



Vendor Partner:

PEPBOYS VENDOR INBOUND SHIPMENT GUIDE for:
Store Specific Inbound Vendors

Guidelines for Shipments into Pep Boys.

SHIPMENT PREPARATION:

- 1) Merchandise must not be commingled with any other Purchase order(s) on a pallet. Orders are to be kept separate - this means that an order cannot be mixed with any regular stocking order or another stores order.
- 2) Multiple orders can be loaded onto the same trailer and/or shipped under the same Bill of Lading, provided all Purchase Order Numbers are identified on the shipping papers.
- 3) Pallet is to be stretch wrapped and have Pep Boys “ship to” **PINK color coded labels on all 4 sides of the pallet** to facilitate accurate cross-dock sort and outbound shipment consolidation.

Parcel Collect Only

Collect shipments less than (150) lbs. should ship via FEDEX. No other carrier is acceptable. If you should have any questions as to how to ship FEDEX third party with our account number, please call the Harry Taylor at 215-430-9368 or via email at Harry_Taylor@pepboys.com .

****Use of the required pink pallet label may not be possible when shipped FedEx. Please mark the outside of the carton/cartons with the PO# & specific Store# so our DC can clearly identify this as a store specific order.**

NOTE:

Vendor should make copies of the attached pallet label template on **PINK** paper. Labels are required for each **pallet**.