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A. Introduction
This guide applies to all vendors shipping merchandise to any Big Lots distribution center in the United States. Any questions about the contents of this guide should be directed to the appropriate contact listed in Section B.

B. Contacts

Import Vendors
If you have any questions, please contact your agent:

Mantra Office – logistics@mantra.com
Optimum Buying Office – office@optimumbuying.com
United Sourcing Office – merchandising@united-sourcing.com

Domestic Vendors
If you have any questions, please contact Big Lots:

Vendor Compliance – vendorcompliancemanager@biglots.com
C. Master Carton Template

The illustration below shows the layout and required information for all master cartons which are not a selling unit. Layouts for master cartons which are also the selling unit can be found starting in Section H on p.12.

Additional Notes:

- Seasonal Carton Markings and Special Handling Icons should only be used when applicable.

- Adjustments to the carton marking placement may be needed to fit all required data on small or odd-sized master cartons. Check with your designated contact listed on Page 2 for change authorization.

- The term “Article#” and “SKU#” are interchangeable thus either term may be used.

- Description on the carton should match the Article description on the purchase order.

- Big Lots does not require carton numbers (ex: carton 1 of 100) to be printed on the master cartons. However for some country of origins, printing the carton numbers may be a mandatory requirement of Customs. In such cases it is acceptable to print the carton numbers on the master carton. Contact your agent if you are unsure whether this is needed.

- **Domestic EDI Vendors:** the GS1-128 label satisfies the labeling requirements for all master carton information except Seasonal Carton Markings and Special Handling Icons. Only one GS1-128 label is needed per carton.

- **Inner Pack cartons** must have the Article # and product description on the carton.
D. Special Handling Icons

The Special Handling Icons are used to highlight cartons which require extra attention when being moved. **They should only be used when applicable.** The icons should be placed in the bottom left corner of the master shipping carton unless otherwise noted. Icons must appear on all four sides of the carton and in Pantone 032. Use the matrix on page 5 to determine icon size. Artwork in Adobe Illustrator file format is available on the Big Lots web page at [http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance](http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance).

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Name</th>
<th>Use</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="This side up indicator" /></td>
<td>This side up indicator</td>
<td>When the safety of the contents requires the carton to be stored or stacked in a specific direction</td>
<td>Frames, liquids, mirrors, lamps, etc.</td>
</tr>
<tr>
<td><img src="image" alt="Fragile item" /></td>
<td>Fragile item</td>
<td>When the carton contains glass or some other easily breakable product</td>
<td>Glass, ceramics, mirrors, any item easily breakable</td>
</tr>
<tr>
<td><img src="image" alt="Heavy – Team Lift" /></td>
<td>Heavy – Team Lift</td>
<td>When the carton weighs more than 70 lbs. (31.75 kg)</td>
<td>Furniture, hardware, lawn &amp; garden</td>
</tr>
<tr>
<td><img src="image" alt="No Blades" /></td>
<td>No Blades</td>
<td>When use of sharp objects to open carton could damage carton contents</td>
<td>Cushions, pillows, textiles, clothing</td>
</tr>
<tr>
<td><img src="image" alt="PDQ inside" /></td>
<td>PDQ inside</td>
<td>When carton contains a PDQ shelf-ready display; notifies DC shipper to not stack heavy product on carton</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Side Kick inside" /></td>
<td>Side Kick inside</td>
<td>When the carton contains a Side Kick display; notifies DC shipper to not stack heavy product on carton</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Floor Display inside" /></td>
<td>Floor Display inside</td>
<td>When the carton contains a Floor Display; notifies DC shipper to not stack heavy product on carton</td>
<td>See page 5 for carton mock up example</td>
</tr>
</tbody>
</table>

Notes:
- Vendors are responsible for making sure that Special Handling Icons are correct prior to Big Lots receiving the merchandise in our DCs
- Icons may be printed directly on the carton or printed labels can be used
- Vendors must use opaque cover-up labels on master cartons if the icons are incorrect
SPECIAL HANDLING ICON SIZING CHART

<table>
<thead>
<tr>
<th>CARTON CUBIC FEET FROM QUOTE SHEETS</th>
<th>ICON SIZES (MINIMUM SIZES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 2 cubic feet</td>
<td>1&quot; X 1&quot;</td>
</tr>
<tr>
<td>3-5 cubic feet</td>
<td>2&quot; X 2&quot;</td>
</tr>
<tr>
<td>6-10 cubic feet</td>
<td>3&quot; X 3&quot;</td>
</tr>
<tr>
<td>11+ cubic feet</td>
<td>4&quot; X 4&quot;</td>
</tr>
</tbody>
</table>

SPECIAL HANDLING Icons

*for Import Vendors only*
Please reference the product Quote Sheets for determining the appropriate size SPECIAL HANDLING icon(s) to use based on carton cube. See chart on this page.

*for Domestic Vendors only*
Measure carton LENGTH by carton WIDTH by carton HEIGHT to determine carton cube.

Floor Display Layout

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.
E. Seasonal Carton Markings - Overview

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

If your merchandise does not fall under one of the seasonal groups listed in Section F and your buyer has indicated that this is not part of a seasonal set, then you do not need to apply seasonal carton markings to your master cartons. Contact your buyer if you are not sure whether your merchandise is part of a seasonal set.

Print the seasonal carton markings on the top section of the four side panels of the shipping carton. We have supplied seasonal graphics (see Section F) 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 (ex: Christmas, Christmas Giftables and Toys), we have 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 (ex: Extension Cords, etc.) found in Section G on Page 11 of this document.
F. Seasonal Carton Markings - Artwork

G. 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.

<table>
<thead>
<tr>
<th>Christmas</th>
<th>Christmas Giftable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class # - Class Description</td>
<td>Class# - Class Description</td>
</tr>
<tr>
<td>11002 – Seasonal Candy</td>
<td>11008 – Salty Snacks &amp; Nuts</td>
</tr>
<tr>
<td>11404 – Seasonal Food</td>
<td>11009 – Cookies/Crackers</td>
</tr>
<tr>
<td>17001 – Storage</td>
<td>12002 – Bath</td>
</tr>
<tr>
<td>25002 – Extension Cords</td>
<td>34012 – Fragrances</td>
</tr>
<tr>
<td>27006 – Batteries</td>
<td>12004 – Cosmetics</td>
</tr>
<tr>
<td>27007 – Batteries</td>
<td>16001 – Cat Toys</td>
</tr>
<tr>
<td>27008 – Batteries</td>
<td>16003 – Dog Toys</td>
</tr>
<tr>
<td>34012 – Candles/Candle Holders</td>
<td>16004 – Dog Treats</td>
</tr>
<tr>
<td>35085 – Christmas Textiles</td>
<td>41001 – Jewelry</td>
</tr>
<tr>
<td>36001 – Gift Wrap</td>
<td>41005 – Slippers</td>
</tr>
<tr>
<td>36002 – Lights</td>
<td>41007 – Watches</td>
</tr>
<tr>
<td>36003 – Crafts/Table Trees</td>
<td>41008 – Leather Goods</td>
</tr>
<tr>
<td>36004 – Floral/Garland/Wreaths</td>
<td>41011 – Hats/Gloves /Scarves</td>
</tr>
<tr>
<td>36006 – Stocking/Décor/Party Goods</td>
<td></td>
</tr>
<tr>
<td>36007 – Outdoor Décor</td>
<td></td>
</tr>
<tr>
<td>36008 – Home Décor</td>
<td></td>
</tr>
<tr>
<td>36009 – Tree Décor</td>
<td></td>
</tr>
<tr>
<td>36011 – Trees</td>
<td></td>
</tr>
<tr>
<td>37007 – Bibs and Onesies</td>
<td></td>
</tr>
<tr>
<td>42501 – Men’s Apparel</td>
<td></td>
</tr>
<tr>
<td>42502 – Ladies Apparel</td>
<td></td>
</tr>
<tr>
<td>42503 – Children’s Apparel</td>
<td></td>
</tr>
<tr>
<td>52003 – Tape</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lawn and Garden</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class# - Class Description</td>
</tr>
<tr>
<td>25001 – Solar Lights</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Toys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class# - Class Description</td>
</tr>
<tr>
<td>51012 – Dolls</td>
</tr>
<tr>
<td>51013 – Summer Toys</td>
</tr>
<tr>
<td>51014 – Crafts</td>
</tr>
<tr>
<td>51015 – Girls Boxed Toys</td>
</tr>
<tr>
<td>51016 – Boys Boxed Toys</td>
</tr>
<tr>
<td>51019 – Preschool</td>
</tr>
<tr>
<td>51021 – Games and Puzzles</td>
</tr>
<tr>
<td>51022 – Cars &amp; Trucks</td>
</tr>
</tbody>
</table>
H. Tools Required and/or Tools Provided

**TOOL(S) REQUIRED OR TOOL(S) PROVIDED**
Special handling icons where the master carton is the selling unit.

**FRONT SIDE OF BOX**
- Seasonal Carton Markings Go Here
- Special Handling Icons Go Here
- Main Marks Go Here

**BACK SIDE OF BOX**
- Line Illustration or Color Label Goes Here

**Example Only**

**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.
I. Brown Box With Color Label of Product

This carton layout shows label placement when the master carton is the selling unit.

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.*
J. Brown Box With Line Art of Product

This carton layout shows label placement when the master carton is the selling unit.

![Diagram of brown box with label placement](image)

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.
K. For Heavy and/or Large Bulk Boxed Items

This carton layout shows label placement when the master carton is the selling unit.

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.
L. Color Box

This carton layout shows label placement when the master carton is the selling unit.

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.

Note: The article # must appear on at least four sides of the carton.
M. White Box with Wrap-Around Color Label

This carton layout shows label placement when the master carton is the selling unit.

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: The article # must appear on at least four sides of the carton.
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:** The article # must appear on at least four sides of the carton.
N. Furniture Carton Markings For “NEW ITEMS”

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, the buyer will indicate on the Purchase Order in the Purchase Order Instructions box, by article, that the words “NEW Item” need to appear on the master carton.

**EXAMPLE A:**

![Carton Markings Example]

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 032.

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 032.

**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.
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.

O. Item UPC Placement on Re-Shippable Cartons

For items where the carton is the selling unit, the **scannable item UPC** should be placed on at least one long side and one short side of the carton.
E Commerce CARTON MARKINGS

To make it easier for our Distribution Centers to identify E Commerce items with special packaging, we are now requiring the words “BigLots.com” to appear on our shipping cartons. To help you identify when merchandise is an E Commerce Item, buyer will indicate on the Purchase Order, in the Purchase Order notes, that the words “BigLots.com” needs to appear on the Master Carton Markings.

EXAMPLE A:

Helvetica Bold - Use for the words “BigLots.com”

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

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

“BigLots.com” must be readable from 5 feet away and appear in Orange, Pantone 021. Same size label is then applied to each panel.

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

BigLots.com

If printing directly on the Master Shipping Carton, please make the words “BigLots.com” appear in Orange, Pantone 021 BigLots.com

IMPORTANT: Main and Side Marks must appear on 2 adjacent panels and be readable from 5 feet away (minimum point size is 48 pt).