	S DECLARATION			PA	ICKAGES						
	& NUMBERS			Number	Туре	D	ESCRIPTION OF M	ERCHANDISE (S.T.C	)	VOLUME (CBM)	GROSS WEIGHT (KGs)
Show Pie	eces Per Order/Item	on B/L									
	Order Number	ltem (sku) number	Description	FOB	Destination DC / City	Item Quantity	Qualification		Case Pack Quantity	Total CBM	Total KGs
Example	A3345801	0413149		HONG KONG	MCDONOUGH, GA	240		60	4	66.000	18,000.00
					TOTAL	240		60 Cartons / Cases		66.000 CBM	
Shipper i	DECLARATION is responsible for pro GeoLogistics is not r	oviding all information reques esponsible for cargo	sted within this Shipping Order at the time of booking. (	GeoLogistics reserves t	the right to reject bookings w	vith incomplete or in	accurate Shipping	measurements of the	RATION hat the description of ( e packages and or go hat we will be deemed	ods covered by this S	shipping Instruction is
			DOCK RECEIPT								
	Place of Receipt:	pt: Received by (Name): We acknowledge that in the event of the contents of the v. Received by (Name): declared or of the gross weight or measurements which w deemed to have been declared, prove to be inaccurate and				ements which we hav	e declared or are				
Acc	cepting Cargo From:	rom: Deliver Truck Licence Plate Number:					consequency sering c				
Accept	ting Cargo on behalf of:	ehalf of: Dock Receipt Reference Number:									
N	Number of Packages Received:										
	Remarks										
CFS Au	uthorised Signature / Chop:							Authorised Signature Date:	/ Stamp of Shipper of	or Agent of Shipper	

### CFS CARGO RECEIVING

Each vendor should receive a booking confirmation from Agility before cargo delivery can be made. At the time of cargo receipt, the vendor should therefore have an Agility Shipping Order number to reference when delivering the cargo. In addition:

- The vendor must provide a copy of the packing list when delivering the cargo with confirmation of the number of pieces per Purchase Order (PO). If the packing list is not detailed at this level the CFS can reject the cargo.
- Vendors are instructed to deliver all goods sorted by Purchase Order / SKU. Sorting is the vendor's responsibility.
- Any cargo delivered to the CFS unsorted, will be sorted by Agility in the order defined above. The vendor will be responsible for all additional charges related to sorting.
- All PO's are to be segregated and palletized per PO by the CFS warehouse.
- The packing slips are to be attached to the last carton in the container by the CFS operator.
- If the cargo is delivered and packing slips are <u>NOT</u> provided a message is to be sent to the Jeff McHale at <u>JMcHale@agilitylogistics.com</u>

### **CFS Cargo Receiving – Checking Procedures**

Upon delivery/receipt of cargo from the vendor, the following procedure applies:

- Truck driver delivering cargo unloads the vehicle at Agility CFS facility.
- The cartons must be sorted and split into groups for the same destination Distribution Center, PO and SKU number before loading onto the pallets provided by the warehouse. Agility will sort any cargo that is delivered unsorted at an additional charge to the vendor.
- Agility CFS facility will count and check for any discrepancy between the vendor booking and cargo receipt.
- CFS Warehouse staff members are required to perform spot checks of marks and numbers for cartons on each pallet to ensure cargo with correct marks are received, and in line with marks in the booking information declared by the vendor.

• Cartons must be received in good condition (as per Bill of Lading definition). The warehouse staff will decide whether to receive wet/damaged cartons based on their experience and the level of damage to the cargo.

Agility's CFS will issue warehouse dock receipt to vendors confirming the quantity of cartons received in an exportable condition. If there is a discrepancy against the quantity booked, or with the condition of the cartons, the cargo receipt will be noted accordingly as a Damage, Shortage or Overage (DSO).

### **Receipt Discrepancies**

If there is any discrepancy between the received carton and quantity details compared to the booked carton and quantity details, the CFS will inform Agility Origin office which in turn will raise an exception.

### CY CARGO RECEIVING & LOADING

### **Vendor Requirements**

Vendor should book all FCL CY shipments with Agility prior to picking up container for loading. Agility will release carrier shipping order to the vendor so they may pick up the empty container at the carrier depot. Vendors are required to submit a **container load plan (CLP)** by fax or email to the Agility Origin office once the container is loaded. Where there are multiple containers, the Vendor will submit a **CLP** for each container.

### **<u>Receipt Discrepancies</u>**

If there is any discrepancy between the CY loaded carton and quantity details compared with the booked carton and quantity details, Agility Origin will raise an exception in Log-Net.

### **Pep Boys Receipt Exceptions**

Resolving receiving exceptions for CY loads is the responsibility of Pep Boys, as they will liaison with the vendor after receiving the information. If the vendor does not provide the required documentation to Agility within the required timeline to load the container at origin port and the container incurs demurrage, then all charges will be the responsibility of the vendor. If the vendor provides the required documentation on time, but Agility fails to submit the required paperwork to the carrier within the required timeline to load the container at origin port and the container and the container incurs demurrage, then all charges will be the required timeline to load the required paperwork to the carrier within the required timeline to load the container at origin port and the container incurs demurrage, then all charges will be the responsibility of Agility.

### **CARRIER BOOKINGS & CONTAINER MANAGEMENT**

### **Carrier Bookings**

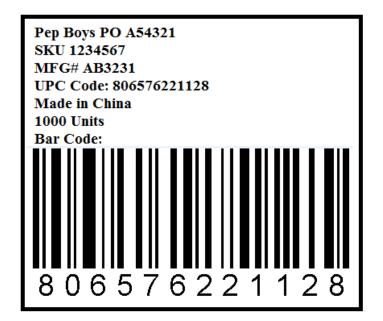
The Agility Origin office will book cargo with ocean carriers on behalf of Pep Boys. Booking instructions for the ocean carrier will be decided by route by Pep Boys

### **IMPORT CARGO MARKING REQUIRMENTS**

According to US Customs regulations, we require that the below listed data elements be included on all import cargo for every shipment. All imported cargo must have the following information included on the outer packaging (box, carton, etc)

- Pep Boys PO Number
- Pep Boys SKU Number
- MFG Part Number
- UPC Code
- Country of Origin (See 19CFR 134 below)
- Quantity of Units
- Bar Code

### **Example**



Note: 19 CFR 134.11, Country of Origin Requirements - Unless excepted by law, section 304 Tariff Act of 1930, as amended (19 USC 1304), requires that <u>every article</u> of foreign origin (or its container) imported into the United States shall be marked with country of origin in a conspicuous place as legibly, indelibly, and permanently as the nature of the article will permit.

### **DOCUMENTATION REQUIREMENTS**

### **Import Commercial / Shipping Document Requirements**

According to US Customs regulations, we require that the following data elements be included on all shipping documents (commercial invoice and packing list).

A commercial (customs) invoice must accompany all shipments and must match the billing invoice for the merchandise / PO. Commercial documents must be submitted to Agility upon delivery.

#### Each Pep Boys Purchase Order must have a separate invoice and packing list.

The following items <u>must</u> be included: <u>Commercial Invoice</u> (19 CFR 141.86 & 142.6)

- Seller Name and Address
- The Full Name and Address of the ACTUAL Factory / Manufacturer, clearly labeled as such.
  - The invoice must have a section labeled "Manufacturer" with the address where the product is actually manufactured.
- Pep Boys Address
- Terms of Sale
- Country of Origin of the goods
- Pep Boys PO Number
- Pep Boys SKU Number
- Manufacturer Part Number
- Accurate and Precise Description of goods
  - It is imperative that our import vendors provide a <u>precise</u> <u>narrative description</u> of the merchandise on the commercial documentation. The description of the product is how the proper classification is verified.
- Unit Price per item (Transaction Value)
- Quantity per item
- Total Quantity per invoice
- Total Value in US Dollars
- All allowances, rebates, discounts, marketing, commissions, assists, artwork, dies, molds, tools, engineering work, etc. separately itemized at bottom of invoice
- Signature of the preparer
- Date Prepared
- Mode of Transportation
- All invoices should have an Invoice Number
  - This invoice number should match the actual billing invoice number. This is to reconcile our payments with our shipments
- No SWPM (Solid Wood Packing Material) Statement

All suppliers and vendors are required to prepare commercial invoices in accordance with U.S. Custom's rules and regulations. Any changes to the commercial invoice must be communicated to the International Transportation Group prior to the shipment arriving in the U.S.

### **Packing List**

- Seller Name and Address
- The Full Name and Address of the ACTUAL Foreign Factory / Manufacturer.
- Country of Origin of the goods
- Pep Boys PO Number
- Pep Boys SKU Number
- Manufacturer Part Number
- Accurate and Precise Description of goods
- Quantity per item
- Unit weight in KGS
- Gross weight in KGS
- Net weight in KGS
- Total Measurements in CBM
- Total Units shipped
- Container Number
- Date Prepared
- Mode of Transportation

### **Container Manifest**

- Container Number
- Pep Boys PO Number
- Container Size
- Line list of:
  - Pep Boys SKU
  - Manufacturer Part Number
  - Quantity per Item
- Container Load Plan/Stowage of POs
- Total Weight of Container in KGS
- Total Volume of Container in CBMs

### **Packing List in the Container**

All containers must have a copy of the packing list attached inside the door of the container or attached to the last pallet in the container.

### SAMPLE COMMERICIAL INVOICE

#### 10/22/2013 Invoice No: PBY1234

#### **Foreign Factory / Manufacturer:**

ABC Manufacturer of Asia Ltd. 123654 Overseas Industrial Area Shanghai, China 201209

#### Seller:

Auto Parts Supplier USA 123654 Main Street Anytown, USA 123546

#### **Consignee/ Notify Party:**

The Pep Boys 3111 West Allegheny Avenue Philadelphia, PA 19132 USA Attn: Accounts Payable <u>Ship To:</u>

Pep Boys - SCDC 300 South Tippecanoe Ave San Bernardino, CA 92408

<u>Terms:</u>	Mode of Transportation:	<b>Country of Origin:</b>
FOB Shanghai	Ocean	China

PO L123456 *							
SKU	Part #	Description of Goods	Quantity	Un	it Price	Α	mount
1234567	2531	Plastic Wheel Covers	15	\$	1.75	\$	26.25
0123456	9874	Plastic Car Floor Mats	25	\$	6.50	\$	162.50
				-	-		
7654321	1245	Aluminum Wheels for Passenger Vehicles	50	\$	100.00	\$5	,000.00
			•	-	-		
6543210	6851	Car Air Fresheners	1000	\$	0.27	\$	270.00
		Total:	1090	-	Units		
				S	ub Total:	\$5	,458.75
			Advertisi	ng Al	lowance:	\$	302.56
					Total:	\$5	5,156.19

Prepared By: John Smith Date: 10/22/2013 .

\*Each Pep Boys PO number must have a separate invoice and packing list

### SAMPLE PACKING LIST

10/22/2013 Invoice No: PBY1234

#### Foreign Factory / Manufacturer:

ABC Manufacturer of Asia Ltd. 123654 Overseas Industrial Area Shanghai, China 201209

#### Seller:

Auto Parts Supplier USA 123654 Main Street Anytown, USA 123546

#### **Consignee/ Notify Party:**

The Pep Boys 3111 West Allegheny Avenue Philadelphia, PA 19132 USA Attn: Accounts Payable Ship To:

Pep Boys - SCDC 300 South Tippecanoe Ave San Bernardino, CA 92408

Terms:	Mode of Transportation:	Country of Origin:
FOB Shanghai	Ocean	China

#### Container No: ABCDEFG12345687

1							/
PO L123	PO L123456 *						
SKU	Part #	Description of Goods	Quantity	Unit Weight	Gross Weight	Net Weight	Dimensions
1234567	2531	Plastic Wheel Covers	15	0.236	4.5392	3.5392	0.041
0123456	9874	Plastic Car Floor Mats	25	1.12	34.019	28.0005	23.64
7654321	1245	Aluminum Wheels for passenger vehicles	50	8.5	453.59	425.334	12
6543210	6851	Car Air Fresheners	1000	0.009	11.793	9.568	0.01
		Total:	1090		KGs	KGs	CBM
			Units		503.944	466.4417	35.691

Prepared By: <u>John Smith</u> Date: <u>10/22/2013</u>.

\*Each Pep Boys PO number must have a separate invoice and packing list

### SAMPLE CONTAINER MANIFEST

PO L123	PO L123456						
SKU	Part #	Description of Goods	Quantity	Unit Weight	Gross Weight	Net Weight	Dimensions
1234567	2531	Plastic Wheel Covers	15	0.236	4.5392	3.5392	0.041
0123456	9874	Plastic Car Floor Mats	25	1.12	34.019	28.0005	23.64
7654321	1245	Aluminum Wheels for passenger vehicles	50	8.5	453.59	425.334	12
6543210	6851	Car Air Fresheners	1000	0.009	11.793	9.568	0.01
		Total:	1090		KGs	KGs	CBM
			Units		503.944	466.4417	35.691

Container Size: 20 FT Container No: ABCDEFG12345687 Container Weight: 1789kgs Container Volume: 35.691cbm Contents: Y23665, A17568, W36985, T78956

Prepared By: John (	<i>Smith</i> Date:	10/22/2013
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### **SMALL ENGINE VENDORS**

Vendors with items that have engines (Generators, ATVs, Scooters, Air compressors) require the below listed additional data elements and documentation:

### **Invoice requirements**

- Full description of the generator or air compressor, including wattage/horsepower.
- Include engine family number to the commercial invoice to match the Certificate of Conformity.
- A complete listing of the engine serial numbers for the purchase order in addition to the commercial invoice and packing list.

### **Documents**

Based on the commodity theses documents are necessary:

#### Generators

- EPA Form 3520-21
- Certificate of Conformity

#### ATVs/ Scooters

#### **Street Legal**

- EPA Form 3520-1
- Certificate of Conformity
- Dot Form HS-7 box 2A Checked

#### **Off Road**

- EPA Form 3520-21
- Certificate Of Conformity
- DOT Form HS-7 box 8 Checked

### PEP BOYS CONTAINER STUFFING PROCEDURES

Proper container stuffing meets two main objectives. It helps utilize all, or as much as possible of a container's cubic capacity; and protects the cargo from loss or damage during transit. Vendors are required to plan the loading of a container in such a way that eases the unloading or "stripping" of the container at destination.

### **General Requirements for all Shipments**

- Provide a lift clearance at the top of the container (Minimum of 4")
- Do not wedge or jam cargo into containers.

• Place heavy items and wet commodities on the bottom with light and dry commodities on top.

• Make sure the weight distribution is even throughout the container so that the container is properly balanced.

• Stow cargo tightly in the container so shifting will not occur and cause heavy items to be thrown.

• If the cargo does not completely fill the container, block and brace the cargo. Stuff all containers as though they were going to be stowed on deck. This will ensure that containers are watertight and capable of withstanding greater stress and strain than if stowed below deck.

• Each master case must be plainly marked with the manufacturer part number and quantity enclosed.

• Each SKU on the PO must be grouped together.

### **Specific Requirements for Consolidated Shipments**

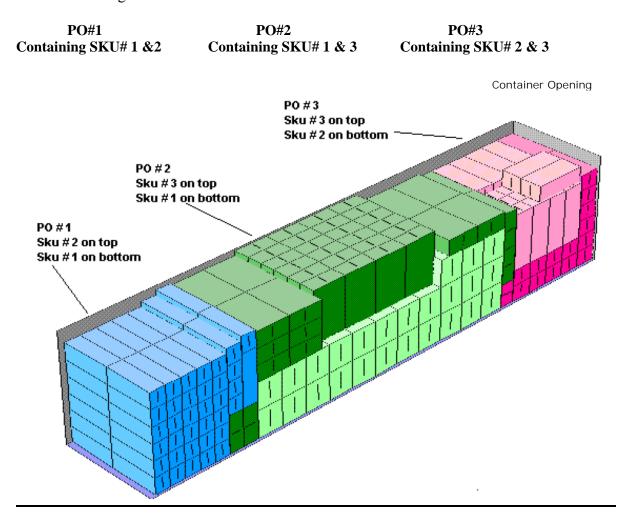
• If a container has multiple POs for different ultimate destinations each PO MUST be separated within the container

- Cargo must be loaded by PO and all like SKU's for that PO must be grouped together
- Cargo to be stripped first should be stuffed in the container last

### **Example of a properly loaded consolidated container:**

Container loaded with 3 POs containing 3 different SKUs

PO# 1 –Stripped last; loaded first PO# 2 –Stripped 2nd; loaded second PO# 3 –Stripped 1st; loaded last SKU# 1 –The heaviest SKU# 2 -2nd heaviest SKU# 3 –The lightest



### **<u>Container Utilization Requirements</u>**

The chart below is our recommended container utilization. This varies depending on the commodity.

Container Type	Minimum	Utilization	Maximum W	eight Limitation
	Metric	US	Metric	US
20' DC	20 cbm	706.293cft	16329.325kgs	36000lbs
40' DC	50cbm	1765.733 cft	19504.471kgs	43000lbs
40'HC	60cbm	2118.879cft	19504.471kgs	43000lbs
45'HC	70cbm	2472.026cft	19504.471kgs	43000lbs

### **Routing Instructions**

Routing for Single PO Containers				
PO prefix - DC City	Port of Destination			
N = SLC Shanghai, CN	Agility Shanghai BLP			
L = San Bernardino, CA (aka SCDC)	Los Angeles, CA			
W = Plainfield, IN (aka MWDC)	Chicago, IL			
A = McDonough, GA (aka ATDC)	Savannah, GA			
T = Mesquite, TX (aka TXDC)	Dallas, TX			
Y = Chester, NY(aka NYDC)	New York, NY			
K = Toa Baja, PR (aka PRDC)	San Juan, P.R			

Routing for Multiple PO Containers				
PO combination	Port of Destination			
PO's are 'A' and 'Y' route to destination with highest CBM's	New York or Savannah			
PO's are 'T' and 'W' route to destination with highest CBM's	Dallas or Chicago			
PO's are 'L' , 'T' and 'W'	Los Angeles			
Container has PO's for all 5 US DC's	Los Angeles			
All LCL shipments	Los Angeles			

### AGILITY 10+2 ISF DATA FORMS

### **<u>Regular Shipment Form Instructions</u>**

#### **Regular Shipment ISF Data Element Definitions and Form Instructions:**

The Regular Shipment ISF form must be used for all shipments being discharged in the United States and entered for consumption.

### 1. Bill of Lading Number

The "Bill of Lading" number must be provided in order to link the Importer Security Filing (ISF) to the customs manifest data. The Importer Security Filing must be done at the "LOWEST" bill of lading level. CBP will accept an Importer Security Filing at either the "House Bill of Lading" level or regular (straight) bill of lading level if no House Bill is issued. The "LOWEST" bill of lading level that CBP will accept is the House Bill of Lading level. CBP will not accept Sub House Bill of Lading.

Straight Bill of Lading Number: or House Bill of lading Number:

#### 2. The Importer of Record Number

This is the either Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation.

One of the applicable numbers listed below must be reported

IRS Number: EIN Number: Social Security Number: CBP Assigned Number:

#### 3. The Consignee Number

This is either the Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN) or CBP assigned number of the individual(s) or firm(s) in the United States on whose account the merchandise is shipped. This could be the Importer or the Buyer.

One of the applicable numbers listed below must be reported IRS Number: EIN Number: Social Security Number: CBP Assigned Number

#### 4. The Name & Address of the Seller

The complete name and address of the last known entity by which the goods are sold or are agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be reported.

Name: Address Line 1: Address Line 2: City: Country: Postal Code:

If a country uses postal codes, it is required. The postal code is akin to the U.S. ZIP code.

#### 5. The Buyers Name & Address

The complete name and address of the last known entity to whom the goods are sold or are agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be reported.

Name: Address Line 1: Address Line 2: City: State: Country: Postal/ZIP Code:

If a country uses postal codes, it is required. The postal code is akin to the U.S. ZIP code.

#### 6. The Ship to Name & Address in the United States

The complete name and address of the first deliver to party scheduled to physically receive the goods after the goods have been released from U.S. Customs custody must be reported. This is the deliver to name & address that the goods are being delivered to, not the corporate address.

If the ship to address is unknown, the *FIRMS Code* of a Container Freight Station, Warehouse or Terminal where the goods will be unloaded from the vessel in the United States or an in-land distribution center the goods are being delivered to may be provided.

Name: Address Line 1: Address Line 2: City: State: Country: ZIP Code:

FIRMS Code:

#### 7. The Name & Address of Manufacturer or Supplier

The complete name and address of the entity that last manufactures, assembles, produces, or grows the commodity or, name and address of the supplier of the finished goods in the country from which the goods are leaving must be reported.

Name: Address Line 1: Address Line 2: City: Country: Postal Code:

If a country uses postal codes, it is required. The postal code is akin to the U.S. ZIP code.

#### 8. The Country of Origin

This is the country of manufacture, production, or growth of the article, based upon the import laws, rules and regulations of the United States.

#### 9. The Harmonized Tariff Schedule Number

This is the HTSUS statistical reporting number under which the article is classified in the Harmonized Tariff Schedule of the United States (HTSUS). The HTSUS number must be provided to the six-digit level or may be provided to ten digit level.

**Note:** The Manufacturer (Supplier) name and address, the HTS number and Country of Origin must be linked together as a line-item at the shipment level. If a shipment consists of goods from more than one (1) Manufacturer (Supplier), a

separate ISF form will be required for each manufacturer listing all required information.

HTS Number	Country of Origin

## 10. The Name & Address of the Container Stuffing Location and/or Consolidator

The name and address of the party who stuffed the container or arranged for the stuffing of the container must be provided. For break bulk shipments, the name and address of the party who made the goods "ship ready" or the party who arranged for the goods to be made "ship ready" must be reported.

If no consolidator is used (e.g. "factory load" shipments) the name/address of the manufacturer or supplier must be reported.

Name: Address Line 1: Address Line 2: City: Country: Postal Code:

If a country uses postal codes, it is required. The postal code is akin to the U.S. ZIP code.

#### 11. Type Codes

In addition to the 10 data elements mentioned above, it is required that the type of transaction also be reported. CBP has designated the following "TYPE CODES" which identify specific types of transactions.

#### One of the following TYPE codes must be provided:

Type 01 Type 02	<ul><li>Regular Transactions</li><li>To Order (importer unknown (sold in-transit.) This is</li></ul>
	where the goods are being shipped to the United States
	without a known U.S. importer 24 hours prior to lading.
Type 03	- Household Goods/Personal Effects (informal entry.) This
	is where non-commercial goods are being shipped to the
	United States.
Type 04	- Government or Military Shipment
Type 05	- Diplomatic Shipment

### Regular Shipment ISF Form Page 1 of 2

*Bill of Lading Number:	
1.Importer of Record Number:	
2. Consignee Number:	

<b>3. Seller</b> Name and Address	4. Buyer Name and Address
Name:	Name:
Address Line 1	Address Line 1
Address Line 2	Address Line 2
City	City
Country	State
Postal Code	Country
	Postal/
	Zip Code

5. Ship to Name and Address in Unite	d States 6. Manufacturer/Supplier Name and Address
Name:	Name:
Address Line	Address Line
Address Line 2	Address Line 2
City	City
State	Country
Country	Postal Code
Zip Code	
FIRMS Code	

9. Container Stuffing Location Name & Address		10. Consolidator Name and Address	
Name:		Name:	
Address Line		Address Line	
Address Line		Address Line	
1		1	
Address Line		Address Line	
2		2	
City		City	
Country		Country	
Postal Code		Postal Code	

### Regular Shipment ISF Form Page 2 of 2

7.Country of Origin:	8. Harmonized Tariff Schedule Number

11.Type Code:

### **Regular Shipment ISF Form:**



This document is available for download at <u>http://info.pepboys.com/schain/</u> under Shipping Info, Import requirement, Regular Shipment ISF Form

### **NEW IMPORT ITEM REQUIREMENTS**

US Customs requires all goods entering the country to be classified by a 10-digit Harmonized Tariff Schedule (HTS) number. This number determines the tariff, or duty rate, and is presented on a shipping document at the point of entry.

In order for Pep Boys to determine the proper classification, complete data and images of articles <u>must</u> be provided <u>by the vendor</u>. The following generic information is required for the proper classification of products / components (prior to importation):

- 1.) A complete and **detailed written description** of the good(s). Samples (if practical), a list of ingredients or components and percentages thereof, sketches, diagrams, **photos**, or other illustrative material must be submitted to supplement the written description.
- 2.) Cost breakdowns of component materials or parts and their respective quantities shown in percentages of the goods, if possible. (Plastic, rubber, steel, etc.)
- 3.) A description of the principal use of the goods, as a class or kind of merchandise in the United States.
- 4.) Information as to the commercial, scientific, technical or common name or designation of the merchandise (or as otherwise may be applicable).
- 5.) Any other information or materials that may be pertinent or required for classifying the merchandise. (i.e. relative binding rulings, CF29s, etc)

NOTE: This information MUST be provided to the International Trade Compliance Specialist when setting up New Import Items in Pep Boys System. Pep Boys cannot classify and enter product into the United States without obtaining the information mentioned above. Additional information may be required depending on the commodity type.

### **NEW FACTORY/MANUFACTURER REQUIREMENTS**

Pep Boys vendors are required to report whenever a new factory becomes a part of our import program. If a product is moved to another manufacturer location or Pep Boys orders a product that is manufactured at a new location (one that is not registered in Pep Boys system) the vendor is responsible to report this information to the International Logistics Department. Report any new/unregistered factory name(s) and address(es) to Jessica\_fox@pepboys.com

Every factory/manufacturer must be registered with Pep Boys before importing product form that location. Every factory must fill out a Pep Boys C-TPAT Security Manuel (attached pages 25-51) and a Pep Boys 10+2 ISF Factory Information Request form (attached pages 29-30) before importing product form that location. Each factory must have its own vendor number in Pep Boys system with the correct name, address, and MID for that factory with all the SKUs manufactured at that location listed under it for ordering purposes.

### **CONTACTS**

Please forward all questions or concerns to the persons listed below.

### For issues regarding documentation or Customs requirements:

George Pavlichko Manager of International Logistics & Customs Compliance The Pep Boys - Manny, Moe & Jack 3111 West Allegheny Ave. Philadelphia, PA 19132 Phone: 215-430-9059 Email: George Pavlichko@Pepboys.com

Jessica L. Fox International Trade Compliance Specialist The Pep Boys - Manny, Moe & Jack Phone: 215-430-9430 Email: Jessica\_Fox@Pepboys.com

#### For booking issues please contact our Agility Account Manager:

Jeff McHale Account Manager Agility Logistics Email: JMcHale@agilitylogistics.com Phone: 215-430-4497

### **Agility Contact List:**

Agility Contact List for Pep Boys Account

This document is available for download at <u>http://info.pepboys.com/schain/</u> under Shipping Info, Import requirement, Agility Contact List



# Pep Boys Foreign Vendor C-TPAT Security Manual – Assessment and Requirements

2013 Version 3.0



Dear Vendor,

We ask that all of our Business Partners assist us in securing our supply chain.

For all collect shipments where Pep Boys is the Importer of Record (IOR) we ask that you adhere to the following regulations dictated in this manual regarding our supply chain per our membership in the Customs-Trade Partnership against Terrorism (C-TPAT) program.

Pep Boys is committed to a safe and secure supply chain by participating in C-TPAT, a voluntary United States Customs and Border Protection business initiative designed to build cooperative relationships to strengthen the supply chain and border security and to continue the free flow of international trade. Pep Boys received its C-TPAT certification in January 2009 from U.S. Customs. Additional C-TPAT information can be found by visiting the U.S. Customs and Border Protection site at: <u>http://www.cbp.gov/</u>.

Part of the C-TPAT certification requires Pep Boys to identify which of its business partners are now, or plan to be C-TPAT certified. Those business partners who are not members must demonstrate a commitment to meeting the security requirements appropriate to their business, including Container/Trailer Security (seals, inspections, and storage), Procedural Security, Physical Security, Personnel Security, Access Control, Security and Threat Awareness Training, and Business Partner Screening.

A completed 10+2 ISF Additional Information Request (Pages 29-30), Import Vendor Assessment (Pages 31-32) and C-TPAT Minimum Security Assessment (Pages 33-42) for each factory where Pep Boys products are manufactured or stored is required to evaluate your compliance and commitment to C-TPAT requirements.

The C-TPAT Minimum Security Assessment (Pages 33-42) must be read carefully and filled out completely by each factory or facility. Details must be given for each answer on the lines provided. If details are not provided the manual will be sent back to be filled out completely. The section labeled C-TPAT Minimum Security Requirements (pages 43-51) details Pep Boy's procedures and requirements for all vendors.

Thank you for your cooperation,

The Pep Boys – Manny, Moe & Jack

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**Production Factory Facilities - If you have more than one factory or manufacturer that supplies Pep Boys, please fill out a separate C-TPAT assessment for each (pages 29-42)** 

### FOREIGN VENDOR INFORMATION REQUIREMENTS

Pursuant to U.S. Customs law and regulations, we require the submission of these data elements no later than 24 hours before the cargo is laden aboard the vessel at the foreign port prior to exportation:

- 1. Foreign Factory Name, Complete Address and MID
- 2. Point of Contact for Foreign Address
- 3. U.S. Office or Liaison Address
- 4. Point of Contact for U.S. Address

The following 10+2 Additional Information Request must be FULLY completed and returned to the International Trade Compliance Specialist: Jessica\_Fox@pepboys.com

### **<u>10 + 2 Ruling Additional Information Request</u>**

### **Factory/Manufacturer Information:**

Name:
Address:
City:
Country:
Postal Code:
Contact Name and Phone Number:
MID Code:
Container Loading Facility Information: (leave blank if same as above) Name:
Address:
City:
Country:
Postal Code:
Contact Name and Phone Number:
MID Code:
I,of do hereby certify that the information provided is correct to the best of my knowledge. Name:
Title or Position:
Signature: Date:

ame:	
ddress:	
ity:	
ate:	<u> </u>
ostal Code:	
ountry:	
ontact Name and Phone Number:	
of	
hereby certify that the information provided is correct to the best of my	7
nowledge.	
ame:	
itle or Position:	
gnature:	
ate:	

### **U.S. Liaison or Office Information:**

### **IMPORT VENDOR ASSESSMENT**

This document must be completed annually. Please read carefully and fill out completely.



### **Prospective Import Vendor Assessment:**

1.	Supplier Name:
2.	Products / Commodities:
3.	Product(s) Country of Origin:
4.	Primary Contact Name:
5.	Primary Address:
6.	Primary Phone Number:
7.	Primary Fax Number:
8.	Primary E-mail address:
9.	Year Established:
10	. Business Nature (Please check all that apply):
	Trader
	Manufacturer
	Other (Please explain below)

11. Sales (\$):

2010	
2011	
2012	

12. Export Regions (%):

North America \_\_\_\_\_ Europe \_\_\_\_\_ Australia\_\_\_\_\_ Rest of World \_\_\_\_\_

13. Main Customers in North America:

### **Factory Information:**

1.	Factory Name:
2.	Closest Ocean Port:
3.	Production Factory Location (country):
4.	Number of workers:
5.	Number of Quality Control persons:
6.	Current Annual Capacity (units):
7.	Maximum Annual Capacity (units):
8.	Type of Main Machinery:
	ry Workers Condition: Workers Skills & Training
2.	Number of working hours per day:
	Workers Welfare (meals, dormitory):

### **C-TPAT MINIMUM SECURITY ASSESSMENT**

This document must be filled out completely by each factory on an annual basis.

<u>Please circle your answer 'Yes' or 'No'. If you answered 'Yes' please</u> <u>provide details on the lines below each question. This is a requirement.</u> <u>Any assessments received by Pep Boys without details for ALL</u> <u>questions will be returned for completion.</u>

US Company Name: \_\_\_\_\_

Factory Name: \_\_\_\_\_

Yes

Yes

### **<u>C-TPAT and Supply Chain Security Programs</u>**

1. Are you currently a member of C-TPAT?

No

If yes, please provide your Status Verification Interface (SVI) number:

 Have you obtained a certification in a supply chain security program being administered by another foreign Customs Administration? No

If yes, please indicate the name of the program and your status of participation:

### **Physical Security**

1. Does your facility have a fence that secures the entire perimeter including the shipping and receiving area?

No

If yes please describe:

Yes

If yes, is that fence topped with barbed wire or any other trespassing deterrent?
 Yes No
 If yes please describe:

2. Is the fence and gate kept securely locked when not in use?
 Yes No
 If yes please describe:

3. Is the fence and gate monitored by a guard house? Yes No If yes please describe:

 4. Is the building made of cement or other equal building material? Yes No
 If yes please describe:

5. Do all windows and doors have locks? Yes No If yes please describe: 6. Do the interior, exterior, and loading areas have adequate lighting? Yes No If yes please describe:

7. Are there security cameras and alarm systems installed along the perimeter and restricted access areas of the facility?
 Yes No
 If yes please describe:

\_\_\_\_\_

### **Container Security**

1. Are the containers loaded in a secure fenced in area on your premises?YesNoIf yes please describe:

2. Are the containers inspected for damage prior to loading? Yes No If yes please describe: \_\_\_\_\_ 3. Are the trailers inspected for damage or abnormalities prior to the container drayage? Yes No If yes please describe: 4. Are seals kept in a secure area and their use monitored? Yes No If yes please describe: \_\_\_\_\_ 5. Is a record kept of the seals used? Yes No If yes please describe: 

#### **Physical Access Controls**

1. Are employees positively identified by security personnel when entering the premises?

No

If yes please describe:

Yes

Yes

2. Do the employees have ID badges to enter the premises?

No

No

If yes please describe:

3. Are visitors identified upon entrance, given a visitor's badge, and escorted during their visit?

Yes

If yes please describe:

4. Are delivery persons identified and their packages inspected? Yes No

If yes please describe:

- 5. Is there a process to identify, challenge and remove unauthorized/ unidentified persons from the premises?
- Yes No

# **Personnel Security**

1. Are prospective employees given background checks? Yes No

If yes please describe:

If yes please	2. Are prospective employees' references checked prior to employment? Yes No
	<ol> <li>Are there procedures in place to de-brief terminated employees such as removing their computer access and collecting company issued ID badges?</li> </ol>
	Yes No

#### **Procedural Security**

1. Are documents (Bills of Lading, Packing List, Commercial Invoice, Container Manifest, etc) audited for their integrity and completeness?

No

If yes please describe:

Yes

2. Are the documents completed at least 24 hours prior to container delivery to the pier?

Yes

No

If yes please describe:

Are cargo descriptions including weight, pieces, and marks verified 3. prior to loading the container? No

Yes

If yes please describe:

- 4. Are drivers positively identified via ID badges or Driver's Licenses when picking up the containers for delivery?
  - No

If yes please describe:

Yes

5. Are shortages, overages, and anomalies investigated and resolved? Yes No

## **Information Technology Security**

Are passwords required to log in to company databases and computer 1. systems? Yes

\_\_\_\_\_

No

If yes please describe:

2.	Is the company	s computer system protected by a firewall?
Yes	No	

\_\_\_\_\_

No

#### **Security Training and Threat Awareness**

1. Are there procedures in place in the event security is compromised at your facility?

No

If yes please describe:

Yes

2. Are employees properly trained to follow these procedures? Yes No

\_\_\_\_\_ 

If yes please describe:

3. Do employees or security personnel perform periodic testing of all security measures related to transportation (alarm systems, security cameras, etc)? No

Yes

#### **Business Partner and Sub Contractor Screening**

	1. Are potential business partners and sub-contractors screened and verified?				
	Yes	No			
If yes please	describe:				
Completed E	By:				
Company: _	-				
<b>Title or Posit</b>	tion:				
Date:					

# <u>C-TPAT MINIMUM SECURITY ASSESSMENT FOLLOW</u> <u>UP</u>

Upon review of your security assessment, deficiencies in the security of your facility will be advised. Further clarification or documentation may be required.

# **C-TPAT MINIMUM SECURITY REQUIREMENTS**

#### **Physical Security**

- 1. Cargo handling and storage facilities must have physical barriers and deterrents that guard against unauthorized access.
- 2. Your facility must have a fence that secures the entire perimeter including the shipping and receiving area. The fence should also be locked when not in use and monitored by a guard house. We suggest that barbed wire or another trespassing deterrent is also in place.
- 3. Gates through which vehicles and/or personnel enter or exit must be manned and/or monitored.
- 4. Private passenger vehicles should be prohibited from parking in or adjacent to cargo handling and storage areas.
- 5. Buildings must be constructed of materials that resist unlawful entry. The integrity of structures must be maintained by periodic inspection and repair.
- 6. All external and internal windows, gates and fences must be secured with locking devices. Management or security personnel must control the issuance of all locks and keys.
- 7. Adequate lighting must be provided inside and outside the facility including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas.
- 8. Alarm systems and video surveillance cameras should be utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas.
- 9. Testing of security systems (alarms, cameras, etc.) and procedures should be preformed periodically.

#### **Physical Access Controls**

- 1. An employee identification system must be in place for positive identification and access control purposes.
- 2. Employees should be issued ID badges and must be identified by a guard upon entrance to the facility.
- 3. All visitors must be identified via valid ID, given Visitor Badges, and escorted for the duration of their visit.
- 4. Delivery persons must be positively identified via valid ID and their packages inspected.
- 5. A process should be in place to identify and remove unauthorized/unidentified persons from the premises.

# **Personnel Security**

- 1. Prospective employees must be subject to background and reference checks.
- 2. A procedure should be in place to debrief terminated employees and collect all company property that they may have including ID badges. Computer access

should be revoked. Security should be alerted that the person no longer has access.

# **Procedural Security**

- 1. All shipping documents (Bills of Lading, Packing List, Commercial Invoice, and Container Manifest) must be audited or reviewed for correctness.
- 2. All documents must be completed and forwarded to Agility 24 hours prior to delivery of the container to the pier.
- 3. Cargo descriptions including weight, pieces, and marks must be verified prior to loading the container.
- 4. Drivers must be positively identified when picking up the containers for delivery.
- 5. Shortages, overages, and anomalies must be investigated and resolved.

# Information Technology Security

- 1. Passwords should be required to log into company databases and computer systems.
- 2. A firewall should be installed to protect the company's computer system.
- 3. A system must be in place to identify the abuse of IT including improper access, tampering or the altering of business data.

# Security Training and Threat Awareness

- 1. Procedures should be in place in the event security is compromised.
- 2. Employees should be properly trained to follow all security procedures.

# **Business Partner Requirements**

- 1. Factories must have written and verifiable processes for the selection of business partners and sub-contractors.
- 2. Internal requirements, such as financial soundness, capability of meeting contractual security requirements, and the ability to identify and correct security deficiencies as needed, should be addressed.
- 3. Periodic reviews of business partners' processes and facilities should be conducted based on risk.

# **Container Security**

- 1. Container integrity must be maintained to protect against the introduction of unauthorized material and/or persons. Procedures must be in place to properly seal and maintain the integrity of the shipping containers.
- 2. A high security seal must be affixed to all loaded containers bound for the U.S. All seals must meet or exceed the current ISO 17712:2010 standards for high security seals.

- 3. Procedures must be in place to verify the physical integrity of the container structure prior to stuffing, including examining the reliability of the locking mechanisms on the doors.
- 4. A seven-point inspection process is required for all containers. See pages 47-48.
- 5. Written procedures must stipulate how seals are to be controlled and affixed to loaded containers.
- 6. Procedures should include directions for recognizing and reporting compromised seals and/or containers to US Customs and Border Protection or the appropriate foreign authority.
- 7. Only designated employees should distribute container seals for integrity purposes.
- 8. Containers must be stored in a secure area to prevent unauthorized access and/or manipulation.
- 9. Procedures must be in place for reporting and neutralizing unauthorized entry into containers or container storage areas.

## **Import Vendor Container Stuffing Requirements**

- 1. All containers must be booked through our nominated Freight Forwarder and Customs House Broker Agility-Geo Logistics.
- 2. The container must be drayed to your secured facility as advised on your 10+2 Information Request Form.
- 3. Once the container has been assessed per the 7 point container inspection sheet, the merchandise maybe loaded.
- 4. Vendors are required to submit a container load plan and 7 point container inspection sheet with their commercial documents to Agility upon delivery of the container to the pier.

#### **Container Integrity**

Container integrity must be maintained to protect against the introduction of unauthorized material and/or persons.

- 1. Prior to stuffing all export bound containers must be stored in a gated yard with within your facility.
- 2. A packing list must be attached to the inside of the container door or to the last pallet/box loaded into the container.
- 3. Only High Security Seals are to be used on containers destined for Pep Boys Facilities. All seals must meet or exceed the current ISO 17712:2010standards for high security seals

## Seal Requirements

Please be advised that effective <u>March 1, 2012</u>, the current International Organization for Standardization (ISO) mechanical seal standard (ISO/PAS 17712) will be replaced with a new ISO standard--ISO 17712:2010. C-TPAT understands that seals are costly, and companies are not expected to discard seals currently in stock. However, after companies have exhausted their current stock of high security seals, we recommend that they purchase seals which are compliant with the new ISO 17712:2010 standard.

#### The new standard compliance requirements:

- Testing to determine a seal's classification for physical strength (as a barrier of entry).
- Process auditing of the manufacturer's security-related business practices.
- Testing (pass/fail) of a seals ability to indicate evidence of tampering.
- A new 18mm minimum width diameter for bolt seals.

#### Benefits of the new seal standards include:

- Reduced possibility of cargo theft or tampering
- Reduced possibility of unauthorized material being inserted into containers or other instruments of international traffic (IIT).
- Reducing shipping delays that result when seals are missing or broken.
- When inspecting seals for signs of tampering, tamper-evident seals should allow personnel, with the appropriate training, to detect compromised seals easier.



#### **Example:**

#### Seal Use Monitoring

To maintain the integrity of the cargo stored for transport we require that you do the following regarding the storage and integrity of Export Container Seals.

- 1. A Seal Inventory Log must be kept to monitor seal usage. It should include the date and container the seal was affixed.
- 2. Seals must be kept in a locked and secure location prior to their use.
- 3. Only authorized personnel should have access to seals.

# **CONTAINER SECURITY INSPECTION GUIDELINES**

#### **Required 7 Point Container Inspection**

To fortify the security of our supply chain we must monitor the physical integrity of all containers and trailers delivered for export to Pep Boys.

All containers are subject to the following seven point inspection upon delivery.

- 1. Outside/ Undercarriage
- 2. Inside/Outside Doors
- 3. Left side
- 4. Right side
- 5. Front Wall
- 6. Ceiling/Roof
- 7. Floor

# **7-POINT CONTAINER INSPECTION**

#### 5. Front Wall

•Are Blocks and vents visible on inside and outside? •Tap on Front wall, Does wall sound hollow? •Measure interior length & check versus outside length of container. Does it match?

#### 6.Ceiling/Roof

Is the ceiling height consistent from the floor?
 Are all blocks and vents visible inside/outside?
 When tapped does ceiling sound hollow?
 Are repairs visible on interior/exterior?

3&4 Side Walls -When tapped with metal tool do walls sound hollow? -Repairs visible on interior/exterior



7. Floor -Is the floor flat? -Do you step up to enter? -Are there unusual repairs? -Does the floor height vary?

1. Undercarriage Are support beams visible? Any Recent repairs?

2. Doors Recent repairs, Different materials used? Locking mechanisms in good working order? All repairs visible both inside and outside? •Tap doors with a metal tool, solid sound?

The following sheet must be completed upon loading the container and delivered with the commercial documents to Agility Logistics. Each container must have a completed 7 point container inspection sheet.



# 7 Point Container/Trailer Physical Integrity Delivery Sheet

Inspector	
Title or Position	
Container Capacity	
Container/Trailer No	
Seal No	
Carrier	

Please check the appropriate box regarding the condition of the container or trailer. If yes is selected, please describe the damage below.

	Damage Assessment		
<b>Container Inspection</b>	Yes	No	
Front Wall			
Left Side			
Right Side			
Floor			
Ceiling/Roof			
Inside/Outside Doors			
Outside/Undercarriage			

Seal Number Accurate: Circle: Yes / No Seal Condition: Circle: Approved / Tampered

I have inspected the above listed container/trailer.
Signature \_\_\_\_\_ Date\_\_\_\_\_



# FACTORY SECURITY (C-TPAT)

Factories must implement minimum security criteria and best practices to help secure our supply chain from terrorist activity. The criteria are based on a set of recommendations developed as a result of the Customs Trade Partnership Against Terrorism (C-TPAT) initiative with US importers.

#### Key Requirements

**Factory Security** requires that all vendor and factory partners producing merchandise for The Pep Boys:

Take all necessary precautions to ensure against the introduction of unauthorized material and/or persons into containers and trailers.

Prevent unauthorized entry to facilities, maintain control of employees and visitors, and protect company assets.

Have processes in place to screen prospective employees, and to periodically check current employees.

Create procedures to ensure the integrity and security of processes relevant to the transportation, handling, and storage of cargo in the supply chain.

Have IT security policies, procedures and standards in place.

Offer employees specific training in how to maintain cargo integrity, recognize internal conspiracies, and protect access controls.

Have a documented and verifiable process for determining risk throughout their supply chain.

#### **Indicators of noncompliance**

Lack of perimeter fencing, guard stations, or security personnel to prevent unauthorized entry to the cargo handling and storage area of the facility.

Lack of locking mechanisms on containers and trailers, facility windows and doors, or perimeter fencing.

Ability to enter production facility without proper documentation, and visit without an escort.

Employees are hired without verification of employment history, or background checks.

No controls exist to identify shortages, overages, or other significant cargo discrepancies.

#### **Good Management Practices**

Before a prospective employee is hired a background check is conducted, and employment history and references are verified.

A high security seal is affixed to all loaded containers and trailers bound for the US.

Employees have limited access to keys, key cards, and computer systems unless they have a job related to the need for such access.

Visitors present photo identification upon arrival, and all visitors are escorted and display visible temporary identification.

Arriving packages and mail is periodically screened before being disseminated.

Departing cargo is reconciled against information on the cargo manifest and purchase order.

Drivers delivering or receiving cargo are positively identified before cargo is received or released.

Cargo handling and storage areas have physical barriers and deterrents that guard against unauthorized access.

A threat awareness program is established to foster employee education on the threat posed by terrorists and contraband smugglers at each point in the supply chain.

The facility has adequate lighting inside and outside the facility, including parking areas.

The factory has established procedures to conduct periodic unannounced checks related to personnel security, information access control, shipment information control, storage and distribution security, contractor controls, and education and awareness.

#### 供应链安全(C-TPAT)

- 工厂须执行基本的安全保障标准,以确保供应链免于恐怖主义活动。该标准 需建 立于美国进口商编订的海关及贸易伙伴反恐建议。
- 主要规定
- "供应链安全"条款为 The Pep Boys 的所有供应商及生产厂家制定了以下 主要规定: •采取一切必要的预防措施以禁止未被授权的物或人进入货柜车和拖车。
- •经授权方可进入厂区,保持对雇员和访客的出入进行有效控制,保护公司资产。
- •建立员工招聘程序,并定期对在职员工进行审查。
- •建立相关程序确保货物在运输、处理和贮存过程中的完整性与安全性。
- •建立相关 IT 信息安全政策、程序和标准。
- •为员工提供有关货物完整性维护,内部阴谋识别和授权管制方面的培训。
- •建立文件化的程序以识别供应链存在的潜在安全风险。
- 违规行为
- •货物处理及贮存区域未设立栅栏,或保安岗位,或安全保卫人员以管制未经授权的进入。
- •货柜车、拖车和厂区门窗及栅栏未安装锁具。
- •未经文件授权和陪同,非法进入生产区域。
- •招聘员工时未进行入职前的履历和背景调查。
- •未监管货物的短装、过剩或其它明显偏差。
- 良好管理实务
- •招聘员工以前对其背景, 雇员履历以及推荐信等进行审查。
- •在所有出货至美国的货柜车及拖车粘贴高安全性能的封条。
- •有关职能人员方可授权使用钥匙、钥匙卡以及电脑系统。
- •访客来访须出示带有相片的身份证明,所有访客须有人陪护,且出示临时访客证。
- •定期筛查来往包裹和电邮。
- •出货时先核对出货单及订单。
- •负责送货/收货的司机持有确定身份证明。
- •货物处理及贮存区域设立栅栏或障碍以控制未经授权的进入。
- •为员工提供安全威胁意识方面的培训,让员工了解恐怖主义和非法走私对供应链的威胁。
- •厂区内外,包括停车场,配备足够的照明。
- •建立内部稽查程序,定期对人员安全,资讯控制,船务控制,仓储安全,分包商控制 和安全意识培训的措施执行进行突击檢查。