

Burlington

DELIVERED DUTY PAID (DDP): Vendor Shipment Guidelines

DDP Terms Overview –

1. Burlington Stores, Inc. will accept DDP containers to our DC's in San Bernardino, CA and Edgewater Park, NJ from qualified vendors (when the vendor is the Importer of Record). The vendor must land the container(s) at the port of destination, clear US Customs, and deliver the shipment to our DC, all at the total cost of the vendor. Title of the goods passes to Burlington Stores after receipt in the DC (FOB Destination).

ASN & UCC128 Labels & Loading Instructions –

1. DDP Container ASNs must be submitted at the container level (1 ASN for each container). Failure to submit ASN's properly and on time will result in expense offsets.
2. Accurate ASNs properly associated to UCC128 labels must be provided as soon as possible after the vessel sailing from the port of loading but not less than 5 days prior to arrival at the delivery port.
3. Carton marking requirements for DDP shipments are the same as Burlington Stores' Domestic carton marking requirements. (see chapter 4 of the Domestic Vendor Manual)
4. Loading Instructions – Each PO must be loaded completely before loading the next PO. Do not mix PO's within the container.

DDP Inbound Operations & Communications –

1. Vendor must notify their designated drayage carrier to make a delivery appointment with Burlington Stores' Scheduling Department to pick up the container after it clears customs and is released by the ocean carrier.

APPOINTMENT SCHEDULING -

Appointments are made **via e-mail only** at the following addresses:

East Coast (Edgewater Park, NJ) autoschedule-east@burlington.com

West Coast (San Bernardino, CA) autoschedule-west@burlington.com

Appointments will be assigned within 24 hours of receipt of the appointment request. A copy of the Container Worksheet or the formatted BCF Appointment Scheduling Form must be included on the e-mail request.

2. The vendor's designated dray carrier is responsible for making an appointment in a timely manner but not less than 3 days prior to the LFD. The vendor assumes responsibility for their carrier's actions.



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3. Burlington Stores recommends that shipments be tendered to the carrier 5 days in advance of the **Do Not Deliver "After" Date** on the purchase order to account for appointment scheduling and port delays.
4. Driver **MUST** provide BOL / Delivery Order with Burlington PO Numbers and carton counts or container will be refused.
5. Burlington Stores will not be responsible for any charges on Door Moves and recommends/prefers that your carrier requests a "Live" unload.

CANADA / MEXICO SHIPMENTS

Burlington Stores, Inc. 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.