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If you have any questions, please contact your agent:

Manttra Office at logistics@emanttra.com

Optimum Buying Office at office@optimum-buying.com

United Sourcing Office at merchandising@united-sourcing.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 four 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 (see page 8).

**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.

**ICON: Pallet Stackings**

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

**OTHER EXAMPLES:**
- 3
- 5

**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.

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.

**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.

**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.

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.

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 expense.

- 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.

- Arrow Up Indicator icon is not necessary.
- PDQ icon is missing.
- This Side Up Indicator and Fragile-Handle With Care icons are not necessary.
- This item weighs less than 70 lbs therefore Team Lifting is not needed.
- Fragile-Handle With Care icon is not necessary.
- 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 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 damage the box. 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

<table>
<thead>
<tr>
<th>CARTON CUBE FROM IPDS SHEETS</th>
<th>ICON SIZES (MINIMUM SIZES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 2 cubes</td>
<td>1” X 1”</td>
</tr>
<tr>
<td>3 - 5 cubes</td>
<td>2” X 2”</td>
</tr>
<tr>
<td>6 - 10 cubes</td>
<td>3” X 3”</td>
</tr>
<tr>
<td>cube 11 and up</td>
<td>4” X 4”</td>
</tr>
</tbody>
</table>

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.
FLOOR DISPLAYS
Master Carton Marking Icons

This icon 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.

NOTE: Displays with cardboard feet are NOT ALLOWED.

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

NOTE: Carton marking icons are required to be placed on at least four 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 four different sides of the box. See Carton Marking Icon Sizing Chart (page 8) for appropriate size carton marking icon(s).
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:** Carton marking icons are required to be placed on at least four 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 four different sides of the box. See Carton Marking Icon Sizing Chart (page 8) for appropriate size carton marking icon(s).
NOTE: Cartons containing pdq’s but do not display required icon(s) are likely to be crushed during shipping.

NOTE: PDQ displays with cardboard feet are NOT ALLOWED.

NOTE: Carton marking icons are required to be placed on at least four 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 four different sides of the box. See Carton Marking Icon Sizing Chart (page 8) 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 four 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 four different sides of the box. See Carton Marking Icon Sizing Chart (page 8) for appropriate size carton marking icon(s).
"NO BLADE" icon should appear on top and bottom of box. This logo communicates to the stores that the merchandise inside (i.e. cushions, pillows, wicker furniture, bedding, cloth coolers, rugs, towels, tablecloths, stuffed animals, 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 four 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 four different sides of the box. See Carton Marking Icon Sizing Chart (page 8) for appropriate size carton marking icon(s).
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 four 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 four different sides of the box. See Carton Marking Icon Sizing Chart (page 8) for appropriate size carton marking icon(s).
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 four 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 four different sides of the box. See Carton Marking Icon Sizing Chart (page 8) for appropriate size carton marking icon(s).
FOR HEAVY AND/OR LARGE BULK BOXED ITEMS
MASTER CARTON MARKINGS ICONS

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 four 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 four different sides of the box. See Carton Marking Icon Sizing Chart (page 8) for appropriate size carton marking icon(s).
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.
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.

**TOP OF BOX**

**BOTTOM OF WHITE BOX**

**TOP AND OTHER SIDE OF WHITE 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 four 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 four different sides of the box. See Carton Marking Icon Sizing Chart (page 8) for appropriate size carton marking icon(s).
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**

![Carton Marking Icons Go Here](image)

Seasonal Carton Markings Go Here

Carton Marking Icons Go Here

Shipping Marks Go Here

**TOP OF BOX**

![Color Label Goes Here](image)

![Color Label Goes Here](image)

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 four 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 four different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 8) 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:

Helvetic Bold - Use for the words “NEW Item”

ABCDEFGHJKLMNOPQRSTUVWXYZ
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 four 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 four different sides of the box. See Carton Marking Icon Sizing Chart (page 8) for appropriate size carton marking icon(s).
IMPORTANT: SEASONAL CARTON MARKINGS

To make it easier for our stores to identify key seasonal merchandise, we require 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.
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”

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11002</td>
<td>SEASONAL CANDY</td>
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<tr>
<td>11004</td>
<td>SEASONAL FOOD</td>
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<tr>
<td>17001</td>
<td>STORAGE</td>
</tr>
<tr>
<td>25002</td>
<td>EXTENSION CORDS</td>
</tr>
<tr>
<td>27006</td>
<td>BATTERIES</td>
</tr>
<tr>
<td>27007</td>
<td>BATTERIES</td>
</tr>
<tr>
<td>27008</td>
<td>BATTERIES</td>
</tr>
<tr>
<td>34012</td>
<td>CANDLES/CANDLE HOLDERS</td>
</tr>
<tr>
<td>35085</td>
<td>CHRISTMAS TEXTILES</td>
</tr>
<tr>
<td>36001</td>
<td>GIFT WRAP</td>
</tr>
<tr>
<td>36002</td>
<td>LIGHTS</td>
</tr>
<tr>
<td>36003</td>
<td>CRAFTS/HOLIDAY BASKETS</td>
</tr>
<tr>
<td>36004</td>
<td>FLORAL/GARLAND/WREATHS</td>
</tr>
<tr>
<td>36006</td>
<td>NOVELTIES/PARTY GOODS</td>
</tr>
<tr>
<td>36007</td>
<td>OUTDOOR DÉCOR</td>
</tr>
<tr>
<td>36008</td>
<td>HOME DÉCOR</td>
</tr>
<tr>
<td>36009</td>
<td>TREE DÉCOR</td>
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<td>36011</td>
<td>TREES</td>
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<td>37007</td>
<td>BIBS AND ONESIES</td>
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<tr>
<td>41001</td>
<td>JEWELRY</td>
</tr>
<tr>
<td>41005</td>
<td>SLIPPERS</td>
</tr>
<tr>
<td>41007</td>
<td>WATCHES</td>
</tr>
<tr>
<td>41008</td>
<td>LEATHER GOODS</td>
</tr>
<tr>
<td>42501</td>
<td>MEN’S APPAREL</td>
</tr>
<tr>
<td>42502</td>
<td>LADIES APPAREL</td>
</tr>
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<td>42503</td>
<td>CHILDREN’S APPAREL</td>
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<tr>
<td>52003</td>
<td>TAPE</td>
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“CHRISTMAS GIFTABLE”

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<tr>
<th>Class #</th>
<th>Class Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11008</td>
<td>SALTY SNACKS &amp; NUTS</td>
</tr>
<tr>
<td>11009</td>
<td>COOKIES/CRACKERS</td>
</tr>
<tr>
<td>12002</td>
<td>BATH</td>
</tr>
<tr>
<td>12003</td>
<td>FRAGRANCES</td>
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<td>12004</td>
<td>COSMETICS</td>
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<tr>
<td>16001</td>
<td>CAT TOYS</td>
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<tr>
<td>16003</td>
<td>DOG TOYS</td>
</tr>
<tr>
<td>16004</td>
<td>DOG TREATS</td>
</tr>
<tr>
<td>41001</td>
<td>JEWELRY</td>
</tr>
<tr>
<td>41005</td>
<td>SLIPPERS</td>
</tr>
<tr>
<td>41007</td>
<td>WATCHES</td>
</tr>
<tr>
<td>41008</td>
<td>LEATHER GOODS</td>
</tr>
<tr>
<td>41011</td>
<td>HATS/GLOVES/SCARVES</td>
</tr>
</tbody>
</table>

LAWN AND GARDEN

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>25001</td>
<td>SOLAR LIGHTS</td>
</tr>
</tbody>
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TOYS

<table>
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<tr>
<th>Class #</th>
<th>Class Description</th>
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</thead>
<tbody>
<tr>
<td>51012</td>
<td>DOLLS</td>
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<td>SUMMER TOYS</td>
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<td>CRAFTS</td>
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<td>51014</td>
<td>MUSIC</td>
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<tr>
<td>51015</td>
<td>GIRLS BOXED TOYS</td>
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<tr>
<td>51016</td>
<td>BOYS BOXED TOYS</td>
</tr>
<tr>
<td>51019</td>
<td>PRESCHOOL</td>
</tr>
<tr>
<td>51021</td>
<td>GAMES AND PUZZLES</td>
</tr>
<tr>
<td>51022</td>
<td>CARS &amp; TRUCKS</td>
</tr>
</tbody>
</table>
LAWN & GARDEN
DEPT 210

SUMMER
DEPT 364

VALENTINE’S
DEPT 362