



Vendor Compliance Department Quick Reference Guide for Routing and Shipping Domestic Vendors – updated August 2021

The following is a high level summary of guidelines to follow when shipping merchandise to Big Lots. **This is not an all-inclusive list of guidelines** but highlights critical items in each area. For additional information, the page numbers refer to a more detailed section within the [Vendor Routing and Compliance Guide version 5.2](#).

Our goal is to help both Big Lots and our vendors avoid costly and time consuming steps involved in identifying errors, determining the cause of the errors and taking the necessary actions to correct such errors. Contact us at vendorcompliance@biglots.com if you have any questions.

1. PURCHASE ORDERS (PAGE 14)

Vendors must adhere to all dates on the PO; exceptions must be immediately communicated to the buyer.

Any exceptions with items/case packs must be immediately communicated to the buyer.

2. EDI (PAGE 16)

VENDOR EDI REQUIREMENT (page 16): All vendors in the Never-Out (NVO) Replenishment Program are required to be on EDI with Big Lots within two months of receiving their first replenishment purchase order. High volume vendors (over 60 domestic shipments/year) not in the NVO program are strongly encouraged to be set up on EDI.

ADVANCED SHIPMENT NOTIFICATIONS (page 17): All EDI vendors are expected to send ASNs to Big Lots. The ASN must be in full compliance with Big Lots 856 specs and must arrive in Big Lots systems prior to the shipment arriving (best practice is to send the ASN when the truck leaves the ship point).

3. ROUTING & SCHEDULING (PAGE 19)

"All **collect** shipments over 200 lbs. OR over 10 cartons must be routed in the Big Lots Transportation System ON or BEFORE the Must Be Routed By date on the PO. **Prepaid shipments over 200 lbs. OR over 10 cartons must be scheduled with Big Lots Transportation at least one business day in advance at tmsappointments@biglots.com."**

4. LABELING & SHIPPING (PAGE 23)

DOCUMENTATION (pages 23 and 24): All shipments must have a packing list and Bill of Lading. The packing list must match the contents of the trailer and must be applied to the last pallet or carton loaded on the trailer.

MASTER CARTON PACKAGING (page 25): All product must be packaged in a way that ensures it will arrive free of damage or wear. Cartons must be sealed with tape. Specific requirements for our Apple Valley, CA DC are on (page 26).

4. LABELING & SHIPPING (PAGE 23)

LABELING FOR NON-EDI VENDORS (page 27): Palletized merchandise (pallets of same article) can be labeled at the pallet level, while floor loaded merchandise is labeled at carton level. Label on two sides with vendor name/#, PO number, article #, department #.

LOADING FREIGHT (page 31): It is the shipper's responsibility to brace, block and secure freight to prevent shifting/damage in transit. The shipper is also responsible for sealing the trailer (page 35).

PALLETIZING PRODUCT (page 32): Pallets must be at least B grade quality, GMA 4-way, 48" x 40" (white wood preferred, but Chep/Peco/iGPS are accepted). The Apple Valley, CA DC must have a Grade A pallet (page 32). One SKU/article per pallet. Contact Vendor Compliance for mixed pallet instructions. Pallets must be securely wrapped to the top of the pallet.

4. LABELING & SHIPPING (PAGE 23)

SHIPPER LOAD & COUNT (SL&C) AGREEMENT (page 35): All product is under SL&C agreement unless otherwise authorized by Big Lots buyer and GM of Transportation.

LABELING FOR EDI VENDORS (page 28): GS1-128 labels are required at pallet level (palletized freight) or carton level (floor loaded).

5. VENDOR COMPLIANCE DEDUCTIONS (PAGE 36)

PERFORMANCE DEDUCTIONS (pages 36 and 37): Vendors in violation of the policies/guidelines are subject to compliance deductions. Vendors wishing to dispute a Vendor Compliance performance deduction must do so in the compliance portal within **90** days of the assessed date

6. INVOICING (PAGE 39)

INVOICE REQUIREMENTS (page 39): Vendors may submit invoices via email: OutsideVendorInvoices@BigLots.com or via EDI.

Separate invoices are required for each PO and/or trailer (multiple loads on a PO can be billed separately or combined on one invoice for the total PO).

Big Lots Contact List

Function	E-mail address	Contact	Phone
Vendor Compliance Department E-mail	vendorcompliancemanager@biglots.com		
Vendor Compliance Manager	afabro@biglots.com	Anthony Fabro	614-278-3868
Vendor Compliance Senior Analyst	karensmith@biglots.com	Karen Smith	614-278-3393
Vendor Compliance Analyst	jwinebol@biglots.com	Jason Winebold	614-278-3654
Vendor Compliance System Portal	https://visibility.inovis.com/dataquality/xclient/biglots		
Active Community Vendor Portal	https://biglots.rollstream.com		
TMS Portal (Manhattan)	https://mip.logistics.com/login.jsp		
Big Lots Transportation Team (Inbound)	inboundlogistics@biglots.com		614-278-4618
Prepaid Appointment Request	tmsappointments@biglots.com		
Transportation Services Manager	jriggs@biglots.com	Joe Riggs	614-278-3219
Transportation Financial Planning Mgr.	jparker@biglots.com	Jameson Parker	614-278-3748
EDI Department	biglotsedidept@biglots.com	Mike Demos	614-278-6551
Accounts Payable Team	apvendorinquiries@biglots.com		614-278-6858
Accounts Payable Manager	jchristy@biglots.com	Jennifer Christy	614-278-6956
Pre-Ticketing Department	ticketing@biglots.com		
Protection System. Mgr. (EAS/Security Tags)	acamps@biglots.com	Alecia Camps	614-278-6571
Director of Risk Management	kbantz@biglots.com	Kirk Bantz	614-278-7205
Big Lots – General Inquiries	http://www.biglots.com/help/contact-us.com		