



Floor Loaded Trailer Requirements

1. **Trucks must be loaded (packed by SKU).** If there are multiple Purchase Orders on the truck with the same SKU they must be grouped together.

Example: PO A- has 20 units of SKU 123 and PO B (backorder) has 15 units of SKU 123 on the truck. All 50 units must be located together.

2. **A detailed packing slip must be generated for every shipment.** The information must have clear titles identifying the information.

The following information must be shown on the packing slip:

- Purchase order number.
- Bill of lading number.
- Manufacturer part number (preferably 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 available)

3. **One (1) purchase order per packing slip.**