



CANADIAN IMPORT SHIPPING GUIDELINES

Updated June 2013

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1) **BOOKING CARGO:**

All Big Lots Vendors must book with Yusen Logistics at least 21 days prior to the Ship Date of the PO. The vendor must book with Yusen electronically through their website below. The vendor will indicate to Yusen Logistics the estimated cargo ready date for Factory loads and Consolidated LCL shipments. All Booking Instructions can be found in the e-booking user manual.

<http://griffin.hk.yusen-logistics.com/ebooking/>

A first time user must fill out the E-Booking registration by logging into the Yusen system (see below)

Registration

All vendors can go the Yusen website for the purpose of completing the questionnaire with no need to wait until a new purchase orders from Big Lots.

Enter into Yusen e-booking website to download the registration form:

<http://griffin.hk.yusen-logistics.com/ebooking/>

Complete the form and send it to **biglots@hk.yusen-logistics.com** as an e-mail attachment.

Upon receipt of the e-booking registration form, Yusen will process it and advise each vendor of a Login ID and Password so they can answer the C-TPAT / PIP questionnaires as per the above indicated procedure. The CTPAT / PIP questionnaire is for shipping to the US and Canada, it is mandatory to be filled out to receive the Login and password from Yusen Logistics.

C-TPAT / PIP Questionnaire

In order to comply with C-TPAT / PIP requirements, and allow Big Lots to understand the level of security provided by the manufacturer, Big Lots requires all vendors to answer and submit the C-TPAT / PIP questionnaire at the vendor level through the Yusen Logistics e-booking website at the time of the next e-booking.

The procedures to answer the questionnaire:

- a. After inputting your e-booking login, press the **C-TPAT** button at the top of function bar, the questionnaire screen will appear. After you answer all the questions, press **SUBMIT** button at the bottom of the questionnaire. The C-TPAT button will appear for vendor who registers his/her name at administrative level only.



- b. If you leave a question blank, the computer will recognize it as a “NO” answer to that question.
- c. If you need a hardcopy of CTPAT / PIP questionnaire in English or Chinese, press the USEFUL INFORMATION button at the top of the function bar, then press the CTPAT/PIP questionnaire button.

If you encounter any kind of problems with following the above mentioned procedures, or if you have any questions, please contact Yusen Logistics.

Origin Cargo Order & Vendor Management (OCM)
 Yusen (Hong Kong) Limited
 E-mail: biglots@hk.yusen-logistics.com

Below is the local contact information for the Yusen offices:

FORWARDER/CONSOLIDATOR OFFICES

HONG KONG (ASIAN HEADQUARTERS)

Level 33, Tower 1,
 Kowloon Commerce Centre,
 No.51 Kwan Cheong Road, Kwai Chung,
 New Territories, Hong Kong
 Telephone: 852 29562129 Fax: 852 21100193
 Contact: Ms. Ashley Kwan
ashley.kwan@hk.yusen-logistics.com
 Contact: Ms. Teresa Poon
teresa.poon@hk.yusen-logistics.com
 Mr. George Hok
george.hok@hk.yusen-logistics.com

CHINA

DALIAN

Rm 2022 Liaoning Times Buidling,
 No. 7 Gangwan Street, Zhongshan District,
 Dalian, 116001, China
 Telephone: 86 411 82798970
 Contact : Ms Serlina Xu
Serlina.xu@cn.yusen-logistics.com

SHANGHAI

9/10F, Longemont Yes Tower,
 No. 369 Kaixuan Rd,
 Shanghai, China Zip Code 200051
 Telephone: 86 21 22207000
 Contact : Ms Vivien Ma
Vivien.ma@cn.yusen-logistics.com
 Ms Elaine Qin
Elaine.qin@cn.yusen-logistics.com

NANJING

Suite D, 23F Deji Mansion,
 188 Changjiang Road,
 Nanjing, 210005, China
 Telephone: 86 25 86583588
 Contact: Ms. Nickle Zhu
Nickle.zhu@cn.yusen-logistics.com

SHENZHEN

25/F, Excellence Times Square,
 4068 Yitian Road, Futian District,
 Shenzhen, PRC
 Telephone: 86 755 25838406
 Contact: Mr Benjamin Lee
Benjamin.lee@hk.yusen-logistics.com
 Ms Mill Ji
Mill.ji@hk.yusen-logistics.com

NINGBO

Rm 1002-1004, Block A,
Pacific Plaza, No. 555 Jingjia Road,
Jiangdong District, Ningbo 315040
Telephone: 86 574 87859525
Contact: Ms Helen Sun
Helen.sun@cn.yusen-logistics.com

QINGDAO

Room 203, Area C of Fenghe Plaza
12 Hong Kong Central Road
Qingdao, China 266071
Telephone: 86 532 85027000
Contact : Ms Lynn Liang
Lynn.liang@cn.yusen-logistics.com

FUZHOU

Room 2856B-2808, 28/F,
Lippon Tianma Plaza,
No. 1 North Wuyi Road,
Fuzhou 350001,
Telephone : 86 591 87854485
Contact : Ms Tina Guo
Tina.guo@cn.yusen-logistics.com

TIANJIN

Room 1208, Tianjin International Building
No. 75, Nanjing Road, Heiping District
Tianjin, 300050, China
Telephone: 86 22 2332 8260
Contact : Ms Shirley He
Shirley.he@cn.yusen-logistics.com

XIAMEN

Room 0302-0303,
Fortune Centre,
No.100 Liujiang Road, Xiamen, 361012
Telephone: 86 592 8069162
Contact : Ms Lydia Chen
Lydia.chen@cn.yusen-logistics.com

SOUTH EAST ASIA**VIETNAM (HANOI)**

Room 806 HITC Building
239 Xuan Thuy Road, Cau Ciay Dist.
Hanoi, Vietnam
Telephone : 844 3 768 4641
Contact : Ms Thanh Tam
ThanhTam.vu@vn.yusen-logistics.com

VIETNAM (HO CHI MINH)

Room 701 Saigon Riverside Office Center Building
2A-4A Ton Duc Thang Street, District 1
Ho Chi Minh City, Vietnam
Telephone : 848 3822 4407
Contact : Ms Thanh Tam
ThanhTam.vu@vn.yusen-logistics.com

INDIA/WEST OFFICES**INDIA MUMBAI (BOMBAY)**

Trade View, 3/F,
Kamala Mills Complex,
Pandurang Budhkar Marg,
Lower Parel, Mumbai, 400013, India
Telephone: 91 22 30914035
Contact : Mr Datta Lende
Datta.lende@in.yusen-logistics.com

2) FACTORY LOADING REQUIREMENTS

All vendors are permitted to factory load based on the PO terms. The shipper will be responsible for full utilization of containers. The consolidator, Yusen Logistics, will be responsible for providing the container upon factory request, collecting all documents, and issuing the FCR. Vendors are required to request a booking with Yusen at least twenty-one (21) days prior to their anticipated shipping date to secure a booking.

1. Big Lots Canada freight will most likely utilize 20-foot containers, however, Big Lots strongly prefers to use 40-foot or larger containers with the exception of weight-restricted freight. Where applicable, freight less than 28 cubic meters must be delivered to the nearest Yusen consolidation point.

2. Minimum container loading requirements:

<u>Container Size</u>	<u>Minimum Requirement</u>	<u>Maximum Weight</u>
20' Standard	28 cubic meters or 15,000 kgs	17,700 kgs
40' Standard	56 cubic meters or 17,500 kgs	19,950 kgs
40' High Cube	65 cubic meters or 17,500 kgs	19,950 kgs
45' High Cube	75 cubic meters or 17,500 kgs	19,950 kgs

If the minimums listed above cannot be reached, or if the vendor has overflow product, the product must be delivered to the nearest authorized Yusen CFS consolidation facility.

3. Do not mix distribution centers in a container. If there is not enough product to fill a container, the load must be delivered to a Yusen CFS for consolidation, where available. The only cargo that can have multiple DCs on the same container are PO's written as Deconsolidation, which will be sent to a Vancouver, BC deconsolidation warehouse.

4. If more than one purchase order is loaded in a container, it must be loaded and segregated in the container in sequence.

5. All containers must be loaded by PO#, then Item/SKU. PO's should not be split across more than one container unless capacity of the PO exceeds one container.

6. Substitution of any items not listed on the PO is prohibited.

7. One carton from each purchase order must be placed at the tail of each container for Customs inspection.

8. A container loading plan (CLP) and loading schematic must be attached to the last carton place on the tail of the container.

CONTAINER LOAD PLAN (CLP) CUTOFF TIMES BY ORIGIN

Please note that these are subject to change and can be confirmed with the local Yusen office.

Country	Origin	Deadline for Vendor Container load plan
Hong Kong	Hong Kong	4 calendar days before vessel CY cutoff
China	Shenzhen, Huangpu, Xiamen, Fuzhou	4 calendar days before vessel CY cutoff
	Shanghai, Tianjin, Qingdao	3 calendar days before vessel CY cutoff
	Ningbo	2 calendar days before vessel CY cutoff
	Nanjing, Dalian	1 calendar days before vessel CY cutoff
Vietnam	Ho Chi Minh City	3 calendar days before vessel CY cutoff
India	Cochin & Mumbai	3 calendar days before vessel CY cutoff

3) LESS THAN CONTAINER LOAD LOADING REQUIREMENTS

When the Big Lots Canada PO is written as Less than Container (LCL) Load, the vendor must ship the cargo to the applicable Yusen consolidation warehouse indicated by the PO FOB term on the purchase order. For example, FOB Shanghai – LCL means the cargo must be delivered to the Yusen Shanghai CFS warehouse. Currently, Yusen Logistics may only receive cargo at two (2) points in China: Shanghai and Shenzhen (Yantian)

1. All LCL cargo must be delivered to the consolidator at the vendor's expense (including applicable Yusen charges) and sorted by DC#/PO#/Item/Sku#.
2. The product **must** be delivered within the specified ship/cancel window listed on Big Lots Canada purchase order. Any product delivered outside of this window requires the consolidator to obtain authorization from the Big Lots Global Logistics Department before accepting (late shipment penalties will still be applicable depending on the circumstances).
3. Yusen will perform careful inspection of LCL product to ensure it is in good physical condition.
4. In the event the product is received damaged from the vendor, the consolidator will refuse the product delivered and advise the Global Logistics Department.
5. Yusen will produce a Forwarders Cargo Receipt (FCR) to the vendor, after Yusen receives ALL of the required documents and product/local charges. See REQUIRED DOCUMENTS section.

4) CARTON AND CARTON MARKING REQUIREMENTS

CARTON REQUIREMENTS

1. Product must be packed according to the following minimum/maximum conveyable carton sizes.

Minimum Master

Carton dimension

Length: 6 inches (15cm)
Width: 6 inches (15cm)
Height: 2 inches (5.08cm)
Weight: 2 pounds (900gm)

Maximum Master

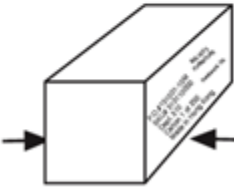
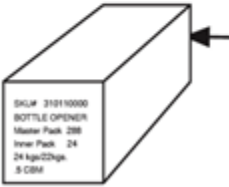

Carton dimension

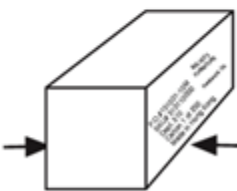
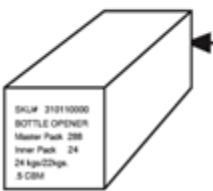

Length: 42 inches (107cm)
Width: 25 inches (63.5cm)
Height: 29 inches (74cm)
Weight: 75 pounds (33.75kgs)

2. **STRAPPING OF CARTONS IS NOT PERMITTED**, with the exception of heavy product, such as tools, and small cartons that can be bundled must be approved by Big Lots Global Sourcing.
3. Master cartons should be double wall construction with a bursting strength minimum of 275 PSI (19.33kg. cm).
4. Big Lots Global Sourcing must approve the use of wooden pallets. Big Lots **DOES NOT ALLOW THE USE OF WOODEN PACKAGING MATERIALS**. Yusen Logistics will request a certification that shipments contain no wood packaging material.
5. Pack each purchase order separately. **DO NOT** mix purchase orders in cartons.
6. Inner and master pack carton quantities **MUST** match the purchase order. Partial carton packs will not be accepted.

CARTON MARKING REQUIREMENTS

1. Every master carton imported into Canada must be marked noticeably, legibly, and permanently.
2. Careful attention must be given to all carton markings to eliminate mistakes and confusion. Carton markings **MUST** appear on all four sides of the master carton, excluding top and bottom. See Graphics below for each Big Lots Canada DC.

Side Mark (both sides)	End Mark (both ends)	Inner Pack Mark (one end)
BRANTFORD PO# SKU# Dept # Carton ____ of ____ Country of Origin	SKU# Description Master Pack Inner Pack GWNW (kgs.) Cube	SKU# Description Pack
 Both Sides	 Both Ends	 One End Only

<p>Side Mark (both sides)</p> <p>BURNABY</p> <p>PO# SKU# Dept # Carton _____ of _____ Country of Origin</p>	<p>End Mark (both ends)</p> <p>SKU# Description Master Pack Inner Pack GW/NW (kgs.) Cube</p>	<p>Inner Pack Mark (one end)</p> <p>SKU# Description Pack</p>
 <p>Both Sides</p>	 <p>Both Ends</p>	 <p>One End Only</p>

5) **REQUIRED DOCUMENTS:**

- Required documents to be given to Yusen to get the FCR include:
 - Container Load Plan
 - Commercial Invoice to include all information from CCI
 - Packing List
 - Beneficiary Statement (to declare if shipment contain wood packing materials)
 - Big Lots Canada IPDS
 - Factory Certification
 - BV Lab Test Report
 - Form A / Exporter Statement
 - ⊖ Product Liability Insurance
 - Complete the C-TPAT questionnaire online (thru Yusen E-booking system)
 - BV ISTA (if applicable)
 - Product Specific Statements (ex. Pasta Certificate, etc)
 - Any other necessary docs for Canada are listed on Page 34 of the Vendor Manual for the U.S.

Document Submission Requirements:

Preparation of import documents is as important as the manufacturing of the product. Without proper documentation, Big Lots Canada cannot clear the product through Customs and take possession of the product. The vendors import document preparer must be certain all required information is present and must match the purchase order and/or wire transfer requirements. This compliance will prevent wire transfer discrepancies so immediate payment can be made. This also allows our customs house broker to file Customs documents without delay due to obtaining missing or corrected documents.

NOTE: Big Lots Canada expects all export documents at origin to be accurately prepared to avoid any customs delays at origin. Failure to comply may result in additional penalties and possible purchase order cancellation.

Submission of all required documents to our Consolidator/Freight Forwarder MUST be presented no later than 3 working days after sailing.

1. Customs' **24 hour Advance Commercial Information (ACI)** requires all ocean carriers to submit manifest to Customs 24 hours before containers can be loaded on the vessel. The container load plan must be in English and reflect complete and accurate information. The essential information includes:
 - Shipper name and address
 - Consignee name and address
 - Container number
 - Seal number
 - Precise product description and / or HTS code – identical from Big Lots Canada final IPDS.
 - Lowest external packaging unit (i.e. container containing 10 pallets with 200 cartons should be manifested as 200 cartons)
2. Prior to the issuance of the Forwarders Cargo Receipt, all product and documents must be received in good order. (The FCR will be the final document issued to execute the letter of credit or wire transfer).
3. The number of full set commercial documents submitted must be equal to the number of bookings placed on the same vessel.
4. The number of FCRs issued must be equal to the number of bookings and the number of document sets on the same vessel.
5. In the event that all required documents have not been submitted to Yusen Logistics within 3 days of a vessel sailing, Big Lots has authorized Yusen Logistics to issue a "Document delay notice" (DDN) and to collect late fees as listed on the DDN.
6. Delayed documents to Yusen Logistics results in delayed documents to our customs house broker. This delays import entry and may result in storage charges. These charges will be charged back to the vendor.
7. Big Lots Canada will charge back a vendor for any additional charges incurred due to the vendor providing required documentation late.

6) CONSIGNMENT INFORMATION FOR DOCUMENTATION

When producing documents, please use the following Big Lots Canada addresses for the consignment/ship to address and list the respective Milgram Office as the “Notify Party” on document.

Any costs incurred from product being held in the loading port due to failure to comply with these requirements will result in the vendor absorbing the cost.

Yusen Logistics will scan documents that the vendor submit and will electronically send to Milgram corporate office for customs clearance.

CANADIAN CUSTOMS BROKER:

Milgram & Company Ltd.
400 – 645 Wellington
Montreal, Quebec
H3C 0L1
(514) 288 2161

Attention: Special Handling

DESTINATION ADDRESSES:

DC # 555

Burnaby DC

Big Lots Canada, Inc.
C/O Liquidation World
7185 - 7205 11th Ave
Burnaby, BC - V3N-2M5

DC# 777

Brantford DC

Big Lots Canada, Inc.
C/O Liquidation World
225 Henry St.
Brantford, ON N3S 7R4

7) VENDOR COMPLIANCE

ON TIME BOOKING

Vendor is required to place booking to Yusen Logistics at least 21 days prior to PO ship date

ON TIME DOCUMENT SUBMISSION

There will be a \$100 charge if documents are submitted to Yusen Logistics later than 3 working days after sailing.

LATE SHIPMENT PENALTY

Big Lots Canada shipment will be penalized if factory load cargo (FCL) is shipped after the cancel date or LCL cargo is delivered to Yusen warehouse after the cancel date. Late shipment penalties are 4% of invoice value for 1-7 days late; 7% of invoice value for 8-14 days late and 10% of invoice value for 15 days late or over. Big Lots Canada may reject late shipments.

For more details, please refer to SHIPPING ON-TIME REQUIREMENTS.

PO SHIPPING TERM DISCREPANCY PENALTY

It is the supplier's responsibility to ensure that the PO is shipping how it was intended (i.e. FCL vs LCL vs DCL). There is 10% penalty of invoice value if actual ship term is different from PO FOB term. The supplier must inform the agent and/or the Big Lots Canada buyer if they will need to ship differently so the PO terms can be updated accordingly.

UNDERUTILIZED CONTAINERS

Big Lots Canada charges for any ocean containers that are loaded under the minimum CBM requirement for each container size. The vendor will be charged for light shipment at carrier freight rate from applicable port multiplied by the unused capacity in the container. (see FACTORY LOADING REQUIREMENTS)

CUBE

Big Lots Canada requires the accurate submission of master carton dimensions. If master carton dimensions are inaccurately submitted on the IPDS and the cube is understated, the vendor could be charged back the increase in cube of the master carton times the freight cost per cubic foot (as per IPDS) times the number of units shipped.

WOOD PALLETS

The use of wood pallets must be authorized by Big Lots VP Global Sourcing.. Failure to receive authorization may result in charge backs.

CHARGEBACK POLICY

Big Lots Canada may charge back to the vendor for each instance of failing to adhere to our Manual guidelines, PO terms, or other conditions. Below is a non-exclusive list of infractions that may result in a charge back:

1. Carton markings are not on the carton.
2. Purchase order number is not on the carton.
3. Purchase orders are not separated on the container.
4. Style/Mfg#/Sku# is not on the carton.
5. Inner/master carton packing does not meet our purchase order specifications.
6. Cartons are strapped or banded without prior approval.
7. A packing list/schematic is not placed on the tail end of the container.
8. Failure to arrange shipments through Yusen, as specified, will result in the excessive charges, up to and including the refusal of the shipment being at the vendor's expense.
9. Failure to meet our cubic meter minimum requirements will result in charging the vendor back for the unused portion of the container.
10. Overweight container. The vendor will be responsible for any additional charges incurred.
11. Shipping from a FOB point other than the one specified on the purchase order. The vendor will be responsible for the difference in freight cost.
12. Requesting containers with space in excess of loading requirements or more containers than is necessary to accommodate the current shipment.

LATE SHIP GUIDELINES & PENALTIES

To avoid late shipment penalties, please review all PO's upon receipt to make sure you can meet required ship dates. If not, please advise Big Lots Global Sourcing and / or the applicable agent at the time of Purchase Order. Any changes to shipping dates must be reflected in a revised Purchase Order. Notes, emails, faxes, and phone conversations will not be acceptable. A revised Purchase Order must be issued for compliance charge backs not to be applicable. Compliance penalties will be charged for all orders changed within three weeks of cancel date unless the cause of the change was a Big Lots Canada caused problem or a natural disaster.

SHIPPING ON-TIME REQUIREMENTS

Factory load shipment:

In order to be considered on time, your shipment **must have sailed by the cancellation date** specified in our purchase order. It is a supplier's responsibility to schedule a shipment with Yusen on a timely basis to meet all required cut off dates so that a shipment sails by the cancel date.

Consolidated shipments: Less than Container Load quantity:

Your shipment must arrive at the Yusen warehouse no earlier than the start ship date and no later than the cancellation date specified on our purchase order. Failure to deliver product to the consolidation facility within the ship date and cancel dates will result in a late ship penalty.

Penalties for late shipment:

It must be made clear that partial shipments and late shipments can only be allowed with the prior written approval of the Big Lots Global Sourcing Department. In the vast majority of cases, late and partial shipments will be rejected. It is our expectation that all shipments will be 100% complete with no partial or back shipments. Any exceptions need to be approved by the VP of Global Sourcing. The current start ship date and cancellation dates of our purchase order are those in effect on the date you submit the container load plan to Yusen for factory load shipment, or the date you deliver to Yusen warehouse at complete booking quantity for consolidated shipments. If your shipment is late, we will deduct the following amount from your invoice payment:

- 1 – 7 days late: 4% of invoice value
- 8 – 14 days late: 7% of invoice value
- 15 days late or after: 10% of invoice value

Yusen will notify the factory by sending a late penalty memo via email and provide a hard copy with issuance of the FCR.

- For wire transfer late shipment, Big Lots Canada will directly deduct the penalty amount from your invoice. If the invoice has already been paid by Big Lots Canada the deduction will be applied to a subsequent invoice payment.
- For letter of credit late shipment, a late penalty statement with late days and deduction amount will be shown on the FCR for bank deduction.

To comply with the new guidelines and to avoid late shipment penalties, please note the following when placing your booking with Yusen:

- Your shipment is required to have sailed during the shipping window, which means the cargo ready date on shipping order should be available prior to the FIRST day of the ship window.
- You are required to submit Yusen booking 21 days before the FIRST day of the shipping window to reserve space on a vessel within the shipping window.
- Any disputes regarding late shipment penalties must be coordinated through the Global Sourcing Department (globalsourcing@biglots.com).

8) BILLING ADDRESS FOR BIG LOTS CANADA

Big Lots Canada, Inc.
C/O Liquidation World

Brantford DC
225 Henry St.
Brantford, ON N3S 7R4
ATTN : Kim Krick