



Pep Boys Supply Chain ASN Requirements

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Vendor Introduction

Our vendor relationships are an important part of our business. Our Supply Chain efficiencies are essential to remaining competitive; it is critical for us to develop partnerships with vendors that have a similar commitment to new technology. We expect our vendors to support us by following the guidelines we have set forth.

We are dedicated to ensure our vendor standards are in agreement with the direction of the retail industry. We will continue to embrace any enhancement that will support us in achieving our corporate goals.

ADVANCE SHIP NOTICE/856

An 856 Advance Ship Notice/Manifest or more commonly known as an ASN is an electronic packing slip that allows us to upload receiving data directly in to our WMS and eliminate data entry. When an ASN is transmitted to us in advance of the receipt of a shipment, we are able to verify this information against our purchase order and determine that what you have shipped us is what we ordered. Upon arrival, we are able to move it directly from our inbound dock to our pick slots in the warehouse. There are many benefits for both Pep Boys and it's vendors in using an ASN. The benefits include expedited and more accurate receiving, faster pallet put away and advanced notice of exceptions. All of these factors improve the product turn. The intent of this document is to identify the basic components of an 856 Advance Ship Notice required by Pep Boys. Pep Boys expects its vendors to provide the required data, with **100% accuracy** with the timeliness necessary, and to establish procedures that ensure continued reliable delivery of the ASN.

To qualify for ASN testing, you must be 100% bar-coded

- All shipments to Pep Boys require an EDI 856 Advance Ship Notice. It must be created following the UCC guidelines "**VICS EDI Ship Notice/Manifest (856) Guidelines**" with all required, Pep Boys segments.
- Advance Ship Notice's must be transmitted and in our WMS before the receipt of the merchandise. Vendors must consider minimum delivery times from each Ship-From location. Failure to provide an ASN in enough time to be used will cause a charge back to be assessed.

- An ASN must be provided for every shipment. Small package carriers such as UPS must have a separate 856 for each carton. Please be sure to include the tracking number in the REF BM segment of the ship notice.
- Our EDI Department will test all ASN documents before putting into production. Vendors are required to contact the Corporate EDI Office to begin testing.
- All 856 Advance Ship Notices must be transmitted with 100% accuracy and timeliness. All lines must match what is physically received, items not shipped should not appear on the ASN. The Scan and Pack method is the preferable technique to use to create the ASN. If Pep Boys identifies vendor errors, a charge back will be assessed to offset the cost of manual processing.
- If you are not able to transmit an ASN on time, due to system problems, you must contact the ASN Coordinator. An ASN is not currently required for drop ship deliveries.
- The each UPC is required for every manufacturer part number. The Shipping container code is NOT required to be included in the ASN at this time. Generic data can be used on the ASN if your label has not yet been approved or you are not label capable.
- The bill of lading is required on all ASN's
- A valid location code is mandatory.
- Pep Boys will perform audits to all ASN's that pass EDI standards, and reject any ASN that fails to meet our specifications.
- It will be the responsibility of the vendor to stay informed of any updates or changes to the ASN policy.

UCC/EAN-128 SERIAL SHIPPING CONTAINER LABELS

To take full advantage of the ASN opportunity, **As of April, 2004** Pep Boys is requiring a related UCC/EAN-128 Serial Shipping Container Code Format Label (SSCC-18) on all shipments to our warehouses. The purpose of the UCC/EAN-128 is to connect the physical units of a shipment with the electronic information. Scanning the UCC/EAN-128 label and electronically matching it to the information in the ASN file does this. Once this is accomplished and verified, we are able to acknowledge the shipment, validate it's accuracy, eliminate the data entry, and book the shipment into our inventory.

UCC/EAN-128 labels may be e-mailed to the ASN Coordinator for format approval

- Ensure the UCC/EAN-128 label you provide meets all UCC standards (see below). It must be 4X8 inches and arrive at our DC's in a readable and scannable condition. Use "smudge proof" ink.
- Your UCC/EAN-128 information must be included in the related, ASN transmission.
- UCC/EAN-128 labels are not usable or valid unless they are accompanied by a valid 856 ASN.
- Required Information for a UCC/EAN-128 Serial Shipping Container Label
 1. Ship From Name and Address
 2. Ship to Name and Address
 3. Carrier/Pro Number/Bill of Lading
 4. Purchase Order Number
 5. Pallet count, (i.e. 1 of 3, 2 of 3, 3 of 3)
 6. 18 digit serial shipping container code (bar-code and human readable)

From Vendor Name Address Line 1 Address Line 2 Address Line 3	TO DC Number (8) Consignee Address or EC Address Address Line 1 Address Line 2 Address Line 3 <small>(Include State Abbrev only when shipping to a city or state)</small>
(420) 90266 	CARRIER CARR: Carrier Name P.O. 1234567890123456789 S/L# 1234567890123456789
PO# A12345-01 Pallet 1 of 2 Vendor #039115-000	
STORE (91) 0001 	STORE # 0001
(00) 0 0046863 000008235 7 	

UCC-128 Carton Label Placement

(Small Package / Parcel Shipments)

- Affix UCC-128 Shipping Container Label on the longest side of the carton, but not on the front. Ensure the label is upright and not sideways. Do not place labels on a seam or around the corners of a carton.
- Apply one UCC-128 bar-code label per carton. Do not apply the same bar-code number to multiple cartons.

(Pallet / LTL or Truck Load Shipments)

- Every pallet must be accompanied with two identical UCC-128 bar-code labels. One on the front side of the pallet in the upper right hand corner and the other one on the backside of the pallet in the upper right hand corner. Do not apply the same bar-code number to multiple pallets.
- All pallets must have clear shrink wrap in order to scan the UCC-128 bar-code label. The labels must be applied to the product not the shrink-wrap.