



**VENDOR ROUTING AND COMPLIANCE GUIDE
DOMESTIC MERCHANDISE VENDORS**

Version 1.3C

June 2007

300 PHILLIPI RD. COLUMBUS, OH 43228

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Dear Valued Vendor/Partner,

We have made changes to our routing guide in response to questions from our vendor partners in Section 7 – Performance Chargeback List we made the Missing or Incorrect Packing List a separate charge from Missing or Incorrect Bill of Lading. On page 21 in the contacts list, the email address of the Vendor Compliance Manager has changed. In Attachment A – the Quick Response Form has changed. In addition, please note that our website has changed and is noted throughout the document. Below is the direct link.

In an effort to increase productivity, both for Big Lots Stores, Inc. and its affiliates and subsidiaries (collectively “Big Lots”) as well as for all of our business partners, we are providing you with a revised Vendor Routing and Compliance Guide (the “Guide”). The Guide will help both Big Lots and our vendors avoid the costly and time-consuming steps involved in identifying errors, determining the cause of the errors and taking the necessary actions to correct such errors. In addition, compliance with the Guide will reduce transportation costs and service delays by eliminating misinterpretation of routing instructions. Improvements in routing compliance will improve cycle time, lower costs and merchandise availability – thus improving SALES for Big Lots and for you!

We are pleased to announce that we have recently implemented a new transportation management system enabling Big Lots to manage our transportation and receiving process accurately and quickly. We are committed to improving the process of expediting your quality goods to our sales floors as well as providing our customers with the best selection at the best prices.

As you know, the faster we get your merchandise to our sales floors, the greater the benefit for all involved. Goods will be in season, allowing for better turns and more orders and reorders. The benefits to be gained by all of us depend on your adherence to our shipping and packing guidelines. Accordingly, please note as of August 1, 2006 Big Lots began enforcing chargebacks for shipments to Big Lots that are not made in compliance with our Vendor Routing and Compliance Guide.

The Vendor Routing and Compliance Guide contains a complete listing of all chargeback issues for violations of our packing and routing guidelines. As you know, the Vendor Routing and Compliance Guide is an integral part of our purchase orders. Your attention is directed to the Vendor Routing and Compliance Guide and the individual purchase orders for the complete statement of terms and condition applicable to each purchase order.

For an explanation of these violations and to view the complete Vendor Routing and Compliance Guide please go to our web site at www.biglots.com and click on vendor relations, or go directly to the following link: http://www.biglotscorporate.com/about/vendor_routing.asp then click on Big Lots Domestic Vendor Routing and Compliance Guide.

Our intention is to work with vendors, moving our product efficiently through our system. If you have any questions, please contact our Traffic Response Department at (614) 278-6748.

Thank you,

John Martin, EVP of Merchandising
Harold Wilson, SVP of Distribution and Transportation Services

Please acknowledge receipt of Big Lots' Vendor Routing and Compliance Guide (version 1.3) by signing and returning this page to:

Big Lots Stores, Inc.
300 Phillip Rd.
Columbus, OH 43228
Attn.: Transportation Dept.
Fax: (614) 278-7161

A Corporate Officer or a Principal must sign this acknowledgment. If we do not receive a signed copy of the acknowledgement within **14 days** of receipt of the guide, we will assume that you accept the terms of the Vendor Routing and Compliance Guide. We appreciate your prompt response.

Company Name: _____

Big Lots Vendor #: _____

Name: _____
(Print)

Title: _____
(Print)

Please print the address to which future updates to this Guide should be sent:

Company Name: _____

Street Address: _____

City, State & Zip Code: _____

Attention: _____

Phone #: _____

Fax #: _____

Email Address: _____

Very Important: Do you ship product from a 3rd Party facility? YES NO

If **YES**, you **MUST** print name, address, contact name, phone # and email address of 3rd Party(s):

Note: If you are using the services of more than a single third party, please furnish a list.

I have received and read the Big Lots Vendor Routing and Compliance Guide.

Signed: _____

Date Signed: ____/____/____

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INTRODUCTION

Big Lots and its affiliates and subsidiary companies (“Big Lots”) are dedicated to the continued development of strong relationships with its Vendors to ensure the timely and efficient delivery of merchandise to our Stores. This Guide is intended to incorporate all Vendor related transportation policies and procedures for both distribution center and store orders. The Guide includes instructions for shipment documentation, labeling, packaging, billing, and our routing compliance policies.

We look forward to continued growth in our relationship with you and appreciate your adherence to our policies and instructions.

General Instructions:

The Big Lots transportation strategy is designed to ship goods in an efficient, accurate and timely manner. In order to support this process and our ultimate relationship with you, our valued vendor, our packaging, routing, freight tender and shipping requirements must be adhered to. If you have any questions regarding this guide, please call the Big Lots Traffic Team at 614-278-6748.

For purposes of the Guide, a “**Shipment**” is defined as all cartons shipped to a single Big Lots distribution center or store location in a single day from a single origin point.

The following instructions are applicable to **all** domestic vendors shipping Merchandise. This includes vendors shipping either **prepaid, collect** or through a **third party**.

How to Use the Guide and the Web

The Guide is posted on www.biglots.com - click on vendor relations, or go directly to the following link: http://www.biglots.com/about/vendor_routing.asp then click on Big Lots Domestic Vendor Routing and Compliance Guide.

In addition to The Guide, supporting information to enable vendors to ship to our DCs and stores is available. Information includes a complete store address list, DC receiving and drop days and hours of operation, the quick response form for routing shipments and a copy of the Guide.

Effective Date:

Effective 30 days after the first date published on the Guide (December 2005), Vendors must follow the routing instructions detailed in the Guide.

This revised version of the Guide (1.2) will supersede all previous versions. Big Lots will monitor notification of receipt of the compliance guide. Big Lots will notify you of any updates to the Guide via email.

Section 1: It All Begins With The Purchase Order

Ship all Big Lots Purchase Orders complete as ordered by Big Lots. Shipping partial orders (any short POs) may result in a chargeback for additional transportation costs. We maintain a no back order policy, with the exception of replenishment orders as noted below.

All Purchase Orders must be routed by the “Routed By” date on the PO.

All Purchase Orders must NOT be shipped prior to the “Do Not Ship Before date on the PO.

All Purchase Orders must be shipped by the Cancel if Not Shipped By date, or shall be subject to being cancelled by the buyer.

Routing Process

Your purchase order will arrive with a Quick Response Form attached. (Attachment A) This form can also be found online at www.biglots.com - click on vendor relations, or go directly to the following link: http://www.biglotscorporate.com/about/vendor_routing.asp then click on Big Lots Domestic Vendor Routing and Compliance Guide.

- You must provide routing information (outlined on the form) to the Transportation team no later than the “Routed By” date on your purchase order. This includes information such as when the product will be ready for pick up, total number of pallets, weight and cube of the shipment and total number of trailers you estimate will be needed to complete the purchase order shipment. It is also important to indicate whether the shipment will be palletized, slip sheeted or floor loaded.
- On the Monday prior to the “Routed By” date, one “friendly reminder” call will be made to your transportation contact letting you know that the ship window starts on Friday and that your purchase orders must be routed by Wednesday (2 days later) or you may be charged back \$50 per occurrence.
- Once the shipment information has been entered into the Big Lots transportation management system that you provided via the Quick Response Form, an automatic email notification will be sent to you (Attachment F) so that you will know your information has been entered.
- The shipment will be tendered via EDI to one of Big Lots’ core carriers 2 weeks prior to the cancel date, and they will be given the pick up information and an appointment into the Big Lots’ distribution center. At this point when the carrier accepts the shipment tender, another notice will be sent to you indicating which carrier will be calling for a pick up appointment. (Attachment G)
- Within 48 hours prior to pick up, the carrier will call your distribution center to obtain a pick up appointment.

Replenishment Orders: vendors are required to accurately forecast future merchandise needs in conjunction with Big Lots Merchants using our sales information or other means. Any back orders of replenishment product may be subject to cancellation without notice. If a back order shipment is authorized by the buyer the product must be shipped freight prepaid within ten (10) working days of the initial or first shipment of the order in question.

All orders shall be shipped in the quantities specified. The buyer has the right to refuse or return to the vendor/shipper any overage at the vendor’s/shipper’s expense. The vendor/shipper may be assessed handling charges. (See Section 7)

Merchandise shipped shall be the same as the approved samples. Failure of the vendor/shipper to comply shall result in either the merchandise being returned to Vendor at the Vendor's expense, or other options negotiated and agreed to by the buyer.

If a Vendor is unable to fill a Purchase Order as ordered, substitutions of Style/SKU, color, size, quantity changes, Style/SKU elimination, ticketing discrepancies and date changes must be approved by the buyer. **HANDWRITTEN BUYER NOTES, VERBAL OR PHONE AGREEMENTS ARE NOT ACCEPTABLE. The buyer is responsible for making all agreed upon changes to the Purchase Order prior to shipment.**

All merchandise shall be shipped in the packs and assortments (size and color) within a master pack according to the Purchase Order agreement. Only one Style/SKU number shall be shipped per box, case or carton.

Only one Style/SKU number shall be shipped per pallet. Big Lots allows one (1) partial pallet per Style/SKU number. In the case where combo styles/SKUs have been ordered, please contact your buyer for appropriate instructions.

Failure of the vendor/shipper to comply with purchase order shipping guidelines may result in the goods being cancelled or returned at the vendor's/shipper's expense in addition to handling charges being assessed. **If not returned, the vendor/shipper may be assessed handling and storage charges for the repackaging of the goods by Big Lots.**

The return of any merchandise because of failure to ship or deliver on time or conform to the specifications on the Purchase Order shall be at the vendor's sole expense. In addition, for any collect shipments, the inbound transportation costs will be charged back to the vendor.

When merchandise is to be returned to the vendor, an authorization number must be provided to Big Lots within three (3) business days of request.

Section 2: Routing Instructions:

The following section details instructions for routing shipments, either FOB (collect) or prepaid.

All shipments must have accurate routing information provided to Big Lots Traffic on or before the “Must Be Routed By” date on the Purchase Order.

BIG LOTS MUST BE ROUTED BY CALENDAR

| M | T | W | TR | F | S | SU |
|----|----|---------------------|----|--|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | Must be Routed By 5 | 6 | Start Ship Date 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | CANCEL DATE - PO is Late if not Shipped 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Vendors shipping from multiple facilities or relocating a shipping facility:

Important Note: Vendors cannot ship one Purchase Order from more than one FOB point. Failure to notify Big Lots of multiple outbound locations to receive a Purchase Order change, or failure to adhere to the specific instructions provided by Big Lots may result in a Chargeback.

A. Prepaid Shipments:

For vendors shipping prepaid, you are not required to contact Big Lots upon receipt of the Purchase Order. However, **Transportation must be contacted no later than the “Must be Routed By” date that appears on the Purchase Order to obtain a delivery appointment into one of our DCs.** Delivery appointments are required on all prepaid shipments. Vendors are also required to follow the Bill of Lading and Carton Labeling process listed in the Guide.

B. Collect Shipments/Carrier Selection:

Once a collect purchase order has been routed and the carrier has accepted the tender, an electronic notification will be emailed or faxed to the transportation contact at the vendor indicating which carrier will be contacting the vendor within 48 hours of desired pick up to schedule a pick up appointment.

Collect Shipments for Wisconsin Toy or Consolidated International must be called into the Consolidated International Division at 614-851-2152 for routing instructions.

C. Routing Requirements:

Please follow the grid provided below to determine Big Lots required mode for which your freight must be shipped:

Weight, Cube and Cartons

Route Via:

| | |
|---|--|
| <p>1 pound to 200 pounds AND less than or equal to 10 cartons</p> | <p>Fed Ex Ground</p> |
| <p>Greater than or equal to 201 pounds or greater than or equal to 11 cartons</p> | <p>Visit the Big Lots website: www.biglots.com - click on vendor relations, or go directly to the following link: http://www.biglotscorporate.com/about/vendor_routing.asp then click on Big Lots Domestic Vendor Routing and Compliance Guide to obtain the QRF (quick response form) that came attached to your purchase order to submit a request</p> |
| <p>All Air Freight, Expedited or Guaranteed Shipments</p> | <p>Contact Big Lots for instructions</p> |

- For all collect shipment pickup requests, the Big Lots assigned carrier will call your facility to obtain a pickup at least 48 hours in advance. If you have required pick up numbers, please assign them to the carrier when they call for an appointment.
- Freight **MUST** be tendered with DC/purchase order integrity, which is defined as follows: All cartons for an individual DC shipment must be loaded together on the trailer at all times, and if palletized, must **NOT** be distributed across multiple pallets unless the shipment is large enough to require more than one pallet.
- Big Lots will not reverse charges for shipments sent prepaid in error by the vendor.
- Big Lots will not be responsible for collect shipments routed by the vendor via any carrier except via those Carriers assigned at time of routing.
- **HAZMAT Shipments: Vendors must meet all associated HazMat shipment state and federal compliance requirements. All associated accessorial charges are the responsibility of the vendor.**
- The vendor is responsible for notifying Big Lots of temperature sensitive products, prior to shipping. Neither Big Lots nor our carriers will be responsible for temperature related damages if notification has not been received prior to pickup. Please contact the Big Lots Transportation Team (**See Section 6**) to confirm routing instructions.
- In the event that a Big Lots authorized carrier misses a pick-up which causes you to carry individual shipments over into the following week, whenever possible, please combine those shipments with new orders you have for those same locations and ship them on a single Bill of Lading during the next calendar week. Calendar week is defined as Sunday to Saturday. Multiple purchase orders received for an individual location are to be aggregated and shipped on a single Bill of Lading on the same day. The Bill of Lading should list all Purchase Order numbers and represent the combined weight, cartons and cube for all Purchase Orders shipping together, going to a single Big Lots destination. Please contact the Big Lots Transportation Team if you are able to combine shipments.

NOTE: It is the vendor’s responsibility to notify the Transportation Team (See section 6) via phone or email for cancellation of any collect trucks that have been routed and ordered, but are no longer needed. Failure of notification will result in a performance chargeback for truck order not used.

Section 3: Packing and Labeling:

This **Section** details requirements regarding packaging, carton sealing, carton labeling and carton specifications.

Accessorial Responsibilities:

Please be aware that all charges for accessorial services performed at the vendor's ship point not previously agreed upon by the buyer and/or the Big Lots transportation team will be the responsibility of the vendor. These services include, but are not limited to sorting, detention and pickups cancelled after carrier has arrived.

Note: Any additional freight charges arising from reconsignment due to incorrect address information that Big Lots does not receive in advance of a pickup will be the vendor's responsibility.

A. Packaging Requirements:

- All products must be packed in a way that ensures that they will arrive free of any damage or wear.
- All packaging must be designed and manufactured to comply with all applicable standards as set forth by the National Motor Freight Classification (NMFC) to withstand the normal rigors of transportation and physical distribution processes.
- The master carton must be able to sustain floor loading within trailers for distribution.
- The appropriate packaging includes, but is not limited to: cartons, crates, pallets, blanket wrap, and any of the preceding in combination, or any other packaging method that ensures that product arrives free of damage.

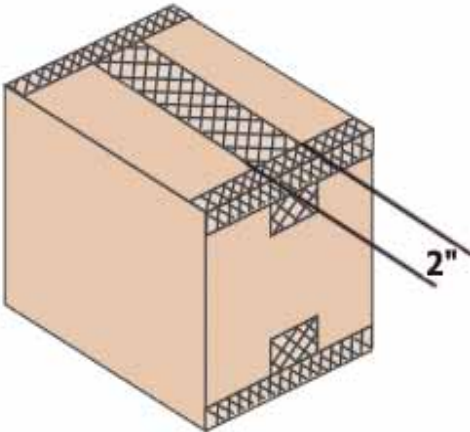
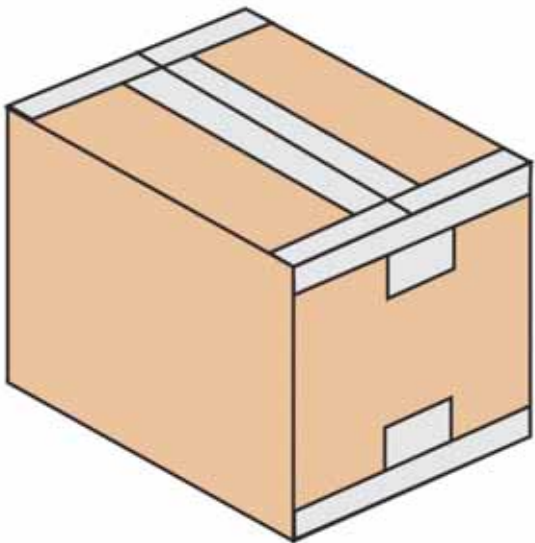
Note: Cartons not completely protecting vendor's product must be communicated by the vendor to the Big Lots Transportation Team for agreement and written waivers. **See Section 6 for Big Lots Contact List.**

- Sufficient **internal packing material** must also be used to ensure adequate protection during handling and shipping (e.g., Styrofoam peanuts, corrugated or wood dividers, corrugated corner protection, blow-in foam, items individually wrapped or bagged, etc.).
- It is the vendor's responsibility to package and protect merchandise subject to regional climactic specifications.
- All shipping cartons must protect inner packs and individual selling units.
- For all furniture loads, Rule 181 must be adhered to. See Attachment E.

B. Outer Carton Sealing Requirements:

Cartons must be sealed according to the following guidelines:

- Cartons must be sealed with reinforced tape.
- All items will be completely enclosed to insure product protection with no product exposure or protrusions that would injure personnel or damage material handling equipment.
- No steel strapping (unless carton weight exception is granted for cartons in excess of 80 lbs.)
- No strapping and/or banding (unless previously authorized by the buyer or vendor compliance manager)

| | |
|---|---|
|  | <p>Tape</p> <p>Full length of all outer seams securely sealed with strips wide.</p> |
|  | |

C. Labeling Requirements:

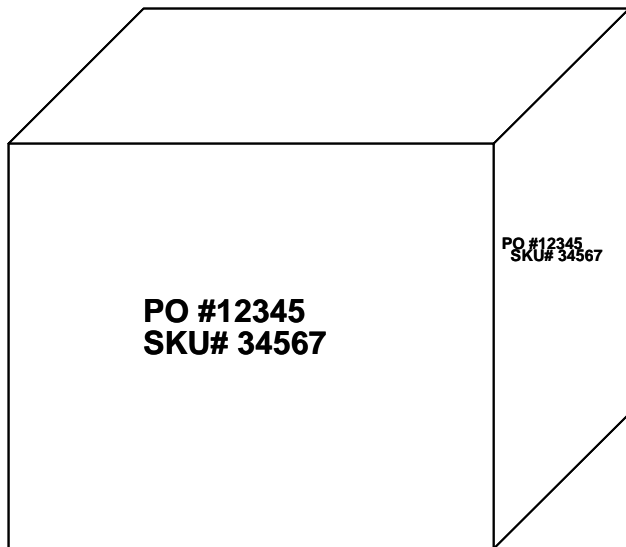
For pre-ticketed merchandise, please see pre-ticketing manual provided to you at time of purchase order.

The Style/SKU number stamped, printed or labeled on the outside of the box, case or carton shall match the contents of the box, case, or carton. All merchandise shipped with incorrect identification shall be processed at the discretion of Big Lots. If merchandise is returned, the vendor/shipper may be assessed handling and shipping charges.

Carton Labeling

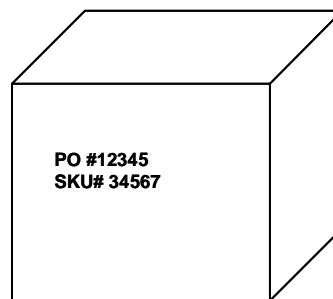
- Correct quantity, Purchase Order number, and Style/SKU number will need to be labeled on the outside of each carton. If the Purchase Order number cannot be printed on the outside of the carton, please label the shrink-wrapped pallet/slip sheet itself, clearly identifying the Purchase Order number.
- Correct case pack and shipping unit quantities are required on all items shipped to the DC, unless authorized by the buyer.
- Each Shipment must be accompanied by a packing slip or manifest.

Master Pack Outside Carton



Side Mark One or Both Sides

Inner Pack



Mark One End

D. Pallet Requirements (If shipping on pallets):

Big Lots DOES NOT HAVE A PALLET EXCHANGE POLICY. It is the vendor’s responsibility to inform the carrier of our “No Pallet Exchange” policy. Any charges for pallets must be negotiated up front with the buyer. Big Lots does participate in the CHEP pallet returns program.

All merchandise must be shipped on pallets or slip sheets. Furniture must be palletized – not on slip sheets.

If merchandise is palletized, the following standards must be adhered to:

- Pallets must be of at least Grade B, GMA 4 way type.
- Each pallet must be shrink-wrapped in clear, transparent shrink-wrap. Do not, under any circumstances, use colored shrink-wrap.
- The shrink-wrap should be tied or attached to the pallet ensuring that the first wrap covers the pallet and base cartons. Pallet should be wrapped securely from top to bottom.
- DO NOT double stack pallets and then shrink wrap them together to create a single handling unit when shipping via Big Lots’ authorized LTL carriers.
- Single Pallet Weight may not exceed 2500 LBS without written authorization from Big Lots Transportation Team. See **Section 6** for contact information.
- For Merchandise requiring a larger pallet for product protection, please contact our Transportation Team. See **Section 6** for contact information.
- Freight is not to overhang the pallet by any more than 1 1/2" on any side. If the product does overhang, the Vendor is responsible for bracing and protecting the exposed areas of the merchandise.
- Cartons are to be placed on the pallet so that the labels face upward or outward.
- Pallet markings applied under the stretch wrap must include: Vendor number, Vendor name, ship from address, DC number, Purchase Order number(s) and carton count.

Pallet Max Requirements Table:

| DC | State | Pallet Length | Pallet Width | Max Height | Pallet Wood | Max Weight |
|--------------------|-------|---------------|--------------|------------|-------------|------------|
| Columbus | OH | 48" | 40" | 96" | 5" | 2500# |
| Columbus Furniture | OH | 48" | 80" | 96" | 5" | 2500# |
| Montgomery | AL | 48" | 40" | 96" | 5" | 2500# |
| Rancho Cucamonga | CA | 48" | 40" | 96" | 5" | 2000# |
| Tremont | PA | 48" | 40" | 96" | 5" | 2500# |
| Durant | OK | 48" | 40" | 96" | 5" | 2500# |
| Redlands | CA | 48" | 40" | 96" | 5" | 2500# |

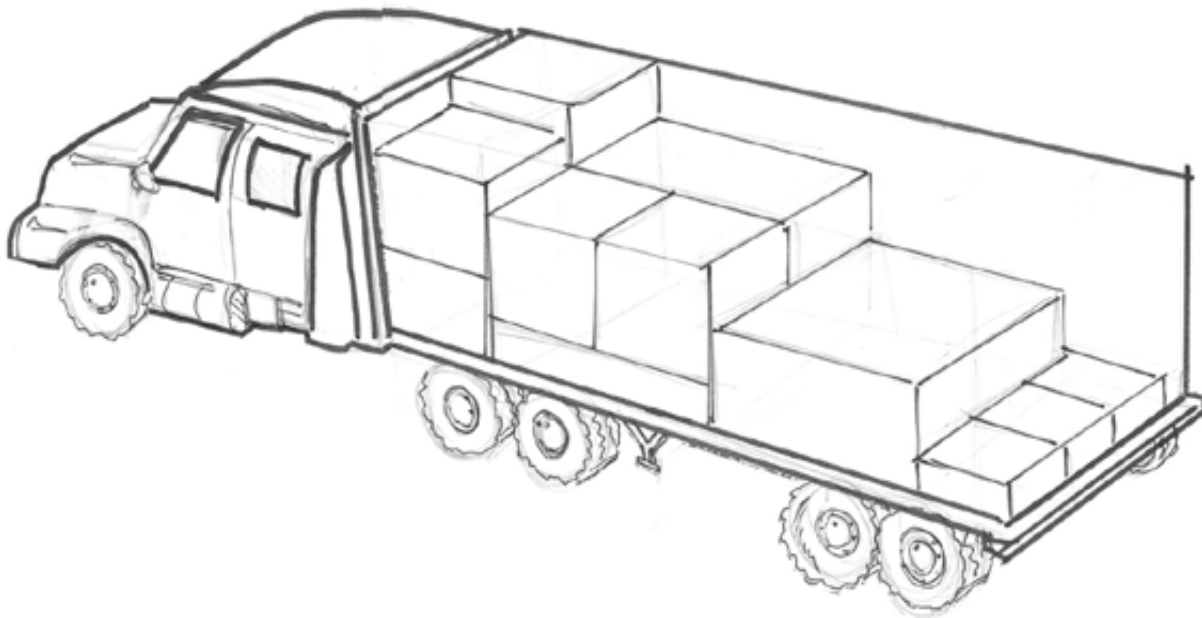
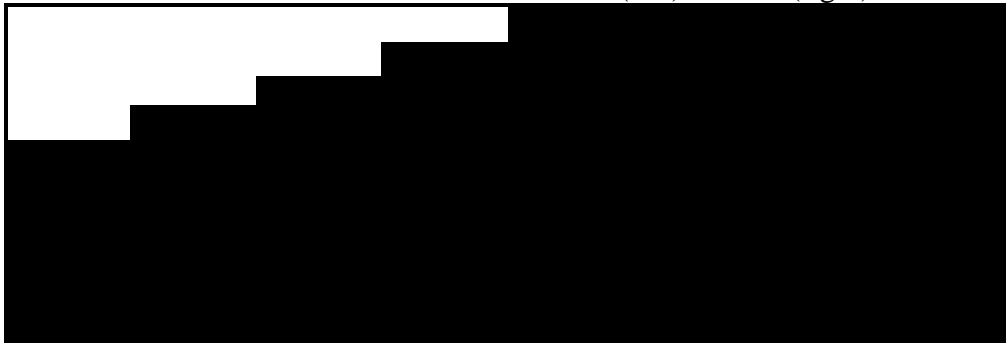
Big Lots participates in the CHEP pallet returns program. Below are the individual account numbers for each distribution center.

| DC | CHEP account number |
|------------------|---------------------|
| Columbus | 6100401149 |
| Montgomery | 6000616408 |
| Rancho Cucamonga | 6000416124 |
| Tremont | 6030938763 |
| Durant | 4000065470 |

E. Damage Free Loading

- Big Lots requires that a seal be placed on all trailers and that the seal number is noted on the Bill of Lading.
- When floor loading trailers, always load tight, bottom to top **and** side to side.
- Always load heavy freight on bottom with light freight on top to prevent crushing and load instability.
- When loading product on a trailer that will not be filled to capacity, stack down the product on the rear of the trailer to resemble stair steps. This should minimize product from falling while the trailer is in motion, thus reducing the chance of damage. (See diagram below)
- It is the vendor's responsibility to ensure that the load is secure. If the shipment is prepaid or it is vendor load, you must either stack down or block and brace appropriately.

Side view of the trailer from tail (left) to nose (right).



F. Shipper Load and Count Agreement

Product must be shipped as “**Shipper Load and Count**”, unless previously authorized by the buyer to ship **Driver Load and Count**. Big Lots will hold the carrier responsible only for cartons or pallets confirmed by the carrier at pick up.

For “**Shipper Load and Count**” scenarios: The agreement between the shipper and the carrier will dictate that cartons will be counted at the shipper’s facility. If the vendor does not complete the Bill of Lading as stipulated in the agreement (e.g. the vendor completes the Bill showing a pallet count rather than a carton count) the carrier will only be responsible for the units as defined in the agreement. All other shortages will be the responsibility of the vendor.

Carrier and vendors can only enter into an SLC agreement like the one provided in Attachment C. It is important that each carrier and vendor understand the exposure and risk of such agreements. Big Lots will assume no liability for any SLC agreements between carrier and vendor. Big Lots asks that all carriers adhere to and agree with the elements of an SLC as found below, in particular:

- The SLC agreements will stipulate carton counts, not skid counts.
- Notification of exception must occur within twenty four (24) hours of first point of break.
- Notification of exception or NO exception MUST be provided back to the vendor.

If a vendor has a Shipper Load and Count agreement that they would like Big Lots to review to see if it fits within Big Lots guidelines, please contact the Big Lots Transportation Team. A Sample is provided in Attachment C.

Section 4: Documentation Requirements:

This Section details the requirements regarding Packing Lists, Bill of Lading , Shipper Load and Count agreements, “Said to Contain” shipments and the Billing of Freight Charges.

A. Packing Lists:

Packing lists are mandatory and must accompany each shipment. The packing list must be presented in a clear plastic envelope and attached to the outside of the last carton for each shipment on the end of the trailer. If the Bill of Lading also serves as the packing list, please make a photo copy of the Bill of Lading and present this in a clear plastic envelope attached to the outside of the last carton at the end of the trailer prior to sealing.

Big Lots requires **one** packing list per trailer

The packing list must contain the following information:

| | |
|-------------------------------------|-----------------------|
| Big Lots Distribution Center Number | Inner Pack Quantity |
| Big Lots DC Address | Master Pack Quantity |
| Vendor Name | Ship Date |
| Big Lots Vendor Number | Purchase Order Number |
| Total Cartons | Vendor Part/Item # |
| Total Weight | Item Description |
| Quantity by Item/Style/SKU Number | |

B: Bill of Lading:

Individual DC Bills of Lading:

Vendors must ship using DC specific Bills of Lading. There should never be more than one (1) Bill of Lading per location, unless you have received special authorization from our Transportation Team to do so in advance.

Bill of Lading Instructions (See attachment B)

- The bill of lading must show the complete destination Distribution Center address as well as the DC identifying number, e.g. Tremont = 874
- Freight Terms must be marked on the BOL, e.g. “Freight Collect” or “Prepaid”
- Vendor name and complete ship from address
- Big Lots Vendor #
- Ship Date
- Carrier Name
- Seal number on trailer
- Accurate NMFC # for LTL shipments (including sub item # if applicable), NMFC Class, Number of Cartons and Weight by item. Please note that it is the **vendor’s responsibility** to update any changes to the NMFC #'s applicable to their products. Vendors will be responsible for all additional freight charges resulting from items that are misclassified.

For **“Said to Contain”** scenarios: Big Lots’ designated carriers will NOT accept Bills of Lading that are marked **“Said to Contain”**. All Bills of Lading must have complete and accurate carton counts. If, however, the carrier cannot count the cartons due to stretch wrap inhibitors, or if the Bill of Lading information cannot be accurately verified, the carrier will sign for stretch-wrapped pallets as the responsible pieces. The carrier will only be responsible for the pieces (cartons or pallets) signed for. All other shortages will be the responsibility of the Vendor. Carriers will do their best to count each and every carton.

For all vendors that are utilizing the services of a third party shipping facility (3PL), the VENDORS NAME and VENDOR NUMBER MUST be shown on the Bill of Lading as the shipper of record “In Care Of” the 3PL . All BOLs that show the 3PL as the shipper of record will be subject to Performance Chargebacks as per the Schedule in Section 7.

- Do not, under any circumstances, prepay and add freight charges to your invoice. Freight charges added to a vendor’s invoice will be deducted and subject to an administrative fee.

Section 5 Accounts Payable:

A. Invoicing Requirements:

The “Bill to” address is the same for all “Ship to” locations. Send ORIGINAL invoice to the following address:

“Ship to” Location (ex. CSC Distribution, Inc.)
c/o Big Lots Stores, Inc.
Accounts Payable
300 Phillipi Road
Columbus, Ohio 43228-5311

- Separate invoices are required for each distribution center, each Purchase Order, and each trailer. Shipments made directly to store locations must be billed by store. **DO NOT MIX PURCHASE ORDERS OR DISTRIBUTION CENTERS ON INVOICES.**
- Vendor name in the invoice heading must match the vendor name on the Purchase Order.
- The seller warrants by the delivery of merchandise for this order, that the merchandise so delivered conforms to and the seller has complied with all federal and state laws and regulations relating to its manufacture, sale, and delivery in interstate and intrastate commerce.
- Full compliance with all Big Lots Vendor Standards is required on all containers, off price merchandise and special purchase buys.
- All Vendors, including those vendors who are set up on a domestic letter of credit, are required to be in full compliance with all Big Lots standards contained in this manual.

Each invoice must contain the following information:

- The full name and address of the vendor, telephone number, and fax number
- The commercial invoice date and number
- Purchase order number
- Quantity, item number, STYLE/SKU number, case pack and description of the item being shipped
- Unit cost, extended unit cost
- Total weight
- Total carton count
- Date of shipment (Predating is not permitted)
- Carrier name
- Actual shipper, shipping point, and zip code when different from vendor name and address on invoice
- Bill of lading, including trailer number. If trailer number cannot be provided, attach the signed BOL to the invoice
- Payment “remit to” address
- Payment terms (due date in lieu of payment terms)
- Payment Disputes. If amounts deducted from payments are in dispute, send a copy of the check, invoice, signed BOL, and a brief explanation of the dispute. This must be received in the Accounts Payable department within 90 days of the check date or the deduction(s) will stand.
- For payment status of an invoice, call 614-278-6858. (Vendor number is required.)
- For Accounts Payable assistance, call 614-278-6800.
- Merchandise purchased for resale is tax exempt. For tax exemption certificate, call 614-278-6592
- For Tax Identification number, call 614-278-6883

Payment Terms: Terms of payment are calculated from the later of the invoice date or the receipt of goods. However, the due date could be extended without loss of discount, until an invoice is fully received.

When Big Lots assumes any portion of the transportation cost, ship freight collect. Invoices **must not** include freight or non-merchandise related charges.

A valid POD (Proof of Delivery) is defined as a freight bill stamped and signed by an authorized representative of Big Lots. We do not accept a bill of Lading as a valid form of POD. The freight bill must also include:

- Purchase order number
- Carton count (if multiple orders, provide carton count by purchase order)

Vendor payment disputes. If amounts deducted from payments are in dispute, send a copy of the check, invoice, signed BOL, and a brief explanation of the dispute. This must be received in the Accounts Payable department within 90 days of the check date or the deduction(s) will stand.

All correspondence relating to Accounts Payable matters for merchandise shipments can be mailed to the following address:

Big Lots Stores, Inc.
Accounts Payable
300 Phillipi Road
Columbus, OH 43228
Telephone: (614) 278-6800
Fax: (614) 278-6871

B: Vendor Compliance Correspondence

Correspondence on any purchase order violations, invoicing violations, and return to vendor charges or freight expense offsets must be initiated within 60 days of the expense offset check date.

CHARGE RESEARCH REQUESTS OLDER THAN 60 DAYS FROM THE EXPENSE OFFSET CHECK DATE WILL BE DENIED

Correspondence research will not be conducted without the following:

- A Freight Bill Delivery Receipt Signed by a Big Lots associate
- A copy of the purchase order
- A copy of the packing slip for the shipment in question
- A written explanation for why the expense offset was incorrect.

Correspondence concerning any of the above initiated later than 60 days after the expense offset check date **will not** be researched or addressed. Multiple copy requests for the same information will not be honored and a fee of \$25 will be assessed. Only new information requests will be considered.

All correspondence relating to Freight Compliance issues or any other compliance deduction issues should be faxed or mailed to:

Big Lots Stores, Inc.
Accounts Payable
300 Phillipi Road
Columbus, OH 43228
Telephone: (614) 278-6800
Fax: (614) 278-6871

Section 6: Big Lots Contact List

All Extensions in the Transportation Team can be reached by calling **614-278-6748** followed by:

- #1 – Freight Payment
- #2 – Live Appointment Information – to confirm
- #3 – Import/Domestic Trailer Information
- #4 - Directions to Big Lots DCs
- * - **To speak to a Transportation Team Associate**

| Function | Email | Phone |
|-----------------------------------|--|--------------|
| Manager of Vendor Compliance | Fquinn@biglots.com | 614-278-3868 |
| Vendor Compliance Associate | Kgunawan@biglots.com | 614-278-3393 |
| Inbound Transportation Supervisor | Traffic@biglots.com | 614-278-6748 |
| Freight Settlement Supervisor | Traffic@biglots.com | 614-278-6748 |
| Accts Payable Manager | Jchristy@biglots.com | 614-278-6956 |

Big Lots Distribution Centers

| | |
|---|--|
| Distribution Center #870 CSC Distribution, Inc. 2855 Selma Highway Montgomery, AL 36108 | Distribution Center #975 Consolidated International 5305 Fisher Road Columbus, OH 43228 |
| Distribution Center #873 West Coast Liquidators, Inc. 12434 Fourth Street Rancho Cucamonga, CA 91730 | Distribution Center #888 Big Lots Fixture Warehouse 1891 Federal Industrial Parkway (1880 Wager Street) Columbus, OH 43207 |
| Distribution Center #874 Closeout Distribution, Inc. 50 Rauch Creek Road Tremont, PA 17981 | Distribution Center #893 Big Lots Stores, Inc. 1901 California Street Redlands, CA 92373 |
| Distribution Center #890 Big Lots Stores, Inc. 500 Phillipi Road Columbus, OH 43228 | Distribution Center #879 Durant DC, LLC. 2306 Enterprise Drive Durant, OK 74701 |
| Distribution Center #872 Big Lots Furniture 550 Phillipi Road Columbus, OH 43228 | Distribution Center #964 Wisconsin Toy 5303 Fisher Road Columbus, OH 43228 |

Section 7: Performance Chargeback List

Any disputes on a chargeback filed against a vendor must be addressed in writing by the vendor within sixty (60) days of the chargeback date. Any chargeback not disputed by the vendor within sixty (60) days of the chargeback date will stand as filed with no further review.

Address questions to:

Big Lots Stores, Inc.
Accounts Payable
300 Phillipi Rd.
Columbus, OH 43228

Performance Chargebacks

Big Lots requires its vendors to strictly adhere to the instructions contained within this document. Vendors failing to adhere to these instructions will be subject to Performance chargebacks as per the schedule shown in Section 7. These charges are designed to cover the additional costs incurred by Big Lots and to foster improved performance with our Routing and Compliance Guide instructions. Please be advised that Big Lots' decision to modify orders and/or forego chargebacks in any one or several instances shall not constitute an agreement to forego or waive any chargeback in the future, and shall not act as a waiver of the right to enforce chargebacks in the future. Big Lots reserves all such rights and remedies, including the right to fully enforce all vendor compliance procedures.

| Routing Violations | Chargeback |
|--|---|
| Failure to provide routing information for PO on or before "Must be routed by" date on PO | \$50 Administration fee |
| Failure to follow routing instructions EG: failure to route via a Big Lots authorized carrier | Undiscounted cost of freight difference + \$50 Administration fee |
| Failure to provide correct load type information on quick response form EG: load was floor loaded but was indicated as palletized. | \$50 Administration fee |
| Misdirected freight: Vendor mislabeled and/or shipped goods to the incorrect location | Undiscounted cost of freight difference + \$50 Administration fee |
| Merchandise not available for pickup on appointed date/time | All accessorial charges passed on from the carrier + \$50 Administration fee |
| Collect carrier accessorial charges incurred at vendor facility (detention, notification, storage, sorting, re-weigh, etc.) | 100 % of accessorial charge + \$50 Administration fee |
| Reversal of prepaid freight charges, EG: vendor ships prepaid in error and requests Big Lots to reverse freight charges back to Big Lots | Big Lots will not reverse charges. Vendor is responsible for paying original carrier directly |
| Failure to notify Big Lots within 24 hours of appointed pickup of accurate equipment requirements (need fewer trucks) | Truck order not used charge + \$50 Administration fee |
| Failure to ship goods from correct facility | Full undiscounted cost of freight from facility in violation + \$50 Administration fee |
| Freight Tender | Chargeback |
| Improperly palletized freight | \$25 per pallet to re-palletize |
| Incorrect carton or pallet label | \$2 per carton/pallet in violation, not to exceed \$100 |
| Missing, incorrect or incomplete Bill of Lading | \$50 per occurrence |
| Missing, incorrect or incomplete Packing List | \$50 per occurrence |
| Packing, and /or sealing violations resulting in extra carton handling | All accessorial charges passed on from the carrier + \$50 Administration fee |
| Purchase Order | Chargeback |
| Late shipment or non shipment past cancellation date | \$250 Administration fee |
| Invoicing, Miscellaneous | Chargeback |
| Error on invoice (No/Invalid/Wrong DC or Store #, PO #, Carton Count, Terms, Invoice Date, etc.) | \$25 per invoice |

Section 8: Direct to Store Requirements

Routing Store Shipments

Big Lots requires its vendors to deliver 1 to 2 times per week, depending upon the store weekly sales volume.

All deliveries must be prepaid shipments.

Direct to Store vendors are not required to call the store before delivering product. Big Lots requires all deliveries to be made Monday through Friday during daylight hours, but not on a day that the store receives its Big Lots DC shipment. (See website www.biglots.com - click on vendor relations, or go directly to the following link: http://www.biglotscorporate.com/about/vendor_routing.asp then select the Store Directory with Delivery Days document to understand which day of the week to not schedule to)

Saturday deliveries may be permitted if Store Management and the vendor have made previous arrangements. It is advisable to obtain the name of the person authorizing the delivery at each store.

Route Driver or Rep are required to check in with a member of store management, or sign the vendor log at the service desk at the time of delivery. Deliveries can be made both through the front door or the back receiving door.

At the time of check in, Drivers or Reps are given a visitors badge that must be worn while in the store. The badge is returned when the Driver or Rep signs out.

All deliveries and/or returns (credits) must be verified by a member of management before entering and leaving the store.

A paper copy of the invoice or credit is to be left at the store. Note: All deliveries and credits are to be billed on separate invoices:

- One invoice for delivery of product
- One invoice for credit of returned product

All DSD vendors are required to bill EDI, transmitting all invoices electronically within 48 hours of delivery to the store.



QUICK RESPONSE NOTIFICATION FORM

To ensure your purchase order will be picked up on or before the cancel date, this form MUST be faxed or E-mailed on or before the "Must be Routed by" date on the purchase order.

If you do not have exact counts requested on this form, please provide an estimate so that we can

Reserve your delivery date within the In DC Week.

Once your appointment has been made, a notification will be provided with the shipping information, including carrier (for collect orders).

PLEASE FAX THIS FORM TO 614 -278-7161 or E-MAIL FORM TO TRAFFIC@BIGLOTS.COM

PAGE ____ OF ____ TODAY'S DATE ____/____/____

VENDOR NAME _____

SHIPPER NAME _____

PICK UP ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____ EMAIL _____

PHONE _____ FAX _____

| PO# | PCS | CUBE | WEIGHT | # OF PALLETS | FREIGHT CLASS* | TOTAL # OF TRLRS |
|-------|-------|-------|--------|--------------|----------------|------------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

*Big Lots routes to 3200 cube and 45,000 lbs. for 53'

CHECK WHICH APPLIES:

SLIP SHEET ___ PALLETIZED ___ FLOOR LOAD ___ (Must be pre-authorized by buyer)
COMBO FLOOR /PALLETIZED LOAD ___ (If you know in advance that there will be a combination of both)

SHIPPER LOAD & COUNT ___ SHIPPER LOAD & DRIVER COUNT ___ DRIVER LOAD & COUNT ___
(Driver count and loads must be pre-authorized by buyer as Big Lots does not accept Driver load and/or count)

DATE PRODUCT WILL BE READY FOR PICK UP ____/____/____

SHIPPING HRS: FROM ____ TO ____ ARE LOADING APPTS REQUIRED ? YES ___ NO ___

HOW MANY LOADS CAN YOU SHIP PER DAY? _____

SPECIAL REQUIREMENTS: _____

*****BIG LOTS, INC DOES NOT HAVE A PALLET EXCHANGE PROGRAM*****

COMPLETE THIS FORM AND FAX OR E-MAIL BACK TO THE TRAFFIC CENTER. YOU WILL RECEIVE AN AUTOMATED NOTIFICATION CONFIRMING WE ENTERED YOUR ROUTING INFORMATION. YOU WILL RECEIVE ANOTHER WITH THE DELIVERY APPT AND CARRIER INFORMATION 48 HOURS PRIOR TO REQUESTED PICK UP. IF YOU HAVE ANY QUESTIONS PLEASE CALL 614 -278-6748.

If pick up numbers are required, please attach one for each requested trailer with associated PO below:

PO _____ Trailer 1 of _____ Pick Up Number _____
PO _____ Trailer _____ of _____ Pick Up Number _____
PO _____ Trailer _____ of _____ Pick Up Number _____
PO _____ Trailer _____ of _____ Pick Up Number _____

B. SAMPLE BILL OF LADING

VICS Standard BOL: WWW.VICS.ORG For Complete VICS BOL Guideline Information

| | | | | | | |
|--|------|-------------------------------|--------|--|-------------|--|
| Date: _____ | | BILL OF LADING | | | Page _____ | |
| SHIP FROM | | | | Bill of Lading Number: _____ <div style="text-align: center; font-size: 2em; color: #ccc;">BAR CODE SPACE</div> | | |
| Name: _____ | | Address: _____ | | | | |
| City/State/Zip: _____ | | SID#: _____ | | FOB: <input type="checkbox"/> | | |
| SHIP TO | | | | CARRIER NAME: _____ Trailer number: _____ Seal number(s): _____ | | |
| Name: _____ | | Location #: _____ | | | | |
| Address: _____ | | City/State/Zip: _____ | | CID#: _____ | | |
| CID#: _____ | | FOB: <input type="checkbox"/> | | SCAC: _____ Pro number: _____ <div style="text-align: center; font-size: 2em; color: #ccc;">BAR CODE SPACE</div> | | |
| THIRD PARTY FREIGHT CHARGES BILL TO: | | | | | | |
| Name: _____ | | Address: _____ | | Freight Charge Terms: <i>(freight charges are prepaid unless marked otherwise)</i> Prepaid _____ Collect _____ 3 rd Party _____ <input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading (check box) | | |
| City/State/Zip: _____ | | SPECIAL INSTRUCTIONS: _____ | | | | |
| CUSTOMER ORDER INFORMATION | | | | | | |
| CUSTOMER ORDER NUMBER | | # PKGS | WEIGHT | PALLET/SLIP <small>(CIRCLE ONE)</small> | | ADDITIONAL SHIPPER INFO |
| | | | | Y N | | |
| | | | | Y N | | |
| | | | | Y N | | |
| | | | | Y N | | |
| | | | | Y N | | |
| GRAND TOTAL | | | | | | |
| CARRIER INFORMATION | | | | | | |
| HANDLING UNIT | | PACKAGE | | COMMODITY DESCRIPTION | | LTL ONLY |
| QTY | TYPE | QTY | TYPE | WEIGHT | H.M. (X) | NMFC # |
| | | | | | | CLASS |
| <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360</small> | | | | | | |
| RECEIVING STAMP SPACE | | | | | | |
| | | | | GRAND TOTAL | | |
| Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____." | | | | COD Amount: \$ _____ Fee Terms: Collect: ★ Prepaid: <input type="checkbox"/> Customer check acceptable: <input type="checkbox"/> | | |
| NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. §14706(c)(1)(A) and (B). RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations. | | | | | | |
| SHIPPER SIGNATURE / DATE <small>This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. DOT.</small> | | | | Trailer Loaded: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver | | Freight Counted: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver/pallets said to contain <input type="checkbox"/> By Driver/Pieces |
| The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. | | | | Signature _____ Shipper | | |
| CARRIER SIGNATURE / PICKUP DATE <small>Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle.</small> Property described above is received in good order, except as noted. | | | | | | |

C. Sample Shipper Load and Count Agreement

SHIPPER LOAD & COUNT AGREEMENT _____ (Vendor Name) (herein known as the "Shipper") and Carrier. _____ (herein known as the "Carrier") agree to these terms set forth for specific freight tendered as Shipper Load & Count (SL&C) shipments for their mutual convenience:

1. The Shipper will include "SL&C" on the bill of lading, indicating that the Shipper counted and loaded the shipment without Carrier's driver present. The Shipper's failure to include "SL&C" does not change the liabilities of either party if the Shipper did in fact count and load the shipment.
2. The Shipper will Load Freight securely to withstand the normal rigors of transportation back to the destination Service Center. Shipper is required to include both Pallet count and carton count on Bill Of Lading. If carton count is not present on Shipper's Bill of Lading, carrier will refuse pickup and notify Big Lots of shipper's infraction.
3. Carrier's driver will not check the freight at the time of pickup.
4. Carrier's driver will sign the bill of lading with "SL&C" instead of a piece count. All provisions of the bill of lading contract which are consistent with this agreement will apply. The driver's failure to include "SL&C" does not change the liabilities of either party if the Shipper did in fact count and load the shipment.
5. Carrier will count and verify PIECES, defined as cartons or units (rolled goods) and note all exceptions (over, short, or damaged) when the shipment is actually physically handled from the original trailer. The Shipper will be notified by the _____ Service Center via (circle one) PHONE or FAX or EMAIL of either O/S/D exceptions or a clear delivery within 24 hours (excluding weekends and holidays) of the first physical handling of the freight. Physical Handling is defined as the point at which the PIECES are actually counted by carrier. The shipper's phone/fax number to be used is (_____) - _____ - _____ and the Shipper contact person will be _____. If the shipper elected to be notified by Email their address is _____.
6. In the event of an O/S/D exception, Carrier will (check one):

_____ Hold the entire shipment, notify Shipper, and await disposition from Shipper.

_____ Adjust Shipper's bill of lading to account for the overage or shortage, and forward shipment to destination. Carrier agrees to note the exception for Big Lots, on Bill of Lading and delivering documentation.

7. Carrier will not be liable for any shortages or damages occurring before the shipment is actually physically handled from the original trailer and reported to Shipper, unless there is evidence of a vehicle accident or negligence by Carrier.

This agreement is effective upon full execution by both parties and may be canceled at any time by 10 days advance written notice from either party.

SHIPPER

CARRIER

Signed: _____

Signed: _____

Print: _____

Print: _____

Date: _____

Date: _____

D. Purchase Order Description

| | | |
|----|---------------------------------|---|
| A. | PO# | Big Lots purchase order number |
| B. | Page # | Page number of the purchase order |
| C. | Date written | Date the order is written |
| D. | Must be Routed By | Date purchase order must be routed by with Big Lots Traffic Team – or appointment scheduled for prepaid |
| E. | Do Not Ship Before | Date prior to which the purchase order cannot be shipped |
| F. | Cancel if Not Shipped By | The last possible date the purchase order can be shipped from the vendor facility |
| G. | Payment terms | The payment terms of the purchase order that are agreed upon by both the Buyer and Seller |
| H. | Freight terms | The freight terms of the purchase order that are agreed upon by both the Buyer and Seller |
| I. | FOB | Pick up Location |
| J. | Ship to | Indicates which DC |
| K. | Bill to | See purchase order |
| L. | Purchased from | Vendor #/Vendor Name. This is a code which Big Lots gives to each vendor. It is used in entering the purchase order and also paying vendors. Vendor Name is listed. |
| M. | Buyer's Signature | The order is not valid unless the purchase order is signed by an authorized Big Lots buyer |
| N. | Terms and Conditions | Terms and Conditions are listed on the first page of the Purchase Order. |
| O. | Mfg. Part # | Vendor part number. |
| P. | Brand | Brand name if any. |
| Q. | General Description | Short description of product. |
| R. | Size/Meas | Retail unit of measure (each, set, pair). |
| S. | Master | The total number of retail units in a master or case |
| T. | Inner | The number of retail units in each inner pack within the master pack |
| U. | Exp Date | Date product expires. |
| V. | Quantity | The number of pieces that the Buyer ordered |
| W. | Cost | The price that the Buyer and Seller have agreed upon for each unit |
| X. | Pre-ticketing info | Seeded barcode for Big Lots pre-ticketing internal use only. |

E. Rule 181 – Furniture Packaging

PREFACE

This Rule provides an alternative to: Item 180; the Test Shipment Permit Program (Item 689); packaging provisions as found within the Furniture Group, item 79000 and the Furniture Parts Group, item 82750; and separate numbered Packages, including the "F" and "S" Packages. It is recommended for solving chronic damage problems and for providing an acceptable assurance level of packaging for articles of furniture. This test procedure is to represent normal handling and distribution of cartoned furniture. This rule does not purport to address all of the safety issues, if any, associated with its use. It is the responsibility of the user of this Rule to establish appropriate safety and health practices.

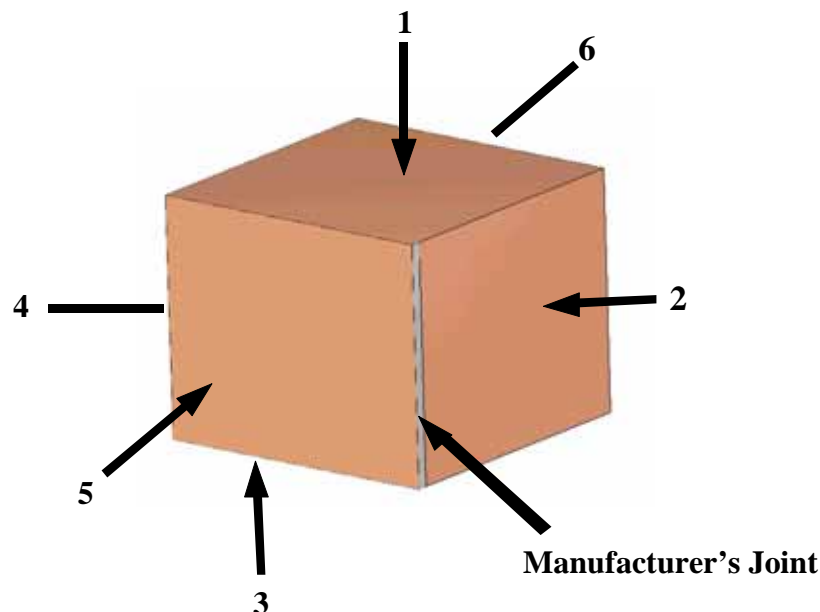
This test procedure does not apply to packages utilizing stretch or shrink plastic film wrap-style shipping units. This procedure applies only to furniture that is fully contained within corrugated fiberboard shipping containers. Exceptions include corrugated fiberboard flanged, open-bottom containers only when the container is appropriately marked with UP arrows.

In order to qualify as authorized methods of packaging under this Rule, shipping containers must be pre-shipment tested by successfully passing the following prescribed performance test requirements and must meet the acceptance criteria as indicated.

Shippers will be required to perform the following specified minimum tests to be considered as an approved package and be eligible to certify shipping containers as specified within Section VI herein. Multiple test specimens are recommended when available and all specimens tested must pass.

For the purpose of re-test uniformity, handling steps utilized in transporting the article (once fully packaged) from the production line to the warehouse to the testing laboratory, i.e., clamp trucks, Basiloid lift trucks, hanging conveyors, must be identified and documented on the test report form so that these procedures may be repeatable.

Test Specimen Orientation and Nomenclature:



SECTION I. CONDITIONING

The test laboratory must record temperature and humidity conditions of the testing facility at the start of the test procedure. In addition, record the length of time test specimen was held in test facility prior to actual testing.

SECTION II. COMPRESSION/VIBRATION TEST

Two alternative methods are permissible, Method (A) or (B).

Method (A)

Shipping units must be vibration tested under a stacked, non-responsive compressive load for twenty minutes on three axes using the procedures of ASTM D4169 Schedule D, Assurance Level II, for random vibration. The exception to this procedure: Shipping units clearly marked on at least two panels of the container with UP arrows require concentrated dead load to be applied only in the axis (axes) indicated by the UP arrow orientation. The vibration test must be performed on all three axes.

Use a concentrated dead load (see description of load following formula) to simulate miscellaneous freight loaded on top of a floor-stowed shipping unit in a trailer of 9 ft. inside height, determining the amount of load for each axis of test from this formula:

$$\text{FORCE (lbf)} = \frac{(10 \text{ pcf}) \times (108 \text{ in} - H) \times (L \times W) \times DF}{1728 \text{ cubic inches per cubic ft.}} \quad (\text{see Note 2})$$

FORCE: Definitions

| | | |
|----------------------------------|---|--|
| FORCE (lbf) | = | pounds of force |
| 10 pcf | = | average density of LTL freight (pounds per cubic ft) |
| 108 in. (see Note 1) | = | inside height of trailer (inches) |
| 1728 cubic inches per cubic foot | = | conversion from cubic inches to cubic feet |
| H (inches) | = | height of shipping unit in the test orientation (inches) |
| L (inches) | = | length of shipping unit in the test orientation (inches) |
| W (inches) | = | width of shipping unit in the test orientation (inches) |
| DF | = | 5 |

The concentrated dead load (see Note 2) shall consist of:

1. Dead Load container(s)
2. Plywood sheet(s) larger than test specimen's top dimension the test specimen should not be fastened to the vibration table. Lateral movement is permitted, but yet restricted so that the test specimen does not move from under the perimeter of the dead load. For step or form-fitting containers, the load may be applied proportionately, dividing the total load by the surface area of the top panels formed by stepping.

NOTE 1—The formula is reduced to 54 inches instead of 108 inches for packages under 30 pounds or 2 cubic feet (3456 cubic inches) or less in size

NOTE 2--- To avoid any gross distortion of calculated loads, a maximum dead load of 750 pounds should be utilized when the calculated dead load does not meet [this limitation](#).

Note 3—For step or form-fitting containers, the load may be applied proportionately, dividing the total load by the surface area of the panels formed by stepping.

Method (B)

Shipping units must be subjected to compression and vibration in **separate** tests. A compression test is conducted first, and then the same shipping unit is vibration tested.

(1) Conduct a compression test on the shipping unit, using either a machine compression test (per ASTM D642) or a constant load (dead weight) test (see Note 1). Apply a force in each of the three axes (**exception as in Method (A) stating that shipping units clearly marked on at least two panels of the container with UP arrows requires compression to be applied only in the axis (axes) indicated by the UP arrow orientation**) as calculated from the following formula:

$$\text{FORCE (lbf)} = \frac{(10 \text{ pcf}) \times (108 \text{ in} - \text{H}) \times (\text{L} \times \text{W}) \times \text{DF}}{1728 \text{ cubic inches per cubic ft.}} \text{ (see Note 2)}$$

FORCE: Definitions

| | | |
|----------------------------------|---|--|
| FORCE (lbf) | = | pounds of force |
| 10 pcf | = | average density of LTL freight (pounds per cubic ft) |
| 108 in. (see Note 1) | = | inside height of trailer (inches) |
| 1728 cubic inches per cubic foot | = | conversion from cubic inches to cubic feet |
| H (inches) | = | height of shipping unit in the test orientation (inches) |
| L (inches) | = | length of shipping unit in the test orientation (inches) |
| W (inches) | = | width of shipping unit in the test orientation (inches) |
| DF | = | 5 |

NOTE 1 - For step or form-fitting containers, the load may be applied proportionately, dividing the total load by the surface area of the panels formed by stepping.

NOTE 2 - To avoid any gross distortion of calculated loads, a maximum dead load of 750 pounds should be utilized when the calculated dead load does not meet this limitation.

NOTE 3 - The formula is reduced to 54 inches instead of 108 inches for packages under 30 pounds or 2 cubic feet (3456 cubic inches) or less in size.

NOTE 4- When conducting a constant load compression test load and maintain the Compression Dead Load for one hour. When conducting a machine compression test per ASTM D642, remove the force immediately **DELETE THIS**, after reaching a DF of 7.0.

(2) Using the same shipping unit, without applying any compression force or load, conduct a vibration test for twenty minutes in each of the three axes for a total of sixty minutes as defined earlier within the section. Any of the three following vibration methods may be used: random, ASTM D4169 Schedule E Level II; repetitive shock, ASTM D4169 Schedule F (vertical-linear motion); repetitive shock, ASTM D4169 Schedule F (rotary motion).

SECTION III. IMPACT/HANDLING TESTS

Following compression/vibration tests, the same shipping units must be impact/handling tested using the following procedures:

Procedure (A)

Under 150 pounds AND/OR under 130 combined inches, from the formula of $(2 \times L) + (2 \times W) + H$, perform a free-fall drop test, distributed as follows: six faces, three edges, and one corner using the following height and sequence:

| <u>Shipping Weight</u> | <u>Drop Height/Inches</u> |
|------------------------|---------------------------|
| 0 - 25 pounds | 30 |
| Over 25 - 40 pounds | 24 |
| Over 40 - 80 pounds | 18 |
| Over 80 - 100 pounds | 12 |
| Over 100 - 150 pounds | 10 |

Sequence of drops:

| Sequence # | Orientation | Specific face, edge or corner |
|------------|-------------|--|
| 1 | Corner | most fragile face-3 corner, if not known, test 2-3-5 |
| 2 | Edge | shortest edge radiating from the corner tested |
| 3 | Edge | next shortest edge radiating from the corner tested |
| 4 | Edge | longest edge radiating from the corner tested |
| 5 | Face | one of the smallest faces |
| 6 | Face | opposite small face |
| 7 | Face | one of the medium faces |
| 8 | Face | opposite medium face |
| 9 | Face | one of the largest faces |
| 10 | Face | opposite large face |

Procedure (B)

[Perform tests as described in paragraphs (1) AND (2) below]

(1) For 150 pounds or greater AND/OR 130 combined inches or greater from the formula of $(2 \times L) + (2 \times W) + H$:

(a) Perform an incline impact test according to ASTM D880 or a horizontal impact on a test machine with short duration shock programmer (ASTM D4003). Impact velocity of 5.75 feet per second (1.75m/sec). Impact Sequence

1. one of the smallest faces
2. opposite small face
3. one of the medium faces
4. opposite medium face
5. one of the largest faces
6. opposite largest face

OR

(b) Perform a free-fall drop height of 6" on the top (face 1), two adjacent sides (faces 2 and 5), and the bottom (face 3) of shipping container for a total of 4 drops.

(2) In addition, conduct an 8" rotational edge drop in accordance with ASTM D6179 – 9.1 on the following four edges formed by faces when the shipping container length dimension is greater than the height dimension; 4 and 5, 2 and 5, 4 and 6, and finally 2 and 6 for a total of 4 drops. If the shipping container height dimension is greater than the length dimension, perform test on the following four edges formed by faces; 3 and 6, 3 and 5, 1 and 5, and finally 1 and 6.

SECTION IV. DOCUMENTATION

Test methods, conditions, and results must be recorded on the following form and permanently held on file for the duration the article is subject to this Rule. The name shown in the certification symbol, displayed in Section VI of this Rule, shall be the contact for such documentation. Any changes in packaging will require subsequent testing and documentation. Changes in product construction and/or materials that could affect the initial test results will also require subsequent testing and documentation.

At a minimum, the report should include the following:

- (1) description of article including model number, size, weight, and other distinguishing features;
- (2) description of shipping unit, including specifications of container and interior packaging;
- (3) testing performed;
- (4) conditioning and test conditions;
- (5) acceptance criteria;
- (6) condition of specimens (article and packaging) after testing;
- (7) The laboratory performing tests.

SECTION V. ACCEPTANCE CRITERIA

The shipping unit shall be deemed acceptable after performance testing if the following criteria are met:

- (a) The article is neither damaged nor nonfunctional.
- (b) The shipping unit has maintained its integrity and still affords reasonable protection against the normal hazards of transportation.

The acceptance criteria of article damage and “nonfunctional” must be predetermined before testing and included in the report.

SECTION VI. CERTIFICATION

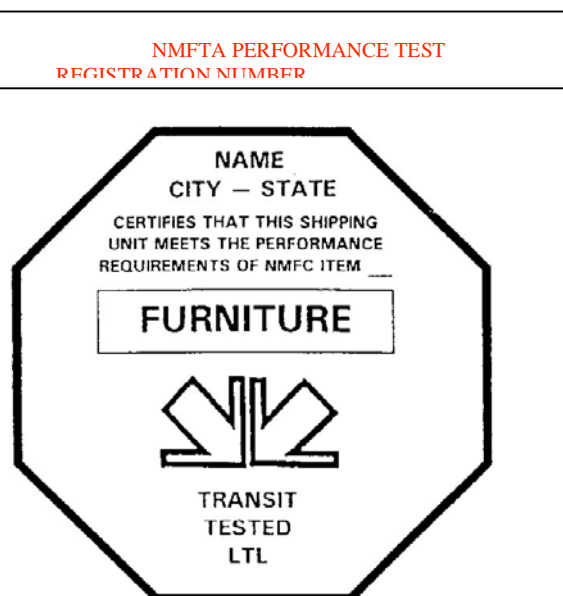
- (a) Packages tested in accordance with this Item (Rule) must conspicuously bear the following octagon symbol (3 inches in width and 3 inches in height) showing that they meet the minimum performance requirements specified. This marking is the responsibility of the shipper, ISTA (International Safe Transit Association), or any other third party identified within the symbol by name, city and state. Testing may be conducted by the shipper or any other competent test laboratory.

Directly above each certification symbol there must be printed an NMFTA Performance Test Registration Number. Such number will be issued by the National Motor Freight Traffic Association upon receipt of a properly completed form requesting such a Registration Number, signed by the Manager of Packaging or other responsible individual and certifying that the symbol and Registration Number will be imprinted only on those packages which have met minimum performance test requirements specified. Further the applicant must divulge on the form the location or locations where completed test report forms are available for inspection upon reasonable request.

The use of the above certification symbol does not negate container markings required of Note, item 79022, paragraph (c).

- (b) In the event of repeated damages, carriers may request a retest at a third party laboratory. The retest must be conducted according to the same test plan as used for the initial certification testing. No alternative procedures or types of test equipment may be substituted. Should the shipping unit fail the retest, a second retest of two shipping units may be conducted at the third party laboratory and both shipping units must pass the retest.

To qualify as a third party laboratory, such facilities must register with the National Classification Committee (NCC). A list of registered third party laboratories will be made available upon request or can be found on the NCC's web site at <http://www.erols.com/nmfta/>.



Test Report Form

Date:
Submitted by: (test technician)
Address:
Phone:
Test Performed By:

City:

Lab Reference No.:
Laboratory Performing Test:
State: Postal Code: Country:
FAX: E-MAIL:
Signature:

PRODUCT/ PACKAGING COMPONENTS/ WAREHOUSE & DISTRIBUTION ENVIRONMENT

Test Requested by: (shipper's rep.) Company:
Address: City: State: Postal Code:
Country:
Phone: FAX: E-MAIL:

Specific Product Tested: (include model number, size, weight, and other distinguishing features) Attach photo, if possible

External Container Size: inches Gross Weight of Packaged Product: pounds

Mfg. Warehouse/Distribution Environment:

Clamp (Squeeze) Lifts y / n Basiloid Lifts y / n Hanging Conveyors y / n Manufacturer specified most fragile corner:

Sample Size: (number of test pieces)

Description of Package: (Describe entire shipping unit including container, interior packaging, and pallet) Attach photo, if possible

TESTING METHODS/TEST FACILITY CONDITIONS

I. Conditioning:

Average Temperature: F Average Relative Humidity (RH): Length of Time in Lab hours
Remarks:

II. Compression / Vibration

Dead Weight y / n - Force Applied _____

Compression: y / n - Force Applied _____

Inspected after Compression/Vibration?

Results (if inspected)

Hours Under Compression:

Yes

No

Passed

Failed

III. Impact / Handling

Test Procedure A (150 lbs. or less and/or under 130 combined inches) (2L+2W+H)

Method: Shock Machine y / n Less than 130 united inches

Number of Drops: Height of Drops: (inches)

Test Procedure B (Over 150 lbs. and/or over 130 combined inches) (2L+2W+H)

Method: Drop (free fall) Impact Greater than 130 combined inches y / n

Number of Drops: Height of Drops (Drop test): (inches) Velocity (Impact Test): (inches)

Rotational Edge Drop Test: Yes No

RESULTS

Passed

Failed

Condition of Unit: (Attach photo, if possible.)

Comments or recommendations:

7. one of the medium faces
8. opposite medium face
9. one of the largest faces
10. opposite largest face