



Burlington Stores, Inc.
Domestic Vendor Partnership Manual

INTRODUCTION

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 valued trading partner.

Purpose of the Vendor Manual

Following these guidelines and requirements will ensure that your products 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 Burlington Stores Inc/Burlington Merchandising Corporation.

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.burlington.com/Vendors for the most up-to-date information. 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.

Contacts

Vendor Relations Department
609-387-7800 x73318

vendor.relations@burlington.com

This single point of contact team acts 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.

Vendor Relations can be contacted with general questions regarding Accounts Payable, Compliance, and EDI/Gateway.

EDI Department
609-387-7800 x73340

edi.support@burlington.com

Burlington's EDI department provides technical support for Gateway, as well as EDI testing/mapping, and access to UPC catalogs.

Routing Department
609-387-7800 x72181 or 72182

routing.request@burlington.com

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

Appointment Scheduling Office
609-387-7800 x73024 or 73027

autoschedule-east@burlington.com

autoschedule-west@burlington.com

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

TMS Support
609-387-7800 x73350

[TMS.Support @burlington.com](mailto:TMS.Support@burlington.com)

Assists collect vendors with account setup and technical and compliance support on Burlington's Transportation Management System (TMS/Manhattan)

Trading Partner Portal

<https://burl.traversesystems.com>

The Trading Partner Portal provides vendors the ability to view check remittances and to view/dispute vendor compliance (VC) charges. For login creation or assistance please send an email to the [Vendor Setup](#).

FineLine Technologies
1-800-500-8687

US Support: support@finelinetech.com

HK Support: support@finelinetech.com.hk

FineLine is Burlington's ticket provider. To order price tickets, log in to FineLine's website (www.finelineglobal.com/FastTrak). Should you need assistance, please reach out to the Vendor Relations department.

EDI STANDARDS AND DOCUMENTS

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 Contact Information

- edi.support@burlington.com or 609-387-7800 x 73340.

EDI Specification Location

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

EDI Setup Instructions

- New vendors are initially setup on Burlington's Gateway system
 - Free web-based EDI alternative.
 - Allows vendors to receive POs, create UCC-128 labels, generate ASNs, and send invoices.
 - New vendors will receive login information during their onboarding process.
 - Vendors that have in house or 3rd party EDI capabilities, please reach out to Burlington's EDI team to schedule testing. Please review [EDI specifications](#) prior to testing

EDI Specification Overview




- **810 Invoice** – Generated by the seller to bill the buyer for products provided.
http://www.burlington.com/Repository/EDI/May/BCF_x12_4010_810_20160503_Draft.pdf
- **824 Application Advice** – Used to report the rejection, or acceptance with errors regarding and 810 or 856 transmission.
<http://www.burlington.com/Repository/EDI/824dec14.pdf>
- **850 Purchase Order** – Used to electronically advise the seller or broker of a request for the delivery of a purchased product.
http://www.burlington.com/Repository/BCF_x12_4010_850_20160229_Draft.pdf
- **856 Advance Ship Notice (ASN)** – Transmitted by the seller to advise an intended delivery.
https://www.burlington.com/Repository/EDI/2017/856DTC_13nov17.pdf

Transmission Schedule	
Shipment Type	Arrival Deadline
DC pre-pack, bulk, or GOH shipments (Live Appointment)	24 hours prior to scheduled appointment (excluding weekends)
DC pack by store/mark for store orders (Live Appointment)	2 hours before scheduled 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 scheduled appointment
Direct to store orders	Prior to store delivery

- Vendors are notified immediately of ASN errors through the 824 Application Advice and 997 Functional Acknowledgment. Vendors are responsible to review error notifications and resend corrected ASNs.
- ASNs may be re-transmitted by following the requirements listed in the EDI specification
- Gateway does not allow the re-transmission of ASNs. Please contact EDI Support for questions about re-transmitting ASNs on the [Gateway Portal](#). See https://edi.coat.com/pdfs/bcf_help.pdf#pagemode=bookmarks
- **860 Purchase Order Change Request**– An EDI transmission designed to indicate changes to the original 850 transmission. Inclusion is determined by the vendors’ system requirements. http://www.burlington.com/Repository/BCF_x12_4010_860_20160229_Draft.pdf.pdf
- **997 Functional Acknowledgment** –Indicates the business message was received by the EDI translator software and contained the correct EDI layout (syntax). Correct syntax allows the document to be loaded and processed by the Burlington system.
 - Burlington Functional Acknowledgements are automatically generated in real time by Burlington’s EDI translator software for each transmission received. -
 - Rejected messages must be corrected and re-transmitted by the sending party.
 - Should the sending party not receive a 997, the EDI Specialist must contact the Burlington’s EDI department to report the failed transmission.
 - The sending party’s EDI Specialist must review each 997 and send corrected transmissions of rejections are indicated. <http://www.burlington.com/Repository/EDI/997dec14.pdf>
- **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. Each label number and the contents of the cartons are entered on the 856 Advance Ship Notice/Manifest (ASN).
 - 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 (LPN Numbers) are 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. <http://www.burlington.com/Repository/EDI/BCLS.pdf>

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. <http://www.burlington.com/Repository/EDI/BCLS.pdf>

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



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.
- For Truckload and Intermodal deliveries, please affix a copy of the BOL to the merchandise on the tail of the delivery.
- 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.

Shipment Type	Recommended Method	Maximum Frequency
Less than Truckload (LTL)	Consolidated	2x / week
Small Parcel (under 149 lbs and 10 cartons or less total per 7 digit PO)	Fed Ex 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.*

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 autoschedule-east@burlington.com 609.387.7800 X73027

West Coast autoschedule-west@burlington.com 609.387.7800 X73024

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

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 but no later than 2 days before the DO Not Deliver **After** 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](#).

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 may utilize Burlington’s local consolidation carriers when possible:

All Cartage (primary west coast)	310-970-0600 x105
City Garment (secondary west coast)	310-223-1010 x10
Jay Dee (east coast)	201-332-7200

Small Parcel Shipments to the DC of 1-149 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.burlington.com/vendors.

Shipments of 1 to 149 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 150 Lbs. or More to One Store Location:

If the Burlington PO states pre-paid (vendor pays for freight), use an appropriate LTL carrier.

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. No Cash on Delivery (COD) shipments are permitted.

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.

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 five days business days prior to the "Do Not Deliver Before Date (DNDB)" in order to be compliant with Burlington requirements. Additionally, freight should be ready to ship no later than the DNDB. Same or next day pick-up cannot be guaranteed. The routing department books shipments based on accurate shipping information and vendor's "Ready to Ship" date.

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.

Burlington uses long haul consolidations and under these circumstances drivers may be required to inspect the loads to make sure they remain intact. Please be attentive to your allotted space on your routing confirmation. Please be sensitive to allotted free time and complete loads in a timely fashion. Generally, free times are 2 hours for local carriers and 3 hours for non – local.

Please ensure that you use a unique seal # and it is denoted on the BOL. Also, please notate your shipment number (CS#) on your BOL.

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. If previously loaded freight prevents you from properly and securely completing your loading process, please notify the driver and the Burlington Routing department.

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

- Burlington will not pay any freight cost or additional charges that are added to a merchandise invoice and/or invoiced separately.
- 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 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@burlington.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 routing.request@burlington.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 (future date that freight will be ready for pick up)
3. Quantity of cartons
4. Total weight of shipment
5. Total size of shipment in cubic feet
6. Number of pallets (if palletized)

For further details see [TMS Routing Guide](#)

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. The routing confirmation number (CS#) must be provided on the BOL. Failure to do so may result in delays in carriers receiving delivery appointments.

FedEx Ground (Small Parcel) Shipments to the DC of 1 to 149 Lbs.

Please note Collect PO's in this category will still require a routing request. Be aware that this refers to Fed Ex Parcel, not any other Fed Ex services.

If FedEx has been assigned as your carrier, please follow the "FedEx Services" instructions found at www.burlington.com/vendors, under the "Freight" tab. 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.

When shipping small parcel (Fed Ex) please be conscious of oversized carton fees

Delivery Procedures

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

Direct to Store Shipping Rules

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

Shipments of 1 to 149 Lbs. to One Store Location:

If the Burlington PO states that Burlington pays all or part of the freight cost, ship FedEx Ground collect. When shipping small parcel (Fed Ex) please be conscious of oversized carton fees.

Shipments of 150 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 YRC.

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 OK(PPD) TX(PPD)
	CA	
	CO	
	ID	
	MT	
	NM	
	NV	
	OK(COLLECT)	
	OR	
	TX(COLLECT)	
	UT	
	WA	
	WY	

Vendors will be responsible for additional charges if not shipped to state guidelines

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. ***LTL shipments that are not palletized, vendor accepts all liability of shortages identified upon delivery to Burlington, regardless of freight terms.***

Burlington does not expect it's carriers to count individual cartons on shipments. All shipments should be shipped as efficiently as possible. Multiple LTL shipments should be consolidated into truckload quantities when possible.

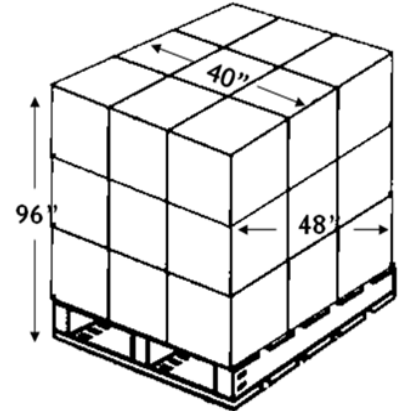
Unless shipping a full trailer sealed, shipper load and count, you must palletize your freight.

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
 - Do not chimney stack
 - Shipments should be planned for a maximum of 26 non-stackable/ 52 stackable pallets
 - Need to use shrink wrap to secure merchandise appropriately covering all surface areas of the sides of the pallet. Pallets that are not properly wrapped or stacked are subject to possible vendor liability.
 - Placard the pallet to state "do not break down pallet"



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 to Burlington's San Bernardino DC, with the exception of oversized cartons. There should be no direct shipments via FedEx to any Alaska store.

San Bernardino DC

570-A East Mill Street
San Bernardino, CA 92408

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 149 Lbs.

Ship via FedEx to Burlington's San Bernardino DC. All cartons must be addressed as follows:

Store # ___/ Anchorage, Alaska
570-A East Mill Street
San Bernardino, CA 92408

When shipping small parcel (Fed Ex) please be conscious of oversized carton fees.

Medium Shipments Over 150 to 9,999 Lbs.

Ship via YRC to Burlington’s San Bernardino. All cartons must be addressed as follows:

Store #____/ Anchorage, Alaska
570-A East Mill Street
San Bernardino, CA 92408

Shipments exceeding 10,000 lbs or 10 standard pallets, contact the Routing team.

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

Burlington Stores, Inc. #167	Burlington Stores, Inc. #819
South Plaza - Suite C	3101 Penland Parkway
1920 W. Diamond Blvd.	Suite M-02
Anchorage, Alaska 99515	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.

Non-Perishable

#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 149 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 150 to 9,999 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, please send notice of the order details to include the ship from address and contact information along with carton dimensions carton weights and the number of cartons shipment, along with the purchase order number(s) and cargo ready date to international.transportation@burlington.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.burlington.com/vendors. All Puerto Rico store numbers are listed below.

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).

A container worksheet is required for each container shipped, and must be submitted at least 5 days prior to arrival at the delivery port. The worksheet can be found in freight section of the vendor website (page 9 of the [container worksheet](#) tab). The container worksheet must be emailed to the below scheduling team. No container deliveries will be scheduled without this paperwork being submitted in advance of the scheduled pickup.

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) autoschedule-east@burlington.com

West Coast (San Bernardino, CA) autoschedule-west@burlington.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. A live unload request is also recommended.

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.

Burlington will not be responsible for any charges on "Door" Moves.

For any questions regarding DDP shipments, please email all inquiries to the scheduling teams listed above.

POE Terms and Guidelines

BEFORE CONTAINER PICKUP:

1. All Vendors must receive approval from Burlington to ship merchandise to Burlington using POE terms and are required to sign Burlington's POE Terms and Guidelines prior to commencing their first POE shipment. When shipping POE the Vendor must comply with the procedures described herein.

- a. If a Vendor ships without Burlington's POE approval or before signing and acknowledging Burlington's POE Terms and Guidelines, then the Vendor is responsible for any and all drayage and assessorial charges associated with the shipment(s).
- b. Vendor must contact their Buyer to begin the POE approval process.
- c. A Vendor is approved for POE after Burlington's SVP of Supply Chain has added the vendor to the POE Approved list; you should receive confirmation from your buyer.

2. Vendors that ship Full Container Load ("FCL") to LAX/LGB or NYC/EWR are responsible for forwarder charges, ocean charges, customs clearance, duties, brokerage fees, pier pass and Clean Truck Fees (CTF).

- a. Containers must be loaded according to USDOT weight limitations and guidelines.
- b. Each PO line must be loaded completely before loading the next PO line.
- c. Less Than Container Load ("LCL") shipments are NOT approved to ship with POE terms and must be shipped DDP terms.
- d. Garment on Hanger ("GOH") shipments must be shipped to NYC/EWR only.

3. ASN and UCC Label Requirements

- a. The Vendor must submit 1 ASN per container via EDI within 3 days of the vessel sailing.
- b. . Carton marking instructions can be found in chapter 4 of the Domestic Vendor Manual.

4. The Vendor must complete one POE Container Worksheet per container which must be emailed within 3 days of the vessel sailing to the International Transportation Department at: international.transportation@burlington.com who will nominate the dray carrier. When emailing the [Container Worksheet](#), it should be sent in excel format and should have "POE **Container # ETA Date**" in the subject line.

5. After US customs clearance, The Vendor must immediately send the Delivery Order ("DO") within the Last Free Day ("LFD") to International Transportation and Burlington's nominated dray carrier.

6. Burlington's nominated dray carrier will confirm receipt of DO via email within 24 hours of receipt.

7. Burlington requires 5 free business days at port once the container becomes available and the DO is provided. Burlington's nominated dray carrier will pick up the container within that time.

- a. The Vendor will be responsible for demurrage charges if:
 - i. The Container Worksheet is sent to International Transportation late (to be sent within 3 days of the vessel sailing)
 - ii. The DO is sent to Burlington's nominated dray carrier late (to be sent immediately after customs clearance.)
 - iii. The container is unavailable for pick up due to exam/customs/line/FDA hold, closed area, UTL (unable to locate), congestion, chassis unavailability, terminal appointment unavailability, etc.
- b. The Vendor must settle demurrage charges directly with the terminal.
- c. The Vendor is encouraged to work with their ocean carrier and/or terminal to extend the LFD if necessary.
- d. Burlington will review the situation if Burlington's nominated dray carrier fails to pick up the container prior to the LFD (ETA port plus 5 business days or later) without a valid reason or explanation of the circumstances (reference 7. a. i-iii).

8. Burlington's nominated dray carrier will contact Burlington's Scheduling Department for an appointment when the container becomes available at port. a. PO's must be delivered to the DC in advance of the PO Cancel Date. If the PO is received late or early, then Vendor is responsible for any assessorial charges that may be incurred while the PO dates are being updated.

AFTER CONTAINER PICKUP

- 9. Transfer of title occurs when Burlington's nominated dray carrier "out gates" the container from port. For purposes of Burlington's POE Terms and Guidelines, out gates means the container leaves the terminal (port of destination.)
- 10. Burlington requires 10 free calendar days off the port once the container is out gated. a. The Vendor is responsible for any per diem charges outlined in their ocean contract within 10 free calendar days.
 - a. The Vendor must settle per diem charges with Burlington's nominated dray carrier.
 - b. Burlington is responsible for per diem charges if the container surpasses 10 free calendar days.

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

PACKING & LABELING

General Carton Packing and Size Requirements

- Make sure each carton contains merchandise for only one purchase order (9 digit PO).
- Coordinated tops and bottoms being sold separately must be packed in separate cartons. The tops and bottoms will be identified 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

- For fragile and breakable shipping requirements, please refer to [fragile guide](#) .
- Burlington will not be responsible for damages of fragile items during transit. Cartons must be marked FRAGILE, HANDLE WITH CARE, DO NOT LAY both English and Spanish.
- Cartons must be marked with directional “arrows up” to instruct the carton handler as to the proper carton handling.
- Cartons must include international fragile marking
- 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.
- Do not polybag bulk orders.
- Closeout orders can contain mixed carton but must be approved by vendor relations.

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 information 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@burlington.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 that are not open at the time of shipping, please follow the instructions outlined at www.burlington.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**UCC-128 Carton Label Requirements:**

- UCC-128 labels must be visible, readable, and 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
- 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.
- 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.



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

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

Pre-ticketing

Vendors are responsible to review their purchase order to verify if pre-ticketing is required. If the PO is marked incorrectly for pre-ticketing, please reach out to your buyer to have the order updated. It is the vendor's responsibility to ensure that changes are made to the PO accordingly. Chargebacks will be issued for non-compliance with pre-ticketing.

Tickets and standard shipping are available at no cost to the vendor through FineLine Technologies Inc, our 3rd party ticketing provider. In the event that additional or expedited tickets are needed due to a vendor error, they may be reordered at the vendor's expense by contacting FineLine directly. Burlington Stores only accept ticket made by FineLine.

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. Non-compliance of these pre-ticketing requirements will result in chargebacks.

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 PO changes prior to ordering tickets. Once ordered, tickets will ship within 48 hours.

To order FineLine tickets, please log into <https://www.finelineglobal.com/FastTrak>. If you do not have a login, please contact 1-800-500-8687 with your Burlington vendor and ISA numbers.

For questions regarding ordering tickets, please contact:

FineLine Technologies

US Support: support@finelinetech.com 1-800-500-8687

Locations: Atlanta, GA

HK Support: support@finelinetech.com.hk 852-2156-9788

Locations: Canada, Hong Kong, Shenzhen, China

For all other questions please contact:

Vendor.Relations@burlington.com

609-387-7800 x73318



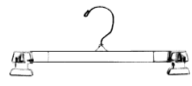
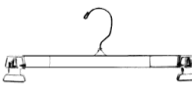




Ticket Attachments

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.

Hangers

- 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	
Uniplast Model #'s				
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
- Uniplast Industries: <http://www.uniplastindustries.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.
 - [Ladies' and Men's Size Marker Order Form](#)
 - [Men's Suits Size Marker Order Form](#)
- All completed order forms are to be emailed to bcs@cwshanger.com

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/>

Please refer to Burlington's [pre-ticketing guides](#) for ticket placement

VENDOR RELATIONS & ACCOUNTS PAYABLE

Vendor Relations

The goal of the Burlington's Vendor Relations department is to work together with its vendors to create strong and successful partnerships. They are your single point of contact for questions vendors may have regarding compliance issues, Accounts Payable, and EDI/Gateway inquiries. We encourage open and proactive communication to avoid issues before they arise.

Charges/Deductions

There are different types of charges and deductions that may appear on your check. A "chargeback" is any compliance related charge and will appear on your check with the prefix of "VC". A "deduction" is an invoice debit taken by Accounts Payable.

Deductions/charges must be disputed within 6 months of the deductions/charge create date. Charges disputed outside of the 6 month window will not be reviewed. Please do not accumulate charges for dispute on a monthly, quarterly, seasonal, or annual basis.

Please note:

If there is a need for an exemption, a conversation needs to be had prior to shipping your merchandise. Exemptions to any rule can only be approved by Vendor Relations and are valid for a maximum of one year (or less if noted in the approval). Exemptions will not automatically renew, it will be up to the vendor to reopen the discussion for further exemption

Vendor Compliance Charges (VC)

Vendor Compliance charges are issued when disruptions occur in our distribution centers and affects the receiving of merchandise caused by the vendor. Burlington Stores has created a compliance rule list that is intended to recover any additional costs incurred 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@Burlington.com.

Charge Category	Compliance Rule	Rule Description	Minimum Charge	Maximum Charge
Carton Information	1989	Duplicate carton number	\$250	\$2,000
	470	Shipping label in wrong location	\$125	\$1,500
	435	Carton labels are in wrong location	\$125	\$1,500
	475	No UCC128 barcode shipping label	\$25 per carton	\$1,500
Floor Ready Issues	780	Tickets on merchandise are for a different retailer	\$100	\$2,500
	800	Incorrect ticket placement	\$125	\$2,500
	885	Merchandise partially pre-ticketed	\$250	\$2,500
	890	Merchandise not pre-ticketed	\$250	\$2,500
Packing Issues	600	Styles, colors & sizes mixed in a carton	\$125	\$2,500
	625	Cartons are not reshippable	\$25 per carton	\$500
	1415	Concealed shortage	\$125	
	1850	Cartons strapped or banded	\$125	
PO Exceptions	650	Style substitution	\$250	\$2,500
	655	Size substitution	\$250	\$2,500
	660	Color substitution	\$250	\$2,500
PO Fill Rate Issues	<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>			
	670	Style under shipped	\$200	\$750
Receiving Issues	1150	No ASN at time of receipt	\$125	\$1,500
	1810	ASN not received on time	\$250	\$250
Freight Charges	2220/259	Late routing request	\$250	
	257	More than one ready to pickup date in the same week	\$150	
	258	More than one routing request in the same week	\$150	
	215	Freight sent collect - s/b prepaid	\$150+FF	
	235	More than two shipments in a week to the same location	\$150+FF	
	255	PO shipped on consecutive days	\$150+FF	
	672	PO Shipped more than x times	\$150+FF	
	270	Failure to consolidate Same day shipments	\$150+FF	
	1611	Shipped to wrong location	\$250+FF	
	225	Failure to ship via consolidator	\$250+FF	
	1610, 1628	Authorization number not on freight bill	\$150	
	1975,252	PO shipped not routed	\$250 per PO line	
	253	PO routed not shipped	\$150	
249	Routed carrier not used (P2)	\$150		
242	PO Discrepancy against routing	\$150+FF		

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.

Compliance Portal <https://burl.traversesystems.com>

The compliance portal provides vendors access to:

- View vendor compliance 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@Burlington.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 the vendor number(s) that you will need visibility to
- Purchase Order Number

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

Email: Vendor.Relations@Burlington.com

Phone: 609-387-7800 x73318

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.
 - In order to expedite payment & research, please include the Fed Ex or UPS tracking number in the CAD segment of the EDI invoice
- 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@Burlington.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 20th 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 8/21/17 with 10 EOM dating would be payable 10/10/17; 10 EOM + 60 would be due 12/10/17, 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).

Accounts Payable Deductions

AD- Advertising debit	FX- Fixture
AN- Anticipation	LH- Legal hold/charge
CO- Commission	MD- Mark down
CR- Credit	NSD- New store discount
D- Discount	PMDSE- Pre-payment of a wire
DMC – Price difference, discount, substitution	R- Received short, Recall, RTV/ Buyer’s request
DMQ - Shortage	
DMCCMQDMQ – Discount on repayment of shortage	

Shortages (DMQ)

If Burlington determines that there is a merchandise invoice shortage, the invoice will be issued with an DMQ claim debit. Details for these shortage debits will be on the check remittance. All shortage disputes should be sent to Vendor.Relations@Burlington.com within 6 months of receipt. Include any backup documentation and a filled out copy of the [Burlington Debit Claims Spreadsheet](#). Please compile and send all undisputed shortage claims onto one dispute form.

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 Allowances

Audits are performed on all POs to determine if a defective 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 deducted based on received units 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.

Inventory Control (R Debits)

For backup information for these types of deductions, please reach out to Vendor.Relations@Burlington.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.

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
3rd floor- Room 309
4287 Route 130 South
Edgewater Park, NJ 08010*

Sample Submission

All freight costs relating to shipments of sample merchandise are at the vendors' expense. Merchandise samples provided to Burlington, which the vendor has not identified in writing as to be returned to vendor within 15 days of delivery, become the sole property of Burlington and may be donated by Burlington to a charitable organization of its choosing or sold in sample sale, at Burlington's discretion.