



Direct Imports

Dear Trading Partner;

The below is intended to point out some key important points when shipping direct import with Burlington. Direct Import orders are shipments where Burlington takes possession of the goods at origin and is responsible for all ocean, US clearance and destination trucking.

Burlington currently ships these goods under two Inco-Terms. NOTE: Burlington does not ship under EX-Works (EXW) terms at this time.

- FOB – Full containers stuffed at one location and delivered to the port of origin. Burlington would take possession of the goods once on board the vessel.
- FCA – Consolidated loads at our freight forwarder’s consolidation station. Burlington will take possession of the goods at a “Named Place”; the consolidation station.
 - FCA/Factory – Burlington picks up the goods from the factory. This can be full containers or consolidated freight. In this case Burlington would take possession of the goods at a “Named Place”; the factory.

All shipments must have a Security and Social Compliance audit submitted for all factories manufacturing the merchandise and/or stuffing the containers. These audit reports must be submitted to CTPAT@burlington.com prior to the online booking with Burlington’s forwarder. In addition; any and all required product testing reports must also be submitted prior to the booking being made. All testing reports are to be submitted to regulatory.compliance@burlington.com for review and approval. NOTE: Burlington will not take possession of goods until all audits and tests have been properly submitted and reviewed.

All bookings must be made online with our freight forwarder (MOL) 2 weeks prior to the cargo’s ready date. (3 weeks during peak season: July – September) For more information please see our Import Vendor Manual or reach out to international.transportation@burlington.com .

Each container must have an ASN sent to Burlington within 72hrs of the vessel sailing or 24hrs prior to delivering to the consolidation station. In addition; each master shipping carton must have a corresponding UCC label affixed to the outer right side as per our vendor manual.

Burlington offers the two below payment options for direct import shipments.

- Open Account at sight of documents.
 - Cover Letter, Commercial Invoice, Packing List and FCR would be (postal) mailed to our bank (PNC). Once documents are received and reviewed payment would be wired into the vendor's notated account on the cover letter within 5-7 business days. (please see vendor manual for more information or contact import.treasury@burlington.com)
- ACH or FED Wire at sight of documents.
 - Commercial Invoice, Packing List and FCR would be emailed to import.treasury@burlington.com . Once documents are received and reviewed payment would be wired to the bank name and address on file within 3-5 business days.

Thank you for your partnership and we look forward to working with you. Please see our International Contact list should you have any questions or need further assistance.

Thank you

The Burlington International Team