

Burlington

PORT OF ENTRY (POE): Vendor Shipment Guidelines

POE Terms Overview –

1. Any vendor shipping a POE container must have received prior approval from their buyer and/or their vendor name as already been added to Burlington’s list of approved POE vendors. If you have any questions on the status of your POE terms, please contact your Burlington buyer.
2. Under POE terms, the vendor must land the container(s) at the US port of destination, clear US Customs, pay all ocean freight charges, any Pier Pass (TMF), Clean Truck Fee’s(CTF), or any Customs or FDA/Hold Exams.
3. 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.
4. POE shipments must only contain Burlington merchandise and be FCL (Full Container Load) only, no LCL (less than container load shipments) will be accepted on a POE basis.
5. Any LCL (Less than Full Container Load) shipments must be shipped under DDP terms (Delivered Duty Paid) under the Burlington Stores normal domestic freight rules.
6. POE Containers must enter through the following US ports only;

<i>New York/New Jersey</i>	<i>Los Angeles/Long Beach</i>	<i>Garment on Hanger(GOH) NY/NJ ONLY</i>
<i>Burlington Stores, Inc. DC9, 4287 Cooper Street & Rt. 130 S Edgewater Park, NJ 08010</i>	<i>Burlington Stores, Inc. DC10, 570-A East Mill Street, San Bernardino, CA 92408</i>	<i>Burlington Stores, Inc. DC1 1830 Route 130 North, Burlington, NJ 08016</i>

Burlington Stores is NOT responsible for:

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

ASN & UCC128 Labels & Loading Instructions –

1. POE 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 POE 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.

POE Inbound Operations & Communications –

1. POE vendors will need to submit the following documents to international.transportation@burlingtonstores.com :
 - a. **POE Container Worksheet**
 - 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.
 - b. **Delivery Order (DO):** Signed Copy by US Customs of the CF3461
2. **West Coast POE Containers:** Email international.transportation@burlingtonstores.com to review documentation and respond with an assigned West Coast dray carrier for pick up.
3. **East Coast POE Containers:** Email international.transportation@burlingtonstores.com cc; World Logistics USA (mikeq@worldlogisticsgroup.com & annie@worldlogisticsgroup.com)
4. Please allow 3 business days for dray carrier pick up on POE Shipments
5. 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.
6. Please ensure all containers are loaded according to USDOT weight limitations and guidelines.
 - a. Burlington Stores will not be responsible for any fees/fines associated with the transportation of overweight containers.
7. Please email ALL inquiries to international.transportation@burlingtonstores.com