



Import Vendor Requirements

2010
Version 1.3



Index

Vendor Information Requirements pg. 3

Cargo Marking Requirements pg. 6

Documentation Requirements pg. 7

**Small Engine Vendors (ATVs, Scooters, Generators)
pg 11.**

Container Utilization pg. 13

Container Inspection pg. 14

Agility ISF Forms pg. 16

Contacts pg.27

Vendor Information Requirements

Pursuant to U.S. Customs law and regulations, we require the submission of these data elements prior to exportation:

- 1. Foreign Factory or Office Address**
- 2. Point of Contact for Foreign Address**
- 3. U.S. Office or Liaison Address**
- 4. Point of Contact for U.S. Address**

The following forms must be completed and returned to the International Logistics Coordinator.

10 + 2 Ruling Additional Information Request

Factory/Manufacturer Information

Name: _____

Address: _____

City: _____

Country: _____

Contact Name and Phone Number: _____

Container Loading Facility Information

Name: _____

Address: _____

City: _____

Country: _____

Contact Name and Phone Number: _____

I, _____ of _____
do hereby certify that the information provided is correct to the
best of my knowledge.

Name: _____

Capacity: _____

Signature: _____

Date: _____

U.S. Liaison or Office Information

Name: _____

Address: _____

City: _____

Country: _____

Contact Name and Phone Number: _____

I, _____ of _____
do hereby certify that the information provided is correct to the
best of my knowledge.

Name: _____

Capacity: _____

Signature: _____

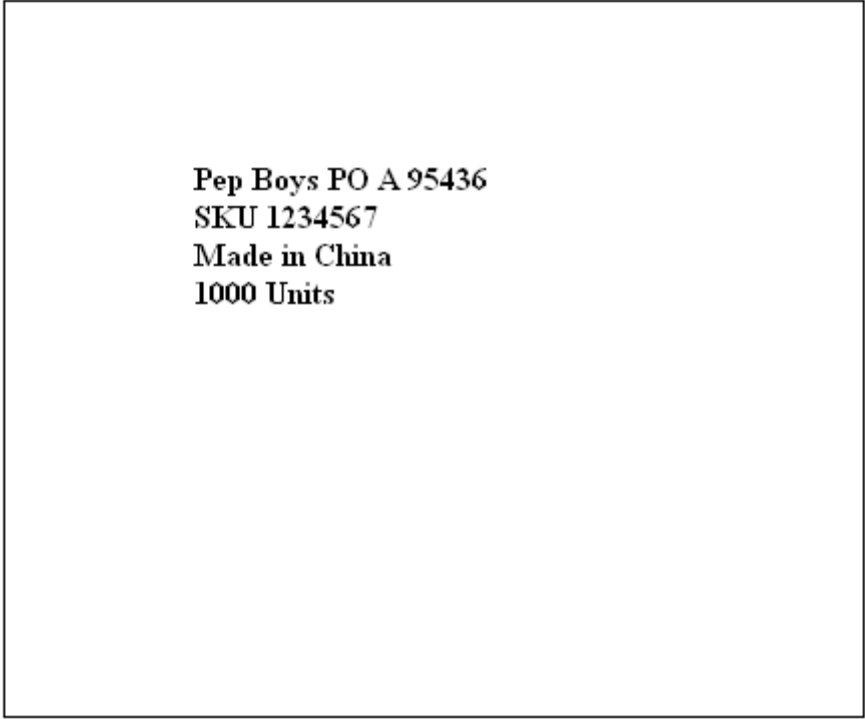
Date: _____

Import Cargo Marking Requirements

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

- Pep Boys PO number
- Pep Boys SKU
- Country of Origin
- Quantity of Units

Example



Pep Boys PO A 95436
SKU 1234567
Made in China
1000 Units

Documentation Requirements

Import Commercial / Shipping Document Requirements

According to US Customs regulations, we ask that the following data elements are included on all shipping documents for every shipment and submitted to Agility upon freight delivery:

Commercial Invoice

- Foreign factory or mailing address
- US office or mailing address
- Pep Boys Address
- Terms of Sale
- Country of Origin for the goods
- Pep Boys PO Number
- Pep Boys SKU (Stock Keeping Unit)
- Manufacturers Item Number
- Accurate and precise description of goods
- Unit price per item
- Quantity per item
- Total quantity per invoice
- Total value in US Dollars
- Signature of the preparer
- Date Prepared
- Mode of Transportation

Packing List

- Foreign factory or mailing address
- US office or mailing address
- Country of Origin for the goods
- Pep Boys PO Number
- Pep Boys SKU (Stock Keeping Unit)
- Manufacturers Item Number
- Accurate and precise description of goods
- Quantity per item
- Unit weight
- Gross weight in KGS
- Net weight in KGS
- Total Measurements in CBM

- Total units shipped
- Container number
- Date Prepared
- Mode of Transportation

Container Manifest

- Container number
- Pep Boys PO Number
- Container Size
- Line list of:
 - Pep Boys SKU
 - Manufacturer Item Number
 - 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 attached inside the door of the container or attached to the last pallet in the container.

SAMPLE COMMERCIAL INVOICE

2/22/2008

Invoice No: 1

Shipper/Exporter:

Foreign Trading Company of Asia Ltd.
123654 Overseas Industrial Area
Shanghai , China 008895

Auto Parts Supplier USA

123654 Main Street
Anytown, USA 123546

Consignee/ Notify Party:

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

Ship To:

Pep Boys -SCDC
300 South Tippecanoe Avenue
San Bernadino, CA 92408

Terms:

FOB Shanghai

Mode of Transportation:

Ocean

Country of Origin:

China

Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
Y23665 Mfg# 2531	Plastic Steering Wheel Covers	15	\$ 1.75	\$26.25
A17568 Mfg# 987	Nylon Car Mats	25	\$4.50	\$112.50
W36985 Mfg#12	Aluminum Wheels For passenger vehicles	50	\$100	\$5000.00
T78956 Mfg#658	Car Air Fresheners	1000	\$0.27	\$270
Total:		1090 units		\$5408.75

Prepared By _____

SAMPLE PACKING LIST

2/22/2008

Packing List No: 1

Shipper/Exporter:

Foreign Trading Company of Asia Ltd.
123654 Overseas Industrial Area
Shanghai , China 008895

Auto Parts Supplier USA

123654 Main Street
Anytown, USA 123546

Consignee/ Notify Party:

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

Ship To:

Pep Boys -SCDC
300 South Tippecanoe Avenue
San Bernadino, CA 92408

Terms:

FOB Shanghai

Mode of Transportation:

Ocean

Country of Origin:

China

Container No:

ABCDEF612345687

Marks & Nos	Description	Qty	Unit Weight	Gross Weight	Net Weight	Dimensions
Y23665 Mfg# 2531	Plastic Steering Wheel Covers	15	0.236	4.5392	3.5392	0.041
A17568 Mfg# 987	Nylon Car Mats	25	1.12	34.019	28.0005	23.64
W36985 Mfg#12	Aluminum Wheels For passenger vehicles	50	8.5	453.59	425.334	12
T78956 Mfg#658	Car Air Fresheners	1000	0.009	11.793	9.568	0.01
		units		kgs	kgs	cbm
		1090		503.944	466.4417	35.689

Prepared By: _____

SAMPLE CONTAINER MANIFEST

Container Size: 20 FT
Container No: ABCDEFG12345687
Container Weight: 1789kgs
Container Volume: 35.689cbm
Contents: Y23665, A17568, W36985, T78956

Marks & Nos	Description	Qty	Unit Weight	Gross Weight	Net Weight	Dimensions
Y23665 Mfg# 2531	Plastic Steering Wheel Covers	15	0.236	4.5392	3.5392	0.041
A17568 Mfg# 987	Nylon Car Mats	25	1.12	34.019	28.0005	23.638
W36985 Mfg#12	Aluminum Wheels For passenger vehicles	50	8.5	453.59	425.334	12
T78956 Mfg#658	Car Air Fresheners	1000 units	0.009	11.793 kgs	9.568 kgs	0.01 cbm
		1090		503.944	466.4417	35.689

Prepared By: _____

Small Engine Vendors

Vendors with items that have engines (generators, ATVs, Scooters, Air compressors) require the below listed additional data elements and documentation:

Invoice requirements

1. Full description of the generator or air compressor, including wattage/horsepower.
2. Include engine family number to the commercial invoice to match the Certificate of Conformity.
3. A complete listing of the engine serial numbers for the purchase order in addition to the commercial invoice and packing list.

Documents

Based on the commodity these documents are necessary:

Generators

- **EPA Form 3520-21**
- **Certificate of Conformity**

ATVs/ Scooters

Street Legal

- **EPA Form 3520-1**
- **Certificate of Conformity**
- **Dot Form HS-7 box 2A Checked**

Off Road

- **EPA Form 3520-21**
- **Certificate Of Conformity**
- **DOT Form HS-7 box 8 Checked**

Container Utilization

The chart below is our recommended container utilization. This varies depending on the commodity.

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

Required 7 Point Container Inspection

CONTAINER SECURITY INSPECTION GUIDELINES

**To fortify the security of our supply chain we must monitor the physical integrity of all containers and trailers delivered for export to Pep Boys
All containers are subject to the following seven point inspection upon delivery.**

- 1. Front wall**
- 2. Left side**
- 3. Right side**
- 4. Floor**
- 5. Ceiling/Roof**
- 6. Inside/Outside Doors**
- 7. Outside/ Undercarriage**

The following sheet must be completed upon loading the container and delivered with the commercial documents.



Container Physical Integrity Delivery Sheet

Inspector _____
 Capacity _____
 Date + Time _____
 Container No _____
 Seal No _____
 Carrier _____

Please check the appropriate box regarding the condition of the container or trailer. If yes is selected, please describe the damage below.

	Damage Assessment	
	Yes	No
Container Inspection		
Front Wall		
Left Side		
Right Side		
Floor		
Ceiling/Roof		
Inside/Outside Doors		
Outside/Undercarriage		

I have inspected the above listed container/trailer.

Signature _____ Date _____



We're car people.

Agility 10+2 ISF Transit Cargo Data Forms

Transit Cargo Form Instructions

ISF Transit Cargo (I.E. and T&E) Data Element Definitions and Form Instructions

The ISF Transit Cargo (I.E. and T&E) form must be used for shipments manifested to discharge in the United States and be immediately exported under bond from the United States. Exportation of these shipments is arranged by filing an “Immediate Exportation” (IE) entry or a Transportation & Exportation (T&E) entry.

This form must not be used for shipments discharged in the United States and being entered for consumption.

****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:

1. Booking Party Name and Address

The complete name and address of the party who initiates the reservation of the cargo space for the shipment must be reported.

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

2. The Ship to Name & Address

This is the name & address that the goods are being shipped to must be reported.

Name:
Address Line 1:
Address Line 2:

City:
State:
Country:
ZIP Code

ISF Transit Cargo (I.E. and T&E) Data Element Definitions and Form Instructions

3. *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.

HTS Number(s)

4. *Foreign Port of Unlading*

The port code for the foreign port of unlading at the intended final destination must be reported. The Bureau of Census "Schedule K" code identifying the foreign port will be accepted.

5. *Place of Delivery*

This is the foreign location where the carrier's responsibility for the transport of the goods terminates. The "City" code for the place of delivery must be entered. UN Location codes and Bureau of Census "Schedule K" codes are acceptable.

Transit Cargo Form

ISF Transit Cargo (I.E. and T&E) Form

1. Booking Party Name & Address	
Name:	
Address Line 1	
Address Line 2	
City:	
Country:	
Postal Code/Zip Code	

2. Ship To Name & Address	
Name:	
Address Line 1	
Address Line 2	
City:	
Country:	
Postal Code	

3. Harmonized Tariff #	3. Harmonized Tariff #	3. Harmonized Tariff #	3. Harmonized Tariff #

4. Foreign Port of Unlading	5. Place of Delivery
------------------------------------	-----------------------------

(Schedule K Port Code)
/ Schedule K)

(City Code / Un Location Code

Regular Shipment Form Instructions

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.

****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:

1. *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:

2. *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

Regular Shipment ISF Data Element Definitions and Form Instructions

3. *The Name & Address of the Seller*

The complete name and address of the last known entity by 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:
Country:
Postal Code:

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

4. *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.

5. *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.

If the ship to address is unknown, the *FIRMS Code* of a Container Freight Station, Warehouse or Terminal where the goods will be unladen from the vessel in the United States or an in-land distribution center the goods are being delivered to may be provided.

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

FIRMS Code:

Regular Shipment ISF Data Element Definitions and Form Instructions

6. *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.

7. *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.

8. *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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Regular Shipment ISF Form Data Element Definitions and Instructions

9. *The Name & Address of the 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

Regular Shipment Form

Regular Shipment ISF Form Page 1 of 2

*Bill of Lading Number:	
1.Importer of Record Number:	
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		Address Line 1	

Address Line 2		Address Line 2	
City		City	
Country		Country	
Postal Code		Postal Code	

Type 04 - Government or Military Shipment
Type 05 - Diplomatic Shipment

Contacts

Please forward all questions or concerns to the persons listed below.

For issues regarding documentation or Customs requirements:

George Pavlichko
Import Specialist – Customs Compliance
Pep Boys Distribution Transportation
Email: George_Pavlichko@pepboys.com
Phone: 215-430-9059
Fax: 215-430-4629

For booking issues please contact our Agility Account Manager:

Jeff McHale
Account Manager
Agility
Email: JMcHale@agilitylogistics.com
Phone: 215-430-4497