



**BIG
LOTS!**



Master Carton
Marking Guide



Domestic and Import Vendors
October 2022

Table of Contents

A.	Introduction	2
B.	Contacts	2
C.	Master Carton Template	3
D.	Special Handling Icons	4
E.	Seasonal Carton Markings - Overview	6
F.	Seasonal Carton Markings - Artwork	7
G.	Class Descriptions for Seasonal Carton Markings	11
H.	Tools Required and/or Tools Provided	12
I.	Brown Box with Color Label of Product	13
J.	Brown Box with Line Art of Product	14
K.	For Heavy and/or Large Bulk Boxed Items	15
L.	Color Box	16
M.	White Box with Wrap-Around Color Label	17
N.	Furniture Carton Markings for “NEW ITEMS”	19
O.	Item UPC Placement on Re-Shippable Cartons	20
P.	E Commerce Carton Markings for Brown Box	21
Q.	FDC Carton Template.....	22

A: Introduction

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

B: Contacts

Import Vendors

If you have any questions, please contact your agent:

Mantra Office – logistics@mantra.com

Optimum Buying Office – office@optimumbuying.com

United Sourcing Office – merchandising@united-sourcing.com

Domestic Vendors

If you have any questions, please contact Big Lots:

Vendor Compliance – vendorcompliance@biglots.com

C: Master Carton Template



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

If you are shipping to DC 925 McDonough, GA, DC 926 Bethel, PA, or DC 928 Lacey, WA, you will follow the FDC Markings template in Section Q on pg. 22.

Seasonal Carton Markings See Sections E, F and G for info.

SIDE MARK(1) - short side	MAIN MARK(2) - long side	SIDE MARK(3)	MAIN MARK(4)
SEASONAL MARK	SEASONAL MARK		
SEASONAL CLASS/THEME	SEASONAL CLASS/THEME		
SKU#: Description: Master Pack: Inner Pack: GW/NW (kgs): 	BIG LOTS STORES PO#: SKU#: Dept#: Country of Origin: 	the same as side mark(1)	the same as main mark(2)

Note: Master Pack, Inner Pack and GW/NW information are optional for FOB Domestic

Special Handling Icons
See Section D for a complete list.

Note: Country of Origin information is optional for FOB Domestic







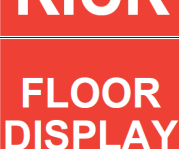
Additional Notes:

- Seasonal Carton Markings and Special Handling Icons should only be used when applicable.
- Adjustments to the carton marking placement may be needed to fit all required data on small or odd-sized master cartons. Check with your designated contact listed on Page 2 for change authorization.
- The term “Article#” and “SKU#” are interchangeable thus either term may be used.
- Description on the carton should match the Article description on the purchase order.
- Big Lots does not require carton numbers (ex: carton 1 of 100) to be printed on the master cartons. However for some country of origins, printing the carton numbers may be a mandatory requirement of Customs. In such cases it is acceptable to print the carton numbers on the master carton. Contact your agent if you are unsure whether this is needed.
- **Domestic EDI Vendors:** the GS1-128 label satisfies the labeling requirements for all master carton information except Seasonal Carton Markings and Special Handling Icons. Only one GS1-128 label is needed per carton.
- **Inner Pack cartons** must have the Article # and product description on the carton.
- Items which have multiple cartons should be marked “Carton 1, Carton 2, etc.” at the end of the product description (example: 8X10 Gazebo – Carton 1).

D: Special Handling Icons



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

Symbol	Name	Use	Examples
	This side up indicator	When the safety of the contents requires the carton to be stored or stacked in a specific direction	Frames, liquids, mirrors, lamps, etc.
	Fragile item	When the carton contains glass or some other easily breakable product	Glass, ceramics, mirrors, any item easily breakable
	Heavy – Team Lift	When the carton weighs more than 70 lbs. (31.75 kg)	Furniture, hardware, lawn & garden
	No Blades	When use of sharp objects to open carton could damage carton contents	Cushions, pillows, textiles, clothing NOTE: PLACE ON TOP AND BOTTOM OF BOX
	PDQ inside	When carton contains a PDQ shelf-ready display; notifies DC shipper to not stack heavy product on carton	
	Side Kick inside	When the carton contains a Side Kick display; notifies DC shipper to not stack heavy product on carton	
	Floor Display inside	When the carton contains a Floor Display; notifies DC shipper to not stack heavy product on carton	See page 5 for carton mock up example

Notes:

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

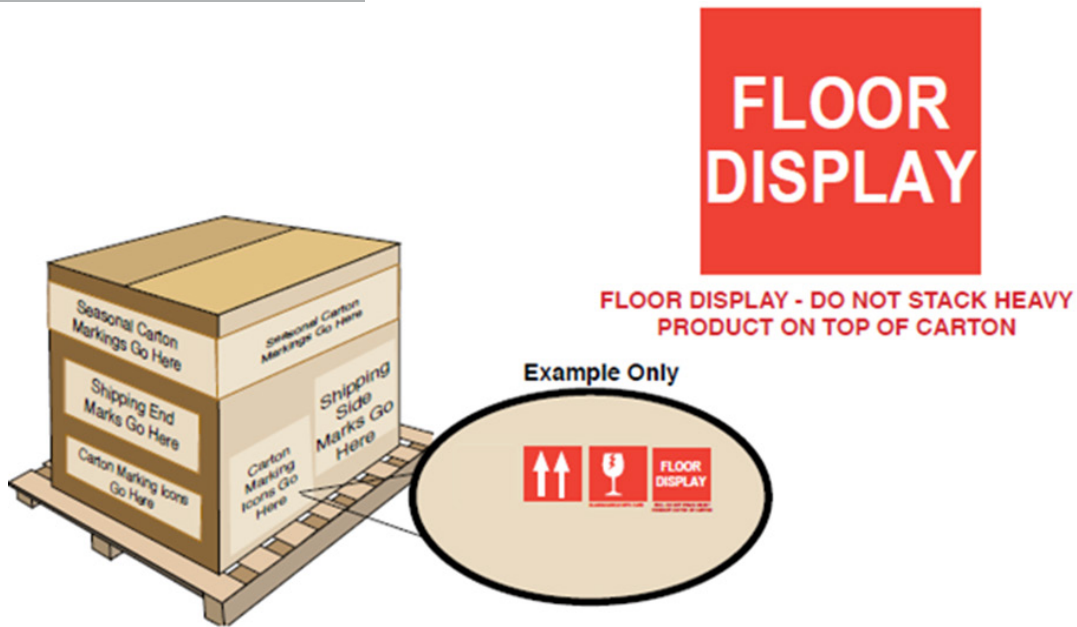
D: Special Handling Icons



SPECIAL HANDLING ICON SIZING CHART	
CARTON CUBIC FEET FROM QUOTE SHEETS	ICON SIZES (MINIMUM SIZES)
up to 2 cubic feet	1" X 1"
3-5 cubic feet	2" X 2"
6-10 cubic feet	3" X 3"
11+ cubic feet	4" X 4"

SPECIAL HANDLING ICONS	
FOR IMPORT VENDORS ONLY	FOR DOMESTIC VENDORS ONLY
Please reference the product Quote Sheets for determining the appropriate size SPECIAL HANDLING icon(s) to use based on carton cube. See chart on this page.	Measure carton LENGTH by carton WIDTH by carton HEIGHT to determine carton cube

Floor Display Layout



This icon communicates Floor Display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the Floor Display/product when loading our trucks to avoid damaging the Floor Display.



NOTE: Displays with cardboard feet are NOT ALLOWED.



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

E: Seasonal Carton Markings - Overview



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

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

Print the seasonal carton markings on the top section of the four side panels of the shipping carton. We have supplied seasonal graphics (see Section F) with horizontal orientation for seasonal carton markings. Please place the seasonal name on the color stripe so the width fills the carton panel.



For some merchandise (ex: Christmas, Christmas Giftables and Toys), we have a “class description” that should appear on a black stripe under the season name. Match the class number from the purchase order to the class description (ex: Extension Cords, etc.) found in Section G on Page 11 of this document.



F: Seasonal Carton Markings - Artwork



Note: Artwork in Adobe Illustrator file format is available on the Big Lots web page at <http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance>.





PANTONE 2935 & BLACK



TOYS



SUMMER

PANTONE YELLOW C & BLACK



TOYS



ACTIVITIES

PANTONE YELLOW C & BLACK



TOYS



GAMES & PUZZLES

PANTONE 347 & BLACK



TOYS



PRE-SCHOOL

PANTONE 318 & BLACK



SOFT HOME - COLD WEATHER



FLEECE SHEETS



PANTONE 021 & BLACK



BACK TO SCHOOL

PANTONE 190 & BLACK



EASTER

PANTONE 260 & BLACK



HALLOWEEN

PANTONE 260 & BLACK



HARVEST

PANTONE 032 & BLACK



PATRIOTIC

PANTONE 362 & BLACK



ST. PATRICK'S



PANTONE 350 & BLACK



LAWN & GARDEN

PANTONE 350 & BLACK



SUMMER

PANTONE 032 & BLACK



VALENTINE'S

PANTONE 266 & BLACK



THE LOT

PANTONE 266 & BLACK



LOTS UNDER \$5

G: Class Descriptions for Seasonal Carton Markings



If one of the five digit class numbers match the class number found on the purchase order, then add the class description on the black stripe under the seasonal name. For classes with five and eight digit numbers, pick the most specific class number for the class.

CHRISTMAS	
Class #	Class Description
11002004	Seasonal Candy
11404005	Christmas Foods
34012	Candles/Candle Holders
35085	Christmas Textiles
36001	Gift Wrap
36001001	Gift Bags
36001002	Gift Boxes
36002	Lights
36003	Crafts
36004	Floral
36006	Novelties
36006001	Stockings
36006006	Décor
36006007	Party Goods
36007	Outdoor Décor
36008	Home Décor
36009	Tree Décor
36011	Trees

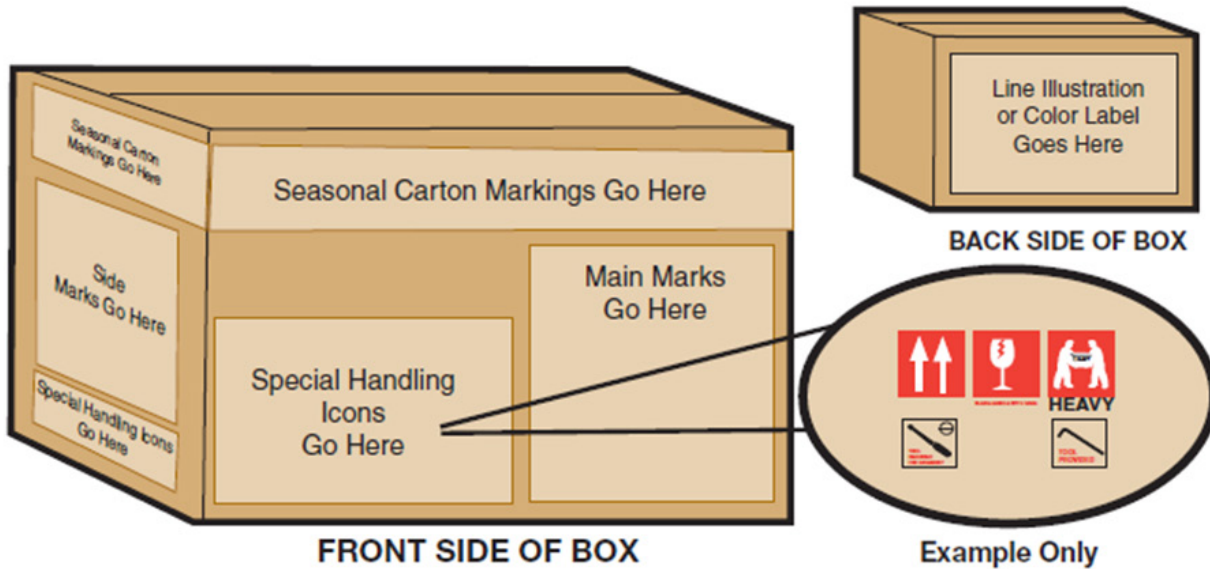
CHRISTMAS GIFTABLE	
Class #	Class Description
11404004	Food Gift Sets
12002005	Gift Baskets/Candles
12003004	Ladies Gift Sets
12003008	Men's Gift Sets
12005008	Gift Sets
12006020	Gift Sets

TOYS	
Class #	Class Description
51012	Dolls
51013	Summer Toys
51014	Crafts
51015	Girls Boxed Toys
51016	Boys Boxed Toys
51019	Preschool
51021	Games & Puzzles
51022	Cars & Trucks



TOOL(S) REQUIRED OR TOOL(S) PROVIDED

Special handling icons where the master carton is the selling unit.



TOOL REQUIRED FOR ASSEMBLY - Icon indicates what tool is required to assemble the item. Tells the customer/store associates what tool is required for assembly.



TOOL PROVIDED - Icon indicates what tool is included in box for assembly.

Some items may require more than one tool to assemble the item, see example below of how that should appear on box.

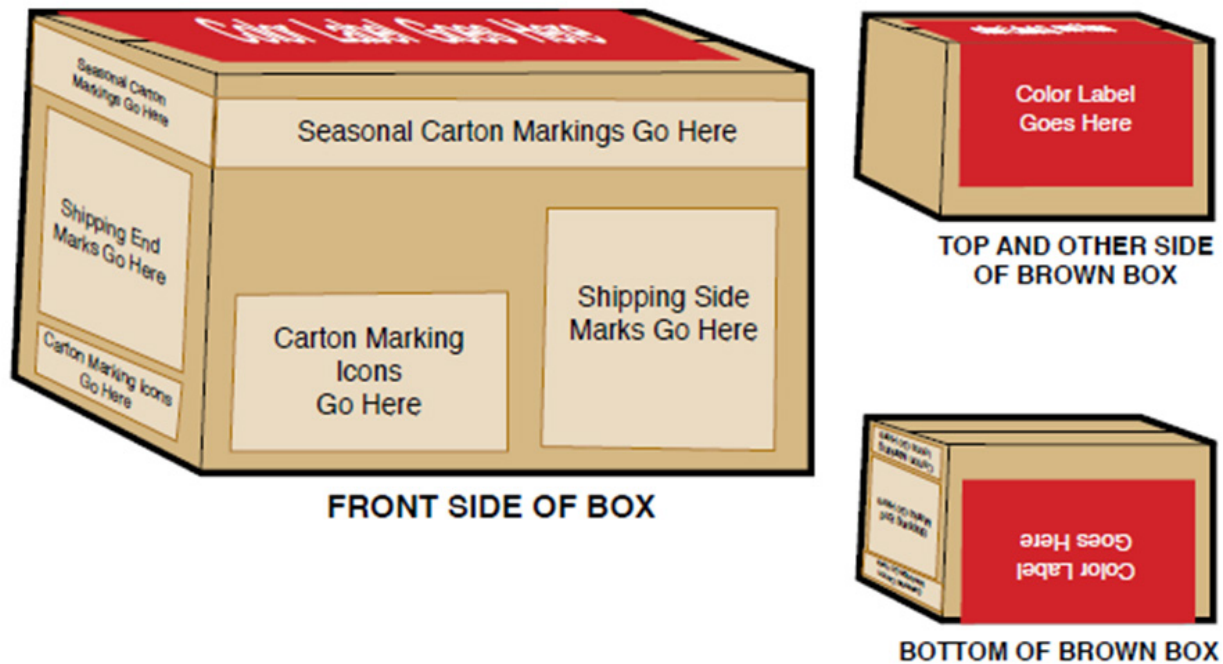
TOOLS REQUIRED FOR ASSEMBLY - Icon indicates what tools are required to assemble the item.



I: *Brown Box with Color Label of Product*



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



IMPORTANT: The size of the color label placed on the front panel of a box must be at least 75% of the overall size of the front panel (front panel is considered the principal display panel). In the example above, a label has also been added to the side panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

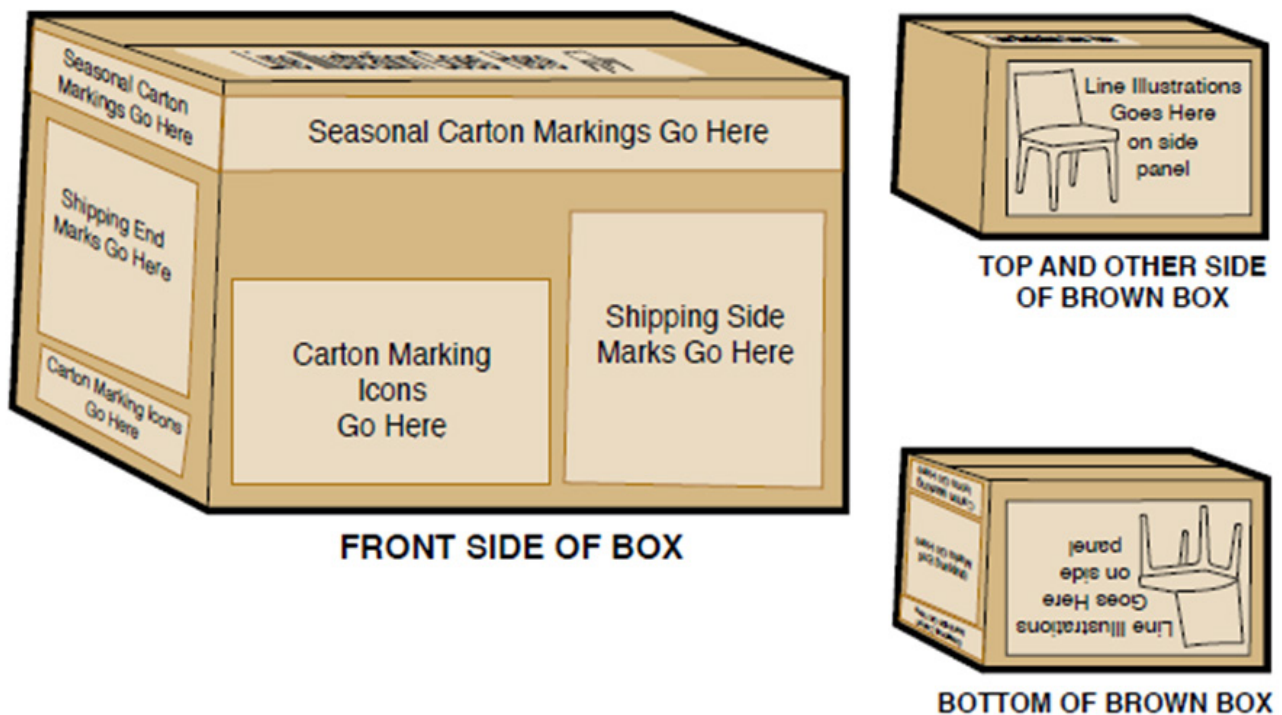
Note:

The article # must appear on at least four sides of the carton.

J: Brown Box with Line Art of Product



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



This line art communicates to the customer/store associate what the merchandise looks like inside the brown box.

IMPORTANT: The size of the line art placed on the side panel of a box must be at least 75% of the overall size of the side panel. In the example above, the line art has also been added to the top panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

Note:

The article # must appear on at least four sides of the carton.

K: For Heavy and/or Large Boxed Items



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



Please place dotted line 1" up from bottom of box. For heavy and/or large bulk boxed items (i.e. curio cabinets, furniture, air compressors, generators, etc.), place dotted line across bottom of box, along with the following message:

CUT ALONG DOTTED LINE TO REMOVE ITEM FROM BOX

This will help customers/store associate to identify how to easily open the heavy box without damaging the item.



Note:

The article # must appear on at least four sides of the carton.

L: Color Box



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

Some color boxes that are a case pack of one will also require carton markings to be placed on at least two different sides. In the example below, the shipping marks are placed on the bottom of the box and on the side panel of the color box. Graphics may need to be placed on the side panels to accommodate these carton markings.



Note:

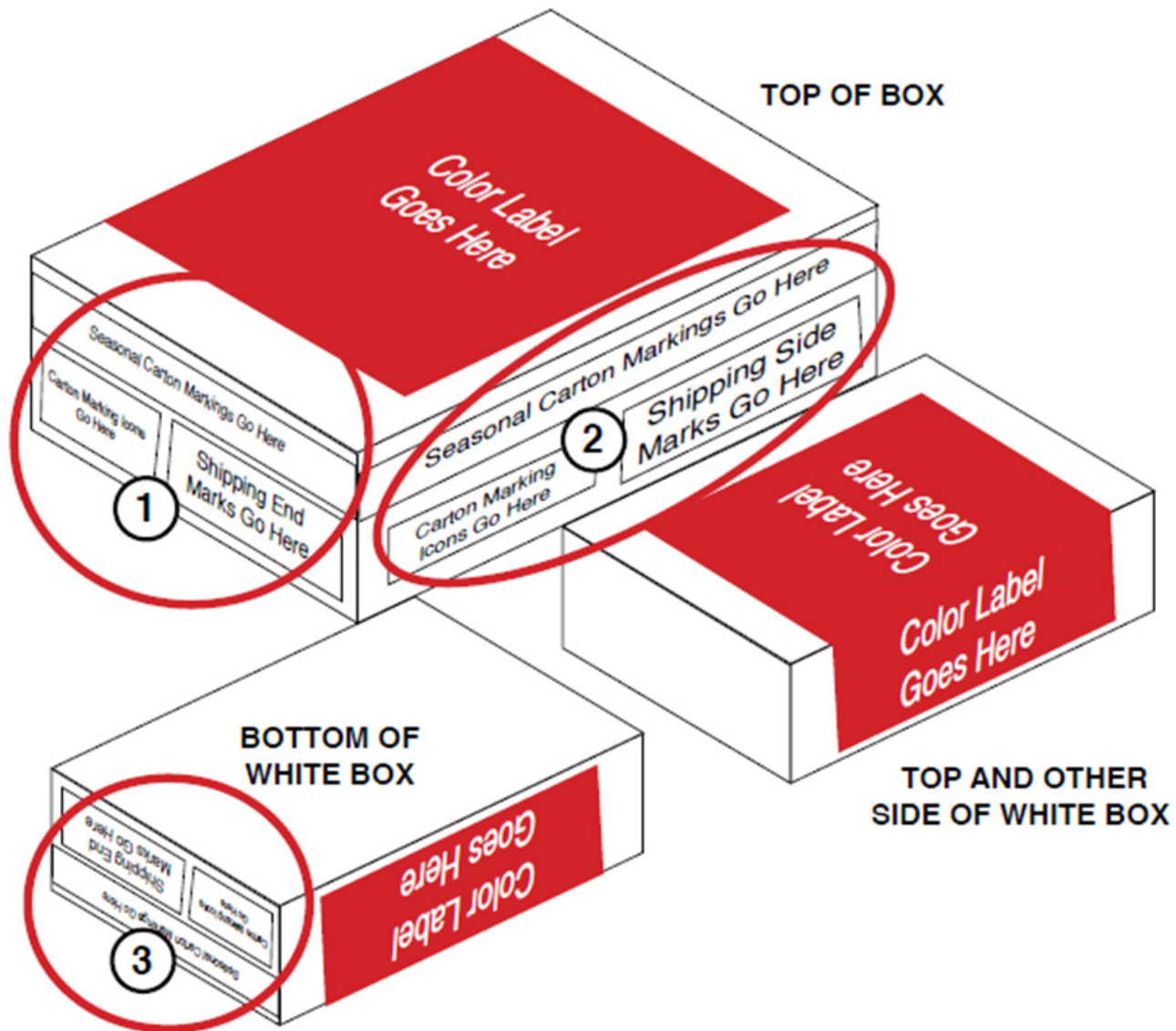
The article # must appear on at least four sides of the carton.

M: White Box with Wrap-Around Color Label



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

This master shipping carton of one requires logos to be placed on at least three different sides. In the example below, the shipping marks are placed on both ends and one side panel of the box, as the front side has the color label.



IMPORTANT: The size of the color label placed on the front panel of a box must be at least 75% of the overall size of the front panel (front panel is considered the principal display panel). In the example above, a label has also been added to the side panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

Note:

The article # must appear on at least four sides of the carton.

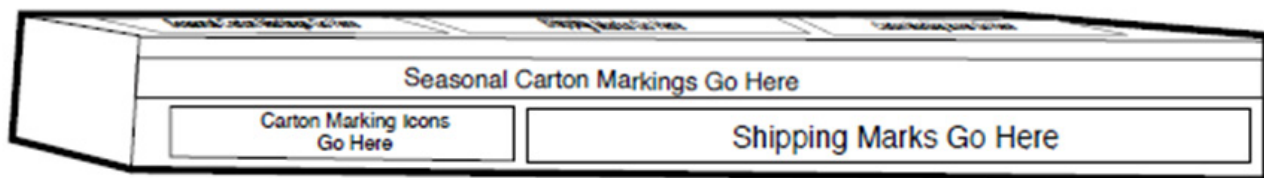
M: White Box with Wrap-Around Color Label



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

In the example below the master carton marking of one will not fit on the end of the box; therefore, we should place the carton marking on another dominant side panel, as the front side has the color label.

TOP AND OTHER SIDE OF WHITE BOX



TOP OF BOX



IMPORTANT: The size of the color label placed on the front panel of a box must be at least 75% of the overall size of the front panel (front panel is considered the principal display panel). In the example above, a label has also been added to the side panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

Note:

The article # must appear on at least four sides of the carton.

N: Furniture Carton Markings for "NEW ITEMS"



To make it easier for our stores to identify NEW furniture items, we are now requiring the words "NEW Item" to appear on our shipping cartons. To help you identify when merchandise is a NEW Item, the buyer will indicate on the Purchase Order in the Purchase Order Instructions box, by article, that the words "NEW Item" need to appear on the master carton.

EXAMPLE A:



Helvetica Bold - Use for the words "NEW Item"

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

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

"New Item" must cover at least 20% of each panel and appear in Red, Pantone 032.

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

NEW Item

If printing directly on the brown Master Shipping Carton, please make the words "NEW Item" appear in Red, Pantone 032.

NEW Item

Carton marking line art is required to be placed on at least three different sides of the Master Shipping Carton. In the example above, the line art is placed on the top and both side panels of the box.

This line art communicates to the customer/store associate what the merchandise looks like inside the brown box.

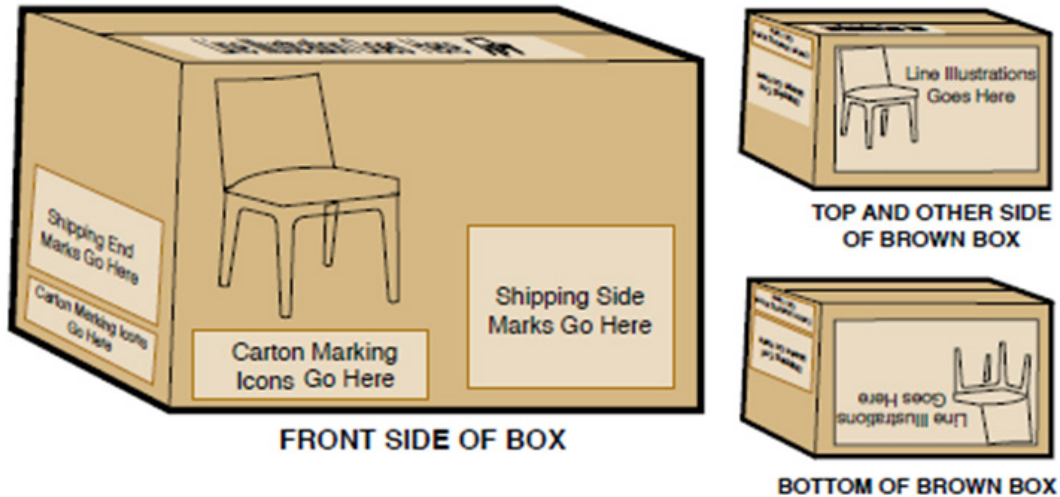
IMPORTANT: The size of the line art placed on the front panel of the box must be at least 40% of the overall height. In the example above, the line art has also been added to the top panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

N: Furniture Carton Markings for "NEW ITEMS"



For all other furniture orders, please follow the below Master Carton Markings

EXAMPLE B:

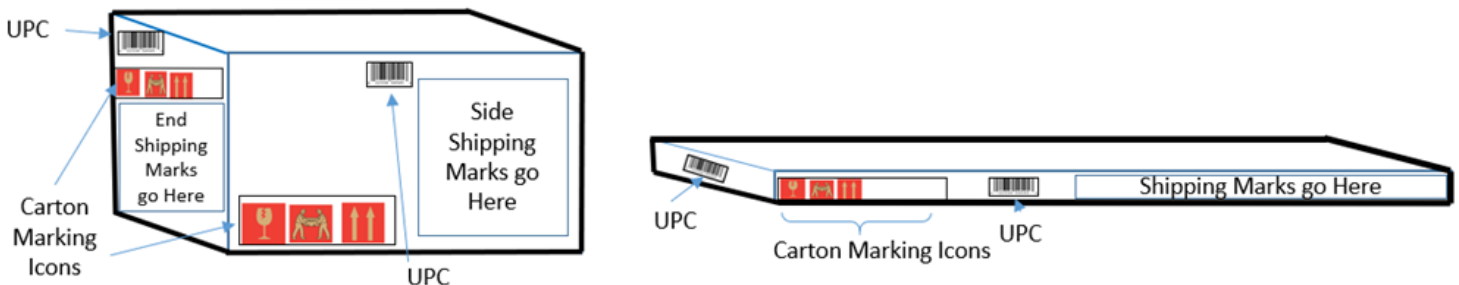


This line art communicates to the customer/store associate what the merchandise looks like inside the brown box.

IMPORTANT: The size of the line art placed on the front panel of the box must be at least 40% of the overall height. In the example above, the line art has also been added to the top panel. Buyer may request this additional label if boxes are likely to be stacked in the store.

O: Item UPC Placement on Re-Shippable Cartons

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

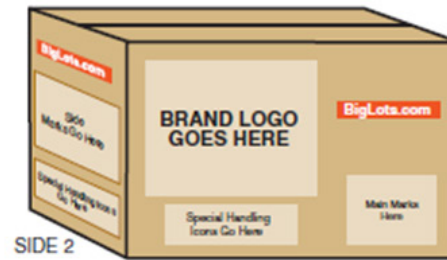




E Commerce CARTON MARKINGS

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

EXAMPLE A:



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

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

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

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

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



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

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

Q: FDC Carton Template



- Use this carton template only if shipping to DC 925 McDonough, GA, DC 926 Bethel, PA, or DC 928 Lacey, WA.
- Print directly on corrugate in **Pantone 032** red and black ink
- Must appear inside a red outlined box with 8 point stroke
- Markings to appear on at least 4 sides of Master Carton.

Questions, contact vendorcompliance@biglots.com

- The following information to appear inside red box:

- PO#
- Article/Sku#
- Master Pack
- Inner Pack
- Big Lots Ticket
- Item Description

(Information inside red box on front panel should be no more than 1/2 the point size of Item Description)

Send carton markings to vendorcompliance@biglots.com for approval.

For ticket information, email ticketing@biglots.com

