



## **CANADIAN IMPORT SHIPPING GUIDELINES**

- 1) Booking**
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- 6) Consignment Information for Documentation**
- 7) Compliance**
- 8) Billing Address for Big Lots Canada**

- 1) **Booking Cargo with Yusen:** All Big Lots Vendors must book with Yusen Logistics 21 days prior to the start ship date of the Ship window. The vendor must book with Yusen electronically through their website below. The vendor per their booking will indicate to Yusen Logistics the estimated cargo ready date for Factory loads and Consolidated less than container load shipments. All Booking Instructions can be found in the e-booking user manual.

- <http://griffin.hk.yusen-logistics.com/ebooking/>

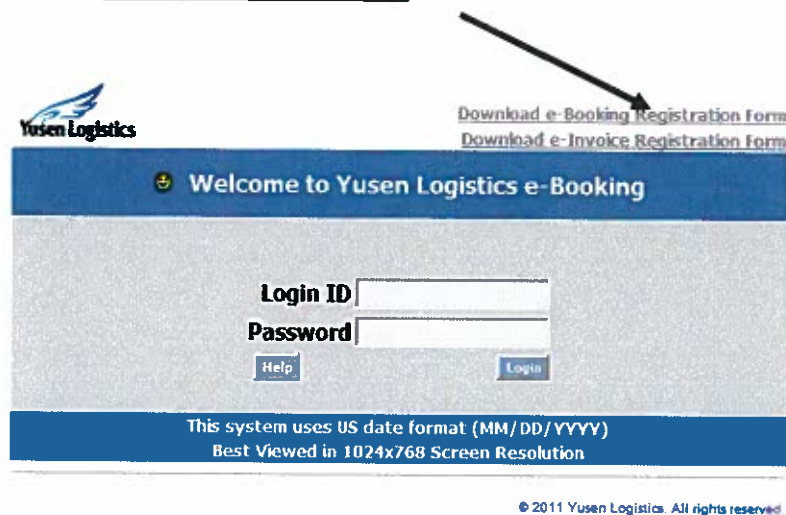
For first time user must fill out the E- Booking registration by logging into the Yusen system (see below)

### **Registration**

All vendors can go the Yusen website for the purpose of completing the questionnaire with no need to wait until a new purchase orders from Big Lots.

Enter into Yusen e-booking website to download the registration form:

<http://griffin.hk.yusen-logistics.com/ebooking/>



Complete the form and send it to [biglots@hk.yusen-logistics.com](mailto:biglots@hk.yusen-logistics.com) as an e-mail attachment.

Upon receipt of the e-booking registration form, Yusen will process it and advise each vendor of a Login ID and Password so they can answer the C-TPAT / PIP questionnaires as per the above indicated procedure. The CTPAT / PIP questionnaire is for shipping to the US and Canada, it is mandatory to be filled out to receive the Login and password from Yusen Logistics.

### **C-TPAT / PIP Questionnaire**

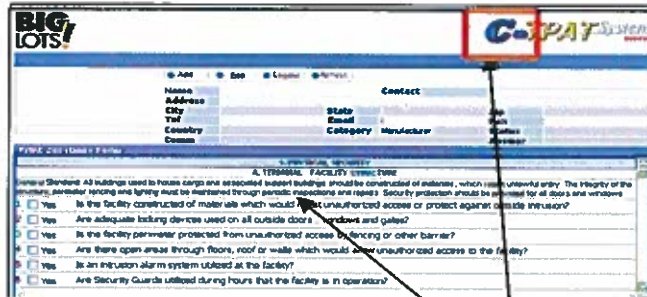
In order to comply with C-TPAT / PIP requirements, and allow Big Lots to understand the level of security provided by the manufacturer, Big Lots requires all vendors to answer and submit the C-TPAT / PIP questionnaire at the vendor level through the Yusen Logistics e-booking website at the time of the next e-booking.

The procedures to answer the questionnaire:

- a. After inputting your e-booking login, press the **C-TPAT** button at the top of function bar, the questionnaire screen will appear. After you answer all the questions, press **SUBMIT** button at the bottom of the questionnaire. The C-TPAT button will appear for vendor who registers his/her name at administrative level only.



b. If you leave a question blank, the computer will recognize it as a “NO” answer to that question.



c. If you need a hardcopy of CTPAT/PIP questionnaire in English or Chinese version, press the **USEFUL INFORMATION** button at the top of function bar, and then press the CTPAT / PIP questionnaire button.

If you encounter any kind of problems with following the above mentioned procedures, or if you have any questions, please contact Yusen Logistics.

Origin Cargo Order & Vendor Management (OCM)  
 Yusen (Hong Kong) Limited  
 E-mail: [biglots@hk.yusen-logistics.com](mailto:biglots@hk.yusen-logistics.com)

Please see the local contact information for the Yusen offices below.

## **FORWARDER/CONSOLIDATOR OFFICES**

### ***HONG KONG (ASIAN HEADQUARTERS)***

Level 33, Tower 1,  
 Kowloon Commerce Centre,  
 No.51 Kwan Cheong Road, Kwai Chung,  
 New Territories, Hong Kong  
 Telephone: 852 29562129 Fax: 852 21100193  
 Contact: Ms. Ashley Kwan  
[ashley.kwan@hk.yusen-logistics.com](mailto:ashley.kwan@hk.yusen-logistics.com)  
 Contact: Ms. Teresa Poon  
[teresa.poon@hk.yusen-logistics.com](mailto:teresa.poon@hk.yusen-logistics.com)  
 Mr. George Hok  
[george.hok@hk.yusen-logistics.com](mailto:george.hok@hk.yusen-logistics.com)

## **PEOPLE’S REPUBLIC of CHINA**

### **DALIAN**

Rm 2022 Liaoning Times Building,  
 No. 7 Gangwan Street, Zhongshan District,  
 Dalian, 116001, China  
 Telephone: 86 411 82798970 Fax : 86 411 82798750  
 Contact : Ms Serlina Xu  
[Serlina\\_xu@cn.nyklogistics.com](mailto:Serlina_xu@cn.nyklogistics.com)

### **SHANGHAI**

21/F, Raffles City,  
 No. 268 Xizang Road (M),  
 Shanghai 200001  
 Telephone: 86 21 23209500 Fax: 86 21 63404005  
 Contact : Ms Vivien Ma  
[Vivien\\_ma@cn.nyklogistics.com](mailto:Vivien_ma@cn.nyklogistics.com)  
 Ms Elaine Qin  
[Elaine\\_qin@cn.nyklogistics.com](mailto:Elaine_qin@cn.nyklogistics.com)

**NANJING**

Suite D, 17F Deji Mansion,  
188 Changjiang Road,  
Nanjing, 210005, China  
Telephone: 86 25 86816130 Fax: 86 21 60806959  
Contact: Ms. Nickle Zhu  
nickel\_zhu@cn.nyklogistics.com

**SHENZHEN**

25/F, Excellence Times Square,  
4068 Yitian Road, Futian District.,  
Shenzhen, PRC  
Telephone: 86 755 25838406 Fax: 86 755 25 838413  
Contact: Mr Benjamin Lee  
Benjamin.lee@hk.yusen-logistics.com  
Ms Mill Ji  
Mill.ji@hk.yusen-logistics.com

**NINGBO**

Flat B, 12/F, C-1 Fortune Building,  
No. 828 FuMing Road,  
JiangDong District, Ningbo, 315040, China  
Telephone: 86 574 87859525 Fax: 86 21 60806858  
Contact: Mr Bill Shen  
Bill\_shen@cn.nyklogistics.com

**TIANJIN**

Room 1208, Tianjin International Building  
No. 75, Nanjing Road, Heiping District  
Tianjin, 300050, China  
Telephone: 86 22 2332 8260 Fax: 86 22 2332 8265  
Contact : Ms Shirley He  
Shirley\_he@cn.nyklogistics.com

**QINGDAO**

Room 203, Area C of Fenghe Plaza  
12 Hong Kong Central Road  
Qingdao, China 266071  
Telephone: 86 532 85027000 Fax : 86 532 85028662  
Contact : Ms Lynn Liang  
Lynn\_liang@cn.nyklogistics.com

**XIAMEN**

Room 2305-09, 23th Floor  
Commercial Building Paragon Centre,  
No.1 Lianyue Road, Xiamen, China  
Telephone: 86 592 8069162 Fax : 86 592 239 5013  
Contact : Ms Lydia Chen  
Lydia\_chen@cn.nyklogistics.com

**FUZHOU**

Rm 2512, Bank of China Building, No. 136  
Wusi Road, Fuzhou 350003  
Telephone : 86 591 87854485 Fax : 86 591 87854489  
Contact : Ms Tina Guo  
Tina\_guo@cn.nyklogistics.com

**\*\*Booking for Shenzhen and Huangpu should be sent to Yusen Hong Kong directly, where assistance will be provided in arranging shipments**

**SOUTH EAST ASIA****VIETNAM (HANOI)**

Room 806 HITC Building  
239 Xuan Thuy Road, Cau Ciay Dist.  
Hanoi, Vietnam  
Telephone : 844 3 768 4641 Fax: 844 3 768 4642  
Contact : Ms Thanh Tam  
Thanh\_tam@@vn.nyklogistics.com

**VIETNAM (HO CHI MINH)**

Room 701 Saigon Riverside Office Center Building  
2A-4A Ton Duc Thang Street, Dist. I  
Ho Chi Minh City, Vietnam  
Telephone : 848 3-822 4407 Fax : 848 3 822 4408  
Contact : Ms Van Anh  
van\_anh@vn.nyklogistics.com

**INDIA/WEST OFFICES****INDIA MUMBAI (BOMBAY)**

Trade View, 3/F,  
Kamala Mills Complex,  
Pandurang BudhkarMarg,  
Lower Parel, Mumbai, 400013, India  
Telephone: 91 22 30914031 Fax : 91 22 30914090  
Contact : Ms Rupali Narvekar  
Rupali\_narvekar@in.nyklogistics.com

## 2) FACTORY LOADING REQUIREMENTS

All vendors are permitted to factory load. The shipper will be responsible for full utilization of containers. The consolidator, Yusen, will be responsible for providing the container upon factory request, collecting all documents, and issuing the FCR. Vendors are required to notify our consolidator twenty-one (21) days prior to their anticipated shipping date to secure a booking.

1. Big Lots Canada freight will most likely utilize 20-foot containers, however, Big Lots **strongly** prefers to use 40-foot or larger containers with the exception of weight-restricted freight. The weight requirements are a minimum of 15,000 kgs with a maximum of 17,500 kgs. Where applicable, freight less than 28 cubic meters must be delivered to the nearest Yusen consolidation point.

2. Minimum container loading requirements:

<u>Container Size</u>	<u>Minimum Requirement</u>	<u>Maximum Weight</u>
20 foot standard	28 cubic meters	17,500 kgs
40 foot standard	56 cubic meters	19,500 kgs
40 foot hi cube	65 cubic meters	19,500 kgs
45 foot hi cube	75 cubic meters	19,500 kgs

If the minimums listed above cannot be reached, or if the vendor has overflow product, the product must be delivered to the nearest authorized YUSEN consolidation facility.

3. Do not mix distribution centers in a container. If there is not enough product to fill a container, the load must be delivered to an Yusen CFS for consolidation, where available. The only cargo that can mixed on the container are PO's written as Deconsolidation earmarked for Yusen's Vancouver, BC deconsolidation warehouse.

4. If more than one purchase order is loaded in a container it must be loaded in sequence. Factory loaded containers must be segregated by purchase order in the container.

5. Substitution of any items not listed on the PO is prohibited.

6. One carton from each purchase order must be placed at the tail of each container for Customs inspection.

7. A container loading plan (CLP) and loading schematic must be attached to the last carton place on the tail of the container.

8. All containers must be loaded by PO# then Item/Sku. PO's should not be split across more than one container unless capacity of the PO exceeds one container.

### **BELOW ARE THE YUSEN CONTAINER LOAD PLAN (CLP) CUTOFF TIMES BY ORIGIN**

<b>Country</b>	<b>Origin</b>	<b>Deadline for Vendor Container load plan</b>
Hong Kong	Hong Kong	4 calendar days before vessel CY cutoff
China	Shenzhen, Huangpu, Xiamen, Fuzhou	4 calendar days before vessel CY cutoff
	Shanghai, Tianjin, Qingdao	3 calendar days before vessel CY cutoff
	Ningbo	2 calendar days before vessel CY cutoff
	Nanjing, Dalian	1 calendar days before vessel CY cutoff
Vietnam	Ho Chi Minh City	3 calendar days before vessel CY cutoff
India	Cochin & Mumbai	3 calendar days before vessel CY cutoff

### 3) LESS THAN CONTAINER LOAD LOADING REQUIREMENTS

When the Big Lots Canada PO is written as Less than Container Load, the vendor must ship the cargo to the applicable Yusen consolidation warehouse indicated by the PO FOB term on the purchase order. For example, FOB Shanghai – LCL, meaning the cargo must be delivered to the Yusen Shanghai CFS warehouse. Yusen Logistics may only receive cargo at two (2) points in China: Shanghai, Shenzhen (Yantian)

1. All CFS cargo must be delivered to the consolidator at the vendor's expense (including Yusen charges) and sorted by DC#/PO#/Item/Sku#.
2. The product **must** be delivered within the specified ship/cancel window listed on Big Lots Canada purchase order. Any product delivered outside of this window requires the consolidator to obtain authorization from the Big Lots Global Sourcing Department before accepting (this may not nullify any late shipment penalties).
3. The consolidator will perform careful inspection of LCL product to ensure it is in good physical condition.
4. In the event the product is received damaged from the vendor, the consolidator will refuse the product delivered and advise the Global Sourcing Department.
5. The consolidator will produce a forwarders cargo receipt to the vendor, after Yusen receives ALL of the required documents and product/local charges.

#### 4) CARTON REQUIREMENTS AND CARTON MARKING REQUIREMENTS

##### CARTON REQUIREMENTS

- Product must be packed according to the following minimum/maximum conveyable carton sizes.

**Minimum Master**  
Carton dimension

**Maximum Master**  
Carton dimension

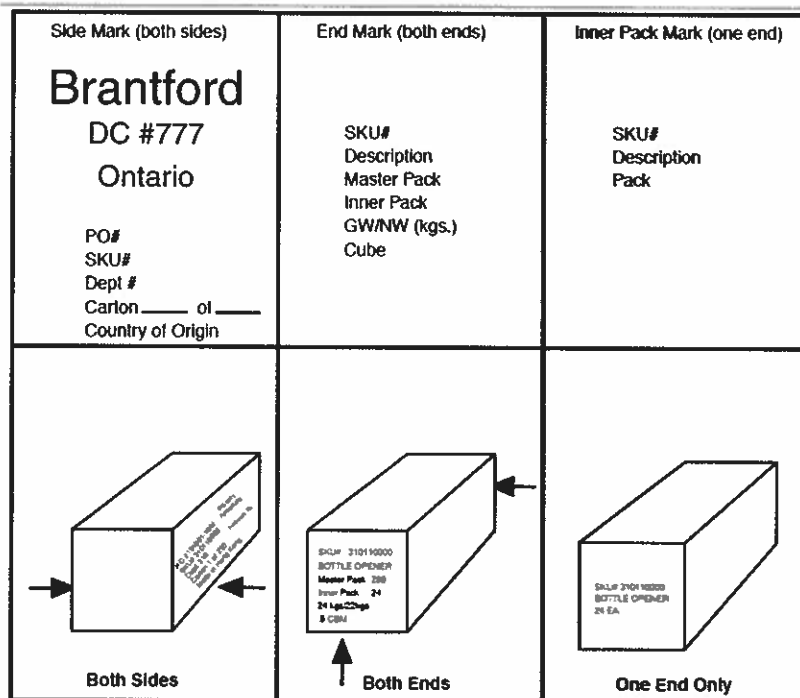
Length: 6 inches (15cm)  
Width: 6 inches (15cm)  
Height: 2 inches (5.08cm)  
Weight: 2 pounds (900gm)

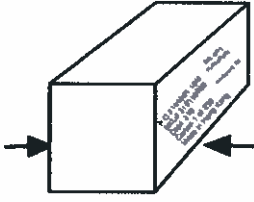
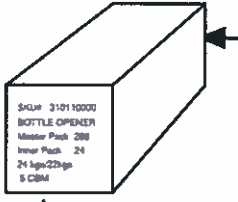
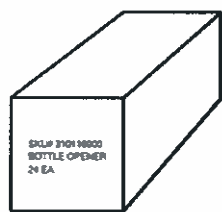
Length: 42 inches (107cm)  
Width: 25 inches (63.5cm)  
Height: 29 inches (74cm)  
Weight: 75 pounds (33.75kgs)

- STRAPPING OF CARTONS IS NOT PERMITTED**, with the exception of heavy product, such as tools, and small cartons that can be bundled must be approved by Global Sourcing Operations.
- Master cartons should be double wall construction with a bursting strength minimum of 275 PSI (19.33kg. cm).
- Big Lots must approve the use of wooden pallets. Big Lots **DOES NOT ALLOW THE USE OF WOODEN PACKAGING MATERIALS**. Yusen Logistics will request a certification that shipments contain no wood packaging material.
- Pack each purchase order separately. **DO NOT** mix purchase orders in cartons.
- Inner and master pack carton quantities **MUST** match the purchase order. Partial carton packs will not be accepted.

##### CARTON MARKING REQUIREMENTS

- Every master carton imported into Canada must be marked noticeably, legibly and permanently.
- Careful attention must be given to all carton markings to eliminate mistakes and confusion. Carton markings **MUST** appear on all four sides of the master carton, excluding top and bottom. See Graphics below for each Big Lots Canada DC.



Side Mark (both sides)	End Mark (both ends)	Inner Pack Mark (one end)
<p><b>Delta</b>  <b>DC #888</b>  <b>British Columbia</b></p> <p>PO#  SKU#  Dept #  Carton _____ of _____  Country of Origin</p>	<p>SKU#  Description  Master Pack  Inner Pack  GW/NW (kgs.)  Cube</p>	<p>SKU#  Description  Pack</p>
 <p><b>Both Sides</b></p>	 <p><b>Both Ends</b></p>	 <p><b>One End Only</b></p>

## 5) DOCUMENTS REQUIRED FOR BIG LOTS CANADA:

- Required documents to be given to Yusen to get the FCR include:
  - Container Load Plan
  - Commercial Invoice to include all information from CCI: All Invoices must include Big Lots Canada's 6 digit SKU#
  - Packing List
  - Big Lots Canada IPDS
  - Factory Certification
  - BV documents (if applicable to product)- see Vendor Manual Pg 33-34
  - PLI
  - Beneficiary Statement
  - Product Specific Statements (ex. Pasta Certificate, etc)
  - Any other necessary docs for Canada are listed on Page 34 of the Vendor Manual for the U.S.

### **Document Submission Requirements:**

Preparation of import documents is as important as the manufacturing of the product. Without proper documentation, Big Lots Canada cannot clear the product through Customs and take possession of the product. The vendors import document preparer must be certain all required information is present and must match the purchase order and/or wire transfer requirements. This compliance will prevent wire transfer discrepancies so immediate payment can be made. This also allows our customs house broker to file Customs documents without delay due to obtaining missing or corrected documents.

NOTE: Big Lots Canada expects all export documents at origin to be accurately prepared to avoid any customs delays at origin. Failure to comply may result in additional penalties and possible purchase order cancellation.

**Submission of all required documents to our Consolidator/Freight Forwarder MUST be presented no later than 3 days after sailing.**

1. Customs' **24 hour Advance Manifest Rule** requires all ocean carriers to submit manifest to Customs 24 hours before containers can be loaded on the vessel. The container load plan must be in English and reflect complete and accurate information. The essential information includes:
  - Shipper name and address
  - Consignee name and address
  - Container number
  - Seal number
  - Precise product description and / or HTS code – identical from Big Lots Canada final IPDS.
  - Lowest external packaging unit (i.e. container containing 10 pallets with 200 cartons should be manifested as 200 cartons.
2. Prior to the issuance of the Forwarders Product Receipt, all product and documents must be received in good order. (The FCR will be the final document issued to execute the letter of credit or wire transfer).
3. The number of full set commercial documents submitted must be equal to the number of bookings placed on the same vessel.
4. The number of FCRs issued must be equal to the number of bookings and the number of document sets on the same vessel.
5. In the event that all required documents have not been submitted to Yusen Logistics within 3 days of a vessel sailing, Big Lots has authorized Yusen Logistics to issue a "Document delay notice" (DDN) and to collect late fees as listed on the DDN.
6. Delayed documents to Yusen Logistics results in delayed documents to our customs house broker. This delays import entry and may result in storage charges. These charges will be charged back to the vendor.
7. Big Lots Canada will charge back a vendor for any additional charges incurred due to the vendor providing required documentation late.

**6) CONSIGNMENT INFORMATION FOR DOCUMENTATION**

When producing documents, please use the following Big Lots Canada addresses for the consignment/ship to address and list the respective Milgram Office as the "Notify Party" on document.

Any costs incurred from product being held in the loading port due to failure to comply with these requirements will result in the vendor absorbing the cost.

Yusen Logistics will scan documents that the vendor submit and will electronically send to Milgram Corporate office for customs clearance.

**Canadian Customs Broker**

Milgram & Company Ltd.  
400 – 645 Wellington  
Montreal, Quebec  
H3C 0L1  
(514) 288 2161

Attention: Special Handling

**DESTINATION ADDRESS:**

DC # 888  
Delta DC  
Big Lots Canada, Inc.  
C/O Liquidation World  
1302 Derwent Way  
Delta, BC V3M 6C4

DC# 777  
Brantford DC  
Big Lots Canada, Inc.  
C/O Liquidation World  
225 Henry St.  
Brantford, ON N3S 7R4

## **7) VENDOR COMPLIANCE**

### **ON TIME BOOKING**

Vendor is required to place booking to Yusen Logistics at least 21 days prior to PO ship date

### **ON TIME DOCUMENT SUBMISSION**

There will be a \$100 charge if documents are submitted to Yusen Logistics later than 3 working days after sailing.

### **LATE SHIPMENT PENALTY**

Big Lots Canada late shipment penalties are 4% of invoice value for 1-7 days late; 7% of invoice value for 8-14 days late and 10% of invoice value for **15 days late or over**. Big Lots Canada may reject late shipments.

### **UNDERUTILIZED CONTAINERS**

Big Lots Canada charges for any ocean containers that are loaded under the minimum CBM requirement for each container size. The vendor will be charged for light shipment at carrier freight rate from applicable port multiplied by the unused capacity in the container.

### **CUBE**

Big Lots Canada requires the accurate submission of master carton dimensions. If master carton dimensions are inaccurately submitted on the IPDS and the cube is understated, the vendor will be charged back the increase in cube of the master carton times the freight cost per cubic foot (as per IPDS) times the number of units shipped.

### **WOOD PALLETS**

The use of wood pallets must be authorized by Global Sourcing Operations. Failure to receive authorization may result in charge backs.

### **CHARGEBACK POLICY**

Big Lots Canada may charge back to the vendor for each instance of failing to adhere to our Manual guidelines, PO terms, or other conditions. Below is a non-exclusive list of infractions that may result in a charge back:

1. Carton markings are not on the carton.
2. Purchase order number is not on the carton.
3. Purchase orders are not separated on the container.
4. Style/Mfg#/Sku# is not on the carton.
5. Inner/master carton packing does not meet our purchase order specifications.
6. Cartons are strapped or banded without prior approval.
7. A packing list/schematic is not placed on the tail end of the container.
8. Failure to arrange shipments through Yusen, as specified, will result in the excessive charges, up to and including the refusal of the shipment being at the vendor's expense.
9. Failure to meet our cubic meter minimum requirements will result in charging the vendor back for the unused portion of the container.
10. Overweight container. The vendor will be responsible for any additional charges incurred.
11. Shipping from a FOB point other than the one specified on the purchase order. The vendor will be responsible for the difference in freight cost.
12. Requesting containers with space in excess of loading requirements or more containers than is necessary to accommodate the current shipment.

### **LATE SHIP GUIDELINES & PENALTIES**

To avoid late shipment penalties, please review all PO's upon receipt to make sure you can meet required ship dates. If not, please advise Big Lots Global Sourcing and / or the applicable agent at the time of purchase. Any changes to shipping dates must be reflected in a revised Purchase Order. Notes, emails, faxes, and phone conversations will not

be acceptable. A revised Purchase Order must be issued for compliance charge backs not to be applicable. Compliance will be charged for all orders changed within three weeks of cancel date unless the cause of the change was a Big Lots Canada caused problem or a natural disaster. If the ship date is changed within three weeks of the cancel date because of a vendor related problem, compliance will be enforced even if a new PO is issued.

### **SHIPPING ON-TIME REQUIREMENTS**

#### **Factory load shipment:**

In order to be considered on time, your shipment **must have sailed by the cancellation date** specified in our purchase order. It is a supplier's responsibility to schedule a shipment with Yusen on a timely basis to meet all required cut off dates so that a shipment sails by the cancel date.

#### **Consolidated shipments: Less than Container Load quantity:**

Your shipment must arrive at the Yusen warehouse no earlier than the start ship date and no later than the cancellation date specified on our purchase order. Failure to deliver product to the consolidation facility within the ship date and cancel dates will result in a late ship penalty.

#### **Penalties for late shipment:**

It must be made clear that partial shipments and late shipments can only be allowed with the prior written approval of the Global Sourcing Department. In the vast majority of cases, late and partial shipments will be rejected. It is Big Lots Canada expectation that all shipments will be 100% complete with no partial or back shipments. Any exceptions need to be approved by the VP of Global Sourcing. The current start ship date and cancellation dates of our purchase order are those in effect on the date you submit the container load plan to Yusen for factory load shipment, or the date you deliver to Yusen warehouse at complete booking quantity for consolidated shipments. If your shipment is late, we will deduct the following amount from your invoice payment:

- 1 – 7 days late: 4% of invoice value
- 8 – 14 days late: 7% of invoice value
- 15 days late or after: 10% of invoice value

Yusen will notify the factory by sending a late penalty memo via fax or email and provide a hard copy with issuance of the FCR.

For wire transfer late shipment, Big Lots Canada will directly deduct the penalty amount from your invoice. If the invoice has already been paid by Big Lots Canada the deduction will be applied to a subsequent invoice payment. For letter of credit late shipment, a late penalty statement with late days and deduct amount will be shown on the FCR for bank deduction.

To comply with the new guidelines and to avoid late shipment penalties, please note the following when placing your booking with Yusen:

- Your shipment is required to have sailed during the shipping window, which means the cargo ready date on shipping order should be available prior to the **FIRST** day of the ship window.
- You are required to submit Yusen booking 21 days before the **FIRST** day of the shipping window. If the booking is not submitted within 21 days, late shipment and late penalties may result.
- Any disputes regarding late shipment penalties must be coordinated through the Global Sourcing Department ([globalsourcing@biglots.com](mailto:globalsourcing@biglots.com)).

### **8) BILLING ADDRESS FOR BIG LOTS CANADA**

**Big Lots Canada, Inc.  
C/O Liquidation World  
Brantford DC  
225 Henry St.  
Brantford, ON N3S 7R4  
ATTN : Kim Krick**

