

**BEGINNING NOW ALL BIG LOTS COLLECT AND PREPAID POS MUST BE ROUTED ON THE BIG LOTS WEB PORTAL AT [WWW.BIGROUTING.COM](http://WWW.BIGROUTING.COM)**

Below are instructions for Big Lots inbound routing for **all domestic collect and prepaid vendors** through the Web Portal.

**VENDOR REGISTRATION**

If you have not registered on the web portal and created a separate Username and Password for entry to the web portal, select **Register**.

Select **Vendor**

- Fill in all fields.
- When finished, select the Register button.
- A notice will appear: Thank you for registering. Your registration is awaiting approval, you will receive an email once your account has been activated.
- After you have registered, this new set of Username and Password combination will not be available to use until your registration has been approved.

**CONTACT INFORMATION**

Select **Contact Us** at the bottom if you wish to communicate questions or concerns to the routing team.

- Fill out the message box
- Select the desired communication option
- Select the preferred contact method

For immediate action contact our inbound routing team: **Phone: 866-823-9501**

**Email: [biglotsinbound@unysonlogistics.com](mailto:biglotsinbound@unysonlogistics.com)**

**CREATING A ROUTING REQUEST**

- We cannot change or delete any entry made by the vendor. If you find the information is incorrect, contact Big Lots right away by using the **Contact Us** option or call **866-823-9501** for immediate assistance.
- Collect POs will not be able to be selected for routing within 24 hours of the cancel date.
- Select **Ship Request** on the Tool Bar then select either **Collect or Prepaid Request**.
  - Using the Origin drop down box select the origin location you will be shipping from.
  - Using the Destination drop down box select the Distribution Center number that you wish to ship to.
  - Please select the calendar date for the shipment, then select continue.
  - Select all the purchase orders that you wish to ship from the drop down list.
  - Select continue at the bottom of the page.
  - Select the load type.
  - Fill in all load specific information (i.e. stackable, overflow, pallet spaces, and pick up #, etc.)
  - Fill in the total cartons, total weight and total cube of the cartons for each purchase order, and the freight class. Do not use comas or decimals.
  - Select continue at the bottom of the page.
  - Verify that all the information is correct, the ship from address, the ship to address, the purchase orders and the cartons, weight and cube. If everything is correct select **finalize**.
- A message will pop up with your assigned seven digit Big Lots shipment number.
- If collect, once your load has been tendered and accepted the designated carrier will contact you within 48 hours of ship date to schedule a pick up.

**AUTOMATED EMAIL NOTIFICATION**

An email notice will be sent to the email address provided once your shipment has been routed. It will include a link to the routing so you can check the status of the shipment.