



Burlington

Direct Import Vendor Partnership Manual

DIRECT IMPORT REQUIREMENTS

Summary

This chapter of the Vendor Manual outlines direct import procedures and policies for Burlington's import vendors, where Burlington is the importer of record. Compliance with these procedures is mandatory. Please send copies of this section to all your production facilities overseas.

Section 1: Introduction

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

- Purchase Order (PO)
- Product Safety & Regulatory Compliance
- CTPAT Security and Social Compliance Audits
- Carton Markings/Labeling
- UCC Labeling
- Container level Advance Ship Notices, ASN's
- Pre-ticketing
- Clearance Documents
- 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'. We use the following Incoterms 2020:

- **FOB** port of origin, for Full Container Load (FCL/CY) shipments delivered directly to the port.
- **FCA** named place, for light container loads (LCL/CFS) delivered to our consolidator.
- **FCA** named place, for all factory pickups (CY and CFS.)

Standard Shipping Terms:

- **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 (must be pallet loaded)

Section 2: Freight Forwarder/Consolidator

Introduction

- All **logistical** communications for direct import transactions will be managed by Burlington through the assigned forwarder (Maersk Logistics & Services)
- All bookings must be made online through the forwarder's system.
- Send commercial invoice and packing list to forwarder within 72hrs of vessel sailing.
- Burlington is now using Bamboo Rose for automated creation of commercial invoices and packing lists. Please contact: Vendor.Relations@Burlington.com for information on how to gain access. For vendors not participating in Bamboo Rose yet template documents can be found on the import section of the [vendor website](#). Reach out to the forwarder assigned to the country you will be shipping from for more details.

Forwarder origin contact information can be found on the import section of the [vendor website](#).

- The following services are provided by the Freight Forwarders:
 - Oversee on-time delivery of Burlington’s cargo.
 - Report shipment/cargo/Qty discrepancies to Burlington.
 - Coordinate all bookings and deliveries as well as provide the booking details to the vendor and Burlington.
 - Coordinate receiving, sorting, and checking of CFS shipments.
 - Perform careful inspections of CFS cargo when received to ensure good physical condition.
 - Advise Burlington when product has been received at the CFS facility and/or port.
 - Manage all necessary documents received from vendors and advise Burlington of any documentation not received within the required time frame.
 - Place booking with nominated ocean carriers and collect carrier’s documentation (Sea Waybill).
 - Assure that all documentation is compiled for the customs house broker in the US.
 - Produce an FCR to the vendor after they have received completed and accurate copies of **all** 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 Burlington’s Freight Forwarder’s booking request deadlines.
- Vendors are required to submit online booking requests a minimum of 4 weeks prior to early ship date (ESD) at the PO/Burlington style level. A “Shipping Order Number (S/N)” will be issued by the forwarder.
- Vendors must reach out to the forwarder for online booking instructions. See [import section](#) of vendor manual for contact list.

If your goods require additional remediation (e.g., ticketing or UCC128 labels) prior to shipping you must take this into consideration when the booking is being made, so as not to compromise the cadence of the shipment.

Booking Confirmation

Booking Number

- If there are **no discrepancies** between the Burlington PO and the vendor’s online booking, the Freight Forwarder will transmit the booking confirmation within 24 hours.
- 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 refer to that booking confirmation.
- The vendor must provide the booking number at the time cargo is delivered.
- Vendors must also reference the booking number within the ASN.

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.
- Typical booking discrepancies may include, but are not limited to:
 - Missing PO or Burlington Style Number
 - Early Delivery Discrepancy
 - Late Delivery Discrepancy
 - Quantity Discrepancy (within 10% variance)
 - Port of Origin Discrepancy
 - Destination Discrepancy
 - Product testing not on file
 - Security and/or Social Compliance factory audit reports not on file.

Section 3: Cargo Delivery

Shipment Window

- Burlington will specify the parameters of the Burlington product ship window.
- You must have the goods delivered to the terminal or consolidation station within this window.
- Adherence to the pre-defined ship window is required.
- The Burlington 5-day import ship window is defined as below:

| FIELD | DEFINITION | TIMING | ACTION |
|-------|----------------------------|------------|--|
| ESD | Early Shipping Date | Day 1 of 5 | First day cargo and documentation may be delivered to the ocean carrier's terminal or the consolidation station. |
| LSD | Last Shipping Date | Day 5 of 5 | 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 Burlington's specified forwarder's facility for consolidation.

- Inco Terms: FCA
- Burlington is to receive an ASN from the vendor 48 hours prior to the goods being delivered to the Forwarder's consolidation station.
- All CFS shipments are to be delivered to the consolidator at vendor's expense, sorted by PO# and Burlington Style #.
- The product must be delivered to the consolidation station within the Burlington stipulated 5-day ship window.
- The Consolidator will inspect cargo and packaging to ensure it is in good physical condition and that all other deliverables are met.
- The Consolidator will advise Burlington of any discrepancies that do not match the PO requirements and operating procedures.
- The Consolidator will produce an FCR to the vendor after they have received accurate copies of **all** mandatory documentation and payment has been settled for all local charges as stipulated.
- The vendor must bring the completed Shipping Order Form, Shipping Number and/or Booking Number when delivering the cargo to the Consolidator's designated CFS warehouse.

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 72hrs after vessel sailing.
- All vendor-loaded containers are subject to all security and loading standards and requirements outlined in this manual. Please refer to the Packaging and Labeling section of this manual.
- After booking, container positioning at the factory is the full responsibility of the vendor/factory.
- Any ODD carton (carton that does not meet the prepack requirement) must be the last carton loaded and must be immediately visible upon opening the container doors and clearly marked "Odd Carton".
- If the order spans more than one container for a CY shipment, a separate ASN will be required for each container. (One ASN per 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 facility and container loaded at that location only.
- 10+2 must indicate 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 to 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 the 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

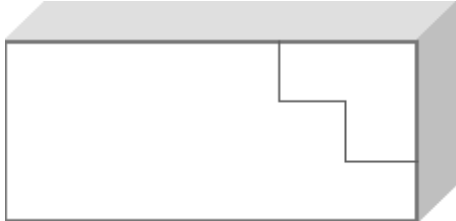
Supplier must follow the delivery mode from the set of rules as following for loading requirements.

Container Utilization - Priority Minimum Loading - Maximum Weight Shipment

| Equipment Type | Minimum CBM | Maximum cargo gross weight |
|----------------|-------------|----------------------------|
| 45' High Cube | 76 | 20,856 kgs |
| 40' High Cube | 66 | 19,958 kgs |
| 40' NOR | 56 | 19,958 kgs |
| 40' Standard | 56 | 19,958 kgs |
| 20' Standard | 26 | 17,237 kgs |

- The vendor must achieve the above stated minimum load ability unless given prior written approval from Burlington.

- No 20' CY loads will be accepted from Yantian, Shanghai, Ningbo, or Qingdao China unless overweight or special approval has been granted from Burlington's forwarder once a booking has submitted online.
- If the container is light load approved by Burlington, please evenly load the cartons as a ladder pictured below:



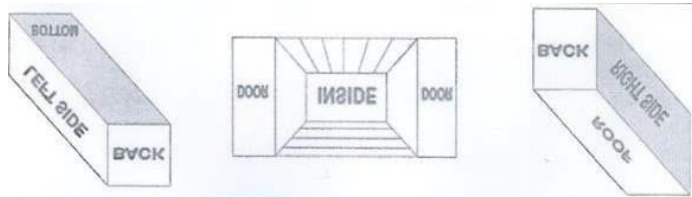
- If shipping any fragile goods, it is the vendor's responsibility to properly secure, block or brace the goods within the container to mitigate the risk of damage while in transit.
- Load container in PO/Burlington Style order. **Do not** randomly load PO/Burlington shipments.
- The PO/Burlington Style 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
 - PO#
 - Burlington Style#
 - Number of Cartons
 - Total CBM and Total Gross Weight
 - Seal Number

- **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 factory must conduct a 7-point inspection prior to loading any cargo.

- 7-point inspection includes the inside, right-side, left-side, roof, bottom, back and doors of the container. Note: For Reefer containers the fan housing unit must also be checked.



- If 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), false walls or hidden compartments, 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 the container is weather tight.
 - No false walls or external compartments where unmanifested material may be present.
 - If the container is not clean, it must be cleaned prior to loading.
- Verify the locking mechanisms are in good working order.
 - Ensure no alterations have been done, no saw marks or extra welding
- 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 numbers **must** be noted on all paperwork.
 - If an FCL leaves a vendor site without being sealed, Burlington is not responsible for short counts and/or charges by the carrier for the sealing of the container. Additionally; due to possible security breaches Burlington reserves the right to reject the shipment of goods.
- 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.
- Pallets are to be heat treated or fumigated with methyl bromide and **stamped** or branded, with a mark of compliance. This mark of compliance is colloquially known as the "**wheat stamp**". The vendor is fully responsible to ensure all the pallet sides clearly show the mark of compliance before the goods are loaded into the container.
 - Follow all Homeland Security procedures for all cargo shipped.

Section 4: Documentation

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
 - Container number
 - Seal Number
 - Exact & precise product description and HTS (Harmonized Tariff Schedule) number
 - Lowest external packaging count (e.g., case/carton count)

Shipper's Letter of Instruction (SLI):

- For CY factory loaded container shipments, SLI must be done online with the forwarder **within SLI cut-off** time to support the 24-hour advanced manifest rule (AMS).
- Please contact the local origin office for instructions ([see forwarder contact list](#)).

Sea Waybill (SWB):

- Burlington Stores should only be listed as the Consignee and should not be listed by name outside of the Consignee name and address box on the SWB. Burlington's information should not be listed in the body of the document.

Forwarder's Cargo Receipt (FCR):

- The signed Forwarders cargo receipt will be issued once all origin charges have been settled (typically ETD+3)

Commercial Invoice and Packing Lists

- Burlington is now using Bamboo Rose for automated creation of commercial invoices and packing lists.
- Please contact: Vendor.Relations@Burlington.com for information on how to gain access.
- All documents are due to the forwarder within 48 hrs. of vessel sailing.
- Please find Commercial Invoice and Packing List templates on the import section of the [vendor website](#) if not yet participating in Bamboo Rose.
- Please include the commercial invoice and packing list when submitting shipping documents to our forwarder within 48hrs of the vessel sailing as well as payment documents to the bank and/or import.treasury@burlington.com.
- **DO NOT** put more than one 7-digit PO on an invoice.
- The completed commercial invoice and packing list must be converted to PDF prior to uploading in the freight forwarder's system (save as in the format below). Failure to upload pdf versions may cause delays to customs clearance and result in chargebacks from demurrage.

| | | |
|---------------|-----------------------------------|---|
| File name: | PO 1234567_Commercial Invoice.pdf | ▼ |
| Save as type: | PDF (*.pdf) | ▼ |

CTPAT/ Social Compliance Assessment

Copies of current valid Security and Social Compliance audit reports for each factory and stuffing location must be presented prior to booking of the shipment and emailed to ctpat@burlington.com for review. Burlington's CTPAT Team will review all audit reports and decide validity and expiration date of each report.

Recommended Security and Social Compliance Auditors:

Burlington will accept any third-party Security and Social Compliance audit report, if needed the below auditors are recommended by Burlington. These partners offer both Security and Social Compliance audits to be done on the same visit at one low price. When contacting one of the recommended auditing companies below please mention the audit is in reference to a Burlington purchase order.

Omega Compliance Ltd.

603 The Harbourfront II
18-22 Tak Fung Street
Hung Hom, Kowloon,
Hong Kong
Giovanna Chan, Corporate Accounts Manager
Email: giovannachan@omegacompliance.com
Phone: 852-2992 1201

QIMA

Customer Service support in Asia
CiCi Tan
Tel: + 86 755 222 39093
Email: support@qima.com

Customer Service in Europe and the Americas
Bryan Academia
Toll Free: 1.888.264.8988
Email: support@qima.com

If above contacts cannot be reached or if in another region other than above reach out to:

Dory Lanenter
Toll Free: 1.888.264.8988 x 3
Direct: +1-604-484-6580
Email: Dory.Lanenter@qima.com
How to book?

- 1) Register with company name "Burlington – your supplier's name at" www.qima.com/register
- 2) Log in, book the service, and pay.

For a security only audit our recommended auditing solution is SCAN:



<https://www.scanassociation.com/suppliers-vendors/>

Product Safety & Regulatory Compliance:

All products sold by Burlington must meet applicable U.S. Federal, State and Regional requirements. Vendors are responsible for the necessary auditing, testing and/ or inspections of their products and facilities to ensure ongoing compliance. As the Importer of Record, Burlington requires its vendors to submit documentation, test reports and/ or Certificates of Compliance to the Product Safety & Compliance team 6 weeks prior to shipping. Burlington's Product Safety & Compliance manuals, testing protocols and certification requirements can be found on our Direct Import Compliance page. Please email regulatory.compliance@burlington.com for the link to the site.

Lithium Batteries Regulation

Existing regulation requires the Lithium cells and batteries, either self-packed or present in powered equipment, to meet IATA Dangerous Goods Regulations (DGR) with passing result of UN Manual of Tests and Criteria, Sixth Revised Edition, Amend 1, Part III, sub-section 38.3, paragraph 38.3.5.

The testing is to make sure the batteries are stable under shipping conditions such as Altitude Simulation, Vibration, Shock, Impact/Crush and Forced Discharge.



Beginning January 1, 2020, the update in this regulation requires that the manufacturers and distributors of lithium cells and batteries and equipment powered by cells and batteries to make the test report or test summary available to distributors in the supply chain and to the final consumer on their request in a reasonable time frame.

Burlington's Requirements:

Burlington's suppliers of lithium cells and batteries and equipment powered by cells and batteries are required to make sure the batteries have been tested to UN Manual of Tests and Criteria, Sixth Revised Edition, Amend 1, Part III, sub-section 38.3, paragraph 38.3.5. Suppliers are not required to submit a test report or test summary for each shipment. However, the test report or test summary must be available and provided to Burlington upon request within a reasonable time.

Types of Lithium Batteries:

There are two types of Lithium batteries, Lithium metal batteries that are primary non-rechargeable or Lithium-ion batteries (sometimes abbreviated Li-ion batteries) are secondary rechargeable.

| | Lithium metal batteries (non-rechargeable) | Lithium-ion batteries (rechargeable) |
|---|--|---|
| <p><u>Lithium metal batteries:</u> Generally used to power devices such as toys, watches, clocks, calculators, cameras, temperature data loggers, car key fobs etc.</p> <p><u>Lithium-ion batteries:</u> Generally used to power devices such as toys, mobile telephones, laptop computers, tablets, power tools and e-bikes.</p> |  |  |

H. FOREIGN SUPPLIER VERIFICATION PROGRAM [FSVP]

Under provisions of the U.S. law contained in the U.S. Federal Food, Drug and Cosmetic Act, importers of food products intended for introduction into U.S. interstate commerce are responsible for ensuring that the products are safe, sanitary, and labeled according to U.S. requirements.

Imported food products are subject to FDA inspection when offered for an import at U.S. ports of entry. FDA may detain shipments of products offered for import if the shipments are found not to follow U.S. requirements. For import POs, where Burlington is the importer of record, Burlington must submit the required 'Prior Notice' filing and obtain FDA clearance at the time of import with U.S. Customs. To make the import clearance process smooth and in a timely manner, food suppliers must ensure that their products are compliant with FDA requirements.

Food Facility Registration

The 21 CFR 1.225 through 1.245 require domestic and foreign facilities that manufacture/process, pack, or hold food for human or animal consumption in the United States to register with FDA. If a foreign facility is required to register but fails to do so, food from that facility that is offered for import into the U.S. is subject to refusal. The food may be held within the port of entry, unless directed elsewhere by FDA or the Customs and Border Protection Service (CBP).

Complete information about FDA Food Facility Registration requirements is available at: Biennial Registration Renewal:

<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/ucm324780.htm>

Frequently Asked Questions:

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/ucm331959.htm>

Food Product, Food Facility and Packaging details

All commercial processors of low-acid and acidified foods located in the United States and all processors in other countries who export low-acid canned food or acidified food products into the United States must register their processing plants with FDA for each product, product style, container size and type and processing method (21 CFR 108).

A low-acid canned food (LACF) is any food (other than alcoholic beverages) with a finished equilibrium pH greater than 4.6 and a water activity greater than 0.85, excluding tomatoes and tomato products having a finished equilibrium pH less than 4.7. An acidified food (AF) is a low-acid food to which acid(s) or acid food(s) are added and which has a finished equilibrium pH of 4.6 or below and a water activity (aw) greater than 0.85. Examples of low-acid canned food (LACF) and acidified foods (AF) include (but are not limited to): salsa, chutney, pesto, bruschetta, relish, pickles, curds, vegetable pates, barbeque/hot sauces, coconut water, salad dressings, oil/vinegar with vegetable pieces, dipping sauces / condiments, olives, butter, mayonnaise, certain jams, jellies, and preserves, and some types of mustard.

Country of Origin

U.S. Customs *and Border Protection (CBP) requires marking containers of packaged imports with the English name of the country of origin. Food labeling statements regarding geographical origin must not be false or misleading in any way.

Organic Food Labeling

The USDA organic regulations allow the following four retail labeling options:

- Organic: products that are certified as “organic” in the EU may be sold as organic in the U.S.; may be labeled with the EU organic logo and/or the USDA organic seal.
- 100% Organic: products that are certified as “organic” in the EU and contain 100% organic ingredients may be sold as “100 percent organic” in the US; may be labeled with the EU organic logo and/or the USDA organic seal.
- “Made With” Organic Products: products that contain 70-95% organic ingredients may include the statement “made with” on the front label (example: “Made with organic corn”). May NOT be labeled with EU or USDA organic seals.
- Less than 70% Organic Products: these products May NOT be sold or labeled as “organic” in the U.S.
- Examples of the EU organic logo and USDA organic seal:

Organic Seals



USDA Organic Seal (U.S.)



European Organic Food Label (E.U.)

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 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.

Trans-Shipments

Burlington will not knowingly import merchandise that was “trans-shipped” through a second or third country 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

Letter of Credit:

Beneficiary/Vendor will review the letter of credit for accuracy and respond back to Burlington within 5 business days. If 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.

Open Account:

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 requesting funds be wired to a foreign bank you must provide that bank's US banking partner's name and address on the cover sheet. Documents needed for payment:
 - Cover Letter
 - Commercial Invoice
 - Container Level Packing List
 - Copy of the signed Freight Cargo Receipt (FCR)

Wire:

Email import.treasury@burlington.com the following documents.

- Commercial Invoice
- Packing List
- Copy of signed FCR

Commissions & Royalties

- Commission/Royalty invoices should be billed per each 7-digit Burlington PO.
- Invoice should include the following:
 - Invoice number
 - Invoice date
 - Burlington's (7 digit) purchase order number
 - Style number
 - Quantity per style
 - FOB cost for each style number
 - Commission or royalty percentage
 - Total Qty and Cost
- All Commission/Royalty invoices should be submitted to import.treasury@burlington.com.

Note: Commission/Royalty invoice payments will be made against warehouse quantities received.

Consignee & 1st Notify Party

CONSIGNEE

Burlington Coat Factory Warehouse
 1830 Route 130 North
 Burlington, NJ 08016
international.transportation@burlingtonstores.com

1st NOTIFY PARTY

Maersk Customs Services USA Inc.
 1501 S. Clinton Street, Suite 210
 Baltimore, MD 21224
 Attn: Mark Zeitlin
 Telephone: (410) 230-0373
 Email: burlington.us.mcsi.nam@maersk.com

Section 6: Mold and Moisture Protection Requirement

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

Burlington does not accept goods that are damaged by moisture or mold. To avoid these occurrences, Burlington *requires* that all imported shoes, and all wicker and leather items ship with 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: NON-MICRO PAK 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

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)
- Coordinated tops and bottoms being sold separately must be packed in separate cartons. The tops and bottoms will be identified on the 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 MircoPak 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. ☒
 - Structurally, the corrugated box should be a minimum 32 ECT (edge crush test) for cartons weighing less than 30 lbs. and a minimum 40 ECT for cartons weighing over 30 lbs. ☒
- 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.
- Cartons outside the minimum or maximum dimensions/weight are considered non-conveyable.

| | Length (inches) | Width (inches) | Height (inches) | Weight (pounds) |
|----------------|-----------------|----------------|-----------------|-----------------|
| Minimum | 9” | 9” | 3” | 1 lb. |
| Maximum | 53” | 30” | 32” | 75 lbs. |

Goods that fall outside of these tolerances require special handling and should be identified prior to scheduling an appointment by contacting the Vendor Relations department.

Fragile Merchandise

- For fragile and breakable shipping requirements, please refer to [fragile guide](#).
- Burlington will not be responsible for damage to fragile items during transit. Cartons must be marked FRAGILE, HANDLE WITH CARE, DO NOT LAY both English and Spanish.
- Cartons must be marked with directional “arrows up” to instruct the carton handler as to the proper carton handling.
- Cartons must include international fragile marking
- Please comply with all hazardous materials handling, labeling and documentation.
- Burlington encourages the use of “environmentally friendly” packing materials whenever possible.

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.

Purchase Order Types

Burlington Stores currently supports the following types of purchase orders:

- Pack by Style/Bulk
- Pre-Packs

It is expected that the goods will arrive packed as ordered. If there is a question regarding the pack type, please contact the Vendor Relations department.

Pack by Style/Bulk Orders:

Orders generated that are coded “pack by style” and are to be delivered to Burlington Stores’ distribution center for allocation by style, color, and size are defined as bulk.

- A carton can only contain one SKU/UPC. This means one style, one color, and one size packed loose in a carton.
- Do not combine or mix purchase orders in the same carton.
- Do not mix sizes, styles, or colors in the same carton.
- Do not polybag bulk orders.
- Closeout orders can contain mixed cartons but must be approved by Vendor Relations.

Pre-pack Orders:

- All pre-pack orders must be packed as defined in 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 information does not fit on your UCC-128 label.
- Pre-packs must be packaged in poly bags and bundled as one unit (bundle hangers with string, twine, or rubber bands).
- 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

UCC-128 Carton Label Requirements:

- UCC-128 labels must be visible, readable, and scan able.
- The UCC-128 label must be 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
- 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.
- 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 if 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) except for the UCC-128 size requirement of 4” x 6”.