Dear Valued Vendor / Partner,

We have added and/or made changes to our routing guide version 2.6 in response to questions from our vendor partners. The following changes have been made from routing guide version 2.5:

- Replaced all references in routing guide of “SKU” with “article” to match nomenclature on purchase orders
- Changed Big Lots Wholesale routing contact (p. 7)
- Added information for transportation exceptions (p. 9)
- Updated GS1-128 label layout and information (p. 15-16)
- Pallet Types – clarified types of pallets preferred (p. 21)
- Updated Invoicing Requirements (p. 25)
- Updated Distribution Center names (p. 27)

In an effort to increase productivity, both for Big Lots Stores, Inc. and its affiliates and subsidiaries (collectively “Big Lots”) as well as for all of our business partners, we are providing you with a revised Vendor Routing and Compliance Guide (the “Guide”). The Guide will help both Big Lots and our vendors avoid the costly and time-consuming steps involved in identifying errors, determining the cause of the errors and taking the necessary actions to correct such errors. In addition, compliance with the Guide will reduce transportation costs and service delays by eliminating misinterpretation of routing instructions. Improvements in routing compliance will improve cycle time, lower costs and improve merchandise availability - thus improving SALES for Big Lots and you!

As you know, the faster we get your merchandise to our sales floors, the greater the benefit for all involved. Goods will be in season, allowing for better turns and more orders and reorders. The benefits gained by all of us depend on your adherence to our shipping and packing guidelines. Accordingly, please note as of August 1, 2006 Big Lots began enforcing deductions for shipments to Big Lots that are not made in compliance with our Vendor Routing and Compliance Guide.

The Vendor Routing and Compliance Guide contains a complete listing of all deduction issues for violations of our packing and routing guidelines. As you know, the Vendor Routing and Compliance Guide is an integral part of our purchase orders. Your attention is directed to the Vendor Routing and Compliance Guide and the individual purchase orders for the complete statement of terms and conditions applicable to each purchase order.

For an explanation of these violations and to view the complete Vendor Routing and Compliance Guide please go to our website at http://www.biglots.com and click on Vendor Relations, or go directly to the following link: http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance then click on Big Lots Domestic Vendor Routing and Compliance Guide. Our intention is to work with vendors so we can move product efficiently through our supply chain. Any questions pertaining to traffic, please contact our Traffic Response Department at 866-823-9501. All other inquiries can be addressed with our Vendor Compliance Department at 614-278-3868 or 614-278-3393.

Thank you,

John C. Martin
Big Lots, Inc.
Chief Merchandising Officer
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INTRODUCTION

Big Lots and its affiliates and subsidiary companies ("Big Lots") are dedicated to the continued development of strong relationships with its vendors to ensure the timely and efficient delivery of merchandise to our distribution centers. The Guide is intended to incorporate all vendor related transportation policies and procedures for both distribution center and store orders. The Guide includes instructions for shipment documentation, labeling, packaging, billing and our routing compliance policies.

We look forward to continued growth in our relationship with you and appreciate your adherence to our policies and instructions.

General Instructions

The Big Lots transportation strategy is designed to ship goods in an efficient, accurate and timely manner. In order to support this process and our ultimate relationship with you, our valued vendor, our packaging, routing and shipping requirements must be adhered to. If you have any questions regarding the Guide, please call the Big Lots Vendor Compliance Team at 614-278-3868 or 614-278-3393.

For purposes of the Guide, a “shipment” is defined as all cartons shipped to a single Big Lots distribution center or store location in a single day from a single origin point.

The following instructions are applicable to all domestic vendors shipping Merchandise. This includes vendors shipping either prepaid, collect or through a third party. The instructions apply to shipments going to all facilities listed on p. 27 of this Guide.


How to use the Guide

The Guide is posted on the web at http://www.biglots.com – click on the Vendor Relations link, or go directly to the following link: http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance then click on Big Lots Domestic Vendor Routing and Compliance Guide. In addition to the Guide, supporting information to enable vendors to ship to our DCs and stores is available. Information includes a complete store address list, DC receiving hours of operation and drop days.

Effective Date

Effective 30 days after the first date published on the Guide (March 2013). Vendors must follow the routing instructions detailed in the Guide.

The revised version of the Guide (2.6) will supersede all previous versions. Big Lots will monitor notification of receipt of the compliance guide. Big Lots will notify you of any update to the Guide via email and from our compliance web portal.
Section 1: It All Begins With the Purchase Order

All Big Lots purchase orders must be shipped complete as ordered. Shipping partial orders (any short POs) may result in a deduction for additional transportation costs. We maintain a no back order policy, with the exception of replenishment orders as noted below.

- All Purchase Orders must be routed by the “Routed By” date on the PO
- All Purchase Orders must Not be shipped prior to the “Do Not Ship Before” date on the PO
- All Purchase Orders must be shipped by the “Cancel If Not Shipped By” date, or shall be subject to being cancelled by the buyer

Routing Process

Your purchase order will arrive with a Routing Instruction Form. ALL BIG LOTS COLLECT AND PREPAID PURCHASE ORDERS MUST BE ROUTED ON THE BIG LOTS WEB PORTAL at www.bigrouting.com.

- You must submit the routing request through the Big Lots web portal no later than the “Routed By” date on your Purchase Order. This includes information such as when the product will be ready for pick up, total number of pallets, weight and cube of the shipment and total number of trailers you estimate will be needed to complete the Purchase Order shipment. It is also important to indicate whether the shipment will be palletized, slip sheeted or floor loaded.
- If COLLECT, once your load has been tendered and accepted the designated carrier will contact you within 48 hours of ship date to schedule a pick up.
- If PREPAID, once you have submitted the request through the web portal the carrier will need to contact the Inbound Routing Team at appointments@biglots.com with the reference # to schedule a delivery.

Replenishment Orders

Vendors are required to accurately forecast future merchandise needs in conjunction with Big Lots merchants using our sales information or other means. Any back orders of replenishment product may be subject to cancellation without notice. If a back order shipment is authorized by the buyer the product must be shipped freight prepaid within ten (10) working days of the initial or first shipment of the order in question.

All orders shall be shipped in the quantities specified. The buyer has the right to refuse or return to the vendor/shipper any overage at the vendor’s/shipper’s expense. The vendor/shipper may be assessed handling charges. (See Section 6).

Merchandise shipped shall be the same as the approved samples. Failure of the vendor/shipper to comply shall result in either the merchandise being returned to the vendor at the vendor’s expense, or other options negotiated and agreed to by the buyer.

If a vendor is unable to fill a Purchase Order as ordered, substitutions of Style/Article, color, size, quantity changes, Style/Article elimination, ticketing discrepancies and date changes must be approved by the buyer. HANDWRITTEN BUYER NOTES, VERBAL OR PHONE AGREEMENTS ARE NOT ACCEPTABLE. The buyer is responsible for making all agreed upon changes to the Purchase Order prior to shipment.

Failure of the vendor/shipper to comply with purchase order shipping guidelines may result in the goods being cancelled or returned at the vendor’s/shipper’s expense in addition to handling charges being assessed. **If not returned, the vendor/shipper may be assessed handling and storage charges for the repackaging of the goods by Big Lots.**

The return of any merchandise because of failure to ship or deliver on time or conform to the specifications on the Purchase Order shall be at the vendor’s sole expense. In addition, for any collect shipments, the inbound transportation costs will be charged back to the vendor.

When merchandise is to be returned to the vendor, an authorization number must be provided to Big Lots within three (3) days of request.
Attachment A: Example of Purchase Order

NOTE: It is very important that all dates of the PO are followed by the vendor. Vendor Compliance deductions may be assessed for non-compliance.
Section 2: Routing Instructions

The following sections detail instructions for routing shipments either FOB collect or prepaid to U.S. operations.

Vendors shipping from multiple facilities or relocating a shipping facility cannot ship one Purchase Order from more than one FOB point. Failure to notify Big Lots of multiple outbound locations to receive a Purchase Order change, or failure to adhere to the specific instructions provided by Big Lots may result in a deduction.

Vendor must route the Purchase Order on or before the “Must Be Routed By” date on the PO at www.bigrouting.com.

**Note: Purchase Orders for Big Lots Wholesale must also be routed at www.bigrouting.com. Questions about routing should be called into the Big Lots Transportation Team at 866-823-9501.**

1. **Prepaid Shipments**

   Once a prepaid purchase order has been routed, the carrier will need to contact our inbound routing team at appointments@biglots.com to schedule a delivery appointment.

2. **Collect Shipments / Carrier Selection**

   Once a collect purchase order has been routed and the carrier has accepted the tender, an electronic notification will be emailed or faxed to the transportation contact at the vendor. This e-mail will indicate which carrier will be contacting the vendor within 48 hours of desired pick up to schedule a pick up appointment.

   Tips to accelerate the process of routing your Purchase Order on the Inbound Web Portal:
   
   1. When shipping on non-stackable pallets please multiply your pallet count time 113 to get your cube. If you are shipping on stackable pallets multiply 56 times your pallet count to get the cube.
   2. Please use the “View ship request link” to ensure you’re not creating duplicate requests for the same truck.
   3. Make sure the “Ready Date” you’ve selected is the true ready date of the product.
   4. Please validate the contact information tied to the pickup locations to ensure the carriers are calling the correct person.
   5. If you have any issues during the routing or shipping process please use the “contact us” link.

3. **Vendor Registration**

   If you have not registered on the routing web portal at www.bigrouting.com and created a separate Username and Password for entry to the web portal, please follow these steps.

   1. Select Register
   2. Select Vendor
      
      * Fill in all fields
      * When finished, select the register button
      * A notice will appear “Thank you for registering”. Your registration is awaiting approval, you will receive an email once your account has been activated
      * After you have registered, this new set of Username and Password combination will not be available to use until your registration has been approved

4. **Contact Information**

   Select Contact Us at the bottom if you wish to communicate questions or concerns to the routing team.

   * Fill out the message box
   * Select the desired communication option
   * Select the preferred contact method

   For immediate action contact our inbound routing team at 866-823-9501 or at biglotsinbound@unysonlogistics.com.

**Note: It is the vendor’s responsibility to notify the Transportation Team via phone or email for cancellation of any collect trucks that have been routed and ordered, but are no longer needed. Failure of notification will result in a performance deduction for truck ordered but not used.**
5. Creating a Routing Request

We cannot change or delete any entry made by the vendor. If you find the information is incorrect, contact Big Lots right away by using the Contact Us option or call 866-823-9501 for immediate assistance. Collect POs will not be able to be selected for routing within 24 hours of the cancel date.

To create a routing request (Collect or Prepaid) please do the following:

1. Go to www.bigrouting.com and log in.
2. Select ship request on the tool bar then select either Collect or Prepaid Request.
3. Using the Origin drop down box select the origin location you will be shipping from.
4. Using the Destination drop down box select the Distribution Center number that you wish to ship to.
5. Please select the calendar date for the shipment and then select continue.
6. Select all the purchase orders that you wish to ship from the drop down list.
7. Select continue at the bottom of the page.
8. Select the load type.
9. Fill in all load specific information (i.e. stackable, overflow, pallet spaces, pick up #, etc.).
10. Fill in the total cartons, total weight and total cube of the cartons for each purchase order, and the freight class. Do not use commas or decimals.
11. Select continue at the bottom of the page.
12. Verify that all the information is correct, the ship from address, the ship to address, the purchase orders and the cartons, weight and cube. If everything is correct select Finalize.

A message will pop up with your assigned seven digit Big Lots shipment number. If collect, once your load has been tendered and accepted the designated carrier will contact you within 48 hours of the ship date to schedule a pick up.

6. Automated Email Notifications

An email notice will be sent to the email address provided once your shipment has been routed. It will include a link to the routing so you can check the status of the shipment.

7. Routing Requirements

Please follow the information below to determine the Big Lots required mode for which your freight must be shipped.

<table>
<thead>
<tr>
<th>Weight, Cube, Cartons</th>
<th>Route Via</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 pound to 200 pounds AND less than or equal to 10 cartons</td>
<td>FedEx Ground Collect (1-800-463-3339)</td>
</tr>
<tr>
<td>Greater than or equal to 201 pounds or greater than or equal to 11 cartons</td>
<td>PO must be routed on the Big Lots Web Portal</td>
</tr>
<tr>
<td>All Air Freight, Expedited or Guaranteed Shipments</td>
<td>Contact Big Lots for instructions</td>
</tr>
</tbody>
</table>

For all collect shipment pickup requests, the Big Lots assigned carrier will call your facility to obtain a pickup at least 48 hours in advance. If you have required pick up numbers, please assign them to the carrier when they call for an appointment.

- Freight MUST be tendered with DC/purchase order integrity, which is defined as follows.
- All cartons for an individual DC shipment must be loaded together on the trailer at all times, and if palletized, must NOT be distributed across multiple pallets unless the shipments are large enough to require more than one pallet.
- Big Lots will not reverse charges for shipments sent prepaid in error by the vendor.
- Big Lots will not be responsible for collect shipments routed by the vendor via any carrier except via carriers assigned at the time of routing.
Routing Requirements continued:

- HAZMAT shipments: Vendors must meet all associated HazMat shipment state and federal compliance requirements. All associated accessorial charges are the responsibility of the vendor.
- The vendor is responsible for notifying Big Lots of temperature sensitive products, prior to shipping. Neither Big Lots nor our carriers will be responsible for temperature related damages if notification has not been received prior to pickup. Please contact the Big Lots Inbound Routing team to confirm routing instructions.

8. **Transportation Exceptions**

   - **Prepaid** – If your carrier will not make their scheduled delivery appointment contact appointments@biglots.com to reschedule.

   - **Collect** – If the Big Lots assigned carrier does not show or reschedules the pickup appointment contact biglotsinbound@unysonlogistics.com.

**Note:** In the event that a Big Lots authorized carrier misses a pickup which causes you to carry individual shipments over into the following week, whenever possible, please combine those shipments with new orders you have for those same locations and ship them on a single Bill of Lading during the next calendar week. Calendar week is defined as Sunday to Saturday. Multiple purchase orders received for an individual location are to be aggregated and shipped on a single Bill of Lading on the same day. The Bill of Lading should list all Purchase Order numbers and represent the combined weight, cartons and cube for all Purchase Orders shipping together, going to a single Big Lots destination. Please contact the Big Lots Transportation team at 866-823-9501 if you are able to combine shipments.
Section 3: Documentation Requirements

This Section details the requirements regarding the packing list, bill of lading, shipper load and count agreement, “Said to Contain” shipments and the billing of freight charges.

A. Packing Lists

Packing lists are mandatory and must accompany each shipment. The packing list information must match the contents of the truck.

The packing list must be presented in a clear plastic envelope and attached to the outside of the last pallet or carton loaded for each shipment, facing the trailer or container door. If the Bill of Lading also serves as the packing list, please make a copy of the Bill of Lading and present this in a clear plastic envelope attached to the outside of the last pallet or carton loaded. Vendors sending EDI-ASNs (advanced shipment notifications) to Big Lots must also send a packing list with their loads unless otherwise instructed by the Vendor Compliance Department.

Big Lots requires at least ONE packing list per trailer. If you ship multiple POs on the same trailer, there should be a packing list for each PO.

Drivers requesting a packing list may be given a copy. However, the original packing list must remain on the freight as instructed above.

The packing list must contain the following information:

- Big Lots Distribution Center number and DC address
- Vendor name and Big Lots vendor ID
- Purchase order number
- Total cartons and weight
- Big Lots Article number and vendor part/item number
- Quantity by Item/Style/Article number
- Item description
- Master and inner pack quantity
- Ship date

B. Bill of Lading

Individual DC Bills of Lading

Vendors must ship using DC specific Bills of Lading. There should never be more than one (1) Bill of Lading per location, unless you have received special authorization from our transportation team to do so in advance. See Attachment B for a sample BOL.

The Bill of Lading must contain the following information:

- Complete destination Distribution Center address as well as the DC identifying number, e.g. Columbus = 890
- Freight Terms, e.g. “Freight Collect” or “Prepaid”
- Vendor name and complete ship from address
- Vendor’s ID number
- Ship date
- Carrier name
- Seal number attached to the trailer by the vendor
- Accurate NMFC # for LTL shipments (including sub item # if applicable), NMFC Class, number of cartons and weight by item. Please note that it is the vendor’s responsibility to update any changes to the NMFC #s applicable to their products. Vendors will be responsible for all additional freight charges resulting from items that are misclassified.
For “Said to Contain” scenarios only: Big Lots’ designated carriers will NOT accept Bills of Lading that are marked “Said to Contain”. All Bills of Lading must have complete and accurate carton counts. If, however, the carrier cannot count the cartons due to stretch wrap inhibitors, or if the bill of lading information cannot be accurately verified, the carrier will sign for stretch-wrapped pallets as the responsible pieces. The carrier will only be responsible for the pieces (cartons or pallets) signed for. All other shortages will be the responsibility of the vendor. Carriers will do their best to count each and every carton.

For all other vendors that are utilizing the services of a third party shipping facility (3PL) the vendors name and vendor ID MUST be shown on the Bill of Lading as the shipper of record “In Care Of” the 3PL. All BOLs that show the 3PL as the shipper of record will be subject to Performance Deductions as per the Schedule in Section 6. Do not, under any circumstances, prepay and add freight charges to your invoice. Freight charges added to a vendor’s invoice will be deducted and subject to an administrative fee.

Attachment B: Bill of Lading

The Bill of Lading template is shown below:

<table>
<thead>
<tr>
<th>Date:</th>
<th>BILL OF LADING</th>
<th>Page _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SID#:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOB:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHIP FROM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Location #:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CID#:</td>
<td>FOB:</td>
<td></td>
</tr>
<tr>
<td>SHIP TO</td>
<td>CARRIER NAME:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Trail number:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Seal number(s):</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>SCAC:</td>
<td></td>
</tr>
<tr>
<td>CID#:</td>
<td>Pro number:</td>
<td></td>
</tr>
<tr>
<td>THIRD PARTY FREIGHT CHARGES BILL TO:</td>
<td>Freight Charge Terms:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPECIAL INSTRUCTIONS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUSTOMER ORDER NUMBER</td>
<td># PKGS</td>
<td>WEIGHT</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>CARRIER INFORMATION</td>
<td>COMMODITY DESCRIPTION</td>
</tr>
<tr>
<td>HANDLING UNIT</td>
<td>PACKAGE</td>
<td>QTY</td>
</tr>
<tr>
<td>RECEPTING STAMP SPACE</td>
<td>COD Amount: $</td>
<td>Fee Terms:</td>
</tr>
<tr>
<td>NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. §14706(c)(1)(A) and (B).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHIPPER SIGNATURE / DATE</td>
<td>Trailer Loaded:</td>
<td>Freight Counted:</td>
</tr>
<tr>
<td>This is only for the movement of hazardous materials that are properly packed and handled. Do not handle/pack hazardous materials in undue risk to humans.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly declared items are released in accordance to the regulations set by the U.S. DOT, 49 CFR 172.101.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attachment B: Bill of Lading Information

VICS Standard BOL, WWW.VICS.ORG For Complete VICS BOL Guidelines Information
Section 4: Direct to Store Requirements

Big Lots requires its vendors to deliver one to two times per week, depending upon the store weekly sales volume.

All deliveries must be prepaid shipments.

Direct to Store vendors are not required to call the store before delivering product. Big Lots requires all deliveries to be made Monday through Friday during daylight hours, but not on a day that the store receives its Big Lots DC shipment. See website www.biglots.com – click on vendor relations, or go directly to the following link: http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance, then select the store directory with delivery day’s document to understand which day of the week to not schedule a delivery.

Saturday deliveries may be permitted if store management and the vendor have made previous arrangements. It is advisable to obtain the name of the person authorizing the delivery at each store.

The route driver or representative is required to check in with a member of store management, or sign the vendor log at the service desk at the time of delivery. Deliveries can be made through the front door or the back receiving door. At the time of check in, drivers or representatives are given a visitors badge that must be worn while in the store. The badge is returned when the driver or representative signs out.

All deliveries and/or returns (credits) must be verified by a member of management before entering and leaving the store.

A paper copy of the invoice or credit is to be left at the store. Note: All deliveries and credits are to be billed on separate invoices:

- One invoice for delivery of product
- One invoice for credit of returned product

All DSD vendors are required to bill EDI, transmitting all invoices electronically within 48 hours of delivery to the store.

Section 5: Packaging and Labeling

This section details requirements regarding packaging, carton sealing, carton labeling and carton specifications.

Accessorial Responsibilities

Please be aware that all charges for accessorial service performed at the vendor’s ship point not previously agreed upon by the buyer/or the Big Lots transportation team will be the responsibility of the vendor. These services include, but are not limited to sorting, detention and pickups cancelled after carrier has arrived.

Note: any additional freight charges arising from reconsignment due to incorrect address information that Big Lots does not receive in advance of pickup will be the vendor’s responsibility.

A. Packaging Requirements

- All products must be packed in a way that ensures that they will arrive free of any damage or wear.
- All packaging must be designed and manufactured to comply with all applicable standards as set forth by the National Motor Freight Classification (NMFC) to withstand the normal rigors of transportation and physical distribution process.
- The master carton must be able to sustain floor loading within trailers for distribution.
- The appropriate packaging includes, but is not limited to: cartons, crates, pallets, blanket wrap and any of the preceding in combination, or any other packaging method that ensures that product arrives free of damage.
- Cartons not completely protecting vendor’s product must be communicated by the vendor to the Big Lots Vendor Compliance Team for agreement and written waivers. See Section 8 for Big Lots Contact List.
- Sufficient internal packaging materials must be used to ensure adequate protection during handling and shipping (e.g., Styrofoam peanuts, corrugated or wood dividers, corrugated corner protection, blow-in foam, items individually wrapped or bagged, etc.).
- It is the vendor’s responsibility to package and protect merchandise subject to regional climatic specifications.
- All shipping cartons must protect inner packs and individual selling units.
B. **Outer Carton Sealing Requirements**

Cartons must be sealed according to the following guidelines:

- Cartons must be sealed with reinforced tape.
- All items will be completely enclosed to ensure product protection with no product exposure or protrusions that would injure personnel or damage material handling equipment.
- No steel strapping (unless carton weight exception is granted for cartons in excess of 70 lbs.).
- No plastic strapping or banding is not allowed unless authorized in writing by the buyer or Vendor Compliance Manager.

**Example of H method carton taping:**

![Example of H method carton taping](image)

C. **Labeling Requirements**

For pre-ticketed merchandise, please see the pre-ticketing manual provided to you when you received your purchase order.

The Style/article number stamped, printed or labeled on the outside of the box, case or carton shall match the contents of the box, case or carton. All merchandise shipped with incorrect identification shall be processed at the discretion of Big Lots. If merchandise is returned the vendor/shipper may be assessed handling and shipping charges.

All merchandise shall be shipped in the packs and assortments (size and color) within a master pack according to the purchase order agreement. Only one Style/article number shall be shipped per box, case or carton.

All merchandise shall have all required carton marking icons printed on the outside of the master carton. Refer to Section C3 on page 18.

1. **Carton Labeling – Non-EDI Vendors**

   - Label the outside of each carton with the correct Big Lots purchase order number, Big Lots style/article number and quantity. If the purchase order number cannot be printed on the outside of the carton, please label the shrink-wrapped pallet/slip sheet itself, clearly identifying the purchase order number and Big Lots article number.
   - Correct case pack and shipping unit quantities are required on all items shipped to our DCs unless authorized by the buyer or Vendor Compliance Department.
Master/Inner Pack Carton Labeling Example:

Note: Either the term “SKU#” or “Article#” may be printed on the carton

Master Carton Labeling Example for Non-EDI Vendors:

Note: Either the term “SKU#” or “Article#” may be printed on the carton
2. **Carton Labeling – EDI Vendors**

EDI vendors should label their merchandise using the GS1-128 label. See example below:

![Carton Labeling Diagram]

**Label Size:** standard 4x6 labels

- Request an exemption if standard 4x6 label cannot be used because of carton size limitation

**Zone Content:**

<table>
<thead>
<tr>
<th>Zone</th>
<th>Description</th>
<th>Font</th>
<th>Information Needed</th>
</tr>
</thead>
</table>
| A    | Ship From Address                    | 10-12 pt | Mandatory: Vendor Name  
Optional: Vendor Address                                      |
| B    | Ship To Address                      | 10-12 pt | Ship to name, address, DC / store #                                                |
| C    | Ship To Postal Code and Barcode      |         | Carrier, Big Lots PO#, BOL#, Tally info.  
- Carton X of Y (floor loaded)                                      
- Pallet X of Y (palletized)                                         |
| D    | Shipment Information                 |         | Carrier, Big Lots Article #, Vendor Part #                                           |
| E    | Carton Contents                      |         | Big Lots Article #, Vendor Part #                                                   |
| F    | UPC# and Barcode                     |         | Provide when populated on EDI 850                                                  |
| G    | DC / Store Location Code and Barcode |         | Minimum field length: four digits                                                   |
| H    | Mark For Location Code               |         | Use SSCC-18 barcode format                                                           |
| I    | GS1-128 Serial Shipping Container Code |        |                                                                                     |

Font 10 to 16 pt. depending on the zone of the label and 20 mil bars unless specifically noted.

**Notes:**

- All vendors are to adopt a GS1-128 label as this is now Big Lots standard.
- Per the GS1 standards, the SSCC-18 value must not be reused within a 12 month period. See [http://www.gs1-128.info/sscc-18](http://www.gs1-128.info/sscc-18) for more information.
- ASNs and GS1-128 labels are not required for FedEx/UPS shipments
Carton Labeling – EDI vendors continued:

- Shipments that are pallet loaded where a pallet contains like merchandise the label will be per pallet.
- Shipments that are floor loaded the label will be per carton.
- Shipments that are pallet loaded where a pallet contains mixed merchandise the label will be per pallet and per carton.
- If merchandise is shipped in the same carton that will be displayed on the sales floor, DO NOT place the shipping label on the facing of the carton. Place it on the bottom or the backside of the carton.
- Please ensure that no portion of the UPC barcode or pertinent graphics and merchandise specifications are covered.
- Special handling requirements such as, but not limited to; Circular merchandise, Fragile, Flammable, Hazardous, Perishable, Protect from Heat, This End Up, Protect from Freezing, Rush etc., must be prominently displayed close to the outer cartons markings associated with the GS1-128 label.

EDI Enablement:

Go to http://www.biglots.com/corporate/vendor-relations/vendor-EDI-enablement to review Big Lots EDI specifications. To be set up on EDI with Big Lots, send an e-mail to biglotsedidept@biglots.com.

a. GS1-128 Label Placement Requirements

Big Lots is using the GS1-128 label requirements as outlined below.

The barcodes on units intended for General Distribution should upright (i.e. in picket fence orientation) and packed on the side of the unit. Each item shall have at least one barcode, and two are recommended when these symbols are pre-printed. As not all products are packed in an identical way, this general rule may not apply to unusual packaging types (e.g., low height items, display cases, bags). The barcodes should be kept away from any vertical edges so that the barcodes are less likely to be accidentally damaged in transit.

Label Placement on Pallets

For all types of pallets, including full pallets containing individual trade items and single trade items, (such as a refrigerator or washing machine), the target height for the bottom of the barcode symbol is between 400 millimeters (16 inches) and 800 millimeters (32 inches) from the base of the pallet. For pallets less than 400 millimeters (16 inches) high, the barcode symbol should be placed as high as possible while protecting the barcode. The symbol, including its Quiet Zones, should be at least 50 millimeters (2.0 inches) from any vertical edge to avoid damage.
**Label Placement on Cartons and Outer Cases**

For cartons and outer cases, symbol placement will vary slightly in practice: however the target placement for the bottom of the barcode symbol is 32 millimeters (1.25 inches) from the natural base of the item. The symbol, including its Quiet Zones, should be at least 19 millimeters (0.75 inches) from any vertical edge to avoid damage.

![Diagram of carton with barcode symbol placement](image)

**Label Location on Shallow Trays and Cases**

If the height of a case or tray is less than 50 millimeters (2.0 inches), making it impossible to print a full height barcode with the Human readable Interpretation below the bars, or if the construction of the unit is such that the full symbol height cannot be accommodated, the following options should be considered in this order of preference.

Place the Human Readable Interpretation to the left of the symbol, outside the compulsory Quiet Zones.

![Diagram of shallow tray with barcode symbol placement](image)

When the height of the unit is less than 32 millimeters, the symbol may be placed on the top of the package. The symbol should be placed with the bars perpendicular to the shortest side, no closer than 19 millimeters (0.75 inches) from any edge.

Sometimes two barcode symbols are used on variable measure units. If it is necessary to remove the Human Readable Interpretation from beneath the unit, the human readable characters of the main symbols should be placed to the left of the bars of the main symbol. The Human readable Interpretation of the Add-On Symbol should be placed to the right of the bars of the Add-On Symbol.
3. **Required Carton Marking Icons (EDI and non-EDI vendors):**

- The carton marking icons shown below are required to be placed in the bottom right corner of the Master Shipping Carton **when applicable.** Icons must appear on at least four sides of the box and in Pantone 032. The carton marking icons assist Big Lots when storing the product in our DCs and at the time of delivery to our stores. If you have questions about the carton marking icons please contact the Vendor Compliance Department. For an outline of our Seasonal Carton Markings please use the link: [http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance](http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance). Select the PDF labeled Domestic Carton Markings Instructions.

![Carton Marking Icons](image)

**THIS SIDE UP INDICATOR**

**ICON:** Carton is to be shipped 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, liquors, lamps, glasses, white out, ceramics, mirrors and framed prints.

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

**Pallet Stackings**

**ICON:**

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

**EXAMPLES:**

- Other Examples

**FRAGILE-HANDLE WITH CARE**

**ICON:** Use only if the item is Fragile

**USE:** this carton marking icon if item contains glasse

**EXAMPLES:** glasse, mirrors, patio tables, ceramic pots, light bulbs, porcelain

**Can use more than one icon if necessary. Example:**

glassware (Arrow Up / Fragile etc.)
REQUIRED CARTON MARKING ICONS CONT’D

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.

PDQ - DO NOT STACK HEAVY PRODUCT ON TOP OF CARTON

ICON: SIDE KICK - Do Not Stack Heavy Product On Top Of Carton
USE: Communicates SIDE KICK display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the SIDE KICK display/product when loading our trucks to avoid damaging the SIDEKICK.

SIDE KICK - DO NOT STACK HEAVY PRODUCT ON TOP OF CARTON

ICON: FLOOR DISPLAY - Do Not Stack Heavy Product On Top Of Carton
USE: Communicates FLOOR DISPLAY to the DC associate. DC associate will then avoid stacking other heavy boxes onto the FLOOR DISPLAY/product when loading our trucks to avoid damaging the FLOOR DISPLAY.

FLOOR DISPLAY - DO NOT STACK HEAVY PRODUCT ON TOP OF CARTON

Can use more than one icon if necessary.
Example: glassware (Arrow Up / Fragile etc.)
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:** No Blades

**USE:** Do not use sharp object when opening box.

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

**NOTE:** Logo should appear on top and bottom of box. Logo communicates to the stores that the merchandise inside can easily be cut and damaged when using a knife to open the box.
4. Pallet Requirements (if shipping on pallets)

Big Lots DOES NOT HAVE A PALLET EXCHANGE POLICY. It is the vendors’ responsibility to inform the carrier of our “No Pallet Exchange” policy. Any charges for pallets must be negotiated up front with the buyer.

**Big Lots prefers merchandise and furniture to be shipped on pallets or slip sheets.**

Only one style/article number shall be shipped per pallet. Big Lots allows (1) partial pallet per style/article number. In the case where combo styles/articles have been ordered, please contact your buyer or the Vendor Compliance Department for appropriate palletizing instructions.

If merchandise is palletized, the following standards must be adhered to:

- Pallets must be of at least Grade B, GMA 4 way type, 48”x40”.
- Clear transparent shrink-wrap must be used to secure the freight to the pallet.
- The use of colored shrink-wrap is not permitted.
- The shrink-wrap should be tied or attached to the pallet ensuring that the first wrap covers the pallet.
- Pallet should be wrapped securely from the top to the bottom.
- DO NOT double stack pallets and wrap them together to create a single handling unit.
- Single pallet weight may not exceed 2,500 lbs without written authorization from Big Lots.
- Freight is not to overhang the pallet more than 1 ½” on any side.
- Cartons are to be placed on the pallet so that the labels face upward or outward.
- Pallet markings applied under shrink-wrap must include: Vendor number, Vendor name, Ship from and to address, Big Lots DC number, Purchase order number and Carton count per article.

Please contact the Big Lots Vendor Compliance Department if you have any questions about pallet requirements. See Section 8 for a contact listing.

**Pallet Types**

- Big Lots prefers freight to be loaded on white wood, Grade B (minimum), GMA 4-way type, 48”x40” pallets
- Rented pallets (ex: CHEP, iGPS, Peco) are accepted but are discouraged from being sent to Big Lots

Big Lots participates in the CHEP pallet returns program. Listed below are the Big Lots account numbers for CHEP:

<table>
<thead>
<tr>
<th>DC Location</th>
<th>CHEP account number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbus</td>
<td>6100401149</td>
</tr>
<tr>
<td>Montgomery</td>
<td>6100616408</td>
</tr>
<tr>
<td>Rancho Cucamonga</td>
<td>6100416124</td>
</tr>
<tr>
<td>Tremont</td>
<td>6130938763</td>
</tr>
<tr>
<td>Durant</td>
<td>4000065470</td>
</tr>
</tbody>
</table>

**Pallet Max Requirements Table:**

<table>
<thead>
<tr>
<th>DC Location</th>
<th>State</th>
<th>Pallet Length</th>
<th>Pallet Width</th>
<th>Stringer height</th>
<th>Max pallet weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbus</td>
<td>OH</td>
<td>48&quot;</td>
<td>40&quot;</td>
<td>5&quot;</td>
<td>2,500 lbs</td>
</tr>
<tr>
<td>Montgomery</td>
<td>AL</td>
<td>48&quot;</td>
<td>40&quot;</td>
<td>5&quot;</td>
<td>2,500 lbs</td>
</tr>
<tr>
<td>Rancho Cucamonga</td>
<td>CA</td>
<td>48&quot;</td>
<td>40&quot;</td>
<td>5&quot;</td>
<td>2,000 lbs</td>
</tr>
<tr>
<td>Tremont</td>
<td>PA</td>
<td>48&quot;</td>
<td>40&quot;</td>
<td>5&quot;</td>
<td>2,500 lbs</td>
</tr>
<tr>
<td>Durant</td>
<td>OK</td>
<td>48&quot;</td>
<td>40&quot;</td>
<td>5&quot;</td>
<td>2,500 lbs</td>
</tr>
</tbody>
</table>
5. **Damage Free Loading**

- When floor loading trailers, always load tight, bottom to top and side to side.
- DO NOT MIX ARTICLES when floor loading. Load one article until complete and then start the next article.
- Always load heavy freight on bottom with light freight on top to prevent crushing and load instability.
- When loading product on a trailer that will not be filled to capacity, down stack the product on the rear of the trailer to resemble stair steps. This should minimize product from falling while the trailer is in motion, thus reducing the chance of damage.

- **Vendors are responsible for securing pallets and floor loads to keep them from shifting.** Approved items to secure freight are as follows: load locks, air bags, dunnage and trailer straps.
- Trailers must be sealed **by the vendor** before it departs the pickup location. The seal number must be noted on the BOL.

6. **Shipper Load and Count Agreement**

Product must be shipped as “**Shipper Load and Count**” (SLC), unless previously authorized by the buyer and the Traffic Manager to ship “Shipper Load and Driver Count”. Vendors must provide the Vendor Compliance Department written authorization from the buyer to make the change. Big Lots will hold the carrier responsible ONLY for cartons or pallets confirmed by the carrier at pickup.

For “Shipper Load and Count” scenarios: The agreement between the shipper and carrier will dictate that cartons will be counted at the shipper’s facility. If the vendor does not complete the Bill of Lading as stipulated in the agreement (e.g. the vendor completes the Bill showing a pallet count rather than a carton count) the carrier will only be responsible for the units as defined in the agreement. All other shortages will be the responsibility of the vendor. Carrier and vendor can only enter into an SLC agreement like the one provided in Attachment E. It is important that each carrier and vendor understand the exposure and risk of such agreements. Big Lots will assume no liability for any SLC agreements between carrier and vendor. **If the carrier and vendor should enter into such an agreement,** Big Lots asks that all carriers adhere to and agree with the elements of an SLC as found below, in particular:

- The SLC agreements will stipulate cartons counts, not skid counts
- Notification of exception must occur within twenty four (24) hours of first point of break
- Notification of exception or NO exception MUST be provided back to the vendor

If a vendor has a Shipper Load and Count Agreement that they would like Big Lots to review to see if it fits within Big Lots guidelines, please contact the Big Lots Transportation Team. A sample SLC agreement has been provided in Attachment C.
SHIPPER LOAD & COUNT AGREEMENT ____________________________(Vendor Name) (herein known as the “Shipper”) and Carrier ____________________________(herein known as the “Carrier”) agree to these terms set forth for specific freight tendered as Shipper Load & Count (SL&C) shipments for their mutual convenience.

The Shipper will include “SL&C” on the bill of lading, indicating that the Shipper counted and loaded the shipment without Carrier’s driver present. The Shipper’s failure to include “SL&C” does not change the liabilities of either party if the Shipper did in fact count and load the shipment.

The Shipper will load freight securely to withstand the normal rigors of transportation back to the destination Service Center. Shipper is required to include both Pallet count and carton count on Bill Of Lading. If carton count is not present on Shipper’s Bill of Lading, carrier will refuse pickup and notify Big Lots of shipper’s infraction. Carrier’s driver will not check the freight at the time of pickup.

Carrier’s driver will sign the bill of lading with “SL&C” instead of a piece count. All provisions of the bill of lading contract which are consistent with this agreement will apply. The driver’s failure to include “SL&C” does not change the liabilities of either party if the Shipper did in fact count and load the shipment.

Carrier will count and verify PIECES, defined as cartons or units (rolled goods) and note all exceptions (over, short, or damaged) when the shipment is actually physically handled from the original trailer. The Shipper will be notified by the Service Center via (circle one) PHONE or FAX or EMAIL of either O/S/D exceptions or a clear delivery within 24 hours (excluding weekends and holidays) of the first physical handling of the freight. Physical Handling is defined as the point at which the PIECES are actually counted by carrier. The shipper’s phone/fax number to be used is (______) - ______ - ______ and the shipper contact person will be ____________________________. If the shipper elected to be notified by Email their address is ____________________________. In the event of an O/S/D exception, Carrier will (check one):

____ Hold the entire shipment, notify Shipper, and await disposition from Shipper.

____ Adjust Shipper’s bill of lading to account for the overage or shortage, and forward shipment to destination. Carrier agrees to note the exception for Big Lots, on Bill of Lading and delivering documentation.

Carrier will not be liable for any shortages or damages occurring before the shipment is actually physically handled from the original trailer and reported to Shipper, unless there is evidence of a vehicle accident or negligence by Carrier.

This agreement is effective upon full execution by both parties and may be canceled at any time by 10 days advance written notice from either party.

SHIPPER

Signed: ____________________________
Print: ____________________________
Date: ____________________________

CARRIER

Signed: ____________________________
Print: ____________________________
Date: ____________________________
Section 6: Performance Deduction List

A. Performance Deductions

Big Lots requires its vendors to strictly adhere to the instructions contained within this document. Vendors failing to adhere to these instructions will be subject to performance deductions as per the schedule shown in Section 6. These charges are designed to cover the additional costs incurred by Big Lots and to foster improved performance with our Routing and Compliance Guide instructions. Please be advised that Big Lots’ decision to modify orders and/or forego deductions in any one or several instances shall not constitute an agreement to forego or waive any deduction in the future and shall not act as a waiver of the right to enforce deductions in the future. Big Lots reserves all such rights and remedies, including the right to fully enforce all Vendor Compliance procedures.

<table>
<thead>
<tr>
<th>Metric Name</th>
<th>Deduction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packing list missing</td>
<td>$50.00 per occurrence</td>
</tr>
<tr>
<td>Packing list quantity does not match with what was received</td>
<td>$100.00 per occurrence</td>
</tr>
<tr>
<td>Packing list pack size does not match with what was received</td>
<td>$100.00 per occurrence</td>
</tr>
<tr>
<td>Packing list item does not match with what was received</td>
<td>$100.00 per occurrence</td>
</tr>
<tr>
<td>Load type at receipt did not match appointment load type from Big Lots traffic system</td>
<td>$150.00 per occurrence</td>
</tr>
<tr>
<td>Freight was not properly palletized</td>
<td>$25.00 per pallet</td>
</tr>
<tr>
<td>Cartons were not sealed and labeled according to the routing guide</td>
<td>$2.00 per carton</td>
</tr>
<tr>
<td>Pre-ticketing errors</td>
<td>$50.00 per occurrence</td>
</tr>
<tr>
<td>PO was not shipped on time (Collect and Prepaid)</td>
<td>1-3 days late = $250.00</td>
</tr>
<tr>
<td></td>
<td>4-7 days late = 4% of invoice or $250.00 minimum</td>
</tr>
<tr>
<td></td>
<td>8+ days late = 6% of invoice or $250.00 minimum</td>
</tr>
<tr>
<td>ASN does not match the receipt</td>
<td>$0.00</td>
</tr>
<tr>
<td>ASN not received before trailer received at DC</td>
<td>$0.00</td>
</tr>
<tr>
<td>ASN does not contain the required fields</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

B. Vendor Compliance Disputes

Any dispute of a deduction filed against a vendor must be addressed via Big Lots Vendor Compliance System within sixty (60) days of the deduction date. Vendors must first complete the Vendor On-Boarding Process in the Vendor Compliance System in order to be able to dispute violations. Contact the Vendor Compliance Department at vendorcompliancemanager@biglots.com for information on completing this process. Any deduction not disputed by the vendor within sixty (60) days of the deduction date will stand as filed without further review.
Section 7: Accounts Payable

A. Invoicing Requirements

The “Bill To” address is the same for all “Ship To” locations. Send ORIGINAL invoice to the following address:

“Ship To” Location (ex. CSC Distribution, Inc.)

c/o Big Lots Stores, Inc.
Accounts Payable
300 Philippi Road
Columbus, OH 43228-5311

- Separate invoices are required for each distribution center, each purchase order and each trailer. Shipments made directly to store locations must be billed by store. DO NOT MIX PURCHASE ORDERS OR DISTRIBUTION CENTER ON INVOICES.
- Vendor name in the invoice heading must match the vendor name on the purchase order.
- The seller warrants by the delivery of merchandise for this order, that the merchandise so delivered conforms to and the seller has complied with all federal and state laws and regulations relating to its manufacture, sale and delivery in interstate and intrastate commerce.
- Full compliance with all Big Lots Vendor Standards is required on all containers, off price merchandise and special purchase buys.
- All vendors, including those vendors who are set up on a domestic letter of credit, are required to be in full compliance with all Big Lots standards contained in this manual.
- Submit invoices by one medium only: US mail, EDI810, or email (OutsideVendorInvoices@BigLots.com)

Each invoice must contain the following information:

- The full name, vendor #, address of the vendor, telephone and fax number
- The commercial invoice date and number
- Purchase order number
- PO Line Item number (line number in sequential order)
- Quantity in eaches, item number, style/article number, case pack and description of the item being shipped
- Unit cost, extended unit cost
- Total weight
- Total carton count
- Date of shipment (Pre-dating is not permitted)
- Carrier name
- Actual shipper, shipping point and zip code when different from vendor name and address on invoice
- Payment “remit to” address
- Payment terms (due date in lieu of payment terms)

Additional Accounts Payable Contacts:

- For payment status of an invoice, call 614-278-6858 (Vendor number is required)
- For Accounts Payable assistance, call 614-278-6800
- Merchandise purchased for resale is tax exempt. For tax exemption certificate, call 614-278-6831
- For Tax Identification number, call 614-278-7012 or 614-278-6582
B. **Payment Terms**

Terms of payment are calculated from the later of the invoice date or the receipt of goods. However, the due date could be extended without loss of discount, until an invoice is fully received.

When Big Lots assumes any portion of the transportation cost, ship freight collect. Invoices must not include freight or non-merchandise related charges.

A valid POD (Proof of Delivery) is defined as a freight bill stamped and signed by an authorized representative of Big Lots. We do not accept a Bill of Lading as a valid form of POD. The freight bill must also include: a purchase order number and carton count (if multiple orders, provide carton count by purchase order).

C. **Vendor Payment Disputes**

If amounts deducted from payments are in dispute, send a copy of the check, invoice, signed BOL and a brief explanation of the dispute. This must be received in the Accounts Payable department within 90 days of the check date or the deduction(s) will stand.

All correspondence relating to Accounts Payable matters for merchandise shipments can be mailed to the following address:

Big Lots Stores, Inc
Accounts Payable
300 Phillipi Road
Columbus, OH 43228-5311

D. **Freight Compliance Correspondence**

All correspondence relating to Freight Compliance issues should be faxed or mailed to the address above.
## Section 8: Big Lots Contact List

<table>
<thead>
<tr>
<th>Function</th>
<th>Contact name &amp; Email address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager of Vendor Compliance</td>
<td>Anthony Fabro – <a href="mailto:afabro@biglots.com">afabro@biglots.com</a></td>
<td>614-278-3868</td>
</tr>
<tr>
<td>Vendor Compliance Analyst</td>
<td>Karen Smith – <a href="mailto:karensmith@biglots.com">karensmith@biglots.com</a></td>
<td>614-278-3393</td>
</tr>
<tr>
<td>Vendor Compliance Department General E-mail Address</td>
<td><a href="mailto:vendorcompliancemanager@biglots.com">vendorcompliancemanager@biglots.com</a></td>
<td></td>
</tr>
<tr>
<td>Vendor Compliance System Web Link</td>
<td><a href="https://visibility.inovis.com/dataquality/xclient/biglots">https://visibility.inovis.com/dataquality/xclient/biglots</a></td>
<td></td>
</tr>
<tr>
<td>EDI Information</td>
<td>Mike Demos – <a href="mailto:mdemos@biglots.com">mdemos@biglots.com</a></td>
<td>614-278-6551</td>
</tr>
<tr>
<td>Inbound Transportation General Manager</td>
<td>Joe Riggs – <a href="mailto:jriggs@biglots.com">jriggs@biglots.com</a></td>
<td>614-278-3219</td>
</tr>
<tr>
<td>Inbound Routing Team</td>
<td><a href="mailto:biglotsinbound@unysonlogistics.com">biglotsinbound@unysonlogistics.com</a></td>
<td>866-823-9501</td>
</tr>
<tr>
<td>Freight Settlement Manager</td>
<td>Askia Shaheer – <a href="mailto:ashaheer@biglots.com">ashaheer@biglots.com</a></td>
<td>614-278-3226</td>
</tr>
<tr>
<td>Accounts Payable Manager</td>
<td>Jennifer Christy – <a href="mailto:jchristy@biglots.com">jchristy@biglots.com</a></td>
<td>614-278-6956</td>
</tr>
</tbody>
</table>

## Big Lots Distribution Center List

<table>
<thead>
<tr>
<th>Distribution Center #870</th>
<th>Distribution Center #873</th>
</tr>
</thead>
<tbody>
<tr>
<td>2855 Selma Highway</td>
<td>12434 Fourth Street</td>
</tr>
<tr>
<td>Montgomery, AL 36108</td>
<td>Rancho Cucamonga, CA 91730</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution Center #874</td>
<td>Distribution Center #879</td>
</tr>
<tr>
<td>50 Rauch Creek Road</td>
<td>2306 Enterprise Drive</td>
</tr>
<tr>
<td>Tremont, PA 17981</td>
<td>Durant, OK 74701</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution Center #890</td>
<td>Distribution Center #975 (Wholesale)</td>
</tr>
<tr>
<td>500 Phillipi Road</td>
<td>Building 550</td>
</tr>
<tr>
<td>Columbus, OH 43228</td>
<td>300 Phillipi Road</td>
</tr>
<tr>
<td></td>
<td>Columbus, OH 43228</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution Center #550 (Fixtures)</td>
<td></td>
</tr>
<tr>
<td>500 Phillipi Road</td>
<td></td>
</tr>
<tr>
<td>Columbus, OH 43228</td>
<td></td>
</tr>
</tbody>
</table>