

# DOMESTIC SHIPPING AND SCHEDULING

## Standard Vendor Conditions

All vendors will work with a PO Tracking Analyst regarding shipping. The PO Tracking Analyst should be your main point of contact regarding shipping products to any of our locations. If you have questions or need to contact your Tracking Analyst, please reach out to [PO.Tracking@burlington.com](mailto:PO.Tracking@burlington.com)

The requirements below are mandatory when shipping to any Burlington Stores Location.

### General Requirements

- Burlington campus' have multiple buildings. Your PO will be written to either DC 53 or 512. Burlington may instruct the driver to deliver to another building address within the campus. When the carrier calls to schedule an appointment, exact destination for the freight will be provided.
- ASN must be sent a minimum of 24 hours before the scheduled delivery appointment (excluding weekends.)
- Two copies of a properly executed [Bill of Lading \(BOL\)](#) must be included per shipment.
- The only acceptable proof of delivery is a BOL signed/stamped by Burlington receivers. – listed also in BOL section
- For Truckload and Intermodal deliveries, please affix a copy of the BOL to the merchandise on the tail of the delivery. – listed also in BOL section
- All drivers must follow Burlington's driver check-in procedure at the gates of its facilities. The check-in procedure expects all drivers to sign the "Receiving Stamp Template" and "Trailer Inspection Form" that is filled out by Burlington yard security.
- Perishable merchandise requiring temperature control must be delivered prepaid by the vendor.
- Direct import vendors (in which Burlington is the Importer of Record) [click here for additional import standards.](#)

### Freight Terms

- Collect orders are orders in which Burlington is responsible for any portion of the freight costs. A routing request must be submitted via the [TMS Portal \(Manhattan Associates\)](#).
- Prepaid orders are orders in which the vendor is responsible for all freight costs. An [Appointment Request](#) form must be submitted to our scheduling department.

*Burlington only accepts ownership of goods after systematic receipt of the PO, not at the gate.*

Shipment Type	Recommended Method	Maximum Frequency
Less than Truckload (LTL)	Consolidated	2x / week
Small Parcel (under 149 lbs. and 10 cartons or less total per 7-digit PO)	Fed Ex to the location on the PO	2x / week
Truckload / Multiple Truckload	Direct	Unlimited for each PO

\* From any one location/origin to the Burlington Stores distribution center or any pre-consolidation points

\*\*An appointment is not required for small parcel shipments but must arrive within the delivery window on the purchase order.

# Prepaid Shipments

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## Pre-Paid Shipments

Vendors are responsible for all shipping costs and can use a carrier of their choice.

## Delivery Windows

Burlington Stores utilizes the purchase order dates exactly as they are shown in your EDI (850) PO transmission. The two dates on the purchase order are:

- Do Not Deliver Before
- Do Not Deliver After

These two dates represent the delivery window of the purchase order and are the only dates Burlington will recognize. Merchandise must arrive at your designated location(s) within your delivery window noted on your purchase order. Merchandise delivered after the delivery window risks refusal. If you cannot meet your delivery window, please contact your buyer to request approval for an extension. It is the vendors responsibility to receive an updated and correct copy of the PO.

## Appointment Scheduling

All DC PO's are handled by our central scheduling office. Appointments are made via e-mail only at the following addresses:

**Appointment Scheduling Office**  
609-387-7800 x73024

**East Coast:** [autoschedule-east@burlington.com](mailto:autoschedule-east@burlington.com)  
**West Coast:** [autoschedule-west@burlington.com](mailto:autoschedule-west@burlington.com)

Changes or follow-up communication regarding appointment requests using the new system should be directed to [Burlington.ASM@burlington.com](mailto:Burlington.ASM@burlington.com)

*Call to confirm receipt of e-mail if response email is not received within 24 hours*

Prepaid freight vendors using their own carrier must abide by the DC appointment process to meet the Burlington delivery window. Appointment request(s) must be submitted per the latest version of the PO. Burlington will only accept appointment requests submitted on the Appointment Request Form found on the [Freight tab](#) of our vendor website. Verbal or email consent is not sufficient. The delivery location will be provided by Burlington with the appointment confirmation, along with the date and time. Any adjustments to carton counts must be submitted to Burlington at least two days prior to the scheduled appointment date if a delivery appointment has already been confirmed.

Burlington recommends appointment requests be made a minimum of 2 business days in advance of the Do Not Deliver **Before** Date. Appointment requests submitted less than 2 business days before the Do Not Deliver **After** Date will require an extension to the PO. The appointment number provided by the Scheduling department is to be used for check-in at the security gate on the delivery date. For pre-paid merchandise, the vendor assumes responsibility for the carrier's actions.

## Delivery Procedures

Each delivery requires its own appointment and ASN. When multiple trailers are required, each additional trailer will require its own PRO/appointment number, unique BOL, and ASN. **Do not load multiple delivery appointments on one trailer.**

If you need to combine multiple appointments on one trailer, email Burlington Scheduling Team at [Burlington.ASM@burlington.com](mailto:Burlington.ASM@burlington.com) 48 hours in advance of the scheduled appointment to make this request. A confirmation email must be received from Burlington for the change to be valid.

Merchandise on pallets should be annotated as palletized on the Burlington Appointment Scheduling Form. Live unload appointments are considered “on-time” when checked in at the gatehouse no earlier than one hour prior to or one hour later than the scheduled appointment time.

Delivery vehicle bed height must be a minimum of 43 inches (not to exceed 63 inches) and create a seal between the vehicle and loading dock (by use of bridge plate) when parked at the warehouse door. Maximum door dimensions are approximately 119 inches high x 108 inches wide. A minimum ground clearance of 12 inches is required for doors with a trailer lock.

Delivery by non-commercial vehicles such as cars, vans, SUVs, and pick-up trucks is highly discouraged; however, goods can be received if carrier/ delivery driver agrees to the terms listed in [BCF Waiver Letter](#).

## **Freight Consolidation**

Freight Consolidation of LTL (less than truckload) shipments provides benefits for Burlington and our vendors through reductions in freight costs and total deliveries.

### **Local (East and West Coast) Consolidation**

Prepaid LTL shipments may utilize Burlington’s local consolidation carriers when possible:

<b>All Cartage (primary west coast)</b>	310-970-0600 x105
<b>City Garment (secondary west coast)</b>	310-223-1010 x10
<b>Jay Dee (east coast)</b>	201-332-7200

## **Small Parcel Shipments to the DC of 1-149 lbs.**

A maximum of 10 cartons are permitted per 7-digit purchase order. An appointment is not required for small parcel shipments when shipping 10 cartons or less to the DC but must arrive within the delivery window on the purchase order. Small parcel shipments still must comply with Burlington’s ASN policy.

# Collect Shipments

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## Collect Shipments

Burlington is responsible for 50% or 100% of the shipping cost. Vendors must route their order through Burlington's TMS Portal and use a carrier assigned by Burlington.

## General Routing Rules

- All collect PO's must submit a routing request into the Transportation Management System (TMS) to obtain a routing confirmation number, regardless of the size of the shipment.
- The Ready to Ship date that is entered should be no earlier than the P.O. Start Ship date and no later than the P.O. Ship Cancel date.
- Burlington's Ship Windows will begin on Wednesday and end on the next Tuesday for a total of seven days.
- Routing can be entered as early as 21 days prior to the Start Ship date. It is suggested that routing be entered on the Monday prior to the beginning of the ship window.
- Routing must be submitted at a minimum 3 business days prior to the ship cancel date.
- Merchandise must be available to ship on the requested ship date. Missed or rescheduled appointments because the merchandise was not available will not only require the routing process to start over, if the shipment cannot be made within the current ship window an extension must be granted by a Burlington Merchant.
- Same or next day pick-up cannot be guaranteed. The routing department books shipments based on accurate shipping information and vendor's "Ready to Ship" date.
- P.O.s with different Ship Windows cannot be shipped together.
- Do NOT submit routing requests unless merchandise is physically in your possession and available.
- Do NOT submit routing requests unless / until ALL styles of the P.O. are ready to ship.
- In the event the carrier is unable to pick up the goods in the ship window and the carrier must schedule a pickup date after the ship cancel date, the vendor would not be subject to chargebacks if routing was successfully submitted on time.

## Shipment Planning

Each routing/shipment request should not exceed a planned maximum of 3,500 cubic feet when floor loaded, 26 non-stackable pallets, or 52 stackable pallets.

Burlington uses long haul consolidations and under these circumstances, drivers may be required to inspect the loads to make sure they remain intact. Please be attentive to your allotted space on your routing confirmation. Please be sensitive to allotted free time and complete loads in a timely fashion. Generally, free times are 2 hours for local carriers and 3 hours for non – local.

Please ensure that you use a unique seal # and it is notated on the BOL. Also, please notate your shipment number (CS#) on your BOL.

It is critical for all vendors to submit accurate pallet counts/cubic feet measurements for each shipment. When possible, Burlington utilizes long-haul consolidation to maximize transportation efficiency. In some scenarios, vendors' merchandise will be consolidated with another vendor's merchandise from a

different pick-up location. If previously loaded freight prevents you from properly and securely completing your loading process, please notify the driver and the Burlington Routing department.

## Freight and Delivery Costs:

- Burlington will not pay any re-delivery cost if the shipment must be rescheduled after the PO cancellation date is adjusted. Any additional freight charges will be debited from the vendor invoice.
- No Cash on Delivery (COD) shipments are permitted.
- Burlington will not pay additional transportation fees for improperly submitted routing requests.
- Burlington is not responsible for the freight costs if the vendor neglects to utilize the Burlington contracted carrier.
- Do not insure collect shipments unless specifically instructed to do so in writing by Burlington.
- Burlington will not pay any freight cost or additional charges that are added to a merchandise invoice and/or invoiced separately.
- Expense offsets and related costs will be issued for non-compliance with Burlington's freight terms and policies.

## Ship Windows

Burlington's ship window is found on your EDI (850) PO transmission. The two dates on the purchase order are:

- Ship Start
- Ship Cancel

These two dates represent the ship window of the purchase order and are the only dates Burlington will recognize. Merchandise must ship from the vendors facility within the ship window. Burlington may refuse any pickups that ship outside the Burlington ship window. If you risk missing the ship window, please reach out to the appropriate contact within the PO Tracking team to seek approval for an extension on your PO.

Any adjustments to carton counts will require the vendor to submit a new routing request. In the event the carrier has already been assigned and the carton count needs to change, please contact the Routing Department [BCFRout@Burlington.com](mailto:BCFRout@Burlington.com) 609-387-7800 x72181 or 72182.

## Routing Request

### Submission Process:

All routing requests must be submitted through our [Transportation Management System \(TMS\)](#). All new vendors are automatically enrolled. Questions regarding enrollment and RTS creation can be directed to the TMS support team at 609-387-7800 x73350 [TMS.Support@burlington.com](mailto:TMS.Support@burlington.com).

All requests should receive a response within 48 hours after submission (excluding weekends). If a response is not received back from Burlington within this time frame, please contact the Routing Department 609-387-7800 x72181 or [BCFRout@burlington.com](mailto:BCFRout@burlington.com) to verify your request was received.

Below information is required for all Ready to Ships in TMS:

1. Burlington PO # (at the 9-digit level)
2. Ship Ready Date (future date that freight will be ready for pick up)
3. Quantity of cartons
4. Total weight of shipment

5. Total size of shipment in cubic feet
6. Number of pallets (if palletized)

For further details see [TMS Routing Guide](#)

Please note one "Ready to Ship" is equal to one shipment. Do not enter multiple "ready to ships" for PO's being shipped on the same truck.

Once the routing confirmation has been provided, it is the vendor's responsibility to contact the carrier immediately to schedule pickup. It is mandatory for the vendor to use the assigned carrier. The scheduling of the delivery appointment is then handled through Burlington's carrier. The routing confirmation number (CS#) must be provided on the BOL. Failure to do so may result in delays in carriers receiving delivery appointments.

**FedEx Ground (Small Parcel) Shipments to the DC of 1 to 149 Lbs.**

Please note Collect PO's in this category will still require a routing request. Be aware that this refers to FedEx Parcel, not any other FedEx services.

If FedEx has been assigned as your carrier, please follow the "FedEx Services" instructions found at [www.burlington.com/vendors](http://www.burlington.com/vendors) under the "[Freight](#)" tab.

When shipping small parcel (FedEx) please be conscious of oversized carton fees.

## **Delivery Procedures**

Each delivery requires its own appointment and ASN. When multiple trailers are required, each additional trailer will require its own appointment number, unique BOL, and ASN. **Do not load multiple delivery appointments on one trailer.**

If you need to combine multiple appointments on one trailer, email Burlington Scheduling Team at [Burlington.ASM@burlington.com](mailto:Burlington.ASM@burlington.com) 48 hours in advance of the scheduled appointment to make this request. A confirmation email must be received from Burlington for the change to be valid.

# All Shipments

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## DC Ship-To Locations

Since Burlington is a source-based network, our vendors should be shipping to the DC that is closest to the shipment point of origin. If a PO is written with a DC that is not closest to where the merchandise is shipping from, please contact the appropriate buying team as soon as possible to have the PO corrected. It is the vendors responsibility to receive an updated copy of the PO. A purchase order cannot be written to 2 different locations. Note, all GOH merchandise shipping on a GOH trailer, should only be shipped to 1830 Route 130, Burlington, NJ (your PO will state DC 53).

## Bill of Lading (BOL)

Burlington requires two copies of a properly executed Bill of Lading (BOL) to be included with the shipment.

- It is the vendors responsibility to fill out the BOL completely and provide the BOL to the carrier at time of pickup
- For Truckload and Intermodal deliveries, please affix a copy of the BOL to the merchandise on the tail of the delivery.
- The BOL should include each 9-digit PO number on the shipment.
- There should be a carton count subtotal per 9-digit PO number on the shipment with a total number of all cartons shipping listed at the bottom.
- Total pallet count should be provided on the BOL if applicable
- Sealed trailers must have the unique seal number legibly listed on both copies of the BOL
- For collect shipments, the CS number (routing confirmation number) is required to be listed on both copies on the BOL
- Click [here](#) to access the Burlington sample BOL matrix format with all BOL requirements listed.
- Burlington does not require the carrier to provide driver count or assist in loading. The shipper is responsible to count, load and seal all freight. It is the shipper's responsibility to verify carton quantities listed on the BOL are accurate.
- Burlington counts all cartons at the time of receipt in the distribution center. If a concealed shortage is determined (the total number of cartons on the pallet is less than the BOL number of cartons on the pallet) the shipper is liable.
- A trailer which is counted, loaded, and sealed by the shipper and delivered to a Burlington distribution center with the seal intact negates Burlington or the carrier from liability in the event of a carton shortage on the BOL.
- The only acceptable proof of delivery is a BOL signed/stamped by Burlington receivers.

## Load Quality

### ***All Loads:***

It is the vendors' responsibility to tender their freight to the Burlington distribution centers with PO style/color/size integrity. Please note that PO integrity does NOT require P.O.'s to be segregated by

pallet. We strongly encourage PO's to be combined on the same pallet so our recommended pallet dimensions can still be achieved.

To expedite less than truckload (LTL) shipments (pre-paid or collect), we recommend your order be palletized. LTL shipments that are not palletized, vendor accepts all liability for shortages identified upon delivery to Burlington, regardless of freight terms. Burlington does not expect its carriers to count individual cartons on shipments. All shipments should be shipped as efficiently as possible. Multiple LTL shipments should be consolidated into truckload quantities when possible.

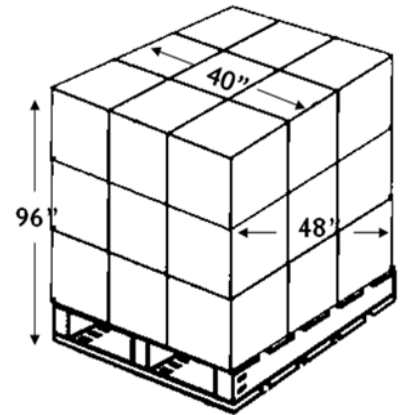
If your shipment is less than or equal to 900 cubic feet, please palletize your freight. If greater than 900 cubic feet, we encourage floor loading of loose cartons.

#### **Floor Loaded Full Trailers:**

- Must be loaded with labels facing outward toward the door of the trailer.

#### **Palletized Loads:**

- Each pallet must be identified as follows: *PO # Pallet 1 of 6, 2 of 6, etc.*
- All carton labels must be facing outward and cartons securely shrink-wrapped to the pallet.
- Multiple POs within the same pallet are allowed and encouraged if necessary to achieve recommended pallet dimensions but must have a clearly visible separator to indicate the end of an order at the 9-digit level.
- Pallets must be constructed of wooden material (or stronger) with dimensions not to exceed 40" in width and 48" in length, and 96" in height. (Does not include pallets used for oversized merchandise, such as cribs, etc.)
- Please stack pallets to maximum height.
- Empty filler cartons are not permitted on pallets.
- Do not chimney stack.
- Shipments should be planned for a maximum of 26 non-stackable/ 52 stackable pallets.
- Need to use shrink wrap to secure merchandise appropriately covering all surface areas of the sides of the pallet. Pallets that are not properly wrapped or stacked are subject to possible vendor liability.
- Placard the pallet to state "do not break down pallet."



### **Canada/ Mexico Shipments**

Burlington 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 [BCFRout@burlington.com](mailto:BCFRout@burlington.com)