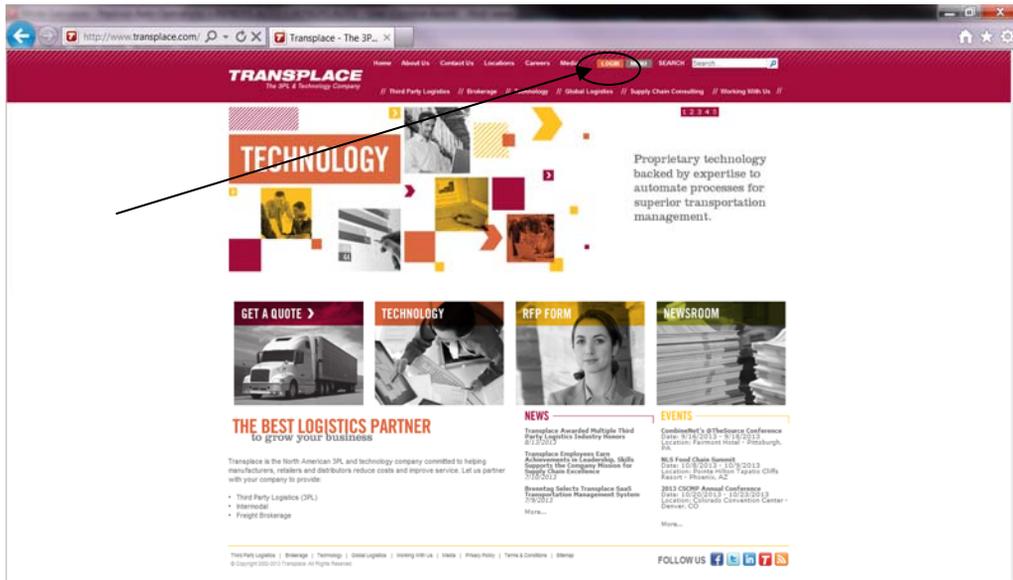


Order Management Entry

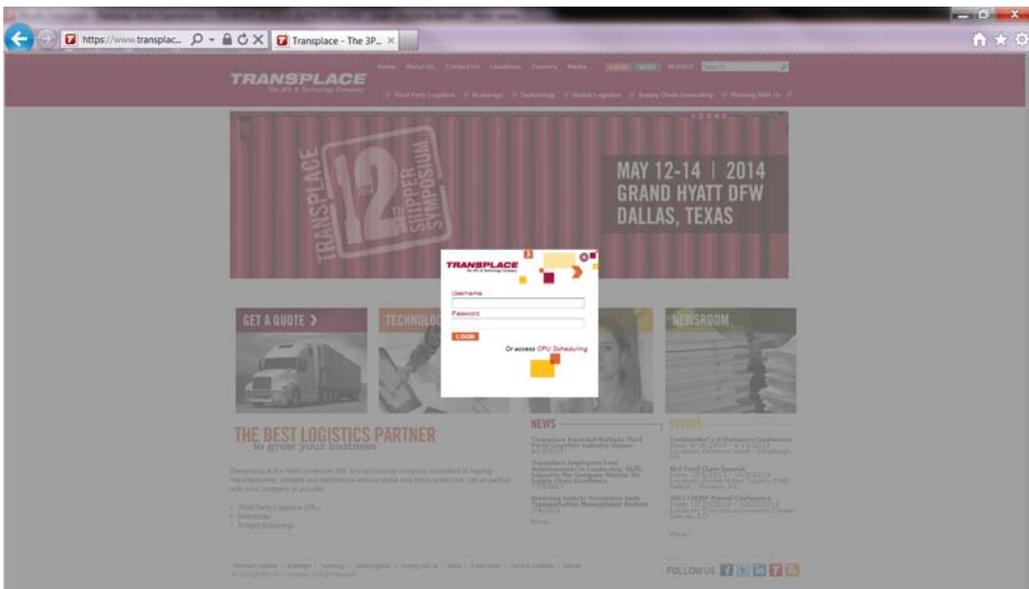
Pep Boys Transplace User Guide



Please log on to www.transplace.com and click Login



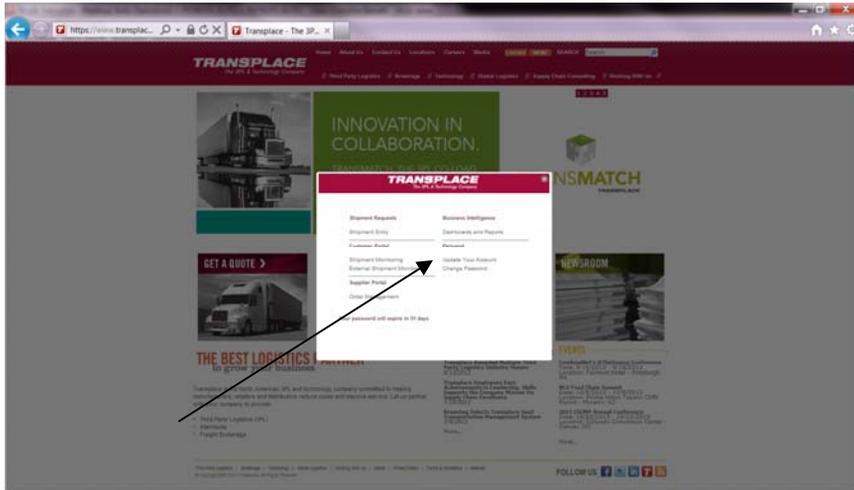
Enter user ID and Password



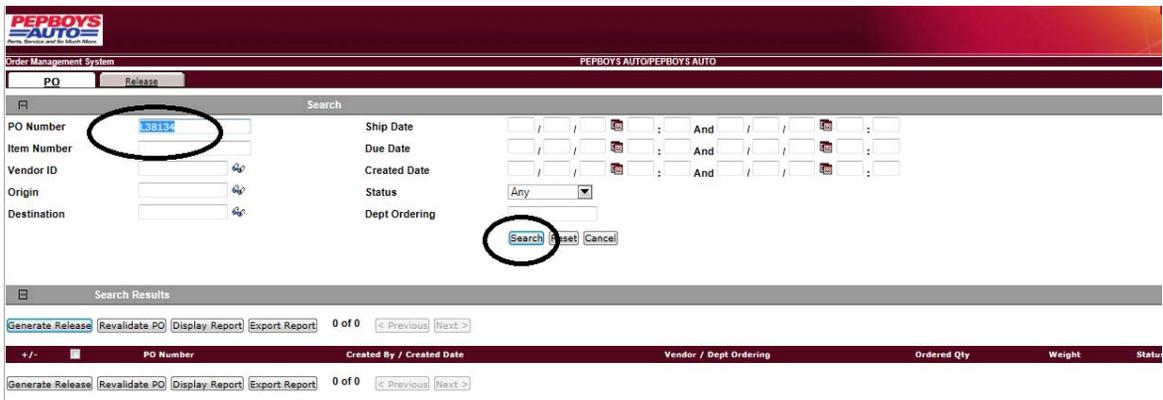
Click on Shipment Entry

*** Please note that shipment entry is not to be used for any Pep Boys Po's that start with an A,T,L,Y,P or W. Those po's are to be released in

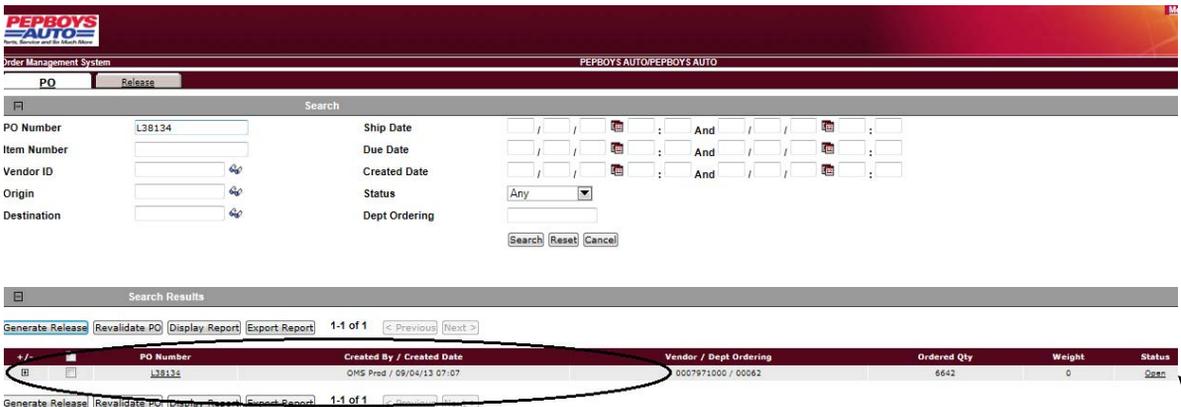
Order Management ONLY!***



Enter the Pep Boys PO number – Only use a Capitol letter as it is case sensitive. DO NOT enter the -01. Then Click Search.



The PO will come up in the center section. If the Status of the PO# shows Error Pending please email transportation_coordinators@pepboys.com so they can open the PO#. If the status is closed you can not release or ship the PO# without approval.



Click the box on the LEFT of the PO and click Generate Release

PEPBOYS AUTO
Order Management System

PO Release

Search

PO Number: L38134
Item Number:
Vendor ID:
Origin:
Destination:
Ship Date: / / : : And / / : :
Due Date: / / : : And / / : :
Created Date: / / : : And / / : :
Status: Any
Dept Ordering:
Search Reset Cancel

Search Results

Generate Release Revalidate PO Display Report Export Report 1-1 of 1 < Previous Next >

PO Number	Created By / Created Date	Vendor / Dept Ordering	Ordered Qty	Weight
L38134	QMS Prod / 08/04/13 07:07	0007971000 / 00062	6642	9

Generate Release Revalidate PO Display Report Export Report 1-1 of 1 < Previous Next >

You must fill in all of the following fields below indicated with the red arrow.

PEPBOYS AUTO
Order Management System
Generate Release

Submit Selected for Release Cancel

Auto Fill Origin Auto Fill Dates

Pallet Qty	Weight	Cubic Feet	Origin	Destination	Shipper #	Pieces	LTL Class	Ship By Date	Earliest Ready to Ship Date	Earliest Due Date	Stackable	Hazard	Order Type
			0007971000	106		65		09/10/13	09/10/13	09/12/13	Choose	Choose	000

Submit Selected for Release Cancel

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Total **Pallets**

Total **Weight** of shipment

Total **Cube Feet** of the shipment

Origin – Some vendors have multiple origins and may have to enter an origin prefix letter

Shipper # - This is your field to enter your order number or reference #

Pieces – Total pieces being shipped

LTL Class – Do not change this

Earliest Ready to Ship By Date – This date can be changed. If you have the product ready sooner than the Must Ship by Date please update the date. This lets us know that it is ready and if we want we could pick up sooner.

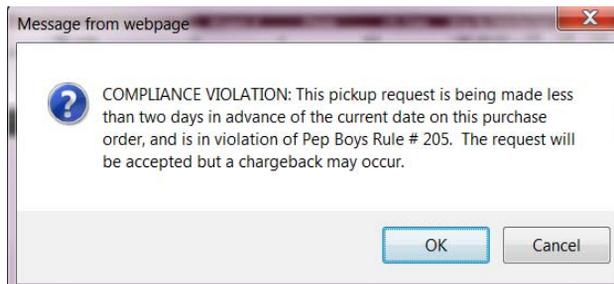
Stackable – Select Yes or No (if it is both stackable and non stackable please email us and let us know how many pallet positions it will be.

Hazmat – Select Yes or No

After all of the information is entered please Click "**Submit Selected for Release**"

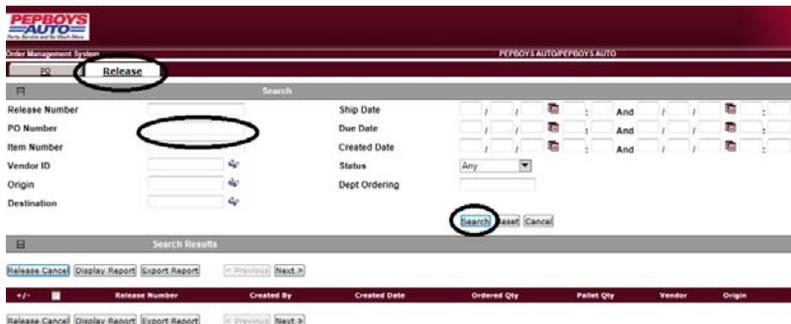
You may get a warnings that you have not give us the adequate release time. Please reference the Pep Boys Compliance Rules. **Can be found at info.pepboys.com**

You must click ok for the po to be released. If you hit Cancel it will not be released. Please just hit submit again.



The system will return a message stating – **Release Number Generated Successful**

If you are unsure if you released a po you are able to check by clicking on the Release Tab at the top of the screen. Enter the PO # and click search. If nothing comes up you did not release it. If you did it will show the release number in the middle of the screen showing that you already did it.



Your shipment is now released. Pep Boys Transportation_Coordinators@pepboys.com will now see your shipment and plan the load accordingly. Please give us time to route the shipment prior to emailing us. If you released the PO on time we have 48 business hours to plan the shipments.

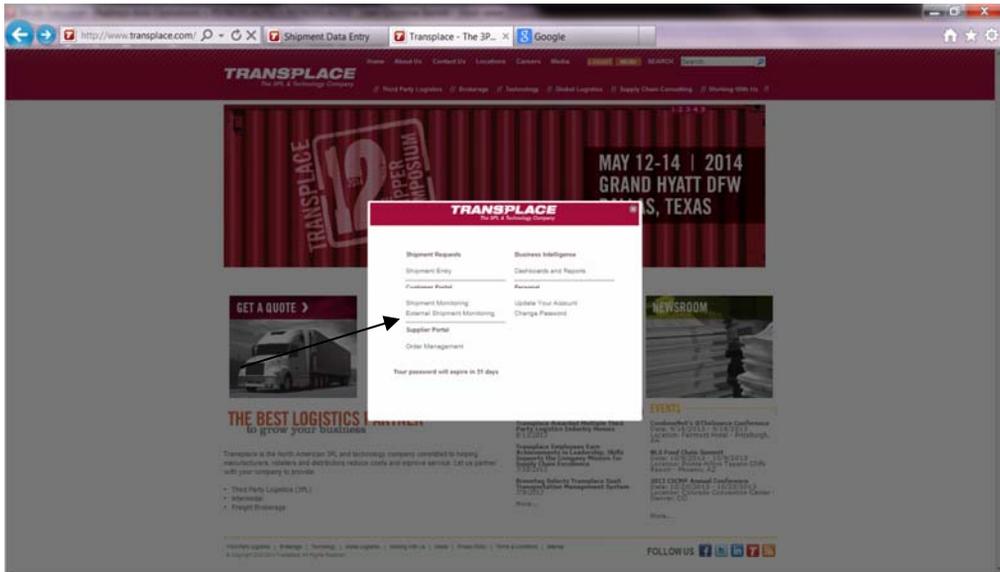
You will receive an email from Tranplace when the load has been planned. This is your notice to go into Transplace and print the bill of lading. You are to use Pep Boys bol only.

In that email you will be given a TP or ME Load # Example: **306379694**

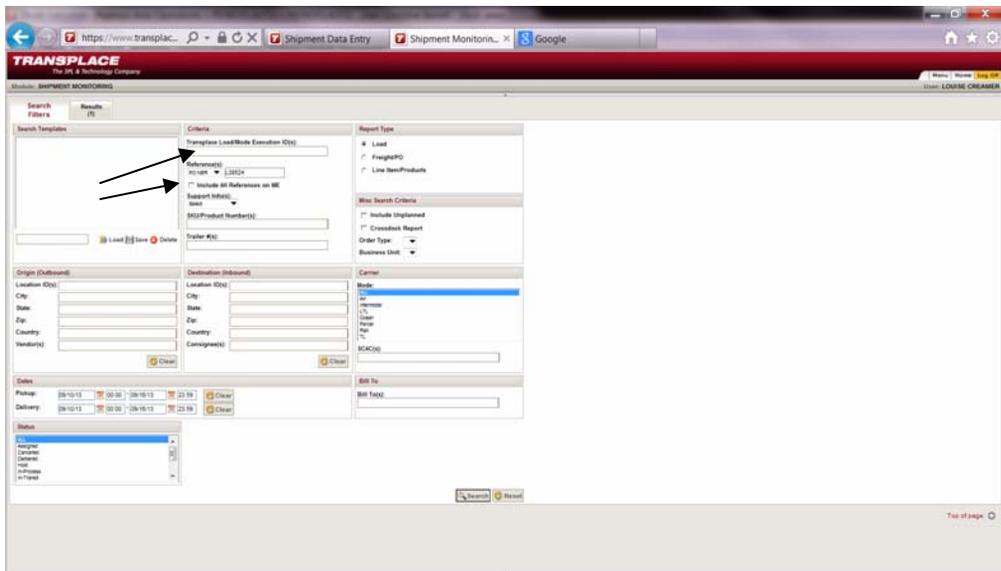
This number or the po number can be used to pull up the bill of lading.

Printing the Pep Boys Bill of Lading

Login to Transplace then click on External Shipment Monitoring

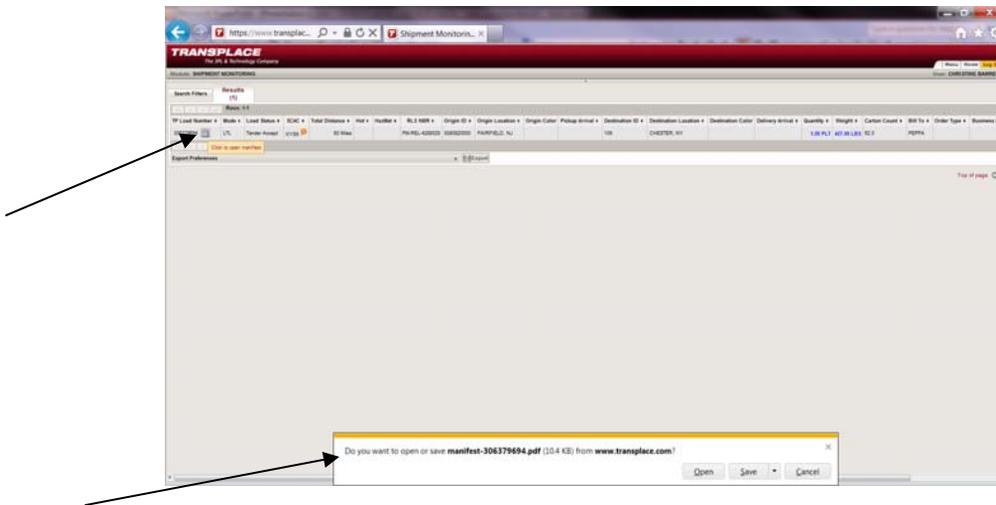


You can enter the Transplace Load/Mode Execution Id that was emailed to you in the Criteria section or select PO NBR from the Reference(s) drop down and enter the Pep Boys po number then click Search located at the bottom of the screen.



You can enter the Transplace Load/Mode Execution Id that was emailed to you in the Criteria section or select PO NBR from the Reference(s) drop down and enter the Pep Boys po number then click Search located at the bottom of the screen.

In the screen that pops up you will see the first field is the TP Load Number with a little box next to it. Place your mouse over the box and "Click to Open Manifest" will come up. After you click it at the bottom of your screen it will ask you if you want to Open or Save. Click Open.

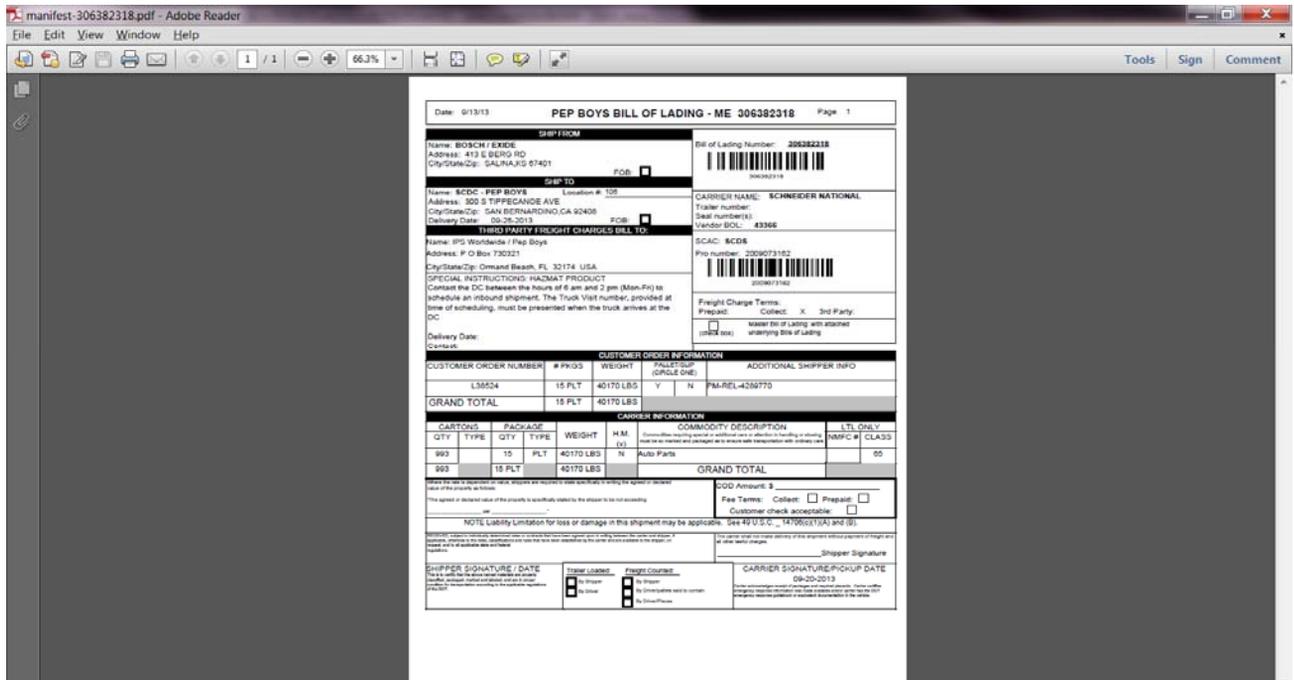


If you get a warning message that the load is not accepted yet – DO NOT PRINT THE BOL. Please wait and try again later.

The Pep Boys Bill of Lading will come up as a PDF. Please print out 2 copies.

Have the driver sign both. He keeps one and you keep the other .

Any shipment shipping by Fed Ex – The bol will have a pre-assigned pro number and a bar code. The drive can not re-pro the BOL. Have him scan the bar code.



If you have any questions please email transportation_coordinators@pepboys.com