



SHIPPING REQUIREMENTS GUIDE

July 1, 2019

Contents

| | | |
|-----|---|----|
| 1.0 | MERCHANDISING | 4 |
| A. | Compliance | 4 |
| B. | Order Fill Rates and Lead-Time | 4 |
| C. | Product Shortages and Damages | 5 |
| D. | EDI, Shipments, and Labels | 5 |
| E. | Master Product File | 5 |
| F. | Master Product Data File | 5 |
| G. | Application Specific Catalog Data Expectations (ACES) | 6 |
| H. | Digital Asset Expectations | 6 |
| I. | Product Changes | 8 |
| J. | Vendor Contact Form | 8 |
| K. | Inventory Levels | 8 |
| L. | Quality Discrepancy Compliance | 8 |
| 2.0 | TRANSPORTATION | 9 |
| A. | General Information | 9 |
| B. | Bills of Lading (BOL) | 9 |
| C. | Hazardous Material, Chemical, Liquid Shipments | 10 |
| D. | Advance Preferred Carrier Program | 11 |
| E. | Full Truckload Shipments | 11 |
| 3.0 | DISTRIBUTION CENTERS RECEIVING | 12 |
| A. | Appointment | 12 |
| B. | Receiving Office Contacts | 14 |
| C. | Pallet Requirement (Applies to Advance and CARQUEST Distribution Centers) | 15 |
| D. | Floor-Loaded Containers | 20 |
| E. | Case Labels | 20 |
| F. | Advance Shipping Notification (ASN) – EDI 856 Document | 21 |
| G. | Packing Slip | 22 |
| H. | Backorders | 22 |
| I. | Mis-shipments | 22 |
| 4.0 | DISTRIBUTION CENTERS (RECLAMATION) | 23 |
| A. | General | 23 |

| | | |
|------|---|----|
| B. | Cores | 24 |
| C. | Callbacks of Overstock and Discontinued Merchandise | 24 |
| 5.0 | Electronic Data Interchange Requirements | 25 |
| A. | EDI Requirements | 25 |
| B. | EDI ID's and Contacts | 25 |
| C. | Doc Types | 26 |
| D. | Connection Types | 26 |
| E. | EDI Mapping | 26 |
| F. | EDI Testing | 26 |
| G. | EDI Requirements | 26 |
| 6.0 | GS1 STANDARDS – Product Label | 28 |
| A. | General | 28 |
| 7.0 | INVOICE PREPARATION INSTRUCTIONS | 28 |
| A. | Quantity | 28 |
| B. | Order Numbers | 28 |
| C. | Warehouse Return to Vendor (WRV) | 28 |
| D. | Credit Memos | 28 |
| E. | Mailing Address | 29 |
| 8.0 | REFERENCED DOCUMENTS | 30 |
| 9.0 | PENALTIES | 30 |
| A. | Merchandising | 30 |
| B. | Transportation | 30 |
| C. | Inventory Management | 30 |
| D. | Distribution Centers | 30 |
| E. | Canadian Shipments | 31 |
| F. | EDI Invoices | 31 |
| G. | Digital Assets | 31 |
| H. | Product Data (PIES, PILS, and PIT) | 31 |
| I. | Application Data (ACES) | 32 |
| 10.0 | DEVIATION FROM REQUIREMENTS | 32 |
| 11.0 | COMMON CONTACTS | 33 |

SHIPPING REQUIREMENTS GUIDE

These requirements are incorporated into and are a part of every contract between Advance Stores Company, Incorporated dba Advance Auto Parts (“Advance”) and its Suppliers (“Supplier”). In the event of a conflict between the terms and provisions of these requirements and the terms and provisions of any separate written contract document (the “Purchase Agreement”) between Advance and the Supplier, the provisions of the Purchase Agreement shall govern.

10 MERCHANDISING

A. Compliance

All Suppliers, including domestic, import, and third party, must adhere to all requirements set forth in these guidelines. Any deviation by Supplier without the prior written approval of Advance may, at the sole discretion of Advance, result in penalties as set forth herein and/or loss of all or a portion of Advance business.

B. Order Fill Rates, On Time Delivery/Shipment, and Lead-Time

1. Advance Auto Parts

- a. Order Fill Rates: Minimum order fill expectation is 97%, any expectation outside the latter parameter will be noted on the Exhibit B of the Purchase Agreement. Shipments are not considered complete until the agreed on minimum order fill has been reached or exceeded. Fines will be calculated for each individual SKUs period fill % regardless of Supplier total period fill %.
- b. On Time Delivery: Prepaid shipments should arrive on or before the Purchase Order due date and/or the delivery date provided by the DC scheduling team. Lead-times shall be used by the Advance Inventory Management Team to establish due dates on Purchase Orders. If the due date on the POs are inconsistent with the agreed upon lead times, it is the responsibility of the Vendor to collaborate with Inventory Management to correct this discrepancy.
 - AAP utilizes a drop/hook process with pre-approved suppliers. Any supplier interested in participating in the drop/hook program will be considered on a case-by-case basis.
- c. On Time Shipment: Collect shipments should be prepared and ready for pickup by the date provided in the routing instructions provided by the AAP Transportation Department. Missed and delayed shipments shall incur penalties as outlined in Section 9.0 below.
- d. Failure to meet or exceed replenishment PO order fill and lead-times may result in disciplinary actions by Advance up to and including fines outlined in Section 9.0. Advance’s expectations are that Purchase Orders are shipped complete on the scheduled due date and time. Continued failure to meet or exceed lead-times and shipment order fill could result in loss of Supplier status.

2. CARQUEST

- a. Fill % is based on First Fill %, not total PO Fill %. Back Orders are excluded and any PO receipted filled at less than 50% is flagged as Back Order. Fill requirements are negotiated and documented on Exhibit B of the Purchase Agreement. Shipments are not considered complete until the agreed on minimum order fill has been reached or exceeded. CARQUEST On Time Deliveries are determined by the lead time days specified on the Exhibit B. It is the responsibility of the vendor to collaborate with Inventory Management to ensure orders are placed to arrive within the specified lead time regardless of holidays and other predetermined events. Failure to meet or exceed replenishment PO order fill and lead-times may result in disciplinary actions by Advance up to and including penalties .

C. Product Shortages and Damages

Supplier shall recognize and settle all Merchandise Accounts Payable charge backs for concealed product shortages or damages within 45 days after notification by Advance. The Advance Receiving Department will accept delivery of the Supplier's product by pallet/container count, but the product count and merchandise shortages or overages will be determined as product is put away. Any shortages or overages of merchandise will be noted and reconciled by Advance and Supplier in writing. Overages will be treated as receiving the wrong product and could result in financial penalties outlined in Section 9.0.

D. EDI, Shipments and Labels

Supplier warrants that it is 100% capable of meeting the Advance Auto Parts and CARQUEST EDI requirements and implementation based on guidelines and specifications provided. Compliance includes a single ASN per shipment (*all product traveling on the same truck or in the same small parcel container, going to the same location at the same time*) and unique barcode shipping label per handling unit (pallet or small parcel container) as well as meeting UPC label integrity for all levels of packaging.

E. Master Product File

Supplier shall maintain on file with Advance's Merchandising and Inventory Management teams information containing pallet quantities, layer quantities, case quantities, order multiples, weights, dimensions, UPC, case labels, freight requirements, etc., for all Supplier's products shipped to Advance. If any of this information should change, the Supplier shall notify the Advance Category Manager and copy the Advance Inventory Manager along with the Advance PIM team at aappimteam@advance-auto.com in writing a minimum of thirty (30) days prior to the next product shipment. Incorrect or invalid data submitted to the Master Product File could result in penalties outlined in Section 9.0.

- If Advance discovers any discrepancies in master product data, we will notify the Supplier and it is the Supplier's responsibility to respond with an action plan and date for corrective action within 7 days.

F. Master Product Data File

In cases where a Supplier provides Master Product Data at the inner pack level, it is required to also provide Master Product Data at the case pack level.

In cases where a supplier inner pack exists, a supplier must provide Master Product Data for the inner pack level. Inner packs require all of the same data/labels as a case pack.

G. Application Specific Catalog Data Expectations (ACES)

1. Suppliers must maintain a predetermined ACES file deliverable frequency; files must be received on or before the aforementioned deadline which will be established by the Advance Auto Parts Content Services Team. All files must include the current or previous month's VCdb & PCdb. Suppliers that do not include the latter are subject to fines as stated in Section 9.0.
2. Suppliers must update their ACES Vehicle Configuration Database (VCdb) in accordance to Autocare Association's monthly VCdb schedule in order to minimize vehicle table related errors within said XML file. This update includes any new makes and models entering the aftermarket in addition to research for existing makes and models and changes / corrections to vehicle attributes in the VCdb going back to 1943. Suppliers that provide ACES files that do not include the current or previous month's VCdb are subject to fines as stated in Section 9.0.
3. Suppliers must update their ACES Parts Categorization Database (PCdb) in accordance to Autocare Association's bimonthly PCdb schedule in order to minimize dropped part type coverage and/or related part type errors within said XML file. Suppliers that provide ACES files that do not include the current or previous month's scheduled PCdb are subject to fines as stated in Section 9.0.
4. Once a new part number is announced or any correction is performed to an existing application or part number, an updated ACES XML must be delivered with the latter additions / corrections within 30 days of said changes.
5. Obsolete and superseded part numbers must be maintained within the latest ACES XML file for as long as inventory is stocked at the DC and store level; the latter part numbers must include proper notes denoting the change in status.
6. Any change or update concerning our Suppliers' ACES XML file contact must be forwarded to the Advance Acquisition team member within 48 hours of said change. You may contact this team via email at catalogcontent@advance-auto.com.
7. Suppliers must have a dedicated person assigned to all ACES application-related discrepancies. Prompt knowledge and plan of action must be received within 7 days of sending the discrepancy to the Supplier. When ACES data corrections are required, Suppliers must submit a new file by the next file due date.
8. High-impact discrepancies may require an immediate new ACES file as per Advance's Content Services team direction; Advance reserves the right to fine Suppliers if data is not responded to within a 24-48 hour time frame.

H. Digital Asset Expectations

1. All products submitted to Advance must have a primary image. Advance will not assign a SKU number to a new item unless a primary image has been received and approved. Alternate images and additional documentation (installation sheets, service bulletins, MSDS, etc.) must also be submitted where applicable. Only a pre-approval by Advance Merchandising Management and the Digital Assets team will negate this requirement.
2. Suppliers must have a dedicated contact point assigned to all digital asset-related discrepancies. Prompt acknowledgement and plan of action must be received within 7 days of sending the discrepancy to the Supplier. When digital asset data corrections are required, Suppliers must submit a new file along with the corrected metadata within 7 days of the initial discrepancy being sent.
3. Any change or update concerning our Suppliers' digital asset contact must be communicated to the Digital Assets team within 48 hours of the change.
4. Images must be delivered via the Advance Auto Parts SFTP. Suppliers must also submit the associated image metadata via the Digital Assets segment of their PIES or PILS file to the SFTP.
5. Images must comply with Advance Auto Parts' Digital Assets Technical and Visual Specifications and include the proper metadata needed to map the images to their associated part numbers. Digital Asset training will be provided for all Suppliers requiring assistance adhering to Advance's digital asset standard. (*Vendors must be at ≥99% image compliance*).
6. The Digital Asset Specifications include, but are not limited to:
 - a. JPG or TIF file format
 - b. 825x825 or 1500x1500 pixel dimensions
 - c. 300 dpi resolution
 - d. RGB color space
 - e. Images should follow a standardized naming convention with unique filenames for each product based on part number, i.e. VendorNumber_partnumber_orientation.jpg/tif (ex: 12345_ABCfront.jpg)
 - f. Products must be set on a white background (defined as 255R; 255G; 255B)
 - g. No lifestyle, in use or styled photographs (the product should be photographed by itself with no props, models or scenes/backgrounds)
 - h. No watermarks
 - i. No text within the image frame that is not a part of the product itself
 - j. All products that include a box as consumer level packaging must be specific to the item and cannot be representative. For those latter products, three packaging images are requested (front, top, and side) for proper image illustration.
 - k. Representative images (i.e. an image that is an 'exact likeness' of a part number but is not captured from the actual part number being described) will only be accepted if all other image options have been exhausted. Vendors should contact

the Digital Assets team for guidance on submitting representative images.

I. Product Changes

Supplier shall notify the Advance Category Manager and copy the Advance Inventory Manager along with the Advance PIM team at aappimteam@advance-auto.com, in writing, of any product supersessions, consolidations, and packaging changes a minimum of thirty (30) days prior to the next product shipment. A product shall not be canceled from orders due to consolidation, packaging changes and/or supersession, without prior written authorization from the Advance Merchandising department. If any of this information should subsequently change, Suppliers shall notify the Advance Category Manager and copy the Advance Inventory Manager along with the Advance PIM team at aappimteam@advance-auto.com, in writing a minimum of thirty (30) days prior to shipment. Changes in the Supplier's catalog, price sheets or noted by the Supplier on the packing slip are not acceptable notice. Any actions taken by the Supplier which are not in compliance with this procedure shall be subject to penalties as set forth herein.

J. Vendor Contact Form

All Suppliers must complete a "**Vendor Contact Form**" at the time the original Purchase Agreement is negotiated. In addition, any time information included in the Vendor Contact Form changes, a new vendor Contact Form must be submitted by Supplier to Advance with the new/changed information. The Merchandising team will supply this form and be responsible for assuring the updated information is communicated to all areas within Advance which need this information.

K. Inventory Levels

Advance will not carry extra merchandise due to Supplier holidays, system changes, plant closings or moves, company vacations, etc. The Supplier shall present a written notification to the Category Manager and Inventory Manager 45 days prior to any such event explaining how they propose to ensure adequate product supply or services during such time periods. The Supplier shall ship all orders to Advance on schedule. Advance's expectations are 97% order fill delivered on the scheduled due date and time.

L. Quality Discrepancy Compliance

All suppliers must adhere to a maximum response time of 60 days on quality discrepancies sent to them by the quality assurance team. Discrepancies will be sent to vendor contacts via the PRS tool, which notifies the vendor contact via email and provides a link to log into PRS and respond. Incidents that might initiate a QA include, but are not limited to: Product failure on vehicle, product failure prior to installation, miss-boxed product, product not matching OE form/fit/function without suitable description as such in catalog, etc. After 30 days from the initial notice, if the discrepancy is still open and no contact has been made to the quality team by the vendor quality contact, an email will be sent to the vendor quality contact on file, with the AAP/CQ Category Manager cc'd as a reminder. Failure to provide a resolution to the quality

discrepancy within 60 days of the initial discrepancy will constitute a fine in accordance to section 9.0, article A.

2.0 TRANSPORTATION

A. General Information

1. *Advance Inbound Solutions (AIS)*. Advance offers a robust collect freight program AIS. This is our **preferred** transportation model. Participation in the program allows Advance to arrange or provide a routing guide to pick up all freight from our Suppliers. AIS facilitates delivery appointments, and manages all PO deliveries for on-time performance based on proper lead-time into our DCs. To inquire about eligibility into our AIS program, please contact one of our Vendor Logistics Freight Managers at 919-573-3076 or 919-573-3926.
2. *Collect Air, Expedited Shipments*. Typically, not allowed. In the rare instance that an expedited shipment is required, Advance must pre-approve all expedited shipments in writing prior to shipping. Advance will not be responsible for payment of collect air or expedited shipments without this approval. Supplier shall show the name of the Advance representative providing written authorization for the expedited shipment on the BOL. Failure to comply will result in the collect air and expedited shipment charges being charged back to the Supplier's account.
3. *CARQUEST Canada Shipments*. For shipments to CARQUEST Canada Ltd (Schenker), please refer to the section *Product Pallet Labeling – Additional Requirements for Shipments to Canadian facilities Using Schenker*: For consolidated shipments over 25 pounds, address to:

JBF Express
Attn: CARQUEST Canada LTD (Schenker)
4392 Broadway
Depew, NY 14043
U.S.A.

4. *CARQUEST Alaska Shipments*. All Alaska bound shipments are consolidated at (Span Alaska Transportation):

CARQUEST ANCHORAGE DC
c/o Span Alaska Transportation
3815 West Valley Hwy North
Auburn, WA 98001

B. Bills of Lading (BOL)

1. *Merchandise Descriptions*. Merchandise descriptions on all BOL must conform to the national motor freight classification description and class number(s) and shipping container requirements.
2. *Required Information*. All shipping containers, BOL or other receipts must indicate:

- a. Full Supplier name followed by street address, city, state, and zip code.
 - b. Correct freight terms to be applied: "Prepaid", "Collect" or "Third Party Bill-To". "Third Party" only pertains to AIS program suppliers.
 - c. The shipper's name followed by street address, city, state, and zip code.
 - d. All Advance purchase order numbers.
 - e. Number of pieces and pallets and weight (place on BOL only).
 - f. Must provide freight class designation.
 - g. Delivery confirmation appointment number, when applicable.
3. *Destination.* Supplier shall combine all shipments for any Advance distribution center and/or PDQ warehouse on one BOL and one BOL per truck, Any PO number can ONLY ship once. Backorders are not allowed.

C. Hazardous Material, Chemical, Liquid Shipments

1. *General.* When applicable, Supplier shall include SDS (Safety Data Sheets) and placards. All chemical and liquid shipments shall be securely sealed to prevent leaks. Product that is leaking upon arrival to Advance locations may be refused by Advance. In addition, if faulty packaging is the cause of the leak, supplier may be charged for labor required for cleaning the product as well as pallet configuration fines as outlined in Section 9. Where required, inner seals and/or childproof lids must be used.
2. *Hazardous Material Shipments.* All hazardous material shipments must conform to all federal, state, and local laws including, but not limited to, the US Department of Transportation-Hazardous Materials Regulations – CFR, Title 49, Sections 171-177, specifying the proper descriptions, labels, shipping papers, placarding, packaging, markings, and exceptions.
3. *Aerosol Products.* All aerosol products shall be identified by the Supplier on the exterior of the cartons including the aerosol product's hazard level and classification.

D. Advance Preferred Carrier Program

AIS has established a preferred carrier network for all shipping needs whether a “**Prepaid**” or “**Collect**” supplier. All suppliers are required to follow the program guidelines and utilize carriers as defined below for parcel and less-than-truckload.

1. *Small Parcel Carrier.* UPS is the core small parcel provider. A small parcel shipment is defined as weighing less than 150 pounds and/or containing no more than 10 cartons.
2. *Less-than-Truckload.* Approved transportation providers:
 - a. **EXLA** Estes Express Lines
 - b. **UPGF** UPS Freight
 - c. **FXFE** FedEx Freight
 - d. **PYLE** A. Duie Pyle (Regional carrier – origin and destination must be in the PYLE network)
 - e. **AACT** AAA Cooper (Regional carrier – origin and destination must be in the AACT network)
 - f. **UPSN** UPS Ground
3. Suppliers must include a valid Standard Carrier Alpha Code (SCAC) on the ASN for every PO. These are universal codes assigned to transportation companies. The SCAC codes for our Approved Carriers are listed above.
4. Suppliers shipping freight “**Prepaid**” or “**Collect**” are required to use Advance’s approved carriers for small parcel and less-than-truckload as defined above. The use of the Advance preferred carriers will assist in more consistent delivery and improved efficiency at the distribution centers.
5. *Non-Approved Carrier Freight Claims.* Advance will not be responsible for any uncollected freight claims associated with the use of non-approved carriers. These freight claims will be charged back to the Supplier’s account in addition to an administrative charge.
6. Supplier’s failure to meet compliance standards may result in penalties as detailed in section 9.

E. Full Truckload Shipments

1. All freight collect routings will be managed by the Load Control Center. If a Supplier is on the collect freight program, there will be a separate freight contract and operational instructions.
2. All prepaid truckload shipments will be managed by the Supplier. The Supplier is allowed to use the carrier of their choice, as long as the appointment process in Section 3.0 A is followed.
3. *Assistance.* If assistance is needed or if you require additional information, please contact the Load Control Center at cis@advance-auto.com.

3.0 DISTRIBUTION CENTERS RECEIVING

Advance Purchase Orders shall be scheduled to be delivered according to the “Delivery Requested” date on the Purchase Order (EDI 850 doc). Every Supplier is to use this date as the date to have the order on the dock of the corresponding shipping address. The Supplier, or their designate, shall request, not less than 48 hours in advance, a delivery appointment for the shipments to be delivered to an Advance distribution center (see below for telephone numbers). Requests placed outside of the normal business hours of 7:00 am to 3:00 pm local time will not be replied to until next business day. **Note: Regardless of which party schedules the delivery appointment, the Supplier is solely responsible for assuring the delivery is made.** This includes being accountable for any fines for late delivery or low-order fill as a result of late or missed deliveries.

CARQUEST Purchase Orders are required to arrive at the CARQUEST distribution center within their agreed upon Lead Time. Back orders are allowed on CARQUEST purchase orders within 60 days of the purchase order being placed. Back orders will automatically cancel in 60 days from being placed unless shipped 100% complete. No receipt of product will be made after the 60 days. Back orders need to be treated as FIFO (first in, first out); not following this will result in fines as described in Section 9.0.

A. Appointment

1. **Advance Purchase Orders** shipping into an Advance distribution center require a delivery appointment to be set as outlined below.

Appointment Information. When requesting an appointment for delivery, the Supplier will be responsible for providing the following information.

- a. Purchase order number(s)
- b. Carrier
- c. Pallet count and piece count
- d. Number of trailers, if applicable
- e. Requested day/time of delivery
- f. An explanation if requested appointment date is different from “Ship to Arrive” date

For Advance purchase orders only, the request needs to be made via the PDF form.

Advance will reply with a confirmation within 3 hours of receiving your email request when received during the normal hours of operation, 7:00 a.m. to 3:00 p.m. local time. Requests received outside of the normal hours of operation will be replied to during normal business hours the next business day.

2. **CARQUEST Purchase Orders** that will be shipped on 10 or more pallets require a distribution center delivery appointment. The Supplier will be responsible for providing the information listed above in 1a through f. The PDF form is not required for this process.

3. **AAP & CARQUEST**

- a. *Appointment Changes.* Once an appointment has been confirmed, the Supplier shall notify the receiving office immediately if there are any changes regarding the information in Section A.1 above. Failure by the Supplier to notify the receiving office may result in the assessment of penalties as set forth herein.
- b. *Appointment Rescheduling.* If an appointment cannot be kept for any reason, the Supplier shall notify the receiving office during hours of normal operation and in no case less than 12 hours prior to the scheduled time. Failure by the Supplier to notify the receiving office may result in penalties as set forth herein.
- c. *Missed Appointments.* All missed appointments may result in financial penalties as set forth herein. An appointment is defined as missed if the actual delivery time is not within one hour of the scheduled appointment time.

B. Receiving Office Contacts

Below are the email addresses and telephone numbers for all Advance and CARQUEST distribution centers, alphabetized by location.

1. **All delivery appointments must be confirmed for both AAP and CARQUEST. Some CARQUEST DC's are moving to appointment only scheduling.**

| Brand | Location | CQ DC Code | AAP DC# | Phone | Email |
|-------|-------------------|------------|---------|----------------------|--------------------------------|
| CQ | Albuquerque NM | ABQ | 52 | 505-449-2228 | DC52receiving@advance-auto.com |
| CQ | Anchorage AK | ANC | 46 | 907-273-5605 | DC46receiving@advance-auto.com |
| CQ | Armonk, NY | ARM | 43 | 914-219-1775 | DC43receiving@advance-auto.com |
| CQ | Arden NC | ASH | 82 | 828-684-2027 | DC82receiving@advance-auto.com |
| CQ | Bakersfield CA | BAK | 44 | 661-387-1295 ext 441 | DC44receiving@advance-auto.com |
| CQ | Bangor ME | BAN | 81 | 207-262-8700 ext 205 | DC81receiving@advance-auto.com |
| CQ | Baton Rouge LA | BAT | 98 | 225-923-5882 | DC98receiving@advance-auto.com |
| CQ | Bay City MI | BAY | 91 | 989-891-8401 | DC91receiving@advance-auto.com |
| CQ | Billings MT | BIL | 58 | 406-259-4274 | DC58receiving@advance-auto.com |
| CQ | Blasdell NY | BUF | 95 | 716-821-9694 ex 234 | DC95receiving@advance-auto.com |
| CQ | Romeoville IL | CHI | 28 | 815-221-3207 | DC28receiving@advance-auto.com |
| CQ | Brunswick OH | CLE | 14 | 330-220-3089 | DC14receiving@advance-auto.com |
| CQ | Columbia SC | COL | 83 | 803-419-6904 | DC83receiving@advance-auto.com |
| CQ | Denver CO | DEN | 13 | 303-302-8267 | DC13receiving@advance-auto.com |
| CQ | Ankeny IA | DES | 18 | 515-963-3317 | DC18receiving@advance-auto.com |
| CQ | Lewisville TX | DFW | 45 | 972-350-9722 | DC45receiving@advance-auto.com |
| CQ | Indianapolis IN | IND | 88 | 317-246-2231 | DC88receiving@advance-auto.com |
| CQ | Shawnee KS | KAN | 99 | 913-248-4313 | DC99receiving@advance-auto.com |
| CQ | Lakeville MN | LAK | 96 | 952-469-6779 | DC96receiving@advance-auto.com |
| CQ | Lexington KY | LEX | 89 | 859-233-6471 | DC89receiving@advance-auto.com |
| CQ | Marshfield WI | MAR | 26 | 715-384-6402 | DC26receiving@advance-auto.com |
| CQ | Southaven | MEM | 87 | 662-349-1212 ex 310 | DC87receiving@advance-auto.com |
| CQ | Montgomery AL | MON | 97 | 334-280-5858 | DC97receiving@advance-auto.com |
| CQ | Ocala FL | OCA | 50 | 352-291-4127 | DC50receiving@advance-auto.com |
| CQ | Phoenix AZ | PHO | 53 | 602-282-6840 | DC53receiving@advance-auto.com |
| CQ | Portland OR | POR | 54 | 503-247-5604 | DC54receiving@advance-auto.com |
| CQ | Raleigh NC | RAL | 1 / 10 | 919-573-3692 | DC10receiving@advance-auto.com |
| CQ | Riverside CA | RIV | 47 | 951-779-2704 | DC47receiving@advance-auto.com |
| CQ | Salt Lake City UT | SLC | 48 | 801-973-2224 | DC48receiving@advance-auto.com |
| CQ | San Antonio TX | STO | 65 | 210-270-3252 | DC65receiving@advance-auto.com |
| CQ | Winchester VA | WIN | 85 | 540-868-7337 | DC85receiving@advance-auto.com |
| CQ | Boucherville, QC | MTL | 64 | 450-641-5771 | DC68receiving@advance-auto.com |
| CQ | Saint John, NB | SAJ | 63 | 506-631-3815 | DC67receiving@advance-auto.com |
| CQ | Rexdale, ON | TOR | 61 | 416-675-3008 | DC66receiving@advance-auto.com |
| | | | | | |

| Brand | Location | CQ DC Code | AAP DC# | Phone | Email |
|-------|----------------|------------|---------|----------------------|---|
| AAP | Roanoke, VA | | 11 | 540-561-4539 or 4531 | DC11receiving@advance-auto.com |
| AAP | Thomson, GA | | 16 | 706-597-7153 | DC16receiving@advance-auto.com |
| AAP | Delaware, OH | | 23 | 740-362-8085 | DC23receiving@advance-auto.com |
| AAP | Salina, KS | | 22 | 785-826-2442 | DC22receiving@advance-auto.com |
| AAP | Gastonia, NC | | 25 | 704-866-5537 or 5520 | DC25receiving@advance-auto.com |
| AAP | Lakeland, FL | | 29 | 863-284-2029 | DC29receiving@advance-auto.com |
| AAP | Hazlehurst, MS | | 27 | 601-892-6611 | DC27receiving@advance-auto.com |
| AAP | Kutztown, PA | | 30 | 610-285-5726 | DC30inboundscheduling@advance-auto.com |
| AAP | Remington, IN | | 31 | 219-261-4443 | DL-DC31-receiving@advance-auto.com |
| AAP | Hartford, CT | | 41 | 560-375-1527 | DC41_Inbound_Receiving@advance-auto.com |
| AAP | Nashville, TN | | 42 | 615-501-6190 | DC42receiving@advance-auto.com |
| AAP | Houston, TX | | 49 | 832-586-7833 | DC49receiving@advance-auto.com |

C. Pallet Requirement (Applies to Advance and CARQUEST Distribution Centers)

1. *Pallet Inspection.* Pallets will be inspected at our receiving docks. Product delivered on pallets that are determined to be unacceptable will be restacked or reworked. Advance may elect to charge the Supplier for reimbursement for labor required to correct shipping problems.
2. *Pallet Specifications.* Pallets will be rejected if the following specifications are not met:
 - a. *Measurement* – 48” deep x 42” or 40” wide, 4-way entry, hardwood construction.
 - b. *Top Deck Boards* – 7 boards, 5/8” to ¾” evenly spaced with 4” maximum spacing: both end boards 5 ½”, other boards 3 ½”. (See Fig. A)
 - c. *Bottom Deck Boards* – Both end boards and a minimum of 3 center boards are to be the same board dimensions as top deck boards. No loose boards.
 - d. *Stringers* – No split or broken; no double stringers or block patched stringers; stringers 1 3/8” to 1 ¾” x 3 ½” to 3 ¾” x 48”; no protruding nails. (See Fig. A)
 - e. *Contamination* – No chemicals, grease, or other agents that could soil or damage the product.
 - f. *Bulk Fluids* – Must be shipped on “A” grade pallets.
 - g. *CHEP Pallet* – Advance does not participate in the CHEP Pallet program or any other pallet programs and is not responsible for returning the CHEP Pallets or any other pallets.
 - h. *Slip Sheets* – Use of Slip Sheets must be approved by the AAP SCR team.. To request the requirements document or request approval to use Slip Sheets contact aapscrteam@advance-auto.com. Once approved, Advance will continue to monitor the use and effectiveness of Slip Sheets and may at any time discontinue using them at their sole discretion.
 - i. *Block Pallets* – Block pallets are not allowed to be used. (See example in Fig. B.)



Top, Bottom and Stringer Fig. A



Block Pallet (Not allowed) Fig. B

3. *Pallet Height.* The following pallet height requirements will be observed:
 - a. Single Part Number Pallet – For a product that has a single part number per pallet the maximum pallet height is 45” from floor to top of top layer.
 - b. Mixed Part Number Pallet – For product that has mixed part numbers per pallet the maximum pallet height is 72” from floor to top of top layer. Items shipped in quantities that would facilitate a single SKU 45” pallet must be shipped on a single pallet and not mixed.

- c. Bulk Chemicals (Fluids) – For bulk chemicals the maximum pallet height is 72” from floor to top of top layer.
 - d. Unusual Shaped Items – For unusual shaped items, including, but not limited to pipe, exhaust equipment, vent shades, bumper guards, etc.; pallet height requirements are waived. However pallets must be packed to facilitate ease of handling, maximize trailer utilization, concern for teammate safety, and to minimize product damage.
 - e. Promotional Items – For promotional items, one time buys, prepacks, or other products that will not be stocked in Advance distribution centers, pallets will be packed to achieve ease of handling and maximum trailer cube. Prepack should have Advance approved labeling reference.
4. *Pallet Preparation.* All pallets shall be packed and arrive as set forth below:
- a. Product shall be positioned on the pallet in such a manner that there is no overhang to the edges of the pallet.
 - b. If a ‘mixed’ pallet is shipped, the MFG number with the smaller quantities must be stacked on top of the larger quantities. Like-product should be grouped together. The only exception to this is if the smaller quantity of product is heavier than the larger quantity which could result in damages.
 - c. Part numbers are not to be mixed on pallets where the quantity ordered of a single part number is sufficient to make a full pallet load.
 - d. If a full pallet cannot be made of a single part number, then it must be grouped together by layer and not mixed throughout the pallet or segregated across multiple pallets.
 - e. Products must be secured to pallets by plastic banding and/or shrink-wrap film. Loads using shrink-wrap film must use sufficient material to retain the load, preferably machine-wrapped and cover the pallet to prevent load shifting.
 - f. Double stacking of the 45” pallets is encouraged so product will not be damaged during transport. If pallets **cannot** be double-stacked, a no-stacking label must be applied to every skid.
 - g. Mixed pallets cannot exceed 72” in height from floor to top.
 - h. Pallets must be comprised of a single purchase order number, unless if POs can be clearly segregated, multiple POs can be on one pallet. Each PO must be marked clearly and all items for that PO together.
 - i. Chimney stacking (building pallets so that a hollow space remains in the center of the pallet) is not allowed.
 - j. Pallets may not exceed 2,000 pounds in weight when fully loaded.
5. *Mixed Cartons.*
- a. Product has to be individual part numbers grouped and segregated within the case or carton.

- i. Like product must be grouped using dividers, plastic bags, or rubber bands. No tape, staples, or any other product that may damage the product.
 - ii. Each carton should be marked as 'MIXED' with detailed part number and quantity inside.
 - iii. For larger mixed product in cartons, products need to be layered inside the case with like numbers together.
 - b. The outside of the carton should have a carton manifest with SKU and quantity details of what is in the carton.
- 6. *Product Pallet Labeling (All shipments)*. Pallets will be labeled as follows:
 - a. For pallets shipped to CARQUEST Canada Ltd (Schenker), please refer to section 7.0.
 - b. *Please see the AAP and the CARQUEST Barcode Shipping Label Guide provided with the EDI 856 ASN specification document for detailed requirements*
 - c. Each pallet will have a pallet manifest, which at a minimum will contain:
 - i. Ship From information
 - ii. Ship To information
 - iii. PO number
 - iv. Manufacturer Part Number(s)
 - v. Advance SKU number(s)
 - vi. Quantity per part number
 - vii. Total pallet quantity
 - viii. Pallet # of #
 - d. If a pallet contains mixed part numbers or SKUs the pallet will be labeled with a 'MIXED' sign. This sign must be clearly distinguishable from other documents on the pallet. A colored sign is recommended. Master cartons cannot exceed 50 lbs.
 - e. If a pallet contains one part number or SKU the pallet will be labeled with a 'FULL' sign. This sign must be clearly distinguishable from other documents on the pallet. A colored sign is recommended.
 - f. Prepacks are excluded from the pallet manifest requirements.
- 7. *Product Pallet Labeling – Additional Requirements for Shipments to Canadian facilities Using Schenkers*). US Supplier responsibilities for labeling and Customs documentation:
 - a. Consolidated shipments over 25 pounds:
 - i. Address all shipments over 25 pounds to:

JBF Express
Attn: CARQUEST Canada Ltd (Schenker)
4392 Broadway
Depew, NY 14043
USA

- ii. **Contact information: Jim Faulkner – warehouse@jbfexpress.com
Phone: 716-683-9654 (all contacts)
Fax: 716-683-7856 (all contacts)**
 - iii. Indicate the PO # on each handling unit (i.e. parcel or pallet)
 - iv. Prepare 2 copies of the commercial invoice or Canada Customers Invoice. Invoice must include Product Value, Description, Country of Origin, and Canadian “HS” Codes (Harmonized System Tariff Codes)
 - v. Securely attach the envelope containing the commercial/Customs invoices to the outside of the parcel or pallet. Parcels lacking documentation cause additional handling and may be subject to additional processing fees and delays. Clearly mark the envelope as Customs Documents – “Do Not Remove”.
 - vi. For multiple parcel shipments, the Customs documents should clearly state the total number of parcels shipped and the total weight of the shipment. Parcels should also be marked indicating the lot size of the shipment – e.g. 1 of 3, 2 of 3, etc.
 - vii. Copy of commercial invoice(s) must be emailed by the vendor/shipper to ca.sm.tor.COAST-SHIPMENTS@dbschenker.com. Subject line must read “CARQUEST” followed by the CARQUEST PO# and the Commercial Invoice number.
 - viii. If vendor is shipping to multiple CARQUEST distribution centers, vendor must generate a separate commercial invoice for each DC.
- b. Consolidated shipments under 25 pounds:
- i. Indicated the PO # on each handling unit.
 - ii. Prepare 2 copies of the commercial invoice or Canada Customs Invoice. Invoice must include Product Value, Description, Country of Origin, and Canadian “HS” Codes (Harmonized System Tariff Codes).
 - iii. Securely attach the envelope containing the commercial/Customs invoices to the outside of the parcel or pallet. Parcels lacking documentation cause additional handling and may be subject to additional processing fees and delays. Clearly mark the envelope as Customs Documents – “Do Not Remove”.
 - iv. For multiple parcel shipments, the customs documents should clearly state the total number of parcels shipped and the total weight of the shipment. Parcels should also be marked indicating the total lot size of the shipment – e.g. 1 of 3, 2 of 3, etc.
 - v. Ship only using FedEx, DHL, or UPS directly to the applicable CARQUEST Canada distribution center (FedEx, DHL, or UPS must be used to utilize the CLVS program).

8. *Pallet Exchange.* Advance will not pay for pallets and will not exchange pallets.

D. Floor-Loaded Containers

1. *Approval.* The use of floor-loaded containers must be approved in writing by VP of Supply Chain. To request approval to use floor-loaded containers contact aapsrteam@advance-auto.com. Once approved, Advance will continue to monitor the use and effectiveness of floor-loaded containers and may at any time discontinue using them at their sole discretion.
2. *Unload Time Requirements.* Advance requires a minimum of two hours to unload floor-loaded containers. It shall be the Supplier's responsibility to arrange unload time with the Carrier, unless the Supplier is using Advance's Transportation Management System in which case Advance makes delivery arrangements.
3. *Container Condition.* Floor-loaded containers must be stacked and secured to prevent the contents from shifting or falling.
4. *Detention or Late Fees.* If detention or late fees are charged due to a poorly stacked container or due to the Supplier's failure to arrange two hours for delivery, the Supplier will be responsible for the payment of all late fees.

E. Case & Inner Pack Labels

1. All cases must be in saleable condition (not damaged).
2. All items must be recorded on the PO/ASN and the Packing List.
3. All cases will have a case label, barring exceptions (Section 4)
 - i. Minimum case label requirements: The correct corresponding Advance Auto part number
 - ii. Product description
 - iii. Case UPC (reflecting Case QTY)
 - iv. UCC bar code
 - v. Inner pack quantity and/or number of eaches
 - vi. Indicate mixed product in case. If mixed, do not print UPC bar code. If case contains mixed product a 'MIXED' label must be applied.
 - vii. For product shipped in multiple cases, show Case # of ## on label.
 - viii. Should not cover any other label or pertinent information.
4. Case Label exceptions
 - a. Of product shipped in display packaging or product in which the case is too small to apply a label. In these cases the case or display package must have
 - i. the UPC label
 - ii. product description
 - iii. part number
 - iv. quantity
5. All inner packs will have an inner label, barring exceptions (Section 6)
 - i. Minimum inner pack label requirements:

- The correct corresponding Advance Auto part number
- Product description
- Inner pack UPC (reflecting inner pack QTY)
- UCC bar code
- number of eaches
- Should not cover any other label or pertinent information.

6. Inner Pack Label exceptions

- a. Of product shipped in display packaging or product in which the case is too small to apply a label. In these cases the case or display package must have
 - i. the UPC label
 - ii. product description
 - iii. part number
 - iv. quantity

7. *UPC Label Requirements for both AAP & CQ*

- a. Minimum quality = ANSI grade 'B'
- b. Minimum bar height = 6mm
- c. Maximum bar length = 150mm
- d. Narrow bar/space width = 0.010" (10 mils)
- e. Quiet zones = 10x the narrow element
- f. Color = black printing on white matte finish only background
- g. Quantity scanned must match Master Product Data File

F. Advance Shipping Notification (ASN) – EDI 856 Document

1. *Please see AAP and CQ Barcode Shipping Label Guide provided with the EDI 856 specification document for detailed requirements.*

G. Packing Slip

1. *Agreement.* Every shipment into Advance must have a packing slip. The packing slip must agree with the ASN.
2. *Packing Slip Information.* The packing slip must cover only what is shipped on that delivery. It must be prepared to the same level of detail as the Advance purchase order with the order number, MFG number, piece count, and the total piece count shown. A maximum of one purchase order will be shown on each packing slip.
3. *Packing Slip Requirements.* The packing slip must not arrive on carbon paper. Advance requires a legible document. The packing slip shall either be attached to the BOL or shrink-wrapped to the last pallet loaded on the truck.
4. *Emailed Packing Slips.* If the supplier is able to email packing slips, Advance will work with them, but emailing a packing slip does not eliminate the need for a paper packing slip with each shipment.

H. Backorders

1. *Agreement.*
 - a. **Advance** has a standard policy of ship and cancel on all purchase orders. Back orders are a rare exception to this policy and are limited to specific categories and very special circumstances. A Supplier must have prior written approval from Advance's Inventory Management team to ship back orders for specific purchase orders. Approval is granted on a purchase order basis, and should not be considered a blanket approval for all shipments. Vendors shipping backorders against a ship and cancel PO will be subject to penalties as outlined in Section 9.0
 - b. **CARQUEST** purchase orders are allowed to ship back orders as long as they are treated as FIFO and arrive to the DC within 60 days of the PO being placed.

Requirement. All back orders must consolidated on a pallet with a current order or with other back orders. When back orders are not large enough to fill a pallet, layer dividers must be used to separate back orders. Each back order should be labeled. All back orders must have a separate packing slip and ASN. All back orders should be shipped with replenishment orders unless otherwise directed. Each DC should receive one shipment per week, replenishment orders and back orders.

I. Mis-shipments

1. *Product Mis-shipments* are defined as:
 - a. Item(s) are shipped that do not appear on the Advance purchase order
 - b. Quantities are shipped in excess of the purchase order amount
 - c. Merchandise is currently not carried by Advance in the receiving DC

2. *Advance's Discretion:* It is Advance's discretion if mis-shipments will be kept or returned to the Supplier. In addition it is at Advance's discretion if the Supplier will be responsible for the mis-shipment penalty outlined in Section 9.0.
 - a. If merchandise will be returned by Advance to the Supplier and the Supplier requires a RGA (Return Goods Authorization), Advance will request this in writing. The Supplier will provide the RGA to Advance within 24 hours of Advance's request. The Supplier will be responsible for any freight charges incurred; otherwise Advance will ship the product back to the Supplier collect.
 - b. Merchandise to be rerouted: Merchandise shipped to the incorrect Advance location will be rerouted by Advance to the correct Advance location. The Supplier will be responsible for any additional freight charges incurred.
 - c. For CARQUEST mis-shipments, if there is a net overage/shortage of \pm \$25, a claim will be filed and sent to the supplier for reconciliation. Overage/shortages will be assessed fines as outlined in Section 9.

4.0 DISTRIBUTION CENTERS (RECLAMATION)

A. General

1. *RGA Policy.* If Supplier policy allows, Supplier shall provide Advance with a blanket or open RGA number for defects and core returns. Otherwise,
 - a. Suppliers have 24 hours to respond to an RGA request.
 - b. Suppliers has 48 hours from issuing RGA to pick up the product if freight is collect.
 - c. If Advance returns cores or defectives to a Supplier without the receipt of an RGA, Advance will notify the Supplier before shipping. The Supplier shall be responsible for any and all costs incurred including, but not limited to freight, storage, and re-delivery for refused shipments.
2. *Change of Address.* Any Supplier *return-to* change of address, *return-to* contact information, telephone or fax numbers and/or email addresses must be updated by emailing the AAP SCR Mailbox.
3. *Exceptions.* Any exceptions to reclamation processes must be approved in writing by the VP of Supply Chain. To request exception approval contact aapsrteam@advance-auto.com. Once approved, Advance will continue to monitor the exceptions and may at any time discontinue them at their sole discretion.

B. Cores

1. *Core Handling Policy.* Before the first product shipment is made by the Supplier, the Supplier shall provide Advance a core handling policy that must be agreed to in writing by Advance and the Supplier. This policy shall not be modified without the prior written approval of the Advance Senior Vice President of Merchandising.
2. *Core Returns.* Due to space limitations Suppliers are expected to respond to Advance's request to return cores within 24 hours.
3. *'Old' Supplier Core Handling Responsibility.* A new Supplier shall be responsible for the core handling for all products in the same product category (as the new Supplier's product) which were previously shipped to Advance by a prior Supplier or an 'old' Supplier.

C. Callbacks of Overstock and Discontinued Merchandise

1. *Product Callback.* At the time of notification of a product callback, the Supplier shall provide the complete ship-to-address, contact person and information, method of transportation, and RGA number(s) necessary for the return. The Supplier or its designate must be capable of accepting all returns from Advance within the timeframe of the callback. Advance will not be responsible for holding the Supplier's merchandise. If the Supplier cannot handle the volume of returns the Supplier is responsible for making arrangements for storage. The Supplier must be capable of accepting all returns from Advance immediately upon callback notification. If the Supplier fails to accept the full volume of returns within 72 hours of the callback deadline, Advance has the option of making storage or shipping arrangements and charging any and all costs back to the Supplier. Any exceptions to the process must be approved in writing by the SCR team. To request exception approval contact aapscrtteam@advance-auto.com. Once approved, Advance will continue to monitor the exceptions and may at any time discontinue them at their sole discretion.

5.0 Electronic Data Interchange Requirements

A. **EDI Requirements.** Advance/CARQUEST (AAP/CQ) requires all Suppliers including domestic, import, and third-party to use Electronic Data Interchange (EDI). This is the exchange of routine business documents in a standard electronic format covering such traditional applications as Purchase Orders, Acknowledgements, Advance Ship Notices, Invoices, Remittance, and Transportation. From time to time, it may be necessary for AAP/CQ to submit manual (phone, fax, email, etc.) purchase orders to a supplier. The supplier must respond with EDI ASNs and invoices for all shipments, including shipments of product ordered manually.

B. EDI IDs and Contact Information:

| | Advance Auto Parts | CARQUEST |
|-------------------------|--|--|
| EDI Version | ANSI X12 004010 | ANSI X12 004040 |
| Production Qualifier_ID | 01_007941529 | ZZ_CARQUESTPROD ZZ_GPIPRODIVAN 01_101735868 |
| Test Qualifier_ID | 01_007941529T | ZZ_CARQUESTTEST ZZ_GPITESTIVAN 12_9195733111 |
| Support Phone | 919-573-3111 | 919-573-3111 |
| Support Email | EDISupport@Advance-Auto.com | EDISupport@CARQUEST.com |
| EDI Onboarding | EDIONboarding@Advance-Auto.com | EDIONboarding@CARQUEST.com |
| Specifications | Provided at setup or by request | Provided at setup or by request |

C. **EDI Document Types:** Suppliers and/or their representatives must comply with AAP/CQ published specifications, training and responsibilities identified herein. At present, both AAP and CQ send/receive some combination of the following EDI documents with our trade partners.

1. Purchase Orders (850)
2. Purchase Order Acknowledgement (855)
3. Purchase Order Change Request (860)
4. Purchase Order Change Acknowledgement/Request (865)
5. Advance Ship Notices (856)
6. Invoices (810)
7. Functional Acknowledgement (997)
8. Transportation (214, 990, & 204)
9. Product Activity Data (852)

D. **Connection Types:**

1. AS2 (preferred)
2. Secure FTP
3. VAN (Sterling)

Should a third party be needed to facilitate EDI communications, please use the provider of your choice or reach out to the AAP/CQ EDI team as indicated above for a list of known providers.

E. **EDI Mapping:** EDI data from Supplier will comply with all requirements and EDI mapping specifications for AAP and CQ EDI programs respectively. Partner specific EDI mappings are not supported by AAP/CQ.

F. **EDI Testing:** New Suppliers will have 45 days after initial contact to complete full order lifecycle testing. Failure to complete all testing requirements related to EDI within the allotted time, may result in penalties as set forth herein. Upon certification of each document type tested or at the end of the lifecycle testing, Supplier will receive written notification confirming that EDI testing has been completed and a go-live date assigned. Any additional instruction on the go-live notice must be followed. Suppliers that send data through EDI without being approved in writing by AAP/CQ may be subject to fines and/or payment delays. Once certified on the EDI 810, all invoices must be sent to AAP/CQ via EDI unless specifically instructed otherwise.

G. **EDI Requirements:** In addition to meeting all requirements documented in the EDI specifications and EDI Compliance program training, the following are requirements the Supplier must meet:

1. Supplier must provide EDI ASN and invoice documents for all applicable shipments, including shipment of product ordered manually (outside of EDI).
2. The Purchase Order Acknowledgement (855)
 - a. The PO Acknowledgement must be received by Advance as soon after the 850 PO is received as allows for accuracy but no less than 24 hours prior to the 856 ASN being sent. Orders such as AAP/CQ FDO requiring condensed turnaround time should have

the 855 received at AAP/CQ prior to the ASN but without the 24 hour requirement between the two documents. FDO vendors must contact AAP/CQ FDO Support and/or Inventory Planner in addition to any change sent via the 855.

3. The Advance Ship Notice (856)
 - a. Must be received on all shipments for AAP and all DC shipments for CQ. CQ Direct to Store program participants are also required to send an ASN for Direct to Store CARQUEST shipments. Supplier is responsible to ensure AAP/CQ has received a compliant and successful ASN prior to product delivery. Any ASN failure or rejection must be corrected and resent prior to product being received by AAP/CQ. ASN must be sent upon product leaving the Supplier facility for shipment. ASN's received after the shipment arrives will be considered late and penalties may apply as set forth herein. Both Advance and CARQUEST require one ASN per shipment. An ASN must include all product from all PO's traveling to the same destination at the same time on the same vehicle.

4. EDI Invoice (810)
 - a. The invoice must be provided via EDI for payment to be issued. The invoice shall contain all data identified as Required/Must Use in the EDI 810 spec including the quantity shipped by Supplier for each Advance SKU number/CQ MFG code and Item and shall reference these identifiers. Invoices or credit memos shall be sorted in either SKU or item number order or in Manufacturer code/item order. There must be only one purchase order number billed on an invoice. Invoice must be in balance (extended line detail and all allowances/charges amounts must sum exactly to the invoice total). Supplier's failure to comply with this instruction will result in penalties as set forth herein.

5. Functional Acknowledgements (997)
 - a. Suppliers will send Functional Acknowledgements (997) in response to all EDI documents received from AAP/CQ within 24 hours of receipt of the document. AAP/CQ will send Functional Acknowledgements (997) to suppliers for all documents received from the supplier. Supplier is solely responsible to ensure a successful 997 acknowledgment is received within 24 hours for all EDI transmissions to AAP/CQ or they cannot assume the documents have been received and should correct and resend the file.

6. EDI Errors

- a. Failures during electronic transaction processing will result in direct contact by AAP/CQ with instructions on correction and reprocessing plan. Supplier is required to build EDI application feeds, maps and/or processes that will prevent EDI transactions from reaching AAP/CQ if any mandatory data is missing or invalid, or the invoice is out of balance. Supplier's failure to meet Compliance standards may result in penalties as set forth herein.

6.0 GS1 STANDARDS – Product Label

- A. General. All products being shipped to an Advance/CARQUEST store, distribution center and/or PDQ warehouse must have either 1) a 12-digit self-checking UPC label or 2) an EAN-8 or EAN-13 label which conforms to the GS1 standards, including GS1 restrictions around UPC re-use. For any product that does not adhere to this requirement, the Supplier shall be subject to a non-compliance penalty as set forth herein. In addition, all merchandise must be labeled with the Advance part number series as mutually agreed upon in writing by Supplier and Advance.

7.0 INVOICE PREPARATION INSTRUCTIONS

- A. Quantity. The total quantity shipped must equal the total quantity billed. The total quantity billed will be indicated at the bottom of the invoice. Supplier's failure to comply with this instruction will result in penalties as set forth herein.
- B. Order Numbers. The Advance purchase order number shall be referenced on the invoice.
- C. Warehouse Return to Vendor (WRV). Suppliers shall issue credit for merchandise returned by Advance to the Supplier upon receipt by Supplier of the returned goods or as otherwise agreed upon in writing by the Supplier and the Advance Merchandising team. If Advance does not receive credit from the Supplier for the agreed upon returns, the dollar amount of the WRV merchandise will be deducted from the Supplier account within 60 days of the return date, unless terms are otherwise specified in the contract between Supplier and Advance.
- D. Credit Memos. The Advance WRV must be referenced on all credit memos. All credit memos for returned product must show the Advance WRV number and subtotals for product core and unit value in addition to subtotals for quantity in order to be processed. There must be only one WRV number (AAP) or one claim number (CQ) referenced on a credit memo.

- E. Mailing Address: Until 100% EDI compliant, each Supplier shall mail all invoices and credit memos for CQ and AAP locations to:

Advance Stores Company, Incorporated
Attn: Merchandise Accounts Payable
P.O. Box 2710
Roanoke, VA 24001

8.0 REFERENCED DOCUMENTS

Inbound Scheduling Template – <http://corp.advanceautoparts.com/vrc/edi/edi.asp>.

9.0 PENALTIES

Supplier shall be subject to the following penalties for failure to comply with Requirements as set forth herein

A. Merchandising

| | |
|--|----------------------|
| Changes regarding product without notification | \$1,000 per SKU |
| Supersessions without notification | \$1,000 per SKU |
| Incorrect product data | \$1,000 per SKU |
| Failure to provide resolution to the quality discrepancy within 60 days of the initial discrepancy | \$500 per occurrence |

B. Transportation

| | |
|--|--------------------|
| Collect freight on a non-preferred carrier | \$150 per shipment |
| Prepaid freight on a non-preferred carrier | \$150 per shipment |

C. Inventory Management

| | |
|--------------------------------------|--|
| On Time Delivery On Time Shipment | 1.5% of the total purchase order cost |
| Order Fill | 10% of cost of unit gap needed to meet vendor specific fill goal |

D. Distribution Centers

| | |
|---|--|
| Missing, wrong, misplaced, or unreadable labels (includes UPC barcodes) (SCR Scorecard – Label Issues) | \$250 per shipment + \$2 per label |
| Packing list not visible upon opening trailer, missing within shipment or packing list is not sorted by PO, or not accurate (SCR Scorecard – Packing List Issues) | \$500 per shipment |
| Pallet manifest missing or incorrect (SCR Scorecard – Pallet Manifest Issues) | \$500 per shipment |
| Products shipped on non-standard pallets or not meeting Advance requirements (photo required) (SCR Scorecard – Damaged Pallets) | \$250 per shipment + \$25 per damaged pallet |
| Trailer condition – loads not secured properly, poor load quality, pallets fallen, or product damaged (photo required) (SCR Scorecard – Trailer Conditions or DI Container Condition) | \$250 per shipment |
| Mixed POs or products across pallets (SCR Scorecard – Mixed PO’s) | \$500 per shipment |
| Product is not configured properly on pallet (SCR Scorecard – Pallet Configuration) | \$250 per shipment |
| Overages/Shortages (SCR Scorecard – Wrong Product) | \$250 per shipment + labor cost to clean up product at DC & stores |

| | |
|---|---|
| Case pack quantity conflict (SCR Scorecard – Case Pack Quantity Conflict) | \$250 per shipment + \$10 per carton |
| Missing, late, or invalid ASN | \$200 per shipment |
| Non-compliant shipment handling unit label / license plate (UCC 128) content or placement (SCR Scorecard – Missing UCC 128 Label) | \$250 per shipment |
| Failure to issue RGA number within allotted time (SCR Scorecard – Delayed RGA Request) | \$150 per shipment per week |
| Failure to pick up cores, callbacks, RGAs within allotted time | \$150 per shipment per week + any storage costs |
| Backorders not sent with separate ASN or not shipped with regular replenishment shipments. | \$250 per incident |
| Backorders shipped against a ship and cancel PO. | \$100 per shipment |

E. Canadian Shipments

| | |
|---|-----------------------|
| Invoice not emailed to ca.sm.tor.COAST-SHIPMENTS@dbschenker.com | \$450 USD per invoice |
| Invoice not attached to package or pallet at the time of shipment | \$450 USD per invoice |
| Incomplete/incorrect Customs commercial invoices | \$450 USD per invoice |
| Not utilizing CLVS program for shipments under 25 lbs. | \$450 USD per invoice |

F. EDI Invoices

| Failure Type | Fee per occurrence |
|---|-------------------------|
| Missed EDI Implementation | \$500 per required |
| Duplicate Control # | \$100 |
| Unapproved documents (ie. credit invoice, any non-certified document) | \$100 |
| UCC 128 Shipping Label- Missing, invalid, misplaced, or unreadable | \$250 per handling unit |
| ASN - Invalid or missing mandatory data | \$200 |
| ASN- Missing ASN | \$200 |
| ASN - Non-compliant structure (ie missing or invalid Tare/Pack/Item) | \$200 |
| ASN - Multiple ASN's per ship/cancel PO | \$200 |
| ASN - Late ASN (ASN received after shipment arrives) | \$200 |
| ASN - Duplicate License Plate ID | \$200 |
| ASN - Duplicate Bill of Lading or ASN number | \$200 |
| Invoice - Manual Invoice from EDI enabled vendor | \$100 |
| Invoice - Missing Invoice | \$100 |
| Invoice - Invalid or missing mandatory data | \$100 |
| PO Acknowledgement - Invalid or missing mandatory data | \$100 |
| Functional Acknowledgement - Late, missing, or invalid mandatory | \$100 |

G. Digital Assets

| | |
|--|---------------------------|
| Missing primary images (<i>Vendors must be at ≥99% image compliance</i>) | \$25 per image per period |
|--|---------------------------|

H. Product Data (PIES, PILS, and PIT)

| | |
|---|---------------|
| Correcting Supplier supplied product data | \$75 per hour |
| Incorrect data submitted to Master Product File | \$100 per SKU |

I. Application Data (ACES)

| | |
|--|---|
| ACES files not received by the predetermined file frequency date. | \$500 per File |
| Failed File Assessment/File not received (Including files not received within 10 calendar days after assessment delivered or sufficient information to publish the current file) | \$1,000 per File |
| Failed File Assessment (Including files not received by 7 calendar days after delivery due date) not received by the subsequent file frequency. | \$1,500 per File; fines will increase by \$1,000 after deliverable thereafter until a file is received meeting expectations |
| ACES files received with a VCdb older than the current or previous month. | \$500 per File |
| Consecutive ACES files received with a VCdb older than the current or previous month. | \$1,000 per File; fines will increase by \$1,000 per deliverable thereafter until a file is received meeting expectations |
| ACES files received with a PCdb older than the current or previous month. | \$500 per File |
| Consecutive ACES files received with a PCdb older than the current or previous month. | \$1,000 per File; fines will increase by \$1,000 per deliverable thereafter until a file is received meeting expectations |
| Application-Related Discrepancies (Vendor not supporting discrepancy resolution process) | \$1,000 per period of non-compliance |

Unless Supplier disputes a chargeback within 60 days, the chargeback will become final and payable.

10.0 DEVIATION FROM REQUIREMENTS

Any deviation from the requirements and conditions listed in this Supplier Requirements Guide must have prior approval from the SCR team.

11.0 COMMON CONTACTS

Accounting – MerchandiseAPProcessing@advance-auto.com

EDI Team – EDI_Support@advance-auto.com

PIM Team – AAPPIMTeam@advance-auto.com

Supply Chain Reliability Team – AAPSCRTeam@advance-auto.com

Digital Asset Team – AAPDigitalAssets@advance-auto.com

Transportation – cis@advance-auto.com

Vendor Reporting – VendorReporting@advance-auto.com