

# BIG GAME INTERNATIONAL

## Vendor Compliance Guide

In order to expedite the receiving of merchandise at all Big Game International (BGI) facilities, BGI has developed this Vendor Compliance Guide which must be followed for all inbound shipments, regardless of size, at all of our locations. Failure to comply will result in charge backs to the vendor. Copies of the vendor compliance guide can be found on the Big Game International website at [www.biggameintl.com](http://www.biggameintl.com).

All products requiring a Material Safety Data Sheet (MSDS), must be on file with Big Game International.

Send a copy of any new item to the Big Game International Department before your first shipment.

### **I. General Shipping Requirements**

Normal receiving hours at all Big Game International locations are 7:00 AM to 1:00 PM, Monday through Friday. Scheduled appointments are required for all truckload or container shipments and all LTL shipments in excess of 100 cartons and/or 2 pallets. Palletized shipments must be on 40" x 48", 4-way, #2 Grade pallets only.

For branch receiving appointments, your points of contact are as follows:

Maurice Chicago Branch ATTN: Receiving Department 1825 Shermer Road Northbrook, IL 60062 (847) 272-7457	Maurice West Branch ATTN: Receiving Department 4980 Longley Lane Reno, NV 89502 (775) 829-7500
Maurice Atlanta Branch ATTN: Receiving Department 1325 Highway 155 South McDonough, GA 30253 (770) 957-2027	Maurice Canada Branch ATTN: Receiving Department 7045 Beckett Drive, Unit 15 Mississauga, Ontario L5S 2A3 (905) 795-9240

Routing guides are available via the Internet at the Big Game International website ([www.biggameintl.com](http://www.biggameintl.com)).

All Hazardous Materials (Hazmat) or ORM-D shipments must be clearly marked on all Shipping and Master Cartons.

### **II. Packaging and Labeling**

#### **A. Packing List**

Each PO must have a separate packing list sent with the shipment. The packing list will be enclosed in the lead (first) carton and will be marked indicating the packing list is enclosed. The following information must be clearly present on every packing list:

- Vendor name
- Big Game International PO number
- Big Game International Stock Item number (MSI) and description of each item.
- Quantity shipped of each item
- Vendor item number, style number, or factory number

Any shortage or overage will result in a \$50.00 fine per incorrect line item.

Below are the requirements for all shipping cartons.

## **B. Shipping Carton**

Each shipping carton must contain a label affixed to that carton which contains the following information:

- Vendor name
- Big Game International shipping address
- Big Game International PO number

Shipments arriving via UPS, FedEx Ground, DHL, etc. must have the individual cartons consecutively marked as 1 of X, 2 of X, etc.

There are two types of shipping cartons; a master carton and a mixed master carton.

### **1. Master Carton**

A master carton is defined as a shipping carton which contains multiple, smaller, inner packs of the same item. A master carton cannot contain more than one type of Stock Keeping Unit (SKU). Effective September 1, 2011, a scannable SCC-14 UPC must be placed on all Master and Inner Pack Cartons. The outside of each master carton must have the following information:

- Vendor name
- Big Game International purchase order number
- Item number, style number, or factory number
- Total quantity contained in the master carton
- A UPC (barcode) for the item contained in the master carton
- Any applicable expiration dating

### **2. Mixed Master Carton**

A mixed master carton is defined as a shipping carton which contains multiple SKU's (each in its own inner pack box or bag) within the same carton. All items in the same carton must be under the same PO. All product is confined to one

standard unit. Within a mixed master carton, same product must be somehow bundled together. The outside of each mixed master carton must have the following information:

- Vendor name
- Big Game International PO number
- A UPC (barcode), MSI, and quantity of each item in the mixed master carton

### **C. Inner Pack Carton**

The inner pack carton is the smallest carton used and contains multiple selling units of the same item (typically 6 or 12 of an item). An inner pack carton cannot contain more than one type of SKU. The outside of each inner pack carton must have the following information:

- Vendor name
- Item number, style number, or factory number
- Total quantity contained in the inner pack carton
- A scannable UPC (barcode) for the item contained in the inner pack carton
- Any applicable expiration dating

### **D. Individual Item Labeling**

UPC barcodes must follow the prescribed standards established by the Uniform Commercial Code (UCC). Each item or selling unit must contain the following information:

- Item number, style number, or factory number
- UPC (barcode) for that individual item
- A warning label for all hazardous material must be displayed on the package of the individual selling unit.

As technology and our customer's requirements change, so may the requirements put forth in this Compliance Guide. Big Game International has received requests for sensoring, but it is not a vendor requirement at this time. Please be aware that this may change in the future and should be considered in future packaging design.

### **E. Defective Packaged Product**

Defined as poor quality packages that are not salable due to inadequate gluing, stapling, sealing, or the use of a lightweight container that is not conducive to the weight and/or size of the product. This type of product will be sent back collect to the manufacturer on a Return Authorization Number with a handling charge assessed. This handling charge is a percentage of the return value. **All liquids must have an induction or shrink cap seal under the regular cap, and meet DOT (Department of Transportation) shipping requirements.**

### **III. Universal Product Code (UPC)**

Technology has demanded each individual selling unit needs a UPC barcode identifying the unit and product. It must be the correct size mandated by the Uniform Commercial Code (UCC).

If you do not have or are unclear about UCC standards, contact the UCC for direction via the Internet at [www.uc-council.org](http://www.uc-council.org) or by phone at (937) 435-3870.

- A. Each item or selling unit must have a correct and scannable UPC barcode.**
- B. UPC labels cannot be obstructed in any way.**
- C. Each master carton must have the UPC label of the item on the outside of the carton. Recall that a master carton cannot contain more than one type of SKU, but rather contains several inner packs of the same item.**
- D. Each mixed master carton must have the UPC label and quantity of each item in the carton.**

Using the correct UPC barcode for a given item is extremely critical and required for proper receipt of an item. As previously stated, effective September 1, 2011, a scannable SCC-14 UPC must be on all Master and Inner Pack Cartons. An incorrect or missing UPC on an item will result in the return of the merchandise to the vendor at the vendor's expense and/or a noncompliance charge in addition to a handling charge.

### **IV. Delivery Dates**

Big Game International and all retail customers operate with Just-In-Time (JIT) inventory. The timing of inventory receipts in a JIT environment is critical. Therefore, Big Game International will have inventory receipt "windows" for its POs. Any closed PO that needs to be reopened due to a missed shipping window is subject to a \$250.00 fine.

The shipping window to Big Game International is one week prior to the scheduled receipt date through the cancellation date for the entire purchase order. All purchase orders and balances will be canceled on the cancellation date. In the event the delivery date cannot be achieved by the cancellation date, contact the Big Game International Category Management Department at (847) 715-1243 at least two weeks prior to the cancellation date to receive direction.

Any shipment received prior to the shipping window will be received. However, a fine of 3% of your invoice will be deducted from our payment.

Any shipment received after the cancellation date will be refused and returned to the vendor at the vendor's expense. A fine of 3% of your invoice, a \$200 handling charge, and the cost of freight to return the product will be charged to the vendor.

Any PO to be shipped freight "collect" will ship complete unless otherwise directed by Big Game International. The shipper will pay the freight on all backordered items.

### **V. Carrier Routing Guide**

Big Game International strongly recommends using the carriers outlined in the routing guide. However, recommended carriers are required for all collect shipments. Routing guides are available on the Big Game International website ([www.biggameintl.com](http://www.biggameintl.com)).

Inbound collect shipments weighing between 1 and 200 pounds, or less than 20 cartons, should be shipped via FedEx Ground “3<sup>rd</sup> Party Collect” if the carton weights and sizes permit.

Inbound collect shipments exceeding 200 pounds or falling outside of the package size limits for FedEx Ground must be shipped via LTL. All LTL and truck load shipments must be palletized.

For small package 3rd party collect or drop shipments you must call for carrier routing instructions. Call the Operations Manager at (847) 715-1310 to receive direction within 24 hours.

Failure to follow the attached carrier routing guide will result in a chargeback of the additional freight charges as well as a \$600.00 non-compliance charge.

## **VI. Non-Compliance Charges**

In addition to the aforementioned fines, fixed non-compliance charges are as follows:

1st Occurrence: \$600.00  
2nd Occurrence: \$800.00  
3 or more: \$1,200.00 per occurrence

NOTE: Fines are subject to change if the actual cost to correct the error(s) exceeds the above charges. The revised fine will include the fine plus the actual cost to correct the error.

## **VII. Summary of Fines**

- Any shortage or overage will result in a \$50.00 fine per incorrect line item.
- Any closed PO that needs to be reopened due to a missed shipping window is subject to a \$250.00 fine.
- Any shipment received prior to the shipping window will be received. However, a fine of 3% of your invoice will be deducted from our payment.
- Any shipment received after the cancellation date will be refused and returned to the vendor at the vendor’s expense. A fine of 3% of your invoice, a \$200 handling charge, and the cost of freight to return the product will be charged to the vendor.
- Failure to follow the attached carrier routing guide will result in a chargeback of the additional freight charges as well as a \$600.00 non-compliance charge.

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2nd Occurrence: \$800.00

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NOTE: Fines are subject to change if the actual cost to correct the error(s) exceeds the above charges. The revised fine will include the fine plus the actual cost to correct the error.