



# ***Burlington***

***MDDP Import Vendor Partnership Manual***

## MDDP IMPORT REQUIREMENTS

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### Summary

This chapter of the Vendor Manual outlines MDDP import procedures and policies for Burlington's MDDP import vendors, where the vendor is the importer of record and responsible for all export and import customs clearances with Burlington being responsible for all ocean and US transportation. Compliance to these procedures is mandatory. Please send copies of this section to all relevant 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
- Carton Markings/Labeling
- UCC Labeling
- Container level Advance Ship Notices, ASN's
- Pre-ticketing
- Booking
- Shipping

Note: Accurate ASN's must be provided within 72 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:

- **M-DDP** - "Modified" – Delivered Duty Paid,
  - Full Container Load (FCL/CY) shipments are to be delivered directly to the port.

### Standard Shipping Terms:

- **FCL** – Full Container Load
- **CY** - FCL shipments delivered directly to the port (Container Yard)

### Section 2: Freight Forwarder/Consolidator

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#### Introduction

- All **logistical** communications for MDDP 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.
- 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.
    - Handle all necessary shipping 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 (Seaway bill).

- 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.
- 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 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 Number & Confirmation

- 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.
- Vendor must also reference the booking number within the ASN under the PRO# segment.

### 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

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## 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 within this window as 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.
LSD	Last Shipping Date	Day 5 of 5	Last date cargo and documentation must be delivered to ocean carrier's terminal.

### Full Container Loads (FCL)

- Inco Terms: (M) DDP
- Shipment: CY (delivery to port)
- 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".
- Burlington is to receive a container level ASN (one ASN per container) from the vendor within 72hrs after vessel sailing.
- All shipments must have a container level packing list.
- All shipping cartons must have a properly associated UCC-128 label affixed to them. Please refer to the Packaging and Labeling section of this manual.
- 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 be consolidated at one facility and container loaded at that location only.
- Vendor is responsible for ISF filing for the shipment.

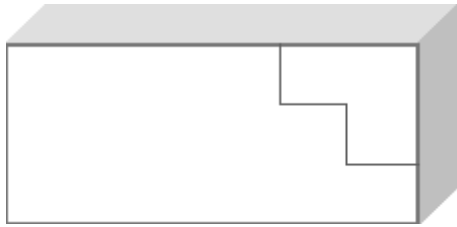
### Container Seal Requirements

**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

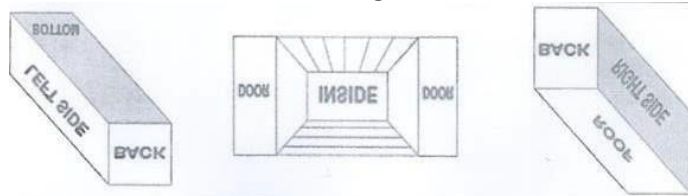
- The vendor must achieve the above stated minimum load ability unless given prior written approval from Burlington.
- If the container is light load approved by Burlington, please evenly load the cartons as a ladder pictured below:



- 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
  - 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 MDDP - 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 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.
  - 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 number **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.
  - 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**".
  - Follow all Homeland Security procedures for all cargo shipped.

#### Section 4: Documentation

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##### **US CUSTOMS DOCUMENTS, SUBMISSIONS & TRANSMISSIONS**

The vendor as the Importer of Record is responsible for generating accurate and compliant commercial documents to US Customs as well as maintaining testing reports should they be requested. US 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](#)).

##### **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.

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## Section 5: Document Submission for Payment

### Wire:

Email [import.treasury@burlington.com](mailto:import.treasury@burlington.com) the following documents.

- Commercial Invoice
  - NOTE: This should be the invoice from the vendor to Burlington NOT the invoice used for US Customs clearance showing factory cost to the vendor.
- Packing List
- Copy of signed FCR

### Consignee & 1<sup>st</sup> Notify Party:

#### CONSIGNEE

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

#### 1<sup>st</sup> NOTIFY PARTY

*This should be the vendor’s US Customs Broker*

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## 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

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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 polybagged 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 Maroon Micro-Pak mold sticker in each shoe 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 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

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 and UCC-128 Carton Label Requirements:

- 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”.