

DIRECT IMPORT REQUIREMENTS

Summary

This chapter of the Vendor Manual outlines direct import procedures and policies for Burlington Stores' import vendors. Compliance to these procedures is mandatory.

In addition to this chapter, import vendors should also comply with the requirements included in the below chapters of the Domestic Vendor Partnership Manual:

- [Chapter 4: Packing and Labeling](#)
- [Chapter 5: Floor Ready](#)

Beneficiary/vendor will review the letter of credit (if applicable) for accuracy and respond back to Burlington Stores within 5 business days. In the event that a response is not received from the beneficiary/vendor; Burlington Stores will proceed with the issuance of the Letter of Credit and any amendments that take place thereafter will be charged to the beneficiary.

Please send copies of this section to all of your production facilities overseas.

Section 1: Introduction

Burlington Stores is dedicated to the best business practices and standards associated with vendor compliance, Homeland Security, and commensurate international requirements. This includes and is not limited to:

- Purchase Order (PO)
- Case/Carton Packaging
- UCC Labeling (with valid container level Advance Ship Notices, ASN's)
- Pre-ticketing
- Hangers (if applicable)
- Routing
- Shipping

Note: Accurate ASN's must be provided within 48 hours of the vessel sailing.

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'.

Standard Minimum Freight Terms

Burlington Stores has the following standard minimum terms for goods shipped by vendors from foreign countries to Burlington Stores:

- **FOB** port of origin, for FCL shipments
- **FCA** named place, for CFS Shipments

Section 2: MOL Consolidation Service

Introduction

- MCS performs all of the following freight forwarding services on behalf of Burlington Stores:
 - Cargo consolidations (CFS) from China (Shenzhen, Xiamen, Ningbo, and Shanghai Only).
 - Direct Factory Loaded Containers (FCL) from all international points of origin.
- **ALL shipments MUST be arranged through MCS.**
- All **logistical** communications for import transactions will be managed by Burlington Stores through MCS.
 - Forward copies of required shipping documents to MCS to enable smooth customs clearance at destination.
- [Click here](http://www.molconsolidation.com) to visit the MCS Web site. (www.molconsolidation.com)

MCS Services

The following services are provided by MCS:

1. Oversee the on-time delivery of Burlington Stores' vendors and communicate product readiness.
2. Coordinate bookings for all factory loads (FCL) and provide the booking details to the vendor and Burlington Stores.
3. Inform Burlington Stores of any discrepancies that do not match the requirements of the PO.
4. Coordinate receiving, sorting, and checking of CFS shipments.
5. Perform careful inspections of CFS cargo when received to ensure it is received in good physical condition.
6. Advise Burlington Stores when product has been received at the CFS facility.
7. Book and load the CFS product into container(s) and deliver container(s) to the ocean carrier.
8. Handle all necessary documents received from vendors and advise Burlington Stores of any documentation not received within in the required time frame.
9. Prepare ocean carrier documentation (Sea Waybill).
10. Assure that all documentation is compiled for the customs house broker in the US.
11. Report any non-compliance to Burlington Stores.

Produce a Forwarders Cargo Receipt (FCR), to the Vendor after MCS has received **all** of the mandatory documentation and product/local charges as stipulated.

Shipping Request, Shipping Requirements, and Confirmation

BEFORE YOU BEGIN

- Vendor must complete an MCS Shipping Order form (request a copy of this form from [MCS](#) or [click here for form](#)) for each shipment. The following details must be clearly marked:
 - Consignee
 - Burlington Stores Style #
 - Notify
 - Number of cartons
 - Place of Delivery
 - Port of Destination
 - PO#
 - Cubic meters (CBM)

- Gross weight
- Carton dimensions
- Shipping order form via email (preferred).

ARRANGING YOUR BOOKING

- 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 MCS is not permitted and any excess charges incurred, up to and including Burlington Store's refusal of the shipment, will be at the vendor's expense.

Booking Deadlines:

- Vendors must strictly adhere to MCS booking request deadlines.
- Vendors are required to submit booking requests via their Shipping Order, a minimum of 14 calendar days prior to early ship date (ESD) at the PO/Burlington Stores Style level. At that time, a Shipping Order Number (S/N) will be issued by MCS.
- If your goods require additional remediation (e.g., ticketing or UCC128 labels) prior to the ESD, you must take this into consideration with MCS when the booking is made so as not to compromise the cadence of the shipment.

BOOKING CONFIRMATION

Your MCS Booking Number:

- If there are ***no discrepancies*** between the Burlington Stores PO and the vendor's Shipping Order Form, then MCS will transmit the Booking Confirmation within 24 hours after receiving the Shipping Order Form.
- Your Booking Number is your single point of reference and verification that your booking has been made and accepted.
- MCS 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***, then MCS will transmit Booking Confirmation to the vendor within 24 hours ***after*** discrepancies have been resolved or approved by Burlington Stores.
- Burlington Stores PO typical booking discrepancies may include, but are not limited to:
 - Missing PO or Burlington Stores Style Number
 - Early Discrepancy
 - Late Discrepancy
 - Quantity Discrepancy
 - FOB Discrepancy
 - Final Destination Discrepancy

Section 3: Cargo Delivery

Shipment Window

- The buyer and/or their spreadsheet will specify the parameters of the Burlington Stores product ship window.
- Adherence to the pre-defined ship window is required.
- The Burlington Stores one-week import ship window is defined as below:

FIELD	DEFINITION	TIMING	ACTION
ESD	Early Shipping Date	Day 1 of 7	First day cargo and documentation may be delivered to the FOB ocean carrier's terminal or FCA CFS.
LSD	Last Shipping Date	Day 7 of 7	Last date cargo and documentation must be delivered to FOB ocean carrier's terminal.

Cargo Consolidations (CFS)

Shipments for consolidation are to be delivered to a specified MCS CFS station for consolidation.

- Inco Terms: FCA
- Burlington Stores is to receive an ASN from the vendor before the goods are delivered to MCS warehouse.
- All CFS shipments are to be delivered to the consolidator at vendor's expense, and sorted by PO#, and Item/Burlington Stores Style #.
- The product must be delivered to the MCS CFS within the Burlington Stores stipulated shipping window.
- MCS will inspect cargo to ensure it is in good physical condition and that other deliverables (MRIS) are met.
- MCS will advise Burlington Stores of any discrepancies that do not match the PO requirements and/or operating procedures (MRIS) and respond per Burlington Stores instructions.
- MCS will produce an FCR to the vendor after MCS has received **all** of the mandatory documentation and product/local charges as stipulated. Additional documents may be required.
- Vendor must bring the MCS completed Shipping Order Form, S/N, and/or Booking Number when delivering the cargo to the MCS designated CFS warehouse.
- Cut off time for delivery to MCS CFS warehouse is 16:00 due to the local Customs regulation.

IMPORT VENDORS-MCS PUBLISHED CFS TARIFF SCHEDULE

Please refer to the Burlington Stores Vendor Website under [Imports Tab](#) for more detailed information.

Full Container Loads (FCL)

- Inco Terms: FOB
- Burlington Stores is to receive a container level ASN from the vendor within 2 days after vessel sailing.
- All vendor-loaded containers are subject to all standards and requirements outlined in this manual. Please refer to Chapter 5, Packaging and Labeling for additional requirements.
- Subsequent to booking, container positioning at the factory is the full responsibility of the vendor/factory.
- The number one (lead) carton with the packing slip attached must be one of the last cartons loaded and must be immediately visible upon opening the container doors.
- If the order spans more than one container for a CY shipment, a separate ASN will be required for each 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 Stores does not accept “sweep” 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.

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.

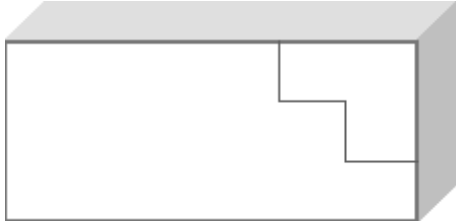
Container Utilization - Priority Minimum Loading - Maximum Weight Shipment

Equipment Type	Minimum CBM	Desired CBM	Maximum cargo gross weight
45' High Cube	72	77	19,507 kgs (43,000 lbs)
40' High Cube	63	68	16,783 kgs (37,000 lbs)
40' Standard	56	60	16,783 kgs (37,000 lbs)

- The vendor must achieve the above stated minimum load ability unless given prior written approval from Burlington Stores.

- No 20' CY loads will be accepted for shipments.

If the container is light-load approved by Burlington Stores, please evenly load the cartons as a ladder pictured below:



- Load container in PO/Burlington Stores Style order. **Do not** randomly load PO/Burlington Stores Style shipments.
- The PO/Burlington Stores 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 MCS 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 Stores 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 MCS within the 24-hour advance notice time frame.
- The PO/Burlington Stores 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 vendor/factory at the point of origin is asked to check containers prior to loading any cargo.

- In the event that a container is not suitable to load, the vendor must contact MCS 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 Stores 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.
- GOH Containers: Ensure bars are attached and will not fall in transit.
 - Follow all Homeland Security procedures for all cargo shipped.

Section 4: Documentation

Required Documents

US CUSTOMS DOCUMENTS, SUBMISSIONS & TRANSMISSIONS

Burlington Stores 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.

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
 - Exact & precise product description and HTS (Harmonized Tariff Schedule) number
 - Lowest external packaging count (e.g. case/carton count)
 - Container number
 - Seal Number

Shipper's Letter of Instruction (SLI):

- For CY factory loaded container shipments, SLI should be faxed or emailed to MCS with carrier Shipping Order **within SLI cut-off** time to support the 24 hour advanced manifest rule (AMS).
- SLI should include below information for each container:
 - Container number
 - Seal number
 - Vessel name
 - Voyage and sailing date
 - Container gate-in date
 - Carrier shipping order number
 - PO number, Burlington Stores Style number
 - Marks and numbers
 - Descriptions
 - Number of cartons
 - Weight and measurement

A copy of the following documentation **must** be tendered to MCS for all shipments. Please note the special requirements for each.

Commercial Invoice:

- Required for all shipments for US customs clearance purposes.
- **Must be in English**
- Must reflect the complete, accurate, and true details of the transaction.

- The following information must appear on all commercial invoices:
 1. Must be on Company Letter Head
 2. Date
 3. Invoice number
 4. Complete name and address of seller
 5. Complete name and address of the manufacturer and/or factory
 6. Complete name and address of Burlington Stores
 7. Burlington Stores PO number
 8. LC number (if applicable)
 9. Country of Origin
 10. Detailed description of the merchandise. Description should include what the item is made of (% material component breakdown) and the cost breakdown of each item
 11. Harmonized Tariff Number(s) for each item
 12. INCO terms of sale (FOB or FCA)
 13. Purchase (cost) price in US Dollars
 14. Itemization of values
 15. Item's Burlington Stores Style number
 16. Discounts and/or adjustments to the price after PO generation
 17. Solid Wood Packaging Material (SWPM) statement that shipments originating – being shipped from Hong Kong or China do not contain any SWPM
 18. Port of Discharge
 19. Port of Origin
 20. Quantity
 21. Signed by an officer of the company

Container Level Packing Lists:

A copy of each container level packing list must be provided to MCS. Further requirements include:

- Must be in English
- Must include Burlington Stores 9 digit PO number(s)
- Must include gross and net weight as well as the measurements of the shipment
- Must include container number
- Must include piece count as well as carton count within each container
- Must accompany every shipment and be placed on the lead (#1) carton

C-TPAT Assessment:

- A copy of a current valid C-TPAT assessment from one of the certified third party agencies listed within the Burlington Stores Vendor Manual must be presented.

10+2 U.S. CUSTOMS TRANSMISSION REQUIREMENTS

In order to meet U.S. Customs and Border Protection (CBP) 10 + 2 requirements, the following elements must be transmitted to US Customs 24 hours prior to loading on board the vessel; therefore, the required elements will need to be provided to MOL Consolidation Services prior to delivery of the container to the ocean carrier:

- Seller
- Buyer
- Importer of record number
- Consignee number(s)
- Manufacturer (or supplier)
- Ship to party
- Country of origin
- Commodity HTSUS number
- Container stuffing location
- Consolidator (stuffer)

The Additional components (+2) are not provided by the vendor but, rather, by the ocean carrier and are listed as follows for your convenience:

- Vessel Stow Plan
- Vessel Status Messaging

Lab Testing

Burlington requires various levels of product conformance testing based on product type and risk categorization. Burlington accepts lab results from all testing labs approved by the United States Consumer Product Safety Commission (CPSC). See <http://www.cpsc.gov/cgi-bin/labsearch/>

Vendors are responsible for all lab test charges associated with product compliance, including transportation, material costs, consultations, etc. A sufficient quantity of 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 date 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. Vendors must provide Burlington with a passing lab report 45 days prior to the scheduled early ship date. Failure to provide passing lab reports within this timeframe may result in a non-issuance of letter of credit (if applicable), 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.

Questions on Burlington's testing requirements may be sent to imports.test@burlingtonstores.com.

- Various Test Reports are required for the following product categories:
 - All children's products (furniture, toy, car seat, high chair, play yard, etc.)
 - All footwear regardless age
 - All products for food preparation, serving, and storage (cookware, flatware, dinning ware, glassware, ceramic ware, stoneware, kitchenware, vinyl /plastic food and beverage containers)

- All furniture (upholstered furniture, rug, and bath mat)
- All water proofed coats, jackets, vests, and pants
- All Halloween products (Halloween costumes, Halloween accessories, games, indoor/outdoor décor)
- Light bulbs
- Vinyl /plastic-backpacks, purses, rain wear, and hand tools
- Wreath with natural twigs, leaves, acorns, pinecones, etc.
- Contact imports.test@burlingtonstores.com for specific details related to your product or order.

Regulatory Merchandise

If the shipment consists of any of the following regulatory merchandise, the appropriate statement must be included in the documents submitted to MCS. Failure to do so may result in delays when cargo arrives and associated charges, such as storage and demurrage, will be billed back to the vendor.

All necessary applicable documents as specified below must be submitted to Burlington before making a booking with the freight forwarder:

- Trademark Agreement
- License Agreement
- Interim Footwear Invoice
- GSP Declaration (General System of Preference)
- CCIB Certificate (China Commodity Inspection for stoneware lead content)
- TSCA Certificate (Toxic Substance Control Act)
- Impact Resistance Certificate (for glass lenses only)
- FDA Form 2877, including Accession Number
- C.I.T.E.S. (Committee on Internal Trade of Endangered Species (Fish & Wildlife))
- Cost Breakdown watches and clocks (movement, strap/band/bracelet, case \$ battery)
- Commodity Clearance issued by Bureau of Fisheries and Aquatic
- Anti-Dumping and Counter-Veiling Duty Statement (ACC/CVD statement)
- Certificate of Origin (for anti-dumping merchandise only)
- Clock/Watch Supplemental Information Form
- FCC form 740 (statement regarding the importance of radio frequency devices capable of causing harmful interference)
- UL (Underwriter Laboratory) Listing for Lighting
- Lacey Act Requirements
- Fur Label Requirements

Documents with Specific Applicability

All of the following documents **must** be in English:

Component Value Documentation:

- Must be provided for goods with multiple components sets
- Must contain weights and measurements for each pieces within the set
- Must contain HTS number for each piece within the set

FCC Number:

Applicable to all remote/electronic shipments

- Provided by Supplier
- Number should appear on invoice
- Number must also be on the item itself

TAPCD: Textile & Apparel Products Country Declaration

- Provided by Supplier
- Must be provided prior to production

Material Breakdown:

Applicable to all Calcium Carbonate Review (CCR) items

- Must show breakdown by weight and value
- Calcium Carbonate must list what type of stone it is derived from. i.e., Lime stone, Granite, etc.

WPM (Wood Packing Material) Regulation:

Applicable to all shipments imported into the US

- Must follow U.S. 7 CFR 319 wood packing material regulations
- Requires regulated WPM used in International trade to be treated
- Must be marked with the Intl. Plant Protection Convention (IPPC) logo
- Must be marked with the two-letter Intl. Org. for Standardization (ISO) code for the country that treated the WPM

Fish and Wildlife:

Applicable to all fish and wildlife products

- Must list scientific and common name on the invoice
- Must be on separate BOL
- Must be door loaded on container

FDA:

Applicable to food/pharmaceutical/eating utensil related items

- On ceramic items, vendor needs to provide CCIB code number with complete factory address
- FDA registration number is required
- Manufacturer name & address needs to be on shipping invoice

Fumigation Certificate:

- Original official fumigation certificate and one copy authorized by country of export

TSCA:

Applicable to all chemical-related items

- Must include commercial invoice and invoice #
- Must include the following disclaimer with an original signature and date:
 - I certify that all chemical substances in this shipment complies with all applicable rules or orders under TSCA and that I am not offering a chemical substance for entry in violation of TSCA or any applicable rule or order hereunder.

Fur Labeling:

Accordingly, please review the following enhanced product labeling requirements for **any** article of clothing or covering for any part of the body (includes all wearing apparel, footwear, headwear, gloves, etc.) regardless of value:

1. Products containing real fur:

All products containing real fur must be completely and accurately labeled to meet all federal and state labeling requirements, regardless of value of the fur item, including the following:

- A permanent label must include the words: **“Real Fur”**
- The name or names (as set forth in the Fur Products Name Guide) of the animal or animals that produced the fur;
- The name of the country of origin of any imported furs used in the fur product preceded by the phrase “Fur Origin.”
- A statement that discloses whether the fur is dyed, bleached, artificially colored and/or damaged if that is the case.
- If the fur is not dyed, bleached, or the like, a statement that the fur is “natural” fur.
- A statement that discloses whether the fur or article is made of pieces of fur if that is the case.

2. Products containing faux fur:

- A permanent label must include the words: **“Faux Fur”**

Mechanics of Labeling

- **Size.** Labels must be a minimum of 1¾ by 2¾ inches (4.5 x 7 cm).
- **Durability.** The label must be durable enough to remain on the fur until it is delivered to the consumer.
- **Lettering.** The required information must be no smaller than pica or 12 point type, with all parts of the information in letters of equal size and conspicuousness.
- **Order.** The required order of information on the label is:
 1. whether the fur is natural or pointed, bleached, or dyed
 2. if the product contains fur that has been sheared, plucked, or let-out (optional)
 3. the adjective form of the name of the country from which the animal originated (optional)
 4. name of the animal
 5. if the fur product is composed of pieces
 6. country of origin
 7. any other information that is required or permitted.

The name or RN of the manufacturer or dealer may precede or follow the above.

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 the master carton.
- Further work or material added to the goods in another country must affect “substantial transformation” of the goods in order 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.
- The type and size printing “Made in (country of manufacture)” must be **equal to** or **larger than** that used for the Burlington Stores name if both are to be printed on the package.
- The country of origin marking and the Burlington Stores name/address must be printed in close proximity on the packaging.
- It is the vendor’s responsibility to provide the correct country of origin markings on Burlington Stores product(s), as required by all United States government regulatory agencies.

TRANS-SHIPMENTS

- Burlington Stores will not knowingly import merchandise that that was “trans-shipped” through a second or third country in order 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.

Section 5: Document Submission for Payment

Delivery Receipt/Authorization to Ship - for payment

DOCUMENTATION FOR PAYMENT

Vendor should present the listed below documents to the bank for payment:

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.

Commercial Invoice:

- Include one (1) signed original (***plus*** one (1) copy for LC payment only) of the Commercial Invoice.
- Must be on Company Letter Head
- Date
- Invoice number
- Complete name and address of seller
- Complete name and address of the manufacturer and/or factory
- Complete name and address of Burlington Stores
- Burlington Stores PO number
- LC number (if applicable)
- Country of Origin
- Detailed description of the merchandise. Description should include what the item is made of (% material component breakdown) and the cost breakdown of each item
- Harmonized Tariff Number(s) (HTS) for each item
- INCO terms of sale (FOB or FCA)
- Purchase (cost) price in US Dollars
- Itemization of values
- Item's Burlington Stores Style number
- Discounts and/or adjustments to the price after PO generation
- Solid Wood Packaging Material (SWPM) statement that shipments originating – being shipped from Hong Kong or China do not contain any SWPM
- Port of Discharge
- Port of Origin
- Quantity
- Signed by an officer of the company

Container Level Packing List:

- Must include container number
- Must include Burlington Stores 9digit PO number(s)
- Must include piece count as well as carton count within each container
- Must include gross and net weight as well as the measurements of the shipment

FCR:

- Include two (2) copies of the FCR marked “Freight Collect.”
- Consign to Burlington Coat Factory Warehouse; 4287 Route 130 South (3rd Floor), Edgewater Park, NJ 08010 Attn: Import Department, Tel: (609) 387-7800 ext.73322, stating Burlington Stores’ PO number, carton/piece count, container number and on board date. (The on board date will be considered the sail date for purposes of the letter of credit if applicable).

Commissions & Royalties

1. Commission/Royalty invoices should be billed per each commercial invoice.
2. Submissions should include one (1) signed original plus one (1) copy of Commission or Royalty invoice and (1) copy of commercial invoice should be attached.

Note: List Commission/Royalty invoice date and number; Burlington Stores Purchase order number (7 digit number) , style number, quantity, FOB price, FOB amount for each style number; applicable commission or royalty percentage and amount for each style number; total summary for entire shipment and Commission/Royalty amount.

3. Commission/Royalty invoice payments will be made against warehouse quantities received.
4. All Commission/Royalty invoices should be submitted to:

Burlington Stores Warehouse Corporation
Attn: Import Department
4287 Route 130 South (3rd Floor)
Edgewater Park, NJ 08010-3015

Import Expense Offsets

The following expense offsets apply to international orders prior to payment:

- | | |
|--|---|
| • Late Sail | • 5% of Entire Letter of Credit (or equivalent) |
| • No Container Level Packing Lists | • 5% of Entire Letter of Credit (or equivalent) |
| • Missing or Fraudulent CTPAT Report | • 5% of Entire Letter of Credit (or equivalent) |
| • Missing or Inaccurate ASN (856) | • 5% of Entire Letter of Credit (or equivalent) |
| • Short Shipment | • 3% of Entire Letter of Credit (or equivalent) |
| • Late or Missing Documents | • 2% of Entire Letter of Credit (or equivalent) |
| • Inaccurate Documents | • 2% of Entire Letter of Credit (or equivalent) |
| • Missing/Fraudulent Micro-Pak | • \$0.50/pair (footwear); \$0.50/coat (coats/outerwear) |
| • Missing Ticket | • \$0.25/unit |
| • Missing or Inaccurate UCC-128 Labels | • \$3.00/carton |

Consignee & Notify/Broker Address

CONSIGNEE

Burlington Coat Factory Warehouse
4287 Route 130 South (3rd Floor)
Edgewater Park, NJ 08010
Attn: Import Department
Tel: (609) 387-7800 ext.73322

NOTIFY PARTY/BROKER ADDRESS

BDP International Inc.
2811 Turnpike Industrial Park Drive
Middletown, PA 17057
Contact: Allan Schwoyer
Telephone: (717) 985-1980
Fax: (717) 985-1989
Email: BCF@bdpnet.com

FOR AIR SHIPMENT

- Customer and Destination
- Consignee
- Notify
- Also Notify

Section 6: Mold and Moisture Protection Requirement

For All Import Shoe, Coat, and Outerwear Vendors:

Burlington Stores does not accept goods that are damaged by moisture or mold. In an effort to avoid these occurrences, Burlington Stores *requires* that all import shoe, coat, and outerwear vendors provide 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: 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: Burlington Stores' International Compliance Agreement

(Please sign and return to import.compliance@burlingtonstores.com)

*I have read, fully understand and agree to comply with all terms and conditions contained within the following Burlington Stores manuals:
Legal & Social Compliance, Code of Conduct & Ethics, and Import Vendor Partnership manuals.*

Print Name

Signature

Title

Company Name

Date