



PEPBOYS VENDOR INBOUND SHIPMENT GUIDE for: **WD Inbound Vendors**

Guidelines for WD Shipments into Pep Boys.

Your company is now part of Pep Boys new WD Sourcing initiative. This program is expected to drive increased sales and provide superior customer service to the end user. Pep Boys retail outlets will be able to source your product locally through nearby Pep Boys WD locations. Building customer loyalty is a WIN-WIN opportunity for both Pep Boys and our vendor partners. Your cooperation and compliance with the following guidelines is critical in order to achieve this mutually beneficial goal.

PURCHASE ORDER PLACEMENT WITH VENDOR:

The purchase order placement process will not change. The only changes on the purchase order you will notice are:

- 1) WD Purchase Orders (paper or faxed copies) will use a new vendor number suffix of either -030 or -031.
- 2) Each Purchase Order will list both a Ship To address and the ultimate WD location. WD Location Codes are currently 1510-1515.

SHIPMENT PREPARATION:

- 1) WD Merchandise must not be commingled with any other Purchase order(s) on a pallet. Orders are to be kept separate - this means that a WD order cannot be mixed with any regular stocking order or another WD 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.

NOTE:

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