



————— REQUIRED CARTON MARKINGS —————
FOR DOMESTIC VENDORS

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**If you have any questions, you may email
vendorcompliancemanager@biglots.com**

REQUIRED CARTON MARKING ICONS

The carton marking icons shown below are **required to be placed in the bottom left corner** of the Master Shipping Carton when applicable. **Icons must appear on at least three different sides of the box and in Pantone 032.** Please also reference the IPDS (IMPORT PRODUCT DATA SHEET) for determining the appropriate size carton marking icon(s) to use based on carton cube.



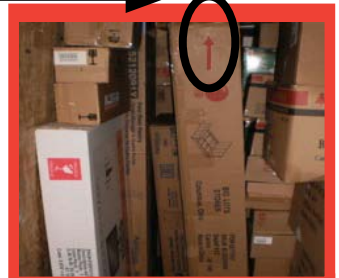
THIS SIDE UP INDICATOR

ICON: Carton is to Ship this side up.

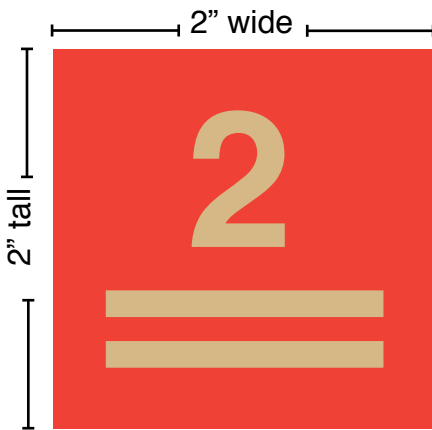
USE: when the safety of the contents necessitates the container be stored or stacked with the top surface up, and on cartons that should never be inverted or laid on their side

EXAMPLES: picture frames, liquids, lamps, glass, white out, ceramics, mirrors and framed prints. (Items listed are not inclusive)

NOTE: Arrows Up takes precedence over saving space on our trucks to the stores.



This is how our DC's will pack items on our trucks to ship to stores



ICON: Pallet Stackings

USE: In this example, boxes can't be stacked more than 2 pallets high or items will be crushed.



Other Examples



Don't use words, instead use Red icons as shown in this document.



FRAGILE-HANDLE WITH CARE

ICON: Use only if the item is Fragile

USE: this carton marking icon if item contains glass

EXAMPLES: glass, mirrors, patio tables, ceramic pots, light bulbs, porcelain (Items listed are not inclusive)

REMEMBER: Big Lots vendors are responsible for using the appropriate carton marking icon(s) to prevent damage prior to items arriving in our DC's and/or stores.

Big Lots reserves the right to charge back vendors if wrong carton marking icons are used.

REQUIRED CARTON MARKING ICONS CONT'D

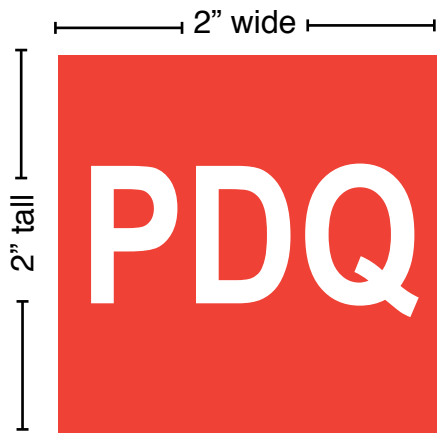


ICON: Team Lifting

USE: If box weighs more than 70 lbs (31.75 kg), this carton marking icon must be used.

EXAMPLES: Furniture, Hardware and Lawn and Garden (Items listed are not inclusive)

NOTE: This icon will also communicate to our DC associates to place this item on the bottom of trucks to prevent crushing of other cartons.

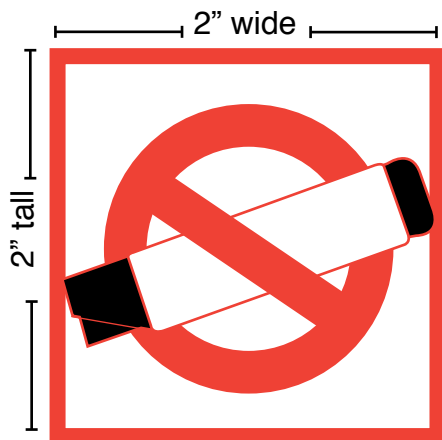


ICON: PDQ - Do Not Stack Heavy Product On Top Of Carton

USE: Communicates PDQ display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the PDQ display/product when loading our trucks to avoid damaging the PDQ.

EXAMPLES: pdq's, floor displays and sidekicks

PDQ - DO NOT STACK HEAVY PRODUCT ON TOP OF CARTON



ICON: No Blades

USE: Do not use sharp object when opening box.

EXAMPLES: cushions, pillows, wicker furniture, bedding, cloth coolers, rugs, towels (Items listed are not inclusive)

NOTE: Logo communicates to the stores that the merchandise inside can easily be cut and damaged when using a knife to open the box.

DO NOT USE SHARP OBJECT WHEN OPENING BOX.

Can use more than one icon if necessary.
Example: glassware (Arrow Up / Fragile etc.)

EXAMPLES SHOWING INCORRECT USE OF CARTON MARKINGS

Carton marking icons listed below require DC's to give special handling to each box that comes through the sorters to be loaded on our trucks for outbound delivery to our stores. Incorrect use of carton markings creates unnecessary incremental expenses.

- If cartons **are** marked with icons but don't need to be: requires special handling by DC associates and prevents maximizing cube on the trucks to our stores.
- If cartons **are not** marked with the appropriate icons: cost the company money due to store special handling or destroying product.



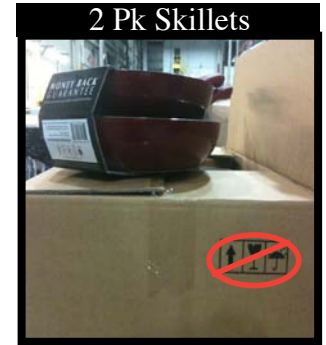
Cookie Sheets
Arrow Up Indicator icon is not necessary.



Cupcake Door Hanger
Carton marking icons are not necessary for this item.



Plastic Planter
Carton marking icons are not necessary for this item.



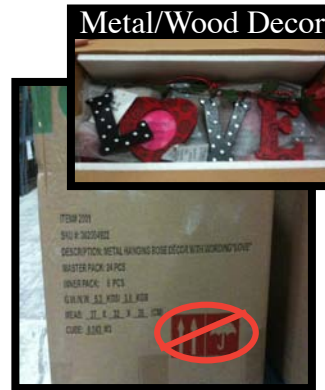
2 Pk Skillets
Carton marking icons are not necessary for this item.



Heart Shape Door Hanger
Carton marking icons are not necessary for this item.



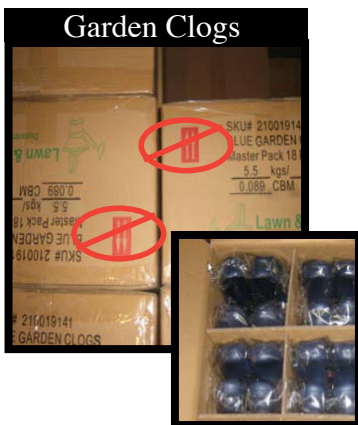
Chair Nail Head
Fragile-Handle With Care icon is not necessary.



Metal/Wood Decor
Carton marking icons are not necessary for this item.



Ribbon
Carton marking icons are not necessary for this item.



Garden Clogs
Carton marking icons are not necessary for this item.



Decorative Lights
This Side Up Indicator and Fragile-Handle With Care icons are not necessary.



Night stand
This Side Up Indicator, Fragile and Team Lifting icons are not necessary. This item weighs less than 70 lbs therefore Team Lifting is not needed.



Shoe Organizers
PDQ icon is missing.

REQUIRED CARTON MARKING ICONS CONTINUED

Vendors are responsible for making sure that carton marking icons are correct prior to Big Lots receiving the merchandise in our DC's.

icon, may be printed them directly on the box or printed labels can be placed on each box.

Vendors are required to use opaque cover-up labels on master cartons if the icons are incorrect.

STRAPPING AROUND MASTER CARTON(S) IS **NOT PERMITTED**



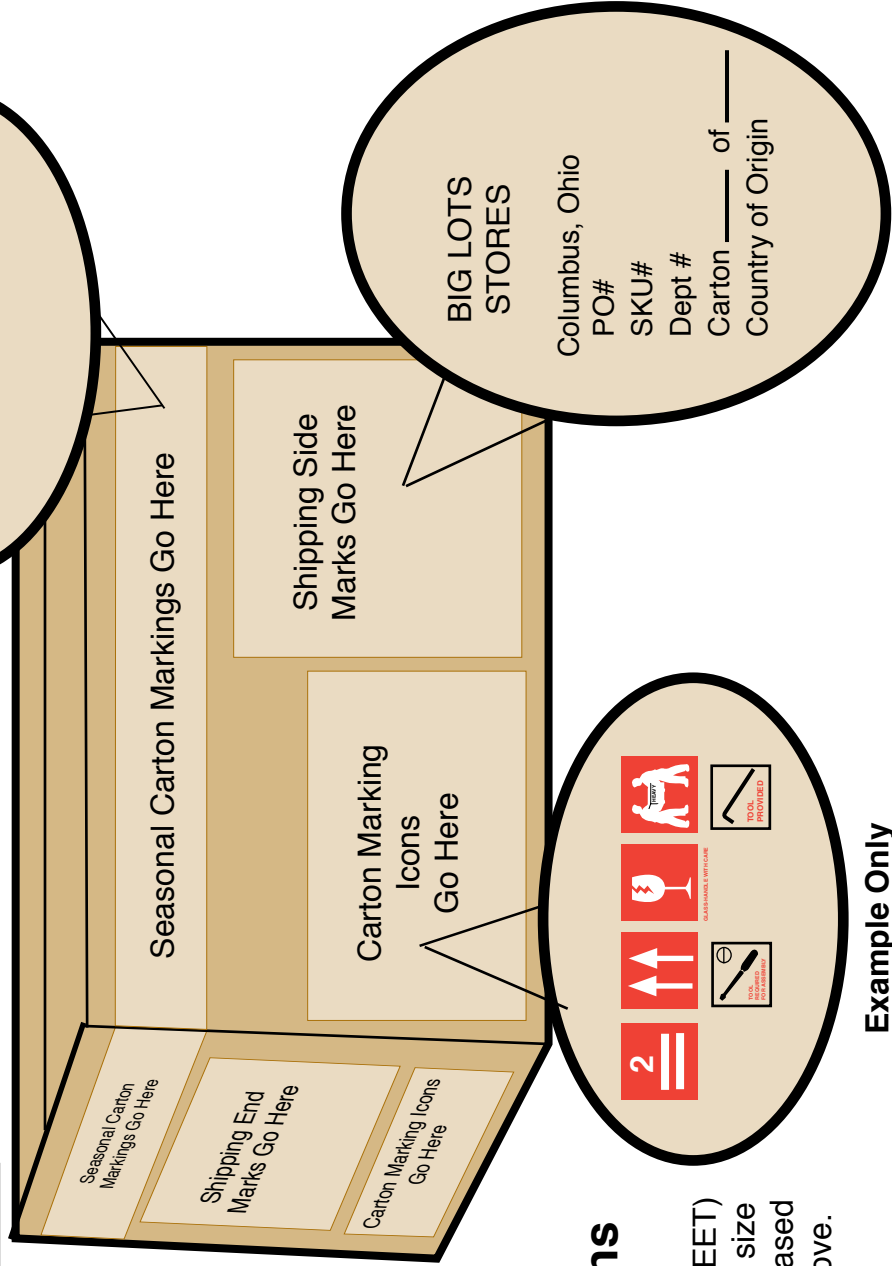
Strapping cartons damages the boxes. The pressure of the banding cuts into the side of the PDQ (see photo above). Banding also impacts our handling costs since they have to be manually removed prior to being placed on our sorters.

NOTE: All bands are removed to eliminate the possibility of damage to our sorting equipment. However, taping will be allowed to adhere the cover to the bottom of the pdq tray for shipping.

Carton Marking Icon Sizing Chart

CARTON CUBE FROM IPDS SHEETS	ICON SIZES (MINIMUM SIZES)
up to 2 cubes	1" X 1"
3 - 5 cubes	2" X 2"
6 - 10 cubes	3" X 3"
cube 11 and up	4" X 4"

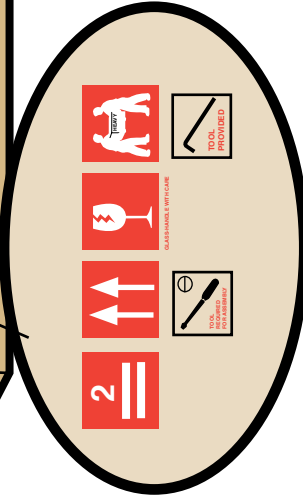
Example Only



Example Only

Carton Marking Icons

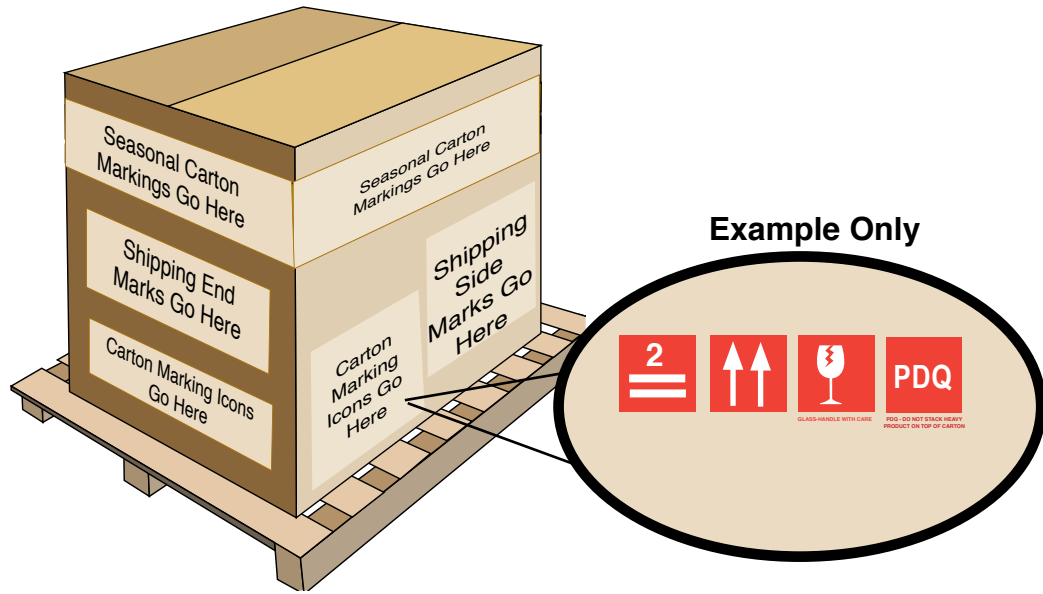
Please reference the IPDS (IMPORT PRODUCT DATA SHEET) for determining the appropriate size carton marking icon(s) to use based on carton cube. See chart above.



Example Only

PDQ's, FLOOR DISPLAYS AND SIDEKICKS

Master Carton Marking Icons



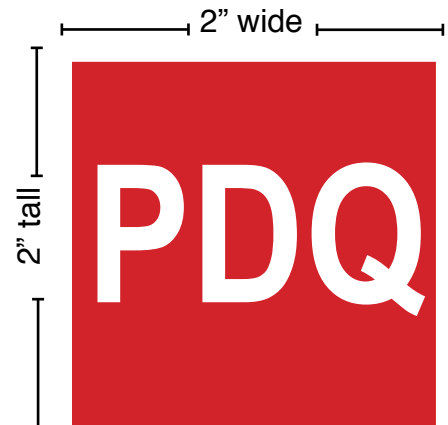
This icon communicates PDQ display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the PDQ display/product when loading our trucks to avoid damaging the PDQ.



NOTE: PDQ displays with cardboard feet are NOT ALLOWED.



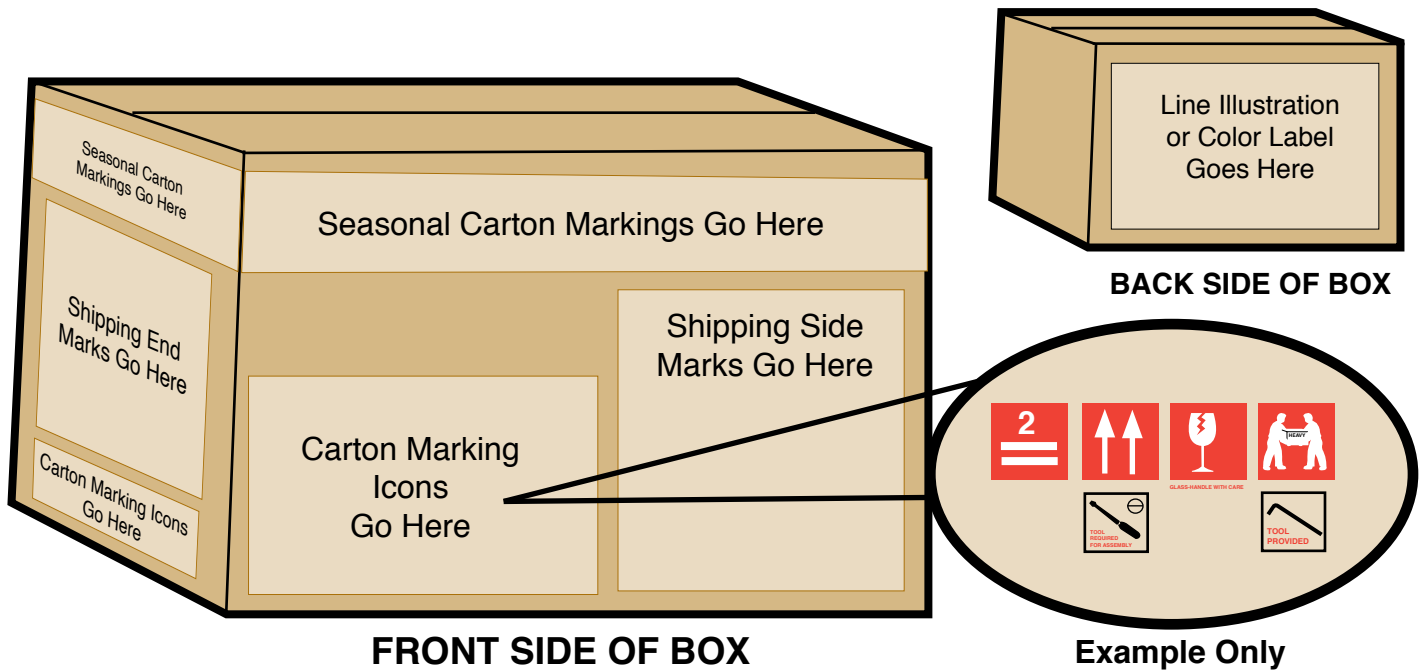
NOTE: Cartons containing pdq's but do not display required icon(s) are likely to be crushed during shipping.



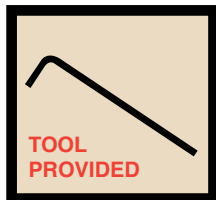
PDQ - DO NOT STACK HEAVY PRODUCT ON TOP OF CARTON

NOTE: Carton marking icons are required to be placed on at least three different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least three different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 5) for appropriate size carton marking icon(s).

TOOL(S) REQUIRED OR TOOL(S) PROVIDED MASTER CARTON MARKING ICONS



TOOL REQUIRED FOR ASSEMBLY - Icon indicates what tool is required to assemble the item. Tells the customer/store associates what tool is required for assembly.



TOOL PROVIDED - Icon indicates what tool is included in box for assembly.

Some items may require more than one tool to assemble the item, see example below of how that should appear on box.

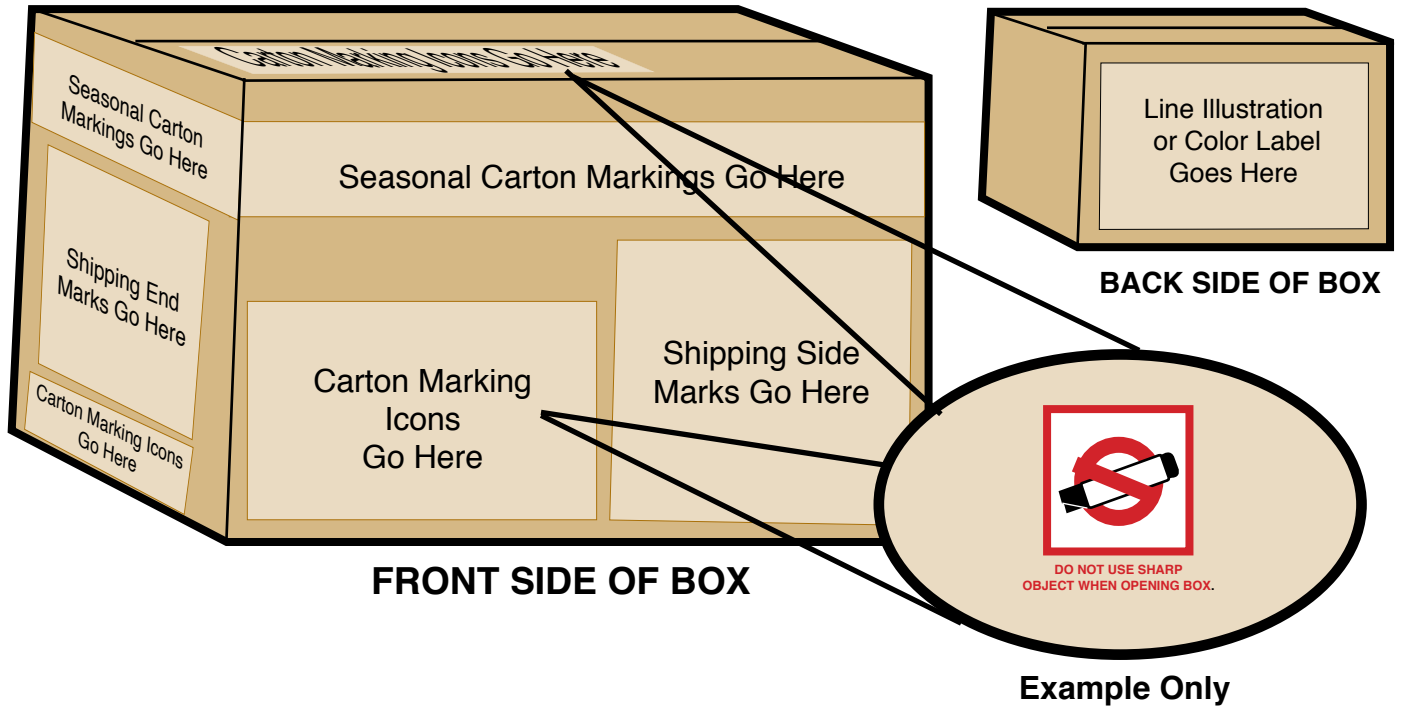
TOOLS REQUIRED FOR ASSEMBLY - Icon indicates what tools are required to assemble the item.



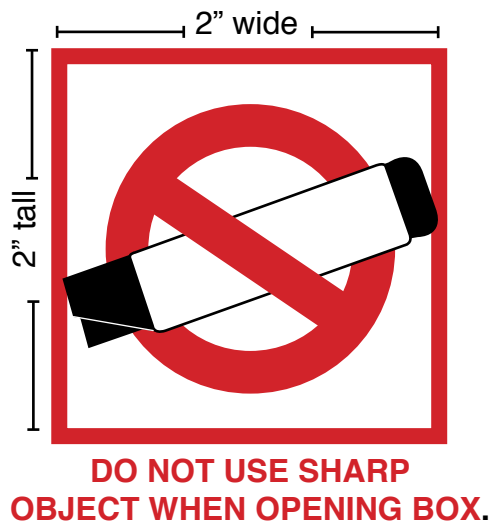
NOTE: Carton marking icons are required to be placed on at least three different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least three different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 5) for appropriate size carton marking icon(s).

DON'T USE A KNIFE TO OPEN THIS BOX

MASTER CARTON MARKINGS ICONS



This logo communicates to the stores that the merchandise inside (i.e. cushions, pillows, wicker furniture, etc.) can easily be cut and damaged when using a knife to open the box.



NOTE: Carton marking icons are required to be placed on at least three different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least three different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 5) for appropriate size carton marking icon(s).

BROWN BOX WITH COLOR LABEL MASTER CARTON MARKINGS ICONS



FRONT SIDE OF BOX



**TOP AND OTHER SIDE
OF BROWN BOX**

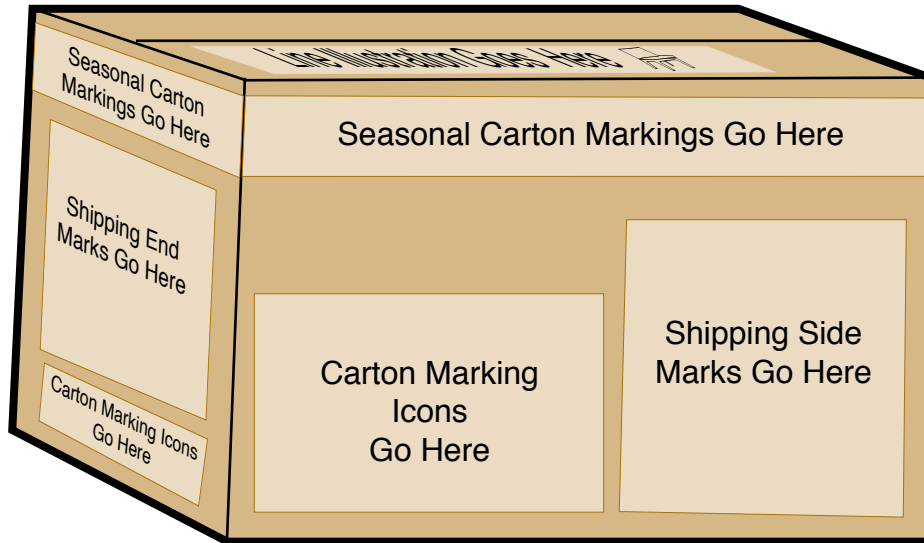


BOTTOM OF BROWN BOX

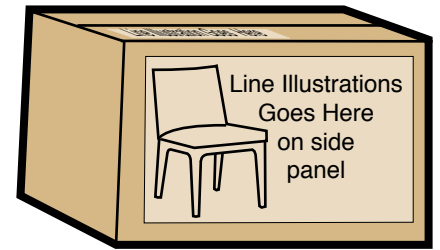
IMPORTANT: The size of the color label placed on the front panel of a box must be at least 75% of the overall size of the front panel (front panel is considered the principal display panel). In the example above, a label has also been added to the side panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

NOTE: Carton marking icons are required to be placed on at least three different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least three different sides of the box. See Carton Marking Icon Sizing Chart (page 5) for appropriate size carton marking icon(s).

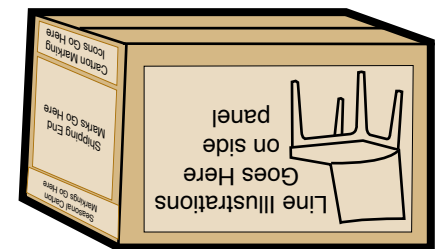
BROWN BOX WITH LINE ART MASTER CARTON MARKINGS ICONS



FRONT SIDE OF BOX



TOP AND OTHER SIDE OF BROWN BOX



BOTTOM OF BROWN BOX

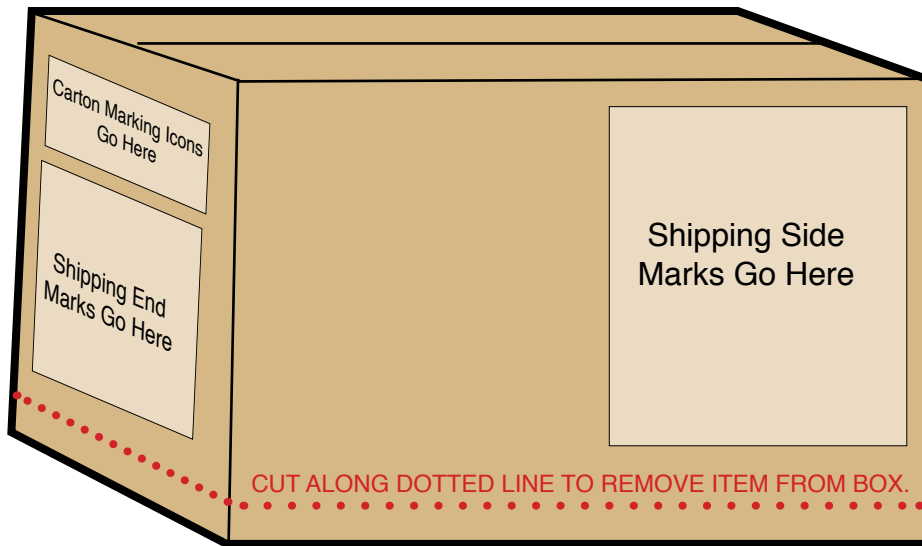
This line art communicates to the customer/store associate what the merchandise looks like inside the brown box.

IMPORTANT: The size of the line art placed on the side panel of a box must be at least 75% of the overall size of the side panel. In the example above, the line art has also been added to the top panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

NOTE: Carton marking icons are required to be placed on at least three different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least three different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 5) for appropriate size carton marking icon(s).

FOR HEAVY AND/OR LARGE BULK BOXED ITEMS

MASTER CARTON MARKINGS ICONS



FRONT SIDE OF BOX



BACK SIDE OF BOX

Please place dotted line 1” up from bottom of box. For heavy and/or large bulk boxed items (i.e. curio cabinets, furniture, air compressors, generators, etc.), place dotted line across bottom of box, along with the following message:

CUT ALONG DOTTED LINE TO REMOVE ITEM FROM BOX

This will help customers/store associate to identify how to easily open the heavy box without damaging the item.

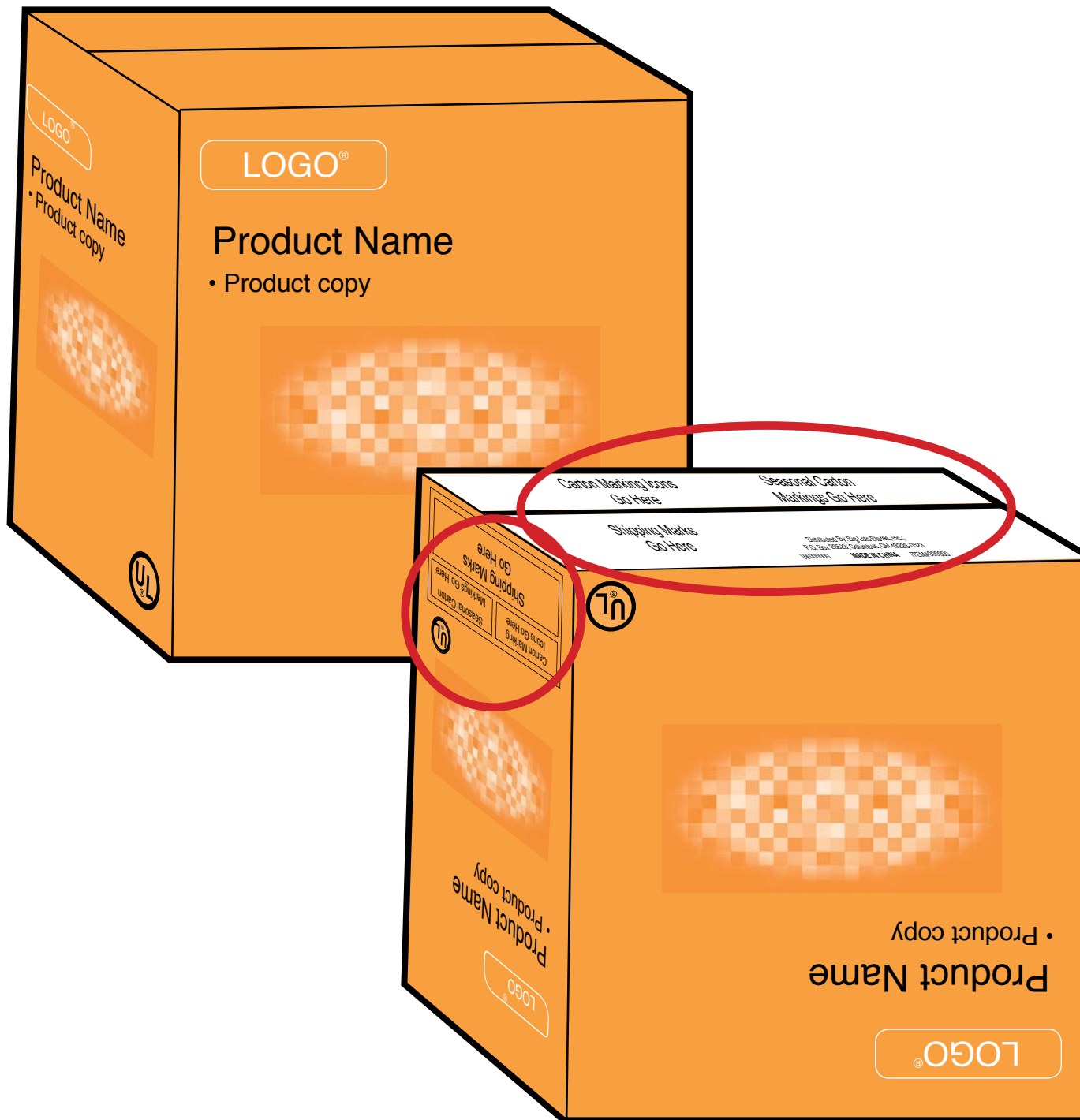


NOTE: Carton marking icons are required to be placed on at least three different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least three different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 5) for appropriate size carton marking icon(s).

COLOR BOX

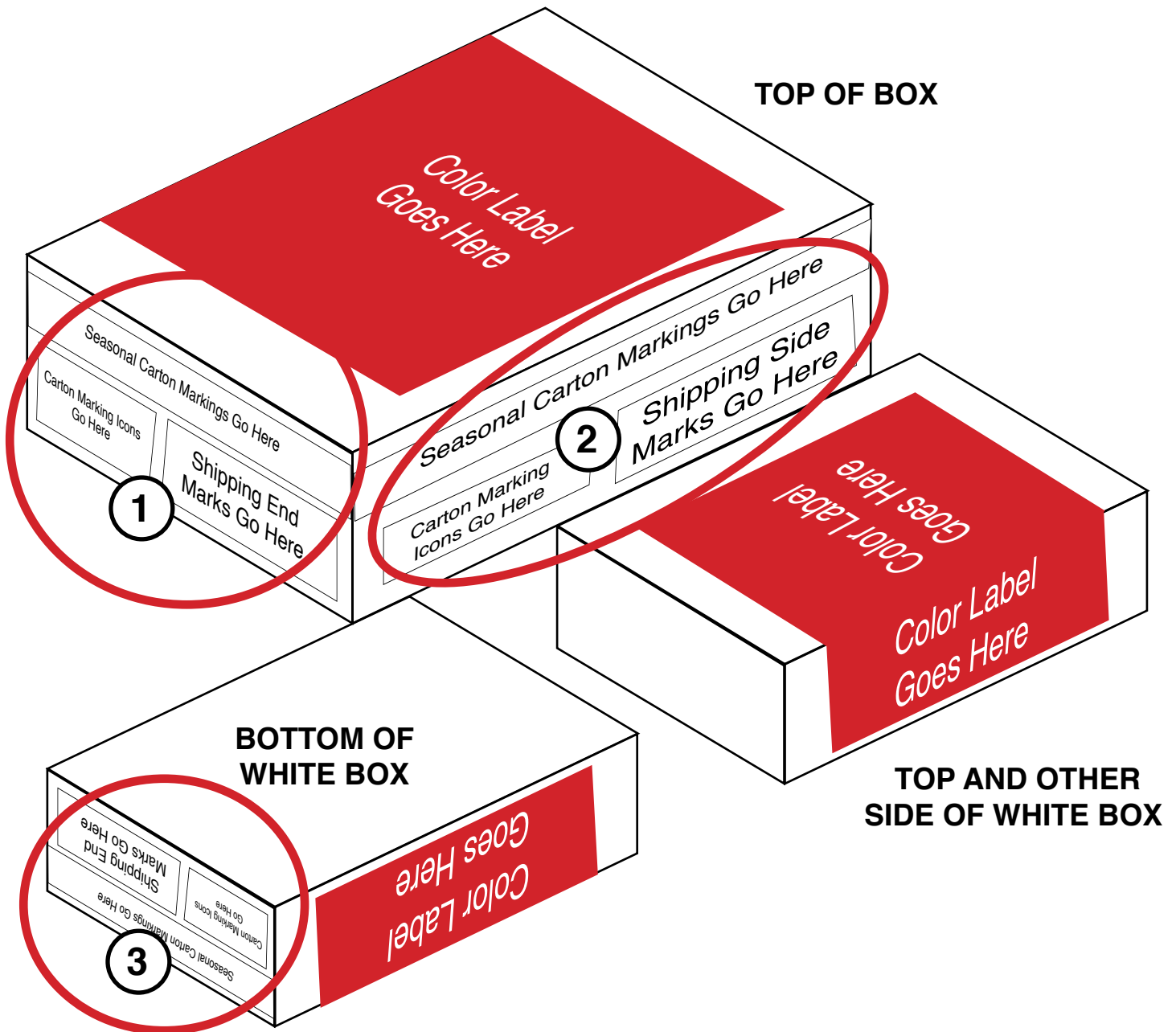
MASTER CARTON MARKINGS ICONS

Some color boxes that are a case pack of one will also require carton markings to be placed on at least two different sides. In the example below, the shipping marks are placed on the bottom of the box and on the side panel of the color box. Graphics may need to be placed on the side panels to accommodate these carton markings.



WHITE BOX WITH WRAP-AROUND COLOR LABEL MASTER CARTON MARKINGS ICONS

This master shipping carton of one requires logos to be placed on at least three different sides. In the example below, the shipping marks are placed on both ends and one side panel of the box, as the front side has the color label.



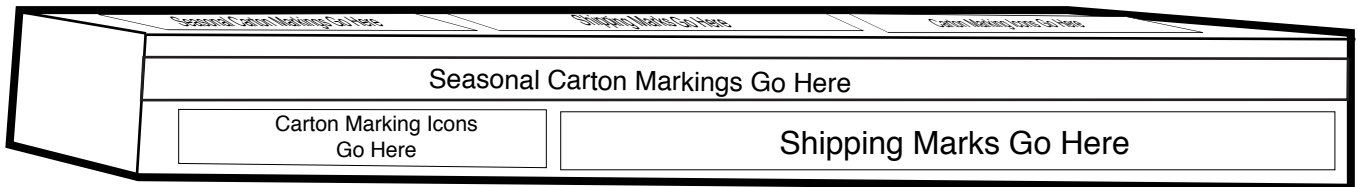
IMPORTANT: The size of the color label placed on the front panel of a box must be at least 75% of the overall size of the front panel (front panel is considered the principal display panel). In the example above, a label has also been added to the side panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

NOTE: Carton marking icons are required to be placed on at least three different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least three different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 5) for appropriate size carton marking icon(s).

WHITE BOX WITH WRAP-AROUND COLOR LABEL MASTER CARTON MARKINGS ICONS

In the example below the master carton marking of one will not fit on the end of the box; therefore, we should place the carton marking on another dominant side panel, as the front side has the color label.

TOP AND OTHER SIDE OF WHITE BOX



TOP OF BOX



IMPORTANT: The size of the color label placed on the front panel of a box must be at least 75% of the overall size of the front panel (front panel is considered the principal display panel). In the example above, a label has also been added to the side panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

NOTE: Carton marking icons are required to be placed on at least three different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least three different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 5) for appropriate size carton marking icon(s).

FURNITURE CARTON MARKINGS FOR “NEW Items” BROWN BOX WITH LINE ART

To make it easier for our stores to identify NEW furniture Items, we are now requiring the words “NEW Item” to appear on our shipping cartons. To help you identify when merchandise is a NEW Item, buyer will indicate on the Purchase order in the Purchase Order Instructions box, by sku, that the words “New Item” needs to appear on the Master Carton Markings.

EXAMPLE A:



Helvetica Bold - Use for the words “NEW Item”

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Font - Please note we are not permitted to provide the fonts. Vendors must purchase the identified fonts or use similar alternatives.

“New Item” must cover at least 20% of each panel and appear in Red, Pantone 185.

We prefer a color label affixed to the Master Shipping Carton, filling the box red and using white text.

NEW Item

If printing directly on the brown Master Shipping Carton, please make the words “NEW Item” appear in Red, Pantone 185.

NEW Item

Carton marking line art is required to be placed on at least three different sides of the Master Shipping Carton. In the example above, the line art is placed on the top and both side panels of the box.

This line art communicates to the customer/store associate what the merchandise looks like inside the brown box.

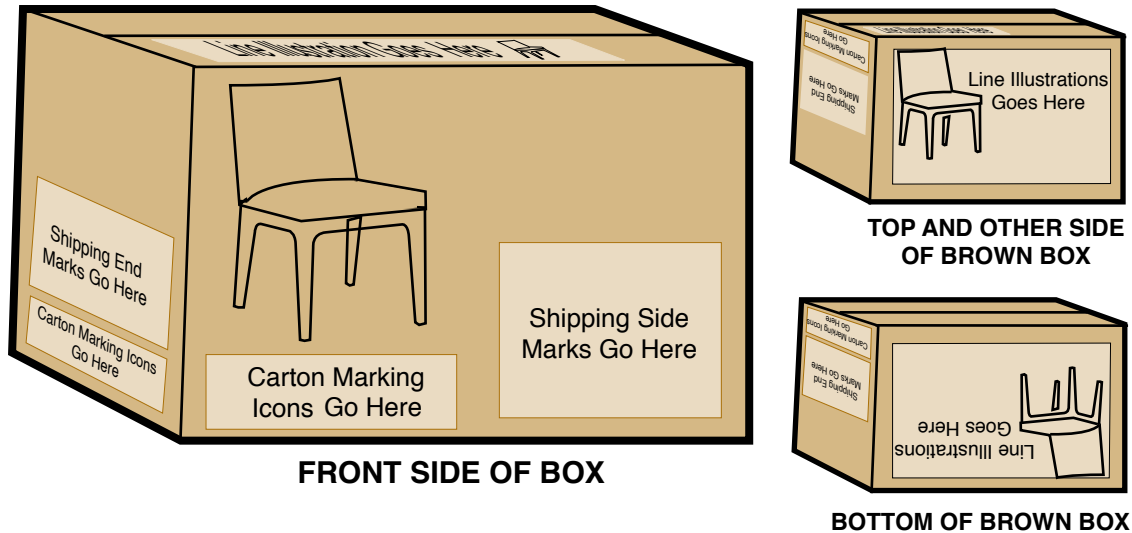
IMPORTANT: The size of the line art placed on the front panel of the box must be at least 40% of the overall height. In the example above, the line art has also been added to the top panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

FURNITURE CARTON MARKINGS (For Merchandise NOT Marked as New)

BROWN BOX WITH LINE ART

For all other furniture orders, please follow the below Master Carton Markings

EXAMPLE B:



This line art communicates to the customer/store associate what the merchandise looks like inside the brown box.

IMPORTANT: The size of the line art placed on the front panel of the box must be at least 40% of the overall height. In the example above, the line art has also been added to the top panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

NOTE: Carton marking icons are required to be placed on at least three different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least three different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 5) for appropriate size carton marking icon(s).

IMPORTANT: NEW SEASONAL CARTON MARKINGS

To make it easier for our stores to identify key seasonal merchandise, we are now requiring the following seasonal markings on our shipping cartons.

Print the seasonal carton markings on the top section of the four side panels of the shipping carton. We have supplied seasonal graphics (see the following pages) with horizontal orientation for seasonal carton markings. Please place the seasonal name on the color stripe so the width fills the carton panel.



For some merchandise (ie: Christmas, Christmas Giftables and Toys), we will add a "class description" that should appear on a black stripe under the season name. Match the class number from the purchase order to the class description (ie: Extension Cords, etc.) sheet found in this document.



For items contained in a Side Panel display, the shipping mark should state "SIDE PANEL" and appear on the black stripe under the seasonal name. Whenever a side panel ships, it should be labeled accordingly regardless of the season. Another example where this should be done is for "CLIP STRIPS" as shown below. Buyer will specify side panel or clip strips in comment section on purchase order.



Be sure to print the seasonal carton markings in the correct pantone number shown on the following pages. Carton markings shown are in addition to all other warehouse marking requirements.

CLASS DESCRIPTIONS FOR SEASONAL CARTON MARKINGS

If one of the below class numbers matches the class number found on the purchase order, then add the class description on the black stripe under the seasonal name.

"CHRISTMAS"

Class # - Class Description

11002 – SEASONAL CANDY
11004 – SEASONAL FOOD
17001 – STORAGE
25002 – EXTENSION CORDS
27006 – BATTERIES
27007 – BATTERIES
27008 – BATTERIES
34012 – CANDLES/CANDLE HOLDERS
35085 – CHRISTMAS TEXTILES
36001 – GIFT WRAP
36002 – LIGHTS
36003 – CRAFTS/HOLIDAY BASKETS
36004 – FLORAL/GARLAND/WREATHS
36006 – NOVELTIES/PARTY GOODS
36007 – OUTDOOR DÉCOR
36008 – HOME DÉCOR
36009 – TREE DÉCOR
36011 – TREES
37007 – BIBS AND ONESIES
42501 – MEN'S APPAREL
42502 – LADIES APPAREL
42503 – CHILDREN'S APPAREL
52003 - TAPE

"CHRISTMAS GIFTABLE"

Class # - Class Description

11008 – SALTY SNACKS & NUTS
11009 – COOKIES/CRACKERS
12002 – BATH
12003 – FRAGRANCES
12004 – COSMETICS
16001 – CAT TOYS
16003 – DOG TOYS
16004 – DOG TREATS
41001 – JEWELRY
41005 – SLIPPERS
41007 – WATCHES
41008 – LEATHER GOODS
41011 – HATS/GLOVES/SCARVES

LAWN AND GARDEN

Class # - Class Description

25001 – SOLAR LIGHTS

TOYS

Class # - Class Description

51012 – DOLLS
51013 – SUMMER TOYS
51014 – CRAFTS
51014 – MUSIC
51015 – GIRLS BOXED TOYS
51016 – BOYS BOXED TOYS
51019 – PRESCHOOL
51021 – GAMES AND PUZZLES
51022 – CARS & TRUCKS

PANTONE 032 & BLACK



CHRISTMAS

EXTENSION CORDS

DEPT 360

PANTONE 032 & BLACK



CHRISTMAS GIFTABLE

WATCHES

DEPT 360

PANTONE 190 & BLACK



TOYS

DOLLS

DEPT 510

PANTONE 021 & BLACK



TOYS

SUMMER

DEPT 510

PANTONE YELLOW C & BLACK



TOYS

CRAFTS

DEPT 510

PANTONE YELLOW C & BLACK



TOYS

MUSIC

DEPT 510

PANTONE 150 & BLACK



TOYS

GIRL'S

DEPT 510

PANTONE 2738 & BLACK



TOYS

BOY'S

DEPT 510

PANTONE 347 & BLACK



TOYS

PRE-SCHOOL

DEPT 510

PANTONE YELLOW C & BLACK



TOYS

GAMES & PUZZLES

DEPT 510

PANTONE 2738 & BLACK



TOYS

CARS & TRUCKS

DEPT 510

PANTONE 021 & BLACK



BACK TO SCHOOL

DEPT 520

PANTONE 347 & BLACK



EASTER

DEPT 362

PANTONE 260 & BLACK



HALLOWEEN

DEPT 363

PANTONE 260 & BLACK



HARVEST

DEPT 367

PANTONE 347 & BLACK



PATRIOTIC

DEPT 364

PANTONE 347 & BLACK



ST. PATRICK'S

DEPT 362

PANTONE 347 & BLACK



LAWN & GARDEN

DEPT 210

PANTONE 347 & BLACK



SUMMER

DEPT 364

PANTONE 347 & BLACK



VALENTINE'S

DEPT 362