


# Delivery Request Process

- Select the DC from the Dropdown (The email to send the form to is part of the dropdown)
- Enter the P.O due date
  - If known
- Enter your requested delivery date
- Enter any additional information
- Enter the Carrier name
- Enter a contact name and number at carrier
- Enter the Vendor name
- Enter the P.O. numbers, separated by a comma
- Enter the number of pallets If known
- Enter the number of pieces If known
- Enter the seal # (if applicable)
- Enter the container # (if applicable)

## Reservation Request



Please complete this form and 'save-as' then e-mail to the DC for your delivery slot (the e-mail address for each DC is part of the SELECT DC drop down). You will receive your Delivery appointment and confirmation number via return e-mail within 3 hours.

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### Delivery Information

Select the DC (DC e-mail can be copied from drop down)

P.O.Due Date	What date are you requesting delivery?	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Carrier	Contact name / number
<input type="text"/>	<input type="text"/>

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Vendor

P.O.'s (separate by comma)

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# of Pallets?	<input type="text"/>	# of Pieces (if known)	<input type="text"/>
Seal #	<input type="text"/>	Container #	<input type="text"/>

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**Advance Auto Parts Use Only - Your Delivery Slot and Confirmation Number Are Below**

Confirmation #	<input type="text"/>	Delivery Date / Time	<input type="text"/>
Comments	<input type="text"/>		

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The form will be returned to you within 3 hours, with the bottom section completed. – Confirmation number, delivery time and date, and any additional information.