



Carrier Guidelines

March 2020

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Distribution Center Locations

<p>Distribution Center # 870 CSC Distribution, Inc 2855 Selma Highway Montgomery, AL 36108 <i>Gate Hrs: 24/7</i></p>	<p>Distribution Center # 890 Big Lots Stores, Inc. 300 Phillipi Road - Building 500 Columbus, OH 43228 <i>Gate Hrs: 24/7</i></p>
<p>Distribution Center # 874 Closeout Distribution, Inc. 50 Rausch Creek Road Tremont, PA 17981 <i>Gate Hrs: 24/7</i></p>	<p>Distribution Center # 879 Big Lots Stores, Inc. 2306 Enterprise Drive Durant, OK 74701 <i>Gate Hrs: 24/7</i></p>
<p>Distribution Center # 869 AVDC, Inc. 18880 Navajo Road Apple Valley, CA 92307 <i>Gate Hrs: 24/7</i></p>	

Big Lots Carrier Guidelines

1. LOAD TENDERING

Inbound & Outbound:

Receiving Load Tenders (204)

- a. **Inbound** – Carrier has two hours to respond once a tender has been sent before the offer expires.
- b. **Outbound** – All outbound tenders are 100% accept and do NOT expire.
- c. Each tender will contain the following information:
 - i. Shipping location
 - ii. TM # / Appt #
 - iii. Contact information
 - iv. Consignee
 - v. Total weight and cube
 - vi. Ship Window
 - vii. Delivery Window
 - viii. Line Haul cost
 - ix. Mileage
 - x. Stop sequence
 - xi. Stop off charges
- d. Each tender will contain the following information when applicable:
 - i. Load ready time (Outbound only)
 - ii. Pick- up numbers (Outbound only)
 - iii. Multiple purchase orders
 - iv. Continuous Move trip number
 - v. Priority status: if load is HOT it takes priority over all other loads; contact Big Lots immediately if appointments are missed
 - vi. Special requirements: equipment type (i.e. reefer), shipper restrictions (i.e. dock restrictions, special instructions), etc
 - vii. ***Note: All carriers should use 53' dry vans unless stated differently in the special requirements section
- e. If any of this information is missing, please contact your I.T. department immediately.

2. STATUS UPDATES/EDI REQUIREMENTS

Inbound & Outbound:

EDI or Vendor Interface (VI) Requirements

- a. 204 Load Tenders
- b. 990 Responses
- c. 214 Shipment Status Messages

Providing Shipment Status Updates (214)

- a. All carriers are required to send accurate and timely (within two hours of occurrence) shipment status updates via EDI/VI on each shipment.
- b. Each shipment update (214) should contain the following events (see Appendix for details):
 - i. Pick-up appointment date and time (Inbound only)
 - ii. Arrived at pick-up (please provide the trailer number at this time)
 - iii. Departure from pick-up
 - iv. Delivery appointment date and time
 - v. Arrived at Delivery Location
 - vi. Departed Delivery or POD

- c. If late, a reason code is required on your new appointment event (AA or AB), which will be used as your revised eta.
- d. If you are unable to provide these shipment status updates, please contact your I.T. department immediately. As part of the Carrier scorecard, Big Lots measures the completeness and timeliness of all required statuses.
- e. Please see [APPENDIX I \(EDI/VI Standards Review\)](#) for specific details.

3. SCHEDULING APPOINTMENTS

Inbound:

Scheduling Pick-up Appointments

- a. Carriers **MUST** contact the shipper at least 48 hours prior to pick-up to secure a pick-up date and time. Best practice is to get the name of the individual who scheduled the appointment and note the date and time.
- b. If the shipper does not have any available appointments on the day you need in order to meet your delivery, e-mail the details to BigLotsInbound@Unyson.com
- c. Check the tender for multiple purchase orders or any special requirements prior to scheduling a load. Failure to do so may result in a chargeback to the carrier. Here are examples of potential chargebacks:

EVENT	CHARGEBACK
Two or more PO #s are tendered on one shipment and you only pickup one	Transportation cost of the PO that was not picked up
Tender requires 53' trailer and you send in a 48' trailer	Transportation cost of the overflow not shipped

- d. If a pick-up appointment is not secured, any detention, TONU, or related charges may be denied.

Scheduling Delivery Appointments at Big Lots DC

- a. Dock Scheduler users need to secure appointments using the tool. If the appointment request is outside of the delivery window on the Purchase Order you will need to email Biglotsappts@unyson.com.
- b. All non-Dock Scheduler users will need to email Biglotsappts@unyson.com their requested delivery date & time. Please include TM# in your request.
- c. To get set up on the Dock Schedule tool, email Biglotsappts@unyson.com.

Outbound:

Scheduling Pick-up Appointments

- a. Pick-up appointments will be sent as ready times with the load tenders. It is not required that a trailer be picked up at this time. Loads just need to be picked up in time to make legal transit.

Scheduling Delivery Appointments

- a. Original delivery appointments will be sent with the tenders and are strict appointment times and are highly time sensitive.

4. RESCHEDULING APPOINTMENTS

Inbound:

Rescheduling Pick-up and Delivery Appointments

- a. If a **pick-up** appointment is missed, send EDI 214 status code with appropriate reason code. Do not schedule a **pick-up** appointment without a valid **delivery** appointment and/or delivery window.
- b. When it becomes necessary to reschedule a **delivery** appointment and/or delivery window, e-mail the details to Biglotsappts@unyson.com.
- c. Call 866-823-9501 if you do not receive a response within 2 hours. Note: please understand we cannot always accommodate AM appointments.

Outbound:

Rescheduling Delivery Appointments

- a. If a delivery appointment is going to be missed it is important to send TIMELY notifications via EDI 214 or VI update with appropriate reason code.
- b. All EDI/VI updates transmit a notification email to the store informing them of the change and provide them time to reschedule labor.

Timely communication is critical

Please see [Appendix I \(EDI Standards\)](#) & [Appendix K \(Store Performance and Standards\)](#)

5. LOADING PROCEDURES

Inbound:

Loading

- a. The shipper is responsible for loading and/or counting unless specified on the tender. In very rare instances in which the driver is required to load, the Bill of Lading must be indicated accordingly and signed by the driver.
- b. Driver/Carrier is responsible to have clean and safe trailer free of debris.
- c. The driver is responsible for checking the BOL to ensure he/she has the correct Big Lots load. Big Lots will not pay for any charges that result from failure to comply with this guideline.

Outbound:

Loading

- a. All DCs work on a Monday through Friday loading cycle.
 - i. Exceptions:
 - Durant and Columbus are on a 4 Day loading cycle.
 - Holiday weeks
 - DCs typically compress the loading cycle.
 - Advanced notice of adjusted loading cycle will be published as necessary.
 - If needed, weekend loading can be required during the holiday weeks.
 - Volume fluctuations
- b. Trailers are loaded in waves. While the current wave is being loaded, the next wave is spotted in the open doors for continuous loading.
- c. Drivers with empty trailers to be dropped off at the DC for outbound loading will be directed by the Asset Protection (AP) officer as to which slot location they are to drop the empty. The AP officer will also provide the driver with a yard map as needed.
- d. All bills will be available for pick-up with the Dedicated Carrier Representative on site during staffed hours. If the driver is picking up a load during off hours, the bills will be available for pick-up at a designated area, which will be provided to the driver upon arrival.
- e. Driver/Carrier will ensure its employees, agents and subcontractors (1) use only secured lot locations, (2) shall not take Big Lots loads or cargo to a personal residence, and (3) shall not detach, store or leave Big Lots loads or cargo in an unsecured lot or other location, unless prior approval is provided by Big Lots. Carrier shall be liable, and shall indemnify Big Lots, for any claim for loss, damage, costs or expenses resulting from theft, fire, flood, vehicle accident or other property damage to a Big Lots trailer or load while in Carrier's (or Carrier's employees', agents' or subcontractors') possession, control or storage.
- f. Trailer Pools:
 - i. To provide trailers for Outbound loading, empties need to be spotted at the DC 12 hours before the established load ready time on your load tender.
 - ii. 53' dry van trailers are preferred for all Big Lots Outbound loads.
 - iii. Best practice to establish the empty trailer pool is to have enough empties at the DC to cover the highest two consecutive loading days within the week.

If the DCs converts to a compressed loading schedule due to low carton volume, carriers will be required to adjust accordingly in regards to equipment availability

6. UNLOADING PROCEDURES

Inbound:

Big Lots DC Unloading

- a. Prior to arriving, the driver should have a bill of lading or delivery order filled out with the correct purchase order number(s) and **appointment number**. If the driver does not have the correct paperwork present at the time of arrival, the driver will be refused.
- b. If the driver requires a signed copy of the delivery order, they are responsible for providing enough copies.
- c. The driver has a 1-hour window for each live unload appointment. This means the driver may arrive 1 hour before or after their appointment, though the clock for detention does not begin until the scheduled appointment time. We reserve the right to refuse any driver who arrives before or after this grace period. However, we will try to work in every driver when possible.
- d. Once the driver has entered the facility, he/she will NOT be required to unload.

Outbound:

Store Delivery Unloading

- a. All outbound loads are tendered with a pre-loaded ready time (pick-up) and a set delivery time for unload at the store.
The set delivery time is very time sensitive to the stores staffing
Drivers should check in with the Manager On-Duty upon arrival
- b. All loads are pre-sealed before pick-up as well as driver no touch and live unloads.
- c. A Big Lots Associate will break the trailer seal:
Under no circumstances are the drivers allowed to break the trailer seal
 - i. In the case where a seal is not broken by Big Lots personnel, the carrier must immediately contact Big Lots and/or a Unyson representative. If an outside inventory validation company is needed, carrier must reimburse Big Lots for the cost of the inventory company and all labor associated with it. Big Lots will not pay any accessorial charges when a driver breaks the seal. Shortages identified in inventory count and/or damages due to unauthorized seal breach may result in a freight claim.
- d. Carriers may NOT contact the stores directly. All questions should be directed to BigLotsOutbound@unyson.com.
- e. Trailer unload time averages 3 hours for a full load.
- f. At the completion of unloading, both the store and the driver need to sign, date and time stamp the Bill of Lading. This signed BOL must be provided for any detention charge payment.

7. DETENTION CHARGES

Inbound:

- a. For loading detention at the vendor, send e-mail to BiglotsInbound@unyson.com once loading detention starts so Unyson can contact the vendor, make a note in our system, and hopefully speed up the loading process. This will also allow us to verify the detention and determine if we can chargeback the detention to the shipper.
 - a. Once it has been determined how much the charges will be, e-mail Unyson with details. If Carrier fails to notify Unyson, the charges may be denied.
 - b. If the driver is 30 minutes late or more to the scheduled appointment, detention charges may be denied.
- b. For unloading detention at the DC, detention starts when the truck is checked in at the gate and ends when the trailer is marked as unloaded in Big Lots' YMS.
 - a. Note that if driver arrives early or late for an appointment, detention may be reduced or denied.

Outbound:

- a. If a load takes 3 hours or greater to unload, an email notification needs to be sent to BiglotsOutbound@unyson.com. Driver must arrive at the scheduled appointment time in order for detention charges to be approved for processing.

- b. At the completion of unloading, both the store and the driver need to sign, date, and time stamp the Bill of Lading. This will be the final validation.
- c. Due to the trailer pool process, we will pay origin detention, if and only if the trailer is not ready for pick-up to make delivery appointment within legal transit time. All loading detention must be approved by the Big Lots' Transportation team.

Detention Charges: See [Appendix B: Standard Accessorial Pricing](#) for details

Payment: See [Appendix A: Payment Guidelines](#) for details on submitting charges for payment

8. ACCESSORIAL CHARGES

Inbound and Outbound:

- a. Miscellaneous accessorial charges include truck order not used (TONU), block and brace, driver assist, etc.
- b. All carriers must notify Unyson via e-mail at the time of occurrence in order to receive approval for billing. This allows us to determine if the occurrence is valid.

Detention Charges: See [Appendix B: Standard Accessorial Pricing](#) for details

Payment: See [Appendix A: Payment Guidelines](#) for details on submitting charges for payment

9. NOTIFICATIONS

Inbound:

Receiving Empty Notifications (Drop Trailers)

- a. Carrier needs to request system access to run empty trailer report. Send all requests to BiglotsInbound@unyson.com.
- b. Big Lots is not responsible for any per diem charges that occur 24 hours after the empty notification posted to the system.

10. CARRIER PERFORMANCE

Inbound and Outbound:

Measuring Carrier Performance

- a. Big Lots will hold business reviews with each carrier to discuss their performance and to identify improvement opportunities for both the carrier and Big Lots.
- b. Big Lots will provide each carrier with copies of reports to substantiate the performance numbers.
- c. For outbound store deliveries, if one load has two (2) stops and both appointments are missed, that is counted as two (2) lates.
- d. **Contractual lates** – (lates that are within carrier control) for example: bad dispatch, tractor/trailer breakdown, driver call off, etc.
- e. **Non Contractual lates** – (lates that are not within in carrier control) for example: bad weather, Big Lots D.C. delay, traffic, etc.

Service Expectations (see [Appendix K](#))

- a. Big Lots requires a minimum service performance on key KPIs as defined by:
 - i. 98% contractual on-time for standard pick-ups at Big Lots vendors
 - ii. 98% contractual on-time for deliveries to Distribution Centers
 - iii. 98% contractual on-time for deliveries to Big Lots retail stores
 - iv. 98% EDI completeness (See Appendix K)
 - v. 98% EDI accuracy (See Appendix K)
 - vi. 98% EDI timeliness (See Appendix K)
 - vii. 98% Acceptance committed business (Inbound Only)

Service Compliance

- a. Carriers will be measured on a weekly, period (month), rolling 90 day and year-to-date basis against key KPIs.
- b. To the extent carrier is not in materially compliance with KPIs, operating requirements and service level expectations, carrier will have 30 calendar days to put in place a remediation plan and take corrective action to bring KPIs, operating requirements back into compliance.

11. CARRIER BIDS

Inbound and Outbound:

Pricing and Lane Bidding

- a. Lanes that are determined to be serviced by a One Way carrier are sent out via e-mail to the carriers for bidding availability. If known, Big Lots will advise on lane volume frequency, mileage, as well as the load and delivery days for that lane.
- b. Carrier bids are then evaluated for pricing comparison. A rate/mile format is preferred. Service will also be taken into consideration as well.
- c. The carrier awarded the business will be advised via email. A rate agreement will need to be created, signed and dated by the carrier and Big Lots.

Please see [Appendix L \(Rate Sheets\)](#)

12. INVOICES

Inbound and Outbound:

Payment Terms

- a. Big Lots' standard payment terms for new and existing suppliers Net 30 Days, with at 1% discount on linehaul
- b. Carrier must first be setup with Big Lots Accounts Payable in order to process a payment. See [Appendix G - Vendor Request Form](#) to be submitted upon award.
- c. Carrier can be setup for ACH Payment with Data 2 - See [Appendix H: Data 2 Logistics ACH Agreement](#)

Autopay Invoices (Freight/Fuel/Stopoff)

- a. Big Lots provides payment for both Inbound and Outbound loads via Auto Pay through Data 2 Logistics. The 204 load tender information will be sent to Data 2 upon delivery and receipt of proper EDI status updates.
 - i. Data 2 will pay based on the miles and rates that are on the Unyson 204 load tender.
 - ii. Miles are calculated based on Rand McNally MileMaker HHG (Shortest v19), zip to zip
- b. Carriers will be able to review payment records on the Data 2 website (www.data2logistics.com) within 5 business days after the delivery date, if all appropriate EDI statuses have been sent.
- c. The Unyson TM Load number will be the key identifier for shipment look up (“Pro\Airbill#”)
- d. LTL loads will use the BLC, or BLM number as the key identifier for shipment lookup.
- e. All loads will be paid to carrier terms, via EFT or Check by Data 2 Logistics. Carriers will have 10-14 days to raise an issue regarding payment prior to an invoice closing.
- f. See [Appendix A: Payment Guidelines](#) for more details

Manual Invoices

- a. Invoices for freight/fuel should **NOT** be sent to Data 2 if tender was received from Unyson. Please contact Unyson to resolve rate disputes and/or missing rates.
- b. Manual invoices may be requested at that time. The charges on each invoice must be separated so we can identify each charge. For example, fuel would be billed as a separate line item from the line haul charge.
- c. All invoices must include BOL and/or Delivery Receipt.
- d. All carriers must follow the outlined EDI specifications and requirements that are outlined [in Status Updates/EDI Requirements](#), as failure to comply may result in payment delays

Inbound Accessorials (including Detention):

- a. All inbound accessorials are to be billed via a spreadsheet template. See [Appendix J](#) for reference
- b. Contact FreightPayment@biglots.com for latest template.

Outbound Accessorials (including Detention)

- a. All outbound accessorials should be billed direct to Data 2 Logistics, with all supporting documentation as outlined in [Appendix A: Payment Guidelines](#)

Import (Drayage/Terminations)

- a. All import Drayage and Termination invoices will be sent directly to Big Lots and reviewed by the Global Logistics Team. Once these invoices have been reviewed, the Freight Payment Auditors will review, code and send to D2L for processing.

Rejects/Balance Dues (Data 2 Logistics)

- a. All invoices that are balance due or rejected will have a reject reason or a reason why the invoice was short paid accompanied in the check remittance from Data 2 Logistics. This information can also be retrieved from the Data 2 Logistics website.

Aging and Accruals

- a. During each Big Lots Fiscal Period a current aging report must be e-mailed from the carrier to FreightPayment@biglots.com.
- b. Accruals that are required of any carrier must be sent at the times agreed to by the carrier and Big Lots.

Late Invoices

- a. Big Lots will not review invoices that are billed more than 150 days from the delivery date of the shipment, or 150 days from the date of occurrence for accessorial charges.

13. FREIGHT CLAIMS

Inbound and Outbound:

- a. All claims for both Inbound and Outbound shipments will be filed and processed by the Big Lots Freight Claims Coordinator.
- b. Once a claim is received, please respond with confirmation of receipt within 30 days.
- c. Please note that emails may be received from claims@MyEZClaim.net on behalf of Big Lots.
- d. Questions can be directed to FreightPayment@biglots.com.

Seal Integrity

- a. **Inbound** – If there is a seal breach or the seal needs to be broken, the Unyson must be notified immediately to advise on how to proceed.
- b. **Outbound** – Only Big Lots personnel are authorized to break the trailer seal. Under no Circumstances are the drivers allowed to break a Big Lots seal. In the case where a seal is not broken by Big Lots personnel, the carrier must immediately contact Big Lots and/or a Unyson representative.

Accident/Derailment

- a. **Inbound-** If there is an accident or derailment involving a Big Lots shipment while in transit, the carrier should contact BigLotsInbound@Unyson.com immediately to advise on how to proceed.

- b. **Outbound-** If there is an accident or derailment involving a Big Lots shipment while in transit, the carrier should contact BigLotsOutbound@Unyson.com immediately to advise on how to proceed.

14. FUEL SURCHARGE

Inbound and Outbound:

- a. See [APPENDIX C for TL FSC](#)
- b. See [APPENDIX D for LTL FSC](#)
- c. See [APPENDIX E for IML FSC](#)

15. INSURANCE

Inbound and Outbound:

Carrier Insurance

- a. The Service Provider will maintain Commercial General Liability, Property Damage, Commercial Auto and Workers Compensation occurrence form-based insurance company with an AM Best rating of a minus or higher. Insurance coverage required by this Agreement shall contain limits of liability of not less than:

Commercial General Liability:	Occurrence Limit	\$1,000,000
	General Aggregate	\$2,000,000
Property Damage:	Each Occurrence	\$250,000
	Aggregate	\$2,000,000
Commercial Auto:	Each Occurrence	\$2,000,000
	Aggregate	\$5,000,000
Goods and Merchandise:	Any One Shipment/ Conveyance	\$100,000
Workers Compensation:		Statutory

- b. Service Provider shall furnish Big Lots a Certificate(s) of Insurance (“Certificate”) to which the following shall apply:
 - i. The Certificate of Insurance shall state that the Service Provider has in force Commercial General Liability, Property Damage, Commercial Auto and Workers Compensation Insurance.
 - ii. Big Lots shall have thirty (30) days prior written notice of any cancellation, material change, and reduction of coverage or non-renewal of coverage.
 - iii. The Certificate must be signed by an authorized representative of the insurance carrier.
 - iv. The name of the insured on the Certificate must be the same as the Service Provider.
- c. Additional Requirements:
 - i. Each carrier is required to conduct background investigations on their drivers. Initially, the investigations are to include the state motor vehicle report (MVR) within 30 days of the drivers hire date, and previous employment verification which is to cover dates of employment, vehicle accident history, and drug & alcohol testing, also required to be completed within 30 days.

Appendix A: Payment Guidelines

FREIGHT/FUEL/STOPOFF CHARGES

NO PAPER INVOICES ARE NEEDED - Big Lots participates in an Auto Pay Program, which means that all Freight, Fuel, and Stop off charges are auto paid through Data2.

To avoid a delay in payment processing, please make sure that you are updating the vendor interface or sending your EDI updates for pickup and delivery statuses. When all updates have been made a file will be sent over to Data2 for processing and payment will be made within our net 30 day terms. If you find that the loads are updated on your side and are not in Data2 for payment, please contact Unyson for:

Inbound loads (Delivering into a Big Lots DC) - biglotsinbound@unyson.com

Outbound loads (Shipping from the Big Lots DC to a store) - biglotsoutbound@unyson.com

For payment status, please visit the Data2 website at www.data2logistics.com, and click on Carrier portal and then Freight Bill Inquiry to lookup invoice/shipment payment status or checks less than 120 days old. If you don't have access yet please request a login on the website.

ACCESSORIAL CHARGES

To avoid any payment delays please make sure that you bill separate from freight and fuel, as these are auto paid.

Detention:

Big Lots carriers are given 3 Free hours and billed in 15 min /\$15 increments (\$60 per hour), rounding up for 8 minutes or more and rounding down for 7 minutes or less.

Inbound Accessorial Charges (Loads delivering into one of Big Lots 5 DCs)

Charges must be submitted on an accessorial spreadsheet for processing. Please send all spreadsheets to Freight Payment (FreightPayment@biglots.com)

Please note any accessorial charges (Loading detention, TONU, Layover charges, out of route miles etc) or issues that occur at the shipper or regarding this load **must** be communicated and approved to pay by Unyson (biglotsinbound@unyson.com) at the time of occurrence. Unloading detentions at our DCs will be audited by the Big Lots systems/PODs.

Outbound accessorial charges (Pick up from one of Big Lots 5 DCs delivering to a Big Lots store)

Detention charges should be submitted on paper and billed separate from freight/fuel and sent to Data2 for processing. Include the invoice, BOL and any back up documentation you may have (PODs, emails, etc) to support your charge. You must have the store manager's signature, date and in/out times on the BOL in order for the detentions to be audited and valid. Please make sure that your driver agrees with the times that the store manager is signing on the BOLs. If there are no manager's signature or in/out times, detention will be denied. If there is a discrepancy with the store manager's times, please contact the Big Lots Outbound Analyst for that DC.

For loading detentions, TONU, layovers and any other charges that occur at the Big Lots DCs must be approved by one of Big Lots' outbound analysts, and approval must be provided with invoice to Data 2.

See below for information on how to send invoices to Data 2

EMAILING INVOICES TO DATA 2 (OUTBOUND ACCESSORIALS):

The guidelines to participate in this improved process are:

- Email your invoices to:
ftm-invoicescan@data2logistics.com.
 - All other email addresses must be on the "CC" line.
 - Do not include any other email address in the "TO" line of your email.
- Please enter **BIG LOTS** in the subject line of your email.

- The invoice document should contain **BIG LOTS**.
- The invoice must be the first page and all backup should follow within the same document.
- Multiple invoices may be in the same email, but each needs to have a unique name.
- File name cannot contain any special characters, only letters, numbers, and spaces.
- ZIP'ed files cannot be accepted.
- The Minimum email size is 10 KB and the Maximum email size is 5 MB.
- Acceptable document formats are: PDF and TIFF.
- All scanned documents should be in Black & White at 200 dpi. Grayscale copies can come out illegible.
- All documents must be standard 8.5 x 11 inch dimensions (Paper Stock at 100% view).
- There will not be a response to this email as it goes through an automated submission process.
- If your email fails for not containing an attachment or is over the size limit you will receive a rejection warning email that your submission failed.
- SUMMARY STATEMENTS & AGING REPORTS should not be emailed in this process, contact the main line telephone number below for further instructions.

If you have any questions, please contact us at the following numbers and we will assist you:

- Fort Myers 239-936-2800 or Salt Lake City 801-287-8400

DATA 2 MAILING ADDRESS:

Data2logistics – c/o Big Lots
 12631 West Links Dr. Ste #3
 Ft. Myers, FL 33913-8627

Payables Contacts

Big Lots (General Questions, Claims, Accessorials)

PRIMARY CONTACT: FreightPayment@biglots.com

FREIGHT PAYMENT / CLAIMS COORDINATOR: Lynnette Smith: lsmith@biglots.com (614) 278-2775

MANAGER, TRANSPORTATION FINANCIAL PLANNING: Jameson Parker: jparker@biglots.com (614) 278-3748

Unyson Logistics (Freight/Fuel Charges)

INBOUND: BigLotsInbound@unyson.com

OUTBOUND: BigLotsOutbound@unyson.com

PRIMARY PHONE: (866) 823-9501

Data 2 Logistics (Track Status, Payments)

ACCOUNT COORDINATOR: Daphnee Rice: daphnee.rice@data2logistics.com (239) 425-8025

AUDITOR/RATE ANALYST: Wendy Schreck: wendy.schreck@data2logistics.com (239) 985-6760

Appendix B: Standard Accessorial Pricing

Big Lots Standard Accessorial Pricing 2020

Power Detention:

Loading/Unloading	3	hours free time per load
	\$60	per hour

*Power detention must be billed in 15 minute increments.
Big Lots will allow for carrier to round up after 8 minutes.*

Per Diem: Will be negotiated with carrier

Lay Over Charge \$250.00

Truck Order Not Used \$250.00 (Truckload Only)

*****Intermodal charges will be determined on an individual carrier basis*****

Stop Off Charge \$80.00 Per Stop

Drop & Hook \$25.00 Outbound Store Delivery Only

Driver Assist/Loading \$80.00 Flat Charge

All other accessorial charges will be determined on an individual carrier basis.

Appendix C: TL Fuel Surcharge



TL Fuel Surcharge Information

Application of Fuel Surcharge

- 1) Rates are stated in U.S. currency.
- 2) Shipper and Carrier agree, that based on the Department of Energy (DOE) National Average price of fuel, all line haul rates being charged to the Shipper shall be adjusted according to the table shown below. If applicable, the surcharge will be effective for loads shipped Tuesday through Monday of the following week based on the DOE National Average price released on Monday of that week.

TRUCKLOAD Fuel Surcharge Table

DOE Fuel Price	Fuel Surcharge
.860-1.009	\$ (0.024)
1.010-1.059	\$ (0.016)
1.060-1.109	\$ (0.008)
1.110-1.199	\$ -
1.200-1.249	\$ 0.008
1.250-1.299	\$ 0.016
1.300-1.349	\$ 0.024
1.350-1.399	\$ 0.032
1.400-1.449	\$ 0.040
1.450-1.499	\$ 0.048
1.50-1.549	\$ 0.056
1.55-1.599	\$ 0.064
1.60-1.649	\$ 0.072
1.650-1.699	\$ 0.080
1.700-1.749	\$ 0.088
1.75-1.799	\$ 0.096
1.800-1.849	\$ 0.104
1.850-1.899	\$ 0.112
1.900-1.949	\$ 0.120
1.950-1.999	\$ 0.128
2.000-2.049	\$ 0.136
2.050-2.099	\$ 0.144
2.100-2.149	\$ 0.152
2.150-2.199	\$ 0.160
2.200-2.249	\$ 0.168
2.250-2.299	\$ 0.176
2.300-2.349	\$ 0.184
2.350-2.399	\$ 0.192
2.400-2.449	\$ 0.200
2.450-2.499	\$ 0.208
2.500-2.549	\$ 0.216
2.550-2.599	\$ 0.224
2.600-2.649	\$ 0.232
2.650-2.699	\$ 0.240
2.700-2.749	\$ 0.248
2.750-2.799	\$ 0.256
2.800-2.849	\$ 0.264
2.850-2.899	\$ 0.272
2.900-2.949	\$ 0.280
2.950-2.999	\$ 0.288
3.000-3.049	\$ 0.296
3.050-3.099	\$ 0.304
3.100-3.149	\$ 0.312
3.150-3.199	\$ 0.320
3.200-3.249	\$ 0.328
3.250-3.299	\$ 0.336
3.300-3.349	\$ 0.344
3.350-3.399	\$ 0.352
3.400-3.449	\$ 0.360
3.450-3.499	\$ 0.368
3.500-3.549	\$ 0.376
3.550-3.599	\$ 0.384
3.600-3.649	\$ 0.392
3.650-3.699	\$ 0.400
3.700-3.749	\$ 0.408
3.750-3.799	\$ 0.416
3.800-3.849	\$ 0.424
3.850-3.899	\$ 0.432
3.900-3.949	\$ 0.440
3.950-3.999	\$ 0.448
4.000-4.049	\$ 0.456
4.050-4.099	\$ 0.464
4.100-4.149	\$ 0.472
4.150-4.199	\$ 0.480
4.200-4.249	\$ 0.488
4.250-4.299	\$ 0.496
4.300-4.349	\$ 0.504
4.350-4.399	\$ 0.512
4.400-4.449	\$ 0.520
4.450-4.499	\$ 0.528
4.500-4.549	\$ 0.536
4.550-4.599	\$ 0.544
4.600-4.649	\$ 0.552
4.650-4.699	\$ 0.560
4.700-4.749	\$ 0.568
4.750-4.799	\$ 0.576

Appendix D: LTL Fuel Surcharge

LTL



Application of Fuel Surcharge

- 1) Rates are stated in U.S. currency.
- 2) Shipper and Carrier agree, that based on the Department of Energy (DOE) National Average price of fuel, all line haul rates being charged to the Shipper shall be adjusted according to the table shown below. If applicable, the surcharge will be effective for loads shipped Tuesday through Monday of the following week based on the DOE National Average price released on Monday of that week.

LESS THAN TRUCKLOAD			LESS THAN TRUCKLOAD		
More than:	Less Than or Equal to:	Fuel Surcharge % of line haul	More than:	Less Than or Equal to:	Fuel Surcharge % of line haul
\$ 1.000	\$ 1.049	0.4%	\$ 3.050	\$ 3.099	16.8%
\$ 1.050	\$ 1.099	0.8%	\$ 3.100	\$ 3.149	17.2%
\$ 1.100	\$ 1.149	1.2%	\$ 3.150	\$ 3.199	17.6%
\$ 1.150	\$ 1.199	1.6%	\$ 3.200	\$ 3.249	18.0%
\$ 1.200	\$ 1.249	2.0%	\$ 3.250	\$ 3.299	18.4%
\$ 1.250	\$ 1.299	2.4%	\$ 3.300	\$ 3.349	18.8%
\$ 1.300	\$ 1.349	2.8%	\$ 3.350	\$ 3.399	19.2%
\$ 1.350	\$ 1.399	3.2%	\$ 3.400	\$ 3.449	19.6%
\$ 1.400	\$ 1.449	3.6%	\$ 3.450	\$ 3.499	20.0%
\$ 1.450	\$ 1.499	4.0%	\$ 3.500	\$ 3.549	20.4%
\$ 1.500	\$ 1.549	4.4%	\$ 3.550	\$ 3.599	20.8%
\$ 1.550	\$ 1.599	4.8%	\$ 3.600	\$ 3.649	21.2%
\$ 1.600	\$ 1.649	5.2%	\$ 3.650	\$ 3.699	21.6%
\$ 1.650	\$ 1.699	5.6%	\$ 3.700	\$ 3.749	22.0%
\$ 1.700	\$ 1.749	6.0%	\$ 3.750	\$ 3.799	22.4%
\$ 1.750	\$ 1.799	6.4%	\$ 3.800	\$ 3.849	22.8%
\$ 1.800	\$ 1.849	6.8%	\$ 3.850	\$ 3.899	23.2%
\$ 1.850	\$ 1.899	7.2%	\$ 3.900	\$ 3.949	23.6%
\$ 1.900	\$ 1.949	7.6%	\$ 3.950	\$ 3.999	24.0%
\$ 1.950	\$ 1.999	8.0%	\$ 4.000	\$ 4.049	24.4%
\$ 2.000	\$ 2.049	8.4%	\$ 4.050	\$ 4.099	24.8%
\$ 2.050	\$ 2.099	8.8%	\$ 4.100	\$ 4.149	25.2%
\$ 2.100	\$ 2.149	9.2%	\$ 4.150	\$ 4.199	25.6%
\$ 2.150	\$ 2.199	9.6%	\$ 4.200	\$ 4.249	26.0%
\$ 2.200	\$ 2.249	10.0%	\$ 4.250	\$ 4.299	26.4%
\$ 2.250	\$ 2.299	10.4%	\$ 4.300	\$ 4.349	26.8%
\$ 2.300	\$ 2.349	10.8%	\$ 4.350	\$ 4.399	27.2%
\$ 2.350	\$ 2.399	11.2%	\$ 4.400	\$ 4.449	27.6%
\$ 2.400	\$ 2.449	11.6%	\$ 4.450	\$ 4.499	28.0%
\$ 2.450	\$ 2.499	12.0%	\$ 4.500	\$ 4.549	28.4%
\$ 2.500	\$ 2.549	12.4%	\$ 4.550	\$ 4.599	28.8%
\$ 2.550	\$ 2.599	12.8%	\$ 4.600	\$ 4.649	29.2%
\$ 2.600	\$ 2.649	13.2%	\$ 4.650	\$ 4.699	29.6%
\$ 2.650	\$ 2.699	13.6%	\$ 4.700	\$ 4.749	30.0%
\$ 2.700	\$ 2.749	14.0%	\$ 4.750	\$ 4.799	30.4%
\$ 2.750	\$ 2.799	14.4%	\$ 4.800	\$ 4.849	30.8%
\$ 2.800	\$ 2.849	14.8%	\$ 4.850	\$ 4.899	31.2%
\$ 2.850	\$ 2.899	15.2%	\$ 4.900	\$ 4.949	31.6%
\$ 2.900	\$ 2.949	15.6%	\$ 4.950	\$ 4.999	32.0%
\$ 2.950	\$ 2.999	16.0%	\$ 5.000	\$ 5.049	32.4%
\$ 3.000	\$ 3.049	16.4%			

Appendix E: IML Fuel Surcharge

Intermodal



Application of Fuel Surcharge

- 1) Rates are stated in U.S. currency.
- 2) Shipper and Carrier agree, that based on the Department of Energy (DOE) National Average price of fuel, all line haul rates being charged to the Shipper shall be adjusted according to the table shown below. If applicable, the surcharge will be effective for loads shipped Tuesday through Monday of the following week based on the DOE National Average price released on Monday of that week.

% Fuel			% Fuel		
DOE Fuel Index	\$/gallon	Surcharge	DOE Fuel Index	\$/gallon	Surcharge
\$1.169	-	\$ 1.249	0%		
\$1.250	-	\$ 1.289	0.50%		
\$1.290	-	\$ 1.329	1.00%		
\$1.330	-	\$ 1.369	1.50%		
\$1.370	-	\$ 1.409	2.00%		
\$1.410	-	\$ 1.449	2.50%		
\$1.450	-	\$ 1.489	3.00%		
\$1.490	-	\$ 1.529	3.50%		
\$1.530	-	\$ 1.569	4.00%		
\$1.570	-	\$ 1.609	4.50%		
\$1.610	-	\$ 1.649	5.00%		
\$1.650	-	\$ 1.689	5.50%		
\$1.690	-	\$ 1.729	6.00%		
\$1.730	-	\$ 1.769	6.50%		
\$1.770	-	\$ 1.809	7.00%		
\$1.810	-	\$ 1.849	7.50%		
\$1.850	-	\$ 1.889	8.00%		
\$1.890	-	\$ 1.929	8.50%		
\$1.930	-	\$ 1.969	9.00%		
\$1.970	-	\$ 2.009	9.50%		
\$2.010	-	\$ 2.049	10.00%		
\$2.050	-	\$ 2.089	10.50%		
\$2.090	-	\$ 2.129	11.00%		
\$2.130	-	\$ 2.169	11.50%		
\$2.170	-	\$ 2.209	12.00%		
\$2.210	-	\$ 2.249	12.50%		
\$2.250	-	\$ 2.289	13.00%		
\$2.290	-	\$ 2.329	13.50%		
\$2.330	-	\$ 2.369	14.00%		
\$2.370	-	\$ 2.409	14.50%		
\$2.410	-	\$ 2.449	15.00%		
\$2.450	-	\$ 2.489	15.50%		
\$2.490	-	\$ 2.529	16.00%		
\$2.530	-	\$ 2.569	16.50%		
\$2.570	-	\$ 2.609	17.00%		
\$2.610	-	\$ 2.649	17.50%		
\$2.650	-	\$ 2.689	18.00%		
\$2.690	-	\$ 2.729	18.50%		
\$2.730	-	\$ 2.769	19.00%		
\$2.770	-	\$ 2.809	19.50%		
\$2.810	-	\$ 2.849	20.00%		
\$2.850	-	\$ 2.889	20.50%		
\$2.890	-	\$ 2.929	21.00%		
\$2.930	-	\$ 2.969	21.50%		
\$2.970	-	\$ 3.009	22.00%		
\$3.010	-	\$ 3.049	22.50%		
\$3.050	-	\$ 3.089	23.00%		
\$3.090	-	\$ 3.129	23.50%		
\$3.130	-	\$ 3.169	24.00%		
\$3.170	-	\$ 3.209	24.50%		
\$3.210	-	\$ 3.249	25.00%		
\$3.250	-	\$ 3.289	25.50%		
\$3.290	-	\$ 3.329	26.00%		
\$3.330	-	\$ 3.369	26.50%		
\$3.370	-	\$ 3.409	27.00%		
\$3.410	-	\$ 3.449	27.50%		
\$3.450	-	\$ 3.489	28.00%		
\$3.490	-	\$ 3.529	28.50%		
\$3.530	-	\$ 3.569	29.00%		
\$3.570	-	\$ 3.609	29.50%		
\$3.610	-	\$ 3.650	30.00%		
\$3.650	-	\$ 3.690	30.50%		
\$3.690	-	\$ 3.730	31.00%		
\$3.730	-	\$ 3.770	31.50%		
\$3.770	-	\$ 3.810	32.00%		
\$3.810	-	\$ 3.850	32.50%		
\$3.850	-	\$ 3.890	33.00%		
\$3.890	-	\$ 3.930	33.50%		
\$3.930	-	\$ 3.970	34.00%		
\$3.970	-	\$ 4.010	34.50%		
\$4.010	-	\$ 4.050	35.00%		
\$4.050	-	\$ 4.090	35.50%		
\$4.090	-	\$ 4.130	36.00%		
\$4.130	-	\$ 4.170	36.50%		

Percent Surcharge will increase in 0.5% increments for every \$0.04 increase in the DOE index should it exceed the table above.

Appendix F: Fiscal Calendar 2020-2023

2020 Calendar

FY	Fiscal Period	Fiscal Period Begin	Fiscal Period End
2020	P1	2/2/20	2/29/20
2020	P2	3/1/20	3/28/20
2020	P3	3/29/20	5/2/20
2020	P4	5/3/20	5/30/20
2020	P5	5/31/20	6/27/20
2020	P6	6/28/20	8/1/20
2020	P7	8/2/20	8/29/20
2020	P8	8/30/20	9/26/20
2020	P9	9/27/20	10/31/20
2020	P10	11/1/20	11/28/20
2020	P11	11/29/20	12/26/20
2020	P12	12/27/20	1/30/21

2022 Calendar

FY	Fiscal Period	Fiscal Period Begin	Fiscal Period End
2021	P1	1/30/22	2/26/22
2021	P2	2/27/22	3/26/22
2021	P3	3/27/22	4/30/22
2021	P4	5/1/22	5/28/22
2021	P5	5/29/22	6/25/22
2021	P6	6/26/22	7/30/22
2021	P7	7/31/22	8/27/22
2021	P8	8/28/22	9/24/22
2021	P9	9/25/22	10/29/22
2021	P10	10/30/22	11/26/22
2021	P11	11/27/22	12/24/22
2021	P12	12/25/22	1/28/23

2021 Calendar

FY	Fiscal Period	Fiscal Period Begin	Fiscal Period End
2021	P1	1/31/21	2/27/21
2021	P2	2/28/21	3/27/21
2021	P3	3/28/21	5/1/21
2021	P4	5/2/21	5/29/21
2021	P5	5/30/21	6/26/21
2021	P6	6/27/21	7/31/21
2021	P7	8/1/21	8/28/21
2021	P8	8/29/21	9/25/21
2021	P9	9/26/21	10/30/21
2021	P10	10/31/21	11/27/21
2021	P11	11/28/21	12/25/21
2021	P12	12/26/21	1/29/22

2023 Calendar

FY	Fiscal Period	Fiscal Period Begin	Fiscal Period End
2021	P1	1/29/23	2/25/23
2021	P2	2/26/23	3/25/23
2021	P3	3/26/23	4/29/23
2021	P4	4/30/23	5/27/23
2021	P5	5/28/23	6/24/23
2021	P6	6/25/23	7/29/23
2021	P7	7/30/23	8/26/23
2021	P8	8/27/23	9/23/23
2021	P9	9/24/23	10/28/23
2021	P10	10/29/23	11/25/23
2021	P11	11/26/23	12/23/23
2021	P12	12/24/23	1/27/24

Appendix G: Vendor Request Form

VENDOR REQUEST FORM

NEW VENDOR _____

CHANGE / MERGER _____

TODAY'S DATE: _____

VENDOR NAME: _____

REMIT TO: _____
ADDRESS _____

ZIP + 4 digit code: _____

CORPORATE ADDRESS:

ACCOUNTS RECEIVABLE CONTACT:

NAME: _____

EMAIL: _____

FED Tax ID #: _____

SCAC CODE: _____

TERMS: _____

***** To Avoid Delay in New Vendor Set Up - Please include W-9, Certificate of Liability Insurance, Interstate Commerce Commission Certificate, and a Sample invoice that shows your invoice# format and remit to address for payment setup *****

Invoice format - If there is a check digit or an alpha at the end of your invoice#, please specify if the check digit or alpha changes with a corrected invoice or a past due invoice.

Appendix H: Data 2 Logistics ACH Agreement

Contact daphnee.rice@data2logistics.com for electronic copy



CARRIER ACH AGREEMENT

_____ ("Company") sells services to the freight payment customer _____ (client) of Data2Logistics LLC ("Data2Logistics").

Company authorizes the payments for such services to be made by electronic funds transfer (EFT) through the Automated Clearing House System (ACH). This agreement is subject to the "ACH Rules" of the National Automated Clearing House Association (NACHA). The payments shall be made in the CCD+ form of payment, which includes one addenda record. It will be the Company's responsibility to make sure their financial institution is providing them this addenda record. Company acknowledges that any change to the banking information listed below must be made in writing with at least fourteen days notice to Data2Logistics.

Bank Name: _____

Bank Address: _____

Bank Routing No.: _____

Account No.: _____

Account Type: Checking: Savings: Deposit/Lockbox:

Company agrees that the remittance information supplied by Data2Logistics will be considered to be their presentation of items to be paid via these Efts. Company agrees not use these funds to settle any invoices other than those specified by Data2Logistics' remittance information (paper or electronic).

Further, Company agrees that these payments will be made on a "float neutral" basis by Data2Logistics. Float neutral means that Data2Logistics will neither gain nor lose any time on its freight funds deposits due to this implementation. Nothing in this agreement changes the payment terms agreed to between Company and its shipper/customer.

By: _____ Name: _____

Signature of Authorized Company Representative

Title: _____ Date: _____

E-mail Address for Payment Notification: _____

Data2Logistics agrees to maintain and protect the confidentiality of the aforementioned information using the same degree of care that it uses to protect its own information of a like nature, however in any event no less than reasonable care.

Please return the completed form to Data2Logistics, Attn: Custodial Accounting, 12631 Westlinks Drive, Fort Myers, FL 33913-8627 or fax to 239-939-3752.

For Data2Logistics Use Only

SCAC / Carrier ID: _____

Date Completed: _____

Revised 8/29/13

Appendix I: EDI Standards

EDI / VI Standards and Review

Shipment Status Message Current Information

*** Contact Unyson for updated EDI specs – (866) 823-9501 ***

* Note - Provide a shipment status within 1 hour of event occurrence.

Reference ID Carrier' PRO Number or Trip #

Shipment ID BLI Appointment Number
(Provided to carrier in the Load Tender)

SCAC Carrier's Registered SCAC

Reference Information Carrier PRO / Invoice Number
Customer Order Number
Purchase Order Number
Shipper's ID for Shipment
Pickup Number
Booking Number
Bill of Lading
Continuous Move Trip Number

Shipment Status Code

Requested status messages to send to Unyson

AA – APPP PU Appointment

(If original appt is greater than the last day of the pick-up window or the appt changes a reason code is required)

X3 – ARVP Arrived @ PU location

(If actual is greater than AA + 1 hour a reason code is required)

AF – DPKL Departed PU

AB – APPD Delivery Appointment

(CAPD) (If original appt is greater than the last day of the delivery window or the appt changes a reason code is required)

X1 – ARVD Arrived Delivery Location

(If actual is greater than AB + 1 hour a reason code is required)

CD – POD Departed Delivery or POD

City/State of status event (MS1 01 & 02)

Reason Code Further defines the status and is required. Use 'NS' for normal status.

EDI

AG

AH

AI

AL

AM

VI

A26

A27

A30

A39

A40

REASON

Consignee related

Driver related

Trailer Breakdown (Big Lots trailer only)

Delayed at previous stop

Shipper related

AO	A43	Weather related
AX	A96	No lead time / Insufficient pick up time
BE	B16	Traffic related (road conditions)
NS	NOR	Normal Status (no reason code to report)

Shipment Appointment AA Pickup Appointment Date and Time

Status Code *Use this code to confirm scheduled pickup date and time as well as for any appointment changes/reschedules.*

Date Date of Status or Appointment

Time Time Expressed in 24-hour clock

Time Zone Eastern Time
Central Time
Mountain Time
Pacific Time
Local Time

City Name City where status took place

State or Province Code State where the status took place.

Equipment Initial Carrier's Registered SCAC

Equipment Number Trailer/Container Number

Equipment Type Container
Trailer
Container Attached To A Chassis

Reference Information Carrier PRO / Invoice Number
Customer Order Number
Purchase Order Number
Stop Sequence Number
Stop level information is required on all status activity.
If this is a multi-stop then it will correspond to the stop number.
Shipper's ID for Shipment
Pickup Number
Booking Number
Bill of Lading

Weight Gross Weight in Pounds

Lading Quantity Piece Count on Load

*** Note The status codes are required were applicable to OTR, LTL, Rail and Drayage.**

Appendix J: Inbound Accessorial Template

- Note: Contact FreightPayment@biglots.com for updated version

Client Code	SCAC	PRO	PORD	BOL#	DES2	OZP	Ship Date	DES3	DZFP	POS 8 Prod	POS 1-2 Prod	Billed Amount	Paid Amount	Account to Charge	Enter Time	Exit Time
BL0701	JAAA	451764	3172571	457543	Phoenix Warehouse	90703	20060516	W00073	917301		UD		8750			
Our DZL code	Your SCAC	Invoice#	PO#	APPT/Tip#	Shipper	Shipper Zip	Ship Date	Destination	Destination Zip	Inbound or Outbound	Accessorial Code	Invoice Amount			For Detention Invoicing	For Detention Invoicing
							Format Must be in YYYYMMDD	DC's and stores must be in the formats listed below				Amount with no decimal 87.50=8750				
							DC - W/00872	Store - S00253								

= These are examples only. PLEASE REMOVE WHEN SENDING BACK!
= These indicate formats. PLEASE REVIEW!

Appendix K: Store Performance and Expectations

Service Performance and Expectations

KPIs required metrics for performance

- a. On time pick-up at vendor
 - a. Arrived at PU Location (X3) must be within 1 hour of PU Appointment (AA). If (X3) is greater, then the reason code tied to the (X3) will be evaluated to determine the party at fault.
- b. On time delivery to Big Lots DCs/Stores
 - a. Actual Arrival at DELV Location (X1) must be within 1 hour of Delivery Appointment (AB). If (X1) is greater, then the reason code tied to (X1) will be evaluated to determine the party at fault.
- c. Pick-up appointment changes
 - a. If PU Appointment (AA) changes, then the reason code tied to (AA) will be evaluated to determine the party at fault.
- d. Delivery appointment changes
 - a. If Delivery Appointment (AB) changes, then the reason code tied to the (AB) will be evaluated to determine the party at fault.
- e. EDI completeness
 - a. If one of the following statuses are missing, or the reason code is not valid (APPENDIX H), it is incomplete:
 - i. AA – PU Appointment – APPP
 - ii. X3 – Arrived at PU Location – ARVP
 - iii. AF – Departed PU Location – DPKL
 - iv. AB – Delivery Appointment – APPD (CAPD)
 - v. X1 – Arrived at DELV Location – ARVD
 - vi. CD – Departed DELV Location – POD
- f. EDI timeliness
 - a. If the following EDI statuses X3, AF and X1 are not received within 4 hours of occurrence, then it will be considered late.
 - b. For all appointment statuses, AA & AB, the original appointment must be before the last day of the window on order, unless it is a rescheduled appointment. The rescheduled appointment must take place before the original appointment date & time, in order for the update to be counted as timely.
- g. Accuracy
 - a. 98% for all status updates meeting the KPIs above (refer to APPENDIX H)
 - b. Reason Codes


<u>EDI</u>	<u>VI</u>	<u>REASON</u>
AG	A26	Consignee related
AH	A27	Driver related
AI	A30	Trailer Breakdown (Big Lots trailer only)
AL	A39	Delayed at previous stop
AM	A40	Shipper related
AO	A43	Weather related
AX	A96	No lead time / Insufficient pick up time
BE	B16	Traffic related (road conditions)
NOR	Normal Status (no reason code to report)	

Service Expectations

- a. A minimum of 98% on time (Contractual Lates) is the required standard for pick-ups at Big Lots vendors and deliveries to our DCs and Stores.
- b. EDI compliance 98% - Completeness, Accuracy, and Timeliness.

Appendix L: Rate Sheet Examples

Inbound Rate Sheet

Big Lots Carrier Lane/Rate Agreement											
SCAC		Company Name									
XXXX		ABC TRUCKING									
Inbound										*****All rates effective from 04-01-2016 to 03-31-2017 *****	
Carrier SCAC	Big Lots Lane ID#	Origin State	Origin 3 Digit Zip	Destination City	Dest ST	Dest Zip	Lane Type	Anticipated Volume	RPM	Min. Charge	
XXXX	91743228	CA	917	COLUMBUS	OH	43228	3DZ-5DZ	1000	\$ 1.00	\$ 500	
<p>Rates named herein are rates in dollars per mile from origin to destination. The rates hereby incorporate operating procedures as defined in the "Carrier Guidelines" (Version 1/11/16). These rates do not include any stops enroute, fuel or any other accessorial charges. All fuel surcharges, and accessorials will be determined in accordance with the Big Lots "Carrier Guidelines" (Version 01/11/16). These rates take precedence over all other published rates. Anticipated Volumes are based on the previous year's data, the volume listed is not guaranteed and is subject to increases and decreases as dictated by the business needs of Big Lots</p>											
Carrier Representative Name						Big Lots Representative Name					
Signature						Signature					
Date						Date					

Outbound Rate Sheet

Version Date 1/6/2016

2015 Big Lots Carrier Lane/Rate Award Sheet

Company Name:
BIG LOTS



Outbound

All rates effective from 4/1/16 to 3/31/17

<u>DC</u>	<u>SCAC</u>	<u>Store</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Rate Per Mile</u>	<u>Cost Per Load</u>	<u>Effective Date</u>
890	AAAA	2016	COLUMBUS	OH	43228	\$2.00	\$250.00	4/1/16

Rates named herein are rates in dollars per mile from origin to destination. The rates hereby incorporate operating procedures as defined in the "Carrier Guidelines" (Version 1/11/16). These rates do not include any stops enroute, fuel or any other accessorial charges. All fuel surcharges, and accessorials will be determined in accordance with the Big Lots "Carrier Guidelines" (Version 01/11/16). These rates take precedence over all other published rates. Anticipated Volumes are based on the previous year's data, the volume listed is not guaranteed and is subject to increases and decreases as dictated by the business needs of Big Lots

Big Lots Representative Name	Print	Date
	_____	_____
Big Lots Representative Name	Signature	Date
	_____	_____
Carrier Representative Name	Print	Date
	_____	_____
Carrier Representative Name	Signature	Date
	_____	_____