



Master Carton Marking Guide

Domestic and Import Vendors

Revised April 1, 2014

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

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

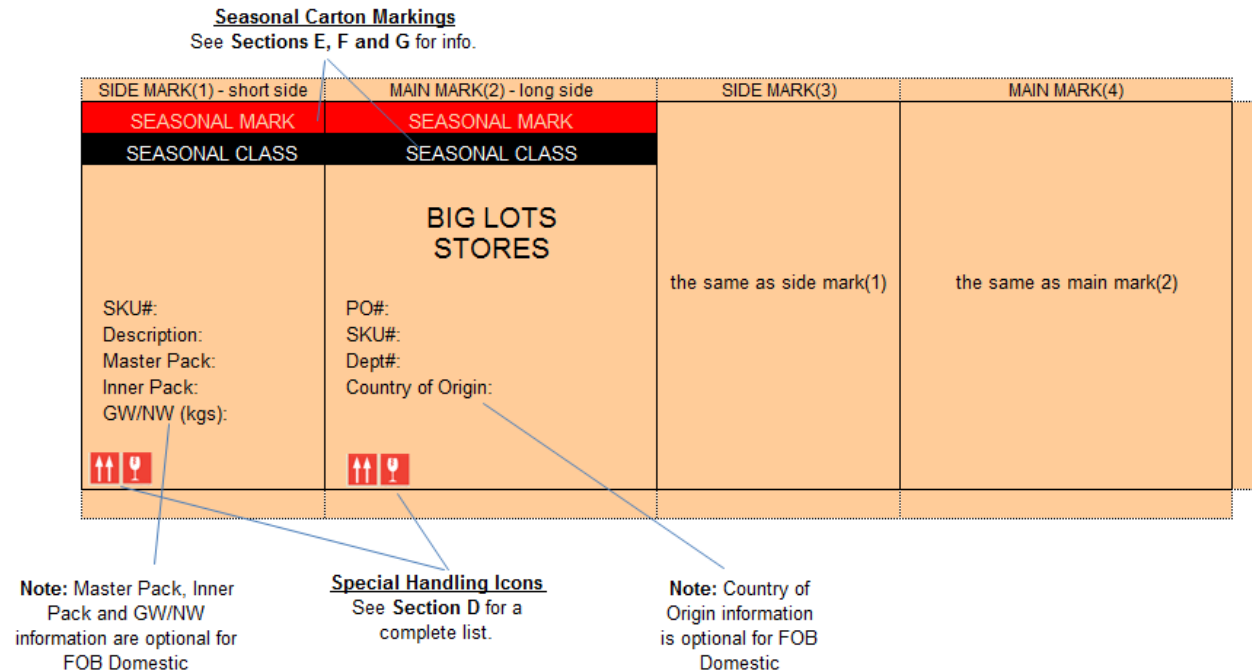
Domestic Vendors

If you have any questions, please contact Big Lots:

Vendor Compliance – vendorcompliancemanager@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. Layouts for master cartons which are also the selling unit can be found starting in Section H on p.12.







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.
- **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.

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	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	PDQ inside	When carton contains a PDQ shelf-ready display; notifies DC shipper to not stack heavy product on carton	
SIDE KICK	Side Kick inside	When the carton contains a Side Kick display; notifies DC shipper to not stack heavy product on carton	
FLOOR DISPLAY	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

SPECIAL HANDLING ICON SIZING CHART

CARTON CUBIC FEET FROM IPDS 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

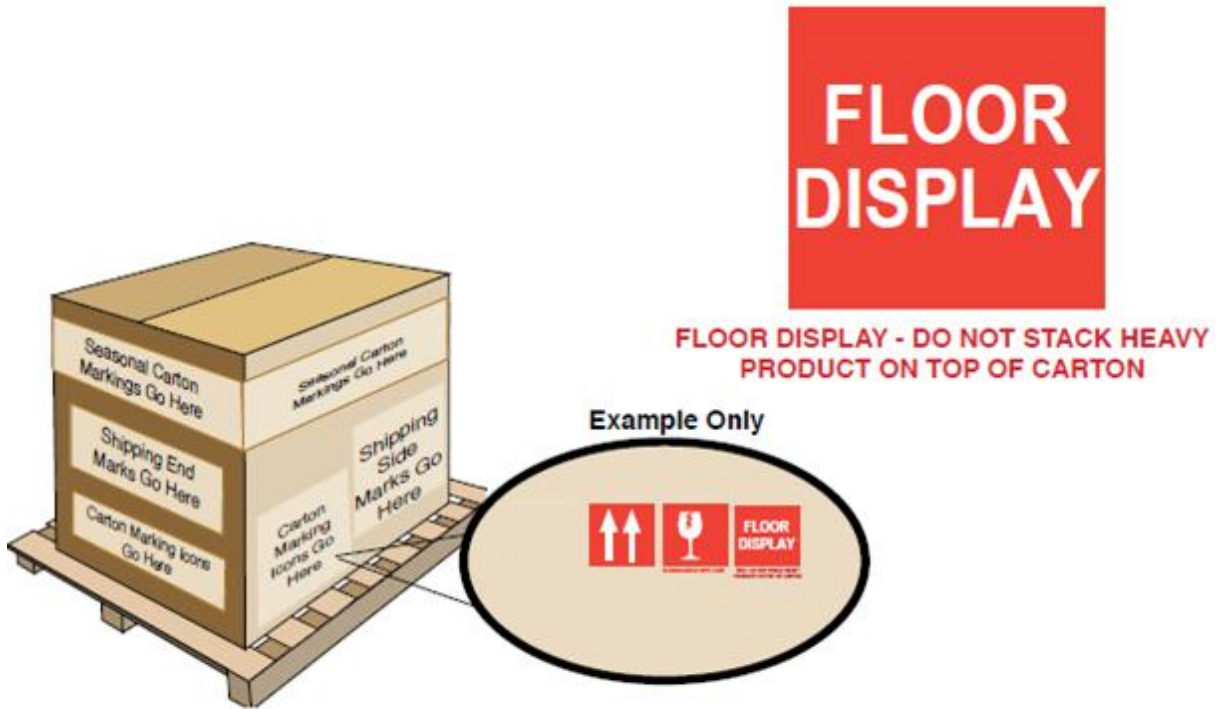
for Import Vendors only

Please reference the IPDS (IMPORT PRODUCT DATA SHEET) for determining the appropriate size SPECIAL HANDLING icon(s) to use based on carton cube. See the chart on this page.

For Domestic Vendors only

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> .


SEASONAL CARTON MARKINGS

 PANTONE 032 & BLACK




 PANTONE 032 & BLACK



 PANTONE 190 & BLACK



 PANTONE 021 & BLACK



PANTONE YELLOW C & BLACK



TOYS

CRAFTS

PANTONE YELLOW C & BLACK



TOYS

MUSIC

PANTONE 190 & BLACK



TOYS

GIRL'S

PANTONE 2738 & BLACK



TOYS

BOY'S

PANTONE 347 & BLACK



TOYS

PRE-SCHOOL

PANTONE YELLOW C & BLACK



TOYS

GAMES & PUZZLES

PANTONE 2738 & BLACK



TOYS

CARS & TRUCKS

PANTONE 021



BACK TO SCHOOL

PANTONE 347



EASTER

PANTONE 260



HALLOWEEN

PANTONE 260



HARVEST

PANTONE 347



PATRIOTIC

PANTONE 347



ST. PATRICK'S

PANTONE 347



LAWN & GARDEN

PANTONE 347



SUMMER

PANTONE 347



VALENTINE'S

G. Class Descriptions for Seasonal Carton Markings

If one of the below class numbers matches the class number found on the purchase order, then add the class description on the black stripe under the seasonal name.

Christmas

Class # - Class Description

11002 – Seasonal Candy
11404 – Seasonal Food
17001 – Storage
25002 – Extension Cords
27006 – Batteries
27007 – Batteries
27008 – Batteries
34012 – Candles/Candle Holders
35085 – Christmas Textiles
36001 – Gift Wrap
36002 – Lights
36003 – Crafts/Holiday Baskets
36004 – Floral/Garland/Wreaths
36006 – Novelties/Party Goods
36007 – Outdoor Décor
36008 – Home Décor
36009 – Tree Décor
36011 – Trees
37007 – Bibs and Onesies
42501 – Men's Apparel
42502 – Ladies Apparel
42503 – Children's Apparel
52003 – Tape

Christmas Giftable

Class# - Class Description

11008 – Salty Snacks & Nuts
11009 – Cookies/Crackers
12002 – Bath
34012 – Fragrances
12004 – Cosmetics
16001 – Cat Toys
16003 – Dog Toys
16004 – Dog Treats
41001 – Jewelry
41005 – Slippers
41007 – Watches
41008 – Leather Goods
41011 – Hats/Gloves /Scarves

Lawn and Garden

Class# - Class Description

25001 – Solar Lights

Toys

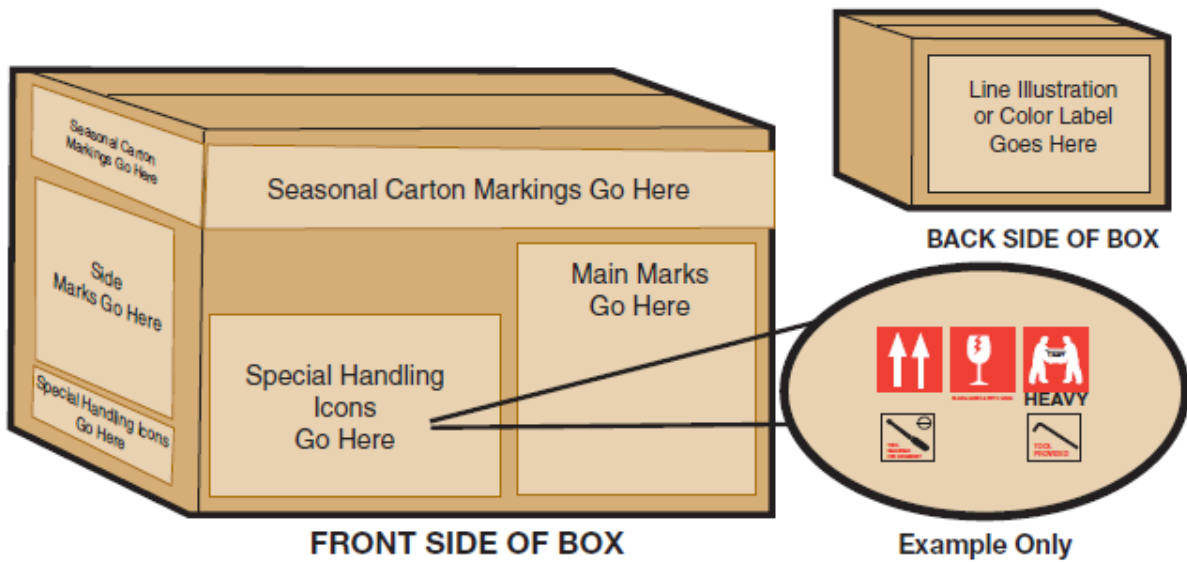
Class# - Class Description

51012 – Dolls
51013 – Summer Toys
51014 – Crafts
51014 – Music
51015 – Girls Boxed Toys
51016 – Boys Boxed Toys
51019 – Preschool
51021 – Games and Puzzles
51022 – Cars & Trucks

H. Tools Required and/or Tools Provided

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.

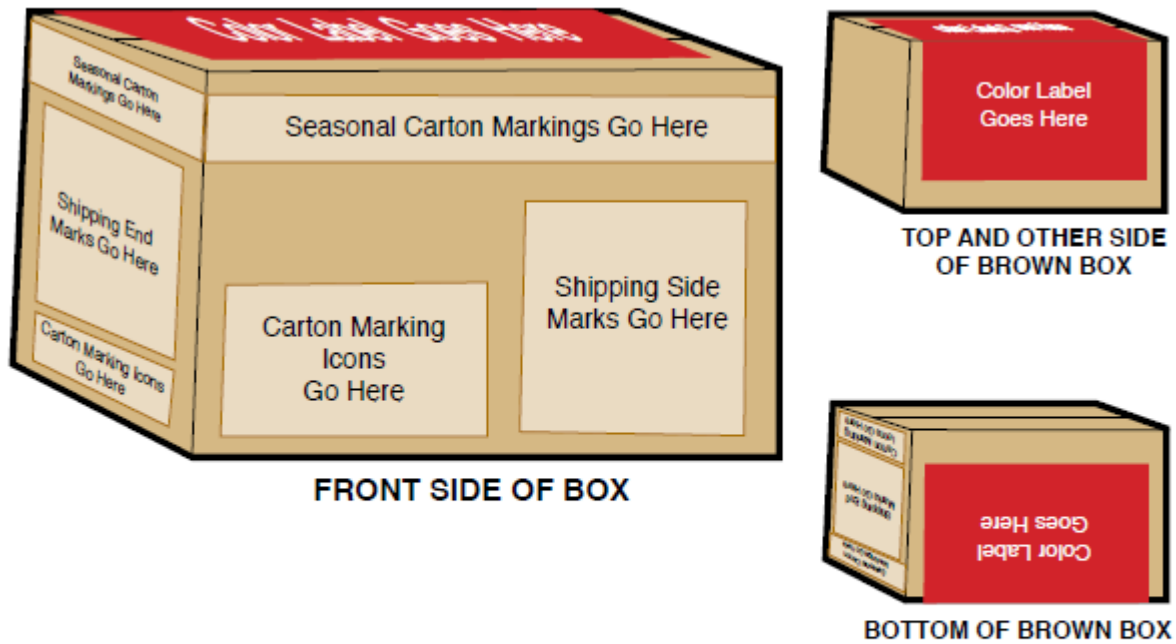
Some items may require more than one tool to assemble the item, see example below of how that should appear on box.

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



I. Brown Box With Color Label of Product

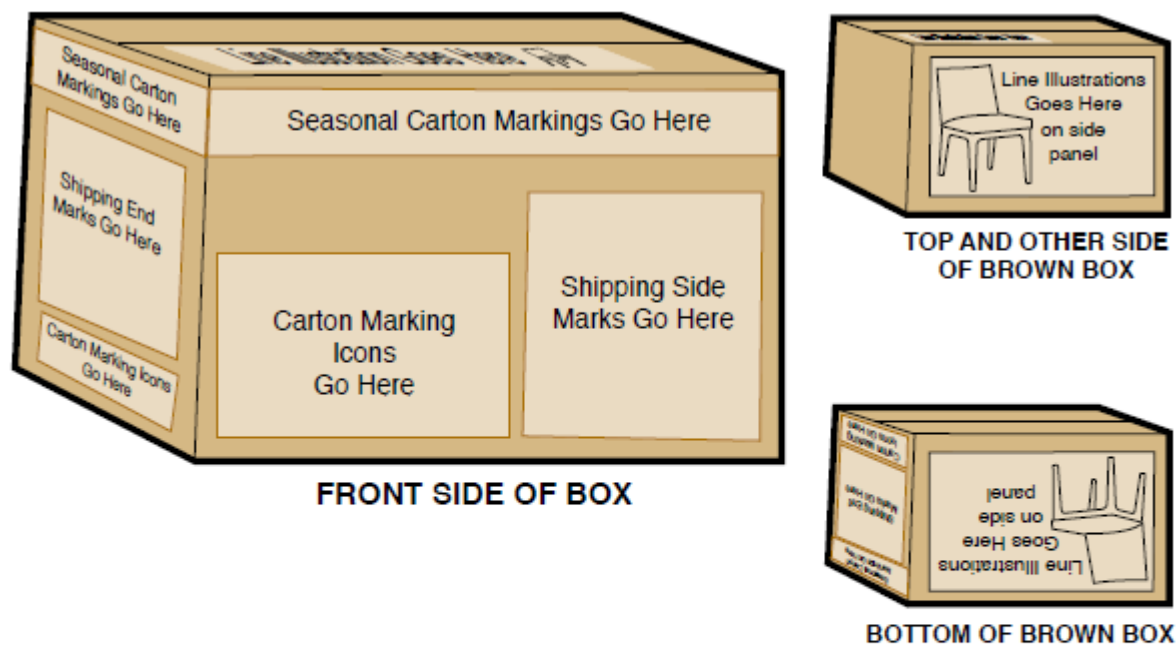
This carton layout shows label placement when the master carton is the selling unit.



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.

J. Brown Box With Line Art of Product

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

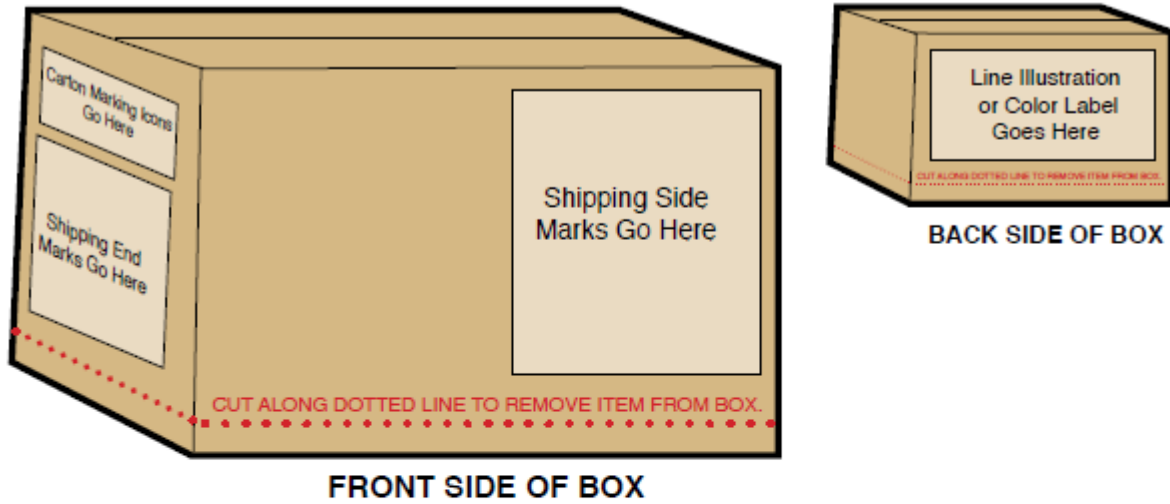


This line art communicates to the customer/store associate what the merchandise looks like inside the brown box.

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.

K. For Heavy and/or Large Bulk 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.



L. Color Box

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

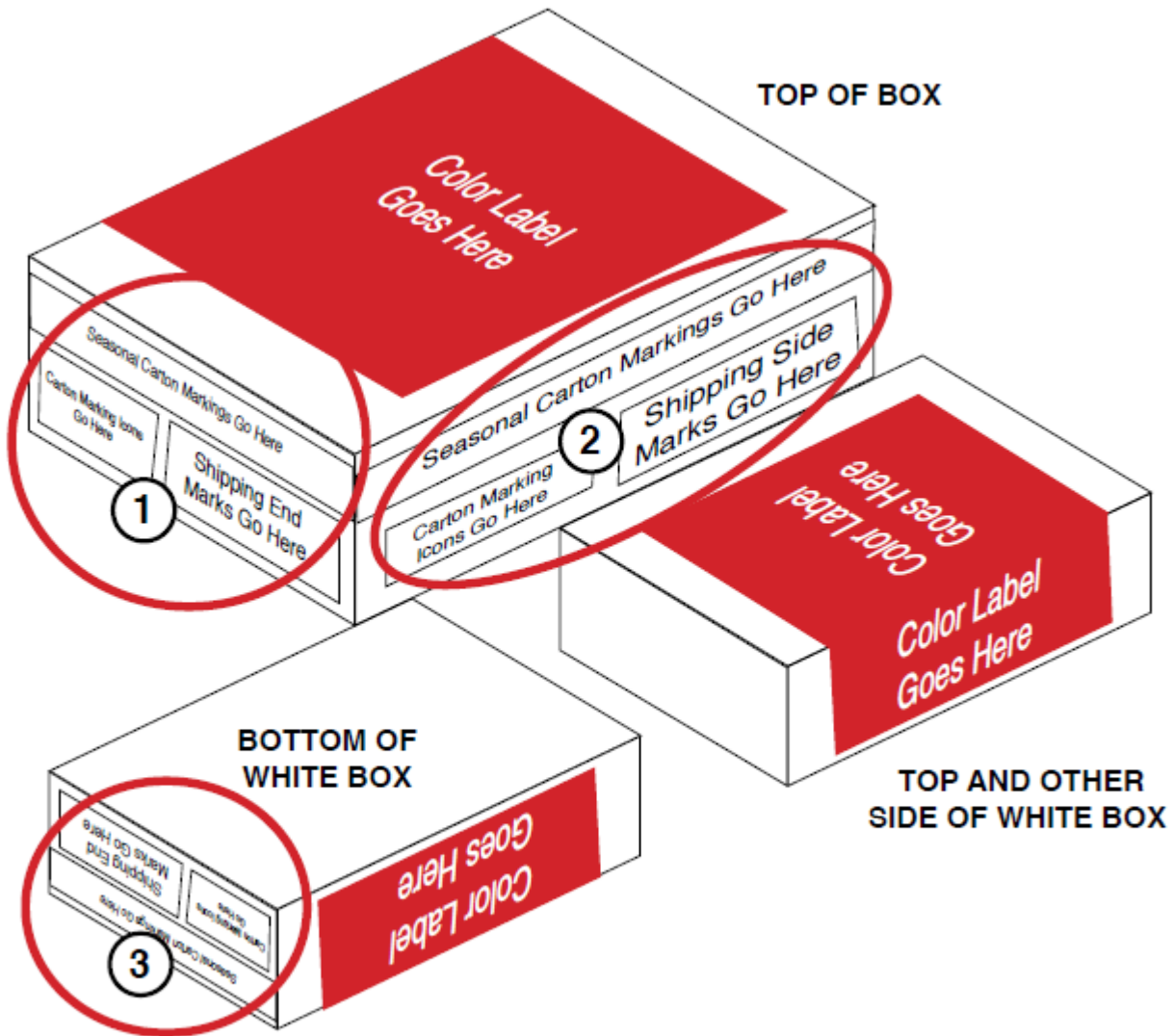
Some color boxes that are a case pack of one will also require carton markings to be placed on at least two different sides. In the example below, the shipping marks are placed on the bottom of the box and on the side panel of the color box. Graphics may need to be placed on the side panels to accommodate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



M. White Box with Wrap-Around Color Label

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

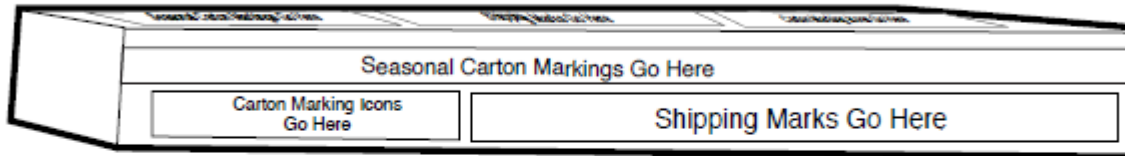
This master shipping carton of one requires logos to be placed on at least three different sides. In the example below, the shipping marks are placed on both ends and one side panel of the box, as the front side has the color label.



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.

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

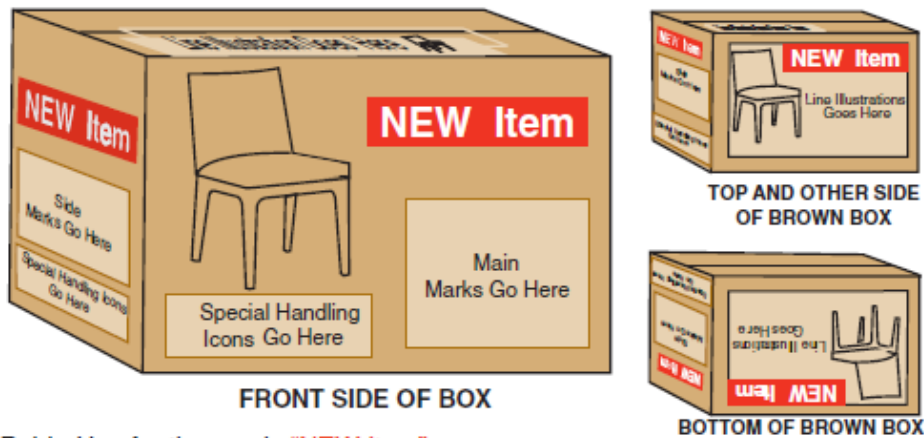


IMPORTANT: The size of the color label placed on the front panel of a box must be at least 75% of the overall size of the front panel (front panel is considered the principal display panel). In the example above, a label has also been added to the side panel. Buyer may request this additional label if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

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

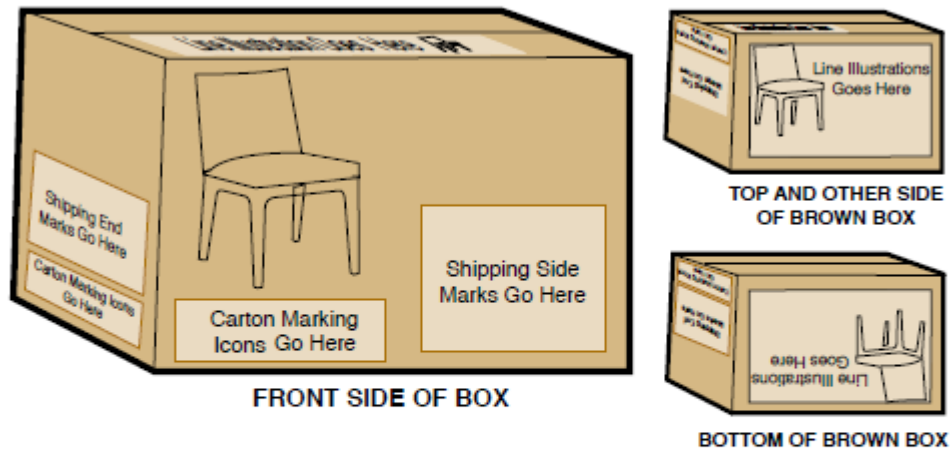
Carton marking line art is required to be placed on at least three different sides of the Master Shipping Carton. In the example above, the line art is placed on the top and both side panels of the box.

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.

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.