

DOMESTIC SHIPPING AND SCHEDULING

Standard Vendor Conditions

The below requirements are mandatory when shipping to any Burlington Stores Location.

General Requirements

- ASN must be sent a minimum of 24 hours prior scheduled appointment (excluding weekends.)
- Two copies of a properly executed [Bill of Lading \(BOL\)](#) must be included per shipment.
- The only acceptable proof of delivery is a BOL signed/stamped by Burlington receivers.
- All drivers must follow Burlington's driver check-in procedure at the gates of its facilities. The check-in procedure expects all drivers to sign the "Receiving Stamp Template" and "Trailer Inspection Form" that is filled out by Burlington yard security.
- Perishable merchandise requiring temperature control must be delivered prepaid by the vendor.
- Direct import vendors (in which Burlington is the Importer of Record) [click here for additional import standards](#).

Freight Terms

- Collect orders are orders in which Burlington is responsible for any portion of the freight costs. A Routing request must be submitted via the [TMS system](#).
- Prepaid orders are orders in which the vendor is responsible for all freight costs. An Appointment Request form must be submitted to our scheduling department.

Burlington only accepts ownership of goods after systematic receipt of the PO, not at the gate.

Prepaid Shipments

Delivery Windows

Burlington Stores utilizes the purchase order dates exactly as they are shown in your EDI (850) PO transmission. The two dates on the purchase order are:

- Do Not Deliver Before
- Do Not Deliver After

These two dates represent the delivery window of the purchase order and are the only dates Burlington will recognize. Merchandise must arrive at your designated location(s) within your delivery window noted on your purchase order. Merchandise delivered after the delivery window risks refusal. If you cannot meet your delivery window, please reach out to your buyer to request approval for an extension.

Appointment Scheduling

All DC PO's are handled by our central scheduling office. Appointments are made via e-mail only at the following addresses:

East Coast bcf.scheduling.east@burlingtonstores.com **609-387-7800 x73027**

Prepaid freight vendors using their own carrier must abide by the DC appointment process in order to meet the Burlington delivery window. Appointment request(s) must be submitted per the latest version of the PO. Burlington will only accept appointment requests submitted on the Appointment Request Form found on the [Freight tab of our vendor website](#). Verbal or email consent is not sufficient. Delivery location will be provided with the appointment confirmation, along with date and time. Any adjustments to carton counts must be submitted to Burlington at least two days prior to the scheduled appointment date if a delivery appointment has already been confirmed.

Burlington recommends appointments requested be made a minimum of 2 days in advance of the Do Not Deliver Before Date. The appointment number provided by the Scheduling department is to be used for check-in at the security gate on the delivery date. For pre-paid merchandise, the vendor assumes responsibility for the carrier’s actions.

Delivery Procedures

Each delivery requires its own appointment and ASN. When multiple trailers are required, each additional trailer will require its own PRO/appointment number, unique BOL, and ASN.

Merchandise on pallets should be annotated as palletized on the Burlington Appointment Scheduling Form.

Live unload appointments are considered “on-time” when checked in at the gatehouse no earlier than one hour prior to or one hour later than the scheduled appointment time.

Delivery vehicle bed height must be a minimum of 43 inches (not to exceed 63 inches) and create a seal between the vehicle and loading dock (by use of bridge plate) when parked at the warehouse door. Maximum door dimensions are approximately 119 inches high x 108 inches wide. A minimum ground clearance of 12 inches is required for doors with a trailer lock. Delivery by non-commercial vehicles such as cars, vans, SUVs, and pick-up trucks is highly discouraged; however, goods can be received if carrier/ delivery driver agrees to terms listed in [BCF Waiver Letter](#).

Shipment Frequency

Shipment Type*	Recommended Method	Maximum Frequency
Less-than-truckload (LTL)	Consolidated	2x/week
Small Parcel (Under 249 lbs. & 10 cartons or less total per 7 digit PO)**	FedEx to the location on the PO	2x/week
Truckload/multiple truckload	Direct	Unlimited for each PO

** From any one location/origin to the Burlington Stores distribution center or any pre-consolidation points*

***An appointment is not required for small parcel shipments, but must arrive within the delivery window on the purchase order.*

Freight Consolidation

Freight Consolidation of LTL (less than truckload) shipments provides benefits for Burlington and our vendors through reductions in freight costs and total deliveries.

Local (East and West Coast) Consolidation

Prepaid LTL shipments should utilize Burlington's local consolidation carriers when possible:

All Cartage	310-970-0600 x105
City Garment	310-223-1010 x10
Jay Dee	201-332-7200

Small Parcel Shipments to the DC of 1-249 lbs.

A maximum of 10 cartons are permitted per seven digit purchase order. An appointment is not required for small parcel shipments when shipping 10 cartons or less to the DC, but must arrive within the delivery window on the purchase order.

Direct to Store Shipping Rules

The current list of store numbers and addresses is located under the Locations/Contacts tab at www.burlingtoncoatfactory.com/vendors.

Shipments of 1 to 249 Lbs. to One Store Location:

If the Burlington PO freight terms state pre-paid (vendor pays for freight) ship via a small parcel carrier.

Shipments of 250 Lbs. or More to One Store Location:

If the Burlington PO states pre-paid (vendor pays for freight), reach out to our scheduling department by emailing bcf.scheduling.east@burlingtonstores.com, bcf.scheduling.west@Burlingtonstores.com, or calling (609) 387-7800 x73027 or x73024.

Air Freight Policy:

Burlington will not pay for any air freight cost, including the cost to deliver to the DC that is not authorized by the Director of Vendor Relations. Burlington will consider all violations of our air freight policy as an assumption of all freight costs by the shipper.

Collect Shipments

General Routing Rules

All collect PO's must submit a routing request into the Transportation Management System (TMS) to obtain a routing confirmation number, regardless of the size of shipment. Routing must be submitted at least three days prior to the "Do Not Deliver Before Date (DNDB)" in order to be compliant with Burlington requirements. The routing department books shipments based on accurate shipping information and vendor's "Ready to Ship" date. This date is expected to be within parameters the delivery window, allowing for processing and transit time.

In order to be compliant in the shipping process, all requests should be submitted during standard business hours (8:00am-4:00pm EST) at least one day prior to desired "Ready to Ship" date. The "Ship Ready Date" is the date the goods are ready to be picked up by Burlington's carrier. Same day pickup cannot be guaranteed.

Shipment Planning:

Each routing/shipment request should not exceed a planned maximum of 3,500 cubic feet when floor loaded, 26 non-stackable pallets, or 52 stackable pallets.

It is critical for all vendors to submit accurate pallet counts/cubic feet measurements for each shipment. When possible, Burlington utilizes long-haul consolidation to maximize transportation efficiency. In some scenarios, vendors' merchandise will be consolidated with another vendor's merchandise from a different pick-up location.

Freight and Delivery Costs:

Burlington will not pay any re-delivery cost if the shipment must be rescheduled after the PO cancellation date is adjusted. Any additional freight charges will be debited from the vendor invoice. No Cash on Delivery (COD) shipments are permitted. Burlington will not pay additional transportation fees for improperly submitted routing requests.

Freight Costs and Fees:

All freight costs relating to shipments of sample merchandise are at the vendors' expense. Burlington will not pay any freight cost or additional charges that are added to a merchandise invoice and/or invoiced separately.

Do not insure collect shipments unless specifically instructed to do so in writing by Burlington.

Expense offsets and related costs will be issued for non-compliance with Burlington's freight terms and policies.

Delivery Windows

Burlington's delivery window is found on your EDI (850) PO transmission. The two dates on the purchase order are:

- Do Not Deliver Before
- Do Not Deliver After

These two dates represent the delivery window of the purchase order and are the only dates Burlington will recognize. Merchandise must arrive at our distribution centers within the purchase order delivery window. Burlington may refuse any pickups that miss the Do Not Deliver After date. If you risk missing the delivery window, please reach out to the appropriate contact within the PO team to seek approval for an extension on your PO.

Any adjustments to carton counts must be submitted to Burlington at least two days prior to the scheduled appointment date if a delivery appointment has already been confirmed.

Routing Request**Submission Process:**

All routing requests must be submitted through our Transportation Management System (TMS.) All new vendors are automatically enrolled. Questions regarding enrollment can be directed to TMS support team at 609.387.7800 x73350 tms.support@burlingtonstores.com.

All requests should receive a response within 48 hours of time of submission (excluding weekends). If a response is not received back from Burlington within this timeframe, please contact the Routing Department (609-387-7800 x72181 or 72182 or routing.request@burlingtonstores.com) to verify your request was received.

Below information is required for all Ready to Ships in TMS:

1. Burlington PO # (at the 9 digit level)
2. Ship Ready Date
3. Quantity of cartons
4. Total weight of shipment
5. Total size of shipment in cubic feet
6. Number of pallets (if palletized)

Please note one “Ready to Ship” is equal to one shipment. Do not enter multiple “ready to ships” for PO’s being shipped on the same truck.

Once the routing confirmation has been provided, it is the vendor’s responsibility to contact the carrier immediately to schedule pickup. It is mandatory for the vendor to use the assigned carrier. The scheduling of the delivery appointment is then handled by Burlington’s carrier.

FedEx Ground (Small Parcel) Shipments to the DC of 1 to 249 Lbs.

If FedEx has been assigned as your carrier, please follow the “FedEx Services” instructions found at www.burlingtoncoatfactory.com/vendors, under the “Freight” tab. A maximum of 10 cartons are permitted per seven digit purchase order. An appointment is not required when shipping 10 cartons or less to the DC, but must arrive within the delivery window on the purchase order.

Delivery Procedures

Each delivery requires its own appointment and ASN. When multiple trailers are required, each additional trailer will require its own PRO/appointment number, unique BOL, and ASN.

Freight Consolidation

All freight costs incurred by Burlington for collect PO’s due to non-consolidation in the transport of merchandise from the vendor to Burlington’s DC will be charged back to the vendor’s account.

Small Parcel Shipments to the DC of 1-249 Lbs.

A maximum of 10 cartons are permitted per seven digit purchase order. An appointment is not required for small parcel shipments when shipping 10 cartons or less to the DC, but must arrive within the delivery window on the purchase order.

Please note Collect PO’s in this category will still require a routing request.

Direct to Store Shipping Rules

The current list of store numbers and addresses is located under the Locations/Contacts tab at www.burlingtoncoatfactory.com/vendors.

Shipments of 1 to 249 Lbs. to One Store Location:

If the Burlington PO states that Burlington pays all or part of the freight cost, ship FedEx Ground collect.

Shipments of 250 to 3,999 Lbs. or More to One Store Location:

If the Burlington PO states that Burlington pays all or part of the freight cost, ship collect using the [BCF Preferred LTL Carrier Chart](#).

All Shipments

DC Ship-To Locations

Since Burlington is a source-based network, our vendors should be shipping to the DC that is closest to the shipment point of origin.

Ship-To DC	California DC	New Jersey DC
Ship- From State	AZ	All other states.
	CA	
	CO	
	ID	
	MT	
	NM	
	NV	
	OK	
	OR	
	TX	
	UT	
	WA	
	WY	

If a PO is written with a DC that is not closest to where the merchandise is shipping from, please contact the appropriate PO team as soon as possible to have the PO corrected.

Please note, all GOH merchandise shipping on a GOH trailer, should only be shipped to 1830 Route 130, Burlington, NJ.

Load Quality**All Loads:**

It is the vendors' responsibility to tender their freight to the Burlington distribution centers with PO style/color/size integrity.

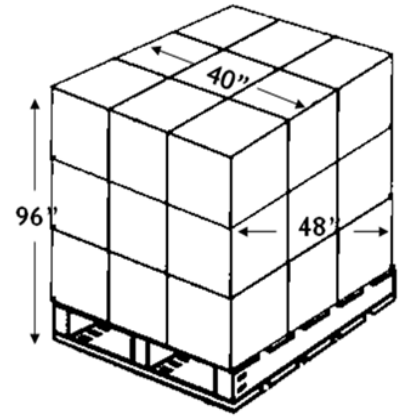
In order to expedite less than truckload (LTL) shipments (pre-paid or collect), we recommend your order be palletized. All shipments should be shipped as efficiently as possible. Multiple LTL shipments should be consolidated into truckload quantities when possible.

Floor Loaded Full Trailers:

- Must be loaded with labels facing outward toward the door of the trailer.

Palletized Loads:

- Must be loaded (stacked) by PO, style, color, and size integrity.
- Each pallet must be identified as follows: *PO # Pallet 1 of 6, 2 of 6, etc.*
- All carton labels must be facing outward and cartons securely shrink-wrapped to the pallet.
- Multiple POs within the same pallet must have a clearly visible separator to indicate the end of an order at the 9 digit level.
 - Combining multiple POs on 1 pallet is encouraged.
- Pallets must be constructed of wooden material (or stronger) with dimensions not to exceed 40" in width and 48" in length, and 96" in height. (Does not include pallets used for oversized merchandise, such as cribs, etc.)
 - Please stack pallets to maximum height
 - Empty filler cartons are not permitted on pallets
 - Shipments should be planned for a maximum of 26 non-stackable/ 52 stackable pallets



Direct to Store Routing and Shipping Rules: Alaska

(Does not apply to DC shipments)

All shipments to Burlington's Anchorage, Alaska stores (#167 and #819) must be addressed and shipped as stated in this policy. There should be no direct shipments via FedEx to any Alaska store.

Freight Systems is the consolidator for Burlington's Anchorage, Alaska stores (#167 and #819). All merchandise should be shipped at least fourteen (14) days before the "Do Not Deliver After Date" on your purchase order.

Small Shipments from 1 to 249 Lbs.

Ship via FedEx to the consolidator. All cartons must be addressed as follows:

Store #____/ Anchorage, Alaska
 C/O Freight Systems
 21818 76th Ave. S
 Kent, WA 98032

Medium Shipments Over 250 to 3,999 Lbs.

Ship via YRC to the consolidator. All cartons must be addressed as follows:

Store #____/ Anchorage, Alaska
 C/O Freight Systems
 21818 76th Ave. S
 Kent, WA 98032

Oversized Cartons

Cartons that measure more than 130 inches of length plus girth, or weigh more than 150 lbs. each, ship via YRC direct to store #167, #819.

- The length is defined as the longest side of the package.
- The girth is defined as the measurement around the thickest part of the package.

The BOL for the shipment and all cartons must be addressed as follows:

Burlington Stores, Inc. #167
 South Plaza - Suite C

Burlington Stores, Inc. #819
 3101 Penland Parkway

1920 W. Diamond Blvd.
Anchorage, Alaska 99515

Suite M-02
Anchorage, Alaska 99508

Direct to Store Routing and Shipping Rules: Puerto Rico

(Does not apply to DC Shipments)

Non-Perishable

This policy is for the following stores only. All shipments must be addressed and shipped as stated in this policy.

#574 Rio Piedras, PR	#779 Bayamon, PR	#841 Cayey, PR
#595 Caguas, PR	#803 Manati, PR	#842 Ponce, PR
#764 Canovanas, PR	#818 Bayamon, PR	#849 Bayamon, PR
#771 Ponce, PR	#833 Humacao, PR	#854 Caguas, PR

There should be no direct shipments via FedEx to any Puerto Rico store. Ship all merchandise at least 14 days before the “Do Not Deliver After Date” on your purchase order.

Small Shipments from 1 to 249 Lbs.

Ship via FedEx to the following address:

Store # ____ / “City”, PR
C/O Burlington Stores, DC 53
4287 Route 130 South
Door PR 20 & 21
Edgewater Park, NJ 08010

Medium Shipments Over 250 to 3,999 Lbs.

Ship via Burlington Stores Preferred LTL Carrier Chart to the following address:

Store # ____ / “City”, PR
C/O Burlington Stores, DC 53
4287 Route 130 South
Door PR 20 & 21
Edgewater Park, NJ 08010

Perishable (i.e. food, cosmetics, etc.)

Shipments requiring temperature control must be delivered prepaid by the vendor to the consolidator. Prior to shipping, please send notice of the number of cartons & weights of shipment, along with the purchase order number(s) to international.transportation@burlingtonstores.com (Do not call Burlington’s Routing Department).

Cartons are to be marked with the store number and complete address, they will not be shipped direct to stores without this information.

The current list of store numbers and addresses is located under the Locations/Contacts tab at www.burlingtoncoatfactory.com/vendors. All Puerto Rico store numbers are listed below.

Deliveries are to be made to the following points:

Shipments originating from the states of AZ, CO, ID, MT, NM, NV, OR, UT, WA & WY

Ports of Los Angeles and Long Beach:

Lynden International
780 Watson Center Road
Carson, CA 90745
Attn Stuart N.
Tel- 310-258-1039

Shipments originating from all other states:

Ports of New York/New Jersey/Pennsylvania

Delaware Avenue Enterprises (located on Packer Ave Marine Terminal)
3301 S Columbus Blvd
Philadelphia Pa 19148
Contact person is Tina Schiliro

#574 Rio Piedras, PR	#779 Bayamon, PR	#841 Cayey, PR
#595 Caguas, PR	#803 Manati, PR	#842 Ponce, PR
#764 Canovanas, PR	#818 Bayamon, PR	#849 Bayamon, PR
#771 Ponce, PR	#833 Humacao, PR	#854 Caguas, PR

Vendor Direct Delivery Duty Paid (DDP)/ POE Shipment Guidelines

All containers must be routing through the discharge ports shown below:

DISCHARGE PORT	TYPE	DISTRIBUTION CENTER ADDRESS:
Ports of NY/NJ	ALL Commodities - EXCEPT Garments on Hanger	Burlington Stores, Inc. DC-53, 4287 Cooper Street & Route 130 South, Edgewater Park, NJ 08010
Ports of NY/NJ	Garments on Hanger	Burlington Stores, Inc. DC-1, 1830 Route 130 North, Burlington, NJ 08016
Ports of Los Angeles/Long Beach	ALL Commodities - EXCEPT Garments on Hanger	Burlington Stores, Inc. DC-512, 570-A East Mill Street, San Bernardino, CA 92408

GENERAL DDP/ POE GUIDELINES

- Accurate ASNs properly associated to UCC-128 labels must be provided as soon as possible after the vessel sailing from the port of loading, but not less than 5 days prior to arrival at the delivery port. ASN's must be submitted at the container level (1 ASN for each container).
- Containers must only contain Burlington merchandise.
- Each PO must be loaded completely before loading the next PO. Do not mix PO's within the container.
- Carton labeling requirements for DDP and POE shipments are the same as Burlington's domestic carton labeling requirements.
- The carton markings should include the "Country of Origin".
- Burlington requires a minimum of 10 days free time off the port prior to per diem charges. Burlington will not accept any responsibility for merchant haulage "free time" or per diem charges prior to 10 days free time.
- POE shipments must be Full Container Load (FCL) only, no Less than Container Load (LCL) shipments will be accepted on a POE basis. Any LCL shipments must be shipped DDP prepaid to the Burlington Stores DC and follow normal domestic scheduling procedures, as outlined on pg. 3-3.
- All "Air Freight" shipments must be shipped DDP to the Burlington DC under the Burlington Stores normal domestic freight rules as outlined on pg. 3-6.

DDP (Door Deliveries)

Burlington accepts DDP shipments when the vendor is also the Importer of Record to our DCs in San Bernardino, CA and Edgewater Park, NJ. The vendor must land the container(s) at the port of destination, clear US Customs, and deliver the shipment to our DC, all at the total cost of the vendor. Title of the goods passes to Burlington Stores after receipt in the DC (FOB Destination).

Email copy of the Delivery Order (DO) and Burlington Container Worksheet (Forms, page 4 click on [Container Worksheet](#)) to international.transportation@burlingtonstores.com to confirm that the container can be dropped at the Distribution Center. A container worksheet is required for each container shipped, and must be submitted at least 5 days prior to arrival at the delivery port. No container deliveries will be scheduled without this paperwork being submitted in advance of the scheduled pickup.

For DDP shipments, the vendor must notify their designated drayage carrier to make an appointment with Burlington Scheduling department to pick up the container after it clears customs and is released by the ocean carrier. The vendor/trucker must then deliver to the Burlington DC on the designated appointment date.

APPOINTMENT SCHEDULING

All DC POs are handled by our Central Scheduling Office. Appointments are made via e-mail only at the following addresses:

East Coast (Edgewater Park, NJ) bcf.scheduling.east@burlingtonstores.com

West Coast (San Bernardino, CA) bcf.scheduling.west@burlingtonstores.com

Appointments will be assigned within 24 hours of receipt of the appointment request. A copy of the Container Worksheet or the BCF Appointment Scheduling Form must be included on the e-mail request. The carrier is responsible for making an appointment in a timely manner but not less than 3 days prior to the Last Free Day (LFD).

Burlington recommends that shipments be tendered to the carrier 5 days in advance of the Do Not Deliver After Date to account for appointment scheduling and port delays.

The driver must provide BOL/ Delivery Order with Burlington PO numbers and carton counts listed or container will be refused. At the time of delivery at the DC the driver must check in at the Receiving Office and leave a contact name and phone number for notification when the container is empty for drop deliveries. DC Yard is open 24 hours a day/ 7 days a week for empty container pickup.

The vendor is responsible to pick up all empty containers from the DC within 24 hours of the scheduled appointment time.

For container drop deliveries, Burlington requires at least 10 free days off port prior to per diem charges. Burlington will not be responsible for any charges on "Door" Moves.

For any questions regarding DDP shipments, please email all inquiries to international.transportation@burlingtonstores.com.

POE

Burlington will accept POE container shipments to our DCs in San Bernardino, CA or Edgewater Park, NJ from pre-approved qualified vendors (when the vendor is also the Importer of Record). The vendor must land the container(s) at the port of destination, clear US Customs, pay all ocean freight charges, and any Pier Pass (TMF), Clean Truck Fees (CTF), or any Customs or FDA/Hold Exams.

For FCL (Full Container Load) Shipments of Burlington freight, you will need to submit the following documents to international.transportation@burlingtonstores.com:

- All POE vendors must complete a Burlington Container Worksheet (Forms, page 4 click on [Container Worksheet](#)) for each container shipped, and submit it at least 5 days prior to arrival at the delivery port. No container deliveries will be scheduled without this being submitted in advance of the scheduled pickup.
- Delivery Order (DO)
 - Trucker for San Bernardino, CA is Lincoln Transportation, Inc. lincoln@lincolntransportation.net & maryo@lincolntransportation.net

- Trucker for Edgewater Park & Burlington, NJ is World Logistics USA, Inc. (mikeq@worldlogisticsgroup.com & annie@worldlogisticsgroup.com)
- Signed Copy by US Customs of the CF3461

Burlington will then process and schedule the trucker for pick up. Please allow 3 business days for pick up on FCL Shipments. Burlington is NOT responsible for:

- Delays due to cancelled Purchase Orders
- Purchase Orders shipped early
- Freight and/or charges not paid
- Demurrage charges resulting from Delivery Order not being received in a timely manner
- Storage, Handling, Pallet, or Forklift fees
- Customs or FDA/Hold Exams
 - Broker/Vendor should make any arrangements for movements pending any exam
 - Pier Pass Fees
 - Clean Truck Fees (CTF)

Please ensure all containers are loaded according to USDOT weight limitations and guidelines. Burlington will not be responsible for any fees/fines associated with the transportation of overweight containers.

For any questions regarding POE shipments, please email all inquiries to international.transportation@burlingtonstores.com.

Canada/ Mexico Shipments

Burlington does not route shipments from Canada or Mexico. Please make arrangements to deliver freight customs cleared to a warehouse on the US side of the border and request routing from that location by e-mail to routing.request@burlingtonstores.com .