



Import Vendor Requirements

2013
Version 1.4



Index

Vendor Booking Requirements	pg 3
Vendor Information Requirements	pg. 4
Cargo Marking Requirements	pg. 7
Documentation Requirements	pg. 8
Small Engine Vendors (ATVs, Scooters, Generators)	Pg. 13
Container Stuffing Procedures	pg. 14
Container Utilization & Routing	pg. 16
Container Inspection	pg. 17
Agility ISF Forms	pg. 19
New Import Item Requirements	pg. 25
Main Contacts	pg. 26
Sample Booking Sheet - Attachment A	
Agility Contact List - Attachment B	

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.

Required Data elements for Vendor Booking sheet:

- Shipper Name, Address
- Shipper Contact Person and Telephone Number
- Consignee Name and Address
- Purchase Order Number(s)
- Item 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
- Number of Containers and Container size/type
- Declaration of use of SWPM
- Cargo Ready Date
- Place of Receipt
- Port of Load
- Port of Discharge
- Final Destination (DC)
- FOB Point
- HTS Code by Item

**Sample Booking Sheet:
See Attachment A**



Supplier Booking
Sheet.xls

Vendor Information Requirements

Pursuant to U.S. Customs law and regulations, we require the submission of these data elements prior to exportation:

- 1. Foreign Factory or Office Address**
- 2. Point of Contact for Foreign Address**
- 3. U.S. Office or Liaison Address**
- 4. Point of Contact for U.S. Address**

The following forms must be completed and returned to the International Trade Compliance Specialist.

Date: _____

Vendor Name: _____

Vendor Number: _____

10 + 2 Ruling Additional Information Request

ACTUAL FACTORY/Manufacturer Information

Full Name: _____

Full Address: _____

City: _____ Zip _____

Country: _____

Contact Name and Phone Number: _____

Container Loading Facility Information

Full Name: _____

Full Address: _____

City: _____ Zip _____

Country: _____

Contact Name and Phone Number: _____

I, _____ of _____
do hereby certify that the information provided is correct to the
best of my knowledge.

Name: _____
Title / Position: _____
Signature: _____
Date: _____

U.S. Liaison or Office Information

Full Name: _____

Full Address: _____

City: _____ ZIP _____

Country: _____

Contact Name and Phone Number: _____

I, _____ of _____
do hereby certify that the information provided is correct to the
best of my knowledge.

Name: _____
Title / Position: _____
Signature: _____
Date: _____

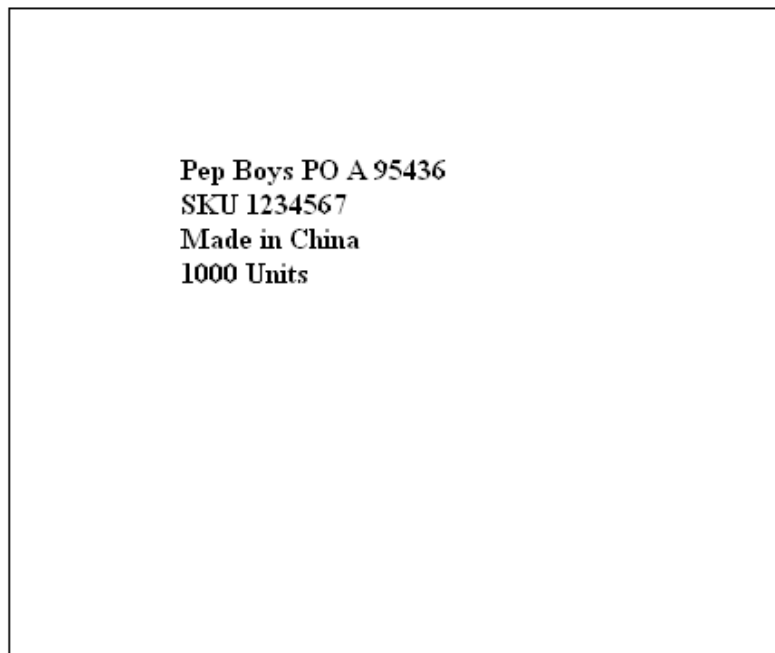
*NOTE: This form must be completed and submitted for EACH factory that
supplies Pep Boys. Completed forms should be returned to the International
Trade Compliance Specialist.

Import Cargo Marking Requirements

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**
- **Country of Origin (See 19CFR 134)**
- **Quantity of Units**

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 every article 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.

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

Commercial Invoice (19 CFR 141.86 & 142.6)

- **Seller name and address**
- **The Full Name and Address of the ACTUAL Foreign Factory / Manufacturer.**
- **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 precise narrative description of the merchandise on the commercial documentation. The description of the product is how the proper classification is verified. Therefore, an accurate and detailed description is very important.
- **Unit Price per item (Transaction Value)**
- **Quantity per item**
- **Total Quantity per invoice**
- **Total Value in US Dollars**
- **All rebates, discounts, commissions, assists, artwork, dies, molds, tools, engineering work, separately itemized at bottom of invoice**
- **Signature of the preparer**
- **Date Prepared**
- **Mode of Transportation**
- **All invoices should have an invoice number.**
- **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 Department prior to the shipment arriving at the U.S.

Packing List

- Seller name and address
- The Full Name and Address of the ACTUAL Foreign Factory / Manufacturer.
- Country of Origin for 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 Item 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 COMMERCIAL INVOICE

10/22/2012

Invoice No: PBY1234

Shipper/Exporter:

Foreign Trading Company of Asia Ltd.

123654 Overseas Industrial Area

Shanghai, China 008895

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 Avenue

San Bernardino, CA 92408

Terms:

FOB Shanghai

Mode of Transportation:

Ocean

Country of Origin:

China

<u>Marks and Numbers</u>	<u>Description of Goods</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Y23665 Mfg# 2531	Plastic Steering Wheel Covers	15	\$ 1.75	\$26.25
A17568 Mfg# 987	Nylon Car Mats	25	\$4.50	\$112.50
W36985 Mfg#12	Aluminum Wheels for passenger vehicles	50	\$100	\$5000.00
T78956 Mfg#658	Car Air Fresheners	1000	\$0.27	\$270
Total:		1090 units		\$5408.75

Prepared By _____

SAMPLE PACKING LIST

10/22/2012

Packing List No: PBY1234

Shipper/Exporter:

Foreign Trading Company of Asia Ltd.
123654 Overseas Industrial Area
Shanghai, China 008895

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 Avenue
San Bernardino, CA 92408

Terms:

FOB Shanghai

Mode of Transportation:

Ocean

Country of Origin:

China

Container No:

ABCDEF612345687

Marks & Nos	Description	Qty	Unit Weight	Gross Weight	Net Weight	Dimensions
Y23665 Mfg# 2531	Plastic Steering Wheel Covers	15	0.236	4.5392	3.5392	0.041
A17568 Mfg# 987	Nylon Car Mats	25	1.12	34.019	28.0005	23.64
W36985 Mfg#12	Aluminum Wheels For passenger vehicles	50	8.5	453.59	425.334	12
T78956 Mfg#658	Car Air Fresheners	1000	0.009	11.793	9.568	0.01
		units		kgs	kgs	cbm
		1090		503.944	466.4417	35.691

Prepared By: _____

SAMPLE CONTAINER MANIFEST

Container Size: 20 FT

Container No: ABCDEFG12345687

Container Weight: 1789kgs

Container Volume: 35.691cbm

Contents: Y23665, A17568, W36985, T78956

<u>Marks & Nos</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Weight</u>	<u>Gross Weight</u>	<u>Net Weight</u>	<u>Dimensions</u>
Y23665 Mfg# 2531	Plastic Steering Wheel Covers	15	0.236	4.5392	3.5392	0.041
A17568 Mfg# 987	Nylon Car Mats	25	1.12	34.019	28.0005	23.638
W36985 Mfg#12	Aluminum Wheels for passenger vehicle	50	8.5	453.59	425.334	12
T78956 Mfg#658	Car Air Fresheners	1000 units	0.009	11.793 kgs	9.568 kgs	0.01 cbm
		1090		503.944	466.4417	35.691

Prepared By: _____

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

1. Full description of the generator or air compressor, including wattage/horsepower.
2. Include engine family number to the commercial invoice to match the Certificate of Conformity.
3. 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 these 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 Procedure

Proper container stuffing meets two main objectives. It helps to utilize all, or as much as possible of a containers 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")
- Avoid wedging or jamming 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 through the container walls.
- 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 standing 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 container has multiple POs for different ultimate destinations each PO MUST be separated within the container
- Cargo must 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

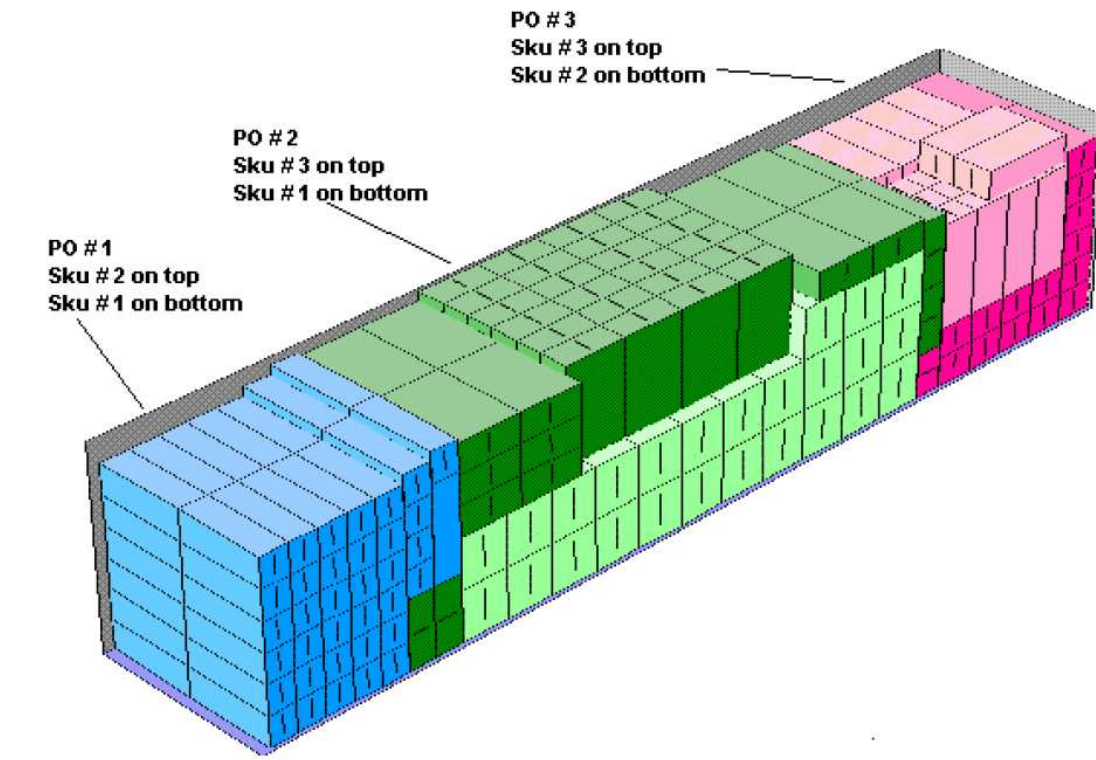
SKU# 2 –2nd heaviest

SKU# 3 –The lightest

PO#1
Containing SKU# 1 & 2

PO#2
Containing SKU# 1 & 3

PO#3
Containing SKU# 2 & 3



Container Utilization Requirements

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

Container Type	Minimum Utilization		Maximum Weight 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 <u>Single</u> 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
K = Toa Baja, PR(aka PRDC)	San Juan, P.R

Routing for <u>Multiple</u> 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

Required 7 Point Container Inspection


CONTAINER SECURITY INSPECTION GUIDELINES

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

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. For more information on cargo security and CTPAT, please see Pep Boy's Foreign Vendor CTPAT manual.



Container Physical Integrity Delivery Sheet

Inspector _____
 Capacity _____
 Date + Time _____
 Container 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	
	Yes	No
Container Inspection		
Front Wall		
Left Side		
Right Side		
Floor		
Ceiling/Roof		
Inside/Outside Doors		
Outside/Undercarriage		

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



Agility 10+2 ISF Data Forms

Regular Shipment Form Instructions

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.

****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:

1. The Importer of Record Number

This is either the 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:

2. 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

Regular Shipment ISF Data Element Definitions and Form Instructions

3. *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.

4. *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.

5. *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 unladen 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:

Regular Shipment ISF Data Element Definitions and Form Instructions

6. *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.

7. *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.

8. *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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Regular Shipment ISF Form Data Element Definitions and Instructions

9. & 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 - Regular Transactions

Type 02 - To Order (importer unknown (sold in-transit.) This is 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:			
3. Seller 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/ ZipCode	

5. Ship to Name and Address in United States		6. Manufacturer/Supplier Name and Address	
Name:		Name:	
Address Line 1		Address Line 1	
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 1		Address Line 1	
Address Line 2		Address Line 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:	
-----------------------	--

- One of the following TYPE codes must be provided:
- Type01-** Regular Transactions
 - Type02-** To Order (importer unknown (sold in-transit.) This is where the goods are being shipped to the United States without a known U.S. importer 24 hours prior to lading.
 - Type03-** Household Goods/Personal Effects (informal entry)This is where non-commercial goods are being shipped to the United States.
 - Type04-** Government or Military Shipment
 - Type05-** Diplomatic Shipment

New Import Item Requirements

US Customs requires all goods entering into 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 must be provided by the Vendor. 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. Samples (if practical), a list of ingredients and percentages thereof, sketches, diagrams, **photos**, or other illustrative material must be submitted if useful in supplementing 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.



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:
See Attachment B



Agility Contact List
for Pep Boys Account

Attachment A:



SHIPPING ORDER

SHIPPER: Address 1 Address 2 Contact Person: Telephone Fax:					Booking Date:	Pep Boys PO #:					
					Name of person requesting Booking:	Consol Code:					
					Email:	Export License Number:					
CONSIGNEE: Address 1 Address 2 City State & Zip Code Country					FREIGHT CHARGES Mark with 'x'			SERVICE REQUIRED Mark with 'x'			
					Prepaid	Collect	LCL / LCL	LCL / FCL	FCL / FCL	AIR	
					X						
					DOCUMENTS REQUIRED (Mark with 'x')						
					FCR	Agility B o L		Ocean Carrier B o L			
NOTIFY PARTY PEP BOYS Address 1 3111 WEST ALLEGHENY AVENUE City PHILADELPHIA State & Zip Code PA State & Zip Code 19132 Attention: George Pavlichko					Number of Original Bills of Lading Required			NUMBER OF CONTAINERS REQUIRED (FCL / CY cargo only)			
							20FT GP	40FT GP	40FT HC	OTHER	
					BoL Instruct. Fax						
					Reefer Temp Required:	Dangerous Cargo - Label and Classification					
VESSEL & VOYAGE (intended)				SAILING DATE				DELIVERY ADDRESS FOR CFS CARGO			
PLACE OF RECEIPT				PORT OF LOADING							
PORT OF DISCHARGE				PLACE OF DELIVERY				FINAL DESTINATION		CARGO READY DATE	
SHIPPER'S DECLARATION MARKS & NUMBERS			PACKAGES Number Type			DESCRIPTION OF MERCHANDISE (S.T.C.)			VOLUME (CBM)	GROSS WEIGHT (KGs)	
Show Pieces Per Order/Item on B/L											
	Order Number	Item (sku) number	Description	FOB	Destination DC / City	Item Quantity	Qualification	Cartons / Cases	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		66.000	18,000.00
						Cartons / Cases			CBM		
									KGs		
AGILITY DECLARATION Shipper is responsible for providing all information requested within this Shipping Order at the time of booking. GeoLogistics reserves the right to reject bookings with incomplete or inaccurate Shipping Orders. GeoLogistics is not responsible for cargo				SHIPPER'S DECLARATION We hereby declare that the description of contents, values, gross weight and / or measurements of the packages and or goods covered by this Shipping Instruction is correct. We agree that we will be deemed to have declared that the gross weights and / or				We acknowledge that in the event of the contents of the values which we have declared or of the gross weight or measurements which we have declared or are deemed to have been declared, prove to be inaccurate and the freight charges consequently being und			
DOCK RECEIPT											
Place of Receipt:				Received by (Name):							
Accepting Cargo From:				Deliver Truck Licence Plate Number:							
Accepting Cargo on behalf of:				Dock Receipt Reference Number:							
Number of Packages Received:				Date Packages Received:							
Remarks											
CFS Authorised Signature / Chop:				Authorised Signature / Stamp of Shipper or Agent of Shipper Date:							

Attachment B:



SEA-FREIGHT CONTACT LIST OF AGILITY HONG KONG & CHINA - FOR RETAIL A/C (PEPBOYS)							
Account Controlling Office		Account Owner		Primary Contact (Daily Operations)		Backup Contact	
US		Name	Jeffrey McHale	Name	Cristina Sato	Name	Kim Jackson
	E-mail	jmchale@agilitylogistics.com		E-mail	csato@agilitylogistics.com	E-mail	kjackson@agilitylogistics.com
	Tel	+1 (215) 430 4497		Tel	+1 404.806.3672	Tel	+1 404.806.3642
	Fax			Fax	1 (404) 806 3610	Fax	1 (404) 806 3610
	Mobile	+1 (267) 312 3665		Mobile		Mobile	1 (770) 289 2884
APAC / Greater China Management Office		Account Executive (Daily Operations)		Account Manager		Escalation	
Hong Kong		Name	Alex Yip	Name	Steven so	Name	Daisy Chan
	E-mail	ayip@agilitylogistics.com		E-mail	steso@agilitylogistics.com	E-mail	daisychan@agilitylogistics.com
	Tel	+852 2211 8876		Tel	+852 2211 8875	Tel	+852 2211 8785
	Fax	+852 2764 8631		Fax	+852 2764 8631	Fax	+852 2764 8631
	Mobile	-		Mobile	+852 9100 6928	Mobile	+852 6391 2420
GCA Office		Primary Contact (Daily Operations)		Backup Contact (Escalation)		Backup Contact (Escalation)	
HONG KONG		Name	Sicity Long	Name	Polly Chen	Name	Terence Ho
	E-mail	slong@agilitylogistics.com		E-mail	PoChen@agilitylogistics.com	E-mail	tho@agilitylogistics.com
	Tel	+755 3303 2249		Tel	+86 755 3303 2248	Tel	+852 2211 8790
	Fax	+755 3303 2255		Fax	+86 755 3303 2255	Fax	+852 2766 1114
	Mobile	N/A		Mobile	n/a	Mobile	+852 9266 0828
SHENZHEN (Yantian)		Name	Sicity Long	Name	Polly Chen	Name	Terence Ho
	E-mail	slong@agilitylogistics.com		E-mail	PoChen@agilitylogistics.com	E-mail	tho@agilitylogistics.com
	Tel	+755 3303 2249		Tel	+86 755 3303 2248	Tel	+852 2211 8790
	Fax	+755 3303 2255		Fax	+86 755 3303 2255	Fax	+852 2766 1114
	Mobile	N/A		Mobile	n/a	Mobile	+852 9266 0828
SHANGHAI		Name	Gary Wang	Name	Angel zhang	Name	Cathy Sun
	E-mail	gawang@agilitylogistics.com		E-mail	anzhang@agilitylogistics.com	E-mail	csunshaohua@agilitylogistics.com
	Tel	86-21-6116 8734		Tel	86-21-61168848	Tel	86-21-61168812
	Fax	86-21-62361666		Fax	86-21-62361666	Fax	86-21-62360264
	Mobile	86-13917975236		Mobile	86-13764618580	Mobile	86-13564453845
NINGBO		Name	Fiona Fang	Name	Helen Lv	Name	Rainbow Ren
	E-mail	fafang@agilitylogistics.com		E-mail	hlv@agilitylogistics.com	E-mail	rainbowren@agilitylogistics.com
	Tel	86 574 27832853		Tel	+ 86-574-27832850	Tel	86 574 27832822
	Fax	86 574 27868600		Fax	+ 86 574 27832800	Fax	86 574 27832800
	Mobile	86 158 88512877		Mobile	+ 86 136 1656 1885	Mobile	13857447479
TIANJIN (Xingang)		Name	Vivian Yang	Name	Rain Cheng	Name	Grace Fan
	E-mail	vyang@agilitylogistics.com		E-mail	racheng@agilitylogistics.com	E-mail	grfan@agilitylogistics.com
	Tel	022 58853658-201		Tel	022 58853658-204	Tel	22 5885 3658 ext 288
	Fax	022 58853657		Fax	022 58853657	Fax	22 5885 3656/3657
	Mobile	+ 86 15822384884		Mobile	+ 86 13820308970	Mobile	15010383726
GUANGZHOU		Name	Sicity Long	Name	Polly Chen	Name	Terence Ho
	E-mail	slong@agilitylogistics.com		E-mail	PoChen@agilitylogistics.com	E-mail	tho@agilitylogistics.com
	Tel	+755 3303 2249		Tel	+86 755 3303 2248	Tel	+852 2211 8790
	Fax	+755 3303 2255		Fax	+86 755 3303 2255	Fax	+852 2766 1114
	Mobile	N/A		Mobile	n/a	Mobile	+852 9266 0828
QINGDAO		Name	Karen Wang	Name	Denny Liu	Name	Grace Fan
	E-mail	knwang@agilitylogistics.com		E-mail	deliu@agilitylogistics.com	E-mail	grfan@agilitylogistics.com
	Tel	+ 86 532 55713210		Tel	+86 532 55713202	Tel	+ 86 10 84128899
	Fax	+ 86 532 80986715		Fax	+ 86 532 80986715	Fax	+ 86 10 64218273
	Mobile	+86-13854224692		Mobile	+86-131-5627-0116	Mobile	+86-186-100-69771
Taiwan		Name	Elle Lue	Name	Kathy Chang	Name	Phoebe Su
	E-mail	ELue@agilitylogistics.com		E-mail	KChang@agilitylogistics.com	E-mail	PSu@agilitylogistics.com
	Tel	+886.2.26566542		Tel	+886 .2.26566550	Tel	+886.2.26566534
	Fax	+886.2.26587010		Fax	+886.2.26587010	Fax	+886.2.26587010
	Mobile			Mobile		Mobile	