

PACKING & LABELING

General Carton Packing and Size Requirements

- Make sure each carton contains merchandise for only one purchase order (9 digit PO).
- Coordinated tops and bottoms being sold separately must be packed in separate cartons. The tops and bottoms will be identified separately on the PO.
- Coordinated tops and bottoms being sold as a set must be poly bagged together. The tops and bottoms will be identified together on the PO.
- Shoes must be one box deep and in the same direction with the shoebox labels facing the top of the carton.
- All import shoeboxes must have a MicroPak mold sticker in each box, and are highly recommended for domestic shoeboxes.
- Do not use unnecessary materials that will require removal (Example: staples, pins, excessive tape, clips, tiebacks, excessive tissue paper, cardboard, removable foam, loose fill “peanuts”, straw, fiberglass, hard plastic, newspaper, etc.) Do not use empty merchandise boxes as fillers.
 - All merchandise shipped to Burlington Stores must be shipped in conveyable corrugated cartons. Do not use envelopes or bags of any kind.
 - Structurally, the corrugated box should be a minimum 32 ECT (edge crush test) for cartons weighing less than 30 lbs. and a minimum 40 ECT for cartons weighing over 30 lbs.
- All conveyable merchandise will be moved throughout the DC on a conveyor system and should be packed to prevent any damage to the product.
- The use of straps or bands on cartons is not permitted.
- Use a shipping carton that fits the item. Ideally merchandise should be packed ¼” below the top of the carton. Do not over/under pack cartons.
- Cartons outside the minimum or maximum dimensions/weight are considered non-conveyable.

Minimum/Maximum Carton, Size, & Weight Limitations:

	Length (inches)	Width (inches)	Height (inches)	Weight (pounds)
Minimum	9”	9”	3”	1 lb.
Maximum	53”	30”	32”	75 lbs.

Goods that fall outside of these tolerances require special handling and should be identified prior to scheduling an appointment by contacting the Vendor Relations department.

Fragile Merchandise

- All fragile and breakable items (glassware, crystal and gift items) must be packaged adequately to protect merchandise from breakage. Use corrugated packing materials of at least 225# and a container that will prevent product movement and breakage. If you are unsure about your packaging, please contact the Vendor Relations department about submitting a sample package for review.
 - Burlington Stores will not be responsible for damages of fragile items during transit.
 - Cartons must be marked “**FRAGILE**” either with preprinted markings or with labels.
- Please comply with all hazardous materials handling, labeling and documentation.

- Burlington Stores encourages the use of “environmentally friendly” packing materials whenever possible.
- Shipments containing concealed damaged or defective merchandise will be subject to expense offsets.

Carton Sealing

- All cartons (top and bottom) must be sealed with packing tape.
 - All tape must be moisture/temperature resistant and have an adhesive quality that resists drying while in transit.
- Do not consolidate or seal with bands, staples, strings, straps or any sealant other than tape.

Purchase Order Types

Burlington Stores currently supports the following types of purchase orders:

- Pack by Style/Bulk
- Pre-Packs
- Ship-to Mark-for
- Direct to Store
- GOH

It is expected that the goods arrive packed as ordered. If there is a question regarding the order type, please contact the Vendor Relations department.

PACK BY STYLE/BULK ORDERS:

Orders generated that are coded “pack by style” and are to be delivered to Burlington Stores’ distribution center for allocation by style, color, and size are defined as bulk.

- A carton can only contain one SKU/UPC. This means one style, one color, and one size packed loose in a carton.
- Do not combine or mix purchase orders in the same carton.
- Do not mix sizes, styles, or colors in the same carton.

PRE-PACK ORDERS:

- All "pre-pack" orders must be packed as defined on your PO. Broken packs are not acceptable.
- Cartons must be marked with the pre-pack detail/breakout printed on the UCC-128 labels.
- Pre-packs must be packaged in poly bags and bundled as one unit (bundle hangers with string, twine, or rubber bands).

Burlington generates two types of pre-pack orders:

Inners

- Defined as multiple pre-packs packed in a master carton
- Cartons can contain as many bundled pre-packs that will fit in the carton without exceeding carton dimensions.

Shippable

- Defined as one pre-pack packed in a master carton

SHIP-TO MARK-FOR ORDERS:

Vendors must pass EDI testing before they can process and ship orders packed by store and shipped to one of our distribution centers. To initiate testing, please contact edi.support@burlingtonstores.com.

- Burlington Stores will generate a pre-distributed PO when shipping packed by store/shipped to DC.
- Orders generated will indicate “ship to DC, pack by store.”
- Vendors will receive a store distribution with the (850) purchase order.
- Pack according to the store distribution, placing a unique UCC-128 label on each carton.
 - Be sure to address the carton with the designated DC and mark with the appropriate store number.
- It is recommended that all pack by store/ship to DC orders be pre-ticketed.

DIRECT TO STORE SHIPMENTS:

- Burlington Stores will generate pre-distributed POs when shipping directly to stores.
- Pack and label each store separately using Burlington Stores’ UCC-128 labeling standards.
- All freight for direct to store shipments is to be pre-paid by the vendor unless approved by the Director of Vendor Relations.
- When shipping orders for new stores whose addresses are not yet available, please follow the instructions outlined at www.burlingtoncoatfactory.com/vendors.

GOODS ON HANGERS SHIPMENTS (GOH):

- GOH freight is defined as merchandise that needs to be transported in a special hanging vehicle.
- All vendors must ship GOH merchandise on a GOH trailer with no cartons. Please note GOH merchandise is only accepted at Burlington Stores’ east coast distribution centers.
- Do not combine GOH and flat packed cartons on the same trailer.
- Garments must be loaded in the GOH trailers with PO, style, color, and size integrity.
- Bill of lading (BOL) and UCC-128 labels must be attached to the lead garment of each trailer.
- Protective covering is required for GOH merchandise. All garments are to be individually covered with a poly bag. Poly bags must cover the neck and shoulders of each garment and must be at least 3 inches longer than the garment.

General Labeling Requirements

- All labels must be consistently applied to the longest side of the carton.
- Labels must be visible and readable.
- If utilizing carton markings in lieu of a carton content label, do not cover the carton detail with the UCC-128 label.
- Carton numbers must be unique across all distribution center ship to locations. A carton number can only be sent via EDI one time within 365 days, regardless of the ship to location.

UCC-128 CARTON LABEL REQUIREMENTS:

- UCC-128 labels must be scannable.
- The UCC-128 label must be located in the lower right-hand corner of the longest side of the carton.
- Labels should be placed on the side parallel to the flap seam on cartons when the length and width are identical.

- The bottom edge of the barcode should be located 1.25 inches from the bottom of the carton.
- The outer edge should be no closer than 1.25 inches and no greater than 3.0 inches to the edge of the vertical face.
- There should not be any tape, marking, or additional labels covering any part of the UCC-128 label.
- UCC-128 labels must be printed on 4" x 6" adhesive shipping labels, and should never be printed on plain paper.
- UCC-128 labels should be applied without any wrinkles or marks running through the bar code symbols.
- Pallet level UCC-128 labels are not acceptable.

If the carton is 6 or more inches in height, place the vertical label on the side of the carton as shown below.



If the carton is less than 6 inches in height, the label may be overlapped from the top to the side of the carton as long as the barcode is not folded. See example below.



CARTON CONTENT LABEL REQUIREMENTS:

- Separate carton content labels are required when carton content information does not fit on the UCC-128 label. Carton content labels are to be placed to the left of the UCC-128 label on the same panel of the carton.
- Cartons that are pre-printed with accurate carton contents (style, color, size, quantity) do not need additional carton content labels.

ODD CARTON LABEL REQUIREMENTS:

- Only 1 odd carton is allowed per 9 digit PO.
- An **"ODD CARTON"** label is required on pre-pack POs for cartons with either less or more units than the standard pre-pack used for the rest of the shipment.

ADDITIONAL LABEL REQUIREMENTS:

- When 2 or more labels are needed to meet Burlington Stores' requirements, labels must be placed side by side and not cover any required information.
- Any additional labels, when required, must be placed on the same side of the carton as the UCC-128 label.
- Labels must not overlap or cover the UCC-128 label or PO, style, color, size, and quantity markings.
- Label stickers must be large enough to be clearly identified (no less than 3" x 4" in size) with the exception of the UCC-128 size requirement of 4" x 6".

Printable templates for the below additional labels are located on our vendor website at www.burlingtoncoatfactory.com/vendors under the Compliance tab:

- Heavy Carton
- Grand Opening Event
- Fragile
- Queuing Merchandise
- Odd Carton
- Black Friday Merchandise
- Ad Merchandise
- Holiday Merchandise
- Cosmetics