

# **Pep Boys Instructions for Shipping** **Small Package**

**\*\*\* Collect Pep Boys Shipment ONLY**  
**Not for Prepaid Vendors \*\*\***



When shipping small package (under 150 lbs); use Fed Ex Ground. There is no need for an account number. You will find the instructions below.

For parcel shipments <150 lbs:

FedEx ground shipments are sent without using an account number:

- Simply log in to the FedEx.com site
- Go to the "Ship" tab and click on "Create Shipment".
- In Box 3: "Package & Shipment Details", for Service Type, select FedEx Ground
- In Box 4: "Billing Details", for Bill Transportation To, select Collect. This will allow you to create a shipping label without needing an account number.

Click on "More Reference Fields" and fill out the PO no. box and enter the 4 digit store or DC number in the Department no. field Distribution Center numbers:

- McDonough, GA - 6117
- Mesquite, TX - 6115
- San Bernardino, CA - 6128
- Plainfield, IN - 6121
- Chester, NY - 6123

All packages less than 150 lbs. are to be shipped FedEx Ground Collect, no account number is needed for this. We have placards at all of our DC's that will be scanned upon package arrival which then bills the shipment correctly. Also, please package these PO's into the least amount of shipments possible to each DC without exceeding 75 lbs. per package.

If you have any questions feel free to contact Pep Boys Logistics Department at 215-430-9368 or 215-430-9059.