

Burlington

DELIVERED DUTY PAID (DDP): Vendor Shipment Guidelines

DDP Terms Overview –

1. Burlington Stores, Inc. will accept from qualified vendors (when the vendor is also the Importer of Record) DDP container shipments to our DCs in San Bernardino, CA or 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).
2. 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.

ASN & UCC128 Labels & Loading Instructions –

1. DDP Container ASNs must be submitted at the container level (1 ASN for each container). Failure to submit ASN’s properly and on time will result in expense offsets.
2. 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.
3. Carton marking requirements for DDP shipments are the same as Burlington Stores’ domestic carton marking requirements. (see chapter 4 of the domestic vendor manual)
4. Loading Instructions – Each PO must be loaded completely before loading the next PO. Do not mix PO’s within the container.

DDP Inbound Operations & Communications –

1. Email copy of DO (Delivery Order) and Burlington Container Worksheet to international.transportation@burlingtonstores.com to confirm that the container can be dropped at the Distribution Center.
 - i. 1 worksheet for each container shipped.
 - ii. Submitted at least 5 days prior to arrival at the delivery port.
 - iii. No container deliveries will be scheduled without this being submitted in advance of the scheduled pickup.
2. Vendor must also notify their designated drayage carrier to make a delivery appointment with Burlington Stores’ Scheduling department to pick up the container after it clears customs and is released by the ocean carrier.

APPOINTMENT SCHEDULING -

Appointments are made **via e-mail only** at the following addresses:

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

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

Appointments will be assigned within 24 hours of receipt of the appointment request. A copy of the Container Worksheet or the formatted BCF Appointment Scheduling Form must be included on the e-mail request.

3. The vendor's designated dray carrier is responsible for making an appointment in a timely manner but not less than 3 days prior to the LFD. The vendor assumes responsibility for their carrier's actions.
4. 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.
5. Driver **MUST** provide BOL / Delivery Order with Burlington PO Numbers and carton counts or container will be refused.
6. At the time of delivery at the DC the driver must check in at the Receiving Office and leave 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 pickup.
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. Please email ALL inquiries to international.transportation@burlingtonstores.com

CANADA / MEXICO SHIPMENTS

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