



# ***Burlington Coat Factory***

## ***Import Vendor Partnership Manual***

# DIRECT IMPORT REQUIREMENTS

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## **Summary**

This chapter of the Vendor Manual outlines direct import procedures and policies for Burlington's import vendors. Compliance to these procedures is mandatory.

Please send copies of this section to all of your production facilities overseas.

## **Section 1: Introduction**

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Burlington is dedicated to the best business practices and standards associated with vendor compliance, Homeland Security, and commensurate international requirements. This includes and is not limited to:

- Purchase Order (PO)
- Product Testing
- Security and Social Compliance Audits
- Carton Packaging/Labeling
- UCC Labeling
- Container level Advance Ship Notices, ASN's
- Pre-ticketing
- Booking
- Shipping

Note: Accurate ASN's must be provided within 48 hours after the vessel sails.

### ***Homeland Security Compliance***

All Import Vendors must abide by Homeland Security Guidelines as set forth in [Chapter 2](#) of this manual, titled 'Homeland Security Directives'.

### ***Standard Minimum Inco Terms***

Burlington has the following standard Inco-Terms for goods shipped by vendors from foreign countries to Burlington:

- **FOB** port of origin, for FCL shipments delivered directly to the port
- **FCA** named place, for CFS Shipments delivered to our consolidator
- **FCA** named place, for factory pickups

### ***Standard Minimum Shipping Terms***

Burlington has the following standard shipping terms for goods shipped by vendors from foreign countries to Burlington:

- **CY** - FCL shipments delivered directly to the port
- **CFS** - Goods delivered to our consolidator
- **LCL** – Light container loads that will be consolidated with other goods by carrier

## Section 2: Freight Forwarder/Consolidator

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### Introduction

- Cargo consolidations (CFS) from China (Shenzhen, Xiamen, Ningbo, and Shanghai).
  - Any other consolidation request must be sent to [international.transportation@burlingtonstores.com](mailto:international.transportation@burlingtonstores.com) for approval.
- Direct Factory Loaded Containers (FCL) from all international points of origin.
- All **logistical** communications for import transactions will be managed by Burlington through the assigned forwarder (see chart below).
  - All bookings must be made online through the forwarder’s system please reach out to the forwarder assigned to the port of origin you will be shipping from for more details.
  - Forward copies of required shipping documents; commercial invoice & packing list (SHOE ORDERS ONLY also include a copy of IFI for each style of shoe) to the freight forwarder to enable smooth customs clearance at destination.

Ports of Origin	Century	MCS
	Yantian Shenzhen Hong Kong  <a href="http://www.ktlvms.com">www.ktlvms.com</a>	<i>All other international ports of origin.</i>  <a href="http://www.molconsolidation.com/NewStarlink">www.molconsolidation.com/NewStarlink</a>

The following services are provided by the Freight Forwarders:

1. Oversee on-time delivery of Burlington’s cargo.
2. Report all shipment/cargo discrepancies to Burlington.
3. Coordinate bookings for all factory loads (FCL) and deliveries to be consolidated and provide the booking details to the vendor and Burlington.
4. Inform Burlington of any discrepancies that do not match the requirements of the PO.
5. Coordinate receiving, sorting, and checking of CFS shipments.
6. Perform careful inspections of CFS cargo when received to ensure it is received in good physical condition.
7. Advise Burlington when product has been received at the CFS facility and/or port.
8. Handle all necessary documents received from vendors and advise Burlington of any documentation not received within in the required time frame.
9. Place booking with nominated ocean carriers and collect carrier’s documentation (Sea Waybill).
10. Assure that all documentation is compiled for the customs house broker in the US.
11. Ensure ASNs are received timely and accurately.

12. Produce an FCR to the vendor after they have received completed and accurate copies of *all* of the mandatory documentation and payment has been settled for all local charges as stipulated.

## ***Shipping Request, Shipping Requirements, and Confirmation***

### **ARRANGING YOUR BOOKING**

- Contact the Freight Forwarder for online booking instructions.
- All shipments and documents must adhere to customs regulations and requirements of both the country of export and the country of import.
- Failure to arrange your bookings using the proper forwarder is not permitted and any excess charges incurred, up to and including Burlington's refusal of the shipment, will be at the vendor's expense.

#### ***Booking Deadlines:***

- Vendors must strictly adhere to their Freight Forwarder's booking request deadlines.
- Vendors are required to submit booking requests via their Shipping Order, a minimum of 14 calendar days prior to early ship date (ESD) at the PO/Burlington Style level. At that time, a Shipping Order Number (S/N) will be issued by the forwarder.
- If your goods require additional remediation (e.g., ticketing or UCC128 labels) prior to the ESD, you must take this into consideration with the forwarder when the booking is made so as not to compromise the cadence of the shipment.

### **BOOKING CONFIRMATION**

#### ***Your Booking Number:***

- If there are *no discrepancies* between the Burlington PO and the vendor's online booking, then the Freight Forwarder will transmit the Booking Confirmation within 24 hours after receiving the online booking.
- Your Booking Number is your single point of reference and verification that your booking has been made and accepted.
- The Freight Forwarder will use this number to reference that booking confirmation.
- Vendor must provide the Booking Number at the time cargo is delivered.

#### ***Booking Discrepancies:***

- If there are *discrepancies*, booking confirmation to the vendor will be sent within 24 hours *after* discrepancies have been resolved or approved by Burlington.
- Burlington PO typical booking discrepancies may include, but are not limited to:
  - Missing PO or Burlington Style Number
  - Early Delivery Discrepancy
  - Late Delivery Discrepancy
  - Quantity Discrepancy
  - FOB Discrepancy
  - Final Destination Discrepancy
  - Product testing not on file
  - CTPAT (security) and/or Social Compliance Audit not on file.

## Section 3: Cargo Delivery

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### Shipment Window

- The buyer and the import team will specify the parameters of the Burlington product ship window.
- Adherence to the pre-defined ship window is required.
- The Burlington 7 day import ship window is defined as below:

FIELD	DEFINITION	TIMING	ACTION
ESD	Early Shipping Date	Day 1 of 7	First day cargo and documentation may be delivered to the ocean carrier's terminal or the consolidation station.
LSD	Last Shipping Date	Day 7 of 7	Last date cargo and documentation must be delivered to ocean carrier's terminal or the consolidation station.

### Cargo Consolidations (CFS)

Shipments for consolidation are to be delivered to a specified forwarder's facility for consolidation.

- Inco Terms: FCA
- Burlington is to receive an ASN from the vendor before the goods are delivered to the Forwarder's warehouse.
- All CFS shipments are to be delivered to the consolidator at vendor's expense, and sorted by PO#, and Item/Burlington Style #.
- The product must be delivered to the consolidation station within the Burlington stipulated 7 day shipping window.
- The Consolidator will inspect cargo to ensure it is in good physical condition and that other deliverables are met.
- The Consolidator will advise Burlington of any discrepancies that do not match the PO requirements and/or operating procedures and respond per Burlington instructions.
- The Consolidator will produce an FCR to the vendor after they have received completed and accurate copies of **all** of the mandatory documentation and payment has been settled for all local charges as stipulated. Additional documents may be required.
- Vendor must bring the Consolidator's completed Shipping Order Form, S/N and/or Booking Number when delivering the cargo to the Consolidator's designated CFS warehouse.
- Cut off time for delivery to the Consolidator's CFS warehouse is 16:00 due to the local Customs regulation.

### Full Container Loads (FCL)

- Inco Terms: FOB (Port) or FCA (Factory pick up)
- Shipment: CY (delivery to port)
- Burlington is to receive a container level ASN from the vendor within 2 days after vessel sailing.
- All vendor-loaded containers are subject to all standards and requirements outlined in this manual. Please refer to the Packaging and Labeling section of this manual.

- Subsequent to booking, container positioning at the factory is the full responsibility of the vendor/factory.
- The number one (lead) carton with the packing slip attached must be one of the last cartons loaded and must be immediately visible upon opening the container doors.
- If the order spans more than one container for a CY shipment, a separate ASN will be required for each container.
- All shipments must have a container level packing list and ASN with properly associated UCC-128 labels.
- Follow Homeland Security disclosure requirements as stated in the next chapter of this manual.
- Burlington does not accept “sweep or milk run” containers from vendors (i.e. container(s) that are moved from factory to factory and partially filled at each factory destination until complete). Goods that require this type of fulfillment must ship FCA/CFS or be consolidated at one factory and container loaded at that location only.
- 10+2 must indicate which factory is the stuffing location.

### Container Seal Requirements

**NOTE:** The seal number must be recorded on the FCR/Sea Waybill.

The U.S. Customs and Border Protection (CBP) requires all loaded containers, including foreign cargo remaining on board (FROB) are sealed in accordance with the 9/11 Recommendations to the SAFE PORT ACT of 2006. Carriers must transmit the seal number in the CBP Automated Manifest System (AMS) 24 hours prior to loading.

Container integrity must be maintained to protect against the introduction of unauthorized material and/or persons. At point of stuffing, procedures must be in place to properly seal and maintain the integrity of the shipping containers. A high security seal must be affixed to all loaded containers bound for the U.S. All seals must meet or exceed the current PAS ISO 17712 standards for high security seals

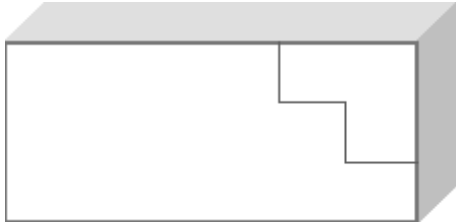
Supplier must follow the delivery mode from the set of rules as following for loading requirements.

### Container Utilization - Priority Minimum Loading - Maximum Weight Shipment

Equipment Type	Minimum CBM	Maximum cargo gross weight
45' High Cube	76	19,500 kgs (42,990 lbs)
40' High Cube	66	19,500 kgs (42,990 lbs)
40' Standard	56	19,500 kgs (42,990 lbs)

- The vendor must achieve the above stated minimum load ability unless given prior written approval from Burlington.
- No 20' CY loads will be accepted for shipments without prior approval.

If the container is light-load approved by Burlington, please evenly load the cartons as a ladder pictured below:



- Load container in PO/Burlington Style order. **Do not** randomly load PO/Burlington shipments.
- The PO/Burlington Style portion that consumes the largest cubic volume must load into the nose (head load) of the container, followed by the balance of the smaller volume.
- Heavy cargo must evenly load into the container but not exceed the limitation of container weight.
- A load sheet (container manifest specification sheet) with detailed cargo sequence must be sealed in an envelope marked “Container Manifest” and placed on the inside of the door of the container before the container is sealed.
- This Container Manifest (load plan) must also be provided to the forwarder along with the other required documentation.
- Container Manifest (load plan) will include the following information:
  - Vessel Name
  - Sailing Date
  - Port of Loading
  - Container Number
  - Port of Destination
  - Seal Number
  - PO#
  - Burlington Style#
  - Number of Cartons
  - Total CBM and Total Gross Weight
- **Vendor is responsible for picking up empty container(s) for all FCL shipments.**
- Vendor must deliver the full container back to carrier’s terminal before carrier’s vessel closing and provide correct SLI (Shipper’s Letter of Instruction) to the forwarder within the 24-hour advance notice time frame.
- The PO/Burlington Style quantity, which is loaded into the container, **must match EXACTLY** to the container manifests (load plans) and in total, the BOL, FCR, ASN, and Packing List. Accuracy in loading is required by US Customs (CBP) and any other government agencies, as applicable.

### ***Container Quality Inspection for Factory Loads***

- The vendor/factory at the point of origin is asked to check containers prior to loading any cargo.
- In the event that a container is not suitable to load, the vendor must contact the forwarder for a new container. **Do not load bad containers.**
- If a vendor knowingly loads a bad container, the vendor will be responsible for damaged goods.

***It is the vendor's responsibility to inspect top and sides for any holes (potential water damage), floor for any trash, and the following prior to loading:***

- Overall physical integrity of the container prior to stuffing.
  - Look for holes and patches. If any holes are found, the container must not be used until repaired.
  - Ensure that container is weather tight.
  - No false walls or external compartments where un-manifested material may be present.
  - If container is not clean, it must be cleaned prior to loading.
- Verify the locking mechanisms are in good working order.
- The container is to be sealed using a high security seal provided by the ocean carrier.
  - No container will leave a vendor's site without being sealed.
  - Seal number ***must*** be noted on all paperwork.
  - If an FCL leaves a vendor site without being sealed, Burlington is not responsible for short counts.
- No lumber/wooden material is allowed to be used in a container for partitions, supports, or any other purposes. It is against US import regulations.
- GOH Containers: Ensure bars are attached and will not fall in transit.
  - Follow all Homeland Security procedures for all cargo shipped.



## Section 4: Documentation

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### **Required Documents**

#### **US CUSTOMS DOCUMENTS, SUBMISSIONS & TRANSMISSIONS**

Burlington has a legal obligation to provide accurate and complete documentation to US Customs, among other regulatory agencies for its imported merchandise. The supplier is also responsible for generating accurate and compliant commercial documents as well as testing reports and factory audits.

Customs published a document to help importers and shippers understand the requirements and responsibilities involved in the importation process. Click here to read "[What Every Member of the Trade Community Should Know About: Reasonable Care.](#)"

#### ***US Customs 24 Hour Advanced Manifest Rule:***

The Shipping Manifest and the Shipper's Letter of Instruction (SLI) are required to adhere to the "US Customs 24 Hour Advanced Manifest Rule." Following is a description of these documents:

#### ***Shipping Manifest:***

- This information must be in English and reflect complete and accurate information.
- The required information includes:
  - Shipper/Factory name and address
  - Consignee name and address
  - Exact & precise product description and HTS (Harmonized Tariff Schedule) number
  - Lowest external packaging count (e.g. case/carton count)
  - Container number
  - Seal Number

#### ***Shipper's Letter of Instruction (SLI):***

- For CY factory loaded container shipments, SLI should be faxed or emailed to MCS with carrier Shipping Order **within SLI cut-off** time to support the 24 hour advanced manifest rule (AMS).
- SLI should include below information for each container:
  - Container number
  - Seal number
  - Vessel name
  - Voyage and sailing date
  - Container gate-in date
  - Carrier shipping order number
  - PO number, Burlington Style number
  - Marks and numbers
  - Descriptions
  - Number of cartons
  - Weight and measurement

A copy of the following documentation **must** be tendered to the forwarder for all shipments. Please note the special requirements for each.

#### ***Commercial Invoice:***

- Required for all shipments for US customs clearance purposes.
- **Must be in English**
- Must reflect the complete, accurate, and true details of the transaction.

- The following information must appear on all commercial invoices:
  - Must be on Company Letter Head
  - Date
  - Invoice number
  - Complete name and address of seller
  - Complete name and address of the manufacturer and/or factory
  - Complete name and address of Burlington
  - Burlington PO number
  - LC number (if applicable)
  - Country of Origin
  - Detailed description of the merchandise.
    - Should include what the item is made of (% material component breakdown) and the cost breakdown of each item
  - Harmonized Tariff Number(s) for each item
  - INCO terms of sale (FOB or FCA)
  - Purchase (cost) price in US Dollars
  - Itemization of values (for sets only)
  - Burlington's style number
  - Defective Allowance (%) deducted from total invoice dollars (if applicable)
  - Solid Wood Packaging Material (SWPM) statement that shipments originating – being shipped from Hong Kong or China do not contain any SWPM
  - Port of Discharge
  - Port of Origin
  - Quantity
  - Signature

***Container Level Packing Lists:***

A copy of each container level packing list must be provided to the forwarder.

Packing List requirements include:

- Must be in English
- Must include Burlington 9 digit PO number(s)
- Must include gross and net weight as well as the measurements of the shipment
- Must include container number
- Must include piece count as well as carton count within each container

**10+2 U.S. CUSTOMS TRANSMISSION REQUIREMENTS**

Burlington requires a copy of the 10+2 form prior to the PO being approved and EDI'd to the vendor.

In order to meet U.S. Customs and Border Protection (CBP) 10 + 2 requirements, the following elements must be transmitted to US Customs 24 hours prior to loading on board the vessel; therefore, the required elements will need to be provided to the Freight Forwarder prior to delivery of the container to the ocean carrier:

- Manufacturer (or supplier)
- Ship to party

- Country of origin
- Commodity HTSUS number
- Container stuffing location

**The name of the factory making the booking must match the 10+2.**

**C-TPAT/ Social Compliance Assessment:**

- A copy of a current valid C-TPAT (security) and social compliance audit report must be presented prior to the booking of the container.

**Asia Inspection**

**Customer Service support in Asia**

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Tel: (852)2621-5622  
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**Lab Testing**

Burlington requires various levels of product conformance testing based on product type and risk categorization. Burlington accepts lab results from all testing labs approved by the United States Consumer Product Safety Commission (CPSC). See <http://www.cpsc.gov/cgi-bin/labsearch/>

Vendors are responsible for all lab test charges associated with product compliance, including transportation, material costs, consultations, etc. A sufficient quantity of representative samples should be sent for testing at an approved CPSC lab in a timely manner so that a lab report will be available prior to the booking of goods. Adjustments to ship date due to pending or missing lab reports, or due to rework of an order after a failing lab test result will subject the vendor to a chargeback by Burlington’s Import Treasury Department. Vendors must provide Burlington with a passing lab report 45 days prior to the scheduled early ship date. Failure to provide passing lab reports within this timeframe may result in a non-issuance of letter of credit (if applicable), denial of booking and/or order cancellation. It is the vendor’s responsibility to make sure the product meets all applicable federal, state and local safety standards.

Contact [regulatory.compliance@burlingtonstores.com](mailto:regulatory.compliance@burlingtonstores.com) for specific details related to your product or order.

## **Regulatory Merchandise**

All test reports for merchandise requiring testing must be submitted to Burlington's Regulatory Compliance team before the booking is accepted and merchandise is permitted to be delivered to the port of origin.

All necessary applicable documents as specified below must be submitted to Burlington before making a booking with the freight forwarder (if applicable):

- Trademark Agreement
- License Agreement
- Interim Footwear Invoice
- GSP Declaration (General System of Preference)
- CCIB Certificate (China Commodity Inspection for stoneware lead content)
- TSCA Certificate (Toxic Substance Control Act)
- Impact Resistance Certificate
- FDA Form 2877, including Accession Number
- C.I.T.E.S. (Committee on Internal Trade of Endangered Species (Fish & Wildlife))
- Cost Breakdown watches and clocks (movement, strap/band/bracelet, case \$ battery)
- Commodity Clearance issued by Bureau of Fisheries and Aquatic
- Anti-Dumping and Counter-Veiling Duty Statement (ACC/CVD statement)
- Certificate of Origin
- Clock/Watch Supplemental Information Form
- FCC form 740 (statement regarding the importance of radio frequency devices capable of causing harmful interference)
- UL (Underwriter Laboratory) Listing for Lighting
- Lacey Act Requirements
- Fur Label Requirements
- Cosmetic Certificate

### **Documents with Specific Applicability**

All of the following documents **must** be in English:

#### **Component Value Documentation:**

- Must be provided for goods with multiple components sets
- Must contain weights and measurements for each pieces within the set
- Must contain HTS number for each piece within the set

#### **FCC Number:**

Applicable to all remote/electronic shipments

- Provided by Supplier
- Number should appear on invoice
- Number must also be on the item itself

#### **TAPCD: Textile & Apparel Products Country Declaration**

- Provided by Supplier
- Must be provided prior to production

**Material Breakdown:**

Applicable to all Calcium Carbonate Review (CCR) items

- Must show breakdown by weight and value
- Calcium Carbonate must list what type of stone it is derived from. i.e., Lime stone, Granite, etc.

**WPM (Wood Packing Material) Regulation:**

Applicable to all shipments imported into the US

- Must follow U.S. 7 CFR 319 wood packing material regulations
- Requires regulated WPM used in International trade to be treated
- Must be marked with the Intl. Plant Protection Convention (IPPC) logo
- Must be marked with the two-letter Intl. Org. for Standardization (ISO) code for the country that treated the WPM

**Fish and Wildlife:**

Applicable to all fish and wildlife products

- Must list scientific and common name on the invoice
- Origin of animal
- Must be on separate BOL
- Must be door loaded on container

**FDA:**

Applicable to food, pharmaceutical, eating utensils, cosmetics, and bath & body-related items

- On ceramic items, vendor needs to provide CCIB code number with complete factory address
- FDA registration number is required
- Manufacturer name & address needs to be on shipping invoice

**Fumigation Certificate:**

- Original official fumigation certificate and one copy authorized by country of export

**TSCA:**

Applicable to all chemical-related items

- Must include commercial invoice and invoice #
- Must include the following disclaimer with an original signature and date:
  - I certify that all chemical substances in this shipment complies with all applicable rules or orders under TSCA and that I am not offering a chemical substance for entry in violation of TSCA or any applicable rule or order hereunder.

**Fur Labeling:**

Accordingly, please review the following enhanced product labeling requirements for **any** article of clothing or covering for any part of the body (includes all wearing apparel, footwear, headwear, gloves, etc.) regardless of value:

**1. Products containing real fur:**

All products containing real fur must be completely and accurately labeled to meet all federal and state labeling requirements, regardless of value of the fur item, including the following:

- A permanent label must include the words: “**Real Fur**”
- The name or names (as set forth in the Fur Products Name Guide) of the animal or animals that produced the fur;
- The name of the country of origin of any imported furs used in the fur product preceded by the phrase “Fur Origin.”
- A statement that discloses whether the fur is dyed, bleached, artificially colored and/or damaged if that is the case.
- If the fur is not dyed, bleached, or the like, a statement that the fur is “natural” fur.
- A statement that discloses whether the fur or article is made of pieces of fur if that is the case.

## 2. Products containing faux fur:

- A permanent label must include the words: “**Faux Fur**”

### Mechanics of Labeling

- **Size.** Labels must be a minimum of 1¾ by 2¾ inches (4.5 x 7 cm).
- **Durability.** The label must be durable enough to remain on the fur until it is delivered to the consumer.
- **Lettering.** The required information must be no smaller than pica or 12 point type, with all parts of the information in letters of equal size and conspicuousness.
- **Order.** The required order of information on the label is:
  1. Whether the fur is natural or pointed, bleached, or dyed
  2. If the product contains fur that has been sheared, plucked, or let-out (optional)
  3. The adjective form of the name of the country from which the animal originated (optional)
  4. Name of the animal
  5. If the fur product is composed of pieces
  6. Country of origin
  7. Any other information that is required or permitted.

The name or RN of the manufacturer or dealer may precede or follow the above.

### Country of Origin Markings

- Every article imported into the United States must be legibly, indelibly, and permanently marked in a conspicuous place as to the nature of the article and in a manner to indicate the country of origin of the article to the ultimate purchaser in the US.
- Country of origin must be marked externally on all master cartons. (MADE IN\_\_\_\_\_)
- Further work or material added to the goods in another country must affect “substantial transformation” of the goods in order to change the country of origin.
  - “Substantial transformation” is production that results in a new and different good that has a name, character, and use different from those of its constituent materials.
- The type and size printing “Made in (country of manufacture)” must be **equal to** or **larger than** that used for the Burlington name if both are to be printed on the package.
- The country of origin marking and the Burlington name/address must be printed in close proximity on the packaging.

- It is the vendor's responsibility to provide the correct country of origin markings on Burlington product(s), as required by all United States government regulatory agencies.

### **TRANS-SHIPMENTS**

- Burlington will not knowingly import merchandise that was "trans-shipped" through a second or third country in order to evade any laws or regulations of the United States or any laws or regulations of the country(s) of manufacture or exportation.
  - "Trans-shipped" is the transfer of merchandise from the country of origin to an intermediary country (prior to shipment to the destination country) for purposes of illegally achieving new country of origin status for the merchandise or to circumvent the foreign trade policies of the country of origin or the country of destination.
  - This does not include the use of feeder vessels, as approved and arranged by the freight forwarder.

## Section 5: Document Submission for Payment

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Beneficiary/vendor will review the letter of credit (if applicable) for accuracy and respond back to Burlington within 5 business days. In the event that a response is not received from the beneficiary/vendor, Burlington will proceed with the issuance of the Letter of Credit and any amendments that take place thereafter will be charged to the beneficiary. Note: the letter of credit will not be issued until merchandise testing is received (if applicable).

### ***Delivery Receipt/Authorization to Ship - for payment***

#### **DOCUMENTATION FOR PAYMENT**

Vendor should present the listed below documents to the bank for payment:

##### ***Cover Letter and Draft:***

- Must show the bank name, address and account number of where the payment will be sent as well as the US dollar amount being presented for on company name letter head that the account is under.
- NOTE: If payment terms are Open Account and you are requesting the funds be wired to a foreign bank you must provide that bank's US banking partners name and address on the cover sheet.

##### ***Commercial Invoice***

##### ***Container Level Packing List***

##### ***FCR:***

- Include two (2) copies of the FCR marked "Freight Collect."
- Consign to Burlington; 4287 Route 130 South (3rd Floor), Edgewater Park, NJ 08010 Attn: Import Department, Tel: (609) 387-7800 ext.73322, stating Burlington's PO number, carton/piece count, container number and cargo receipt date. (The cargo receipt date will be considered the sail date for purposes of the letter of credit if applicable).

### ***Commissions & Royalties***

- Commission/Royalty invoices should be billed per each 7-digit Burlington PO.
- *Invoice should include the following:*
  - Invoice number
  - *Invoice date*
  - *Burlington Purchase order number (7 digit number)*
  - *Style number*
  - *Quantity*
  - *FOB cost for each style number*
  - *Commission or royalty percentage*
  - *Amount for each style number*



- Total summary for entire shipment
- Commission/Royalty amount
- Commission/Royalty invoice payments will be made against warehouse quantities received.
- All Commission/Royalty invoices should be submitted to [import.treasury@burlingtonstores.com](mailto:import.treasury@burlingtonstores.com) or mailed to:  
Burlington Stores Inc.  
Attn: Import Department  
4287 Route 130 South (3<sup>rd</sup> Floor)  
Edgewater Park, NJ 08010-3015

### ***Import Expense Offsets***

**The following expense offsets apply to international orders prior to payment:**

- |  |   |
|--|---|
| • Late Sail                            | • 5% of Purchase Order                                  |
| • No Container Level Packing Lists     | • 5% of Purchase Order                                  |
| • Missing or Fraudulent CTPAT Report   | • 5% of Purchase Order                                  |
| • Missing or Inaccurate ASN (856)      | • 5% of Purchase Order                                  |
| • Short Shipment                       | • 3% of Purchase Order                                  |
| • Late or Missing Documents            | • 2% of Purchase Order                                  |
| • Inaccurate Documents                 | • 2% of Purchase Order                                  |
| • Missing/Fraudulent Micro-Pak         | • \$0.50/pair (footwear); \$0.50/coat (coats/outerwear) |
| • Missing Ticket                       | • \$0.25/unit   |
| • Missing or Inaccurate UCC-128 Labels | • \$3.00/carton   |

### ***Consignee & Notify/Broker Address***

#### **CONSIGNEE**

Burlington Stores Inc  
4287 Route 130 South (3<sup>rd</sup> Floor)  
Edgewater Park, NJ 08010  
Attn: Import Department  
Tel: (609) 387-7800 ext.73322

#### **NOTIFY PARTY/BROKER ADDRESS**

BDP International Inc.  
479 Port View Dr, Ste 28B  
Harrisburg, PA 17111  
Contact: Allan Schwoyer  
Telephone: (717) 985-1980  
Fax: (717) 985-1989  
Email: [BCF@bdpnet.com](mailto:BCF@bdpnet.com)

## Section 6: Mold and Moisture Protection Requirement

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### ***For All Vendors of Imported Shoes, Coats, Outerwear, Woven Baskets and Leather Items:***

Burlington does not accept goods that are damaged by moisture or mold. In an effort to avoid these occurrences, Burlington *requires* that all import shoe, coat, outerwear, and other leather items vendors provide a maroon **Micro-Pak® Sticker/Sheet** applied *in accordance with the manufacturer's instructions* (<http://www.micropakltd.com/index.php>). We believe that this will increase the likelihood of anti-mold and anti-moisture compliance, but, ultimately, the vendor is responsible for the delivery of compliant goods.

Note: Fungicides, silica gel packs, UV lights and other anti-mold, anti-moisture techniques are not acceptable.

[Micro-Pak® Footwear Packaging Guidelines](#)

[Micro-Pak® Coats and Outerwear Packaging Guidelines](#)

[Micro-Pak® Footwear Packaging Guidelines \(packed in egg crate\)](#)

[Micro-Pak® Footwear Packaging Guidelines \(packed in egg crate with no master polybag\)](#)

[Micro-Pak® Handbag and Backpack Packaging Guidelines](#)

## Section 7: Packing and Labeling

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### **General Carton Packing and Size Requirements**

- All vendors must notate the country of origin on the outside of each carton.
- Make sure each carton contains merchandise for only one purchase order (9 digit 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 Micro-Pak 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.**
  - 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.

### **Fragile Merchandise**

- All fragile and breakable items (glassware, crystal and gift items) must be packaged adequately to protect merchandise from breakage. Use corrugated packing materials of at least 225# and a container that will prevent product movement and damage. If you are unsure about your packaging, please contact the Vendor Relations department about submitting a sample package for review.
  - Burlington will not be responsible for damages of fragile items during transit.
  - Cartons must be marked “**FRAGILE**” either with preprinted markings or with labels.
- Please comply with all hazardous materials handling, labeling and documentation.
- Burlington encourages the use of “environmentally friendly” packing materials whenever possible.
- Shipments containing concealed damaged or defective merchandise will be subject to expense offsets.

### **Carton Sealing**

- All carton seams (top and bottom) must be sealed with packing tape.
  - All tape must be moisture/temperature resistant and have an adhesive quality that resists drying while in transit.
- Do not consolidate or seal with bands, staples, strings, straps or any sealant other than tape.

#### **PRE-PACK ORDERS:**

- All "pre-pack" orders must be packed as defined on your PO. Broken packs are not acceptable.
- Cartons must be marked with the pre-pack detail/breakout printed on the UCC-128 labels.
  - An additional carton content label may be used if your carton info does not fit on your UCC-128 label.

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

### ***General Labeling Requirements***

- All labels must be consistently applied to the longest side of the carton.
- Labels must be visible and readable.
- If utilizing carton markings in lieu of a carton content label, do not cover the carton detail with the UCC-128 label.
- Carton numbers must be unique across all distribution center ship to locations. A carton number can only be sent via EDI one time within 365 days, regardless of the ship to location.

#### **UCC-128 CARTON LABEL REQUIREMENTS:**

- UCC-128 labels must be scannable.
- The UCC-128 label must be located in the lower right-hand corner of the longest side of the carton.
- Labels should be placed on the side parallel to the flap seam on cartons when the length and width are identical.
- The bottom edge of the barcode should be located 1.25 inches from the bottom of the carton.
- The outer edge should be no closer than 1.25 inches and no greater than 3.0 inches to the edge of the vertical face.
- There should not be any tape, marking, or additional labels covering any part of the UCC-128 label.
- UCC-128 labels must be printed on 4" x 6" adhesive shipping labels, and should never be printed on plain paper or inserted into a plastic sleeve.
- UCC-128 labels should be applied without any wrinkles or marks running through the bar code.
- Pallet level UCC-128 labels are not acceptable.

If the carton is 6 *or more* inches in height, place the vertical label on the side of the carton as shown below.

If the carton is *less than* 6 inches in height, the label may be overlapped from the top to the side of the carton as long as the barcode is not folded. See example below.



#### **CARTON CONTENT LABEL REQUIREMENTS:**

- Separate carton content labels are required when carton content information does not fit on the UCC-128 label. Carton content labels are to be placed to the left of the UCC-128 label on the same panel of the carton.
- Cartons that are pre-printed with accurate carton contents (style, color, size, quantity) do not need additional carton content labels.

#### **ODD CARTON LABEL REQUIREMENTS:**

- Only 1 odd carton is allowed per 9 digit PO.
- An “**ODD CARTON**” label is required on pre-pack POs for cartons with either less or more units than the standard pre-pack used for the rest of the shipment.

#### **ADDITIONAL LABEL REQUIREMENTS:**

- Any additional labels, when required, must be placed on the same side of the carton as the UCC-128 label.
- Labels must not overlap or cover the UCC-128 label or PO, style, color, size, and quantity markings.
- Label stickers must be large enough to be clearly identified (no less than 3” x 4” in size) with the exception of the UCC-128 size requirement of 4” x 6”.

## **Section 8: Burlington's International Compliance Agreement**

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(Please sign and return to [import.compliance@burlingtonstores.com](mailto:import.compliance@burlingtonstores.com))

***I have read, fully understand and agree to comply with all terms and conditions contained within the following Burlington manuals:  
Legal & Social Compliance, Code of Conduct & Ethics, and Import Vendor Partnership manuals.***

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***Print Name***

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***Signature***

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***Title***

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***Company Name***

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***Date***