

BIG LOTS STORES INC.  
 TRADING PARTNER DOCUMENTATION  
 UCC128 LABEL REQUIREMENTS

**ASN LABEL EXAMPLE**

<b>FROM:</b> <b>Gill North America</b> 1025 Parkway Ind'l Park Dr Buford, GA 30518	<b>TO:</b> <b>BigLots Inc.</b> 19224 Longmeadow Rd Hagerstown, VA 21742
<b>Ship To Postal Code</b> <b>(420) 21742</b> <div style="background-color: #cccccc; width: 100px; height: 15px; margin-top: 5px;"></div>	<b>CARRIER:</b> <b>PO Number:</b> 12345600 <b>B / L NUMBER:</b>  <b>Carton Quantity:</b> X of YYY
<b>Contents:</b> <b>XYZ Item#:</b> 428508 (or mixed) <b>VPN#:</b> 248689 (or mixed)	<b>UPC#:</b> 123456789012 <div style="background-color: #cccccc; width: 150px; height: 15px; margin-top: 5px;"></div>
<b>Store: (91) 01234</b> <div style="background-color: #cccccc; width: 100px; height: 15px; margin-top: 5px;"></div>	<b>Mark For:</b>  <b>01234</b>
<b>SERIAL SHIPPING CONTAINER CODE</b> UCC – 128 BAR CODE <div style="background-color: #cccccc; width: 100%; height: 20px; margin-top: 5px;"></div>	

**Label Size:** Standard 4 X 6

- Request an exemption if standard 4 X 6 can not be used because of carton size limitation

**Zone Content:**

Font 10 to 16 pt. depending on the zone of the label and 20 mil bars unless specifically noted.

- A Vendors ship from name and address (10 to 12 pt font)
- B Ship to name and address (10 to 12 pt font)
- C Ship To postal code and barcode
- D Shipment Information (Carrier, PO#, B/L #)
  - Carton Tally information (Box xxx of yyyy) – Floor loaded
  - Carton Tally information (Pallet xx of yyy) – Pallet loaded
- E Carton Contents: (SKU or Item #s)
- F UPC and barcode
- G Store location code and barcode
- H Mark for location code
- I UCC-128 Serial Shipping Container Code (SSCC-18)

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**Notes:**

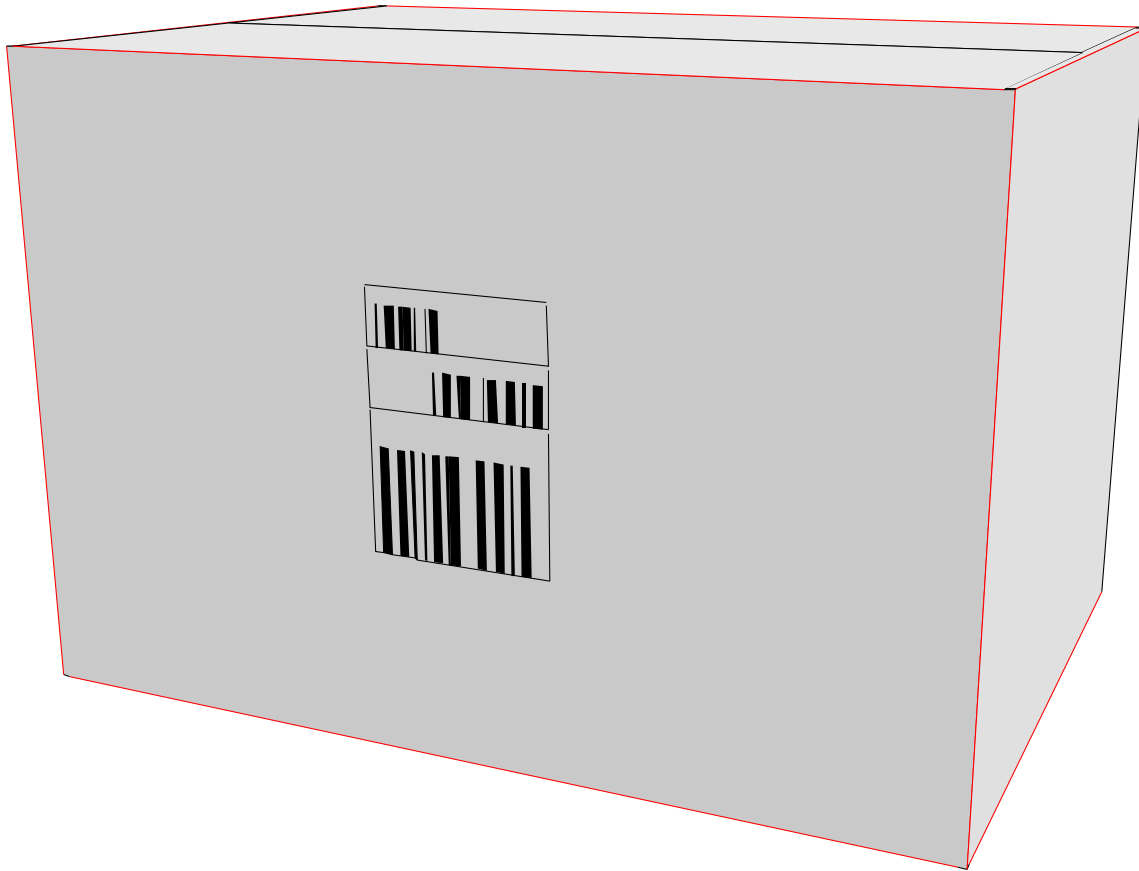
- All EDI vendors are to adopt a UCC-128 label as this is now Big Lots standard.
- Shipments where a common carrier is not used provide the following:  
Carrier will contain ie: UPS and B/L will contain ie: Tracking Number.
- Shipments that are pallet loaded where a pallet contains like merchandise the label will be per pallet.
- Shipments that are floor loaded the label will be per carton.
- Shipments that are pallet loaded where a pallet contains mixed merchandise the label will be per pallet and per carton.
- **The UCC-128 label does not replace or in any way change labeling requirements as set forth in the Vendor Routing and Compliance Guide which can be found at the following link:**  
[http://www.biglotscorporate.com/vendor/vendor\\_routing.asp](http://www.biglotscorporate.com/vendor/vendor_routing.asp)

**Label Placement Requirements:**

- Label must be placed in the middle of the broadest, longest surface of the carton as shown in the diagram below.
- **If merchandise is shipped in the same carton that will be displayed on the sales floor, **DO NOT** place the shipping label on the facing of the carton.**
- **Place it on the bottom or the backside of the carton.**
- **Please ensure that no portion of the UPC barcode or pertinent graphics and merchandise specifications are covered.**
- **When shipping high-graphics packaging, please protect the graphics against scuffing by utilizing shrink wrap, plain outer boxes or outer coatings, whenever possible.**
- Special handling requirements such as, but not limited to; Circular merchandise, Fragile, Flammable, Hazardous, Perishable, Protect from Heat, This End Up, Protect from Freezing, Rush etc., must be prominently displayed close to the outer cartons markings associated with the UCC-128 label.

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**Sample of Carton Label Placement**



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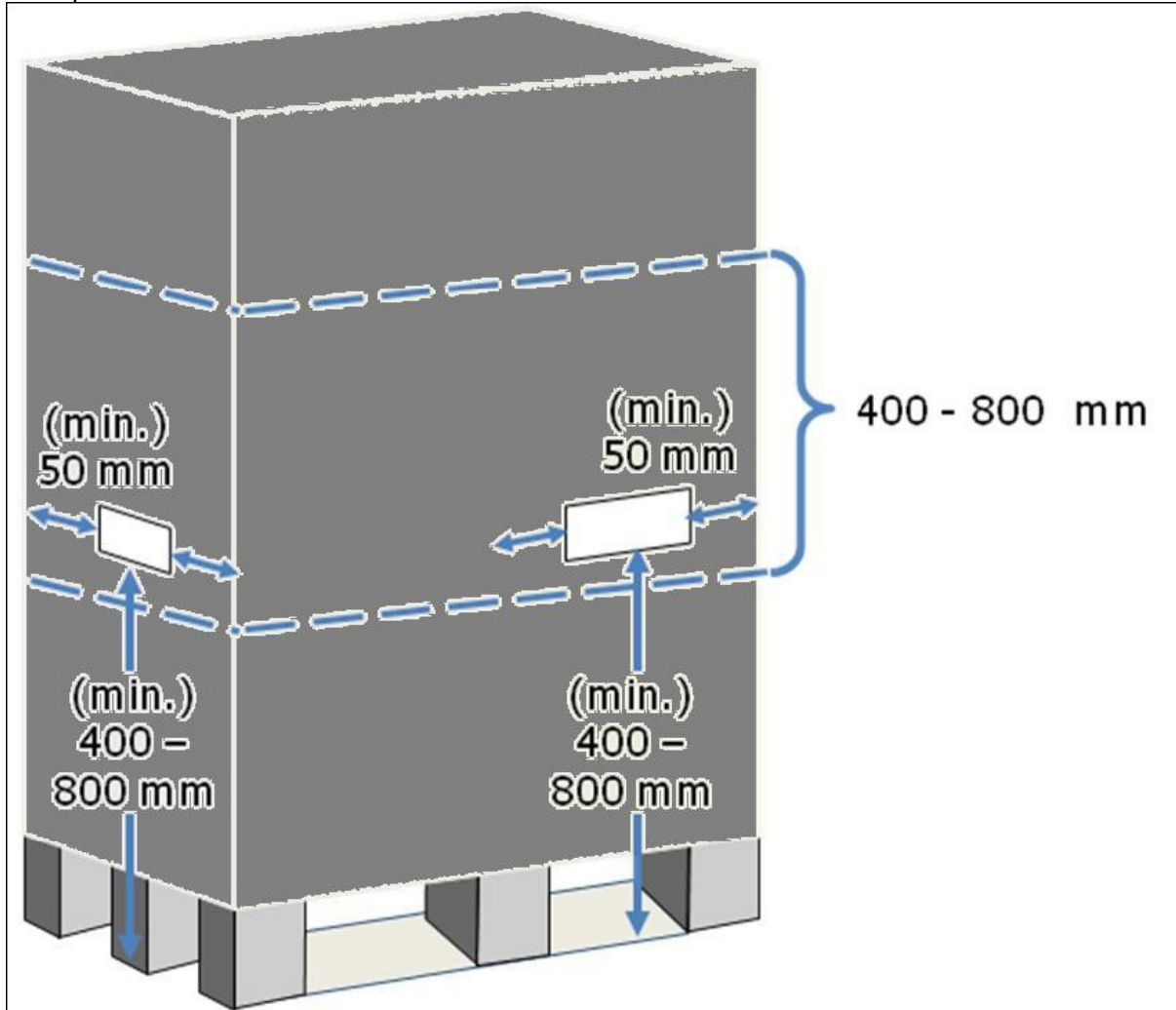
**Sample of Pallet Label Placement**

**ON PALLETS**

For all types of pallets, including full pallets containing individual trade items and single trade items, (such as a fridge or washing machine), the target height for the bottom of the bar code symbol is between 400 mm (16 in.) and 800 mm (32 in.) from the base of the pallet. For pallet less than 400 mm (16in.) high, the bar code symbol should be placed as high as possible while protecting the bar code.

The symbol including, its quiet zones, should be at least 50 mm (2.0 in.) from any vertical edge to avoid damage.

Example:



For logistic unit less than 400 mm high, the label should be placed as high as possible while protecting the bar code. There is no regulation that specifies where the labels should be placed – to the left, in the middle, or to the right on these sides – **but as most forklift operators are right-handed, the most ergonomically correct scanning is done when the labels are placed to the right of each side.**