



Transportation and Shipping Requirements

(Revised October 2006)

Table of Contents

Section I – Corporate Transportation Department & Distribution Centers Addresses and Contacts

Section II – General Shipping Document Instructions

A - Bill of Lading (BOL) / Freight Bill (FB) / Delivery Receipt – Proof of Delivery (DR / POD) Requirements

B – Packing Slips

Section III – Shipment Frequency and Grouping Guidelines

Section IV – Physical Load Requirements

Section V – Pep Boys Carrier Guide

Section VI – Pep Boys Carrier Guide for Property Management Vendors & Special Order Vendors

On August 21, 2006 Pep Boys launched an on-line, web based, Transportation Management system hosted by Transplace, LLC. ALL Inbound COLLECT and Outbound RTV shipments are routed via the TMS.

The TMS provides Pep Boys with shipment status tracking, load management and shipment management. Transportation Management, Yard Management, Receiving Management and Compliance Management systems will be enhanced, installed and integrated together to create a “state of the art” comprehensive management system. Our goal is to improve stock availability, speed throughput, reduce costs and reduce inventory to enhance profits and increase sales.

If your company has collect freight terms with Pep Boys and does not have access to our TMS, please contact the Pep boys Transportation Coordinators at 215-430-9840 or via e-mail at Transportation_Coordinators@pepboys.com.

Suppliers with collect freight terms have advantages that PPD suppliers do not have. If your company is interested in converting terms to collect, please contact the Pep boys Transportation Coordinators at 215-430-9840 or via e-mail at Transportation_Coordinators@pepboys.com.

Section I

Corporate Transportation Department & Distribution Centers

Addresses and Contacts

Corporate Offices

The Pep Boys – Manny, Moe & Jack
3111 West Allegheny Avenue
Philadelphia PA 19132

Corporate Logistics/Transportation Department Contacts

Mike Starling, Logistics Manager – 215-430-9653
Elizabeth Haldeman (Betty), Transportation Manager – 215-430-9172
Rosemarie Devlin, Transportation Coordinator – 215-430-9833
Katie Bradley, Transportation Coordinator – 215-430-4384
Or please send e-mail notification to Transportation_Coordinators@pepboys.com

Corporate Supplier Compliance Department

All correspondence must be directed to suppliercompliance@pepboys.com. If you need to speak to a compliance team member please send a request via e-mail. Please make sure the words “need telephone conversation” appears in the message header. Please mention the subject matter in your message and a team member will contact you.

Distribution Center Addresses, Main Numbers, Receiving Offices

NOTICE:

Receiving for PPD shipments at ALL Pep Boys distribution centers is BY APPOINTMENT ONLY! Appointments must be set 72 hours in advance of the planned arrival of the delivery. Arrival 30 minutes past appointment time will be charged as a late delivery unless carrier or vendor call the DC and reschedules the day before the appointment time.

Atlanta DC (ATDC)

55 Liberty Industrial Parkway
Mc Donough, GA 30253
Main number 770-957-7337
Receiving Office 770-957-7337

Midwest DC (MWDC)

807 Perry Road
Plainfield IN 46168
Main number 317-837-2200
Receiving Office 317-837-2220

Texas DC (TXDC)

1130 Kerney Street
Mesquite TX 75149
Main number 972-216-9977
Receiving Office 972-216-9666

New York DC (NYDC)

29 Elizabeth Drive
Chester NY 10918
Main number 845-469-6124
Receiving Office 845-469-6133

Southern California DC – (SCDC)

300 South Tippecanoe Avenue
San Bernardino, CA 92408
Main number 909-915-3740
Receiving Office 909-915-3755

Section II

General Shipment Document Instructions

First – Some advice and information for “non-transportation” savvy folks.

There are three different “freight” documents involved with each shipment:

Bill of Lading (BOL) Please refer to the hyperlink below for samples and instructions for a Standard Bill of Lading. Once you have accessed the Vics Website, click on Standards, click on BOL on left side of menu, and then click on Download – Vics Standard BOL. (Word Document)

<http://www.vics.org/home>

A document issued by the shipper to the carrier (railroad, steamship or trucking company). The BOL serves as a receipt/contract for the transportation of goods. The bill of lading describes the terms of transit (Collect or Pre-paid), describes the goods, the quantity of the goods, name of vessel (if shipped by sea), identifying marks and numbers, destination, and any special requirements or instructions regarding the shipment.

New Information – October 2006

The Pep Boys on-line Transportation Management System (TMS) creates a VICS compliant BOL for use. Based on the information entered into TMS at the time of shipment release, the system creates a BOL document that can be printed at time of shipment. COLLECT SHIPMENTS MUST USE THE TMS GENERATED BOL. Collect shipments that do not use the system generated BOL will be subject to a compliance violation chargeback.

At the point that the TMS selects the carrier to be assigned to the load, an electronic version of the BOL (an EDI 211) is sent to the carrier. If the TMS generated BOL is not provided to the driver at the time of freight pickup, the carrier may enter incorrect information from a shipper generated BOL, which will create delays in transit and incorrect billing. With many of our carriers, the Pep Boys TMS assigns the carrier PRO number to the shipment, which is communicated to the carrier in the EDI messages and will appear on the TMS generated BOL.

A supplier's system may create a BOL document. That document can go with the shipment, but MUST be attached to the back of the Pep Boys TMS generated BOL.

Freight Bill (FB)

The document the carrier uses to set forth the charges applicable to the shipment. The freight bill differs from the bill of lading in that the freight bill sets forth the charges applicable to the shipment while the bill of lading sets for the terms of the shipment and is a document of title. The freight bill is the invoice presented to the company paying for the freight.

Delivery Receipt / POD

The Delivery Receipt is a document used by carriers to signify delivery of the merchandise to the intended party. May be a copy of the Bill of Lading or the Freight Bill, but is often not. In ALL Less-Than-Truckload (LTL) deliveries the delivery receipt is the document presented to the consignee with the freight.

The Proof of Delivery is a completed copy of the Delivery Receipt (or BOL in truckload movements), and is a Carrier specific method of providing the shipper (or customer) with

acknowledgement confirming their shipment(s) has or has not, arrived and been accepted at the appropriate destination, usually including a signature.

Why is it important to know about the three different documents?

Less-Than-Truckload carriers, and some truckload carriers, do not use the shipper's BOL as the document "in-transit" with the freight.

When the LTL carrier picks up the freight, the shipper prepares the BOL and gives that document to the carrier. The carrier places a PRO # sticker on the document copies and on the freight. When the carrier returns to the terminal, the key information from the shipper's BOL is entered into the carrier system and the paper document is filed. From that point on, only information entered into the carrier's system appears on the Freight Bill or the Delivery Receipt.

What is presented to Pep Boys by the carriers is most often a Delivery Receipt. If the shipper's BOL did not include special instructions, example: "All PO Numbers must appear on the freight documents", then the PO numbers will not be entered into the carrier's system, and the PO numbers will not appear on the Delivery Receipt.

ADVICE TO PREPAID SHIPPERS: The BOL MUST include instructions regarding Pep Boys requirements in the Special Instructions section of the BOL.

Bill of Lading (BOL) / Freight Bill (FB) / Delivery Receipt – Proof of Delivery (DR / POD) Requirements

1. A BOL must be used to document the movement of freight from the supplier to the carrier. The BOL may be a written document created by the supplier's staff or by the supplier's system, an electronic EDI document by the supplier's system to the carrier, entered into the carrier's WEB site by the supplier's staff, OR THE PEP BOYS TMS GENERATED BOL.
2. For prepaid shipments the LTL carrier's PRO Number must be noted on the supplier's BOL copy. Collect shipments entered into the Pep Boys TMS will carry a supplier entered BOL number and the assigned carrier's PRO number. BOL's submitted to dispute compliance violations must show the carrier PRO number label.
3. Each shipment must be identified with a unique shipment ID number. This can be a BOL Number, Invoice Number, Supplier Order number, etc. Pep Boys TMS generated BOLs contain a unique ID number (called a ME Number or CID Number). This unique shipment ID number must appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys.
4. For all LTL Shipments, the National Motor Freight Classification must appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys. For the NMFC Class to appear on the Delivery Receipt the Class information must appear on the Bill of Lading completed by the shipping vendor.

ADVICE: If you do not know what the NMFC Classification for your merchandise is, or how to find out, the following web site can help.
<http://www.nmfta.org>

5. All purchase order numbers included in the shipment must appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys. Pep Boys TMS generated BOL documents automatically include all PO's assigned to the shipment. It is the PREPAID supplier's responsibility to assure that the PO numbers appear

along with the due date.

PREPAID SHIPPER ADVICE: If shipping multiple Purchase Orders in a single shipment, list each PO Number in the descriptive body of the Bill of Lading followed by: "SPECIAL INSTRUCTION: All PO Numbers & Due Dates Listed must be listed on the Delivery Receipt."

6. Freight terms (Pre-Paid or Collect) MUST appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys.
7. The Total Number of Cartons being shipped MUST appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys. DO NOT LIST PALLETS BEING SHIPPED. Listing a pallet count exposes the shipment to in transit shrink (theft). Failure to list the carton count on a PPD BOL will result in a compliance chargeback.

ADVICE: While the Carton Count is a must, an alternative that is more secure is to list the quantity as "XX PCS. On YY Pallets".

8. The PREPAID supplier's BOL must include the following in the "Special Instructions" section of the document:
 - A. "Delivery Appointment Required. Call Pep Boys Distribution Center 72 hours in advance of estimated arrival date to secure delivery appointment."
 - B. "BOL Number, and all Purchase Order Numbers MUST appear on the delivery documents."

Packing Slip Requirements:

1. A detailed pack slip must be generated for every shipment. The following information must be shown on the Packing Slip. The information must have clear titles identifying the information.
 - Purchase order number.
 - Bill of lading number.
 - Manufacturer part number. We prefer in alphanumeric sequence.
 - Quantity ordered per manufacturer part number.
 - Quantity shipped per manufacturer part number.
 - Quantity backordered by manufacturer part number, (if applicable).
 - Total quantity shipped.
 - Pep Boys SKU number (if supplier is capable).
2. **PLEASE!** Only (1) purchase order per packing slip.
3. Packing Slip is to be placed within a clear window envelope and **MUST be attached to the MERCHANDISE**. Packing Slips attached to the shrink-wrap may be lost in transit or removed in re-handling / freight consolidation or in-transit cross-dock operations. Packing slips that are wrapped within the shrink-wrap may be discarded with the removal of the wrap.
4. Whenever possible, place at the tail of the truck (truckload shipments).
5. Any vendor currently on our ASN program is still required to include a pack slip document with the merchandise.

Section III – Shipment Terms, Carriers, Frequency, Grouping and Appointment Guidelines

Terms:

1. Shipment terms are indicated on the Pep Boys purchase order.
2. In cases where minimum order quantities apply to qualify for Pre Paid terms and the order does not meet the minimum MUST contact the Pep Boys Transportation Coordinator for routing instructions.
3. Backorders on Collect shipments must be shipped Pre Paid by the supplier UNLESS that backorder is combined with the first shipment of another purchase order. Pep Boys will reverse the freight charges and charge a non compliance fine if a backorder is shipped alone as a collect shipment.
4. Pep Boys does not allow freight terms of “prepaid and add”. Use of these terms will result in a non-compliance violation.
5. For COLLECT SHIPMENTS Bills of lading MUST BE NOTED with “Bill 3rd party Pep Boys, c/o IPS Worldwide PO Box 730321 Ormond Beach FL 32174”.
6. All Return to Vendor shipments that are PPD by Pep Boys MUST ship on our Preferred Carriers. Any RTV that the vendor requests to ship Collect, MUST ship on their carrier and bill collect to the vendor. If any vendor should question this updated procedure, they are to direct their inquiries to John Mauro at 215-430-4547.

Prepaid Less-Than-Truckload (LTL)

In 2005 Pep Boys received over 91,000 inbound shipments into the five distribution centers. To control congestion into our facilities, Pep Boys REQUIRES Pre Paid vendors to use LTL carriers from our approved carrier base.

Please refer to the Routing Guide for a list of the approved LTL carriers. If a prepaid vendor does not wish to use a Pep Boys Approved LTL carrier, the vendor should contact the Transportation Manager @ 215-430-9172 to request to be converted to collect.

Non-approved carriers drive our distribution costs up by creating inefficiency in the receiving operations. Use of a carrier that is not on the approved list without express written permission from Pep Boys will result in a non-compliance violation.

PPD Truckload Shipments

Prepaid suppliers are free to use any truckload carrier, but are fully responsible for the performance of that carrier, and will receive compliance chargebacks if the carrier is unable to comply to Pep Boys requirements. A non-preferred LTL carrier cannot be used for truckload shipments.

NEW PROCESS – OCTOBER 2006

COLLECT Shipments (both Truckload (TL) and Less Than Truckload (LTL))

On August 21, 2006, Pep Boys launched a new web based Transportation Management System (TMS). The TMS is used to manage ALL COLLECT Inbound Freight and Outbound Freight back to suppliers. The rollout of this system will be complete by the end of October 2006.

ALL COLLECT SHIPMENTS MUST BE ENTERED BY THE SUPPLIER INTO THE PEP BOYS WEB BASED TRANSPORTATION MANAGEMENT SYSTEM. After November 15, 2006, any collect shipments to Pep Boys that are not approved IN ADVANCE by Pep Boys Transportation will be subject to a compliance violation charge.

If your company is a collect shipper to Pep Boys and your company does not have access to our on-line system, please contact the Pep Boys Transportation Coordinators at 215-430-9840 or via e-mail at Transportation_Coordinators@pepboys.com.

The process for entering freight pickup into the TMS is called "PO RELEASE", as in 'release the PO for shipment'. The release process is quick and requires minimum training. If you have any questions about the process, need to create additional users, or require additional training, please contact the Pep Boys Transportation Coordinators at 215-430-9840 or via e-mail at Transportation_Coordinators@pepboys.com.

ALL PO releases MUST be made AT LEAST TWO FULL BUSINESS DAYS prior to the "SHIP BY" date on the purchase order.

And

ALL PO releases MUST be made AT LEAST TWO FULL BUSINESS DAYS prior to the requested Pickup date entered by the supplier into the TMS.

Failure to release two days prior to the Ship By date will result in a Late Delivery compliance penalty (Rule 705). Failure to release two days prior to the supplier requested pick up date will result in a compliance penalty (Rule 205).

Pep Boys is not responsible for expediting the shipment due to the freight constraints on your dock if the two business day rule regarding requests for pickup is not adhered to. We will make the attempt to expedite the shipment, but additional costs will be borne by the shipper.

Please use this table as a guide for the proper minimum timing for release of freight into the TMS:

Ship By &/Or Pickup Date	PO Release by 5 PM ET
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

IF YOU HAVE A QUESTION please contact the Pep Boys Transportation Coordinators at 215-430-9840 or via e-mail at Transportation_Coordinators@pepboys.com.

Parcel Collect Only

Collect shipments less than (150) lbs. should ship via UPS. No other carrier is acceptable. If you should have any questions as to how to ship UPS third party with our account number, please call the Transportation Department.

Air Collect

Collect air shipments are not allowed without calling the Transportation Department.

Shipment Frequency and Grouping

1. Combine all shipments from one location to one destination on the same day and on the same BOL. Multiple bills for LTL shipments from the same origin to the same destination on the same day will result in a non-compliance violation. The Pep Boys TMS will attempt to shift pickup dates to combine “same origin/same destination shipments” that are entered at different times. This may delay a shipment 1 – 2 days to marry that shipment with another. Delays created by the Pep Boys systems will not effect the vendor’s compliance performance, and the supplier will not be charged as long as the release was made at least 2 business days prior to the Ship By date on the PO.
2. The Pep Boys TMS will not permit collect shipments from multiple/unauthorized origins. If your company has a shipping origin that does not appear in the TMS, please contact the Pep Boys Transportation Coordinators at 215-430-9840 or via e-mail at Transportation_Coordinators@pepboys.com.

Appointments:

1. All TRUCKLOAD PPD deliveries to our Distribution Centers must have an appointment booked (3) days in advance of the requested appointment time. The shipper BOL number is necessary to schedule a delivery appointment. The appointment requirement is waved IF the shipment is LTL and shipped on a Pep Boys Approved LTL carrier.
2. Appointment windows are thirty (30) minutes. Arrival past that window will result in a non-compliance violation. If the distribution center can reschedule the late delivery for later in the day, the non-compliance violation may be waved at the receiving manager’s discretion.
3. If the carrier does not appear for the appointment, a non-compliance violation will be generated.
4. If a carrier cannot make a scheduled appointment they MUST call the destination DC prior to the appointment. If the distribution center can reschedule the delivery for later in the day, the non-compliance violation may be waved at the receiving manager’s discretion.
5. For appointments into Pep Boys DCs that are running our Yard Management program, the carrier will be required to furnish the “Truck Visit Number” that was given by the Receiving Clerk when the appointment was made. Failure to have that number upon arrival may delay entry into the yard, and may result in non-compliance violations.

Unloading:

Carriers are responsible for driver unloading. If the supplier is using one of Pep Boys preferred LTL carriers this requirement is waved (PPD or Collect). Driver unload applies to any truckload that is PPD, or LTL shipments on non-approved carriers.

Section IV – Physical Load Requirements

Carton Markings, Labeling, and Packaging

1. Each master case (shipping container) must be plainly marked with the manufacturer part number and quantity enclosed.
2. If all cartons on the skid are from the same purchase order number, a label showing the Pep Boys purchase order number must be affixed to the outside of the cartons. Labels applied to the shrink-wrap are not in compliance.
3. If multiple purchase orders are shipped on the same pallet, each carton must be marked with the Pep Boys purchase order number and outside of the pallet marked “Multiple PO Pallet”.

Physical Palletizing of Freight

1. All inbound freight must be palletized on to a M-grade #2, 4-way pallet, either 48” x 40” or 48” x 42”. (Stringer length X Deck length) Pallets must not have loose or broken boards, split stringers, or exposed nails. Pallets that do not conform to this standard will result in a non-compliance violation FOR EACH PALLET.
2. All freight must be effectively shrink-wrapped on to pallet in order to safely secure merchandise and eliminate load shifting during transportation.
3. When shipping multiple purchase orders on the same shipment, please segregate the purchase orders by PO #, by pallet
4. For small shipments of multiple Purchase orders, segregate by purchase order number, then by manufacturer part number. Do not consolidate like part numbers from multiple purchase orders on the same pallet. Please mark each carton with the Pep Boys purchase order number and mark outside of pallet “mixed/multiple PO”. Double stacking single sku pallets does not constitute a mixed pallet.
5. When shipping less than full pallet quantities, place merchandise with the largest shipping cubic dimensions at pallet bottom, working through to merchandise with the smallest cubic dimensions placed on top of pallet.
6. Pallets of a single part number are restricted to a maximum of forty-two inches (42”) in height. Suppliers may ask for exemptions to this rule by contacting the Supplier Compliance team or the Transportation department. Pallets comprised of multiple part numbers are exempt from this rule as long as they are labeled “mixed pallet”.

Section V – Pep Boys’ Carrier Guide

The Pep Boys TMS automatically assigns the correct carrier to a pickup, so collect vendors do not have to use this guide under normal business conditions. We have provided this section as a backup for the suppliers to use in case the TMS is down.

Collect vendors must use the carrier for the specific lanes as indicated in the matrix tables starting on Page 12 in order to avoid any chargebacks for non-compliance to specified carriers. Prepaid vendors must use one of the eight PREFERRED carriers listed below. Any prepaid LTL shipment on a carrier other than one of the eight listed below will result in a non-compliance chargeback.

PREFERRED CARRIERS:

The preferred carriers for Pep Boys are as follows:

National

Old Dominion
FEDX National (Watkins)

Regional

New Penn
SAIA
Vitran
USF Holland
Dependable Highway Express (DHE)
USF Reddaway

Carrier Contact information is listed on the next page of the guide.

How to Use the Matrix Tables:

For Shipments Into a Pep Boys DC

1. Turn to the DESTINATION DC page indicated below.
2. Using the table on the left hand side of the sheet titled “Inbound Routings” find the state that the origin (where the shipment is shipping from).
3. Use the carrier indicated in same row the table.

Use these carriers as indicated on the following routing guides (Pages 12 – 16):

Page 12: Chester, NY

Page 13: McDonough, GA

Page 14: Plainfield, IN

Page 15: Mesquite, TX

Page 16: San Bernardino, CA

The provinces for Canada are not noted on the individual Distribution Center matrix. Any shipment from Canada to any Pep Boys’ Distribution Center is to ship **only on Old Dominion**.

If at any time you are required to ship directly to Puerto Rico instead of a Distribution Center, please follow the instructions in Section VI noted “To/From PR”. Based on the origin state, the carriers would be either New Penn or Old Dominion.

Carrier Contact Information

Old Dominion Freight Lines (ODFL)

National Account Representative:	Cecil Thompson
E-mail Address:	Cecil.Thompson@odfl.com
Office Phone:	407-321-0222
Fax:	407-321-0035
National Customer Service Phone:	800-235-5569
Web Address:	http://www.odfl.com

Watkins Freight Lines (WWAT)

National Account Representative:	William Morrisroe
E-mail Address:	William.morrisroe@watkins.com
Office Phone:	888-280-2574
Fax:	888-280-2574
National Customer Service Phone:	800-274-9099
Web Address:	http://www.mywatkins.com

New Penn (NPME)

National Account Representative:	Michael Krochta
E-mail Address:	Mike.krochta@rdreg.com
Office Phone:	908-638-8377
Fax:	773-824-2351
National Customer Service Phone:	800-285-5000
Web Address:	http://www.mynewpenn.com

SAIA (SAIA)

National Account Representative:	Juan Barroso
E-mail Address:	jbarroso@saia.com
National Customer Service Phone:	800-765-7242
Web Address:	http://www.saia.com

Vitran (VITR)

National Account Representative:	Tom Browning
E-mail Address:	browningt@vitranexpress.com
Office Phone:	763-913-3450
Fax:	763-913-3451
National Customer Service Phone:	800-967-3331
Web Address:	http://www.vitranexpress.com

Carrier Contact Information (Continued)

USF Holland (HMES)

National Account Representative:	Mike Krochta
E-mail Address:	Mike.krochta@yrcreg.com
Office Phone:	908-638-8377
National Customer Service Phone:	800-456-6322
Web Address:	http://www.usfprocessors.com

Dependable highway Express – DHE - (DPHE)

National Account Representative:	George DeLuca
E-mail Address:	gdeluca@dependableinc.com
Office Phone:	510-475-8000
Fax:	510-475-8111
National Customer Service Phone:	323-526-2222
Web Address:	http://www.dependableinc.com

USF Reddaway (RETL)

National Account Representative:	Mike Krochta
E-mail Address:	Mike.krochta@yrcreg.com
Office Phone:	908-638-8377
National Customer Service Phone:	800-395-1360
Web Address:	http://www.usfprocessors.com

LTL Routing Guide for Chester, NY

Inbound Routings	
Carrier	Origin State
Old Dominion	AL
Old Dominion	AR
Old Dominion	AZ
Old Dominion	CA
Old Dominion	CO
New Penn	CT
New Penn	DE
Old Dominion	FL
Old Dominion	GA
Old Dominion	IA
Old Dominion	ID
Old Dominion	IL
Old Dominion	IN
Old Dominion	KS
Old Dominion	KY
Old Dominion	LA
New Penn	MA
New Penn	MD
New Penn	ME
Old Dominion	MI
Old Dominion	MN
Old Dominion	MO
Old Dominion	MS
Old Dominion	MT
Old Dominion	NC
Old Dominion	ND
Old Dominion	NE
New Penn	NH
New Penn	NJ
Old Dominion	NM
Old Dominion	NV
New Penn	NY
Old Dominion	OH
Old Dominion	OK
Old Dominion	ON
Old Dominion	OR
Old Dominion	PA
New Penn	RI
Old Dominion	SC
Old Dominion	SD
Old Dominion	TN
Old Dominion	TX
Old Dominion	UT
Old Dominion	VA
New Penn	VT
Old Dominion	WA
Old Dominion	WI
Old Dominion	WV
Old Dominion	WY

Outbound Routings	
Carrier	Destination State
Old Dominion	AL
Old Dominion	AR
Old Dominion	AZ
Old Dominion	CA
Old Dominion	CO
New Penn	CT
New Penn	DE
Old Dominion	FL
Old Dominion	GA
Old Dominion	IA
Old Dominion	ID
Old Dominion	IL
Old Dominion	IN
Old Dominion	KS
Old Dominion	KY
Old Dominion	LA
New Penn	MA
New Penn	MD
New Penn	ME
Old Dominion	MI
Old Dominion	MN
Old Dominion	MO
Old Dominion	MS
Old Dominion	MT
Old Dominion	NC
Old Dominion	ND
Old Dominion	NE
New Penn	NH
New Penn	NJ
Old Dominion	NM
Old Dominion	NV
New Penn	NY
Old Dominion	OH
Old Dominion	OK
Old Dominion	ON
Old Dominion	OR
Old Dominion	PA
New Penn	RI
Old Dominion	SC
Old Dominion	SD
Old Dominion	TN
Old Dominion	TX
Old Dominion	UT
Old Dominion	VA
New Penn	VT
Old Dominion	WA
Old Dominion	WI
Old Dominion	WV
Old Dominion	WY

LTL Routing Guide for McDonough, GA

Inbound Routings	
Carrier	Origin State
Old Dominion	AL
Old Dominion	AR
Old Dominion	AZ
Old Dominion	CA
Watkins	CO
Old Dominion	CT
Old Dominion	DE
Old Dominion	FL
Old Dominion	GA
Watkins	IA
Watkins	ID
Watkins	IL
USF Holland	IN
Watkins	KS
USF Holland	KY
Old Dominion	LA
Old Dominion	MA
Old Dominion	MD
Old Dominion	ME
USF Holland	MI
Watkins	MN
Watkins	MO
Old Dominion	MS
Watkins	MT
Old Dominion	NC
Watkins	ND
Watkins	NE
Old Dominion	NH
Old Dominion	NJ
Old Dominion	NM
Old Dominion	NV
Old Dominion	NY
USF Holland	OH
Old Dominion	ON
Watkins	OR
Old Dominion	OK
Old Dominion	PA
Old Dominion	RI
Old Dominion	SC
Watkins	SD
Old Dominion	TN
Old Dominion	TX
Watkins	UT
Old Dominion	VA
Old Dominion	VT
Watkins	WA
Watkins	WI
Old Dominion	WV
Watkins	WY

Outbound Routings	
Carrier	Destination State
Old Dominion	AL
Old Dominion	AR
Old Dominion	AZ
Old Dominion	CA
Watkins	CO
Old Dominion	CT
Old Dominion	DE
Old Dominion	FL
Old Dominion	GA
Watkins	IA
Watkins	ID
Watkins	IL
USF Holland	IN
Watkins	KS
USF Holland	KY
Old Dominion	LA
Old Dominion	MA
Old Dominion	MD
Old Dominion	ME
USF Holland	MI
Watkins	MN
Watkins	MO
Old Dominion	MS
Watkins	MT
Old Dominion	NC
Watkins	ND
Watkins	NE
Old Dominion	NH
Old Dominion	NJ
Old Dominion	NM
Old Dominion	NV
Old Dominion	NY
USF Holland	OH
Old Dominion	ON
Watkins	OR
Old Dominion	OK
Old Dominion	PA
Old Dominion	RI
Old Dominion	SC
Watkins	SD
Old Dominion	TN
Old Dominion	TX
Watkins	UT
Old Dominion	VA
Old Dominion	VT
Watkins	WA
Watkins	WI
Old Dominion	WV
Watkins	WY

LTL Routing Guide for Plainfield, IN

Inbound Routings	
Carrier	Origin State
Old Dominion	AL
Watkins	AR
Old Dominion	AZ
Old Dominion	CA
Watkins	CO
Old Dominion	CT
Old Dominion	DE
Old Dominion	FL
USF Holland	GA
Vitran	IA
Watkins	ID
Vitran	IL
USF Holland	IN
Vitran	KS
USF Holland	KY
Watkins	LA
Old Dominion	MA
Old Dominion	MD
Old Dominion	ME
USF Holland	MI
Vitran	MN
Vitran	MO
Old Dominion	MS
Watkins	MT
Old Dominion	NC
Watkins	ND
Vitran	NE
Old Dominion	NH
Old Dominion	NJ
Old Dominion	NM
Old Dominion	NV
Old Dominion	NY
USF Holland	OH
Watkins	OK
Old Dominion	ON
Old Dominion	OR
USF Holland	PA
Old Dominion	PQ
Old Dominion	RI
Old Dominion	SC
Vitran	SD
Old Dominion	TN
Watkins	TX
Watkins	UT
Old Dominion	VA
Old Dominion	VT
Old Dominion	WA
Vitran	WI
Old Dominion	WV
Watkins	WY

Outbound Routings	
Carrier	Destination State
Old Dominion	AL
Watkins	AR
Old Dominion	AZ
Old Dominion	CA
Watkins	CO
Old Dominion	CT
Old Dominion	DE
Old Dominion	FL
USF Holland	GA
Vitran	IA
Watkins	ID
Vitran	IL
USF Holland	IN
Vitran	KS
USF Holland	KY
Watkins	LA
Old Dominion	MA
Old Dominion	MD
Old Dominion	ME
USF Holland	MI
Vitran	MN
Vitran	MO
Old Dominion	MS
Watkins	MT
Old Dominion	NC
Watkins	ND
Vitran	NE
Old Dominion	NH
Old Dominion	NJ
Old Dominion	NM
Old Dominion	NV
Old Dominion	NY
USF Holland	OH
Watkins	OK
Old Dominion	ON
Old Dominion	OR
USF Holland	PA
Old Dominion	PQ
Old Dominion	RI
Old Dominion	SC
Vitran	SD
Old Dominion	TN
Watkins	TX
Watkins	UT
Old Dominion	VA
Old Dominion	VT
Old Dominion	WA
Vitran	WI
Old Dominion	WV
Watkins	WY

LTL Routing Guide for Mesquite, TX

Inbound Routings	
Carrier	Origin State
Old Dominion	AL
SAIA	AR
SAIA	AZ
SAIA	CA
Watkins	CO
Old Dominion	CT
Old Dominion	DE
SAIA	FL
Old Dominion	GA
Old Dominion	IA
Watkins	ID
Watkins	IL
Watkins	IN
Old Dominion	KS
Watkins	KY
SAIA	LA
Old Dominion	MA
Old Dominion	MD
Old Dominion	ME
Watkins	MI
Watkins	MN
Watkins	MO
SAIA	MS
Watkins	MT
Old Dominion	NC
Watkins	ND
Watkins	NE
Old Dominion	NH
Old Dominion	NJ
SAIA	NM
SAIA	NV
Old Dominion	NY
Watkins	OH
SAIA	OK
Old Dominion	ON
Watkins	OR
Old Dominion	PA
Old Dominion	RI
Old Dominion	SC
Watkins	SD
Old Dominion	TN
SAIA	TX
Watkins	UT
Old Dominion	VA
Old Dominion	VT
Watkins	WA
Watkins	WI
Old Dominion	WV
Watkins	WY

Outbound Routings	
Carrier	Destination State
Old Dominion	AL
SAIA	AR
SAIA	AZ
SAIA	CA
Watkins	CO
Old Dominion	CT
Old Dominion	DE
SAIA	FL
Old Dominion	GA
Old Dominion	IA
Watkins	ID
Watkins	IL
Watkins	IN
Old Dominion	KS
Watkins	KY
SAIA	LA
Old Dominion	MA
Old Dominion	MD
Old Dominion	ME
Watkins	MI
Watkins	MN
Watkins	MO
SAIA	MS
Watkins	MT
Old Dominion	NC
Watkins	ND
Watkins	NE
Old Dominion	NH
Old Dominion	NJ
SAIA	NM
SAIA	NV
Old Dominion	NY
Watkins	OH
SAIA	OK
Old Dominion	ON
Watkins	OR
Old Dominion	PA
Old Dominion	RI
Old Dominion	SC
Watkins	SD
Old Dominion	TN
SAIA	TX
Watkins	UT
Old Dominion	VA
Old Dominion	VT
Watkins	WA
Watkins	WI
Old Dominion	WV
Watkins	WY

LTL Routing Guide for San Bernardino, CA

Inbound Routings	
Carrier	Origin State
Old Dominion	AL
SAIA	AR
DHE	AZ
DHE	CA
USF Reddaway	CO
Old Dominion	CT
Old Dominion	DE
Old Dominion	FL
Old Dominion	GA
Old Dominion	IA
USF Reddaway	ID
Old Dominion	IL
Old Dominion	IN
Old Dominion	KS
Old Dominion	KY
SAIA	LA
Old Dominion	MA
Old Dominion	MD
Old Dominion	ME
Old Dominion	MI
Old Dominion	MN
Old Dominion	MO
Old Dominion	MS
USF Reddaway	MT
Old Dominion	NC
Old Dominion	ND
Old Dominion	NE
Old Dominion	NH
Old Dominion	NJ
SAIA	NM
DHE	NV
Old Dominion	NY
Old Dominion	OH
SAIA	OK
Old Dominion	ON
USF Reddaway	OR
Old Dominion	PA
Old Dominion	RI
Old Dominion	SC
Old Dominion	SD
Old Dominion	TN
SAIA	TX
USF Reddaway	UT
Old Dominion	VA
Old Dominion	VT
USF Reddaway	WA
Old Dominion	WI
Old Dominion	WV
USF Reddaway	WY

Outbound Routings	
Carrier	Destination State
Old Dominion	AL
SAIA	AR
DHE	AZ
DHE	CA
USF Reddaway	CO
Old Dominion	CT
Old Dominion	DE
Old Dominion	FL
Old Dominion	GA
Old Dominion	IA
USF Reddaway	ID
Old Dominion	IL
Old Dominion	IN
Old Dominion	KS
Old Dominion	KY
SAIA	LA
Old Dominion	MA
Old Dominion	MD
Old Dominion	ME
Old Dominion	MI
Old Dominion	MN
Old Dominion	MO
Old Dominion	MS
USF Reddaway	MT
Old Dominion	NC
Old Dominion	ND
Old Dominion	NE
Old Dominion	NH
Old Dominion	NJ
SAIA	NM
DHE	NV
Old Dominion	NY
Old Dominion	OH
SAIA	OK
Old Dominion	ON
USF Reddaway	OR
Old Dominion	PA
Old Dominion	RI
Old Dominion	SC
Old Dominion	SD
Old Dominion	TN
SAIA	TX
USF Reddaway	UT
Old Dominion	VA
Old Dominion	VT
USF Reddaway	WA
Old Dominion	WI
Old Dominion	WV
USF Reddaway	WY

Section VI – Procedures & Routing Guide for Shipping Product From Property Management Vendors, Special Order Vendors, To New & Existing Stores & Holding Houses. Also to be used for Transfers Between stores

These procedures are to be followed by any vendor shipping LTL direct to stores or any store-to-store transfers, which are under the direction of Pep Boys’ personnel. Vendors must comply with this guide when Pep Boys’ is paying for the freight. If freight should be PPD and the vendor determines the carrier, we would ask the vendor to adhere to the suggested routing guide. The only carriers that are approved for PPD vendors to use other than the preferred carriers are as follows:

Carrier Phone Numbers:	States Covered:
DHE – 909-923-0065	AZ, CA, NV
Old Dominion – 407-321-0222	All States
New Penn – 1-800-285-5000	ME, NH, VT, MA, RI, CT, NY, NJ, PA
SAIA – 1- 800-851-2851	AR, LA, NM, OK, TX
USF Holland – 845-567-1090	OH, IN, PA, MI, KY
USF Reddaway – 845-567-1090	WA, OR, WY, ID, MT, CO, UT
Vitran – 317-803-4080	ND, SD, NE, KS, IA, MO, IL, MN, WI
Watkins – 1-800-274-9099	All States

To/From: Canada – All Provinces: Old Dominion

**To/From PR: New Penn (ME, NH, VT, MA, RI, CT, NY, NJ, PA)
Old Dominion (All other states not listed above)**

The following guidelines are to be followed:

- LTL constitutes any shipment over 150 lbs. Under 150 lbs, ship UPS. If you routinely ship with a small package carrier and the freight terms are collect, you may use our UPS program. If you should need our account number to do so, please call the Transportation Dept. @ 215-430-9367 or 215-430-9172. It is not acceptable to ship PPD and ADD.
- This guide is to be used to determine carrier selection on shipments from the vendor location into any Pep Boys’ locations, (new stores, existing stores, warehouses, designated third-party destinations). If the product is to be shipped to a new store, which has not yet opened, do not have the shipping origin put the store number on the bill; the holding house must be named as the destination.
- **The routing guide must be followed whenever PEP BOYS’ is responsible for the freight charges.**
- **Anything over 14 pallets or over 8,000 lbs.,** please call the transportation department. If you need assistance in scheduling a truckload pickup, please call our department at least (72) hours prior to the pickup. For truckload assistance, questions, or concerns, please call the Operations Logistics Manager at 215-430-9172 or Logistics Coordinators at 215-430-9833, or 215-430-4384.

In addition, the following requirements must strictly be adhered to when completing the carrier bill of lading:

- Bill of Lading to be noted as **freight collect, bill 3rd party** to any PEP BOYS' location, holding house or a non-Pep Boys' location, & billed to **PEP BOYS c/o IPS Worldwide, PO Box 730321, Ormond Beach, FL 32174.**
- **The BOL MUST include instructions regarding the Pep Boys' requirements in the Special Instructions section of the BOL.**

Bill of Lading (BOL) / Freight Bill (FB) / Delivery Receipt – Proof of Delivery (DR / POD) Requirements

1. A BOL must be used to document the movement of freight from the supplier to the carrier. The BOL may be a written document created by the supplier's staff or by the supplier's system, an electronic EDI document by the supplier's system to the carrier, or entered into the carrier's WEB site by the supplier's staff.
2. The LTL carrier's PRO Number must be noted on the supplier's BOL copy. BOL's submitted to dispute compliance violations must show the carrier PRO number label.
3. Each shipment must be identified with a unique shipment ID number. This can be a BOL Number, Invoice Number, Supplier Order number, etc. This unique shipment ID number must appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys.
4. For all LTL Shipments, the FAK or National Motor Freight Classification must appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys.
5. All purchase order numbers included in the shipment must appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys. It is the supplier's responsibility to assure that the PO numbers appear.
6. Freight terms (Pre-Paid or Collect) MUST appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys.
7. The Total Number of Cartons being shipped MUST appear on the shipping document (Delivery Receipt) presented at delivery to Pep Boys. **DO NOT LIST PALLETS BEING SHIPPED.** Listing a pallet count exposes the shipment to in transit shrink (theft).
8. The supplier's BOL must include the following in the "Special Instructions" section of the document:
 - A. "Delivery Appointment Required. Call Pep Boys Distribution Center 72 hours in advance of estimated arrival date to secure delivery appointment."
 - B. "BOL Number, and all Purchase Order Numbers MUST appear on the delivery documents."

Bill of Lading (BOL) Please refer to the hyperlink below for samples and instructions for a Standard Bill if Lading. Once you have accessed the Vics Website, click on Standards, click on BOL on left side of menu, and then click on Download – Vics Standard BOL. (Word Document)

<http://www.vics.org/home>

Puerto Rico BOL Instructions:

- On the BOL, please follow these same billing instructions as indicated above.
 - Excise tax to be paid under Pep Boys' Bond. Bond #P01409, Tax ID #23-096-2915.
 - The commercial invoice is to be prepared by the vendor and it is to include the carrier pro # as proof of pickup and the Pep Boys' PO #.
 - Shipments not requiring a formal SED due to value must state on the BOL that the shipment value is less than \$2,500. Otherwise a SED will be required.
 - Give one copy to the carrier, fax one copy to our tax department at 215 430-4658. The carrier will prepare all necessary export documentation based on your commercial invoice.
 - Label (2) sides of shipment with Pep Boys' PO #.
-
- On the Domestic BOL, please follow the same billing instructions as indicated above.
 - Excise tax to be paid under PEP BOYS' bond. Bond #P01409, tax ID #23-096-2915.
 - The commercial invoice is to be prepared by the vendor and it is to include the carrier pro # as proof of pickup and the Pep Boys' PO #.
 - Shipments not requiring a formal SED due to value must state on the BOL that the shipment value is less than \$2500. Otherwise a SED will be required.
 - Give one copy to the carrier; fax one copy to our tax department at 215-430-4658. The carrier will prepare all necessary export documentation based on your commercial invoice.
 - Label (2) sides of shipment with Pep Boys' Store#, address & PO #.