

# Pep Boys Supplier Link

## A Quick-start Guide for Navigating the New System

This quick-start guide is an introduction to help you begin to use the Pep Boys Supplier Link application. For more detailed instruction, log into the application to view the Tutorials (available under Help on the homepage). The Tutorials include short simulation “chapters” on the processes you will use most frequently.

	<p>Before you can use the Pep Boys Supplier link, you must be a registered user. To become a registered user and receive your login / password, contact your Pep Boys Category Manager.</p> <p><b>To log in:</b></p> <ol style="list-style-type: none"> <li>1. Begin at <a href="http://info.pepboys.com">http://info.pepboys.com</a></li> <li>2. Click on Portals</li> <li>3. Click the link for Supplier Link.</li> <li>4. Log in with your User ID and password, as shown to the left.</li> </ol>
	<p>If your login or password doesn't work, contact Support. The link for it is at the bottom of the login page.</p>
	<p><b>Review Accounts Payable Visibility.</b> What you are able to see on the site's homepage varies by role-based access.</p> <p>Click an amount to the right to view details and to access a Search function that enables you to search invoices by status.</p>
	<p>For example, clicking “Matched and Paid” yields this result.</p>
	<p><b>You can also search AP documents by:</b></p> <ul style="list-style-type: none"> <li>• AP Vendor Number</li> <li>• Document Number (individual or range)</li> <li>• Document Type – Mandatory (Invoice, PO, Remittance, RTV)</li> <li>• Date Range</li> <li>• Status (for Invoices only)</li> </ul>

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Alerts		See All Alerts
Status	Count	
New		85
Viewed		288

Date	AP Vendor #	Vendor Name	Type	Amount	Alert Status
4/12/2011	XXXXXXXX100	TEST CO.	Sales Report		New
4/11/2011	XXXXXXXX100	TEST CO.	QRI Report		New

**Review your Alerts**, if any. Click a number to the right to review new alert details and to access a Search function that enables you to search alerts by type, status (new, viewed) and date.

**Note:** Alerts can contain reports, debit tickets and requests, some of which can be printed, downloaded or exported to Excel.

Request Management Summary		See All Requests
Status	Count	
New		2
Pending		4
Opened		1
Rejected		0
Received		1

**Review Request Management Summary**, to view the status of requests, respond to a request, and to create a new one.

Request Name	From	To	Request Date	Due Date	Reply Date	Status
Temp Out Of Stock	XXXXAdmin Brown	SCM James	3/30/2011	3/30/2011		Pending
New Item - Truck Tires	CatMgr Smith	XXXXAdmin Brown	3/30/2011	4/1/2011	3/30/2011	Pending
New Item - New Tire Request	XXXXAdmin Brown	CatMgr Smith	3/30/2011	4/6/2011		Pending
New Item - New Tire Request	XXXXAdmin Brown	CatMgr Smith	3/30/2011	4/6/2011		Pending

**New Item - Truck Tires**

Sent By: CatMgr Smith      Status: Pending

Receiver: XXXAdmin Brown ( VanSupplier )      CC: AttCatMgr Nelson

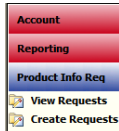
**Please complete all information in the attached format.**

**Warning** - The maximum total size of all files that can be added to a request is 18MB.

Required	File Name
<input checked="" type="checkbox"/>	New Item Set Up Form.xls
	Response: Can Request New Item Set Up Form.xls
<input checked="" type="checkbox"/>	PRICE SHEET.xls
	Response: Can Request Price Sheet.xls

**Request Management specifics:** Drill down on the links to review specific requests, status and their details.

**Note:** You can also view requests by clicking the Product Info Request menu item and selecting View Requests from the dropdown, as seen below.



Supplier Request

Request Type: New Item

To: CatMgr Smith

Date: 3/27/2011

CC (View Access): GSR CD - GSR James, Joe Brock - AttCatMgr Nelson

### To create a request:

1. Click Create Request under Product Info Request.
2. Use the dropdown to select Request Type.
3. Click the TO dropdown to Select Recipient.
4. If you have any people to cc, click Add Recipient Icon to add CC Recipients. **Note:** CC Recipients receive “view only.”
5. Enter a specific due date, if needed.
6. Double-click the file link(s), save to your hard drive, and modify as needed. The modified file is the Response File. **Note:** You may have retrieved/stored the template file previously to be completed as response file.
7. Browse to the response file(s) and click to attach to the Request; Files checked ‘Required’ are required.
8. Click Upload Response Files.
9. Browse to any additional files if needed, add a description and click Add File. Max file(s) size is 18MB per request.
10. Add a subject.
11. Modify the text of the email, add comment if desired, and click Submit Request.

Supplier Request

Request Type: New Item

To: CatMgr Smith

Date: 3/27/2011

CC (View Access): GSR CD - GSR James, Joe Brock - AttCatMgr Nelson

Response File: C:\Users\jnormal\Documents\Pepboys\Test Documents\F...  
 Response File: C:\Users\jnormal\Documents\Pepboys\Test Documents\F...  
 Response File: C:\Users\jnormal\Documents\Pepboys\Test Documents\F...

Upload Response Files

Add File

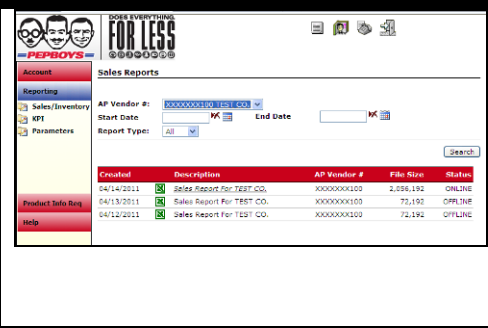


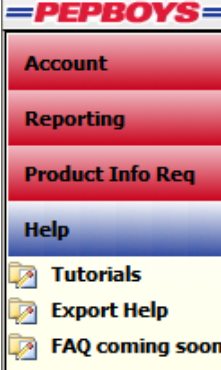
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	<p><b>To receive and respond to a request:</b></p> <ol style="list-style-type: none"> <li>1. Click the New Request or New Alert count on Home Page</li> <li>2. Click on the Alert link to open the request that caused the alert.</li> <li>3. Save the attached file(s) and update as necessary. Files checked "Required" are required.</li> <li>4. Browse to modified file(s), click Upload Response Files, add additional file(s) and comments if desired, and then click Submit Reply.</li> </ol>																				
	<ol style="list-style-type: none"> <li>5. Browse to modified file(s), click Upload Response Files, add additional file(s) and comments if desired, and then click Submit Reply.</li> <li>6. After Pep Boys has reviewed your submission, they will either 'Receive' or 'Reject' it, and you will be alerted.</li> <li>7. If it has been rejected, review the comments and re-submit a reply.</li> </ol>																				
	<p><b>To conduct a search:</b></p> <p>The ability to conduct a search is offered in many screens of this application. Examples:</p> <ol style="list-style-type: none"> <li>1. Click AP Search or Alerts Search under the Account menu</li> <li>1. Search from Reporting - Sales/ Inventory, KPI.</li> <li>2. Click on AP Search and search documents from there.</li> </ol> <p>Remember, you can search by:</p> <ul style="list-style-type: none"> <li>• AP Vendor Number</li> <li>• Document Number (individual or range)</li> <li>• Document Type – Mandatory (Invoice, PO, Remittance, RTV)</li> <li>• Date Range</li> <li>• Status (for Invoices only)</li> </ul>																				
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 <table border="1"><thead><tr><th>Created</th><th>Description</th><th>AP Vendor #</th><th>File Size</th><th>Status</th></tr></thead><tbody><tr><td>04/14/2011</td><td>Sales Report For TEST CO.</td><td>X000000100</td><td>2,036,192</td><td>ONLINE</td></tr><tr><td>04/13/2011</td><td>Sales Report For TEST CO.</td><td>X000000100</td><td>73,192</td><td>OFFLINE</td></tr><tr><td>04/12/2011</td><td>Sales Report For TEST CO.</td><td>X000000100</td><td>72,192</td><td>OFFLINE</td></tr></tbody></table>	Created	Description	AP Vendor #	File Size	Status	04/14/2011	Sales Report For TEST CO.	X000000100	2,036,192	ONLINE	04/13/2011	Sales Report For TEST CO.	X000000100	73,192	OFFLINE	04/12/2011	Sales Report For TEST CO.	X000000100	72,192	OFFLINE	<p><b>Reporting:</b></p> <p>Click the Reporting topic menu to review Sales/ Inventory, KPI and Parameter reports, as shown here. You can print and export reports, and view related documents.</p> 
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	<p><b>Additional navigation / support features:</b></p> <p>The Pep Boys Supplier Link includes additional features that appear at the top of each screen. From left to right, they allow you to:</p> <ul style="list-style-type: none"><li>• Return to the Summary (home) page</li><li>• Update/View your information- Change Password</li><li>• Contact Support</li><li>• Log out of the application.</li></ul>																				
 <p><i>By the time you are using the Supplier Link, this FAQ access point (under Help) will be active.</i></p>	<p><b>Who to contact with A/P questions:</b></p> <ul style="list-style-type: none"><li>• For any cost, discount, or terms issues, email <a href="mailto:cost@pepboys.com">cost@pepboys.com</a></li><li>• For any allowance or VSF issues, email <a href="mailto:VSF@pepboys.com">VSF@pepboys.com</a></li><li>• For quantity issues, email <a href="mailto:AP_Compliance@pepboys.com">AP_Compliance@pepboys.com</a></li><li>• For RTV issues, contact <b>1-800-737-0254 Option 2 (Accounts Payable) Option 1 (Return to Vendor)</b></li><li>• Any other questions related to Accounts Payable, contact <b>1-800-737-0254 Option 2 (Accounts Payable) Option 3 (Compliance)</b></li><li>• For supplier compliance issues go to Pep Boys' Trading Partner Web Portal at <a href="https://www.tradingpartnerinsight.com/pepboys/Login.aspx">https://www.tradingpartnerinsight.com/pepboys/Login.aspx</a> or email <a href="mailto:suppliercompliance@pepboys.com">suppliercompliance@pepboys.com</a></li></ul>																				