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Packing Requirements

- Consistent packing of either assorted musical or solid size cartons is required, do not pack multiple SKUs in the same carton.
- Packing without shoes cartons/in egg crate is acceptable but only with buyer approval.

Carton Labeling Requirements

- All cartons shipped to Burlington Distribution Centers and/or stores are required to display a UCC-128 label. Separate carton content labels are required when carton content information does not fit on the UCC-128 label.
- For details, please review Burlington-specific shipping and handling requirements located at [www.burlington.com/vendors](http://www.burlington.com/vendors).
Ticket Placement Procedures

All shoes will be ticketed depending on the shoe type with either a hard type “hang- tag” or an adhesive backed “gummy label”:

- **Hangtag Ticket**: For shoes with “hangtag ticket”, loop ticket fastener on the right shoe (through the lace eyelet, zipper or strap.)
  * If needed, unlace first eyelet in order to ticket the shoe properly.
  * Women’s shoes will not receive a hangtag ticket.
  * All Kids shoes will receive a “hang tag ticket”
- Plastic loop ticket fasteners are to be supplied by the vendor and should be 5 inches in length.

- **Gummy Label Ticket**: Gummy label placement should be placed horizontally on the arch of the shoe with the price facing the inside edge of the shoe.
  * If the gummy label does not fit on the arch of the sole, place it as close to the arch of the sole as possible (as shown in picture 2)
Size sticker Placement

- Place a size sticker on the insole of both shoes.
- Do not cover the vendor brand name with sticker.
- Size stickers can be ordered through FineLine [https://www.finelineglobal.com/fasttrak/]
- Fineline will automatically default to 1 sticker per pair when ordering. Please make sure you are ordering 2 per pair.
- Ordering instructions are also found on the Vendor Relations website.
**Shoe Processing Guide**

**Attaching Shoe Pairs**
- All shoe pairs are to be locked together using an elastic loop.
- Loops should be between 8” and 10” long.
- For shoes with lace eyelets, straps or zippers, loop is to be run through both shoes and secured.

**Fastening Tab Application**
- For shoes without lace eyelets, straps, or zippers, a “soft fastening tab” must be inserted into the insole of both shoes. Soft tab material must match shoe lining.
- Vendors are responsible for supplying “fastening tabs” inside the shoe pairs. Tabs should be between ¼ and ¾ inch in width and 1 ½ to 3 inches in length with the hole spaced inwardly about ½ to ¾ inch from the end.
Processing Shoes without Shoeboxes

Egg Crate Packing Instructions

- Egg crates must be assembled in full grid, packing only one pair of shoes per section.
- Shoes must not be crushed or rub against one another.
- Shoes must be placed in polybags.

Poly Bag Instructions

- Shoes must be packed one pair per individual poly bag only with micro pack or mold prevention packs.
Contact Information for Assistance

Departments- Contacts

Vendor Relations Department
609-387-7800 x73318-vendor.relations@burlington.com
Burlington has implemented a “Single Point of Contact” team to act 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. For information regarding payment of invoices, checks, shortage deductions, new stores discounts, or any other accounts payable related issues, please contact our Single Point of Contact team via Vendor.Relations@burlingtonstores.com.

The Vendor Relations department can be contacted with compliance issues, packing and labeling questions, as well as floor ready questions regarding hangers, tickets, and size markers. This department can also assist with general EDI/Gateway questions as well as understanding Burlington’s requirements for shipping your product to us.

EDI Department
609-387-7800 x73340-edi.support@burlington.com
The EDI department provides technical support for Burlington’s Gateway system, testing for traditional EDI, as well as technical support for the transmission of data and EDI mapping. This department can also assist with allowing Burlington access to your UPC catalog.

Routing Department-Used for “Collect” PO’s
609-387-7800 x72181  bcfrou@burlington.com
Burlington’s Routing department provides assistance with routing for collect and linear/volume shipments

Appointment Scheduling Office  Burlington.ASM@burlington.com  609-387-7800 x73024

The Scheduling department will assist your carrier in coordinating an appointment to deliver your shipment to one of our distribution centers.

Fine Line 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 Fine-Line’s website (https://www.finelineglobal.com/FastTrak). For assistance, please contact them directly. Should you need further assistance, please reach out to the Vendor Relations department.