



Vendor Compliance Department Quick Reference Guide for Routing and Shipping Domestic Vendors – updated July 2024

The following is a high level summary of guidelines to follow when shipping merchandise to Big Lots. **This is not an all-inclusive list of guidelines** but highlights critical items in each area. For additional information, the page numbers refer to a more detailed section within the [Vendor Routing and Compliance Guide version 6.1](#).

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

1. PURCHASE ORDERS (PAGE 14)

Inspect all POs upon receipt! Any exceptions with quantities/items/case packs/UPC data, etc. must be immediately communicated to the buyer.

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

2. EDI (PAGE 16)

VENDOR EDI REQUIREMENT (page 16): Vendors in the Never-Out (NVO) Replenishment Program and any vendor shipping over 25 shipments/year to our distribution centers are required to be on EDI with Big Lots. NVO vendors must be compliant within two months of receiving their first replenishment purchase order.

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

3. ROUTING & SCHEDULING (PAGE 19)

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

4. LABELING & SHIPPING (PAGE 23)

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

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

4. LABELING & SHIPPING (PAGE 23)

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

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

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

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

4. LABELING & SHIPPING (PAGE 23)

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

5. VENDOR COMPLIANCE DEDUCTIONS (PAGE 36)

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

6. INVOICING (PAGE 39)

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

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

Big Lots Contact List

Function	E-mail / Web Address	Contact	Phone
Vendor Compliance: palletizing questions, labeling questions, carton marking questions, Vendor Compliance deduction questions			
Routing and Compliance Information	https://www.biglots.com/corporate/vendors/routing-and-compliance		
Vendor Compliance Department E-mail	vendorcompliancemanager@biglots.com		
Vendor Compliance Manager	afabro@biglots.com	Anthony Fabro	614-278-3868
Vendor Compliance Senior Analyst	karensmith@biglots.com	Karen Smith	614-278-3393
Vendor Compliance Analyst	jbeckwi@biglots.com	Jeff Beckwith	614-278-3844
Vendor Compliance System Portal	https://visibility.inovis.com/dataquality/xclient/biglots		
Inbound Transportation: TMS routing portal access/issues, carrier pickup issues, Freight Payment deduction questions			
Transportation and Routing Portal Training Info	https://www.biglots.com/corporate/vendors/tms		
TMS Routing Portal (Manhattan)	https://mip.logistics.com/login.jsp		
Big Lots Transportation Team (Inbound)	inboundlogistics@biglots.com		614-278-4618
Prepaid Appointment Request	tmsappointments@biglots.com		
Inbound Transportation Team Manager	jdeblasi@biglots.com	Jen DeBlasis	614-278-3798
EDI Information: EDI setup, connectivity issues, mapping questions, technical questions			
EDI Specifications and Enablement Info	https://www.biglots.com/corporate/vendors/edi-enablement		
EDI Department	biglotsedidept@biglots.com		
Accounts Payable: invoicing questions, payment questions			
Accounts Payable Team E-mail	apvendorinquiries@biglots.com		614-278-6858
Submitting Invoices via E-mail	outsidevendorinvoices@biglots.com		
Accounts Payable Manager	jchristy@biglots.com	Jennifer Christy	614-278-6956
Pre-Ticketing: questions about ticketing merchandise, price ticket labels, price ticket verification			
Pre-Ticketing Guidelines	https://www.biglots.com/corporate/vendors/routing-and-compliance		
Pre-Ticketing Department (price ticket verification)	ticketing@biglots.com		
Additional Contacts			
Protection System. Mgr. (EAS/Security Tags)	acamps@biglots.com	Alecia Camps	614-278-6571
Certificates of Insurance	biglots@ebix.com or contact your buyer/merchant coordinator		
Big Lots – General Inquiries	http://www.biglots.com/help/contact-us		