



***Burlington Stores, Inc.***

***Domestic Vendor Partnership Manual***

Burlington Stores, Inc. does business as Burlington Coat Factory, MJM Designer Shoes, Baby Depot, Luxury Linens, Cohoes, and Modcraft.

# INTRODUCTION

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## ***Philosophy***

Burlington's supply chain is committed to providing our vendors and customers with superior service. Our goal is to give our customers a convenient, one-stop shopping experience by presenting a large assortment of current, high-quality, and name-brand merchandise at substantial discounts. With our redesigned vendor manual, we aim to simplify your experience as a value trading partner.

## ***Purpose of the Vendor Manual***

The purpose of Burlington's vendor manual is to keep our vendors informed of our policies, procedures, and expectations. This vendor manual is a set of guidelines we ask our vendors to follow. Following these guidelines will allow your products to flow through our distribution centers in a quick and efficient manner. This manual covers the requirements for shipping merchandise to Burlington, MJM Designer Shoes, Baby Depot, Luxury Linens, Cohoes and Modcraft.

It is important to review both our vendor manual as well as our vendor website prior to shipping to be sure that requirements are met. Please note that the information in this manual is subject to change and updated as needed. It is important that you check the online version of the manual found at [www.burlingtoncoatfactory.com/Vendors](http://www.burlingtoncoatfactory.com/Vendors) for the most up-to-date information.

Please review the requirements in this manual carefully. Failure to follow the requirements in this manual may result in delayed receipt of your goods, possible refusal of the shipment(s), as well as expense offsets to your company.

All vendors are encouraged to reach out to the Vendor Relations department to set up a meeting or conference call to discuss the requirements that are outlined in this manual. It is highly recommended that all new vendors participate in a Burlington Vendor WebEx upon setup. Details about WebEx's as well as our live Vendor Summits are sent out prior to the event and are also available on our Vendor Website under the "Vendor Summit Schedule" tab. For more information please contact the Vendor Relations department.

## ***Contacts***

### **Vendor Relations Department**

**609-387-7800 x73318**

[vendor.relations@burlingtonstores.com](mailto:vendor.relations@burlingtonstores.com)

Burlington has implemented a "Single Point of Contact" team to act as a liaison between the vendor and Burlington's internal departments to ensure that all of your inquiries are handled in a timely and efficient manner.

The Vendor Relations department can be contacted with questions regarding compliance, packing and labeling, hangers, tickets, size markers, EDI/Gateway, routing, invoices, checks, and deductions.

**Vendor Setup Department****609-387-7800 x73022**[vendor.setup@burlingtonstores.com](mailto:vendor.setup@burlingtonstores.com)

The Vendor Setup department can be contacted with any vendor setup or maintenance concerns including new account setup, vendor form completion, account updates, TMS (Transportation Management System) access, Gateway (web based EDI solution) access, and upcoming WebEx or Summit dates.

**EDI Department****609-387-7800 x73340**[edi.support@burlingtonstores.com](mailto:edi.support@burlingtonstores.com)

Burlington's EDI department provides technical support for Burlington's Gateway system, testing for traditional EDI, as well as technical support for the transmission of data and EDI mapping. This department can also assist with allowing Burlington access to your UPC catalog.

**Routing Department****609-387-7800 x72181 or 72182**[routing.request@burlingtonstores.com](mailto:routing.request@burlingtonstores.com)

Burlington's Routing department provides assistance with routing for collect and linear/volume shipments.

**Appointment Scheduling Office****609-387-7800 x73024 or 73027**[BCF.Scheduling.East@burlingtonstores.com](mailto:BCF.Scheduling.East@burlingtonstores.com)[BCF.Scheduling.West@burlingtonstores.com](mailto:BCF.Scheduling.West@burlingtonstores.com)

Burlington's Scheduling department provides assistance to your carrier in coordinating an appointment for delivery of shipments to one of our distribution centers.

**Trading Partner Portal**[www.tradingpartnerinsight.com/bcf/](http://www.tradingpartnerinsight.com/bcf/)

The Trading Partner Portal provides vendors the ability to view check remittances, view and download vendor compliance (VC) and freight (FRT) chargeback details, submit disputes, and view the status of those disputes. For login creation or assistance please send an email to the Vendor Relations department.

**FineLine Technologies****1-800-500-8687****US Support:** [support@finelinetech.com](mailto:support@finelinetech.com)**HK Support:** [support@finelinetech.com.hk](mailto:support@finelinetech.com.hk)

FineLine is Burlington's ticket provider. To order price tickets, log in to FineLine's website ([www.finelineglobal.com/FastTrak](http://www.finelineglobal.com/FastTrak)). For assistance, please contact them directly. Should you need further assistance, please reach out to the Vendor Relations department.

**Purchase Order Entry (POE)**

The Purchase Order Entry Team (POE) will assist you with any necessary changes to your purchase orders. Please copy your buyer on any emails addressed to the PO team.

[PO-Mens@BurlingtonStores.com](mailto:PO-Mens@BurlingtonStores.com)[PO-Home@BurlingtonStores.com](mailto:PO-Home@BurlingtonStores.com)[PO-Shoes@BurlingtonStores.com](mailto:PO-Shoes@BurlingtonStores.com)[PO-Accessories-handbags@BurlingtonStores.com](mailto:PO-Accessories-handbags@BurlingtonStores.com)[PO-Kids@BurlingtonStores.com](mailto:PO-Kids@BurlingtonStores.com)[PO-Accsry-IA@BurlingtonStores.com](mailto:PO-Accsry-IA@BurlingtonStores.com)[PO-Coats@BurlingtonStores.com](mailto:PO-Coats@BurlingtonStores.com)[PO-Ladies-JRS@BurlingtonStores.com](mailto:PO-Ladies-JRS@BurlingtonStores.com)

# EDI STANDARDS AND DOCUMENTS

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## **EDI Overview**

Burlington is committed to the use of Electronic Data Interchange (EDI) for all transactions including, but not limited to, purchase orders, Advance Ship Notices (ASN) and invoices.

## **EDI Setup Instructions**

New vendors are initially set up on Burlington's EDI Gateway system, which is a web-based EDI solution that allows vendors to receive POs, create UCC-128 labels, generate ASNs, and send invoices. New vendors will receive login information during their onboarding process. Please note Burlington provides the EDI Gateway system at no cost to vendors.

If a vendor already has internal EDI capabilities or currently uses a third party provider to access EDI documents, the vendor should reach out to our EDI team at [edi.support@burlingtonstores.com](mailto:edi.support@burlingtonstores.com) or 609-387-7800 x73340 to transition to your existing EDI solution or schedule EDI testing as quickly as possible.

## **EDI Specification Documents**

Burlington uses EDI X-12 v4010 standards. All current EDI specifications are available on our vendor website at <http://www.burlingtoncoatfactory.com/Vendors/EDI.aspx>.

- Specifications are updated annually, generally the first week of each calendar year. These updates are developed to support partners while minimizing impacts.
- Updated specifications are complete with "User Notes", "Comments", and "Release Notes". Please take the time to read "User Notes" provided within the specifications.
  
- **810 Invoice** - The Invoice (810) message is generated by the supplier to bill the buyer for products provided.
- **824 Application Advice** - The Application Advice (824) business message is used to report the acceptance, rejection, or acceptance with change of a trading partner's transaction as it applies to its data content.
- **850 Purchase Order** - The Purchase Order (850) is used by the buyer to advise the seller or broker of a request for the delivery of product.
- **856 Advance Ship Notice (ASN)** - The Advance Ship Notice/Manifest (856) is transmitted from the seller to Burlington to notify us of a shipment of product from the seller's plant or producing location.
- **860 Purchase Order Change Request-Buyer Initiated** - The Purchase Order Change Request can be used by a buyer to request a change to a previously submitted purchase order or by a buyer to confirm acceptance of a purchase order change initiated by the seller or by mutual agreement of the two parties.
- **997 Functional Acknowledgment** - The Functional Acknowledgment (997) is used to indicate the results of the business messages received by the EDI translation software.
- **GS1-128/UCC-128 Bar-Coded Shipping Label** - This label is used by the seller to communicate to the buyer's warehouse specific information related to the carton to which the label is attached. Complete information regarding the contents of the cartons is contained in the 856 Advance Ship Notice/Manifest (ASN).

## **The Solution Partner Program**

Burlington has created a third party solution partner program. Please contact our EDI team [edi.support@burlingtonstores.com](mailto:edi.support@burlingtonstores.com) or 609-387-7800 x73340 for more information.

## **856 Advance Ship Notice (ASN)**

Burlington requires an Advance Ship Notice (ASN) with carton level detail.

- All transmissions must arrive prior to the deadline in the Burlington's mailbox:

<b>Shipment Type</b>	<b>Arrival Deadline</b>
DC pre-pack, bulk, or GOH shipments (Live Appointment)	24 hours prior to arrival of goods (excluding weekends)
DC pack by store/mark for store orders (Live Appointment)	2 hours before appointment
DC pre-pack, bulk, GOH shipments, DC pack by store/mark for store orders (Drop Appointment)	7:00 AM the day prior to the appointment
Direct to store orders	Prior to store delivery

- Vendors may retransmit an ASN as long as they follow the resend requirements in the EDI specification document.
  - Vendors using Burlington's EDI Gateway will not be able to resubmit an ASN. Please notify [edi.support@burlingtonstores.com](mailto:edi.support@burlingtonstores.com) if you need to resubmit your ASN.
- When ASN issues are encountered, Burlington provides immediate feedback through the 824 Application Advice or 997 Functional Acknowledgment.
  - It is then the vendor's responsibility to review the 824 Application Advice or 997 Functional Acknowledgment and resend a corrected ASN as soon as possible.

## **997 Functional Acknowledgements**

Burlington sends a Functional Acknowledgement for every transaction received in real time.

- Functional Acknowledgments (997) confirm the delivery of information and document any formatting errors or loss of data.
  - Business messages with errors may be accepted or rejected.
  - Rejected messages must be corrected and re-transmitted by the sending party.
- Functional Acknowledgments (997) are automatically generated by Burlington's EDI translation software for transmission back to the sending party.
- Should the sending party not receive a 997, it is incumbent on the sending party to find out what happened to the message that was sent. The sending party should immediately contact their technical support team and the receiving party whenever a 997 is discovered to be missing.

## **GS1-128/UCC-128 Bar-Coded Shipping Label**



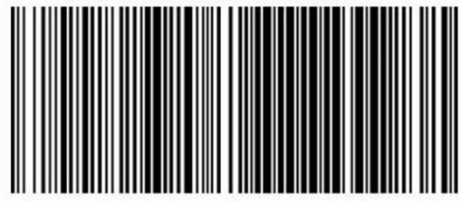
The GS1-128/UCC-128 bar-coded shipping label contains information relevant to a specific shipment/carton. Burlington has adopted the most current standards of the GS1-128/UCC-128 label format to form the basis for their shipping label standards.

**Basic Requirements:**

- All cartons shipped to Burlington’s distribution centers and/or stores are required to display a 4x6 GS1-128/UCC-128 bar-coded shipping label.
- The carton identifiers contained within the ASN must match those displayed on the shipping label.
- Carton IDs are expected to remain within Burlington’s supply chain for a period of up to one year; do not re-use carton ID numbers during any one year period.
- Style, color, size, and quantity information is required on the UCC-128 label.

**Sample image of GS1-128/UCC-128 Bar-Coded Shipping Label:**

*Note: This image is not scaled to size. Please reference the EDI specification documents for complete details regarding this label.*

<b>From:</b> COMPANY NAME 100 FRONT STREET YOUR TOWN, NJ 08075		<b>To:</b> <b>Burlington Stores</b> <b>1830 Route 130 North</b> <b>Burlington, NJ 08016</b>	
(420) SHIP TO POSTAL  (420) 32654		<b>Carrier Name:</b> Put Carrier Name Here (if known) Otherwise, put "UNKNOWN" <b>BOLD and in CAPS</b>	
<b>PO#: 12345789</b>			
STYLE	COLOR	SIZE	QUANTITY
ABCDEFGH	ABCD	ABCDEF	9999
Store Number <b>(92) 053</b> 		<b>Mark For:</b> <b>Burlington Stores</b> <b>Store 053</b> <b>1830 Route 130 North</b> <b>Burlington, NJ 08016</b>	
<b>(00) SERIAL SHIPPING CONTAINER</b> (00) 0 0886332 999999999 4 			



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# DOMESTIC SHIPPING AND SCHEDULING

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## ***Standard Vendor Conditions***

These rules apply to all shipments and must be used whenever your company is shipping products to any Burlington Stores location.

### **General Requirements:**

- One properly executed Bill of Lading (BOL) must be included per shipment. For collect shipments, please reference the routing confirmation number (CS1234567) on the BOL. For best practice, please submit 2 copies of your BOL.
- Direct import vendors (in which Burlington is the Importer of Record) [click here for additional import standards](#).
- Perishable merchandise requiring temperature control must be delivered **prepaid by the vendor. Burlington will not route refrigerated trucks.**

### **Freight Terms:**

- Burlington Stores' standard freight terms for all shipments are FOB destination. All exceptions must be reflected on the Burlington Stores PO.
- For collect orders, meaning Burlington Stores' PO freight terms state that Burlington Stores is responsible for any portion of the freight costs, the vendor must submit a routing request and be in full compliance of all freight policies outlined in this manual.
- For prepaid orders, where the vendor is responsible for all freight costs, the vendor is accountable for their house truck or carrier's compliance to the freight and delivery policies outlined in this manual.
- Burlington Stores only accepts ownership of shipped goods after receipt of the PO, not at the gate.

### **Freight Costs and Fees:**

- All freight costs relating to shipments of sample merchandise are at the vendors' expense.
- Burlington Stores will not be responsible for accessorial charges when the PO freight terms are prepaid.
- Burlington Stores will not pay any freight cost or accessorial charges that are added to a merchandise invoice.
  - All freight cost and accessorial charges will be deducted before payment.
  - Separate invoices for freight costs or accessorial charges will be returned as not payable.
- Do not insure collect shipments unless specifically instructed to do so in writing by Burlington Stores. Prepaid shipments may be insured at the vendor's expense.
- Expense offsets and related costs will be issued for non-compliance with Burlington Stores' freight terms and policies.

## ***Delivery Windows***

- Burlington Stores works with the purchase order dates exactly as they are shown in your EDI (850) PO transmission. The 2 dates on the purchase order are:
  - Do Not Deliver Before

- Do Not Deliver After
- These 2 dates represent the delivery window of the purchase order and are the only dates Burlington Stores will recognize. **Burlington does not use ship windows.** Be sure that your merchandise arrives at our distribution centers within the purchase order delivery window and is **not delivered** to a Burlington Stores DC or store beyond its **Do Not Deliver After** date.
- All routing or scheduling requests that miss the **Do Not Deliver After** date will be refused.
  - We have instructed our local consolidators in New Jersey (JayDee) and California (City Garment, ACT) to be strict in arranging pickups. They will 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.
- Prepaid LTL shipments that have been tendered to a Burlington Stores preferred carrier must be shipped to arrive within the Burlington Stores PO delivery window.
- Pre-paid freight vendors using their own carrier must abide by the DC appointment process in order to meet the Burlington Stores delivery window.
- Fulfill appointment request(s) per the latest version of the PO. All changes of the delivery window must be confirmed in the latest version of the PO. Verbal or email consent is not sufficient.
- Any adjustments to carton counts must be submitted to Burlington at least 2 days prior to the scheduled appointment date if a delivery appointment has already been confirmed.
- The vendor is liable for all costs associated with shipments that do not conform to the agreed upon delivery window.

### ***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
<b>Ship- From State</b>	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.



## Section 1: Shipping/Scheduling

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### ***Distribution Center (DC) Shipping Rules***

#### **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	<a href="mailto:bcf.scheduling.east@burlingtonstores.com">bcf.scheduling.east@burlingtonstores.com</a>	609-387-7800 x73027
West Coast	<a href="mailto:bcf.scheduling.west@burlingtonstores.com">bcf.scheduling.west@burlingtonstores.com</a>	609-387-7800 x73024

*\*\*Call to confirm receipt of e-mail if response email is not received within 24 hours\*\**

- Burlington Stores will only accept appointment requests submitted on the formatted sheet provided: [BCF Appointment Scheduling Form](#)
  - Delivery location will be provided with the appointment confirmation.
- The carrier is responsible for making an appointment in a timely manner. For pre-paid merchandise, the vendor assumes responsibility for the carrier's actions.
- Burlington Stores recommends that shipments be tendered to the carrier a **minimum** of 2 days in advance of **Do Not Deliver Before Date** to account for appointment scheduling.
- The appointment number provided by the Scheduling department is to be used for check-in at the security gate on the delivery date.

#### **DELIVERY PROCEDURES**

- Each appointment request requires its own Appointment Scheduling Form 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 such on the Burlington Stores 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 not consecutive days per 9 digit PO
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.

## LOAD QUALITY

### **All Loads:**

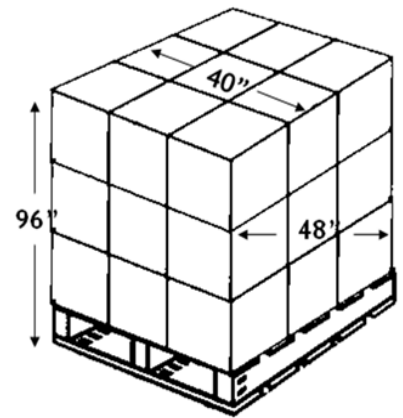
- It is the vendors' responsibility to tender their freight to the Burlington Stores distribution centers with PO style/color/size integrity.
- In order to expedite less than truckload (LTL) shipments (pre-paid or collect), we recommend your order be palletized.
  - All shipments should be shipped as 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 required to achieve shipping efficiencies, but should not jeopardize the integrity/condition of the product.
- 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



## ***Freight Consolidation – Trading Partners***

- Freight consolidation of LTL (less than truckload) shipments provides benefits for Burlington and our vendors through reductions in freight costs and total deliveries.
- All freight costs incurred by Burlington Stores for collect POs 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.

## **LOCAL (EAST AND WEST COAST) CONSOLIDATION**

### **WEST:**

All Cartage: 310-970-0600 x105

City Garment: 310-223-1010 x10

### **EAST:**

Jaydee: 201-332-7200

NDS: 856-931-4770

## **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 POs in this category will still require a routing request.

## ***Proof of Delivery***

- Burlington Stores does not recognize a carrier signed BOL as a proof of delivery.
- The ***only*** acceptable proof of delivery is a BOL signed/stamped by Burlington Stores receivers. This is the only document that demonstrates that Burlington Stores received your shipment at the carton level.
- If Burlington Stores pays any portion of the freight, a copy of the signed freight bill is available upon request from our carriers when the vendor presents their BOL. Please contact [vendor.relations@burlingtonstores.com](mailto:vendor.relations@burlingtonstores.com) for a copy of the BOL.

## ***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](http://www.burlingtoncoatfactory.com/vendors).

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

- If the Burlington Stores PO freight terms state that vendor pays freight, ship via a small parcel carrier, prepaid.
- If the Burlington Stores PO states that Burlington Stores 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 Stores PO states vendor pays freight, ship prepaid.
- If the Burlington Stores PO states that Burlington Stores pays all or part of the freight cost, ship collect using the [BCF Preferred LTL Carrier Chart](#).

**Air Freight Policy:**

- Burlington Stores 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 Stores will consider all violations of our air freight policy as an assumption of all freight costs by the shipper

**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 Stores’ Anchorage, Alaska stores (#167 and #819).
- Ship all merchandise 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 76<sup>th</sup> 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 76<sup>th</sup> 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  
1920 W. Diamond Blvd.

Burlington Stores, Inc. #819  
3101 Penland Parkway  
Suite M-02

***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](mailto:international.transportation@burlingtonstores.com) (Do not call Burlington Stores’ Routing Department).
- Cartons are to be marked with the store number and complete address, even though they will not be shipped direct to stores.
  - The current list of store numbers and addresses is located under the Locations/Contacts tab at [www.burlingtoncoatfactory.com/vendors](http://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

## Section 2: Routing (Collect – Inbound to DC)

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The following routing instructions are intended for collect vendors (Burlington Stores pays all or part of freight costs) to obtain a carrier assignment.

### **General Routing Rules**

- For Prepaid, POE and Direct Imports shipments vendors are not required to submit a routing request.
- All collect POs must submit a routing request to obtain a routing confirmation number, regardless of the size of shipment.
- 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 of delivery window, allowing for processing and transit time.
  - Please keep in mind; Burlington Stores works off of a delivery window, not a ship window.
- Same day pickup cannot be guaranteed. 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.
- **Best practice is to submit routing request at least 7 days before the "do not deliver before" date. At a minimum, the vendor must submit 3 days before the "do not deliver before" date.**
- **Chargebacks will be assessed if a vendor does not give accurate shipment information, or does not build pallets efficiently.**

### **Shipment Planning:**

- Each routing/shipment request should not exceed a planned maximum of 3,500 cubic feet, 44,000 lbs, 26 non-stackable pallets, or 52 stackable pallets. Please submit one Ready-To-Ship in Manhattan TMS per shipment. One Ready-To-Ship can consist of multiple PO's. These PO's must have the same pick-up location and the same Burlington destination DC.
- Please note, vendor must submit a new Ready-to-Ship for any overflow freight or freight that may have not been loaded on the truck when originally routed.
- 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, vendor's merchandise will be co-mingled with another vendor from a different pick-up location.

### **Freight and Delivery Costs:**

- Burlington Stores 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. All COD shipments will be refused at the door.
- Burlington Stores will not pay additional transportation fees for improperly submitted routing requests.

- For example: If a vendor submits 3 pallets for routing, but ships 8 pallets without prior approval, the vendor is subject to a chargeback for the freight difference (Actual Freight Invoice - Original Rate Quote).

### ***Burlington Stores TMS (Transportation Management System)***

- Carrier assignments are determined by Burlington Stores for collect freight vendors. Once a vendor with collect shipments has been enrolled, TMS becomes the sole method to request routing.
- Collect vendors will be set up on the TMS by Burlington. As part of you vendor setup your shipping contact will receive a log-in and be made an “administrator” in order to add additional users if needed.
- To access TMS, please visit <http://tpe.logistics.com>
- If you have any questions regarding TMS, please contact [TMS.Support@burlingtonstores.com](mailto:TMS.Support@burlingtonstores.com) or 609.387.7800 x73350.

### ***Routing Request***

#### ***Submission Process:***

- All routing requests must be submitted through Manhattan Transportation Management System (TMS) or the All requests should receive a response within 1 business day of time of submission.
  - For any questions or concerns, please contact the Routing Department (609-387-7800 x72181 or 72182 or [BCFRout@burlingtonstores.com](mailto:BCFRout@burlingtonstores.com)) to verify your request was received.
  - Prior to contacting the Routing Department for routing inquiries, please secure the following information:
    1. Burlington Stores PO # (at the 9 digit level)
    2. Quantity of cartons
    3. Total weight of shipment
    4. Total size of shipment in cubic feet
    5. Number of pallets (if palletized)
- Once the routing confirmation has been provided, it is the vendor’s responsibility to contact the carrier immediately to schedule pickup. The scheduling of the delivery appointment is then handled by the Burlington Stores’ carrier.
- It is mandatory for the vendor to follow through with their carrier assignment. Not doing so will result in an expense offset.

#### ***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](http://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.



## ***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	<b>ALL Commodities - EXCEPT Garments on Hanger</b>	Burlington Stores, Inc. DC-53, 4287 Cooper Street & Route 130 South, Edgewater Park, NJ 08010
Ports of NY/NJ	<b>Garments on Hanger</b>	Burlington Stores, Inc. DC-1, 1830 Route 130 North, Burlington, NJ 08016
Ports of Los Angeles/Long Beach	<b>ALL Commodities - EXCEPT Garments on Hanger</b>	Burlington Stores, Inc. DC-512, 570-A East Mill Street, San Bernardino, CA 92408

### **GENERAL DDP/ POE GUIDELINES**

- Accurate ASNs properly associated to UCC128 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.
- ASNs must be submitted at the container level (1 ASN for each container).
- Containers must only contain Burlington Stores 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 Stores' domestic carton labeling requirements.
- The only carton marking requirement is the "Country of Origin".
- Burlington Stores requires a minimum of 10 days free time off the port prior to per diem charges. Burlington Stores 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 Stores 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).

1. Email copy of the Delivery Order (DO) and Burlington Container Worksheet (Forms, page 4 click on [Container Worksheet](#)) to [international.transportation@burlingtonstores.com](mailto: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.
2. For DDP shipments, the vendor must notify their designated drayage carrier to make an appointment with Burlington Stores' 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 Stores DC on the designated appointment date.

### 3. 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](mailto:bcf.scheduling.east@burlingtonstores.com)

**West Coast (San Bernardino, CA)** [bcf.scheduling.west@burlingtonstores.com](mailto: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).
  - For pre-paid merchandise, the vendor assumes responsibility for the carrier's actions.
  - Burlington Stores 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.
4. Driver must provide BOL/ Delivery Order with Burlington PO numbers and carton counts listed or container will be refused.
  5. 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.
  6. Vendor is responsible to pick up all empty containers from the DC within 24 hours of the scheduled appointment time.
  7. For container drop deliveries, Burlington Stores requires **at least 10 free days off port** prior to per diem charges.
  8. Burlington Stores will not be responsible for any charges on "Door" Moves.
  9. For any questions regarding DDP shipments, please email all inquiries to [international.transportation@burlingtonstores.com](mailto:international.transportation@burlingtonstores.com).

### POE

Burlington Stores 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.

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

- All POE vendors must complete a Burlington Stores 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 Bernadino, CA is Lincoln Transportation, Inc. [lincoln@lincolntransportation.net](mailto:lincoln@lincolntransportation.net) & [maryo@lincolntransportation.net](mailto:maryo@lincolntransportation.net)
    - Trucker for Edgewater Park & Burlington, NJ is World Logistics USA, Inc. ([mikeq@worldlogisticsgroup.com](mailto:mikeq@worldlogisticsgroup.com) & [annie@worldlogisticsgroup.com](mailto:annie@worldlogisticsgroup.com))
    - Signed Copy by US Customs of the CF3461
2. Burlington will then process and schedule the trucker for pick up.
  3. Please allow 3 business days for pick up on FCL Shipments
  4. Burlington Stores 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)
  5. Please ensure all containers are loaded according to USDOT weight limitations and guidelines.
    - Burlington Stores will not be responsible for any fees/fines associated with the transportation of overweight containers.
  6. For any questions regarding POE shipments, please email all inquiries to [international.transportation@burlingtonstores.com](mailto:international.transportation@burlingtonstores.com).

### ***Canada/ Mexico Shipments***

Burlington Stores 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 [using](#) the Manhattan TMS.

# PACKING & LABELING

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## **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 on the PO.
- Tops and bottoms being sold as a set must be poly bagged together.
- Shoes shipped with shoe boxes must be one box deep and in the same direction with the shoebox labels facing the top of the carton.
- All shoes must have a MicroPak mold sticker in each box.
- 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 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 damage. If you are unsure about your packaging, please contact the Vendor Relations department about submitting a sample package for review.
  - Burlington 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 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 carton seams (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 pack 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.
  - An additional carton content label may be used if your carton info does not fit on your UCC-128 label.
- 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](mailto: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](http://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 or inserted into a plastic sleeve.
- UCC-128 labels should be applied without any wrinkles or marks running through the bar code.
- 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:**

- 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".

# FLOOR READY

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## ***Preticketing***

FineLine Technologies Inc. prints and supplies Burlington Stores price tickets for our vendors through its production facilities in Canada, Hong Kong, Shenzhen, China and their main office in Atlanta, GA.

Please review your purchase order to see if preticketing is required. Preticketed merchandise will move through our distribution process faster, and ultimately reach the stores sooner. Please note Burlington Stores does not accept any vendor merchandise that is ticketed with non-FineLine tickets or merchandise ticketed for other retailers. Violations of this rule will result in expense offsets.

Tickets and standard shipment of the tickets are available at no cost to the vendor. Vendor billing information will be requested upon setup but you will not be billed. Should the vendor need additional or expedited tickets, they may be reordered at the vendor's expense by contacting FineLine directly.

We require that vendors attach tickets to their merchandise prior to shipment. Ticket "seeding" (putting tickets in the box without attaching them), is an unacceptable practice and will result in an expense offset.

After the purchase order has been approved, ticket information will be transmitted to FineLine, and vendors will be notified via email when their tickets are available for order. It is important for vendors to check for any changes that may have been made to purchase orders prior to ordering tickets. Vendors can only order tickets for the entire purchase order, partial ticket orders are unavailable. Once ordered, tickets will ship within 48 hours.

To order FineLine generated tickets, please log into <https://www.finelineglobal.com/FastTrak>. If you do not have a login, please contact 1-800-500-8687.

Please refer to Burlington's [preticketing guides](#) for ticket placement.

For questions regarding ordering tickets, please contact:

FineLine Technologies

US Support: [support@finelinetech.com](mailto:support@finelinetech.com) 1-800-500-8687

HK Support: [support@finelinetech.com.hk](mailto:support@finelinetech.com.hk) 852-2156-9788

All other questions can be directed below:

Burlington Stores

Vendor Relations Department

[Vendor.Relations@burlingtonstores.com](mailto:Vendor.Relations@burlingtonstores.com)

609-387-7800 x73318

## ***Ticket Attachments***



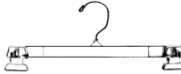
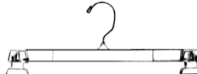






Vendors are responsible for supplying their own ticket attachments. Burlington Stores requests that vendors use the standard 2" clear swift tag or 5" clear loop lock when attaching price tickets to their merchandise.

### Hangars

- All goods must be shipped on a Burlington Stores approved hanger.
- It is acceptable to re-use quality hangers that meet Burlington Stores standards.
- Do not deface the hangers in any way such as affixing your logo or any other items.

BURLINGTON STORES APPROVED HANGER CHART

Department	Hanger Description	Color	VICS Model #	Hanger Style
Children and Youth tops, dresses Children and Youth coats and outerwear	12" Top Hanger	Black	498	
Ladies' and Men's tops, dresses Ladies' and Men's plus size tops	17" Top Hanger 19" Top Hanger	Black	484 479	
Children and Youth bottoms	10" Bottom Hanger	Black	6010	
Ladies' and Men's bottoms Ladies' and Men's plus size bottoms	12" Bottom Hanger 14" Bottom Hanger	Black	6012 6014	
Ladies' Intimate Apparel	Bra and panty Hanger	Clear	2403	
Infant and Toddler	10" Frame Hanger 12" Frame Hanger	White	951 959	
Men's outerwear and Ladies' coats Plus-size Ladies' coats and big & tall Men's outerwear	17" Hanger, 5.25" hook 19" Hanger, 5.25" hook	Black	3937 3969	
<b>Uniplast Model #'s</b>				
Men's Suits	19" Broad Shoulder Euro Suit	Black	611	

If your merchandise type is not listed in the above chart, please use the hanger that best displays the garment.

## **Hanger Suppliers**

Burlington Stores has nominated preferred hanger suppliers, offering our vendors hangers at competitive prices. Please note, Burlington Stores does not require their vendors to use one of the preferred suppliers, but rather suggests these suppliers as an option.

Burlington Stores' preferred hanger suppliers include:

- Capco Wai Shing, LLC (CWS): <http://www.cwshanger.com> 212-268-1976
- GOH International Ltd.: <http://www.goh-intl.com>
- Uniplast Industries: <http://www.unioplastindustries.com>

## **Size-markers**

Currently, size-markers only apply to ladies' sportswear, ladies' coats, men's apparel, and men's outerwear. Burlington Stores' preferred size-marker supplier is Capco Wai Shing, LLC. (CWS): <http://www.cwshanger.com>.

- Please see CWS Hangers' T2 Size Ring order form for color and size correlation.
  1. [Ladies' and Men's Size-Marker Order Form](#)
  2. [Men's Suits Size-Marker Order Form](#)
- 3. All completed order forms are to be emailed to [bcsc@cwshanger.com](mailto:bcsc@cwshanger.com)
- If the vendor chooses to use a different supplier, the vendor must send a sample of the size-marker to Burlington Stores' Vendor Relations department for approval. It must be the same color as outlined on the order form as well as be the same type of sizer. Approval will be determined upon receipt.

Samples are to be sent to:

*Burlington Stores  
Attn: Vendor Relations  
3<sup>rd</sup> floor- Room 309  
4287 Route 130 South  
Edgewater Park, NJ 08010*

## **Scarf Rings**

Vendors shipping scarves are asked to display each individual scarf on a 3" clear plastic scarf ring.

Burlington Stores' suggested scarf ring supplier includes:

- National Hanger Company (NAHANCO): <http://www.nahanco.com/>

# VENDOR RELATIONS & ACCOUNTS PAYABLE

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## ***Vendor Relations***

The goal of the Burlington's Vendor Relations department is to work together with its vendors to create strong and lasting partnerships. Vendor Relations is your single point of contact for any questions or issues our vendors may have. We encourage open and proactive communication to avoid issues before they arise.

## ***Charges/Deductions***

Please note there are different forms of charges/deductions that may appear on your check. Correspondence regarding any deduction must be initiated within six months of receipt of the deduction.

We encourage our vendors to inquire about offset expenses as they occur. Please do not accumulate charges for inquiry on a monthly, quarterly, seasonal, or annual basis. Disputes will only be researched if the charge has occurred within the last six months.

Below is a list of the charges/deductions that may appear on your check.

<b>AD-</b> Advertising debit	<b>PB-</b> Pay back (debit)
<b>AN-</b> Anticipation	<b>PD-</b> Price difference
<b>CO-</b> Commission	<b>PMDSE-</b> Pre-payment of a wire
<b>CR-</b> Credit	<b>PX-</b> Freight post audit
<b>D-</b> Discount	<b>R-</b> Received short, Recall, RTV/ Buyer's request
<b>FS-</b> Freight summary claim	<b>RGM-</b> Merchandise post audit
<b>FRT-</b> Freight compliance charge	<b>S-</b> Merchandise invoice shortage
<b>FX-</b> Fixture	<b>SB-</b> Substitution cost
<b>LH-</b> Legal hold/charge	<b>STL-</b> Settlement
<b>MD-</b> Mark down	<b>VC-</b> Vendor compliance charge
<b>NSD-</b> New store discount	

## ***Vendor Compliance Charges (VC)***

On occasion, issues occur that impact our distribution centers and cause disruptions in receiving merchandise in an efficient manner. Burlington Stores has created a compliance rule list that is intended to recover any additional costs incurred by Burlington Stores due to vendor non-compliance.

Below is the compliance rule list in its entirety. Charge amounts for a specific incident will be calculated based on a number of variables; for example, carton count, PO cost, PO units, etc. If you require further clarification, please do not hesitate to reach out to the Vendor Relations department at 609-387-7800 x73318 or [Vendor.Relations@BurlingtonStores.com](mailto:Vendor.Relations@BurlingtonStores.com).

Charge Category	Compliance Rule	Rule Description	Minimum Charge	Maximum Charge
<b>Carton Information</b>	480	Barcoded label on carton not scannable	\$125	
	2005	Invalid carton number	\$250	\$2,000
	1989	Duplicate carton number	\$250	\$2,000
	470	Shipping label in wrong location	\$125	\$1,500
	340	Required information missing from labels	\$125	\$1,500
	435	Carton labels are in wrong location	\$125	\$1,500
	445	Shipping label could not scan, print was too light	\$125	\$1,500
	1405	Shipping label could not scan because the label was missing a barcode	\$125	\$1,500
	475	No UCC128 barcode shipping label	\$25	\$1,500
<b>Floor Ready Issues</b>	780	Tickets on merchandise are for a different retailer	\$100	
	800	Incorrect ticket placement	\$125	
	830	Incorrect style, color and size ticket on merch	\$125	
	885	Merchandise partially pre-ticketed	\$250	
	890	Merchandise not pre-ticketed	\$250	\$2,500
<b>Invoice Error Load from EDI Audit Loader</b>	2401	Missing Data		\$250
	2310	Total Out of Balance		\$250
	2307	Duplicate		\$250
	2403	Incorrect Data		\$250
<b>Packing Issues</b>	600	Styles, colors & sizes mixed in a carton	\$125	\$2,500
	625	Cartons are not reshippable	\$25	\$500
	680	Ordered as pre-pack, shipped as bulk or loose carton	\$125	\$2,500
	705	Ordered as bulk, shipped pre-pack	\$125	\$2,500
	1415	Concealed shortage	\$125	
	1425	Concealed style, color, or size substitution found	\$125	
	1850	Cartons strapped or banded	\$125	
<b>PO Exceptions</b>	650	Style substitution	\$250	\$2,500
	655	Size substitution	\$250	\$2,500
	660	Color substitution	\$250	\$2,500
<b>PO Fill Rate Issues</b>	<i>Burlington Stores allows a 10% fill rate variance per style. It is the vendor's responsibility to notify the appropriate contact within the Purchase Order Entry team prior to shipment if the PO will be outside of this variance in order to avoid a chargeback. If the fill rate per style is within 10%, you do not need to notify the Purchase Order Entry team.</i>			
	665	Style over shipped	\$200	\$1,000
	670	Style under shipped	\$200	\$750
	1898	Style not shipped	\$0	\$200
<b>Receiving Issues</b>	1150	No ASN at time of receipt	\$125	\$1,500
	1810	ASN not received on time	\$250	
	1888	Small Parcel shipped more than 10 cartons to DC	\$25 per carton over 10 cartons	
<b>Freight Violations</b>	215	Freight sent collect- should be prepaid	\$25 + cost of freight	
	2185	Wrong Carrier Used- Did not use assigned carrier	\$25 + cost of freight	
	2256	Detention charges	\$25 + detention charges billed to Burlington	
	1294	Merchandise arrived not on appointment	\$150	
	240	Multiple shipments per PO/line	\$250	
	320	Shipped to wrong location	\$125	
<b>Allowances</b>	2164	Freight Allowance		
	2184	Defective Allowance		Allowance taken as negotiated.
<b>ASN Errors from</b>	2300	ASN arrived with Duplicate UCC128 Labels within the ASN	\$100	

Audit Loader				
	2296	ASN arrived with Invalid UCC128 Labels	\$100	
	2269	Duplicate ASN flagged as Original, Previous ASN is Edi Accepted or Accepted w/error, bcf Suspended	\$50	
	2274	Duplicate ASN flagged as Original, Previous ASN is Edi Rejected, bcf Rejected	\$50	
	2301	ASN arrived with Duplicate UCC128 Labels within all ASNs received in Past 365 Days	\$100	
	2268	Duplicate ASN flagged as Original, Previous ASN is Edi Accepted or Accepted w/error, bcf Accepted	\$50	

## ***Disputing Vendor Compliance Charges (VC)***

All vendors must submit VC and FRT disputes through the Trading Partner portal. This will eliminate duplicate requests, and allow the Vendor Relations team to handle disputes in the most efficient manner.

If you feel you have received an invalid vendor compliance chargeback, you may dispute the chargeback through our Trading Partner Portal within six months of the date your charge was transmitted to you. Please be sure to include all relevant backup documentation.

### **Trading Partner Web Portal**

[www.tradingpartnerinsight.com/bcf/](http://www.tradingpartnerinsight.com/bcf/)

The Trading Partner Web Portal provides vendors access to:

- View vendor compliance (VC, FRT) chargeback details
- Photos and other supporting chargeback data
- Download individual compliance chargeback details
- Submit disputes
- Dispute status
- Check Remittances

This website requires a login for access. If you wish to access the site and do not have a user name and password, email [Vendor.Relations@BurlingtonStores.com](mailto:Vendor.Relations@BurlingtonStores.com) with the following information:

- Name of person wishing to have access to the site
- Job title
- Address, city, state, zip code
- Phone number
- Email address
- Vendor name(s) and Burlington Stores vendor number(s) that you will need visibility to
- Purchase Order Number

All correspondence regarding vendor compliance charges must be submitted through the Trading Partner Portal. If you have any compliance questions or need general information please contact:

Email: [Vendor.Relations@BurlingtonStores.com](mailto:Vendor.Relations@BurlingtonStores.com)

Phone: 609-387-7800 x73318

## **Freight Summary Claims (FS)**

FS Claims are only issued for inbound merchandise coming directly from a vendor, either being sent to the stores or to the distribution center.

### **1. Code 15- Purchase Order Terms**

The PO being charged with a code 15 FS claim can either have freight terms of “Vendor Pays 50%” or “Vendor Pays 100%.”

If the freight terms for the PO referenced in the FS claim are “Vendor Pays 50%,” the freight bill costs are split between Burlington Stores and the vendor equally; therefore the vendor is only being charged for half of the freight cost, not the entire amount.

If the freight terms for the PO referenced in the FS claim are “Vendor Pays 100%,” the vendor is being charged because Burlington Stores was billed and paid for the freight costs. If the PO terms show that the vendor was responsible for paying all or part of the freight, a chargeback debit will be created to recoup the freight costs.

### **2. Code 16- Air/Ground Express**

Code 16 FS claims occur when the freight is expedited via Air or Ground Express on Burlington Stores’ account.

If this occurs, the vendor will be charged 100% of the freight costs plus a \$5.00 per carton penalty/handling fee.

### **3. Code 17- AK, PR, New Store & FedEx**

Code 17 FS claims are associated with direct to store shipments going to Alaska, Puerto Rico, or new stores.

Cartons going direct to Alaska or Puerto Rico stores are to be shipped to a specific consolidator as outlined in Chapter 3 of the Vendor Manual.

Cartons going direct to new stores should be shipped to a specific consolidator until the location has opened. New store drop ship instructions as well as corresponding new stores numbers are posted on the Introduction page of our vendor website located at [www.burlingtoncoatfactory.com/vendors](http://www.burlingtoncoatfactory.com/vendors).

Not following these guidelines could result in being charged 100% of the freight as well as a \$25.00 per carton penalty/handling fee for the cartons going to these locations.

### **4. Code 18- UPS Used, Must Use FedEx**

Code 18 FS claims are for vendors using UPS instead of FedEx as a parcel carrier when shipping direct to stores.

Per chapter 3 of the Vendor Manual, freight collect vendors must use FedEx when shipping cartons direct to stores.

Not following these guidelines could result in being charged 100% of the freight as well as an additional \$5.00 per carton penalty/handling fee for using the wrong parcel carrier.

**Disputing Freight Summary Claims (FS)**

If you would like a copy of your FS Detail or feel you have received an invalid FS claim, please reach out to [Vendor.Relations@BurlingtonStores.com](mailto:Vendor.Relations@BurlingtonStores.com).

Note: All reversals/adjustments are approved by the Director of Vendor Relations, with no exceptions. Buyers may not authorize chargeback reversals/adjustments.

## ***Allowances/Discounts***

Many vendors have various allowances with Burlington Stores that were negotiated by our merchant and your sales person. These negotiations will appear on your vendor agreement and/or purchase order.

### **Defective/Freight Allowances**

Audits are performed on all POs to determine if a defective or freight allowance should have been taken based on the terms negotiated on your Vendor Agreement. If it is determined that an allowance should have been applied, the allowance will be generated at the PO level to capture the agreed upon percentage. This will appear on your check in the form of a Vendor Compliance (VC) charge.

### **New Store Discount (NSD)**

The New Store Discount applies to merchandise that is received for a new store opening (6 months prior to and 6 months after the opening date). This will appear on your check in the form of a New Store Discount (NSD) deduction. Please refer to your Vendor Agreement for the New Store Discount percentage that has been negotiated. If you have questions once this deduction has been taken, please reach out to [Vendor.Relations@BurlingtonStores.com](mailto:Vendor.Relations@BurlingtonStores.com).

## ***Inventory Control***

For backup information for these types of deductions, please reach out to [Vendor.Relations@BurlingtonStores.com](mailto:Vendor.Relations@BurlingtonStores.com).

### **Received Short**

When a concealed shortage is discovered at the store level, a debit request is submitted with a “received short” reason code. Concealed shortages at the store level are identified when a shipment is spot checked in the warehouse and appears to have all units in the cartons; therefore not all cartons are opened in the warehouse. Final unit counts occur when the shipment is received at the store. At this point, any items short in the carton will result in a “received short” claim.

### **Recalls and Unsafe Products Policy**

When a product is deemed defective, substandard, unsafe, hazardous, not in compliance with Burlington Stores’ policies or standards or not in compliance with applicable laws and regulations, all units may be recalled from Burlington’s stores at the discretion of Burlington Stores. Vendors will be charged back for the cost of the merchandise, and shall be responsible for all freight and handling charges. In addition to all other rights and remedies Burlington Stores may have under applicable law, including the right to recover for lost sales; Burlington Stores may also charge the vendor up to 20% of the retail cost of all such goods to offset the expenses that may arise from executing any recalls of the merchandise. Burlington Stores will process most such recalls under its “debit and destroy” policy (i.e. the merchandise will not be returned to the vendor). Any incremental costs incurred as a result of management, administration, or disposal of defective, substandard, unsafe, hazardous or recalled product will be charged back to the vendor.



### **Return to Vendor/ Buyer Request (RTV)**

The following may be refused at time of delivery at the sole discretion of Burlington Stores and at the complete expense of the vendor.

- Early shipments
- Shipments past their cancellation dates
- Unauthorized shipments
- Over-shipments
- Substitutions
- Invalid orders
- Cancelled orders
- Shipping with late or inaccurate ASNs
  - Merchandise that does not meet purchase order specifications of style, color size, quantity and/or quality

NOTE: Burlington Stores will not request nor require return authorization for such refusal.

### **Material Safety Data Sheet (MSDS)**

A completed MSDS sheet must be sent to the Vendor Setup department ([Vendor.Setup@BurlingtonStores.com](mailto:Vendor.Setup@BurlingtonStores.com)) prior to shipping “hazardous materials.” A hazardous material is defined as a substance or material that has been determined by the Department of Transportation to be capable of posing an unreasonable risk to health, safety and property when in transportation. Materials that are hazardous to the environment (i.e., hazardous substance, hazardous wastes, and marine pollutants) are also regulated. Hazardous materials include but are not limited to many cosmetics, home diffusers, aerosols, or anything containing a lithium battery. If you have lithium button cells or batteries in your product, please provide as much of the following information as possible in your MSDS:

- Product data sheet on the battery
- Manufacturer type and model#
- Warranty information
- Types of acceptable battery replacements

It is the responsibility of the vendor who sells the product and makes the shipment of a material to determine (or seek assistance to determine) if the material meets the definition of a hazardous material. Each vendor, prior to shipping product to any of the Burlington Stores’ distribution centers or stores, is required to know if the product meets this definition. Burlington Stores requires an MSDS sheet that includes the completed transportation section for any product that meets this definition and is therefore regulated as a hazardous material by the Department of Transportation be sent to us prior to the receipt of your product.

### **Vendor Minimum Insurance Requirements**

In order to fulfill all express and implied warranty and indemnification obligations under the Terms and Conditions of the Burlington Stores Purchase Order, please note the following Burlington Stores vendor minimum insurance requirements. Vendor at its sole cost and expense agrees to maintain, in full force and effect at all times, at least the following type and amount of insurance for claims which may arise out of, or in connection with, the Purchase Order and/or

merchandise furnished thereunder: Commercial General Liability Insurance, including Contractual and Products Liability, on an occurrence basis, with limits of at least \$1,000,000 per occurrence with \$4,000,000 umbrella. Such policy shall name Burlington Stores (together with its affiliates and subsidiaries) as an additional insured. Vendor will provide Burlington Stores with a certificate evidencing the required insurance and additional insured vendor endorsement. By requiring insurance herein, Burlington Stores does not represent that coverage and limits will be adequate to protect Vendor. Additionally, such coverage and limits shall not be deemed as a limitation on Vendor's liability under the Purchase Order. Please provide your insurance agent or broker with a copy of this letter and ask them to send the original Certificate of Liability Insurance to the Vendor Setup department via regular mail to:

*Burlington Stores  
Attn: Vendor Setup  
3<sup>rd</sup> floor- Room 309  
4287 Route 130 South  
Edgewater Park, NJ 08010*

## **Accounts Payable**

### **Invoicing**

It is imperative that these rules are being followed to ensure your invoices are paid in a timely manner:

- All invoices are required to be sent via EDI or Gateway.
- Burlington Stores will not pay any freight cost that is added to a merchandise invoice.
- Vendors must only send one invoice per shipment.
  - “Ship-to-Mark-for” shipments (S2M4) typically ship to one of Burlington Stores’ distribution centers and are packed by store. Even though they are packed by store, they constitute one shipment for the vendor. Therefore, vendors must only send one invoice per shipment.
- For drop-ship/direct-to-store purchase orders, there should be one invoice per store location.
- Invoices are expected to match shipments.
- Invoices should be sent after the purchase order has been shipped, not before.
- Invoice line item details are required for each invoice. Summary invoices will not be allowed.
- All vendors who use multiple pay sites will be required to include a DUNS number to ensure appropriate pay site.
- Purchase orders will include trade discounts or warehouse discounts if applicable. Vendor invoices should also include these discounts to match the purchase order.

### **Duplicate Invoices**

Invoices sent with the same invoice number will reject out of our Accounts Payable system as a duplicate invoice. If an invoice needs to be sent for additional monies owed, a new invoice number must be sent. If a correction needs to be made on a submitted invoice, please reach out to [EDI.Support@BurlingtonStores.com](mailto:EDI.Support@BurlingtonStores.com) for instructions on the resubmit process. Invoice numbers should not be “recycled” within 365 days; doing so will necessitate a manual correction and subsequent expense offset fee, and the potential for a delay in payment.

## Payment Terms

- Terms of payment begin when the purchase order is completely received into our system.
- However, the due date could be extended without a loss of discount until all units are received.
- Invoices or receipts of goods dated later than the 20<sup>th</sup> of the month with end of month (EOM) terms will be paid as though dated the first of the following month.  
*EXAMPLE: goods received on 8/21/16 with 10 EOM dating would be payable 10/10/16; 10 EOM + 60 would be due 12/10/16, etc.*

Date Received		10 EOM Payments			Net Payment Examples		
From	To	10 EOM	10 EOM + 30	10 EOM + 60	Date Received	NET 30	NET 60
21-Dec	20-Jan	10-Feb	10-Mar	10-Apr	20-Jan	19-Feb	21-Mar
21-Jan	20-Feb	10-Mar	10-Apr	10-May	20-Feb	22-Mar	21-Apr
21-Feb	20-Mar	10-Apr	10-May	10-Jun	20-Mar	19-Apr	19-May
21-Mar	20-Apr	10-May	10-Jun	10-Jul	20-Apr	20-May	19-Jun
21-Apr	20-May	10-Jun	10-Jul	10-Aug	20-May	19-Jun	19-Jul
21-May	20-Jun	10-Jul	10-Aug	10-Sep	20-Jun	20-Jul	19-Aug
21-Jun	20-Jul	10-Aug	10-Sep	10-Oct	20-Jul	19-Aug	18-Sep
21-Jul	20-Aug	10-Sep	10-Oct	10-Nov	20-Aug	19-Sep	19-Oct
21-Aug	20-Sep	10-Oct	10-Nov	10-Dec	20-Sep	20-Oct	19-Nov
21-Sep	20-Oct	10-Nov	10-Dec	10-Jan	20-Oct	19-Nov	19-Dec
21-Oct	20-Nov	10-Dec	10-Jan	10-Feb	20-Nov	20-Dec	19-Jan
21-Nov	20-Dec	10-Jan	10-Feb	10-Mar	20-Dec	19-Jan	18-Feb

Note: Payment terms begin from the date merchandise is received into Burlington's distribution center system (NOT the yard).

## Shortages (S)

If Burlington determines that there is a merchandise invoice shortage, the invoice will be issued with an S claim debit. Details for these shortage debits will be on the check remittance.

All shortage disputes should be sent to [Vendor.Relations@BurlingtonStores.com](mailto:Vendor.Relations@BurlingtonStores.com) within 6 months of receipt. Include any backup documentation and a filled out copy of the [Burlington Debit Claims Spreadsheet](#). Please compile all undisputed S Claims onto one spreadsheet.

## PRGX Claims (RGM, PX, FTSP)

PRGX conducts post audits relating to freight or merchandise payables. If the post audit determines that a claim is to be issued, it will appear on your check with a PX, FTSP or RGM prefix.

- PX- Freight Post Audit
- RGM/FTSP- Merchandise Payables Post Audit

If you would like a copy of a RGM, FTSP or PX claim, or feel you have received one of these claims in error please reach out to [Vendor.Relations@BurlingtonStores.com](mailto:Vendor.Relations@BurlingtonStores.com).