



## **Transportation and Shipping Requirements** (Revised July 2008)

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On August 21, 2006 Pep Boys launched an on-line, web based, Transportation Management system hosted by Transplace, LLC. ALL Inbound COLLECT and Outbound RTV shipments are routed via the TMS.

The TMS provides Pep Boys with shipment status tracking, load management and shipment management. Transportation Management, Yard Management, Receiving Management and Compliance Management systems will be enhanced, installed and integrated together to create a “state of the art” comprehensive management system. Our goal is to improve stock availability, speed throughput, reduce costs and reduce inventory to enhance profits and increase sales.

If your company has collect freight terms with Pep Boys and does not have access to our TMS, please contact the **Christine Barrett** at 215-430-9377 or via e-mail at [christine\\_barrett@pepboys.com](mailto:christine_barrett@pepboys.com).

Suppliers with collect freight terms have advantages that PPD suppliers do not have. If your company is interested in converting terms to collect, please contact the Pep Boys Transportation Coordinators at 215-430-9840 or via e-mail at [harry\\_taylor@pepboys.com](mailto:harry_taylor@pepboys.com).

## Section I

### Corporate Transportation Department & Distribution Centers Addresses and Contacts

#### Corporate Offices

The Pep Boys – Manny, Moe & Jack  
3111 West Allegheny Avenue  
Philadelphia PA 19132

#### Corporate Logistics/Transportation Department Contacts

Joshua Dolan, **Global** Logistics Manager – 215-430-9751  
**Harry Taylor**, **General** Logistics Manager, Support Services– 215-430-9368  
**Christine Barrett** – **Supplier Logistics Coordinator** – 215-430-9377  
**Patrick McCullion** – **Operation Specialist - Dedicated Fleets** – 215-430-4475  
**Andrea Daughtry** – **Freight Payment Administrator** – 215-430-9367  
Transportation Coordinator Team (AFN)– 215-430-9840  
Or please send e-mail notification to [Transportation\\_Coordinators@pepboys.com](mailto:Transportation_Coordinators@pepboys.com)

#### Distribution Center Addresses, Main Numbers, Receiving Offices

##### NOTICE:

Receiving for PPD shipments at ALL Pep Boys distribution centers is BY APPOINTMENT ONLY!  
Appointments must be set 72 hours in advance of the planned arrival of the delivery. Arrival 30 minutes past appointment time will be charged as a late delivery unless carrier or vendor call the DC and reschedules the day before the appointment time.

Atlanta DC (ATDC)  
55 Liberty Industrial Parkway  
Mc Donough, GA 30253  
Main number 770-957-7337  
**Receiving Office 770-957-7337**

Texas DC (TXDC)  
1130 Kerney Street  
Mesquite TX 75149  
Main number 972-216-9977  
Receiving Office 972-216-9666

New York DC (NYDC)  
29 Elizabeth Drive  
Chester NY 10918  
Main number 845-469-6124  
Receiving Office 845-469-6133

Midwest DC (MWDC)  
807 Perry Road  
Plainfield IN 46168  
Main number 317-837-2200  
Receiving Office 317-837-2220

Southern California DC – (SCDC)  
300 South Tippecanoe Avenue  
San Bernardino, CA 92408  
Main number 909-915-3740  
Receiving Office 909-915-3755

## **Section II**

### **General Shipment Document Instructions**

First – Some advice and information for “non-transportation” savvy folks.

There are three different “freight” documents involved with each shipment:

**Bill of Lading (BOL)** -Please refer to the hyperlink below for samples and instructions for a Standard Bill of Lading. <http://www.vics.org/Guidelines/bol/>

A document issued by the shipper to the carrier (railroad, steamship or trucking company). The BOL serves as a receipt/contract for the transportation of goods. The bill of lading describes the terms of transit (Collect or Pre-paid), describes the goods, the quantity of the goods, name of vessel (if shipped by sea), identifying marks and numbers, destination, and any special requirements or instructions regarding the shipment.

The Pep Boys on-line Transportation Management System (TMS) creates a VICS formatted BOL for use. Based on the information entered into TMS at the time of shipment release, the system creates a BOL document that can be printed at time of shipment. COLLECT SHIPMENTS MUST USE THE TMS GENERATED BOL. Collect shipments that do not use the system generated BOL will be subject to a compliance violation chargeback.

On Collect shipments the drivers must be provided with a copy of a signed BOL from Transplace. This BOL must also be followed when the truck is being loaded and any discrepancies need to be sent to the Transportation Coordinators by either calling them at **215-430-9840** or emailing them at **Transportation\_Coordinators@pepboys.com**.

At the point that the TMS selects the carrier to be assigned to the load, an electronic version of the BOL (an EDI 211) is sent to the carrier. If the TMS generated BOL is not provided to the driver at the time of freight pickup, the carrier may enter incorrect information from a shipper generated BOL, which will create delays in transit and incorrect billing. With many of our carriers, the Pep Boys TMS assigns the carrier PRO number to the shipment, which is communicated to the carrier in the EDI messages and will appear on the TMS generated BOL.

A supplier’s system may create a BOL document. That document can go with the shipment, but **MUST** be attached to the back of the Pep Boys Transplace generated BOL that is printed.

### **Freight Bill (FB)**

The document the carrier uses to set forth the charges applicable to the shipment. The freight bill differs from the bill of lading in that the freight bill sets forth the charges applicable to the shipment while the bill of lading sets for the terms of the shipment and is a document of title. The freight bill is the invoice presented to the company paying for the freight.

### **Delivery Receipt / POD**

The Delivery Receipt is a document used by carriers to signify delivery of the merchandise to the intended party. May be a copy of the Bill of Lading or the Freight Bill, but is often not. In ALL Less-Than-Truckload (LTL) deliveries the delivery receipt is the document presented to the consignee with the freight.

The Proof of Delivery is a completed copy of the Delivery Receipt (or BOL in truckload movements), and is a Carrier specific method of providing the shipper (or customer) with acknowledgement confirming

their shipment(s) has or has not, arrived and been accepted at the appropriate destination, usually including a signature.

Why is it important to know about the three different documents?

Less-Than-Truckload carriers, and some truckload carriers, do not use the shipper's BOL as the document "in-transit" with the freight.

Collect vendors must require and recognize the ME number as the pick up number. If there is an issue with the shipment, this is the reference that Pep Boys uses to identify the shipment.

When the LTL carrier picks up the freight, the shipper prepares the BOL and gives that document to the carrier. The carrier places a PRO # sticker on the document copies and on the freight. When the carrier returns to the terminal, the key information from the shipper's BOL is entered into the carrier system and the paper document is filed. From that point on, only information entered into the carrier's system appears on the Freight Bill or the Delivery Receipt.

What is presented to Pep Boys by the carriers is most often a Delivery Receipt. If the shipper's BOL did not include special instructions, example: "All PO Numbers must appear on the freight documents", then the PO numbers will not be entered into the carrier's system, and the PO numbers will not appear on the Delivery Receipt.

#### **ADVICE TO PREPAID SHIPPERS:**

The BOL MUST include instructions regarding Pep Boys requirements in the Special Instructions section of the BOL.

#### **Bill of Lading (BOL) / Freight Bill (FB) / Delivery Receipt – Proof of Delivery (DR / POD) Requirements**

1. A BOL must be used to document the movement of freight from the supplier to the carrier. The BOL may be a written document created by the supplier's staff or by the supplier's system, an electronic EDI document by the supplier's system to the carrier, entered into the carrier's web site by the supplier's staff, OR THE PEP BOYS TMS GENERATED BOL.

**\*\* The TMS generated BOL is required for all Collect Shipments\*\***

2. For prepaid shipments the LTL carrier's PRO Number must be noted on the supplier's BOL copy. Collect shipments entered into the Pep Boys TMS will carry a supplier entered BOL number and the assigned carrier's PRO number. BOL's submitted to dispute compliance violations must show the carrier PRO number label. 3. Each shipment must be identified with a unique shipment ID number. This can be a BOL Number, Invoice Number, Supplier Order number, etc. Pep Boys TMS generated BOLs contain a unique ID number (called a ME Number or CID Number). This unique shipment ID number must appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys.

4. For all LTL Shipments, the National Motor Freight Classification must appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys. For the NMFC Class to appear on the Delivery Receipt the Class information must appear on the Bill of Lading completed by the shipping vendor.

#### **ADVICE:**

If you do not know what the NMFC Classification for your merchandise is, or how to find out, the following web site can help. <http://www.nmfta.org>

5. All purchase order numbers included in the shipment must appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys. Pep Boys TMS generated BOL documents automatically include all PO's assigned to the shipment.

It is the PREPAID supplier's responsibility to assure that the PO numbers appear along with the due date.

### **PREPAID SHIPPER ADVICE:**

If shipping multiple Purchase Orders in a single shipment, list each PO Number in the descriptive body of the Bill of Lading followed by: "SPECIAL INSTRUCTION: All PO Numbers & Due Dates Listed must be listed on the Delivery Receipt."

6. Freight terms (Pre-Paid or Collect) MUST appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys.
7. The Total Number of Cartons being shipped MUST appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys. DO NOT LIST PALLETS BEING SHIPPED. Listing a pallet count exposes the shipment to in transit shrink (theft). Failure to list the carton count on a PPD BOL will result in a compliance chargeback.

**ADVICE:** While the Carton Count is a must, an alternative that is more secure is to list the quantity as "XX PCS. On YY Pallets".

8. The PREPAID supplier's BOL must include the following in the "Special Instructions" section of the document:
  - A. "Delivery Appointment Required. Call Pep Boys Distribution Center 72 hours in advance of estimated arrival date to secure delivery appointment."
  - B. "BOL Number, and all Purchase Order Numbers MUST appear on the delivery documents."

### **Packing Slip Requirements:**

1. A detailed packing slip must be generated for every shipment. The following information must be shown on the packing slip. The information must have clear titles identifying the information.
  - Purchase order number.
  - Bill of lading number.
  - Manufacturer part number. We prefer in alphanumeric sequence.
  - Quantity ordered per manufacturer part number.
  - Quantity shipped per manufacturer part number.
  - Quantity backordered by manufacturer part number, (if applicable).
  - Total quantity shipped.
  - Pep Boys SKU number (if supplier is capable).
2. PLEASE! Only (1) purchase order per packing slip.
3. Packing Slip is to be placed within a clear window envelope and MUST be attached to the MERCHANDISE. Packing Slips attached to the shrink-wrap may be lost in transit or removed in re-handling / freight consolidation or in-transit cross-dock operations. Packing slips that are wrapped within the shrink-wrap may be discarded with the removal of the wrap.

4. Whenever possible, place at the tail of the truck (truckload shipments).
5. Any vendor currently on our ASN program is still required to include a packing slip document with the merchandise.

## **Section III – Shipment Terms, Carriers, Frequency, Grouping and Appointment Guidelines**

### **Terms:**

1. Shipment terms are indicated on the Pep Boys purchase order.
2. In cases where minimum order quantities apply to qualify for Pre Paid terms and the order does not meet the minimum MUST contact the Pep Boys Transportation Coordinator for routing instructions.
3. Backorders on Collect shipments must be shipped Pre Paid by the supplier UNLESS that backorder is combined with the first shipment of another purchase order. Pep Boys will reverse the freight charges and charge a non compliance fine if a backorder is shipped alone as a collect shipment.
4. Pep Boys does not allow freight terms of “prepaid and add”. Use of these terms will result in a non-compliance violation.
5. For COLLECT SHIPMENTS Bills of lading MUST BE NOTED with “Bill 3rd party Pep Boys, c/o IPS Worldwide PO Box 730321 Ormond Beach FL 32174”.
6. All Return to Vendor shipments that are PPD by Pep Boys MUST ship on our Preferred Carriers. Any RTV that the vendor requests to ship Collect, MUST ship on their carrier and bill collect to the vendor. If any vendor should question this updated procedure, they are to direct their inquiries to John Mauro at 215-430-4547.

### **Prepaid Less-Than-Truckload (LTL)**

**Pep Boys receives a plethora of shipments to our Distribution Centers daily along with Truckload, Airfreight, and Ocean Containers daily.** To control congestion into our facilities, Pep Boys REQUIRES Pre Paid vendors to use LTL carriers from our approved carrier base.

Please refer to the Routing Guide for a list of the approved LTL carriers. If a prepaid vendor does not wish to use a Pep Boys Approved LTL carrier, the vendor should contact the Transportation Team @ 215-430-9840 to request to be converted to collect.

Non-approved carriers drive our distribution costs up by creating inefficiency in the receiving operations. Use of a carrier that is not on the approved list without express written permission from Pep Boys will result in a non-compliance violation.

### **PPD Truckload Shipments**

Prepaid suppliers are free to use any truckload carrier, but are fully responsible for the performance of that carrier, and will receive compliance charge-backs if the carrier is unable to comply with Pep Boys requirements (ie DC scheduling through NAVIS, our Yard Management System (YMS)). A non-preferred LTL carrier cannot be used for truckload shipments.

### **COLLECT Shipments (both Truckload (TL) and Less Than Truckload (LTL))**

On August 21, 2006, Pep Boys launched a new web based Transportation Management System (TMS) called Transplace. The TMS is used to manage ALL COLLECT Inbound Freight and Outbound Freight back to suppliers.

ALL COLLECT SHIPMENTS MUST BE ENTERED BY THE SUPPLIER INTO THE PEP BOYS WEB BASED TRANSPORTATION MANAGEMENT SYSTEM (Transplace). Any collect shipments to Pep Boys that are not released by the vendor into Transplace will be subject to a compliance violation charge from Pep Boys.

If your company is a collect shipper to Pep Boys and your company does not have access to our on-line system, has forgotten your password, or is having difficulty using the system, please contact the **Christine Barrett at 215-430-9377** or via e-mail at [christine\\_barrett@pepboys.com](mailto:christine_barrett@pepboys.com).

The process for entering freight pickup into the TMS is called "PO RELEASE", as in 'release the PO for shipment'. The release process is quick and requires minimum training. If you have any questions about the process, need to create additional users, or require additional training, please contact the Pep Boys Transportation Coordinators at 215-430-9840 or via e-mail at [transportation\\_Coordinators@pepboys.com](mailto:transportation_Coordinators@pepboys.com).

ALL PO releases MUST be made AT LEAST TWO FULL BUSINESS DAYS prior to the "SHIP BY" date on the purchase order.

And

ALL PO releases MUST be made AT LEAST TWO FULL BUSINESS DAYS prior to the requested Pickup date entered by the supplier into the TMS.

Failure to release two days prior to the Ship By date will result in a Late Delivery compliance penalty (Rule 705). Failure to release two days prior to the supplier requested pick up date will result in a compliance penalty (Rule 205).

Pep Boys is not responsible for expediting the shipment due to the freight constraints on your dock if the two business day rule regarding requests for pickup is not adhered to. We will make the attempt to expedite the shipment, but additional costs will be borne by the shipper.

Please use this table as a guide for the proper minimum timing for release of freight into the TMS:

Ship By &/Or Pickup Date	PO Release by 5 PM ET
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

IF YOU HAVE A QUESTION please contact the Pep Boys Transportation Coordinators at 215-430-9840 or via e-mail at [Transportation\\_Coordinators@pepboys.com](mailto:Transportation_Coordinators@pepboys.com).

### **Parcel Collect Only**

Collect shipments less than (150) lbs. should ship via UPS. No other carrier is acceptable. If you should have any questions as to how to ship UPS third party with our account number, please call the **Andrea Daughtry at 215-430-9367** or via email at [andrea\\_daughtry@pepboys.com](mailto:andrea_daughtry@pepboys.com).

### **Air Collect**

Collect air shipments are not allowed without calling the Transportation Department.



## Shipment Frequency and Grouping

1. Combine all shipments from one location to one destination on the same day and on the same BOL. Multiple bills for LTL shipments from the same origin to the same destination on the same day will result in a non-compliance violation. The Pep Boys TMS will attempt to shift pickup dates to combine “same origin/same destination shipments” that are entered at different times. This may delay a shipment 1 – 2 days to marry that shipment with another. Delays created by the Pep Boys systems will not effect the vendor’s compliance performance, and the supplier will not be charged as long as the release was made at least 2 business days prior to the Ship By Date on the PO.
2. The Pep Boys TMS will not permit collect shipments from multiple/unauthorized origins. If your company has a shipping origin that does not appear in the TMS, please contact **Christine Barrett at 215- 430-9377** or via e-mail at [christine\\_barrett@pepboys.com](mailto:christine_barrett@pepboys.com).

## Appointments:

1. All TRUCKLOAD PPD deliveries to our Distribution Centers must have an appointment booked (3) days in advance of the requested appointment time. The shipper BOL number is necessary to schedule a delivery appointment. The appointment requirement is waved IF the shipment is LTL and shipped on a Pep Boys Approved LTL carrier.
2. Appointment windows are thirty (30) minutes. Arrival past that window will result in a non-compliance violation. If the distribution center can reschedule the late delivery for later in the day, the non-compliance violation may be waved at the receiving manager’s discretion.
3. If the carrier does not appear for the appointment, a non-compliance violation will be generated.
4. If a carrier cannot make a scheduled appointment they **MUST** call the destination DC prior to the appointment. If the distribution center can reschedule the delivery for later in the day, the non-compliance violation may be waved at the receiving manager’s discretion.
5. For appointments into Pep Boys DCs that are running our Yard Management program, the carrier will be required to furnish the “Load Reference ID” or “T.V. Number” that was generated when the appointment was made. Failure to have that number upon arrival may delay entry into the yard, and may result in non-compliance violations.

## Unloading:

Carriers are responsible for driver unloading. If the supplier is using one of Pep Boys preferred LTL carriers this requirement is waved (PPD or Collect). Driver unload applies to any truckload that is PPD, or LTL shipments on non-approved carriers.

## Section IV – Physical Load Requirements

### Carton Markings, Labeling, and Packaging

1. Each master case (shipping container) must be plainly marked with the manufacturer part number and quantity enclosed.
2. If all cartons on the skid are from the same purchase order number, a label showing the Pep Boys purchase order number must be affixed to the outside of the cartons. Labels applied to the shrink-wrap are not in compliance.
3. If multiple purchase orders are shipped on the same pallet, each carton must be marked with the Pep Boys purchase order number and outside of the pallet marked “Multiple PO Pallet”.

## Physical Palletizing of Freight

1. All inbound freight must be palletized on to no less than a B-grade #2, 4-way pallet, either 48" x 40" or 48" x 42". (Stringer length X Deck length) Pallets must not have loose or broken boards, split stringers, or exposed nails. Pallets that do not conform to this standard will result in a non-compliance violation **FOR EACH PALLET**.
2. All freight must be effectively shrink-wrapped on to pallet in order to safely secure merchandise and eliminate load shifting during transportation.
3. When shipping multiple purchase orders on the same shipment, please segregate the purchase orders by PO #, by pallet.
4. For small shipments of multiple Purchase orders, segregate by purchase order number, then by manufacturer part number. Do not consolidate like part numbers from multiple purchase orders on the same pallet. Please mark each carton with the Pep Boys purchase order number and mark outside of pallet "mixed/multiple PO". Double stacking single sku pallets does not constitute a mixed pallet.
5. When shipping less than full pallet quantities, place merchandise with the largest shipping cubic dimensions at pallet bottom, working through to merchandise with the smallest cubic dimensions placed on top of pallet.
6. Pallets of a single part number are restricted to a maximum of forty-two inches (42") in height. Suppliers may ask for exemptions to this rule by contacting the Supplier Compliance team or the Transportation Department. Pallets comprised of multiple part numbers are exempt from this rule as long as they are labeled "mixed pallet".

## Section V – Pep Boys' Carrier Guide

The Pep Boys TMS and Transportation Coordinators assign the correct carrier to a pickup, so collect vendors do not have to use this guide under normal business conditions. We have provided this section as a backup for the suppliers to use in case the TMS is down.

Prepaid vendors must use one of the following **PREFERRED** carriers listed below. Any prepaid LTL shipment on a carrier other than one of the carriers listed below will result in a non-compliance chargeback.

### **PREFERRED CARRIERS:**

The preferred carriers for Pep Boys are as follows:

National  
*Yellow Freight*

Regional  
*Yellow Freight*  
*AAA Cooper*

Carrier Contact information is listed on the next page of the guide.

Any LTL shipment from Canada to any Pep Boys' Distribution Center is to ship only on Yellow Freight

## **Carrier Contact Information**

### **Texas**

#### **Yellow Contact Info**

Steve Shepherd  
972-276-5242

#### **AAA Cooper Contact Info**

Mark Leppert  
Jeremy Dollar  
800 354 2465

### **Georgia**

#### **Yellow Contact Info**

Chuck Zinsmayer  
770-618-3322  
chuck.zinsmayer@yellowcorp.com

Chad Mullins  
770-618-3336

#### **AAA Cooper Contact Info**

Mark Coker, Jackie Taylor, Jason Pearce  
800-282-5001

### **California**

#### **Yellow Contact Info**

##### DC MGR

Joe Bartone-  
-909-891-1710

##### Operations Manager

Mario LopezDelHaro  
-909-891-1713

##### Dispatch

Jorge and Oscar  
909-891-1730

### **Indiana**

#### **Yellow Contact Info**

##### Terminal Manager

Dan Thomas  
Operation: 317-240-8661  
Dispatch: 317-240-8663

### **New York**

#### **Yellow Contact Info**

Tom Kirby  
Gary Brown  
845-427-4220