



Direct to Consumer Branded Packing Slip

Companion Report

Version: 4.0 Final

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Trading Partner:	
Notes:	

Table of Contents

Pack Slips	1
Direct to Consumer Shipments	1
Basic Pack Slip Requirements:	1
Direct to Consumer Shipments require ASNs	1
Pack Slip Size	1
Pack Slip Zones	2
Pack Slip Zone Mapping	3
Other Notes and Comments:	3

User Note 1 :

This Burlington Stores Specification Document was developed exclusively for technical development purposes as would be undertaken by a typical trading partner as part of their on-boarding process and technical development of a Direct to Consumer, Branded Packing Slip; this document was not designed for compliance or as part of a compliance management process undertaken by a typical trading partner

The Burlington Stores Vendor Compliance guidelines can be found here: <http://www.burlingtoncoatfactory.com/Vendors/Compliance.aspx>

Burlington Stores EDI Specification Documents can be found on the 'Burlington Stores website under <http://www.burlingtoncoatfactory.com/Vendors/EDI.aspx>

If there are any questions about this or any Burlington Stores EDI specification contact EDI Support at (609) 387-7800 Ext 3340 (EDI-0) or EDI.Support@BurlingtonStores.com , where an incident will be opened and answered by the next available EDI coordinator.

User Note 2 :

'Burlington Stores' includes trademarks, service marks and trade names used in connection with business operations; documents including EDI documents and/or specifications may also include such names as 'Modcraft Fashions', Burlington Coat Factory,' 'Cohoes,' 'Luxury Linens,' 'MJM Designer Shoes' and 'Baby Depot' when referring to Burlington Stores, Inc.

Pack Slips

The pack slip contains information relevant to a specific shipment. Burlington Coat Factory has adopted a basic pack slip format to form the basis for their packing slip standards so that vendor can easily adapt and be compliant. Use these guidelines as a basis for your pack slips and work with the Vendor Relations team on any compliance questions. Guidelines changes are considered as changes are made in the marketplace.

Direct to Consumer Shipments

- Direct to Consumer shipments are defined as any shipment originating from the web store for direct shipment to the consumer, Direct to Consumer shipments are also defined as any shipment originating from a store or other Burlington Coat Factory system indicating the shipment must be made to the consumer's home address.

Basic Pack Slip Requirements:

- All cartons shipped to for Direct to Consumer shipments are required to display and or contain a packing slip, regardless of carton content, purpose, receiving party, or location.
- Provide one copy of the packing slip for each package shipped Direct to Consumer
- The packing slip should only identify the items within the package or carton
 - Items shipping by way of a second or additional shipment should not be described by the pack slip


Direct to Consumer Shipments require ASNs

- A valid ASN (EDI-856) must be sent at least 24 hours prior to the shipment being received by the consumer. If shipping 'Direct to Consumer' the same day as the order is received, send the ASN as soon as the merchandise has shipped
- Check the EDI ASN specifications located here for more detail
<http://www.burlingtoncoatfactory.com/Vendors/EDI.aspx>.

Pack Slip Size

- **Zone Height** – Each zone should have enough space allocated to accommodate both required and additional information.
- **Zone Width** – The width of the zones is determined by the width of the pack slip. In some cases, the packing slip width can be divided to accommodate multiple zones side by side.
- **Pack Slip Height** – The recommended minimum height is 11.0"± 0.2"; the height of the pack slip can be taller if necessary to accommodate additional information; however, the sequence of zones must be preserved as much as reasonably possible and the placement guidelines described below must be as closely observed in order to meet any delivery deadlines in the initial release sequence.
- **Pack Slip Width** – The recommended minimum pack slip width is 8.0"± 0.2"; the width of the pack slip can be wider if necessary to accommodate additional information.

Pack Slip Zones

1  **PACKING SLIP**

4 P.O. # [100]
DATE: JULY 21, 2014

2 SHIP FROM

3 SHIP TO Customer name
Address 1
Address 2
City, State postal code
Country Code

6

7

5

PO NUMBER	SHIP DATE					CARTONS
632039002	00/00/00					2

8

QTY	ITEM/SKU/UPC	STYLE	COLOR	SIZE	DESCRIPTION	UNIT PRICE	LINE TOTAL
2	743685178	427059 BU		4-7	Wool Blend Jacket w/ Quilted Hood	-----	-----

9 **10** **11** **12** **13** **14** **15**

16

SUBTOTAL	-----
SALES TAX	
TOTAL	-----

17

- Contact us at
<http://www.burlingtoncoatfactory.com/ContactUs.aspx>.
- Return Policy
<http://www.burlingtoncoatfactory.com/Others/ReturnPolicy.aspx>.
- Gift Message: (Free-Form Message Text 264 characters) _____

Pack Slip Zone Mapping

Pack Slip Zone Mapping

Zone	Zone Title	Field Description	Source Document	Field Source	Qualifier	Required/Optional
1	Brand Identity Zone					Required
2	Ship From Zone	Include ship from address ONLY, DO NOT INCLUDE VENDOR NAME				Required
3	Ship To	Consumer Name	Purchase order (EDI 850)	N102	Where N101 = OB	Required
3	Ship To	Address 1	Purchase order (EDI 850)	N301	Where N101 = OB	Required
3	Ship To	Address 2	Purchase order (EDI 850)	N302	Where N101 = OB	Required
3	Ship To	City	Purchase order (EDI 850)	N401	Where N101 = OB	Required
3	Ship To	State	Purchase order (EDI 850)	N402	Where N101 = OB	Required
3	Ship To	Postal code	Purchase order (EDI 850)	N403	Where N101 = OB	Required
3	Ship To	Country Code	Purchase order (EDI 850)	N404	Where N101 = OB	Optional
3	Ship To Postal Code	Postal code	Purchase order (EDI 850)	N403	Where N101 = OB	Required
4	Date Zone	Ship Date	Ship Notice/Manifest (856)	DTM02	Where DTM01 = 011	Required
5	PO Number	PO Number	Purchase order (EDI 850)	BEG03	Where BEG02 = SA	Required
6	Ship Date	Ship Date	Ship Notice/Manifest (856)	DTM02	Where DTM01 = 011	Required
7	Carton Count	Carton Count	Vendor System (Local)			Required
8	Quantity*	Quantity Shipped	Purchase order (EDI 850)	PO102	When Ship Complete	Required
9	ITEM/SKU/UPC Identifier**	Item Identifier	Purchase order (EDI 850)	PO107	Where PO106 = IN or UP	Required
10	Style	Style Description	Purchase order (EDI 850)	PO109	Where PO108 = IT	Required
11	Color	Color Description	Purchase order (EDI 850)	PO111	Where PO110 = BO	Required
12	Size	Size	Purchase order (EDI 850)	PO113	Where PO112 = IZ	Required
13	Description***	Product Description	Purchase order (EDI 850)	PID05/PO115	Where PO114 = BL	Required
14	Unit Price	IMPORTANT NOTE:The pack slip should not include Unit Prices				Not Required
15	Line Price	IMPORTANT NOTE:The pack slip should not include line prices				Not Required
16	Totals, Subtotal, and Sales Tax	IMPORTANT NOTE:The pack slip should not include pricing totals, subtotal, or sales tax				Not Required
17 A	The pack slip should include basic contact information, Including a Link to http://www.burlingtoncoatfactory.com/ContactUs.aspx					
17 B	Return Policy; Include the Web Reference for Return Policy information by making available on the web page a link for http://www.burlingtoncoatfactory.com/Others/ReturnPolicy.aspx					
17 C	Free-Form Gift Message Text ****	Free-Form Message	Purchase order (EDI 850)	MSG01	264 Max Characters	Required
17 D	Other (Hold for future release). There is an 850 expansion plan to make a variable available in the PO to carry Marketing or Message Field					

* If Shipping complete use the PO102 else use local system for quantity shipped

** Vendor using SKU should use 'IN', Vendors using UPCs should use 'UP'

***Product description, Suppliers should use the the 'Product Description' from their system that ties to the item ordered in the PO1 segment. Generally speaking this is the item description that appears by agreement on the website. This 'Product Description' can include the description from the PID05, i.e. the 'Brand Identity' as part of the descriptive field when included in the PO and can also make use of the Brand/Label in the PO in the PO115 segment where PO112 = 'BL' where applicable

**** Free-Form Gift Message Text - 264 Max Characters, typically alphanumeric

Other Notes and Comments:

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