



Pep Boys Import Vendor Requirements

2020

Updated May 31, 2020

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The latest version of this document is also available for download at <http://info.pepboys.com/> under Shipping Info, Import Requirements, Import Requirements

Vendor Booking Requirements

Pep Boys requires each Vendor / Factory to submit a complete and accurate Booking Form to Agility when requesting a CY or CFS booking. Agility origin offices will NOT accept Vendor Bookings without a **completed Booking Sheet** (aka Shipping Order Form). Each field must be completely and accurately filled in on the booking form including the Discharge/Place of Delivery/Final Destination

Attached below is the blank form in Excel (.xls) format labeled Sample Booking Sheet. Attached on page 4 is a sample booking sheet image.

When referencing Pep Boys on shipping docs:- all international shipping documents must indicate **Pep Boys Manny, Moe and Jack**. Abbreviations such as Pep; PBY, Pepboys, etc are not acceptable.



Booking Sheet and
Instructions Guide

The latest version of this document is also available for download at <http://info.pepboys.com/> under Shipping Info, Import Requirements, Supplier Booking Form

Booking Requirements of Vendor

- Vendor must provide booking request to Agility Origin office **14 Calendar days prior to requested Ship Date** (cargo available at factory).
- Vendor booking sheet must be completely filled out and accurate.
- **Vendor must provide one booking sheet for each container.**
- **Vendor must submit ISF at time of booking to Agility Origin Office**

Required Data Elements for Vendor Booking Sheet

- Shipper Name and Address
- Shipper Contact Person and Telephone Number
- Consignee Name and Address
- Purchase Order (PO) Number(s)
- Item (SKU) 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
- Container size/type
- Declaration of use of SWPM
- Cargo Ready Date
- Place of Receipt
- Port of Loading
- Port of Discharge
- Final Destination (DC)
- FOB Point

- HTS Code by Item

Lognet Vendor Portal

If your company is set up on the Lognet Vendor Portal please reference the Pep Boys Online Booking Guide attached below to complete your booking.



Pep Boys Online
Booking Guide v 1.2

The latest version of this document is also available for download at <http://info.pepboys.com/> under Shipping Info, Import Requirements, Pep Boys Online Booking Guide.

CFS Cargo Receiving (Shanghai Logistics Center Agility)

Each vendor should receive a booking confirmation from Agility before cargo delivery can be made. At the time of cargo receipt, the vendor should therefore have an Agility Shipping Order number to reference when delivering the cargo. In addition:

- The vendor must provide a copy of the packing list when delivering the cargo with confirmation of the number of pieces per Purchase Order (PO). If the packing list is not detailed at this level the CFS can reject the cargo.
- Vendors are instructed to deliver all goods sorted by Purchase Order / SKU. Sorting is the vendor's responsibility.
- Any cargo delivered to the CFS unsorted, will be sorted by Agility in the order defined above. The vendor will be responsible for all additional charges related to sorting.
- All PO's are to be segregated and palletized per PO by the CFS warehouse.
- The packing slips are to be attached to the last carton in the container by the CFS operator.
- If the cargo is delivered and packing slips are NOT provided, SLC (Agility) needs to send a message to the supplier and make request.

CFS Cargo Receiving – Checking Procedures

Upon delivery/receipt of cargo from the vendor the following procedure applies:

- Truck driver delivering cargo unloads the vehicle at Agility CFS facility.
- The cartons must be sorted and split into groups for the same destination Distribution Center, PO and SKU number before loading onto the pallets provided by the warehouse. Agility will sort any cargo that is delivered unsorted at an additional charge to the vendor.
- Agility CFS facility will count and check for any discrepancy between the vendor booking and cargo receipt.

- CFS Warehouse staff members are required to perform spot checks of marks and numbers for cartons on each pallet to ensure cargo with correct marks are received, and in line with marks in the booking information declared by the vendor.
- Cartons must be received in good condition (as per Bill of Lading definition). The warehouse staff will decide whether to receive wet/damaged cartons based on their experience and the level of damage to the cargo.

Agility's CFS will issue warehouse dock receipt to vendors confirming the quantity of cartons received in an exportable condition. If there is a discrepancy against the quantity booked, or with the condition of the cartons, the cargo receipt will be noted accordingly as a Damage, Shortage or Overage (DSO).

Receipt Discrepancies

If there is any discrepancy between the received carton and quantity details compared to the booked carton and quantity details, the CFS will inform Agility Origin office which in turn will raise an exception.

CY Cargo Receiving and Loading

Vendor Requirements

Vendor will book FCL CY shipments with Agility prior to picking up container for loading. Agility will release carrier shipping order to the vendor so they may pick up the empty container at the carrier depot. Vendors are required to submit a **container load plan (CLP)** by fax or email to the Agility Origin office once the container is loaded. Where there are multiple containers, the Vendor will submit a **CLP** for each container.

Receipt Discrepancies

If there is any discrepancy between the CY loaded carton and quantity details compared with the booked carton and quantity details, Agility Origin will raise an exception in Log-Net.

Agility Origin will raise an exception in Log Net and email to Leroy_Welch@pepboys.com and Susan_Mckenna@pepboys.com.

Pep Boys Receipt Exceptions

Resolving receiving exceptions for CY loads is the responsibility of Pep Boys, as they will liaison with the vendor after receiving the information. If the vendor does not provide the required documentation to Agility within the required timeline to load the container at origin port and the container incurs demurrage, then all charges will be the responsibility of the vendor. If the vendor provides the required documentation on time, but Agility fails to submit the required paperwork to the carrier within the required timeline to load the container at origin port and the container incurs demurrage, then all charges will be the responsibility of Agility.

Carrier Bookings and Container Management

The Agility or CH-Robinson Freight Forwarding Origin office will book cargo with ocean carriers on behalf of Pep Boys.

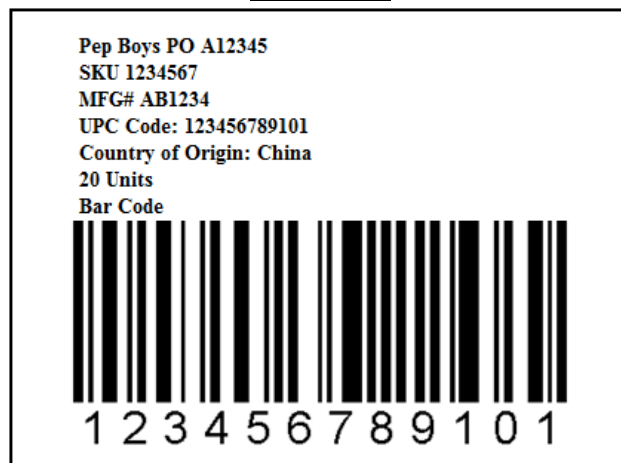
Booking instructions for the ocean carrier will be decided by route by Pep Boys

Import Cargo Marking Requirements

According to US Customs regulations, we require that the below listed data elements be included on all import cargo for every shipment. All imported cargo must have the following information included on the outer packaging (box, carton, etc)

- **Pep Boys PO Number**
- **Pep Boys SKU Number**
- **MFG Part Number**
- **UPC Code**
- **Country of Origin (See 19CFR 134 below)**
- **Quantity of Units**
- **Bar Code**

Example



Note: 19 CFR 134.11, Country of Origin Requirements - Unless excepted by law, section 304 Tariff Act of 1930, as amended (19 USC 1304), requires that **every article** of foreign origin (or its container) imported into the United States shall be marked with country of origin in a conspicuous place as legibly, indelibly, and permanently as the nature of the article will permit.

More information about our bar code policy can be found at: <http://info.pepboys.com/> from menu select Bar Code Info. If any further questions on barcodes, please contact Carol Pryor at Carol_Pryor@PepBoys.com

Documentation Requirements

VGM Compliance

The Safety of Life at Sea (SOLAS) amendments require shippers (as shown on the bill of lading or entity authorized by the shipper) to provide a Verified Gross Mass (VGM) declaration for every packed container as a mandatory condition for vessel loading.

SOLAS requires that the shipper communicates the VGM with sufficient time in advance of sail date. In the absence of the shipper providing the VGM of the packed container, the container would consequently not be loaded onto the vessel.

- Any supplemental information regarding the VGM of a container carrying cargo can be found [here](#). (IMO Guidelines)
You can reference the VGM Declaration and Compliance is available for download at <http://info.pepboys.com/> under Shipping Info, Import Requirements, Verified Gross Mass Compliance Documents.

Import Commercial / Shipping Document Requirements

- A commercial (customs) invoice must accompany all shipments and must match the billing invoice for the merchandise / PO.
- Commercial documents (commercial invoice and packing list) must be submitted to Agility origin office no later than three (3) working days after vessel sailing.
- **Each Pep Boys Purchase Order must have a separate invoice and packing list.**

In accordance with US Customs regulations the following data elements must be included on all shipping documents; commercial invoice and packing list:

Commercial Invoice – One per PO (19 CFR 141.86 & 142.6)

- **Seller Name and Address**
- **The Full Name and complete address of the actual Factory / Manufacturer**
 - The invoice must have a section labeled “Manufacturer” with the complete name and address of factory where the product is actually manufactured.
- **Pep Boys - Manny, Moe & Jack c/o DC Name/Address**
- **Terms of Sale**
 - The invoice should have the following printed on it:
FOB [port of export] e.g. FOB Shanghai
- **Country of Origin of the goods**
 - The invoice should have the following printed on it:
Country of Origin: China
- **Pep Boys PO Number**
- **Pep Boys SKU Numbers**

- **Manufacturer's Part Numbers**
- **Accurate and Precise Description of goods**
 - o It is imperative that our import vendors provide a precise narrative description of the merchandise on the commercial documentation.
- **Unit Price per item (Transaction Value)**
- **Signature of the preparer**
- **Date Prepared**
- **Quantity per item**
- **Total Quantity per invoice summed at the bottom**
- **Total Value in US Dollars summed at the bottom as Gross Total**
- **All Allowances listed separately with the allowance rate and total**
 - o Allowances must have rates and be properly labeled with what the allowance is for e.g. Defective, Web Portal, Co Op, etc.
 - o The allowances must match the rates and type that are listed on the Vendor Contract as agreed upon by Pep Boys
 - o Each allowance must be separately itemized at bottom of invoice and deducted to calculate the Net Total
- **Mode of Transportation**
 - o The invoice should have the following printed on it:
Mode of Transportation: Ocean
- **All invoices should have an Invoice Number**
 - o This invoice number should match the actual billing invoice number. This is to reconcile our payments with our shipments
- **No SWPM (Solid Wood Packing Material) Statement**
- **Each Pep Boys PO number must have a separate invoice and packing list**

All suppliers and vendors are required to prepare commercial invoices in accordance with U.S. Custom's rules and regulations. Any changes to the commercial invoice must be communicated to the International Transportation Group prior to the shipment arriving in the U.S.

Packing List – One per PO – See example Packing List on page 12

- | | |
|--|------------------------------------|
| - Seller Name and Address | - Quantity per item |
| - The Full Name and Address of the ACTUAL Foreign Factory / Manufacturer. | - Unit weight in KGS |
| - Country of Origin of the goods | - Gross weight in KGS |
| - Pep Boys PO Number | - Net weight in KGS |
| - Pep Boys SKU Number | - Total Measurements in CBM |
| - Manufacturer Part Number | - Total Units shipped |
| - Accurate and Precise Description of goods | - Container Number |
| | - Date Prepared |
| | - Mode of Transportation |

Container Manifest - One per container – See example Container Manifest on page 13

- Container Number
- All Pep Boys PO Numbers on Container
- Container Size
- Line list of:
 - o Pep Boys SKU
 - o Manufacturer Part Number
 - o Quantity per Item
- Container Load Plan/Stowage of POs
- Total Weight of Container in KGS
- Total Volume of Container in CBMs

Packing List in the Container

All containers must have a copy of the packing list(s) attached inside the door of the container or attached to the last pallet in the container.

Bill of Lading

Freight Forwarder Origin (Agility or CH-R) can have the Carrier issue 1 MBL for up to 8 containers. HBL should be separated by Shipper and can have up to 8 containers per HBL for all Pep Boys destinations.

Sample Commercial Invoice

Date Prepared: 02/01/2016

Invoice No: PBY1234

Foreign Factory / Manufacturer:

ABC Manufacturer of Asia Ltd.
123654 Overseas Industrial Area
Shanghai, China 201209

Seller:

Auto Parts Supplier USA
123654 Main Street
Anytown, USA 123546

Consignee/ Notify Party:

The Pep Boys
3111 West Allegheny Avenue
Philadelphia, PA 19132 USA
Attn: Accounts Payable

Ship To:

Pep Boys - SCDC
300 South Tiptecanoe Ave
San Bernardino, CA 92408

Terms:

FOB Shanghai

Mode of Transportation:

Ocean

Country of Origin:

China

| PO A12345 * | | | | | |
|-------------------------------------|--------|--|-------------|-------------|-----------------|
| SKU # | Part # | Description of Goods | Quantity | Unit Price | Amount |
| 1234567 | 2531 | Plastic Wheel Covers | 15 | \$ 1.75 | \$ 26.25 |
| 0123456 | 9874 | Plastic Car Floor Mats | 25 | \$ 6.50 | \$ 162.50 |
| 7654321 | 1245 | Aluminum Wheels for Passenger Vehicles | 50 | \$ 100.00 | \$5,000.00 |
| 6543210 | 6851 | Car Air Fresheners | 1000 | \$ 0.27 | \$ 270.00 |
| Total Units | | | 1090 | | |
| Gross Total: | | | | \$ | 5,458.75 |
| Allowances | | | | Rate | Amount |
| Co Op (CO) | | | | 3.50% | \$ 191.06 |
| Critical Success Factor (CSF) | | | | 2.00% | \$ 109.18 |
| Enhanced Marketing Initiative (EMI) | | | | 5.00% | \$ 272.94 |
| Vendor Portal (GO) | | | | 0.35% | \$ 19.11 |
| Defective | | | | 2.00% | \$ 109.18 |
| Net Total: | | | | \$ | 4,757.30 |

SWPM Statement: This shipment does not contain Solid Wood Packing Material

Prepared By: ~~#####~~ ~~1234~~ ; ~~567~~ Date: 02/01/2018 . #

#

***Each Pep Boys PO number must have a separate invoice and packing list. e.g. if there are 5 POs there will be 5 invoices and 5 packing lists.**

Sample Packing List

Date Prepared: 02/01/2018

Invoice No: PBY1234

Foreign Factory / Manufacturer:

ABC Manufacturer of Asia Ltd.
123654 Overseas Industrial Area
Shanghai, China 201209

Seller:

Auto Parts Supplier USA
123654 Main Street
Anytown, USA 123546

Consignee/ Notify Party:

The Pep Boys
3111 West Allegheny Avenue
Philadelphia, PA 19132 USA
Attn: Accounts Payable

Ship To:

Pep Boys - SCDC
300 South Tippecanoe Ave
San Bernardino, CA 92408

Terms:

FOB Shanghai

Mode of Transportation:

Ocean

Country of Origin:

China

Container No: ABCDEFG12345687

| PO A12345 * | | | | | | | |
|--------------|--------|--|-------------|--------------|-----------------|-----------------|---------------|
| SKU # | Part # | Description of Goods | Quantity | Unit Weight | Gross Weight | Net Weight | CBM |
| 1234567 | 2531 | Plastic Wheel Covers | 15 | 0.236 | 4.5392 | 3.5392 | 0.041 |
| 0123456 | 9874 | Plastic Car Floor Mats | 25 | 1.12 | 34.019 | 28.0005 | 23.64 |
| 7654321 | 1245 | Aluminum Wheels for Passenger Vehicles | 50 | 8.5 | 453.59 | 425.334 | 12 |
| 6543210 | 6851 | Car Air Fresheners | 1000 | 0.009 | 11.793 | 9.568 | 0.01 |
| | | | Quantity | KGs | KGs | KGs | CBM |
| Total | | | 1090 | 9.865 | 503.9412 | 466.4417 | 35.691 |

Prepared By: ~~#####~~ ~~ECHE~~ i 6# _____ Date: 02/01/2018

#

***Each Pep Boys PO number must have a separate invoice and packing list. e.g. if there are 5 POs there will be 5 invoices and 5 packing lists**

Sample Container Manifest

Date Prepared: 02/01/2018

| PO A12345 * | | | | | | | |
|--------------|--------|--|-------------|--------------|-----------------|-----------------|---------------|
| SKU # | Part # | Description of Goods | Quantity | Unit Weight | Gross Weight | Net Weight | CBM |
| 1234567 | 2531 | Plastic Wheel Covers | 15 | 0.236 | 4.5392 | 3.5392 | 0.041 |
| 0123456 | 9874 | Plastic Car Floor Mats | 25 | 1.12 | 34.019 | 28.0005 | 23.64 |
| 7654321 | 1245 | Aluminum Wheels for Passenger Vehicles | 50 | 8.5 | 453.59 | 425.334 | 12 |
| 6543210 | 6851 | Car Air Fresheners | 1000 | 0.009 | 11.793 | 9.568 | 0.01 |
| | | | Quantity | KGs | KGs | KGs | CBM |
| Total | | | 1090 | 9.865 | 503.9412 | 466.4417 | 35.691 |

Container Size: 20 FT
Container No: ABCDEFG12345687
Container Weight: 1789kgs
Container Volume: 35.691cbm
Contents: A12345

Prepared By: ##### EZE i 2# Date: 02/01/2018

***There will be only one container manifest which will list all PO and products on the container. Each Pep Boys PO number must have a separate invoice and packing list. E.g. if there are 5 POs there will be 5 invoices and 5 packing lists**

Pep Boys Container Stuffing Procedures

Proper container stuffing meets two main objectives. It helps utilize all, or as much as possible of a container's cubic capacity; and protects the cargo from loss or damage during transit. Vendors are required to plan the loading of a container in such a way that eases the unloading or "stripping" of the container at destination.

General Requirements for all Shipments

- Provide a lift clearance at the top of the container (Minimum of 4")

- Do not wedge or jam cargo into containers.
- Manufactures are required to place heavy items and wet commodities on the bottom with light and dry commodities on top.
- Make sure the weight distribution is even throughout the container so that the container is properly balanced.
- Stow cargo tightly in the container so shifting will not occur and cause heavy items to be thrown.
- If the cargo does not completely fill the container, block and brace the cargo. Stuff all containers as though they were going to be stowed on deck. This will ensure that containers are watertight and capable of withstanding greater stress and strain than if stowed below deck.
- Each master case must be plainly marked with the manufacturer part number and quantity enclosed.
- Each SKU on the PO must be grouped together.

Specific Requirements for Consolidated Shipments

- If a container has multiple POs for different ultimate destinations each PO MUST be separated within the container
- Cargo must be loaded by PO and all like SKU's for that PO must be grouped together
- Cargo to be stripped first should be stuffed in the container last

Example of a Properly Loaded Consolidated Container

Container loaded with 3 POs containing 3 different SKUs

PO# 1 –Stripped last; loaded first

PO# 2 –Stripped 2nd; loaded second

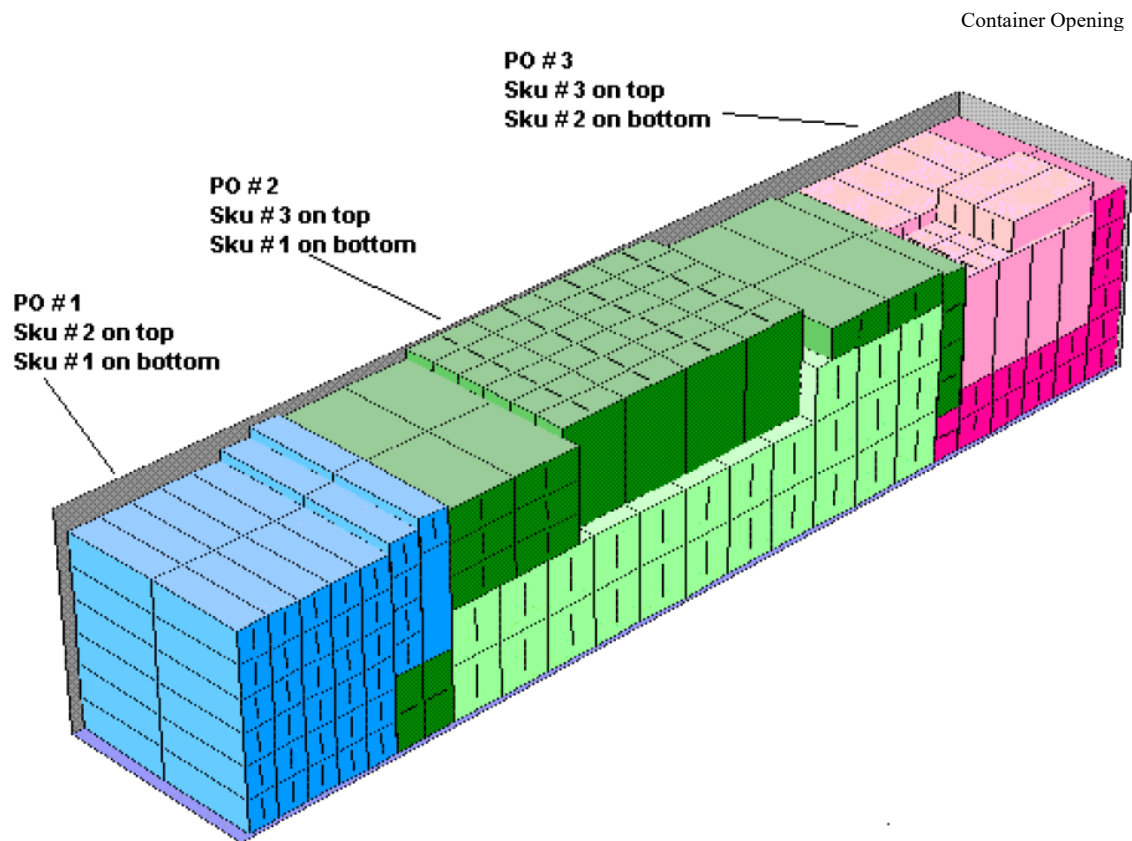
PO# 3 –Stripped 1st; loaded last

SKU# 1 –The heaviest

SKU# 2 -2nd heaviest

SKU# 3 –The lightest

| | | |
|---------------------------------|----------------------------------|----------------------------------|
| PO#1 | PO#2 | PO#3 |
| Containing SKU# 1 &2 | Containing SKU# 1 & 3 | Containing SKU# 2 & 3 |



Container Utilization Requirements

The chart below is our recommended container utilization. This may vary depending upon the commodity shipping.

| Container Type | Minimum Utilization | | Maximum Weight Limitation | |
|----------------|---------------------|--------------|---------------------------|----------|
| | Metric | US | Metric | US |
| 20' DC | 20 cbm | 706.293cft | 16329.325kgs | 36000lbs |
| 40' DC | 50cbm | 1765.733 cft | 19504.471kgs | 43000lbs |
| 40'HC | 60cbm | 2118.879cft | 19504.471kgs | 43000lbs |
| 45'HC | 70cbm | 2472.026cft | 19504.471kgs | 43000lbs |

Routing Instructions

| Routing for Single PO Containers | |
|-----------------------------------|----------------------|
| PO prefix - DC City | Port of Destination |
| N = SLC Shanghai, CN | Agility Shanghai SLC |
| L = San Bernardino, CA (aka SCDC) | Los Angeles, CA |
| W = Plainfield, IN (aka MWDC) | Chicago, IL |
| A = McDonough, GA (aka ATDC) | Savannah, GA |
| T = Mesquite, TX (aka TXDC) | Dallas, TX |
| Y = Chester, NY(aka NYDC) | New York, NY |
| K = Toa Baja, PR (aka PRDC) | San Juan, P.R |

| Routing for Multiple PO Containers | |
|--|----------------------|
| PO combination | Port of Destination |
| PO's are 'A' and 'Y' route to destination with highest CBM's | New York or Savannah |
| PO's are 'T' and 'W' route to destination with highest CBM's | Dallas or Chicago |
| PO's are 'L' , 'T' and 'W' | Los Angeles |
| Container has PO's for all 5 US DC's (A, Y, W, T, L) | Los Angeles |
| All LCL shipments | Los Angeles |

Agility 10+2 ISF Data Forms

Regular Shipment Form Instructions

Vendor must submit ISF information at time of booking to appropriate Agility and C.H. Robinson Origin Office.

Regular Shipment ISF Data Element Definitions and Form Instructions:

The Regular Shipment ISF form must be used for all shipments being discharged in the United States and entered for consumption.

1. Bill of Lading Number

The “Bill of Lading” number must be provided in order to link the Importer Security Filing (ISF) to the customs manifest data. The Importer Security Filing must be done at the “LOWEST” bill of lading level. CBP will accept an Importer Security Filing at either the “House Bill of Lading” level or regular (straight) bill of lading level if no House Bill is issued. The “LOWEST” bill of lading level that CBP will accept is the House Bill of Lading level. CBP will not accept Sub House Bill of Lading.

Straight Bill of Lading Number:

or

House Bill of lading Number:

2. The Importer of Record Number

This is the either Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation.

One of the applicable numbers listed below must be reported

IRS Number:

EIN Number:

Social Security Number:

CBP Assigned Number:

3. The Consignee Number

This is either the Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN) or CBP assigned number of the individual(s) or firm(s) in the United States on whose account the merchandise is shipped. This could be the Importer or the Buyer.

One of the applicable numbers listed below must be reported

IRS Number:
EIN Number:
Social Security Number:
CBP Assigned Number

4. The Name & Address of the Seller

The complete name and address of the last known entity by which the goods are sold or are agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be reported.

Name:
Address Line 1:
Address Line 2:
City:
Country:
Postal Code:

If a country uses postal codes, it is required. The postal code is akin to the U.S. ZIP code.

5. The Buyers Name & Address

The complete name and address of the last known entity to whom the goods are sold or are agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be reported.

Name:
Address Line 1:
Address Line 2:
City:
State:
Country:
Postal/ZIP Code:

If a country uses postal codes, it is required. The postal code is akin to the U.S. ZIP code.

6. The Ship to Name & Address in the United States

The complete name and address of the first deliver to party scheduled to physically receive the goods after the goods have been released from U.S. Customs custody must be reported. This is the deliver to name & address that the goods are being delivered to, not the corporate address.

Name:
Address Line 1:
Address Line 2:
City:
State:
Country:
ZIP Code:

7. The Name & Address of Manufacturer or Supplier

The complete name and address of the entity that last manufactures, assembles, produces, or grows the commodity or, name and address of the supplier of the finished goods in the country from which the goods are leaving must be reported.

Name:
Address Line 1:
Address Line 2:
City:
Country:
Postal Code:

If a country uses postal codes, it is required. The postal code is akin to the U.S. ZIP code.

8. The Country of Origin

This is the country of manufacture, production, or growth of the article, based upon the import laws, rules and regulations of the United States.

9. The Harmonized Tariff Schedule Number

This is the HTSUS statistical reporting number under which the article is classified in the Harmonized Tariff Schedule of the United States (HTSUS). The HTSUS number must be provided to the six-digit level or may be provided to ten digit level.

Note: The Manufacturer (Supplier) name and address, the HTS number and Country of Origin must be linked together as a line-item at the shipment level. If a shipment consists of goods from more than one (1) Manufacturer (Supplier), a

separate ISF form will be required for each manufacturer listing all required information.

HTS Number

Country of Origin

10. The Name & Address if the Container Stuffing Location and/or Consolidator

The name and address of the party who stuffed the container or arranged for the stuffing of the container must be provided. For break bulk shipments, the name and address of the party who made the goods “ship ready” or the party who arranged for the goods to be made “ship ready” must be reported.

If no consolidator is used (e.g. “factory load” shipments) the name/address of the manufacturer or supplier must be reported.

Name:

Address Line 1:

Address Line 2:

City:

Country:

Postal Code:

If a country uses postal codes, it is required. The postal code is akin to the U.S. ZIP code.

11. Type Codes

In addition to the 10 data elements mentioned above, it is required that the type of transaction also be reported. CBP has designated the following “TYPE CODES” which identify specific types of transactions.

One of the following TYPE codes must be provided:

- Type 01 - Regular Transactions
- Type 02 - To Order (importer unknown (sold in-transit.) This is where the goods are being shipped to the United States without a known U.S. importer 24 hours prior to lading.
- Type 03 - Household Goods/Personal Effects (informal entry.) This is where non-commercial goods are being shipped to the United States.
- Type 04 - Government or Military Shipment

Type 05 - Diplomatic Shipment

**PEP BOYS STANDALONE
Shipment ISF Form
Page 1 of 2**

| | |
|--|--------------|
| *AMS Bill of Lading Number (including SCAC code): | |
| 1.Importer of Record Number: | 23-096291500 |
| 2. Consignee Number: | |

| | | | |
|-----------------------------------|--|----------------------------------|--|
| 3. Seller Name and Address | | 4. Buyer Name and Address | |
| Name: | | Name: | |
| Address Line 1 | | Address Line 1 | |
| Address Line 2 | | Address Line 2 | |
| City | | City | |
| Country | | State | |
| Postal Code | | Country | |
| | | Postal/ ZipCode | |

| | | | |
|---|--|--|--|
| 5. Ship to Name and Address in United States | | 6. Manufacturer/Supplier Name and Address | |
| Name: | | Name: | |
| Address Line 1 | | Address Line 1 | |
| Address Line 2 | | Address Line 2 | |
| City | | City | |
| State | | Country | |
| Country | | Postal Code | |
| Zip Code | | | |
| FIRMS Code | | | |

| | | | |
|--|--|--|--|
| 9. Container Stuffing Location Name & Address | | 10. Consolidator Name and Address | |
| Name: | | Name: | |
| Address Line 1 (NO PO BOX) | | Address Line 1 (NO PO BOX) | |
| Address Line 2 | | Address Line 2 | |
| City | | City | |

Freight Forwarder C.H. Robinson submits ISF for shipments to end destination: McDonough, GA; Mesquite, TX; San Bernardino, CA and Chester, NY

Freight forwarding partners Agility submits ISF for shipments to end destination: Plainfield, IN and Lock Haven, PA.

Regular Shipment ISF Form:



ISF Stand Alone
Filing Form_A

The latest version of this document available for download at <http://info.pepboys.com/> under Shipping Info, Import Requirements, ISF Form

New Import Item Requirements

US Customs requires all goods entering the country to be classified by a 10-digit Harmonized Tariff Schedule (HTS) number. This number determines the tariff, or duty rate, and is presented on a shipping document at the point of entry.

In order for Pep Boys to determine the proper classification, complete data and images of articles must be provided by the vendor. The following generic information is required for the proper classification of products / components (prior to importation):

- 1.) A complete and **detailed written description** of the good(s). Samples (if practical), a list of ingredients or components and percentages thereof, sketches, diagrams, **photos**, or other illustrative material must be submitted to supplement the written description.
- 2.) Cost breakdowns of component materials or parts and their respective quantities shown in percentages of the goods, if possible. (Plastic, rubber, steel, etc.)
- 3.) A description of the principal use of the goods, as a class or kind of merchandise in the United States.
- 4.) Information as to the commercial, scientific, technical or common name or designation of the merchandise (or as otherwise may be applicable).
- 5.) Any other information or materials that may be pertinent or required for classifying the merchandise. (i.e. relative binding rulings, CF29s, etc)

NOTE: This information **MUST** be provided to susan_mckenna@pepboys.com and Leroy_welch@pepboys.com when setting up New Import Items in Pep Boys System. Pep Boys cannot classify and enter product into the United States without this information. Additional information may be required depending on the commodity type.

New Factory/Manufacturer Requirements

Pep Boys vendors are required to report whenever a new factory becomes a part of our import program. If a product is moved to another manufacturer location or Pep Boys orders a product that is manufactured at a new location (one that is not registered in Pep Boys system) the vendor is responsible to report this information to the appropriate Category Manager and Pep Boys Global Logistics.

Any new/unregistered factory name(s) and full address(es) to
Susan_McKenna@PepBoys.com and Leroy_welch@pepboys.com

Every factory/manufacturer must be registered with Pep Boys prior to booking goods for transport to the United States. Every factory must complete the Pep Boys C-TPAT Security Survey* and a Pep Boys 10+2 Factory Information Request* form prior to creating booking request. Each factory must have its own sub-vendor number in Pep Boys system with accurate name, complete address and MID (Manufacturer Identification) number for each factory producing goods and SKUs to ensure accurate order process and compliance.

*These documents are available for download at <http://info.pepboys.com/> under Shipping Info, Import Requirements, C-TPAT Information and Forms or you can request them from Susan_McKenna@PepBoys.com

Pep Boys Manny, Moe & Jack
c/o Pep Boys Distribution Centers (Consignee Information)

Atlanta Distribution Center (ATDC)

55 Liberty Industrial Pkwy
McDonough GA 30253
PO Prefix: A
Receiving Phone: 770-914-3313
Main Phone: 770-957-7337
Receiving email:
ATDC_Receiving@pepboys.com

Southern California Distribution Ctr. (SCDC)

San Bernardino, CA 92408
PO Prefix: L
300 S Tippecanoe Ave
Receiving Phone: 909-915-3755
Main Phone: 909-915-3740
Receiving email:
CADC_Receiving@pepboys.com

Mid-West Distribution Center (MWDC)

807 Perry Rd
Plainfield, IN 46168
PO Prefix: W
Receiving Phone: 317-837-3755
Main Phone: 317-837-2200
Receiving email:
INDC_Receiving@pepboys.com

Texas Distribution Center (TXDC)

1130 Kearney St
Mesquite, TX 75149
PO Prefix: T
Receiving Phone: 972-216-9666
Main Phone: 972-216-9977
Receiving email:
TXDC_Receiving@pepboys.com

New York Distribution Center (NYDC)

29 Elizabeth Dr
Chester, NY 10918
PO Prefix: Y
Receiving Phone: 845-469-6133
Main Phone: 845-469-6124
Receiving email:
NYDC_Receiving@pepboys.com

Philadelphia Tire Distribution Center
 (PTDC)
 Unit 2
 9300 Ashton Rd
 Philadelphia, PA 19114
 PO Prefix: P
 Receiving Phone: 215-673-0807
 Main Phone: 215-673-0674

Receiving email:
PADC_Receiving@pepboys.com

Agility Warehouse, Shanghai Logistics Center (SLC):
 PO Prefix: N
 Unit 4, Building 4,
 122 Gangmao Road,
 Yangshan, Shanghai 201308, China

Please forward all questions or concerns to the appropriate contacts below:

- **For issues regarding documentation or US Customs requirements:**

| | |
|--|--|
| Susan McKenna | Leroy Welch |
| Trade Compliance & Transpo. Mgr. | Logistics Specialist |
| Susan_McKenna@Pepboys.com | Leroy_Welch@Pepboys.com |
| 215-430-9430 | 215-430-9209 |
| | |

- **For booking issues please contact our Agility Account Team:**

Jason Ho

Client Relationship Manager, ISCS, Asia Pacific

o: +852 2211 8785

m: +852 5239 3705

ipt: 8852 8785

jho@agility.com

Kowloon, Hong Kong

Grottei Chow

Senior Regional Account Manager

o: +85222118879

m : +85297335692

ipt: 88528879

gchow@agility.com

Kowloon, [Hong Kong](#)

US Agility and C.H. Robinson contacts:

Enrique Ibarra

Customer Relationship Manager

eibarra@agility.com

+1 848-448-2767 (USA)

Alexandre Santiago

Account Director

alexsantiago@agility.com

+1 (917)562-0528 (USA)

Agility Philadelphia Team

Email: PepBoysUS@agility.com

CH Robinson contact:

Kathleen Sullivan

Account Manager

Kathleen.sullivan@chrobinson.com

908-873-9584

(fax) 908-956-8220

Mirjana Luzmanovski

Customs Entry Writer

Mirjana.kuzmanovski@chrobinson.com

908-577-9001 x 1218

The latest version of this document is available for download at <http://info.pepboys.com/>

Select: Shipping Info / Import Requirements

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