



ADVANCE AUTO PARTS

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.

1.0 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 and Lead-Time. Minimum order fill expectation is 97%, any expectation higher than this 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. Lead-times shall be used by the Advance Inventory Management Team to establish due dates on Purchase Orders. Advance will monitor shipment order fill at the item and line levels and lead-time. Failure to meet or exceed order fill and lead-times may result in disciplinary actions by Advance up to and including fines. 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.
- 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 determine 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, ASN, UPC. Supplier warrants that it is EDI, ASN and barcode shipping label-ready and capable of complying with the requirements set out in the Advance Auto Parts EDI specifications and implementation guides, and that it has one hundred percent (100%) UPC 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 Merchandise 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.
- 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.
- 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's 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 Associations' 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 catalogdata@carquest.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. Unless a waiver has been pre-approved by Advance Merchandising Management, all new products submitted must have at least one primary image. Advance will not assign a SKU number to a new item unless the primary image has been received and approved.
 2. Images must comply with Advance Auto Parts' Digital Assets Minimum Requirements 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.
 3. Images shot and/or corrected by our in-house Imaging team will be subject to fines as stated in Section 9.0.
 4. 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.
 5. 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. Please refer to the Advance Auto Parts' Representative Image Requirements for guidelines regarding this policy.
 6. Suppliers must have a dedicated person 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.
 7. Digital Assets should be delivered via Advance Auto Parts FTP, CARQUEST FTP or Supplier-provided FTP. Alternate delivery methods will be considered on an individual basis.
 8. Any change or update concerning our Suppliers' digital asset contact must be forwarded to the applicable Advance Acquisition team member within 48 hours of the change.
- 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, 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 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 Authorization Form. All Suppliers must complete a **“Vendor Authorization Form”** at the time the original Purchase Agreement is negotiated. In addition, anytime information included in the Vendor Authorization Form changes a new vendor Authorization 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 100% order fill delivered on the scheduled due date and time.

2.0 TRANSPORTATION

- A. General Information
 - 1. *Collect Freight Program*. Advance offers a robust collect freight program. This is where Advance arranges or provides a routing guide and picks up the freight from our Suppliers, secures delivery appointments and drops off on-time POs based on the lead-time into our DCs. It is our **preferred** transportation model. If you are not on the program, please contact one of Vendor Inbound Freight Managers at 919-573-3076 or 919-573-3926 for more information.
 - 2. *Collect Air, Expedited Shipments*. Advance will not be responsible for payment of collect air or expedited shipments unless Advance has pre-approved the charges in writing prior to shipment. Supplier shall show the name of the Advance representative providing written authorization for the expedited shipment on the BOL. If the shipment is not properly authorized by Advance in writing and prior to shipment, the collect air and expedited shipment charges will be charged back to the Supplier’s account.
- 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. The 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”.

- 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. Delivery confirmation appointment number, when applicable.
3. *Single Daily Shipment.* Supplier shall combine all shipments for any Advance distribution center and/or PDQ warehouse on one BOL and one BOL per truck, provided the due date will not be affected, and make a single daily shipment to the distribution center.

C. Hazardous Material, Chemical, Liquid Shipments

1. *General.* When applicable Supplier shall include MSDS and placards. All chemical and liquid shipments shall be securely sealed to prevent leaks. Product that is leaking when received may be returned to Supplier, if faulty packaging causes the leaking. In addition, Supplier may be charged for labor required for cleaning the product. 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 Transportation Core Carrier Program

Advance Auto Parts has established a core carrier program of carriers to include small parcel, and less-than-truckload carriers. Regardless if the Supplier is on the Advance collect freight program or not, the Suppliers are required to follow the program guidelines and utilize carriers as defined below:

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.* Core carriers include:
 - a. Estes Express Lines
 - b. UPS Freight
 - c. Wilson Trucking
 - d. New England Motor Freight (NEMF)
 - e. Midwest Express (Regional carrier – both origin and destination must be in the MME Network)
 - f. SAIA
 - g. Southeastern Freight Lines (Regional carrier – both origin and destination must be in the SEFL network)
3. Suppliers shipping freight "**Prepaid**" or "**Collect**" are required to use Advance's core carriers for small parcel and less-than-truckload as defined above. The use of the

Advance core carriers will assist in more consistent delivery and improved efficiency at the distribution centers.

4. *Non-Preferred Carrier Freight Claims.* Advance will not be responsible for any uncollected freight claims associated with the use of non-preferred carriers. These freight claims will be charged back to the Supplier's account in addition to an administrative charge.
5. Upon completion of on-board training, the Supplier's 60-day grace period will begin. During this grace period, we will work with the Supplier to address any knowledge gaps or potential compliance issues. Once the grace period has expired, failure to utilize the Advance core carriers for inbound freight "Prepaid" or "Collect" shipments will result in a penalty; see Section 9.0.

E. 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 "Ship to Arrive" date on the Purchase Order (EDI 850 doc). If no date is provided, ship upon receipt of order. 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 24 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 a.m. to 3:00 p.m. local time will not be replied to until the next normal business hours.

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 you're 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

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

1. *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 which can be accessed at: <http://corp.advanceautoparts.com/vrc/edi/edi.asp>.

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.

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 list above in 1a through f. The PDF form is not required for this process. Please contact the distribution center directly to request an appointment.

2. *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.
3. *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.
4. *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. Their preferred method of communication is highlighted in yellow.

Brand	Location	Phone	Email
CQ	Albuquerque, NM	505-449-2228	DC52receiving@advance-auto.com
CQ	Anchorage, AK	907-273-5605	DC46receiving@advance-auto.com
CQ	Ankeny, IA	515-963-3317	DC18receiving@advance-auto.com
CQ	Arden, NC	828-684-2027	DC82receiving@advance-auto.com
CQ	Armonk, NY	914-219-1775	DC43receiving@advance-auto.com
CQ	Bakersfield, CA	661-387-1295 ext. 441	DC44receiving@advance-auto.com
CQ	Bangor, ME	207-262-8700 ext. 205	DC81receiving@advance-auto.com
CQ	Baton Rouge, LA	225-923-5882	DC98receiving@advance-auto.com
CQ	Bay City, MI	989-891-8401	DC91receiving@advance-auto.com
CQ	Billings, MT	406-259-4274	DC58receiving@advance-auto.com
CQ	Blasdell, NY	716-821-9694 ext. 234	DC95receiving@advance-auto.com
CQ	Boucherville, QC	450-641-5771	DC68receiving@advance-auto.com
CQ	Brunswick, OH	330-220-3089	DC14receiving@advance-auto.com
CQ	Columbia, SC	803-419-6904	DC83receiving@advance-auto.com
AAP	Delaware, OH	740-362-8085	DC23receiving@advance-auto.com
CQ	Denver, CO	303-302-8267	DC13receiving@advance-auto.com
AAP	Gastonia, NC	704-866-5537 or 5520	DC25receiving@advance-auto.com
AAP	Hartford, CT	560-375-1527	DC41_Inbound_Receiving@advance-auto.com
AAP	Hazlehurst, MS	601-892-6611	DC27receiving@advance-auto.com
CQ	Indianapolis, IN	317-246-2231	DC88receiving@advance-auto.com
AAP	Kutztown, PA	610-285-5726	DC30inboundscheduling@advance-auto.com
AAP	Lakeland, FL	863-284-2029	DC29receiving@advance-auto.com
CQ	Lakeville, MN	952-469-6779	DC96receiving@advance-auto.com
CQ	Lewisville, TX	972-350-9722	DC45receiving@advance-auto.com
CQ	Lexington, KY	859-233-6471	DC89receiving@advance-auto.com
CQ	Marshfield, WI	715-384-6402	DC26receiving@advance-auto.com
CQ	Montgomery, AL	334-280-5858	DC97receiving@advance-auto.com
CQ	Ocala, FL	352-291-4127	DC50receiving@advance-auto.com
CQ	Phoenix, AZ	602-282-6840	DC53receiving@advance-auto.com
CQ	Portland, OR	503-247-5604	DC54receiving@advance-auto.com
CQ	Raleigh, NC	919-573-3692	DC10receiving@advance-auto.com
AAP	Remington, IN	219-261-4443	DI-DC31-receiving@advance-auto.com
CQ	Rexdale, ON	416-675-3008	DC66receiving@advance-auto.com
CQ	Riverside, CA	951-779-2704	DC47receiving@advance-auto.com
AAP	Roanoke, VA	540-561-4539 or 4531	DC11receiving@advance-auto.com
CQ	Romeoville, IL	815-221-3207	DC28receiving@advance-auto.com
CQ	Saint John, NB	506-631-3815	DC67receiving@advance-auto.com
AAP	Salina, KS	785-826-2442	DC22receiving@advance-auto.com

CQ	Salt Lake City, UT	801-973-2224	DC48receiving@advance-auto.com
CQ	San Antonio, TX	210-270-3252	DC65receiving@advance-auto.com
CQ	Shawnee, KS	913-248-4313	DC99receiving@advance-auto.com
CQ	Southaven, MS	662-349-1212 ext. 310	DC87receiving@advance-auto.com
AAP	Thomson, GA	706-597-7153	DC16receiving@advance-auto.com
CQ	Winchester, VA	540-868-7337	DC85receiving@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* – Oil and antifreeze 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 in writing by the VP of Supply Chain, upon approval Supplier must follow Slip Sheet requirements document. To request the requirements document or request approval to use Slip Sheets contact aapscream@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.



Top, Bottom and Stringer (Heat Treated Pallet) Fig. A

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 inches 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 – For bulk chemicals the maximum pallet height is 72 inches from floor to top of top layer. (Oil and antifreeze)
 - 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 and to maximize trailer utilization.
 - 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 handing and maximum trailer cube. Prepack should have Advance approved labeling reference, example below.
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 stretch-wrap film. Loads using stretch-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.
 - 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.
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.* Pallets will be labeled as follows:
- a. *Please see CARQUEST Barcode Shipping Label Guide provided with the EDI 856 ASN specification document for CQ detailed requirements*
 - b. 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 #
 - c. 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.
 - d. 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.
 - e. Prepacks are excluded from the pallet manifest requirements.

7. *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-stacked 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. Product Case Labels

1. All cases will have a case label, with the exception 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 the UPC label, product description, part number and quantity.
2. At a minimum cases with case labels must contain:
 - a. Advance part number
 - b. Product description
 - c. Case UPC (Matches Case QTY)
 - d. Case Quantity
 - i. Must also be represented as a bar code
 - e. Indicate mixed product in case. If mixed, do not print UPC bar code. If case contains mixed product a 'MIXED' label must be applied.
3. *UPC Label Requirements*
 - 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. *General.* Supplier is solely responsible for making sure Advance receives the ASN prior to delivery. However, the preference is that the ASN is created and transmitted as soon

as the shipment leaves the Supplier's facility. Supplier must adhere to Advance EDI specification documents and implementation guides for ASNs and all EDI requirements.

2. *Please see CARQUEST Barcode Shipping Label Guide provided with the EDI 856 ASN specification document for CQ detailed requirements*
3. *Requirements.* For a copy of Advance's full EDI requirements see **Schedule 1**. Non-compliance will be monitored and may be subject to fines.

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.

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.
 - 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.
2. *Requirement.* All back orders must be packed on separate pallets, not mixed on pallets 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.

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.

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 using the **Vendor Authorization Form**.
3. *InvoiceLink.* Kutztown DC utilizes Inmar for all reverse logistics needs. All Suppliers need to be registered on InvoiceLink and process all requests where applicable through InvoiceLink.
4. *Exceptions.* Any exceptions to reclamation processes must be approved in writing by the VP of Supply Chain. To request exception approval contact aapscream@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 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.

5.0 ELECTRONIC DATA INTERCHANGE REQUIREMENTS

Current AAP requirements:

Version ANSI X12 004010

EDI ID – 007941529 Qualifier ---01

Contact aappimteam@advance-auto.com

Spec Link: <http://corp.advanceautoparts.com/vrc/edi/edi.asp>

Current GPI requirements:

ANSI X12 004040

GPIPRODIVAN - ZZ

EDISupport@gpi.com

Provided Upon Testing Setup

- A. EDI Requirements. Advance requires all Suppliers including domestic, import and third-party to use Electronic Data Interchange (EDI). This is the exchange of routine business transactions in electronic format covering such traditional applications as Purchase Orders, Acknowledgements, Advance Ship Notices, Invoices, Remittance and Transportation.

At present, both Advance and CARQUEST transmits / receives some combination of the following transactions with our trade partners:

1. Purchase Orders (850)
2. Purchase Order Acknowledgement (855) - Acceptance/Rejection at transactional level
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)

See schedule 1 for details of all EDI requirements.

- B. Functional Acknowledgements. Suppliers will send Functional Acknowledgements (997) to Advance for all Purchase Orders (850) and Purchase Order Change Requests (865). Advance will send Functional Acknowledgements (997) to Suppliers for all Advance Ship Notices (856) and

Invoices (810). Supplier is solely responsible to ensure they receive a successful 997 acknowledgment within 24 hours for all EDI transmissions to Advance and CARQUEST or they cannot assume the documents have been received.

- C. EDI Mapping. EDI data from Suppliers will comply with all transactions (850, 855, 860, 865, 856 and 810) and Advance's EDI mapping specifications. Partner specific EDI mappings are not supported by Advance.
- D. EDI Testing. New Suppliers will have 45 days after initial contact to complete full order cycle testing from Purchase Order (850) receipt, Purchase Order Acknowledgment (855), Purchase Order Change (860), Purchase Order Change Acknowledgement (865), Advance Ship Notice (856) and Invoice (810). During this process all related Functional Acknowledgement (997) testing will also be completed. At the end of the testing cycle a Supplier will receive written notification that all aspects of EDI testing have been completed and approved. Suppliers that send data such as 810 invoicing through EDI without being approved in writing by Advance may be subject to payment delays.
- E. Third Party Help. Advance and CARQUEST EDI team works directly with our suppliers. If a supplier engages a 3rd party to test, implement or support EDI, it is the responsibility of the AAP supplier to ensure they are getting the required services from their provider and that all AAP requirements are met.
- F. Requirements. The following are additional requirements the Supplier must meet:
 - 1. Supplier shall send the Functional Acknowledgement (997) within 24 hours after receipt of the Advance Purchase Order (850) or Advance Purchase Order Change (860).
 - 2. The Purchase Order Acknowledgement (855) must be received by Advance within 24 hours of order receipt notifying Advance of acceptance or rejection of the purchase order lines.
 - 3. The Advance Ship Notice (856) must be received on all shipments for Advance and all DC shipments for CARQUEST. Supplier is solely responsible for making sure Advance has received the ASN prior to delivery. ASN must be sent upon product leaving the Supplier facility for shipment (prior to arriving at customs for international orders). ASN's received after the shipment arrives will be considered late and penalties may apply as set forth herein.
 - 4. Advance will send the Functional Acknowledgement (997) of the ASN and Invoice within 24 hours of receipt of the document.
 - 5. Invoice (810) must be provided for payment to be issued.

6.0 GS1 STANDARDS

- A. General. All products being shipped to an Advance 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. 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. Invoice Preparation. The invoice shall be prepared by Supplier with the same level of detail as the ASN and the packing slip. The invoice shall contain 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 # order. There must be only one purchase order number billed on an invoice. Costs billed should be carried out a maximum of 3 decimal places. Supplier's failure to comply with this instruction will result in penalties as set forth herein.
- B. 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.
- 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.
- E. EDI Errors. Failures during electronic transaction processing will result in direct contact by Advance with instructions on correction and reprocessing plan. Supplier is required to build EDI maps and/or processes that will prevent EDI transactions from reaching Advance if any mandatory data is missing or non-compliant. Supplier's failure to comply with the instructions may result in penalties as set forth herein.
- F. Mailing Address: Until 100% EDI compliant, each Supplier shall mail all invoices and credit memos to:
- | | |
|---|---------------------------------------|
| Advance Stores Company, Incorporated | CARQUEST invoices |
| P.O. Box 2710 | mailed to the responsible DC location |
| Roanoke, VA 24001 | |
| Attn: Merchandise Accounts Payable. | |

8.0 REFERENCED DOCUMENTS

Schedule 1 – EDI Requirements

9.0 PENALTIES

Supplier shall be subject to the following penalties if it fails to comply with the Supplier 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

B. Transportation

Collect freight on a non-preferred carrier	\$1,000 per shipment
Prepaid freight on a non-preferred carrier	\$1,000 per shipment

C. Inventory Management

Late shipments	1.5% of the total purchase order cost
Incomplete shipments	10% of what was not shipped

D. Distribution Centers

Missing, wrong, misplaced and unreadable labels (includes UPC barcodes)	\$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	\$500 per shipment
Pallet manifest missing or incorrect	\$500 per shipment
Products shipped on non-standard pallets and not within Advance requirements (photo required)	\$250 per shipment + \$25 per damaged pallet
Trailer condition – loads not secured properly, poor load quality, pallets fallen and product damaged (photo required)	\$250 per shipment
Mixed POs or products across pallets	\$500 per shipment
Product is not configured properly on pallet	\$250 per shipment
Mis-shipments	\$250 per shipment + labor cost to clean up product at DC & stores
Case pack quantity conflict	\$250 per shipment + \$10 per carton
Missing or late ASN	\$200 per shipment
Non-compliant shipment handling unit label / license plate content or placement	\$200 per shipment
Failure to issue RGA number within allotted time	\$150 per shipment per week
Failure to pick up cores, callbacks, RGAs within allotted time	\$150 per shipment per week + any storage costs

E. Digital Assets

Missing primary images	\$25 per image per period
In-house digital photography	\$75 per hour
Correcting Supplier supplied images	\$75 per hour

F. Product Data (PIES, PILS and PIT)

Correcting Supplier supplied product data	\$75 per hour
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G. Application Data (ACES)

Publishable ACES files received 30 days or later after predetermined file frequency	\$1,000 per brand
Publishable ACES file not received 60 days or later after predetermined file frequency	\$1,500 per brand + \$100 per day thereafter until ACES file is received meeting expectations
ACES files with outdated VCdb 30 days or older	\$500 per brand
ACES files with outdated VCdb 60 days or older	\$1,000 per brand + \$100 per day thereafter until a file is received meeting expectations
ACES files with outdated PCdb 30 days or older	\$500 per brand
ACES files with outdated PCdb 60 days or older	\$1,000 per brand + \$100 per day thereafter until a file is received meeting expectations

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 both the Senior VP Supply Chain and the VP Merchandising.

Schedule 1 – EDI Requirements

Advance Auto Parts Electronic Data Interchange Requirements

Current AAP requirements:

Version ANSI X12 004010
EDI ID – 007941529 Qualifier ---01
EDI Test ID – 007941529T Qualifier – 01

Current GPI requirements:

ANSI X12 004040
GPIPRODIVAN - ZZ
GPITESTIVAN - ZZ

Contact aappimteam@advance-auto.com

EDISupport@gpi.com

Spec Link: <http://corp.advanceautoparts.com/vrc/edi/edi.asp>

Provided Upon Testing Setup

EDI Contacts: aappimteam@advance-auto.com

EDISupport@gpi.com

EDI Support: 919-573-3111 (Both AAP & CQ)

Connection Types:

- AS2 – Preferred
- Secure FTP
- Sterling VAN (AAP)
- Inovis(GXS/OpenText) VAN (GPI)

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

Advance Auto Parts and CARQUEST each trade some combination of the below transaction types with our suppliers:

Outbound Documents

- 850 – Purchase Order
- 860 – Purchase Order Change Request
- 204 – Motor Carrier Load Tender
- 997 – Functional Acknowledgement

Inbound Documents

- 855 – Purchase Order Acknowledgement
- 856 – Advance Shipping Notice
- 865 – Purchase Order Change Acknowledgement
- 810 – Invoice
- 214 – Transportation Carrier Shipment Status Message and 990-Response to a Load Tender
- 997 – Functional Acknowledgement