



## VENDOR REQUIREMENTS CROSSDOCK CONSOL SHIPMENTS

### PREPARATION

1. Shipment is staged ready for pick up by the “required ship by date”.
2. Shipment is prepared for dispatch in accordance with PEP BOYS Transportation and Shipment Requirements Instructions on the internet (see:<http://info.PEPBOYS.com>)
3. Identify the crossdock location that the product is shipping to. Select the appropriate attached pallet label templates for that destination. Print the labels on the appropriate colored copy paper required for each shipment. Vendor is required to place labels (normal 8.5” X 11” paper) on all 4 sides of the pallet to facilitate expeditious and accurate crossdock sort and outbound shipment consolidation.
4. Pallet must be stretch wrapped tightly to prevent shifting of merchandise intransit.
5. Do not mix PO’s that have different ultimate destinations on the same pallet.
6. Additionally, for shipments destined for the regional crossdock locations, vendor prepares “collect” bill of lading with shipment consignee as shown below:

PEP BOYS (“Location”?) Distribution Center  
Street address  
City, State, Zip  
Phone Number

### **Pallet Label Color Coding is as follows**

PURPLE Paper Label - Texas DC / PO# prefix for this location - T  
GREEN Paper Label - California DC / PO# prefix for this location - L  
BLUE Paper Label- New York DC / PO# prefix for this location - Y  
YELLOW Paper Label - Georgia DC / PO# prefix for this location - A  
WHITE Paper Label - Indiana DC / PO# prefix for this location - W