Guidelines and Procedures for Pep Boys Vendors delivery to Shanghai Warehouse

我们非常荣幸的向你介绍亚致力公司。亚致力主要是提供一系列全套国际运输、报关及物流服务的公司，非常期待和您在未来合作。

For SLC shipment ex Eastern China, please find below Agility Ocean Customer Service Focal Points as below:

<table>
<thead>
<tr>
<th>Booking Contact</th>
<th>Documentation Contact</th>
<th>Escalation Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Cathy Sun</td>
<td>Jessica Xu</td>
<td>Cathy Sun</td>
</tr>
<tr>
<td>E-mail</td>
<td>E-mail</td>
<td>E-mail</td>
</tr>
<tr>
<td><a href="mailto:csunshaohua@agilitylogistics.com">csunshaohua@agilitylogistics.com</a></td>
<td><a href="mailto:jexu@agilitylogistics.com">jexu@agilitylogistics.com</a></td>
<td><a href="mailto:csunshaohua@agilitylogistics.com">csunshaohua@agilitylogistics.com</a></td>
</tr>
<tr>
<td>Tel</td>
<td>Tel</td>
<td>Tel</td>
</tr>
<tr>
<td>86-21-61168812</td>
<td>86-21-61168810</td>
<td>86-21-61168812</td>
</tr>
<tr>
<td>Fax</td>
<td>Fax</td>
<td>Fax</td>
</tr>
<tr>
<td>86-21-62361666</td>
<td>86-21-62361666</td>
<td>86-21-62360264</td>
</tr>
<tr>
<td>Mobile</td>
<td>Mobile</td>
<td>Mobile</td>
</tr>
<tr>
<td>86-13564453845</td>
<td>86-18501685153</td>
<td>86-13564453845</td>
</tr>
</tbody>
</table>

1. Booking Check

If a booking has not been received 14 days before Due Date Agility Ocean team will contact the supplier to check regarding the booking. If the supplier does not intend to deliver before the Due Date, the supplier will be asked for a reason for the delay. Pep Boys has requested Agility to report any delays and record in our Retail visibility system (Log-Net).
2. **Vendor Booking**

For any PO with begins with “N”, the shipment must be delivered to SLC. Please e-mail or fax all booking requests to Agility Customer Service focal points of contacts detailed above.

Booking deadlines & requirements are as follows:

- At least 7 days before Due Date or Planned Delivery date
- The shipment can be booked to deliver 14 days before Due Date.
- Agility Shipping Order form for SLC order (see attachment) must be filled with breakdown of item details and providing Manufacturer/Supplier information.
- A copy of Packing List & Commercial Invoice is required at time of Booking.
- In List per delivery & Customs Declaration Document are needed at time of booking.
- A booking is made per truckload/ container delivery to SLC. In cases where PO is split into multiple deliveries, an individual booking is needed per delivery from supplier. There would be one truckload or container per booking.
- The Shipping Order form (Vendor Booking) from the Vendor should contain the following information.

  - Shipper Name, Address
  - Consignee Name and Address
  - Assigned Factory (Vendor) ID Number
  - Purchase Order Number(s)
  - Item Number(s)
  - Number of cartons per PO / Item
  - Number of pieces per PO / Item
  - Weight per Item
  - CBM per Item
  - Commodity Description per PO / Item
  - Marks & Numbers of carton
  - Declaration of use of SWPM
  - Expected Cargo Delivery Date & Timeslot
  - Size of Container / Truckload
  - Place of Receipt
  - Port of Load
  - Freight Term
  - Supplier / Manufacturer
Intended vessel, Sailing date and port of discharge for SLC shipments will not be specified since SLC Outbound shipment will be based on outbound SO provided by Pep Boys.

Seafreight Shipping Order Form.xls

- Agility requires all the information contained within the ‘Shipping Order Form’.
- Agility reserves the right to reject any booking request without a fully completed ‘Booking / Shipping Order Form’.

3. Booking Confirmation

If the Vendor booking details match the PO details provided by Pep Boys, Agility Ocean team will provide as Booking Confirmation with Delivery Notice to the supplier. Agility Ocean team will follow up with the supplier for SLC cargo delivery and customs documents. Cargo Delivery can only be made once Delivery Note (with Customs’ barcode) is provided by Agility.

4. Cargo Delivery to YangShan BLP warehouse & Customs Information

4.1. Detailed information of Agility YS BLP warehouse:

洋山保税物流园区亚致力保税物流仓库具体信息。

4.1.1. The address of Agility BLP warehouse : Unit 4, Building 4, 122 Gangmao Road, Yangshan Free Trade Port Area, Shanghai 201308, China

保税物流仓库地址：上海洋山保税港区港茂路 122 号第三单元

4.1.2. Working hours: 8:30-17:00 (Monday-Friday), except for public holiday

正常办公时间: 8:30-17:00 (周一到周五), 法定节假日除外

Last Truckload / container receiving cut off time: 16:00

最后一辆卡车或集装箱的收货截止时间是 16：00

4.1.3. Warehouse Contacts:
### Daily Operation Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Philip Cao</th>
<th>Name</th>
<th>Alyssa Wang / Wayne Ma</th>
<th>Name</th>
<th>Wendy Chung</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td><a href="mailto:PCao@agilitylogistics.com">PCao@agilitylogistics.com</a></td>
<td>E-mail</td>
<td><a href="mailto:alywang@agilitylogistics.com">alywang@agilitylogistics.com</a></td>
<td>E-mail</td>
<td><a href="mailto:WChung@agilitylogistics.com">WChung@agilitylogistics.com</a></td>
</tr>
<tr>
<td>Tel</td>
<td>86-21-20936091</td>
<td>Tel</td>
<td>86-21-20936092</td>
<td>Tel</td>
<td>86-21-20936090</td>
</tr>
<tr>
<td>Fax</td>
<td>86-21-20936090</td>
<td>Fax</td>
<td>86-21-20936090</td>
<td>Fax</td>
<td>86-21-20936090</td>
</tr>
<tr>
<td>Mobile</td>
<td>18616796586</td>
<td>Mobile</td>
<td>13621866877</td>
<td>Mobile</td>
<td>13501781857</td>
</tr>
</tbody>
</table>

### 4.2. YS Customs Information:

#### 4.2.1. Customs code and supervision warehouse No. of BLP warehouse

保税仓库的海关十位编码和监管仓号：3116610013 沪洋关保仓字 18 号

#### 4.2.2. Working Hours of BLP Customs:

洋山保税物流园区海关正常工作和休息时间：

**Monday to Friday 09:00-16:00**

Rest time: Saturday, Sunday and official holiday

周一至周五：早上九点至十六时

周六、周日、法定假期：休息

#### 4.2.3. Contacts of YS BLP Customs:

Address: A building, business plaza, Luchao deepwater port

Telephone: 68281166

洋山港保税区海关联系方式：

地址：芦潮港深水港商务广场 A 楼

电话：68281166
5. Inbound Customs process and documentation

入库报关流程及所需文件

5.1. Inbound Customs Process:

报关流程:

5.1.1. All products or new factories that are scheduled for a first time shipment to the Pep Boys Shanghai Warehouse will need to be registered with Customs. The vendor must provide product and vendor information to Agility Ocean Booking Contact for pre-registration into custom system. The registration must begin once PO is issued and any amendment must be completed no later than 30 days before the scheduled delivery.

*Product and vendor information can be filled in below attachment.

对于新的产品或新的供应商首次向洋山保税物流园区申报货物，供应商必须在订单发出的同时提供产品具体信息和供应商的信息给亚致力海运部（订仓和单证负责人）和仓库（单证负责人）以便做提前海关系统备案。如有任何备案信息修改，该修改信息最迟不能晚于送货前的前 30 个工作日发送。

产品和公司备案信息需填到下面附件表格里。

1. New Vendor 新的供应商

Basic information of Vendor Company is required such as full Chinese and English name, registered address, the number of Organization Code Certificate, contact person and telephone / mobile etc.

供应商公司信息。如：公司中英文全名，注册地址，组织机构代码证号码，联系人和联系方式等。

Required certificates: a) Customs register code certificate; b) Business license; c) Tax registration certificate etc. (copy of original version with original company stamp). Please make sure all the certificates are within the
period of validity. Any revised place must be stamped by Vendor Company and with relevant authority’s stamp.

需提供的证件：1) 海关十位代码证 2) 营业执照 3) 税务登记证 (正本复印件上盖公司公章)。必须确保所有证件在有效期内。证件上任何的修改必须有供应商公司和相关政府部门或海关的公章或修改确认章。

Remark: These mentioned items are required as basic information by Customs. According to the product difference, Customs may have additional requirements.

备注：如上各项是海关要求提供的基本信息。海关会根据不同的产品，会另外有附加要求。

II. New Products 新的产品

Provide Chinese information: SKU, product name (Chinese & English), specification, type, HS code, country of origin, photo, declare elements in Chinese, incl. declared unit (eg. pcs/ set/ carton), component, purpose, material, function and operating principle etc.

需提供的中文信息：料号，品名（中文和英文），规格，型号，HS 编码，原产国，产品照片，中文的申报要素，包括：申报单位（如：件、套、个），成份，用途，材料、材质，功能和工作原理等。

In addition, vendors must provide photo of measurements (L,W,H and gross weight) in order to verify the actual weight & dimension record before inbound customs declaration and cargo delivery. The provided measurements must be consistence with customs documents.

并且，在进境报关和货物送达之前供应商必须提供测量的照片（包含长，宽，高和毛重）为了核对实际的重量和尺寸。提供的测量数据必须和报关单证上的数据一致。

Remark: These mentioned items are required as basic information by Customs. According to the product difference, Customs may have additional requirement.

备注：如上各项是海关要求提供的基本信息。海关会根据不同的产品，会另外有附加要求。
5.1.2. Vendor must send the copies of customs declaration documents (packing list, commercial invoice, contract, Chinese declared elements description and declaration form) via E-mail to Agility ocean team at the time of booking.
供应商在发送订舱确认时，必须通过邮箱发送部分报关资料（箱单、发票、合同、中文申报要素和报关单）给亚致力海运部。

5.1.3. Vendor needs to send In-List to Agility Ocean team at the time of booking and any amendment should be provided 2 working days before delivery.
Inbound booking number on In-List will be provided by Agility Ocean team for warehouse and Customs system registration.
供应商在发送订货确认时，同时发送 In-List 给亚致力海运部。亚致力海运部在收到供应商的单证时立即把 In-List 一同报关单证转发给亚致力仓库做仓库和海关系统录入。如有任何信息修改，修改后的 In-List 最晚提供时间不能迟于送货前的前 2 个工作日。

5.1.4. Vendor sends all the original declaration documents via courier to Agility Shanghai warehouse once receiving the confirmation from Agility Ocean team.
The address of documents delivery: Unit 3, 122 Gangmao Road, Yang shan Free Trade Port Area, Shanghai 201308, Agility Logistics (Shanghai) Ltd. ATTN: documentation contacts of Agility warehouse.
供应商应该在收到亚致力海运部的单证确认通知后，立即快递寄送所有的原件报关单证给亚致力仓库。
单证寄送地址：上海洋山保税港区港茂路 122 号第三单元，亚致力物流有限公司。收件人：亚致力仓库文件负责人。

5.1.5. Agility warehouse CSR will provide a Delivery Note (D/N) to vendor via E-mail after registration. It is used to present to customs and stamped by Customs at gate in to Yangshan BLP. One D/N must be submitted to Customs and another D/N must be delivered to Agility warehouse for cargo receiving. The delivery can only be made by the supplier once D/N is issued.
备案后亚致力仓库客服将提供送货单通过邮件提供给供应商。送货单用于供应商送货至洋山保税港区卡口时出示给海关，海关会加盖海关章。一份
海关会收掉，另一份送货时交付仓库。供应商必须在收到送货单后才能安排送货。

5.1.6. The delivery driver must take the original of In List, original Delivery Note, Delivery Notice and Truck Loading List to deliver the goods to Agility BLP warehouse.

供应商凭原件的 In-list、正本送货单、进仓通知及货物装箱清单送货至仓库。

5.1.7. Agility Customs broker will apply for the Customs declaration

亚致力指定的报关行申请报关。

5.1.8. Released by Customs. Declaration closes out.

海关放行，清关结束。

5.2. Required documentation of declaration and cargo delivery.

报关和送货文件

5.2.1. Required Customs declaration documents provided by supplier to be sent by courier before delivery:

供应商需在送货前通过快递提供给亚致力仓库的报关文件

<table>
<thead>
<tr>
<th>Document Name</th>
<th>File Name</th>
<th>Original</th>
<th>Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packing List</td>
<td>装箱单</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Invoice</td>
<td>发票</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Contract</td>
<td>合同</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Customs Power of Attorney</td>
<td>报关委托书</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Commodity Power of Attorney (If needed)</td>
<td>报检</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
### Customs Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>File Name</th>
<th>Original</th>
<th>Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Declaration Form</td>
<td>报关单(所有项必须用中文填写，品名必须打成海关备案确认中文品名)</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Chinese declared elements description</td>
<td>中文申报要素</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>CIQ Inspection Receipt</td>
<td>商检换证凭条（品名必须按照海关备案中文品名来作）</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

**Remark:** Except for CIQ Inspection receipt, all abovementioned documents must be stamped by company stamp.

### Remark: 除了商检换证凭条，如上所有的单证必须盖供应商公司的公章。

#### 5.2.2. Required documents for goods delivery provided by vendor’s trucker

供应商需提供的送货文件及证明

<table>
<thead>
<tr>
<th>Document Name</th>
<th>File Name</th>
<th>Original</th>
<th>Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truck Loading List</td>
<td>卡车装箱清单</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Delivery Notice</td>
<td>进仓通知单</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Delivery Note</td>
<td>送货单</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>In List</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ID card or driver license of vendor’s trucker</td>
<td>供应商卡车司机的身份证或驾驶执照</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Remark:** Delivery note must be stamped by official company stamp. The rest documents can be stamped by small company stamp.

### Remark: 送货单必须盖供应商公司的公章，其它文件可以盖供应商的业务章。

#### 5.2.3. Required declaration documents provided by Agility warehouse and Customs broker

亚致力仓库或报关行需提供的报关文件

<table>
<thead>
<tr>
<th>Document Name</th>
<th>File Name</th>
<th>Original</th>
<th>Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Application</td>
<td>报关申请单</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Export Customs declaration Form 出口报关单</td>
<td>1 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customs Registration List 进境备案清单</td>
<td>1 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.2.4  Documents Sample:

单证样本

- Customs Application Form.
- Customs Declaration Form.
- Customs Power of Attorney.pdf
- Delivery Note.pdf
- Certificate for Cancellation of F Delivery Notice 进仓通知.xlsx
- IN LIST .xls
- Truck Loading List .xls

5.3. Matters need attention:

注意事项：

5.3.1.  Time requirements of Customs declared information providing
报关流程所需的单证和信息提供时间的要求:

<table>
<thead>
<tr>
<th>Information of documents and products</th>
<th>Required providing time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product and vendor information (refer to 5.1.1)</td>
<td>Once PO is issued and any amendment should be provided <strong>30</strong> calendar days before goods delivery</td>
</tr>
<tr>
<td>In-List &amp; original Customs declaration documents</td>
<td>At time of Booking and any amendment should be provided <strong>2</strong> working days before goods delivery</td>
</tr>
</tbody>
</table>

**5.3.2.** All fields within the required documents must be filled in completely. Agility can only proceed once the required documents are received and completed correctly and in full.

要求的单证中的各个项目必须填写完整。亚致力只能在收到完整单证后进行下一步的工作流程

**5.3.3.** Delivered commodity must be consistent and match all declared documents.

单证和单证、单证和货物必须确保一致。

**5.3.4.** If not, Customs declaration cannot be proceed due to the discrepancy.

所申报的产品信息必须与备案时提供的信息相同，如有不符，报关将无法进行。

**5.3.5.** The commodity with different Chinese description (including any items of declared elements) and difference H.S.CODE need to be registered respectively.

不同中文描述 (包括申报要素中任何一项)和不同的产品编码需要分别备案。

**5.3.6.** The commodity with same Chinese description and same H.S.CODE, but different specification and components need to be registered respectively.

相同中文描述，相同产品编码，不同规格和成份需分别备案。
5.3.7. The goods belonging to one Delivery Note must be delivered to the warehouse at the same time. One In-List is for issuing one Delivery Note.

同一票送货单下的货物必须同时进仓。一份 In-List 对应一份送货单。

5.3.8. For several deliveries within same day, one set of Customs declaration document is accepted when the delivery is made by the same supplier.

当货物来自同一家工厂，同一天的送货可以做一套报关单证。

5.3.9. One Delivery Note can only contain the cargo registered in one Processing Trade Manual.

一张送货单只能对应一本手册的货物。不可以包含多本手册的货物。

6. Delivery requirements

送货要求

6.1 Vendor must have a Booking confirmation with Delivery Notice from Agility before a cargo delivery can be made. At the time of cargo receipt, the vendor should therefore have an Agility Shipping Order (SO) number as a reference when delivering the cargo.

供应商应该在送货前收到亚致力的订舱确认。所以在送货时，供应商应该持有装货单的编码。

6.2 Vendor must provide Trucker’s contact number, Car plate number to Agility Warehouse Documentation Contact by email one day before delivery.

供应商应该必须在送货前一天提供卡车司机的联络电话号码，车牌号码提交到亚致力仓库（单证负责人）。

6.3 Vendor must provide one original of Truck Loading List on delivery with confirmation of the number of pieces per SKU/Article. At the same time, vendor’s driver must present ID card.

送货时，供应商必须提供一张正本的并有每一项产品料号的卡车装箱清单。

同时，送货司机需出示有效身份证。
6.4 Vendor must print out D/N in 2 originals with company stamp. One D/N is for gate-in BLP Customs and another D/N with stamp of gate-in Customs for Agility warehouse to process export Customs clearance.

供应商必须打印出二张送货单并加盖公司公章作为原件。一张原件在进海关卡口时交给海关，另外一张需在海关卡口加盖海关章后交付亚致力仓库。

6.5 Vendors are responsible / instructed to deliver all goods sorted by Purchase Order, SKU/Article Number. No mixing of cartons is allowed.

供应商必须按订单中规定的顺序和料号送货。不允许混装。

6.6 Vendors must deliver all cartons in full case quantity according to Pep Boys’ order quantity. No partial carton / split carton is accepted.

供应商必须按照客户 Pep Boys 的订单装箱要求保证每箱货物的数量。不可以擅自拆装，分装货物。

6.7 Vendors must delivery all carton with suitable label marks as per requirements of Pep Boys as below:
- Pep Boys PO number
- Pep Boys SKU
- Country of Origin
- Quantity of Units
- 12-digit UPC Barcode for Sales Box or - 14-digit UPC Barcode for Master Carton Box

6.8 Vendor must deliver all the cargos as per assigned delivery schedule and not later than delivery cut-off time 16:00 on working days. Truck drivers have to register at the registration counter located at the dock for clock timing to be imposed.

供应商必须在工作日的 16:00 前送货，货到时间以仓库登记卡车时间为准。

Delivery window is following the queue system:
送货安排：
The timeslot for inbound container delivery are put into 3 sections with the capacity of 6 containers / truckload per day:
入库送货时间分三个时间段每天最多六个集装箱。

8:30am-11:30am  2 containers  2 个集装箱
12:00am-2:00pm  2 containers  2 个集装箱
2:00pm-4:00pm  2 containers  2 个集装箱

*Last truckload/ container receiving cut off at 4:00pm
最后一批货物到达的截止时间是下午 4 点。
If any actual delivery time is 30 minutes later than the required time, this truck
must queue up after the last delivery in the same day.
如果实际卡车到货时间比预计要求时间晚 30 分钟，此卡车必须排到当天最后一批货物之后卸货。
The overtime charge will be incurred from 17:00. When it incurs, Agility
warehouse will communicate with both Pep Boys and the vendor with actual
truck arrival time and total overtime hours. Pep Boys will confirm which party
would be responsible for overtime charges.
加班费用从 17:00 生。当加班费用产生，亚致力将向 Pep Boys 和供应商提供实际的卡车抵达时间和加班时间。Pep Boys 将确认哪一方将负责加班费用。

6.9 For any new item to delivery to Shanghai Warehouse, Agility would take the
actual measurement of weight & dimension. Any discrepancy found from
Vendor’s declaration, Agility will provide the actual measurement to the vendor
for verification within 2 days of cargo receiving.
If no objection, the vendor needs to follow the actual measurements taken Agility
for customs declaration in future order delivery.
For same item delivery to Shanghai warehouse, Agility will check the declared
measurements against the actual measurement record taken by Agility. For any
discrepancy, Agility will verify with the vendor if any package is changed from
previous delivery. If not, the vendor would request to amend customs
document before cargo delivery.

7 Receipt Discrepancies
差异货物的处理办法

Any delivery is different (Overage / Shortage) from the customs declared information,
It is not accepted by customs.
Agility will clarify with the vendor and assist to make a declaration for the
discrepancy. The whole delivery is put into Quarantined area and will not
received into Pep Boys available inventory.

For Shortage shipment, the supplier needs to submit official explanation to customs
and seek for customs approval for paying tax for short cartons. For Overage shipment,
the excess qty would be confiscated by the customs. Dock receipt is signed with
If discrepancy/damage/wet/deformation is found, the cargo will be rejected on the paperwork. Dock receipt is requested to sign by the trucker which acknowledges the refusal. The damage cargo would be put into the Quarantined area. Agility will send the discrepancy exception report with photos of damage/wet/deformation cartons and copy of signed Dock receipt to Pep Boys Inventory Control Manager and the vendor to seek for disposition.

如货物有任何的品种差异，损坏，潮湿和变形，货物将会在货物接收文件中被拒。收货文件将由供应商卡车司机签收并代表对拒收货物的知晓。损坏的货物将被放在检验区。对任何品种差异，损坏，潮湿和变形的货物，亚致力会发送差异报告和照片并发送扫描的签收文件给客户 Pep Boys 和供应商并等待客户 Pep Boys 的处理意见。

If Pep Boys rejects the discrepancy / damage, Agility Warehouse CSR would co-ordinate with the vendor to apply customs return. The cargo must be returned once it is approved from customs. If Pep Boys requires exchanging the damaged carton, Agility can apply for returning of damaged carton and issue new D/N for replacement at the same time. After getting approval from customs, the vendor can arrange the truck to deliver the replacement and take back damaged carton.

如果客户 Pep Boys 拒绝差异或损坏，亚致力客服将和供应商沟通并向海关申请退货。供应商必须取走需退运的货物一旦海关同意放行。如果客户 Pep Boys 要求更换损坏的货物，亚致力会向海关申请退运的同时申请一份新的送货单。海关批准后，供应商可以在安排送进替换的好的货物的同时拉走损坏的货物。

Remark: Any Customs declaration related to discrepancies is recorded by China Customs system. The more times this occurs, the greater chance the Vendor, Pep Boys and Agility are subject to Customs blacklist. Please try to avoid discrepancies.
from occurring.

注意: 任何差异的申报都会在海关的系统中留有记录。如果发生的次数较多，供应商，客户 Pep Boys 及亚致力将很容易被海关加入黑名单中。请尽量避免差异的产生。

8 Addition Charges at SLC for exceptions 费用

Agility and Pep Boys will record and document ALL additional charges. Pep Boys will dispute charges with vendor, and charge backs could result if vendor is at fault. The following scenarios could potential cause additional charges:

8.1 Any cargo delivered to the Agility SLC Facility unsorted, should be sorted by Agility in the order defined above, the sorting fee occurs

对于任何未按顺序排放的货物，亚致力需重新按顺序排放、整理，对此会生费用。

8.2 Vendor discrepancies eg. a) Wrong product information b) cargo differ against declared documents.

如果由于供应商的提供错误的产品信息及报关信息，并且实际货物与申请单证不符。

8.3 If one Delivery Note contains cargo registered in several Processing Trade Manuals, the old Delivery Note should be cancelled and re-registration. Under normal situation, it needs min.10 working days. Changes may occur.

如果一张送货单对应多本手册的货物，则需删除原送货单，并重新备案申报。

在正常情况下，最少需要 10 个工作日的时间以及额外费用产生。

9 Directional guide 路线指引
10 Documents required from vendors

The Vendors will submit the full set of copy documents to the Agility Ocean team by email for document uploading into LogNet.

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Required Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Invoice</td>
<td>At the time of Booking</td>
</tr>
<tr>
<td>Packing List</td>
<td>At the time of Booking</td>
</tr>
<tr>
<td>ISF Form</td>
<td>Before cargo delivery</td>
</tr>
<tr>
<td>Signed Dock Receipt</td>
<td>After cargo delivery</td>
</tr>
</tbody>
</table>

The below documents are required from Customs declaration and Cargo receiving

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Original / Copy</th>
<th>No of set</th>
<th>Required Timeline</th>
<th>Submitted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packing List</td>
<td>Original</td>
<td>2</td>
<td>Sent by courier before cargo delivery</td>
<td>Supplier</td>
</tr>
<tr>
<td>Commercial Invoice</td>
<td>Original</td>
<td>2</td>
<td>Sent by courier before cargo delivery</td>
<td>Supplier</td>
</tr>
<tr>
<td>Contract</td>
<td>Original</td>
<td>2</td>
<td>Sent by courier before cargo delivery</td>
<td>Supplier</td>
</tr>
<tr>
<td>Customs Power of Attorney</td>
<td>Original</td>
<td>1</td>
<td>Sent by courier before cargo delivery</td>
<td>Supplier</td>
</tr>
<tr>
<td>Commodity Power of Attorney (if needed)</td>
<td>Original</td>
<td>1</td>
<td>Sent by courier before cargo delivery</td>
<td>Supplier</td>
</tr>
<tr>
<td>Customs Declaration Form (in Chinese)</td>
<td>Original</td>
<td>1</td>
<td>Sent by Courier before cargo delivery</td>
<td>Supplier</td>
</tr>
<tr>
<td>Chinese declared elements description</td>
<td>Original</td>
<td>1</td>
<td>Sent by courier before cargo delivery</td>
<td>Supplier</td>
</tr>
<tr>
<td>DOCUMENT</td>
<td>COPY</td>
<td>SENT BY</td>
<td>SUPPLIER</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>------</td>
<td>---------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>CIQ Inspection Receipt (in Chinese)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck Loading List</td>
<td>Original</td>
<td>1</td>
<td>Upon delivery</td>
<td>Trucker</td>
</tr>
<tr>
<td>Delivery Notice</td>
<td>Original</td>
<td>1</td>
<td>Upon delivery</td>
<td>Trucker</td>
</tr>
<tr>
<td>Delivery Note</td>
<td>Original</td>
<td>2</td>
<td>Upon delivery</td>
<td>Trucker</td>
</tr>
<tr>
<td>In List</td>
<td>Original</td>
<td>1</td>
<td>Upon delivery</td>
<td>Trucker</td>
</tr>
</tbody>
</table>

### 11 Forwarder Cargo Receipt (FCR)

FCR is issued to vendors against cargo receipt within 2 working days of cargo delivery to SLC.

Agility will release **original FCR** upon receipt of:

- (a) Proof of delivery of cargo to SLC facility
- (b) Packing List & Commercial Invoice
- (c) ISF Form
- (d) Paid all origin charges in full to Agility

### 12 Origin Local Tariff

Pep Boys SLC Local Charges Tariff.xls