



Carrier Guidelines

August 2022

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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>	
<p>FDC #925 NFI Logistics - McDonough, GA 165 Greenwood Industrial Parkway McDonough, GA 30253</p>	<p>FDC #926 NFI Logistics - Bethel, PA 1 Court Street Bethel, PA 19507</p>
<p>FDC #928 NFI Logistics - Lacey, WA 2621 Hogum Bay Road Lacey, WA 98516</p>	<p>FDC #929 NFI Logistics - Crown Point, IN 9602 Georgia Street Crown Point, IN 46307</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. Distribution Order Number
 - iii. Shipment Number – 6 digits (i.e. 4xxxxx)
 - iv. Contact information
 - v. Consignee
 - vi. Total weight and cube
 - vii. Pickup Window (****The Pickup Start** is when the load is expected to be scheduled for pickup)
 - viii. Delivery Window
 - ix. Linehaul cost
 - x. Mileage
 - xi. Stop sequence
 - xii. 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. If load is HOT it takes priority over all other loads; contact Big Lots immediately if appointments are missed
 - v. Special requirements: equipment type (i.e. reefer), shipper restrictions (i.e. dock restrictions, special instructions), etc
 - vi. ***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/FOUR KITES

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 all information outlined in the Big Lots EDI Implementation Guide.
- c. For Inbound, if late, a reason code is required on carrier’s new appointment event (**AA or AB**), which will be used as the revised eta. [Approved reason codes can be found in APPENDIX I – EDI Standards](#)

- d. For Outbound, if late, a reason code is required along with the shipment status code (AB). Shipment status code AB with a new delivery ETA will trigger a message to the store showing the revised delivery date and time. [Approved reason codes can be found in APPENDIX I – EDI Standards](#)
- e. If carrier is 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.
- f. Please see [Big Lots EDI Implementation Guide](#) for specific details.

Four Kites

- a. Big Lots is partnered with Four Kites to ensure accurate and timely load level communication with our business.
- b. A Four Kites connection is required in order to receive Inbound/Outbound tenders.
- c. Carriers should work directly with Four Kites to complete set-up and data validation testing.
- d. Big Lots will prompt Four Kites to initiate contact with carriers to begin the onboarding process.
 - a. Initial contact will come from carriersuccess@fourkites.com with all instructions/guidance for completing the onboarding process.

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 carrier needs in order to meet the delivery, e-mail the details to InboundLogistics@biglots.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:

<u>EVENT</u>	<u>CHARGEBACK</u>
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. Carriers must secure live appointments using the Manhattan portal.
- b. To get set up on the Manhattan portal, email TMSAppointments@biglots.com.

Outbound:

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.
- b. The analyst assigned to the DC will provide the planned DC loading schedule on Friday to allow planning for load pick-up.

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, update Manhattan portal or e-mail the details to TMSAppointments@biglots.com
- c. Call 614-278-4618 if there is not a response within 2 hours.
 - a. Note: please understand Big Lots cannot always accommodate AM appointments.

Outbound:

Rescheduling Delivery Appointments

- a. Rescheduling an original delivery appointment after it has been set is immediately considered a late delivery. Big Lots stores plan unload labor to the original appointment.
- b. If a delivery appointment is going to be missed by **three hours or more**, it is important to send TIMELY notifications via EDI 214 **AB** status code along with the appropriate reason code. Reschedule EDI status updates will no longer be needed for any delivery changes under three hours.
- c. All EDI 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 [Big Lots EDI Implementation Guide](#) & [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 53FT Trailer free of debris.
- c. The driver is responsible for checking the BOL to ensure he/she has the correct Big Lots load and all planned Purchase Orders, if applicable.
 - a. Big Lots will not pay for any charges that result from failure to comply with this guideline.
- d. No lift gates allowed

Outbound:

Loading

- a. All DCs work on a Monday through Friday loading cycle.
 - i. Exceptions:
 - DC 879 Durant, OK has 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 will occur periodically
- 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. All carriers will receive a load ready notification email when the warehouse closes their load. The notification will contain the shipment number and stop information summary.

- d. 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.
- e. 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.
- f. 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.
- g. 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. An empty trailer pool is required to support pre-load requirement. Best practice is to have a pool sized at 70% of the outbound volume award. Carriers will work with the assigned Transportation Analyst to further define trailer pools based on the loading DC.
 If the DCs converts to a compressed loading schedule due to low carton volume, carriers may be required to adjust pools to support increased 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, driver no touch and live unload.
- 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. 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 domesticlogistics@biglots.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 Inboundlogistics@biglots.com once loading detention starts so Big Lots can contact the vendor, document the incident, and address the vendor. This will also allow Big Lots to verify the detention and determine if chargebacks are applicable to the vendor.
 - a. Once it has been determined how much the charges will be, e-mail Big Lots with details. If Carrier fails to notify Big Lots, 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 domesticlogistics@biglots.com.
 - a. If the driver is 1 hour late or more to the original scheduled appointment, detention charges may be denied.
- 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, Big Lots 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 Big Lots via e-mail at the time of occurrence 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 InboundLogistics@biglots.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. **Controllable lates** – (lates that are within carrier control) for example: bad dispatch, tractor/trailer breakdown, driver call off, etc.
- e. **Non-Controllable 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% controllable on-time for standard pick-ups at Big Lots vendors
 - ii. 98% controllable on-time for deliveries to Distribution Centers
 - iii. 98% controllable 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, monthly, quarterly and annual 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 Manhattan Transportation Procurement. 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 and/or minimum charge format is required. Service will also be taken into consideration as well.
- c. The carrier awarded the business will be advised via email. A rate agreement may 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 carriers is Net 30 Days.
- b. Carrier must first be setup with Big Lots Accounts Payable in order to process a payment.
 - a. 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 204 load tender.
 - ii. Miles are calculated based on **PC Miler v31 53FT-Shortest Lat/Long**
 - i. Best practice is to ensure that miles are mapped via EDI, when applicable, so that your system will match exactly what Big Lots will pay
 - iii. Fuel will be calculated based on the matrices based on when the shipment moved to In Transit (departed first stop). If Stop 1 Departure EDI is not sent timely before delivery, additional fuel charges may not be paid.
- 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 Shipment number is 6 digits (i.e. 4xxxxx) and will be the key identifier for look up (“Pro\Airbill#”)
- d. All loads will be paid to carrier terms, via EFT or Check by Data 2 Logistics.
 - i. Carriers will have 10-14 days to raise an issue regarding payment prior to an invoice closing.
- e. See [Appendix A: Payment Guidelines](#) for more details

Manual Invoices

- a. Invoices for freight/fuel **should NOT be sent to Data 2.**
 - a. Please contact FreightPayment@biglots.com 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.
- b. All invoices must include the BOL and/or Delivery Receipt.
- c. 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. **DO NOT SEND PAPER BILLS TO DATA 2 FOR INBOUND SHIPMENTS**
- c. Contact FreightPayment@biglots.com for latest template.

Outbound Accessorials (including Detention)

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)

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)

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 and/or a remittance can be sent weekly upon close.

Aging and Accruals

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

Late Invoices

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, InboundLogistics@biglots.com 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 the Big Lots representative.

Accident/Derailment

- a. **Inbound-** If there is an accident or derailment involving a Big Lots shipment while in transit, the carrier should contact InboundLogistics@biglots.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 domesticlogistics@biglots.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 Big Lots for:

Inbound loads (Delivering into a Big Lots DC) - inboundlogistics@biglots.com

Outbound loads (Shipping from the Big Lots DC to a store) - domesticlogistics@biglots.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 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 Big Lots (inboundlogistics@biglots.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 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

INBOUND OPERATIONS: inboundlogistics@biglots.com (614) 278-4618

OUTBOUND OPERATIONS: domesticlogistics@biglots.com (614) 278-4618

Data 2 Logistics (Track Status, Payments)

ACCOUNT COORDINATOR: Mickie Siegel: mickie.siegel@data2logistics.com (239) 425-8064

AUDITOR/RATE ANALYST: Maribel Garrett maribel.garrett@data2logistics.com (239) 425-8010

Appendix C: TL Fuel Surcharge



Truckload Fuel Surcharge

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

TRUCKLOAD Fuel Surcharge Table

From	To	Fuel Surcharge
\$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
\$1.500	- \$1.549	\$ 0.056
\$1.550	- \$1.599	\$ 0.064
\$1.600	- \$1.649	\$ 0.072
\$1.650	- \$1.699	\$ 0.080
\$1.700	- \$1.749	\$ 0.088
\$1.750	- \$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

From	To	Fuel Surcharge
\$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
\$4.800	- \$4.849	\$ 0.584
\$4.850	- \$4.899	\$ 0.592
\$4.900	- \$4.949	\$ 0.600
\$4.950	- \$4.999	\$ 0.608
\$5.000	- \$5.049	\$ 0.616
\$5.050	- \$5.099	\$ 0.624
\$5.100	- \$5.149	\$ 0.632
\$5.150	- \$5.199	\$ 0.640
\$5.200	- \$5.249	\$ 0.648
\$5.250	- \$5.299	\$ 0.656
\$5.300	- \$5.349	\$ 0.664
\$5.350	- \$5.399	\$ 0.672
\$5.400	- \$5.449	\$ 0.680
\$5.450	- \$5.499	\$ 0.688
\$5.500	- \$5.549	\$ 0.696
\$5.550	- \$5.599	\$ 0.704
\$5.600	- \$5.649	\$ 0.712
\$5.650	- \$5.699	\$ 0.720
\$5.700	- \$5.749	\$ 0.728
\$5.750	- \$5.799	\$ 0.736
\$5.800	- \$5.849	\$ 0.744
\$5.850	- \$5.899	\$ 0.752
\$5.900	- \$5.949	\$ 0.760
\$5.950	- \$5.999	\$ 0.768
\$6.000	- \$6.049	\$ 0.776
\$6.050	- \$6.099	\$ 0.784
\$6.100	- \$6.149	\$ 0.792
\$6.150	- \$6.199	\$ 0.800
\$6.200	- \$6.249	\$ 0.808
\$6.250	- \$6.299	\$ 0.816
\$6.300	- \$6.349	\$ 0.824
\$6.350	- \$6.399	\$ 0.832
\$6.400	- \$6.449	\$ 0.840
\$6.450	- \$6.499	\$ 0.848
\$6.500	- \$6.549	\$ 0.856
\$6.550	- \$6.599	\$ 0.864
\$6.600	- \$6.649	\$ 0.872
\$6.650	- \$6.699	\$ 0.880
\$6.700	- \$6.749	\$ 0.888
\$6.750	- \$6.799	\$ 0.896
\$6.800	- \$6.849	\$ 0.904

Percent Surcharge will increase in .008 increments for every \$0.05 increase in the DOE index should it exceed the table above.

Appendix D: LTL Fuel Surcharge



LTL Fuel Surcharge

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

More than:	Less Than or Equal to:	Fuel Surcharge % of line haul
\$ 1.000	\$ 1.049	0.4%
\$ 1.050	\$ 1.099	0.8%
\$ 1.100	\$ 1.149	1.2%
\$ 1.150	\$ 1.199	1.6%
\$ 1.200	\$ 1.249	2.0%
\$ 1.250	\$ 1.299	2.4%
\$ 1.300	\$ 1.349	2.8%
\$ 1.350	\$ 1.399	3.2%
\$ 1.400	\$ 1.449	3.6%
\$ 1.450	\$ 1.499	4.0%
\$ 1.500	\$ 1.549	4.4%
\$ 1.550	\$ 1.599	4.8%
\$ 1.600	\$ 1.649	5.2%
\$ 1.650	\$ 1.699	5.6%
\$ 1.700	\$ 1.749	6.0%
\$ 1.750	\$ 1.799	6.4%
\$ 1.800	\$ 1.849	6.8%
\$ 1.850	\$ 1.899	7.2%
\$ 1.900	\$ 1.949	7.6%
\$ 1.950	\$ 1.999	8.0%
\$ 2.000	\$ 2.049	8.4%
\$ 2.050	\$ 2.099	8.8%
\$ 2.100	\$ 2.149	9.2%
\$ 2.150	\$ 2.199	9.6%
\$ 2.200	\$ 2.249	10.0%
\$ 2.250	\$ 2.299	10.4%
\$ 2.300	\$ 2.349	10.8%
\$ 2.350	\$ 2.399	11.2%
\$ 2.400	\$ 2.449	11.6%
\$ 2.450	\$ 2.499	12.0%
\$ 2.500	\$ 2.549	12.4%
\$ 2.550	\$ 2.599	12.8%
\$ 2.600	\$ 2.649	13.2%
\$ 2.650	\$ 2.699	13.6%
\$ 2.700	\$ 2.749	14.0%
\$ 2.750	\$ 2.799	14.4%
\$ 2.800	\$ 2.849	14.8%
\$ 2.850	\$ 2.899	15.2%
\$ 2.900	\$ 2.949	15.6%
\$ 2.950	\$ 2.999	16.0%
\$ 3.000	\$ 3.049	16.4%
\$ 3.050	\$ 3.099	16.8%
\$ 3.100	\$ 3.149	17.2%
\$ 3.150	\$ 3.199	17.6%
\$ 3.200	\$ 3.249	18.0%
\$ 3.250	\$ 3.299	18.4%
\$ 3.300	\$ 3.349	18.8%
\$ 3.350	\$ 3.399	19.2%
\$ 3.400	\$ 3.449	19.6%
\$ 3.450	\$ 3.499	20.0%
\$ 3.500	\$ 3.549	20.4%

LESS THAN TRUCKLOAD

More than:	Less Than or Equal to:	Surcharge % of line haul
\$ 3.550	\$ 3.599	20.8%
\$ 3.600	\$ 3.649	21.2%
\$ 3.650	\$ 3.699	21.6%
\$ 3.700	\$ 3.749	22.0%
\$ 3.750	\$ 3.799	22.4%
\$ 3.800	\$ 3.849	22.8%
\$ 3.850	\$ 3.899	23.2%
\$ 3.900	\$ 3.949	23.6%
\$ 3.950	\$ 3.999	24.0%
\$ 4.000	\$ 4.049	24.4%
\$ 4.050	\$ 4.099	24.8%
\$ 4.100	\$ 4.149	25.2%
\$ 4.150	\$ 4.199	25.6%
\$ 4.200	\$ 4.249	26.0%
\$ 4.250	\$ 4.299	26.4%
\$ 4.300	\$ 4.349	26.8%
\$ 4.350	\$ 4.399	27.2%
\$ 4.400	\$ 4.449	27.6%
\$ 4.450	\$ 4.499	28.0%
\$ 4.500	\$ 4.549	28.4%
\$ 4.550	\$ 4.599	28.8%
\$ 4.600	\$ 4.649	29.2%
\$ 4.650	\$ 4.699	29.6%
\$ 4.700	\$ 4.749	30.0%
\$ 4.750	\$ 4.799	30.4%
\$ 4.800	\$ 4.849	30.8%
\$ 4.850	\$ 4.899	31.2%
\$ 4.900	\$ 4.949	31.6%
\$ 4.950	\$ 4.999	32.0%
\$ 5.000	\$ 5.049	32.4%
\$ 5.050	\$ 5.099	32.8%
\$ 5.100	\$ 5.149	33.2%
\$ 5.150	\$ 5.199	33.6%
\$ 5.200	\$ 5.249	34.0%
\$ 5.250	\$ 5.299	34.4%
\$ 5.300	\$ 5.349	34.8%
\$ 5.350	\$ 5.399	35.2%
\$ 5.400	\$ 5.449	35.6%
\$ 5.450	\$ 5.499	36.0%
\$ 5.500	\$ 5.549	36.4%
\$ 5.550	\$ 5.599	36.8%
\$ 5.600	\$ 5.649	37.2%
\$ 5.650	\$ 5.699	37.6%
\$ 5.700	\$ 5.749	38.0%
\$ 5.750	\$ 5.799	38.4%
\$ 5.800	\$ 5.849	38.8%
\$ 5.850	\$ 5.899	39.2%
\$ 5.900	\$ 5.949	39.6%
\$ 5.950	\$ 5.999	40.0%
\$ 6.000	\$ 6.049	40.4%
\$ 6.050	\$ 6.099	40.8%

Appendix E: IML Fuel Surcharge

Intermodal Fuel Surcharge



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.

DOE Fuel Index \$/gallon	% Fuel Surcharge	DOE Fuel Index \$/gallon	% Fuel Surcharge	DOE Fuel Index \$/gallon	% Fuel Surcharge	DOE Fuel Index \$/gallon	% Fuel Surcharge
\$1.169	0.0%	\$2.690	18.5%	\$4.170	37.0%	\$5.650	55.5%
\$1.250	0.5%	\$2.730	19.0%	\$4.210	37.5%	\$5.690	56.0%
\$1.290	1.0%	\$2.770	19.5%	\$4.250	38.0%	\$5.730	56.5%
\$1.330	1.5%	\$2.810	20.0%	\$4.290	38.5%	\$5.770	57.0%
\$1.370	2.0%	\$2.850	20.5%	\$4.330	39.0%	\$5.810	57.5%
\$1.410	2.5%	\$2.890	21.0%	\$4.370	39.5%	\$5.850	58.0%
\$1.450	3.0%	\$2.930	21.5%	\$4.410	40.0%	\$5.890	58.5%
\$1.490	3.5%	\$2.970	22.0%	\$4.450	40.5%	\$5.930	59.0%
\$1.530	4.0%	\$3.010	22.5%	\$4.490	41.0%	\$5.970	59.5%
\$1.570	4.5%	\$3.050	23.0%	\$4.530	41.5%	\$6.010	60.0%
\$1.610	5.0%	\$3.090	23.5%	\$4.570	42.0%	\$6.050	60.5%
\$1.650	5.5%	\$3.130	24.0%	\$4.610	42.5%	\$6.090	61.0%
\$1.690	6.0%	\$3.170	24.5%	\$4.650	43.0%	\$6.130	61.5%
\$1.730	6.5%	\$3.210	25.0%	\$4.690	43.5%	\$6.170	62.0%
\$1.770	7.0%	\$3.250	25.5%	\$4.730	44.0%	\$6.210	62.5%
\$1.810	7.5%	\$3.290	26.0%	\$4.770	44.5%	\$6.250	63.0%
\$1.850	8.0%	\$3.330	26.5%	\$4.810	45.0%	\$6.290	63.5%
\$1.890	8.5%	\$3.370	27.0%	\$4.850	45.5%	\$6.330	64.0%
\$1.930	9.0%	\$3.410	27.5%	\$4.890	46.0%	\$6.370	64.5%
\$1.970	9.5%	\$3.450	28.0%	\$4.930	46.5%	\$6.410	65.0%
\$2.010	10.0%	\$3.490	28.5%	\$4.970	47.0%	\$6.450	65.5%
\$2.050	10.5%	\$3.530	29.0%	\$5.010	47.5%	\$6.490	66.0%
\$2.090	11.0%	\$3.570	29.5%	\$5.050	48.0%	\$6.530	66.5%
\$2.130	11.5%	\$3.610	30.0%	\$5.090	48.5%	\$6.570	67.0%
\$2.170	12.0%	\$3.650	30.5%	\$5.130	49.0%	\$6.610	67.5%
\$2.210	12.5%	\$3.690	31.0%	\$5.170	49.5%	\$6.650	68.0%
\$2.250	13.0%	\$3.730	31.5%	\$5.210	50.0%	\$6.690	68.5%
\$2.290	13.5%	\$3.770	32.0%	\$5.250	50.5%	\$6.730	69.0%
\$2.330	14.0%	\$3.810	32.5%	\$5.290	51.0%	\$6.770	69.5%
\$2.370	14.5%	\$3.850	33.0%	\$5.330	51.5%	\$6.810	70.0%
\$2.410	15.0%	\$3.890	33.5%	\$5.370	52.0%	\$6.850	70.5%
\$2.450	15.5%	\$3.930	34.0%	\$5.410	52.5%	\$6.890	71.0%
\$2.490	16.0%	\$3.970	34.5%	\$5.450	53.0%	\$6.930	71.5%
\$2.530	16.5%	\$4.010	35.0%	\$5.490	53.5%	\$6.970	72.0%
\$2.570	17.0%	\$4.050	35.5%	\$5.530	54.0%	\$7.010	72.5%
\$2.610	17.5%	\$4.090	36.0%	\$5.570	54.5%	\$7.050	73.0%
\$2.650	18.0%	\$4.130	36.5%	\$5.610	55.0%	\$7.090	73.5%

Appendix F: Fiscal Calendar 2022-2023

2022 Calendar

FY	Fiscal Period	Fiscal Period Begin	Fiscal Period End
2022	P1	1/30/22	2/26/22
2022	P2	2/27/22	3/26/22
2022	P3	3/27/22	4/30/22
2022	P4	5/1/22	5/28/22
2022	P5	5/29/22	6/25/22
2022	P6	6/26/22	7/30/22
2022	P7	7/31/22	8/27/22
2022	P8	8/28/22	9/24/22
2022	P9	9/25/22	10/29/22
2022	P10	10/30/22	11/26/22
2022	P11	11/27/22	12/24/22
2022	P12	12/25/22	1/28/23

2023 Calendar

FY	Fiscal Period	Fiscal Period Begin	Fiscal Period End
2023	P1	1/29/23	2/25/23
2023	P2	2/26/23	3/25/23
2023	P3	3/26/23	4/29/23
2023	P4	4/30/23	5/27/23
2023	P5	5/28/23	6/24/23
2023	P6	6/25/23	7/29/23
2023	P7	7/30/23	8/26/23
2023	P8	8/27/23	9/23/23
2023	P9	9/24/23	10/28/23
2023	P10	10/29/23	11/25/23
2023	P11	11/26/23	12/23/23
2023	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

Big Lots EDI Specifications outlines all details related to format and structure of 204, 990 and 214 messages. Contact Big Lots at (614) 278-4618 with any questions.

At a minimum, shipment status messages must contain:

Shipment Status Code

Status messages to send to Big Lots

- **AA** – 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** – Arrived @ PU location
 - (If actual is greater than AA + 1 hour a reason code is required)
- **AF** – Departed PU
- **AB** – Delivery Appointment
 - (For Inbound, if original appt is greater than the last day of the delivery window or the appt changes a reason code is required)
 - (For Outbound, if the updated delivery appointment is greater than the original schedule + 1 hour, a reason code is required)
- **X1** – Arrived Delivery Location
 - (If actual is greater than AB + 1 hour a reason code is required)
- **CD** – Departed Delivery or POD
- **City/State of status event (MS1 01 & 02)**
- **Equipment number (MS2 01 & 02) Inbound Only**

Reason Code

Further defines the status and is required. The table below outlines the approved reason codes.

Approved Reason Codes

<u>EDI</u>	<u>REASON</u>
AG	Store requested delivery change
AH	Driver related
AI	Trailer breakdown (Big Lots trailer only)
AL	Delayed at previous stop (2 or more stop delivery only)
AM	Shipper related
AO	Weather related
AX	Lead/Insufficient pick-up time
BE	Traffic related (road conditions)
NS	Normal Status (no reason code to report)

Notes:

AX code use must be approved by transportation analyst.

NS code should only be used if the delivery stop is on time.

Appendix J: Inbound Accessorial Template

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

Big Lot Accessorial Template															Updated June 2021		Totals								
5/1/21	BLO701	ABC0	A12345	81234567	212345	BIG VENDOR	81210	20210501	W00869	82307	/	ID	7500			7:00:00 AM	11:22:00 AM	SAMPLE							
REQUIRED	N/A	REQUIRED	REQUIRED	REQUIRED FOR IB	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	N/A	REQUIRED	REQUIRED	N/A	N/A	IF APPLICABLE	IF APPLICABLE	IF APPLICABLE	Comments / Notes	Acc Code	Acc Description				
Date Requested	BLO701	SCAC	Invoice / PRO	PO # (9xxxxxxx)	Shipment # (2xxxxx)	Origin Name	Origin Zip	Shipment Date (YYYYMMDD)	Destination DC/Store # (W00xxx)	Dest Zip	Loc	Acc Code (See Table)	Billed Amount (No Decimals)	Bill Amount	Bl. Account	Detention Arrive Time	Detention Depart Time								
	BLO701										I										TN	Truck Order Not Used			
	BLO701										I											UD	Unloading Detention		
	BLO701										I											LD	Loading Detention		
	BLO701										I											BT	Bobtail		
	BLO701										I											LO	Layover		
	BLO701										I											AF	Adjusted Freight		
	BLO701										I											AS	Adjusted Fuel Surcharge		
	BLO701										I											DH	Drop and Hook		
	BLO701										I											DR	Dry Run		
	BLO701										I											OR	Out of Route Miles		
	BLO701										I											PD	Per Diem		
	BLO701										I											SE	Reefer (approved)		
	BLO701										I											RD	Redelivery		
	BLO701										I											SO	Stopoff		
	BLO701										I											TC	Toll Charges		
	BLO701										I											TD	Trailer Drop		
	BLO701										I											YP	Yard Pull		
	BLO701										I											MI	MISC - Explain in Comments		

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
 - ii. X3 – Arrived at PU Location
 - iii. AF – Departed PU Location
 - iv. AB – Delivery Appointment
 - v. X1 – Arrived at DELV Location
 - vi. CD – Departed DELV Location
- 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

Approved Reason Codes

<u>EDI</u>	<u>REASON</u>
AG	Store requested delivery change
AH	Driver related
AI	Trailer breakdown (Big Lots trailer only)
AL	Delayed at previous stop (2 or more stop delivery only)
AM	Shipper related
AO	Weather related
AX	Lead/Insufficient pick-up time
BE	Traffic related (road conditions)
NS	Normal Status (no reason code to report)

Notes:

AX code use must be approved by transportation analyst.


NS code should only be used if the delivery stop is on time.

Service Expectations

- a. A minimum of 98% on time (Controllable 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	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	
<small>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</small>											
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
	_____	_____