

# FORMS

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## ***Bill Of Lading (BOL) Instructions***

### **BOL QUICK SUMMARY**

What it is:	Legal document for transferring goods with any form of carrier
When it should be filled out:	Prior to tendering goods to a carrier
What it's for:	Validating that a shipment has been made
Provide to:	The carrier & Burlington Stores

### **CONTENTS**

Each BOL must include the following information:

- PO number(s) at the nine digit level
- Number of cartons per store (if shipped by store), otherwise number of cartons per PO
- Number of pallets, cartons and weight (if palletized). *Example: 6 pallets, containing 1,200 cartons, 3,865 pounds*
- Total weight of goods
- Trucker's pro number
- Burlington Stores' store or DC number
- Vendor name, address, and zip code
- Correct NMFC (National Motor Freight Carrier) information
- The same BOL number (presented with the physical shipment) as in all EDI documents, including the 856 ASN
- For routing, note appointment number on the BOL or freight bill

### **SAME-DAY/MULTIPLE TRAILER SHIPMENTS**

- Combine same-day shipments onto one trailer with single or multiple POs consigned to the same address onto one master BOL.
- Merchandise for more than one PO must be packed, labeled, and listed on the BOL by separated POs.
- Each trailer must have its own unique BOL number and must reflect the exact contents of that trailer. If a PO requires more room (cube or weight) than a single trailer, each trailer represents a unique shipment and must have a unique BOL number.

### **COPIES**

- In addition to the carrier's copy, a second copy of the BOL number (unsigned) is to be attached to the freight bill.
- The second copy must travel with and be delivered with the freight bill.

## ***Appointment Scheduling Request Form***

### **APPOINTMENT REQUEST FORM SUMMARY**

What it is: Burlington Stores Appointment Scheduling Form

When should it be filled out: Prior to emailing Burlington Stores to request an appointment for delivery

Send to: 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)

### **INSTRUCTIONS**

- For best practices, please refer to Chapter 3 of the vendor manual.
- Fill in top section completely, including “Requested Dates”
- Fill in Detail section with all PO numbers at the 9 digit level. If the PO is “Ship-to Mark-for Store”, the PO is to be listed at the 7 digit level.

[Click here](#) to open the “Appointment Scheduling Request Form.”

## ***Delivered Duty Paid (DDP) Container Worksheet***

### **DDP CONTAINER WORKSHEET SUMMARY**

What it is:	Advisory document for vendors shipping DDP.
When it should be filled out:	Prior to a container arriving at the Port of Discharge.
What it's for:	Advising Burlington Stores of DDP shipment status.
Send to:	Burlington Stores' International Transportation Department

### **INSTRUCTIONS**

Complete upon sailing and e-mail to the International Transportation Department at least 10 days prior to arrival at the port of discharge to [international.transportation@burlingtonstores.com](mailto:international.transportation@burlingtonstores.com)

The "DDP Container Worksheet" is located on the next page.

**Burlington Stores DDP Container Worksheet (One Container per Sheet)**  
**BURLINGTON STORES MUST BE NOTIFIED OF ANY CONTAINERS WHEN VENDOR IS RESPONSIBLE**  
**FOR THE OCEAN FREIGHT**

*It is the vendor's responsibility to inform the Burlington Stores 'international transportation department of any changes by sending a copy of this form with the additional information.*

**Complete upon sailing & submit to Burlington Stores as per the DDP procedures stated in the vendor manual.**

Vendor Name (USA): \_\_\_\_\_

	1 <sup>st</sup> CONTACT		2 <sup>nd</sup> CONTACT
<b>Contact</b>		<b>Contact</b>	
<b>Phone</b>		<b>Phone</b>	
<b>Fax</b>		<b>Fax</b>	
<b>E-mail</b>		<b>E-mail</b>	

Ocean Carrier \_\_\_\_\_

Vessel Name (Mother Vessel)/Voyage# \_\_\_\_\_

Port of Entry \_\_\_\_\_ ETD \_\_\_\_\_ ETA \_\_\_\_\_ FOB \_\_\_\_\_

Container # \_\_\_\_\_

HBL # \_\_\_\_\_

Container size \_\_ 20' \_\_ 40' \_\_ 40'HC \_\_ 45' (please check one)

Trucker Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

PO #	Ctns.

PO #	Ctns.

PO #	Ctns.

**Total Cartons** \_\_\_\_\_ **Total CBM's** \_\_\_\_\_ **Total Weight (KG)** \_\_\_\_\_

**EACH PURCHASE ORDER MUST BE LOADED COMPLETELY BEFORE LOADING THE NEXT PURCHASE ORDER.** *If the PO's are mixed within the container, you may be subject to a chargeback of up to \$500.00 plus driver detention time and \$25.00 per man-hour unloading time.*

Customs Broker Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Acknowledged by \_\_\_\_\_ Signed by \_\_\_\_\_ Date \_\_\_\_\_  
 (Vendor Name)

**DELIVERY WILL BE SCHEDULED FOR THE 1<sup>ST</sup> AVAILABLE APPOINTMENT AFTER RECEIPT OF FULLY COMPLETED FORM, SUBMISSION OF CONTAINER LEVEL ASN AND AFTER TRUCKER REQUESTS APPOINTMENT, ONCE CONTAINER(S) HAVE BEEN MADE AVAILABLE FOR PICKUP.**

## ***Importer General Conformity Assessment Certification***

### **IMPORTER GENERAL CONFORMITY ASSESSMENT CERTIFICATION SUMMARY**

What it is:	General Conformity Certification under section 102 of the Consumer Product Safety Improvement Act of 2008
When it should be filled out:	All importers must accompany their product and furnish retailers with a copy of a general conformity certification for products manufactured after November 12, 2008 that is subject to a rule, ban, standard, regulation or law administered by the Consumer Product Safety Commission.
What it's for:	Certify compliance with all rules, bans, standards, regulations or laws administered by the Consumer Product Safety Commission. Certifications are not required for total lead and phthalate limits prescribed by the CPSIA until February 10, 2010, however, documentation of third party test results for lead and phthalates for affected products must be made available to Burlington Stores upon request.
Send to:	<a href="mailto:imports@burlingtonstores.com">imports@burlingtonstores.com</a>

### **INSTRUCTIONS**

*Conformity Assessment Certificate must be filled out in English*

1. Describe the product in enough detail to allow a match to the product.
2. The Vendor Purchase Order number (could be defined by entity using the certificate).
3. The Burlington Stores style number (could be defined by entity using the certificate).
4. Provide the date(s) when the product was manufactured by month and year.
5. Actual factory location is the city and county where the product was finally manufactured or assembled. If the same manufacturer operates more than one location in the same city, the street address of the factory in question should be provided.
6. U.S. importer information. This includes name, full mailing address and telephone number.
7. Manufacturer identification. *This information is optional but can be either the manufacturer name or other information used to identify a manufacturer.*
8. Name, full mailing address, telephone number and email address of individual responsible for certificate retention.
9. Identification of any third-party laboratory on whose testing the certificate depends, including name, full mailing address and telephone number of the laboratory. *This information is only required if the certificate relies on a 3<sup>rd</sup> party test.*
10. The importer is responsible for identifying all of the appropriate U.S. Consumer Product Safety Commission rules, bans, regulations and standards that apply to the product which is imported. Examples of some of these appear below. The rule, ban, or standard must be listed in addition to the exact regulatory citation. For more information, please refer to the U.S. Consumer Product Safety Commission's website titled "***Regulations, Laws and Information by Product for Manufacturers, Importers, Distributors and Retailers***" (<http://www.cpsc.gov/en/Regulations-Laws--Standards/>).

This listing below is illustrative of the rules and regulations that apply to consumer products purchased by Burlington Stores and not exhaustive. It is important to note that if a product is exempt from testing, such as some fibers are exempt from the testing requirements under the Flammable Fabrics Act, you must still certify that the product meets the requirements of the Flammable Fabrics Act.

Exempt Products (certification still required)	Reason: Please explain reason for no testing required
Testing Not Required	

### All Children's Products

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
<b>All</b> Children's Products intended or marketed for children under 12 years old including apparel, footwear, jewelry, home etc.		
-Lead in Surface Coating	CPSIA	16 CFR 1303
-Lead in Substrate of Children's Products	CPSIA	CPSIA, § 101
Art Materials	FHSA	16 CFR §1500.14(b) (8)
Baby bouncers, walkers and jumpers	FHSA	16 CFR §1500.18(a) (6)
Bicycles	FHSA	16 CFR §1500.18 (a) (12)
Bicycle Helmets	CPSIA	CPSA Sec. 1203
Bunk Beds	CPSIA, FHSA	16 CFR Part 1513
Cribs (Full Size)	FHSA	16 CFR §1500.18 (a) (13)
Cribs (Non full size)	FHSA	16 CFR §1500.18 (a) (14)
Cushions or pillows for Infant	FHSA	16 CFR §1500.18(a) (16)
Pacifiers	CPSIA	16 CFR Part 1511
Rattles	CPSIA	16 CFR Part 1510
Phthalates in Children's Products	CPSIA	CPSIA, § 108
Sleepwear, children's sizes 0-6x & sizes 7-14	FFA	16 CFR Part 1615, 1616
Flammability of General Wearing Apparel	CPSIA	16 CFR 1610
Home Products:		
-Sharp points/Edges (toys)	FHSA	16 CFR §1500.48 &.49
-Small parts (toys)	FHSA	16 CFR §1500.19 - CSPA Labeling
Toy Safety Specification		CPSIA, § 106 - ASTM F963-07
-Balls, small & clacker balls	FHSA	16 CFR §1500.18(a) (17) & §1500.85(a)(5)
-Caps & toy guns producing impulse-type sound	FHSA	16 CFR §1500.85(a)(2), §1500.85(a)(6)
-Choking hazard warnings for small parts, balloons, marbles, balls	FHSA	16 CFR §1500.18(a)(17)
-Electrically Operated Toys & Children's Articles	FHSA	16 CFR §1500.18(b)
-Games, self-pressurized hollow plastic toys games	FHSA	16 CFR §1500.19
-Marbles	FHSA	16 CFR §1500.19
-Mineral oil in toys (products containing)	FHSA	16 CFR § 1500.83 (a)(33)
-Sharp points/Edges (toys)	FHSA	16 CFR §1500.48 &.49
-Small parts (toys)	FHSA	16 CFR §1500.19 - CSPA Labeling

### Adult Apparel

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
Flammability of General Wearing Apparel	CPSIA	16 CFR 1610

### Footwear

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
Footwear intended for Children under 12:		
-Choking hazard warnings for small parts	CPSIA	16 CFR §1500.18(a)(17)
-Lead in Surface Coating	CPSIA	16 CFR 1303
-Lead in Substrate of Children's Products	CPSIA	CPSIA, § 101

### Home Products

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
Carpets and Rugs (large)	FFA	1630
Carpets and Rugs (small)	FFA	1631
Christmas Ornaments - Sharp points/Edges	FHSA	16 CFR §1500.48 &.49
Furniture painted with lead containing paint	CPSA	1303
Mattresses / mattress pads (cigarette ignition)	FFA	1632
Mattresses / mattress pads (open flame ignition)	FFA	1633
Mirrors	CPSA	1303.3 ©(2)
Paper items	FHSA	16 CFR §1500.83(a)(3)

**Importer General Conformity Assessment Certificate**

Product Identification Information	
<b>*Description of Product:</b> (1)	
<b>Vendor Purchase Order Number:</b> (2)	<b>Burlington Stores Style No.:</b> (3)
<b>*Date of Manufacture of the product:</b>	(4)
<b>*Actual factory location:</b>	(5)
Importer Information	
<b>*Name of Importer:</b>	(6)
<b>*Full Address:</b>	
<b>*Telephone Number:</b>	
Manufacturer Identification Information	
<b>Manufacturer Name or ID:</b> (7)	
Recordkeeping Information	
<b>*Name of Custodian of Test Report:</b>	(8)
<b>*Full Address:</b>	
<b>*Telephone Number:</b>	
<b>*Email Address:</b>	
Testing Information:	
<b>**Name of 3<sup>rd</sup> Party Testing Lab:</b>	(9)
<b>**Full Address:</b>	
<b>**Telephone number:</b>	
<b>**Date of Compliance Test</b>	
<b>Test Report Number</b>	
Applicable Rules, Bans, Regulations and Standards	
<p>*We certify that the product named above complies with applicable rules, bans, regulations, and standards under applicable Acts enforced by the U. S. Consumer Product Safety Commission. (10)</p> <p>***The following rules, bans, regulations, and standards are applicable to this product. If additional room is needed, please attach additional sheets.</p> <hr/> <hr/> <hr/> <hr/> <hr/>	

The entity identified above as the importer certifies that the Product described above complies with all applicable legal requirements, including the specific Consumer Product Safety Act safety rules, and similar rules, bans, standards and regulations under any other law administered by U.S. Consumer Product Safety Commission. The certification of Burlington Stores as the importer is based on information provided by the supplier and a test of the individual product or a reasonable program of testing by a laboratory(ies) obtained or conducted by the supplier.

\* Denotes a Mandatory Field.

\*\* This information is only required if the certificate relies on a 3<sup>rd</sup> party test.

\*\* See Instruction Sheet for more information.



## ***Domestic Manufacturer General Conformity Certification***

### **DOMESTIC MANUFACTURER GENERAL CONFORMITY CERTIFICATION SUMMARY**

What it is:	General Conformity Certification under section 102 of the Consumer Product Safety Improvement Act of 2008
When it should be filled out:	All manufacturers must accompany their product and furnish retailers with a copy of a general conformity certification for products manufactured after November 12, 2008 that is subject to a rule, ban, standard, regulation or law administered by the Consumer Product Safety Commission.
What it's for:	All manufacturers must accompany their product and furnish retailers with a copy of a general conformity certification for products manufactured after November 12, 2008 that is subject to a rule, ban, standard, regulation or law administered by the Consumer Product Safety Commission. Certifications are not required for total lead and phthalate limits prescribed by the CPSIA until February 10, 2010, however, documentation of third party test results for lead and phthalates for affected products must be made available to Burlington Stores upon request.
Send to:	<a href="mailto:CPSIAcerts@burlingtonstores.com">CPSIAcerts@burlingtonstores.com</a>

### **INSTRUCTIONS**

*Conformity Assessment Certificate must be filled out in English*

1. Describe the product in enough detail to allow a match to the product.
2. The Vendor Purchase Order number (could be defined by entity using the certificate)
3. The Generic Article number (could be defined by entity using the certificate)
4. Provide the date(s) when the product was manufactured by month and year.
5. Actual factory location is street address, city and county where the product was finally manufactured or assembled. If the same manufacturer operates more than one location in the same city, the street address of the factory in question should be provided.
6. Name domestic manufacturer, mailing address, telephone number and email address.
7. Name, full mailing address, telephone number and email address of individual responsible for certificate retention.
8. Testing lab information. Identify the name, address, telephone number of the testing lab.
9. The manufacturer is responsible for identifying all of the appropriate U.S. Consumer Product Safety Commission rules, bans, regulations and standards that apply to the product which is imported. Examples of some of these appear below. The rule, ban, or standard must be listed in addition to the exact regulatory citation. For more information, please refer to the U.S. Consumer Product Safety Commission's website titled "***Regulations, Laws and Information by Product for Manufacturers, Importers, Distributors and Retailers***" (<http://www.cpsc.gov/en/Regulations-Laws--Standards/>).

This listing below is illustrative of the rules and regulations that apply to consumer products purchased by Burlington Stores and is not meant to be exhaustive. It is important to note that if a product is exempt from testing, such as some fibers are exempt from the testing requirements under the Flammable Fabrics Act, you must still certify that the product meets the requirements of the Flammable Fabrics Act.

<b>Exempt Products</b> (certification still required)	Reason: Please explain reason for no testing required
Testing Not Required	

### All Children's Products

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
<b>All</b> Children's Products intended or marketed for children under 12 years old including apparel, footwear, jewelry, home etc.		
-Lead in Surface Coating	CPSIA	16 CFR 1303
-Lead in Substrate of Children's Products	CPSIA	CPSIA, § 101
Art Materials	FHSA	16 CFR §1500.14(b) (8)
Baby bouncers, walkers and jumpers	FHSA	16 CFR §1500.18(a) (6)
Bicycles	FHSA	16 CFR §1500.18 (a) (12)
Bicycle Helmets	CPSIA	CPSA Sec. 1203
Bunk Beds	CPSIA, FHSA	16 CFR Part 1513
Cribs (Full Size)	FHSA	16 CFR §1500.18 (a) (13)
Cribs (Non full size)	FHSA	16 CFR §1500.18 (a) (14)
Cushions or pillows for Infant	FHSA	16 CFR §1500.18(a) (16)
Pacifiers	CPSIA	16 CFR Part 1511
Rattles	CPSIA	16 CFR Part 1510
Phthalates in Children's Products	CPSIA	CPSIA, § 108
Sleepwear, children's sizes 0-6x & sizes 7-14	FFA	16 CFR Part 1615, 1616
Flammability of General Wearing Apparel	CPSIA	16 CFR 1610
Home Products:		
-Sharp points/Edges (toys)	FHSA	16 CFR §1500.48 &.49
-Small parts (toys)	FHSA	16 CFR §1500.19 - CSPA Labeling
Toy Safety Specification		CPSIA, § 106 - ASTM F963-07
-Balls, small & clacker balls	FHSA	16 CFR §1500.18(a) (17) & §1500.85(a)(5)
-Caps & toy guns producing impulse-type sound	FHSA	16 CFR §1500.85(a)(2), §1500.85(a)(6)
-Choking hazard warnings for small parts, balloons, marbles, balls	FHSA	16 CFR §1500.18(a)(17)
-Electrically Operated Toys & Children's Articles	FHSA	16 CFR §1500.18(b)
-Games, self-pressurized hollow plastic toys games	FHSA	16 CFR §1500.19
-Marbles	FHSA	16 CFR §1500.19
-Mineral oil in toys (products containing)	FHSA	16 CFR § 1500.83 (a)(33)
-Sharp points/Edges (toys)	FHSA	16 CFR §1500.48 &.49
-Small parts (toys)	FHSA	16 CFR §1500.19 - CSPA Labeling

### Adult Apparel

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
Flammability of General Wearing Apparel	CPSIA	16 CFR 1610

### Footwear

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
Footwear intended for Children under 12:		
-Choking hazard warnings for small parts	CPSIA	16 CFR §1500.18(a)(17)
-Lead in Surface Coating	CPSIA	16 CFR 1303
-Lead in Substrate of Children's Products	CPSIA	CPSIA, § 101

### Home Products

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
Carpets and Rugs (large)	FFA	1630
Carpets and Rugs (small)	FFA	1631
Christmas Ornaments - Sharp points/Edges	FHSA	16 CFR §1500.48 &.49
Furniture painted with lead containing paint	CPSA	1303
Mattresses / mattress pads (cigarette ignition)	FFA	1632
Mattresses / mattress pads (open flame ignition)	FFA	1633
Mirrors	CPSA	1303.3 ©(2)
Paper items	FHSA	16 CFR §1500.83(a)(3)

**Domestic Manufacturer General Conformity Certificate**

Product Identification Information	
<b>*Description of Product:</b> (1)	
<b>Vendor Purchase Order Number:</b> (2)	<b>Burlington Stores Style No. / SKU:</b> (3)
<b>*Date of Manufacture of the product:</b>	(4)
<b>*Actual factory location:</b>	(5)
Manufacturer Identification Information	
<b>Name of Company:</b> (6)	
<b>Full Address:</b>	
<b>Email Address:</b>	
<b>Telephone number:</b>	
Recordkeeping Information	
<b>*Name of Custodian of Test Report:</b>	(7)
<b>*Full Address</b>	
<b>*Telephone Number:</b>	
<b>*Email Address</b>	
Testing Information:	
<b>**Name of 3<sup>rd</sup> Party Testing Lab:</b>	(8)
<b>**Full Address:</b>	
<b>**Telephone number:</b>	
<b>**Date of Compliance Test</b>	
<b>Test Report Number:</b>	
Applicable Rules, Bans, Regulations and Standards	
<p>*We certify that the product named above complies with applicable rules, bans, regulations, and standards under applicable Acts enforced by the U. S. Consumer Product Safety Commission. (9)</p> <p>***The following rules, bans, regulations, and standards are applicable to this product.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

The entity identified above as the Domestic Manufacturer certifies that the Product described above complies with all applicable legal requirements, including the specific Consumer Product Safety Act safety rules, and similar rules, bans, standards and regulations under any other law administered by U.S. Consumer Product Safety Commission.

\* Denotes a Mandatory Field

\*\* This information is only required if the certificate relies on a 3<sup>rd</sup> party test.

\*\* See Instruction Sheet for more information

## ***California Certificate of Compliance***

### **CERTIFICATE OF COMPLIANCE SUMMARY**

What it is:	Certification of compliance with California’s Airborne Toxic Control Measure to Reduce Formaldehyde Emissions from Composite Wood Products. See 17 C.C.R. §§ 93120 – 93120.12.
When it should be filled out:	All composite wood product vendors must certify that their products will meet the applicable emissions standards under the California regulation.
What it’s for:	Ensure compliance with formaldehyde emissions standards in composite wood products in California.
Send to:	Vendors submit certifications to: <a href="mailto:acurry@burlingtonstores.com">acurry@burlingtonstores.com</a> and <a href="mailto:etrivino@burlingtonstores.com">etrivino@burlingtonstores.com</a>  Import Vendors must also submit certifications and supporting third party lab test results to <a href="mailto:imports@burlingtonstores.com">imports@burlingtonstores.com</a>

### **INSTRUCTIONS**

Fill in form, sign, date and return to Burlington Stores.

**Certificate of Compliance**  
**California Airborne Toxic Control Measure to Reduce Formaldehyde Emissions from Composite**  
**Wood Products**

We certify that all composite wood products sold to Burlington Stores comply with the formaldehyde emissions requirements of California, 17 C.C.R. §§ 93120 – 93120.12. We further certify that, when necessary under law, all products will be properly labeled and certified and a statement will be placed on the bill of lading or the invoice confirming compliance with the regulations. All such composite wood products will be produced from an approved mill list provided by the California Air Resources Board (see <http://www.arb.ca.gov/toxics/compwood/listoftpcs.htm>)

We will maintain supporting records with respect to compliance for a period of at least two years and the documentation will be made available to Burlington Stores upon request. If Burlington Stores is the importer of record, such supporting records, including third-party test results to verify compliance, must be made available to Burlington Stores' import specialist (submit to [imports@burlingtonstores.com](mailto:imports@burlingtonstores.com)).

**Certified By:**

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Name (Please Print)

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Signature

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Title

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Date

---

Company

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Email Address

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Phone Number