



# ***Burlington***

## ***Import Vendor Partnership Manual***

## DIRECT IMPORT REQUIREMENTS

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### 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 to these procedures is mandatory. Please send copies of this section to all your production facilities overseas.

### Section 1: Introduction

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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 Testing
- CTPAT Security and Social Compliance Audits
- Carton Markings/Labeling
- UCC Labeling
- Container level Advance Ship Notices, ASN's
- Pre-ticketing
- 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'.

- Inco Terms 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.)
- **MDDP** modified delivered duty paid, (FCL/CY) for shipments booked with our forwarder, shipping on our ocean & drayage contracts (Burlington paying all transportation), with the vendor paying duty and clearing all customs.

### 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

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### Introduction

- All **logistical** communications for direct import transactions will be managed by Burlington through the assigned forwarder (MCS-MOL Consolidation)
- All bookings and required shipping documents (commercial invoice & packing list) to the freight forwarder must be made online through the forwarder's system.
- Reach out to the forwarder assigned to the port of origin 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 I shipment/cargo discrepancies to Burlington.
- Coordinate all bookings and deliveries as well as provide the booking details to the vendor and Burlington.
- Inform Burlington of discrepancies that do not match the requirements of the PO.
- 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.
- Handle all necessary documents received from vendors and advise Burlington of any documentation not received within in 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.
- Ensure ASNs are received timely and accurately.
- 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 14 calendar days 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 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. If these services are required, please reach out to the Forwarder's origin team for pricing and instruction.

## 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 reference that booking confirmation.
- Vendor must provide the booking number at the time cargo is delivered.

### 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
  - CTPAT (security) and/or Social Compliance Audit not on file.

## Section 3: Cargo Delivery

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### 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 a 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.
- Vendor must bring completed Shipping Order Form, Shipping Number and/or Booking Number when delivering the cargo to the Consolidator's designated CFS warehouse.
- Cut off time for delivery to the Consolidator's CFS warehouse is 16:00 due to the local Customs regulation.

### **Full Container Loads (FCL)**

- Inco Terms: FOB (Port), FCA (Factory pick up) or MDDP (Modified DDP terms)
- Shipment: CY (delivery to port)
- Burlington is to receive a container level ASN from the vendor within 2 business days 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 in the CBP Automated Manifest System (AMS) 24 hours prior to loading.

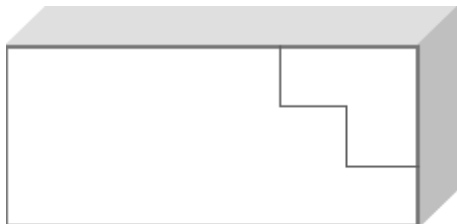
Container integrity must be maintained to protect against the introduction of unauthorized material and/or persons. At point of stuffing, procedures must be in place to properly seal and maintain the integrity of the shipping containers. A high security seal must be affixed to all loaded containers bound 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.
- If the container is light load approved by Burlington, please evenly load the cartons as a ladder pictured below:



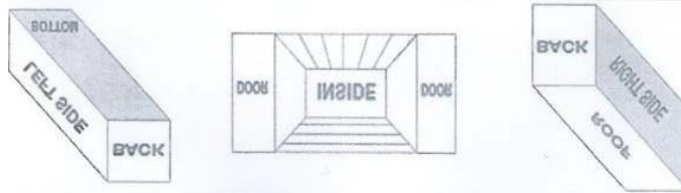
- Load container in PO/Burlington Style order. **Do not** randomly load PO/Burlington shipments.
- The PO/Burlington Style portion that consumes the largest cubic volume must load into the nose (head load) of the container, followed by the balance of the smaller volume.
- Heavy cargo must evenly load 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
  - Seal Number
  - PO#
  - Burlington Style#
  - Number of Cartons
  - Total CBM and Total Gross Weight

- **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), 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 container is weather tight.
  - No false walls or external compartments where un-manifested material may be present.
  - If container is not clean, it must be cleaned prior to loading.
- Verify the locking mechanisms are in good working order.
- 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 number **must** be noted on all paperwork.
  - If an FCL leaves a vendor site without being sealed, Burlington is not responsible for short counts.
- 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**".
  - Follow all Homeland Security procedures for all cargo shipped.

## Section 4: Documentation

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### **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 MOL contact list](#)).

#### **Commercial Invoice and Packing Lists**

- All documents are to be done online within the forwarder's e-doc system.
- Please reach out to the appropriate origin team ([see MOL contact list](#)) for E-Doc training.

#### **CTPAT/ Social Compliance Assessment**

Copies of current valid CTPAT (Security) and Social Compliance (SC) Audit Reports for each factory and stuffing location must be presented prior to booking of the shipment and emailed to [ctpat@burlington.com](mailto:ctpat@burlington.com) for review. Burlington's CTPAT/SC Team will review all audit reports and determine validity and expiration date of each report.

#### **Recommended CTPAT/SC Auditors:**

Burlington will accept any third party CTPAT/SC audit report, if needed the below auditors are recommended by Burlington. These partners offer both CTPAT and SC audits to be done in the same visit at one low price.

#### **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](mailto:giovannachan@omegacompliance.com)  
Phone: 852-2992 1201



## **QIMA**

Customer Service support in Asia

Cici Tan

Tel: + 86 755 222 39093

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Customer Service in Europe and the Americas

Bryan Academia

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Email: [support@qima.com](mailto: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](mailto:Dory.Lanenter@qima.com)

How to book?

1) Register with company name "Burlington – your supplier's name at" [www.qima.com/register](http://www.qima.com/register)

2) Log in, book the service, and pay

## **MOL Consolidation Service**

Ms. Juliet Zhang

Vice President, HQ Operations

Email address: - [Juliet.zhang@molmcs.com](mailto:Juliet.zhang@molmcs.com)

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## **Regulatory:**

Vendors are responsible for all lab test charges associated with product compliance, including transportation, material costs, consultations, etc. Enough representative samples should be sent for testing at an approved CPSC lab in a timely manner so that a lab report will be available prior to the booking of goods. Adjustments to ship dates due to pending or missing lab reports, or due to rework of an order after a failing lab test result will subject the vendor to a chargeback by Burlington's Import Treasury Department. Failure to provide passing lab reports will cause a denial of booking and/or order cancellation. It is the vendor's responsibility to make sure the product meets all applicable federal, state, and local safety standards.

If the merchandise is shipping on wood pallets, pictures of the pallet sides clearly showing the **stamp** or brand, with a mark of compliance (wheat stamp) must be sent to Burlington before the goods ship.

Contact [regulatory.compliance@burlington.com](mailto:regulatory.compliance@burlington.com) for specific details related to your product or order.

## **Testing Protocols:**

Burlington Stores is committed to provide a high level of safety for the products offered to our customers. Burlington Stores sells a variety of consumer products including apparel, beauty, shoes, baby gear, accessories, toys, furniture, housewares, and gourmet foods among many other products. Since our stores are in the U.S., these products are subjected to U.S.

federal, state, and local regulations. If your product follows other countries regulations such as EU or Canada, it may still fail to meet U.S. market requirements. Below is a summary of standards, requirements, and restrictions for major product categories. For detailed requirements, please contact our legal department at [product.eval@burlington.com](mailto:product.eval@burlington.com)

Burlington protocols can be found on our website using the following link [Testing Protocols | Vendor Relations at Burlington Stores](#)

**We expect our suppliers to:**

- Be familiar with all the federal, state, and local regulation applicable to their product.
- Be knowledgeable of their product regarding chemical composition and physical performance.
- Ensure products and packaging is properly labeled in accordance with federal and state regulations.

**Testing Information:**

- Products are tested at accredited testing labs showing passing test reports meeting all regulatory requirements.
- Burlington does not have a designated testing lab. You may test your product at any accredited lab; however, Intertek testing labs does have discounted testing rates for Burlington.
- Generally, a valid test report should be within a year of product production.
- Burlington will accept a test report for a product tested for other retailers. You will not need to repeat the testing.
- Group testing is allowed although; all style numbers not tested should be listed on the test report.

**Burlington Stores reserves the right to monitor product safety through audits and testing programs. If the product is found unsafe and in violation of federal, state, or local regulations, it will be recalled at supplier's cost.**

**A. CONSUMER PRODUCT SAFETY IMPROVEMENT ACT (CPSIA)**

- Burlington Stores as the importer of record of consumer products is required to certify product compliance under Consumer Product Safety Improvement Act (CPSIA).
- Product certification is the issuance of a document describing the product in compliance to applicable CPSC rules, standards, bans and regulations. This document is known as Children's Product Certificate (CPC) or General Certificate of Conformity (GCC) for non-children's products.
- The certificate accompanies each product or shipment of products; that the certificate be furnished to retailers and distributors; and that the certificate be provided to the CPSC, upon request
- Children's Products: The law defines a "children's product" as a consumer product designed or intended primarily for children 12 years of age or younger. In determining whether a consumer product is primarily intended for a child 12 years of age or younger, the following factors will be considered:
  - A statement by the manufacturer about the intended use of the product, including a label on the product, if such statement is reasonable.
  - Whether the product is represented in its packaging, display, promotion, or advertising as appropriate for use by children 12 years of age or younger.
  - Whether the product is commonly recognized by consumers as being intended for use by a child 12 years of age or younger.
- Children's Product Certificate: Children's Product Certificate (CPC) is a written document in which the manufacturer or importer certifies that its children's product complies with all applicable children's product safety rule. Certification of children's products must be based upon the passing test results of third-party testing. The third-party testing laboratory provides the testing services and results but does not issue the children's product certificate. The law requires manufacturers or importers to issue a Children's Product Certificate; that the certificate accompanies each product or shipment of products; that the

certificate be furnished to retailers and distributors; and that the certificate be provided to the CPSC, upon request. Under CPSC regulations, an electronic certificate is "accompanying" a shipment if the certificate is identified by a unique identifier and can be accessed via a World Wide Web URL or other electronic means, provided the URL or other electronic means and the unique identifier are created in advance and are available with the shipment.

- o Knowing and willful issuance of a fraudulent certificate or misrepresentation of product compliance on the certificate is a US federal crime.

**B. CONSUMER PRODUCT SAFETY COMMISSION (CPSC) REGULATIONS:**

Below is a table for key safety requirements for a sampling of products. This list does not include all products or testing. Suppliers are required to test their products in CPSC approved testing lab with passing the relevant requirements before shipping.

CPSC Regulation	Limits/Specification	Description
Lead in Substrates of Children’s Products (CPSIA § 101)	≤100 ppm total lead per component	All products
Lead in surface coatings, paint, furniture (16 CFR 1303)	≤90 ppm	All products
Phthalates (CPSIA § 108)	8 Phthalates - Each ≤ 0.1% DEHP, DBP, BBP, DINP, DIBP, DPENP, DHEXP, DCHP	Toy and Childcare Items
Flammability of Wearing Apparel (16 CFR 1610)	Shall meet Class 1 requirements	Textile wearing apparels
Flammability of Wearing Apparel (16 CFR 1611)	Rate of burning shall not exceed 1.2 in./sec by the average of five determinations lengthwise and five determinations transverse to the direction of processing	Plastic vinyl wearing apparels
Sleepwear Flammability (16 CFR 1615/1616) Exemptions: - Diapers & underwear - Infant Garments size nine months or smaller - All tight-fitting sleepwear in sizes above 9 months	Average char length not to exceed 7.0 inches (17.8 cm) and NO individual specimen shall have a char length of 10 inches (25.4 cm)	Children’s Sleepwear
Toy Safety ASTM F963 – Latest version	Various requirements depending on type of toys	All kind of toys
Small Parts Choking Hazard (16 CFR 1501)	Prohibited	All products
Sharp Points / Sharp Edges 16 CFR 1500.48-49	No hazardous sharp points or edges by 16 CFR 1500.48-49 before and after testing	Children Products
Mechanical Hazards 16 CFR 1500	Shall meet the requirements specified in the standard - 16 CFR 1500	Children Products

Torque and Tension Tests 16 CFR 1500.53	Shall have no small parts, sharp points or edges before and after testing	Children Products
Electrically Operated Toys 16 CFR 1505	Shall meet the labeling requirements specified in the standard 16 CFR 1505	Electrically Operated Products Intended For Use By Children
Carpet/Rug Flammability - small 16 CFR 1631	7 of 8 must not have charring reach to within 1 inch of hole in frame. If rug fails, a rug defined as "small" may be sold with securely attached label stating FLAMMABLE (FAILS U.S. DEPARTMENT OF COMMERCE STANDARD FF 2-70): SHOULD	Applicable to size: <6 ft. in any direction and <24 sq. ft in area
	NOT BE USED NEAR SOURCES OF IGNITION	
Carpet/Rug Flammability - large 16 CFR 1630	7 of 8 must not have charring reach to within 1 inch of hole in frame. If rug fails, it can't be sold.	Applicable to size: (>6 ft in any direction and >24 sq. ft in area
Tracking labels	Section 14(a)(5) of the Consumer Product Safety Act, 15 U.S.C.	

### C. 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 the 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 a secondary 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-bike</p>	<p><b>Lithium metal batteries (non-rechargeable)</b></p> 	<p><b>Lithium-ion batteries (rechargeable)</b></p> 	
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**D. DRAWSTRING REGULATION:**

**CPSC regulation**

CPSC has made ASTM F1816, the Drawstring Standard for children’s upper outerwear, a mandatory safety rule. Drawstrings at the hood and neck area of children’s upper outerwear in sizes 2T to 12 (or the equivalent) are prohibited. In addition, the length of drawstrings at the waist and bottom of children’s upper outerwear in sizes 2T to 16 (or the equivalent) has been limited to 3 inches outside the drawstring channel when the garment is expanded to its fullest width; such garments must be free of toggles, knots, and other attachments at the free ends of drawstrings. If a waist or bottom drawstring in upper outerwear sizes 2T to 16 (or the equivalent) is one continuous string, it must be bar tacked (i.e., stitched through to prevent the drawstring from being pulled through its channel). Young children can be seriously injured or killed if the upper outerwear they are wearing catches and snags on other objects. The standard defines "upper outerwear" as "clothing, such as jackets and sweatshirts, generally intended to be worn on the exterior of other garments." This definition excludes underwear and inner layers, but it includes lightweight outerwear that is appropriate for use in warmer climates. Pants, shorts, and skirts are not intended for the upper portion of the body and are excluded from the scope of the standard.

**Wisconsin State Requirements:**

- Prohibits drawstrings in hood and neck area for all kind of children’s clothing ages 0-16.
- The length of drawstrings at the waist and bottom of all kinds of children’s clothing in sizes 0to 16 (or the equivalent) has been limited to 3 inches outside the drawstring channel when the garment is expanded to its fullest width; such garments must be free of toggles, knots, and other attachments at the free ends of drawstrings.

**New York State Requirements**

- Prohibits drawstrings in hood and neck area for all kind of children’s clothing age 2T-16.
- The length of drawstrings at the waist and bottom of all kinds of children’s clothing in sizes 2Tto 16 (or the equivalent) has been limited to 3 inches outside the drawstring channel when the garment is expanded to its fullest width; such garments must be free of toggles, knots, and other attachments at the free ends of drawstrings

**E. LAW LABELS**

Many states have registration and labeling requirements for filled products to include bedding, apparel, and stuffed toys. This requirement is meant to protect the consumers from unsanitary filling materials. Each state has its own registration requirements such as registration/license fee and length of registration period. It’s the supplier responsibility to make sure that product sold

to Burlington Stores carry law label and registration/license is active in all required states.

- **Bedding:** bed pillows, comforters, decorative pillows, mattress pads, quilts, or any bedding item that contains stuffing concealed by fabric or any other flexible material.
- **Stuffed Toys:** any item intended for use by children or infants as a plaything which is filled with or contains any fiber, chemical or other stuffing.
- **Apparel:** quilted clothing, gloves, hats, coats, and slippers.

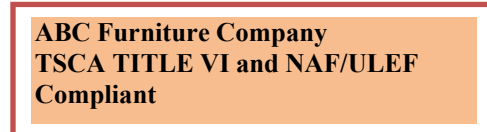
#### F. EPA WOOD COMPOSITE REQUIREMENTS

U.S. Environmental Protection Agency (EPA) TSCA Title VI establishes the limits for formaldehyde emissions from composite wood products: hardwood plywood (veneer and composite core), particleboard, medium-density fiberboard (MDF), and thin-MDF. The national emissions standards are designed to reduce exposures to formaldehyde and avoid harmful health effects. Formaldehyde exposure can have a negative effect on health, both in the short and long term. Formaldehyde can cause irritation of the skin, eyes, nose, and throat. High levels of exposure may cause some types of cancers.

#### G. Labeling Requirement

As of March 22, 2019, EPA TSCA regulation requires the TSCA Title VI Compliant labels on finished goods or boxes containing finished goods produced in or imported into the United States. The label must include the manufacturer's name, the date the finished good was produced (in month/year format), and a TSCA Title VI compliance statement. Labeling of a finished good is not required if the composite wood content does not exceed 144 square inches; however, the composite wood material must still be compliant. The label may be applied as a stamp, tag, or sticker. The EPA formaldehyde rule prohibits the use of barcodes or non-text labels as the sole label. However, companies that wish to use barcodes or other non-text labels may do so, if the encoded TSCA Title VI compliance information is printed on the label in English text. The label may also note if made with NAF/ULEF products (if true for all composite wood products in finished good) or made with combination of TSCA Title VI and NAF/ULEF products.

Label  
Examples



#### H. CALIFORNIA PROP 65 REGULATIONS

It is the vendor's responsibility to determine if the products being offered to Burlington require a warning label under this regulation. Burlington reserves the right to ask vendors for test reports verifying that their items were tested for applicable Prop 65 identified chemicals. In addition, if the vendor determines that a warning label is required, Burlington's expectation is that our vendors pre-label merchandise in a manner that complies with the content requirements in Section 25603(b). Any merchandise Burlington receives that requires a warning label, and has not been labeled by the vendor, will be returned to vendor, or debited and destroyed at the vendor's expense per our PO Terms and Conditions.

**NOTE:** If an order relates to goods that require a warning under Proposition 65, Vendor is required to advise Burlington in writing prior to processing the order and receive Burlington's written confirmation that it wishes to proceed with the order. Burlington may decline to order goods that require Prop 65 warning labels. For additional information please contact: [product.eval@burlingtonstores.com](mailto:product.eval@burlingtonstores.com)

On August 31, 2016, OEHHA adopted amendments to Article 6, Clear and Reasonable Warnings for Prop65. The new regulation became effective on August 30, 2018 and applies to all merchandise manufactured on or after this date. Two primary goals of the new regulation:

- Clarify the responsibility of compliance for the manufacturer, producer, packager, importer, supplier, and distributor; and
- Update the labeling requirements as to the content and format of warnings to gain safe-harbor protection.





**New Warning Label Requirements**

The new regulation now requires that the safe-harbor warning label include:



- A warning symbol that is an equilateral triangle yellow with an exclamation point. The triangle must have a bold outline (the warning symbol in black and white is an acceptable alternative).
- The word “**WARNING**” in all capital letters and bold print.
- The entire warning must be in a type size no smaller than the largest type size used for other consumer information on the product. In no case shall the warning appear in a type size smaller than 6-point type.
- The name of at least one chemical in the product.
- Type of exposure (carcinogen or reproductive toxicant or both).
- Followed by the web address [www.p65warnings.ca.gov](http://www.p65warnings.ca.gov).

NOTE: If a product contains chemicals that cause both cancer and reproductive harm, then the warning label should include one chemical that causes both cancer and reproductive harm or one chemical for cancer and second chemical for reproductive harm.

**Examples of the “long form warning”:**

<p>WARNING: This product can expose you to chemicals including (name  of chemical), which is known to the State of California to cause cancer. For more information go to <a href="http://www.P65Warnings.ca.gov">www.P65Warnings.ca.gov</a>.</p>	<p>For exposure to listed carcinogens</p>
<p> WARNING: This product can expose you to chemicals including (name of chemical), which is known to the State of California to cause birth defects or other reproductive harm. For more information go to <a href="http://www.P65Warnings.ca.gov">www.P65Warnings.ca.gov</a></p>	<p>For exposure listed to reproductive toxicants</p>
<p> WARNING: This product can expose you to chemicals including (name of chemical), which is known to the State of California to cause cancer, and (name of chemical), which is known to the State of California to cause birth defects or other reproductive harm. For more information go to <a href="http://www.P65Warnings.ca.gov">www.P65Warnings.ca.gov</a>.”</p>	<p>For exposure to both chemicals listed as carcinogens and reproductive toxicants</p>
<p> WARNING: This product can expose you to chemicals including (name of chemical), which is known to the State of California to cause cancer and birth defects or other reproductive harm. For more information go to <a href="http://www.P65Warnings.ca.gov">www.P65Warnings.ca.gov</a>.</p>	<p>For exposure to a chemical listed as both carcinogens and reproductive toxicants</p>

**Short Warning Label:** The new regulation also provides a short form alternative short form warning label intended to be used on small products or where space was limited. The warning may be shortened, and the name of the chemical omitted, as follows:

 WARNING: Cancer -www.P65Warnings.ca.gov.	For exposure to listed carcinogens
 WARNING: Reproductive Harm -www.P65Warnings.ca.gov.	For exposure to listed reproductive toxicants
WARNING: Cancer and Reproductive Harm - www.P65Warnings.ca.gov.	For exposure to both chemicals listed as carcinogens and reproductive toxicants

### Warning Label Placement

Product Label Placement: The warning may be displayed on the product itself or its packaging, so long as it is clearly visible to the customer prior to purchase. A standalone warning in an owner’s manual is not acceptable.

### G. COSMETIC LABELING REGULATIONS:

The FD&C Act defines cosmetics by their intended use, as "articles intended to be rubbed, poured, sprinkled, or sprayed on, introduced into, or otherwise applied to the human body...for cleansing, beautifying, promoting attractiveness, or altering the appearance" (FD&C Act, sec. 201(i)). Among the products included in this definition are skin moisturizers, perfumes, lipsticks, fingernail polishes, eye, and facial makeup, cleansing shampoos, permanent waves, hair colors, and deodorants, as well as any substance intended for use as a component of a cosmetic product. It does not include soap. Under the law, cosmetic products and ingredients do not need FDA pre-market approval, except for color additives. Companies and individuals who manufacture or market cosmetics have a legal responsibility to ensure the safety of their products. Neither the law nor FDA regulations require specific tests to demonstrate the safety of individual products or ingredients. The law also does not require cosmetic companies to share their safety information with FDA. FDA may take regulatory action if there is reliable information indicating that a cosmetic is adulterated or misbranded.

“Adulteration” refers to any product contains

- any poisonous or deleterious substance which may render it injurious to users
- it consists in whole or in part of any filthy, putrid, or decomposed substance
- its container is composed, in whole or part, of any poisonous or deleterious substance which may render the contents injurious to health

“Misbranded” refer to any product contains

- Its label does not include all required information.
- the required information is not adequately prominent and conspicuous
- color additive does not conform to applicable regulations
- missing direction of safe use and warning statement

### Color Additives

Color additives are subject to a strict system of approval under U.S. law [Federal Food, Drug, and Cosmetic Act] (FD&C Act). Failure to meet U.S. color additive requirements causes a cosmetic to be adulterated except for coal-tar hair dyes. Color additive violations are a common reason for detaining imported cosmetic products offered for entry into this country.

The FD&C Act Section 721(c) [21 U.S. C. 379e(c)] and color additive regulations [21 CFR Parts 70 and 80] separate approved color additives into two main categories: those subject to



certification (sometimes called "certifiable") and those exempt from certification. C.I. (Color Index) numbers are not acceptable on product labeling unless they are preceded by the color additive names accepted in the U.S. followed by the C.I. number in parentheses.

### **Burlington Cosmetic Approval Process**

Burlington does not review and approve the labeling of your cosmetic products. It is the vendor's responsibility to make sure the cosmetic labeling complies to FD&C regulation. Vendors are required to fill out cosmetic Certificate of Compliance document and send to Burlington at [regulatory.compliance@burlington.com](mailto:regulatory.compliance@burlington.com). All orders are placed on hold until cosmetic Certificate of Compliance is received and reviewed.

### **Cosmetic Products Claims:**

Solid documentary evidence should be provided to substantiate any claims made regarding the product. Vendors are required to consult their own legal advisors if their claims are validated. Typical cosmetic claims contain words such as clean, protect, cover, mask, perfume. A medicinal product is defined as: (a) Any substance or combination of substances presented for treating or preventing disease in human beings and/or (b) Any substance or combination of substances which may be used in or administered to human beings either with a view to restoring, correcting, or modifying physiological functions by exerting a pharmacological, immunological, ormetabolic action, or to making a medical diagnosis. Typical medicinal claims include words suchas treat, restore, cure, rejuvenate, repair, lift, prevent, and fix.

### **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 toFDA 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 are available at: Biennial Registration Renewal:

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

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.

## **FDA Compliant Labeling and Ingredients**

The Food and Drug Administration (FDA) is responsible for assuring that foods sold in the United States are safe, wholesome, and properly labeled. It is the responsibility for the food manufacturers and suppliers to remain current with the legal requirements for food labeling.

The FDA regulations include (but are not limited to) the following labeling requirements:

The package's front panel (called Principal Display Panel or PDP) must state:

- Common name of the food product in English
- Net contents
- Must indicate "Net Contents", "Net Weight" or "Net Wt." in both U.S. measurements (fl. oz/oz) & Metric (ml/g) weights.
- Numbers in decimal form should have a Dot in between (3.5 not 3,5).
- Placement should be in lowest 1/3 of the front label.

### **The package's side or rear panel (called information panel) must state:**

- Ingredient List: Ingredients stated in common English and listed by weight predominance.
- Disclosing of Food Allergen: Food products that contain a "major food allergen" ingredient must list that ingredient on the label as follows:
  - State the allergen ingredient in parenthesis ( ) within the "Ingredients:" listing, immediately after the specific ingredient name it applies to. Example: "Ingredients: flour (Wheat flour), whey (milk), lecithin (soy)".
    - OR
  - State the allergen ingredient in a statement beginning with "Contains" immediately after the complete ingredient listing. Example: "Contains wheat, milk, and soy."
  - The FDA considers a "major food allergen" to be any ingredient from one of the following foods or food groups:
    - ✓ Milk
    - ✓ Eggs
    - ✓ Fish
    - ✓ Crustacean shellfish
    - ✓ Peanuts (groundnuts)
    - ✓ Tree nuts (such as cashews, pecans, almonds, etc.)
    - ✓ Wheat
    - ✓ Soybeans

- Color Additive Ingredients. Must be an FDA approved color additive. Color Index number (CI#) or E-Numbers used alone are not allowed. Below link for Approved Color Additives: <http://www.fda.gov/ForIndustry/ColorAdditives/ColorAdditiveInventories/ucm115641.htm>
- Preservatives, flavorings, fillers, etc. Must be an FDA approved additive. The purpose of the additive should be defined clearly
- Business Address: The name and complete address (street, city, zip code) of the manufacturer, packer, or distributor.

### Nutrition Labeling Information

The compliance dates for the new Nutrition Facts and Supplement Facts label and the Serving Size are from July 26, 2018, to January 1, 2020, for manufacturers with \$10 million or more in annual food sales. Manufacturers with less than \$10 million in annual food sales would receive an extra year to comply until January 1, 2021. Below is an example of new nutrition label.



For information regarding the changes to the nutrition facts label can be found at: <http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabellingNutrition/ucm385663.htm>

### Gluten Free Labeling

Any foods that carry the label “gluten-free,” “no gluten,” “free of gluten” or “without gluten” must contain less than 20 parts per million (ppm) of gluten. Besides the limit of gluten to 20 ppm, the rule permits labeling a food “gluten-free, if the food does not contain:

- An ingredient that is any type of wheat, rye, barley, or crossbreeds of these grains,
- An ingredient derived from these grains that has not been processed to remove gluten,
- an ingredient derived from these grains that has been processed to remove gluten, but results in the food containing more than 20 ppm of gluten

More information about the FDA’s requirements for Gluten-Free labeling can be found at:

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/Allergens/ucm362510.htm>

## 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.

## 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

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### 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 partners 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](mailto: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](mailto:import.treasury@burlington.com) on separate [invoices](#).
- **Note:** Commission/Royalty invoice payments will be made against warehouse quantities received.

**Consignee & 1<sup>st</sup> Notify/Broker Address**

**CONSIGNEE**

Burlington Coat Factory Warehouse  
4287 Route 130 South  
Edgewater Park, NJ 08010  
International Transportation Manager  
[international.transportation@burlingtonstores.com](mailto:international.transportation@burlingtonstores.com)  
PH: 609.387.7800x70341

**1<sup>st</sup> 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](mailto:burlington.us.mcsi.nam@maersk.com)

**Recommendation for Brokerage/Export:**

Should you need a broker for export clearance out of the country-of-origin Burlington recommends the following partner:

**MCS Brokerage**

Ms. Juliet Zhang  
Vice President, HQ Operations

Email Address:  
[Juliet.zhang@molmcs.com](mailto:Juliet.zhang@molmcs.com)

Tel: +852 2823 8110

- Export Customs Clearance
- One Customs
- One Stop Declaration
- One Platform
- One Submission

**Section 6: Mold and Moisture Protection Requirement**

**for 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

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### 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 30 lbs. ☒ over
- 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)
<b>Minimum</b>	9”	9”	3”	1 lb.
<b>Maximum</b>	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 damages of 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
- Ship-to Mark-for
- Direct to Store
- GOH

It is expected that the goods 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 carton but must be approved by Vendor Relations.

### **Pre-pack Orders:**

- All pre-pack orders must be packed as defined on 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".