

# **Vendor Manual - Packing Guide**

## **Effective April 15, 2002**



## Distribution Center

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Dear Valued Vendor/Partner,

We are pleased to announce that we have recently invested in new technology that will assist us in receiving and distributing your quality merchandise to our stores. We are committed to improving the process of expediting your quality goods to our sales floors as well as providing our customers with the best selections at the best prices.

### **Our Distribution Centers Goal remains the same**

“To provide the highest quality of services to our merchandising group and stores organization in the most cost efficient manner while meeting an on time on plan philosophy”.

### **Our Stores Goal is still**

“To provide the highest quality of customer service to our patrons each day while also having the responsibility of receiving, unpacking, and displaying the merchandise in the most cost effective and timely manner possible.

Our Burlington Coat Factory Route Guide effective 2-1-02 and our Burlington Coat Factory Vendor Manual effective 4-15-02 are designed to provide specific instructions. Burlington is implementing basic merchandise technology standards and expects consistent compliance. **Our new guides supercede all other guides.** Our updated guides can be downloaded for additional copies from our web site **[www.coat.com/packing\\_guide.pdf](http://www.coat.com/packing_guide.pdf)**

We look forward to achieving our mutual goals of:

\*Accurate receipts   \*Quicker payment   \*Increased sales   \*Ultimately re-orders.

### **Thanks for partnering with us.**

Sincerely,

David Sanford  
VP Warehousing & DC

Brad Friedman  
Executive MIS

We're more than Great Coats !

## INTRODUCTION

Technology and the use of information have redefined retailing. Burlington Coat Factory Warehouse Corporation (BCFW) is committed to better serving our customers through superior use of information. We need our vendors to be equally committed to basic merchandise supply chain standards.

Technology has opened new ways of doing business together. It allows us to reduce and eliminate paperwork while eliminating repetitive efforts. Merchandise that used to take 4 to 6 days to go through our distribution center now moves through in a day or less. This is only possible if the merchandise shipments are properly marked and prepared by the vendor and the appropriate documents are provided.

This manual formally organizes a complete list of what we need you to do to prepare merchandise and exchange documents with BCFW. Our required standards meet basic industry practices. Although specific in nature, it would be impossible to cover everything in this guide, so we've included phone numbers in the event that you have further questions.

Our success over the last 4 years in establishing standard packaging and transportation requirements has enabled BCFW to improve our logistics performance significantly. Our next goals are to fully rollout EDI capabilities and to specifically target our requirements on the underlying business practices to continue the growth in our annual sales. BCFW is introducing unit fill rate requirements in this manual. Our goal is to drive our sales, reduce our out of stock position on basic items, add strength to our store assortment, and to enhance our customer satisfaction that is drawn from having the right product at the right price. Your continued partnership is critical to making our mutual investments in effort and technology pay off with continued sales growth and merchandise re-order rates.

Within this manual, you will find the details of BCFW' Vendor Standards required if you do business with BCFW. This vendor standards manual supersedes all previously issued vendor manuals, instructions and exemptions. Below are listed our minimal standards:

1. **Send an accurate packing slip at the style, color, size, and pre-pack contents detail at the unit level**
2. **Mark 100% of your re-shippable cartons with BCFW required information labels**
3. **Provide merchandise with our ticket when sent to you in advance**
4. **Mark all cartons with UCC-128 shipping container labels**
5. **Ship your product in accordance with our purchase order; fill rate and shipment frequency standards**
6. **Provide a BCFW standard floor ready hanger for all hanging merchandise**
7. **Follow our BCFW transportation instructions for shipping merchandise**
8. **Send an accurate, complete invoice that matches your merchandise shipments**
9. **Follow our requirements for submitting performance/compliance related correspondence**

## HOW TO USE THIS MANUAL

- This manual is intended as an overview of our merchandise technology, replenishment, distribution, transportation, and accounts payable policies.
- This document should be distributed to the appropriate individuals within your organization.
- This manual has been updated for Spring 2002 and is Effective as of April 15<sup>th</sup>, 2002
- **Our website will be your primary information source for all policy changes and updates. Please check our site on a regular basis. To get to the web site go to [www.coat.com](http://www.coat.com), go to the store locator option and select vendor information.**
- **For the most recent version of this packing guide you can go directly to [www.coat.com/packing\\_guide.pdf](http://www.coat.com/packing_guide.pdf)**

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## NEW VENDORS

**BCFW requires all vendors to implement our standards. Failure to comply with our standards will result in expense offsets. Should you have any immediate questions regarding this Vendor Manual, please call our Vendor Relations Department at 609-387-7800 extension 3118.**

### THE FUTURE OF MERCHANDISE INFORMATION COMMUNICATION TECHNOLOGY - EDI OVERVIEW

EDI represents the next layer of our merchandise technology program. BCFW is deploying significant resources to roll out all EDI documents to our key vendor partners in the next 2 years. By trading EDI documents with our vendors, we will create an opportunity to eliminate paper media. All BCFW EDI requests are within the accepted ANSI X.12 (American National Standards Institute) guidelines.

For help setting up EDI contact [edi.requests@coat.com](mailto:edi.requests@coat.com) or go to [http://www.coat.com/contact/edi\\_form.shtml](http://www.coat.com/contact/edi_form.shtml)

For vendors already set up on EDI with Burlington Coat Factory with concerns contact [edi.questions@coat.com](mailto:edi.questions@coat.com)

**BCFW requires that vendors setting up on EDI use VICS 4010 standards for all EDI documents.**

- BCFW can RECEIVE the following EDI documents:
  - 810 Invoice
  - 856 Ship Notice/Manifest (ASN)
  - 997 Functional Acknowledgement
- BCFW can SEND the following EDI documents:
  - 850 Purchase Order
  - 852 Product Activity Data
  - 997 Functional Acknowledgement
- The following EDI documents are slated for 2003 for our partners :
  - 214 Carrier Shipment Status
  - 210 Carrier Freight Invoice
  - 832 UPC Electronic Catalog
  - 855 Purchase Order Acknowledgement
  - 860 Change Order Transaction

Your EDI documents should be created following the current VICS (Voluntary Inter-Industry Commerce Standards) EDI guidelines and the BCFW' mapping guide. If you do not have EDI capabilities, please contact the Uniform Code Council for information on how to get started. In order to exchange EDI transactions with BCF, please follow the instructions on our web page located at the following URL: [www.coat.com/contact/edi\\_form.shtml](http://www.coat.com/contact/edi_form.shtml).

## REPLENISHMENT

### ***REPLENISHMENT (REPLENISHMENT REORDER MERCHANDISE)***

Replenishment represents the top layer of our merchandise technology program. By forming Replenishment relationships with our vendors, we both have an opportunity to maximize sales on replenishable merchandise while satisfying our customers. It is our intent to eventually have all replenishable merchandise on Replenishment programs. The Replenishment program requires that you follow all BCFW' vendor technology standards and that you **have at least 90% of the merchandise available for Replenishment.**

Replenishment vendors are required to forecast accurately future merchandise needs in conjunction with BCFW' merchants using our sales information or other means.

## **STYLE LEVEL UNIT FILL RATE EXPECTATIONS**

BCFW' is committed to providing our customers a full selection of the styles on display in our stores. In order to achieve this, our vendor partners are expected to ship the exact quantities ordered for each style on our Purchase Orders. We are committed to increasing our sales of basic, replenishment, and fashion products. It is essential that our vendors make an equal commitment to ensure that we receive the intended assortment at the style level.

Shipments Earlier or Later than the Purchase Order Window are NOT allowed. Shipments must be received "IN DC" or "IN STORE" by the Complete date. If your order is past the Complete date or will be expired prior to delivery you must contact the merchandise buyer.

Split Shipments of Styles is NOT allowed. We intend to place your assortments on our selling floor within 3 working days of receipt. In order to maintain store planograms and meet customer demands each style must be shipped complete (1 time) for all orders.

Shipment of ALL Styles is required. We intend to assort our selling floor with each of the styles ordered on any given purchase order. When our vendor partners accept an order and choose to ship any of the styles on that order our expectation is that ALL styles on that purchase order will be shipped. After the complete date following total receipt recognition for any order where at least one style is shipped every PO will be reviewed to ensure all styles were shipped and received.

Replenishment Orders - Our expectation is that all replenishment orders are shipped with at least 90% of the ordered units at the individual style level. Any back orders of replenishment product may be subject to cancellation without notice. If a back order shipment is required the product must be shipped freight pre-paid within 10 working days of the initial or first shipment of the order in question. Under no exception may styles be split shipped.

Fashion, non-Replenishment Basic Orders – Our expectation of fashion orders is that all orders are shipped with at least 85% of the units ordered at the individual style level. BCFW recognizes the differences between fashion and replenishment product. Fashion and non-replenishment basics purchase orders may be shipped no more than 2 times. Under no exception may styles be split shipped.

Special Opportunity and Off Price Buys – These represent a key portion of our assortment. The BCFW customers have grown to expect our unique capability to provide brand name product at low prices. Our expectation of Special Opportunity orders is that all orders are shipped with 75% of the units ordered. BCFW understands the differences in these types of orders and expects our partners to make every attempt to follow our standards.

If unable to fill purchase orders as ordered, substitutions, quantity changes, style eliminations, ticketing discrepancies, and date changes must be approved by the buyer. If purchase order changes are required you must receive a new EDI 850 or a hard copy of the revised order PRIOR to your shipping of the merchandise. HANDWRITTEN BUYER NOTES, VERBAL OR PHONE AGREEMENTS ARE NOT ACCEPTABLE. The "system approval" described above must be obtained and in your possession PRIOR to shipping or the order will receive expense offsets. In the future, changes will be handled using 860 EDI Change Order Transaction instead of subsequent EDI 850 Transmissions.

**Our goal when ordering product is to receive ALL of the units for ALL of the styles for each purchase order.**



## **ACCURACY AUDIT PROGRAM**

BCFW is committed to using technology to streamline our supply chain by transmitting our orders electronically, using ASN's to move product faster. It is essential that our vendors make an equal commitment to ensure that shipments are 100% accurate. Our accuracy audits are designed to randomly check shipments received at our Distribution Center.

PO Carton Content Errors - BCFW requires that your shipment be 100 % accurate to the Purchase Order at the SKU pre-pack level and 100% to the carton label. This includes a scan unpack audit function that compares each SKU contained within the carton to the corresponding purchase order. Results of the scan audit are electronically calculated, assigning an accuracy percentage to the merchandise audited. If a PO error percentage is recorded, an offset expense penalty will be assessed.

High Audit Vendors – Errors are totaled for carton content discrepancies and PO carton content discrepancies. If the total SKU error percentage for the audited portion of the shipment is 2% or more for the last fiscal month, future shipments will be processed in our manual high audit area. Any additional expense incurred by BCFW to conduct these 100% audit may be passed back to the vendor. We will continue to audit shipments for at least one month and we will continue the full audit until your merchandise meets our concealed error tolerance level.

## **TICKETING**

BCFW prides itself on our ability to provide the customer with unique price opportunities. We do want to be able to take advantage of the flow efficiencies gained by having our vendor apply tickets during the pick and pack function. BCFW will often provide our partners with SKU/Retail tickets. These tickets **MUST** be applied when received before the product is shipped to one of our facilities.

Be sure to:

- Assign and maintain our numbers at the product ID/color/size level.
  - Mark 100% of your merchandise with BCFW provided tickets.
  - Affix our tickets properly (use a plastic swift-attach device or label, do not loop strings around buttons or use strings attached with pins.)
  - Do not re-use “left over” or extra tickets.
  - Remove all other vendor provided (M.S.R.P.) UPC or EAN tickets from the product
  - Remove tickets that may contain the name of other “original” retailers
- 
- All merchandise shipped to BCFW with tickets must be matched to the correct product. Match tickets by style, color, and size to the correct product. The ticket must be visible and easily accessible for scanning. Do not place tickets inside waistbands, inside packaging, in buttonholes or around the buttons, etc.
  - If you have questions about ticket placement, refer to the Uniform Code Council “UPC Symbol Location Guidelines Manual.”
  - If you supply a manufacturers suggested retail price that is lower than our “compare at” price, these tickets must be removed before shipping.

All BCFW EDI documents are traded at the lowest level, therefore your merchandise will have to be 100% marked and you must provide us with access to your catalog electronically.

IN THE FUTURE An accurate UPC catalog must be provided. If your UPC's/EAN's are not accurate and not received on time, an expense offset will be assessed. Your UPC's/EAN's must be in the catalog before an order can be written. The UPC must include PID, PID description, color, color description, size and size description.

**If you sell BCFW the same merchandise in two different departments (example: Men's sunglasses and Women's sunglasses) you must assign and ticket the merchandise with two product IDs. This product MUST be marked with a unique UPC. The product should be clearly marked to distinguish between the two families of business (Ex: Men's or Women's and Kids' or Juniors'.) In addition, this distinction should be reflected in the “PID description” in your UPC catalog.**

**APPROVED HANGERS**

When the BCFW or Subsidiary purchase order states that the Vendor is required to provide a hanger, follow the hanger guidelines listed below.

**LADY’S AND MEN’S OUTERWEAR , JACKETS , SPORTCOATS AND BLAZERS**

Primary Choice: Randy hanger model # 1750 black  
West Coast Choice: CNL model CP-S01 black  
Alternate Choice: A&E Products model # 352 black  
Far East Alt: Batts Inc. model # 2227 black

**LADY’S DRESSES , BLOUSES , TOPS , COORDINATE JACKETS AND VEST**

Primary Choice: A&E Products model # 5400 black  
West Coast Choice: CNL model CP-T01 black  
Alternate Choice: National Hanger model # 2505 black

**MEN’S UNPACKED SPORTSHIRTS , ACTIVE TOPS AND POLO SHIRTS**

Primary Choice: A&E Products model # 5400 black  
West Coast Choice: CNL model CP-T01 black  
Alternate Choice: National Hanger model # 2505 black

**MEN’S PANTS , LADY’S SKIRTS AND PANTS , KID’S AND YOUTH SKIRTS AND PANTS**

Primary Choice: A&E Products model # 5131SBR black  
West Coast Choice: CNL model CP-P01 black  
Alternate Choice: National Hanger model # 2600RC black

**KID’S AND YOUTH COATS AND JACKETS**

Primary Choice: Randy Hanger model # 1500 VICS Black  
Alternate Choice: A&E Products model # 5075 Black

**KID’S AND YOUTH BLOUSES , TOPS , DRESSES AND VEST**

Primary Choice: A&E Products model # 5075SBR black  
Alternate Choice: National Hanger model # 2412 black

**LINGERIE**

Primary Choice: A&E Products model # 2403S  
Alternate Choice: National Hanger model # KM1

RANDY HANGER  
25 E. UNION AVE.  
EAST RUTHERFORD, NJ 07073  
PRES. ELLEN S. STEIN  
CONT : CUSTOMER SERVICE  
PHONE : 201-842-6235  
PHONE : 800-689-7710  
FAX : 201-842-6240

NATIONAL HANGER  
WALTER STREET  
N. BENNINGTON, VT 05257  
CONT : DEBBIE ext. 18  
PHONE : 802-447-1541  
FAX : 802-447-3136

A & E PRODUCTS  
232 INDUSTRIAL PARK RD.  
FRACKVILLE, PA 17931  
CONT : CUSTOMER SERVICE  
EAST COAST : 800-655-0214  
WEST COAST : 800-462-3843

A & E PRODUCTS - FAR EAST LTD  
10 F GEMMY FACTORY BUILDING  
12 HUNG TO ROAD  
KWUN TONG , KOWLOON  
PHONE : 852-23-44-8988  
FAX : 852-23-43-9445

BATTS FAR EAST LTD  
398 KWUN TONG RD.  
KOWLOON, HONG KONG  
CONT: DANNY YOUNG  
PHONE: 852-2341-6373  
FAX : 852-2343-4835

BATTS KOREA LTD  
1667-13 SEOCHO-DONG  
SEOUL, KOREA  
CONT: S. H. OH  
PHONE: 822-588-2841  
FAX : 822-583-6221

CNL INTERNATIONAL  
13 ARTESIA BLVD..  
CERITOS, CA 90703  
CONT: JAMES CHIAO  
PHONE: 562-802-9997  
FAX: 562-802-9937

## **HANGERS**

- All merchandise displayed hanging in our stores, including sweaters, must be on a BCFW approved hanger.
- It is acceptable to re-use quality hangers that meet our standards.
- For questions concerning our required hangers contact the Vendor Relations Dept at (609) 387-7800 ext. 3118.
- Do not deface the hangers in any way such as affixing size indicators, your logo or any other items.
  - The hanger must be black and must fully and securely support the garment shipped.

## **SHIP NOTICE (EDI 856 ASN)**

- When we require a VICS 856 Ship Notice/Manifest (ASN) with carton level information in advance of actual receipt. Your Ship Notice/Manifest must be 100% accurate and include all BCFW' required segments according to our mapping guidelines.
- Your accurate Ship Notice/Manifest (ASN) must arrive in our mailbox prior to the shipment arriving at our Distribution Center. **To achieve this the VICS 856 ASN must be transmitted within 1 hour of the physical shipment of your product to our consolidation points, stores, or distribution centers.**
- BCFW has instituted an auditing program that includes scanning the actual SKU's within a carton and comparing the scanned data to the data on your ship notice and our purchase order. Initial audits will include your entire shipment. If accuracy is acceptable, subsequent orders may be checked in accordance with your demonstrated quality.
- Based on our experience, we recommend the "scan and pack" method of ship notice creation. If your ship notice does not match the carton contents to the SKU level, an expense offset will be assessed.
- The accuracy of electronic documents is the responsibility of the vendor. Your EDI transmissions must be accurate.
- BCFW requires an accurate Bill of Lading on the 856 transmissions that matches the Packing slip information.
- **If ASN problems are found by BCFW it is your responsibility to send a corrected ASN with a new ISA control number BEFORE the shipment arrives.** Vendors may not retransmit 856s without prior approval from the BCFW ASN Receiving Office at (609) 387-7800 extension 3025.
- Do not include shipment information that is not shipped or is back ordered.
- Each truckload requires a unique Bill of Lading and a ship notice that applies only to that BOL #.
- Your BOL # to the carrier must match the BOL # used on your 856 document.

### **NOTE: INDUSTRY STANDARDS 856 ADVANCE SHIP NOTICE (ASN)**

Your EDI ship notice document should be created following the specifications in the Uniform Code Council "VICS EDI Ship Notice/Manifest (856) Guideline" and the BCFW Mapping Guide. For more information, call the Uniform Code Council at 800-543-8137.

## **ORDER DISTRIBUTION AND DELIVERY METHOD**

### **POST-DISTRIBUTED (BULK)**

Orders generated that are to be delivered to one or more of our distribution centers for allocation by style, color, and size to our stores at a later time are defined as bulk. We require no more than one style, color, or size in a carton. Send entire shipment together to the address on the purchase order indicate "Bulk" on address label of each carton. Number each carton sequentially as part of the total, (ex: 1 of 10, 2 of 10, etc.). Indicate style, size and color on each carton.

### **POST-DISTRIBUTED (PRE-PACK)**

Orders generated to ship to our DC's that have multiple style, color, or size pre-pack instructions must be packed in exact accordance with the musical run outlined. Each pre-pack must be packed in a re-shippable carton. When your pre-pack measures less than our minimum carton dimension listed on page 9 you must bundle your pre-pack in a sealed poly bag. Master cartons containing re-shippable pre-packs or pre-packed bundles must indicate the number or pre-packs enclosed, the exact make up of the pre-pack, the total number or units by style, color, and size. Number each carton sequentially as part of the total, (ex: 1 of 10, 2 of 10, etc.). These orders should be pre-ticketed consistent with their purchase orders.

### **GOODS ON HANGER (GOH)**

BCFW will generate orders for product to be delivered on hangers. GOH orders should use approved hangers, which support the garment, and be pre-ticketed consistent with their purchase orders. We process GOH using unit sortation. Poly bags, sealed at the bottom on sets, and secure garments are required for our process to work effectively and to deliver those goods in perfect condition to our stores.

### **DIRECT TO STORE (DSD)**

BCFW will generate Pre-distributed orders that we ask our vendors to ship directly to our stores. Our store organization is always limited on the time for receiving, unpacking, hanging, and ticketing merchandise. Store orders should be pre-ticketed as requested on our purchase orders. Packing slips, which are very important to our receiving process today, should be on the outside of each carton or on the lead carton for volume shipments. All other vendor standards apply to direct to store orders.

## **PACKING SLIPS**

- Summarized packing slips for distribution center orders must be faxed to our pre-receive office (609-239-0948), a copy must be attached to the carriers B/L and a copy must be in an envelope attached to, and removable from, the outside of the lead carton for each purchase order shipped. Indicate "Lead Carton" on all sides of the carton (only one carton per shipment should be labeled "lead carton"). The envelope must be clearly marked as "Packing Slip Enclosed".
- A separate packing slip is required on the lead carton for each store indicated on the PO. All packing slips must contain:
  - BCFW purchase order number (9 digit "long" order number)
  - BCFW store number (or DC), name, and address
  - Number of cartons per style (if shipped by bulk) otherwise number of cartons per-pack type.
  - BCF style/color/size total units
  - Pre-Pack breakdown by color, size, style
  - Indicate "Master Carton" shipment of bundled pre-packs or inner carton shippable pre-packs if applicable
  - Total Pre-pack count
  - Total units by store or DC (units of measure equal a selling unit)
- If routing dictates that the order is to be shipped via UPS, **a packing slip is required on the outside of each carton**, (not consolidated). [to Store or to DC]
- If you ship full trailer loads, the lead carton(s) should be the last carton(s) placed on the truck for easy access at our dock.

### ***HANGING GARMENT REQUIREMENTS (GOH)***

- The BCFW nine digit long Purchase Order number should be on the lead garment on each trailer.
- All NY, NJ, PA, MD, VA and New England State Vendors must ship the following categories of merchandise to the BCFW Distribution Center garment on hanger, in a plastic bag. All lady's, men's and children's coats, jackets, rainwear, suits, blazers and lady's dresses.
- Packing Slip and BOL must be attached and provided to carrier as 1 piece
- Each garment must be individually poly-bagged unless specified on the Purchase Order.
- Polybags must cover the neck and shoulders of each garment and must be at least 3 inches longer than the garment.
- All garments must be secure to hanger. No pins are allowed.
- Coordinate top and bottoms on separate lines of the 7 digit short purchase order must be hung and poly bagged separately. These are each ordered by 9-digit long purchase order.
- When shipping sets (coordinate top and bottoms on the same 9 digit Purchase Order line) the poly bag must be sealed on the bottom to prevent loss.
- Use BCFW approved hangers. The hanger must support the garment securely.

### ***PRE-PACK PACKAGING***

- The pre-pack "pack" (style run or musical size run) must match exactly the instructions on the purchase order.
- Pre-packs must be packed in re-shippable cartons. (min. 175 lb. Test)
- Only when a pre-pack bundle measures under our minimum carton dimensions and weight can a pre-pack bundle be poly-bagged. Pre-packs larger than the carton minimums must be in a re-shippable carton. Poly-bags must be sealed and packed in a master carton. (NO RUBBER BANDS, STRING TIES, TAPE OR PAPER BANDS)

### ***CARTON PACKAGING AND SIZE REQUIREMENTS***

- All merchandise shipped to BCFW must be packed in conveyable cartons. **Do not use jiffy bags or plastics bags.** Do not use hanger packs (except Men's and Women's Suits and Sports coats).
- Coordinate top and bottoms on separate lines of the 7 digit short purchase order must be hung and poly bagged separately. These are each ordered by 9-digit long purchase order.
- When shipping sets (coordinate top and bottoms on the same 9 digit Purchase Order line) the poly bag must be sealed on the bottom to prevent loss.
- Do not use: pins, tape, clips, tie backs, excessive tissue paper, cardboard, or any other unnecessary material that will require removal at our distribution centers or stores.
- Empty merchandise boxes must not be used as fillers

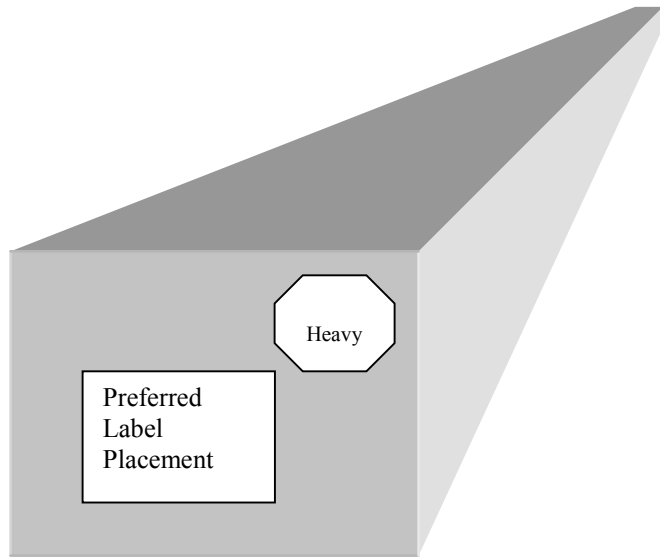
**Follow carton size requirements:**

	<b>Minimum</b>	<b>Maximum</b>
<b>Length</b>	<b>9”</b>	<b>54”</b>
<b>Width</b>	<b>11”</b>	<b>34”</b>
<b>Height</b>	<b>3”</b>	<b>30”</b>
<b>Weight</b>	<b>3 lbs.</b>	<b>60 lbs.</b>

- If an individual pre-pack exceeds the minimum weight and dimensions established for cartons that pre-pack must be shipped to BCFW in a re-shippable carton.
- Seal cartons with tape. Do not place bands, straps or string on cartons, as they will damage our sortation equipment.
- We encourage the use of “environmentally friendly” packing materials whenever possible.
- Shipments containing concealed damage or defective merchandise will be subject to an offset expense assessment.
- Place all labels face out on palletized shipments so that they can be easily scanned.
- All cartons must be marked as follows: BCFW’ nine digit purchase order number, style number, color, size, total number of units by style, color, size, total units in carton, store name if applicable.
- Direct to Store Merchandise:
  - Pack and label each store separately Using UCC-128 compliant labeling
  - Indicate store name and number on address label generated from UPS. on line PLD (package level detail) system
  - Indicate PO # in the reference box on the UPS label
  - Number each carton as part of total for store, i.e., 1 of 3, 2 of 3, etc
  - Separate packing slips attached to each stores lead carton are required
- Post-Distributed Merchandise:
  - Bulk (By style / color / size)
    - Pack and label each style, color, and size in a separate carton
    - Any carton with a unit quantity that is inconsistent with the rest of the cartons for that style must be labeled as “**ODD CARTON**”
    - Number each carton as part of total shipment, i.e., 1 of 3, 2 of 3, etc
  - Pre-Pack (re-shippable carton)
    - Pack and label each case-pack, with carton content
    - Number each carton as part of total shipment, i.e., 1 of 3, 2 of 3, etc
  - Pre-Pack (Master Carton)
    - Pack and label each pre-pack type in a separate carton or bundle
    - Cartons must be labeled as “**MASTER CARTON**”
    - Any carton with a pack quantity that is inconsistent with the rest of the cartons for that style or pack type must be labeled as “**ODD CARTON**”
    - Number each carton as part of total for store, i.e., 1 of 3, 2 of 3, etc
- All cartons must be re-shippable. Carton strength of 175 lbs or a 32 ETC (Edge Test Crushed) is required.
- Make sure each carton contains merchandise for only one purchase order and one store or DC.

***CARTON LABELING PLACEMENT***

**Preferred label placement should always be on the short end of the cartons as per diagram**



***GENERAL LABEL REQUIREMENTS***

- ALL labels must be applied to a SINGLE flat side of the carton. Visible and readable.
- Preferred Label placement is on the short end of cartons.
- When 2 labels are needed to meet our requirements, labels must be placed side by side (NO MORE THAN 3 LABELS ARE ALLOWED IN TOTAL)
- You must label your cartons with the 9-digit long purchase order number. If the carton contains pre-packs made up of multiple styles you must include each 9-digit long purchase order on the carton label.
- You must provide the following information on all cartons
  - Shipper Name and address
  - Store number or DC number/name and address
  - Vendor Style/Color/Size
  - Breakdown of Unit Quantity by Style/Color/Sizes
  - Pre-Ticket Statement
  - Total Units in Carton
  - Number of cartons by store/lot number (1 of 5, 2 of 5, etc.)
  - Heavy statement (if applicable)
- A carton label size of 3” x 6” minimum. Black type on white background.
- Heavy carton label required on shipments over 60 lbs (example: baby furniture)

**Example Label** (Sample label doesn't show all info required)

CARTON CONTENTS		Page # 1
CARTON#: 001002802800000152594		
<b>CUST PO: 123456789</b>		
SKU	SIZE	QTY
ABCDEFGHIJKLMNOPQR	123456789012	9999
TOTAL PIECES		9999
CARTON# : xxxx OF yyyy		

**MASTER CARTON LABELS**

- Cartons containing re-shipable or bundled pre-packs must be labeled clearly “ **MASTER CARTON** “with the make up of the pre-packs contained in the carton.
- You must label your cartons with the 9-digit long purchase order number. If the carton contains pre-packs made up of multiple styles you must include each 9 digit long purchase order on the carton label
- Inner cartons/packages must be the same for each distinct style, color, size, and pre-pack type.
- You must provide the following information on Master cartons
  - The exact make up of the pre-packs contained by style/color/size (ex: S/1 M/3 L/2)
  - Total number of pre-packs contained
  - Total units contained in the carton (ex: 8 pre-packs or bundles of 6 pcs. = 48 total units)

From:	To: BCFW								
<b>P.O. # 123456789</b>	<b>MASTER CARTON</b>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Style</td> <td style="width: 25%;">color</td> <td style="width: 25%;">S M L XL</td> <td style="width: 25%;"></td> </tr> <tr> <td>345</td> <td>white</td> <td>2 2 2 2</td> <td style="text-align: right;">Total Qty: 48 pcs.</td> </tr> </table>	Style	color	S M L XL		345	white	2 2 2 2	Total Qty: 48 pcs.	
Style	color	S M L XL							
345	white	2 2 2 2	Total Qty: 48 pcs.						
Ticketed: Y or N	6 inner cartons/bundles of 8 pcs. each								

**ODD CARTON LABELS**

- For cartons with less units or more units than the standard used on the rest of the shipment an “ **ODD CARTON** “ label is required.
- Only one odd carton is allowed per PO style (9 digit long purchase order number or PO line) or pre-pack type.
- You must label your cartons with the 9-digit long purchase order number. If the carton contains pre-packs made up of multiple styles you must include each 9-digit long purchase order on the carton label.
- You must provide the following information on odd cartons
  - The exact make up of the pre-packs contained by style / color / size
  - Total number of units or pre-packs contained in the carton

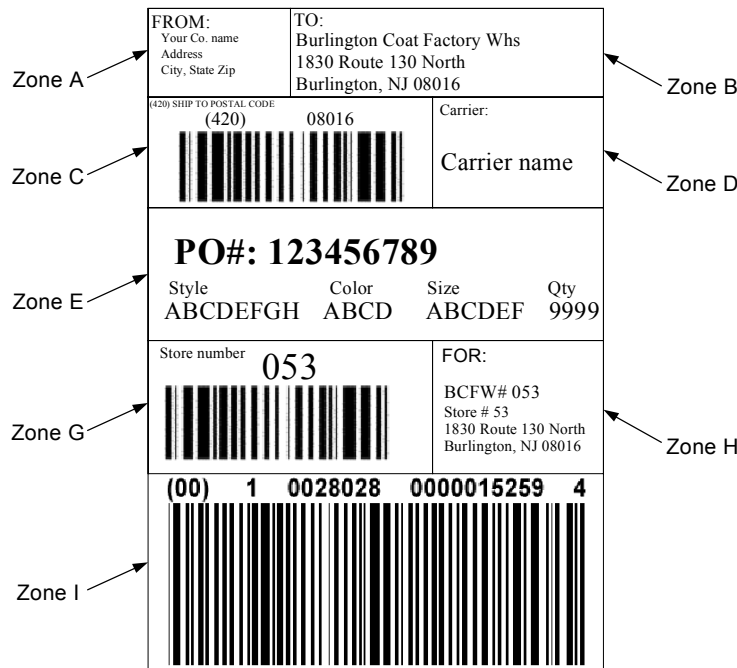
From:	To: BCFW															
<b>P.O. # 123456789</b>	<b>ODD CARTON</b>															
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Style</td> <td style="width: 25%;">color</td> <td style="width: 25%;">S</td> <td colspan="2" style="width: 25%;">sizes + qty. of sizes</td> </tr> <tr> <td>567</td> <td>white</td> <td>3</td> <td>M</td> <td>L XL</td> </tr> <tr> <td>567</td> <td>red</td> <td></td> <td>12</td> <td>3 1</td> </tr> </table>	Style	color	S	sizes + qty. of sizes		567	white	3	M	L XL	567	red		12	3 1	
Style	color	S	sizes + qty. of sizes													
567	white	3	M	L XL												
567	red		12	3 1												
Ticketed: Y or N	Total Qty: 19															

**UCC/EAN 128 SERIAL SHIPPING CONTAINER LABEL (SSCC-18)**

- All cartons shipped to BCFW’ Distribution Center and direct to store shipments require a UCC-128 Shipping Container label. In the future they will be related to a valid ASN transmission. UCC-128 labels are not useable for automated inventory booking unless they are accompanied by a valid ASN (856) Document. Duplicate UCC-128 carton id numbers are invalid. **Do not reuse carton id numbers.**
- Create your UCC-128 Shipping Container label based on the UCC “Application Standards for Shipping Container Codes”.
- Your UCC-128 label should be placed on the broad side of the carton, unless it is under 4”in height, (if so, place the UCC-128 label on the top of the carton). The lines of the barcode on the label must be perpendicular to the bottom of the carton.
- The barcode must be placed flat on the carton, not on a seam or corner.
- Please mail your sample UCC128 label to the Vendor Relations Dept for approval prior to your first shipment. Burlington Coat Factory, 1830 Route 130, Burlington, NJ 08016 Attention: Vendor Relations

**NOTE: INDUSTRY STANDARDS CARTON LABELING**

The Uniform Code Council has approved a standardized format for the UCC-128 Shipping Container Label. For more information, call the Uniform Code Council at 800-543-8137.



<p><b>Zone A</b> Zone title: FROM Height: 0.8" Width: 1.25" Data Content: Ship from Name and Address Text size: 8 to 10 Pts</p>	<p><b>Zone D</b> Zone title: Carrier: Height: 1.0" Width: 1.5" Data Content: Carrier name SCAC Text size: 10 to 16 Pts</p>	<p><b>Zone H</b> Zone title: FOR Height: 1.2" Width: 1.5" Data Content: Store number and address Text size: 12 Pt</p>
<p><b>Zone B</b> Zone title: TO: Height: 0.8" Width: 2.75" Data Content: Ship to Name and Address Text size: 12 to 14 Pts</p>	<p><b>Zone E</b> Zone title: (not applicable) Height: 1.2" Width: 4" Data Content: 9 digit PO number (24 pt) Style, color, size* (10 pt) Quantity in Carton (10 pt)</p>	<p><b>Zone I</b> Zone title: (not applicable) Height: 2" Width: 4" Data Content: Serial Shipping Container Code Bar Code height: 1.25" minimum X Dimension 0.020" minimum</p>
<p><b>Zone C</b> Zone title: Ship to Postal code Height: 1.0" Width: 2.5" Data Content: Ship to Postal bar code Bar Code height: 0.5" minimum Text size: 8 to 10 Pts</p>	<p><b>Zone G</b> Zone title: Store number Height: 1.2" Width: 2.5" Data Content: 3 digit Store number Text size: 36 Pt Bar Code height: 0.5" minimum X Dimension 0.020" minimum</p>	<p><b>NOTES</b>  * Style, Color and Size ( up to 12 bytes each) * Multi SKU (style, color, size )cartons must include a content label</p>

## **PRESENTATION STANDARDS**

All merchandise must be received in a condition ready for immediate placement on our selling floor. If you have any questions regarding how your merchandise is presented in our stores, contact the buyer.

## **RETURN TO VENDOR**

Unauthorized shipments, substitutions, invalid orders, cancelled orders, early shipments and past cancellation date shipments may be refused at time of delivery at BCFW' sole discretion. We will not request nor will we require Return Authorization for such refusal.

If you have any questions regarding our standards, please call our RTV Dept at (609) 387-7800 ext 3125

## **TRANSPORTATION**

### ***BILL OF LADING***

- Combine same-day shipments with single or multiple purchase orders for all departments consigned to the same address, onto one Master Bill of Lading. Merchandise for more than one purchase order must be packed, labeled, invoiced and listed on the Bill of Lading by separated purchase orders.
- Each Bill of Lading must contain:
  - BCFW purchase 7 digit short order number(s) (**list all P.O. #s BOL**)
  - BCFW store or DC number
  - Vendor name, address and zip code
  - Number of cartons per store (if shipped by store), otherwise number of cartons per P.O.
  - Total weight of goods
  - If palletized, show the number of pallets, cartons and weight (Ex: 6 pallets, containing 1,200 cartons, 3,865 pounds.)
- In addition to the carrier's copy of the Bill of Lading, an additional copy of the BOL number (unsigned) is to be included with the freight bill. This copy is to be attached to the freight bill and must travel with and be delivered with the freight bill.
- Each shipment must have its own unique Bill Of Lading number and must reflect the exact contents of that trailer. If a purchase order requires more room (cube or weight) than a single trailer, each trailer represents a unique shipment and must have a unique BOL number.
- The Bill of Lading number presented with the physical shipment must be the exact Bill of Lading number reflected in all of your EDI documents including the Advance Ship Notice. (856)
- All BOL's must have the correct NMFC (National Motor Freight Carrier) information. BOL's without NMFC information or with incorrect information on the NMFC will result in an offset expense assessment.

### ***SHIPPING WINDOWS***

- BCFW purchase orders are considered cancelled on the date indicated on the purchase order as "complete".
- Shipments not received by the complete date are subject to refusal or return at the vendor's expense. Shipments made via our consolidator must be received at the consolidator no later than the complete date. An expense offset will be assessed for merchandise that is shipped after the complete date regardless of whether it is accepted or refused.
- Early shipments, late shipments, and shipments covered by purchase orders lacking proper management approval, may be refused. It is strongly suggested that you verify the order dates with the buyer prior to shipping.
- The return of any collect merchandise because of failure to deliver on time or conform to the specifications of this order shall be at the vendor's expense.

### ***SHIPMENT FREQUENCY (Excluding Truckload "Large or Volume" Shipments)***

- Non-Truckload (LTL, Parcel, Express, Overnight) shipments must be consolidated and shipped no more than twice per calendar week from any location/origin to the BCFW Distribution Center or any consolidation points. LTL Shipments may not be made on consecutive days.
- All Shipments under 500 lbs or less than 10 cartons must be shipped United Parcel Service Consignee Billing with PLD to the location on the Purchase Order. No more than two UPS shipments per calendar week are allowed from any location/origin to the BCFW Distribution Center or any store.
- A purchase order should not be shipped more than twice. If back-orders are necessary an expense offset to recoup freight expense and lost utilization will be issued. (This does not include truckloads)
- A PO may never be shipped on consecutive days. (This does not include truckloads)
- Shipments/PO's must be consolidated into one BOL/Pro/Freight Bill each day. Failure to consolidate same day shipments (>1 BOL/Pro/FB from any location/origin to any BCFW consolidation point or Distribution Center) will result in an expense offset. If a purchase order or group of PO's requires more room (cube or weight) than a single trailer, each trailer represents a unique shipment and must have a unique BOL number. Truckload shipments will not be considered for the consolidation evaluation.

### ***GENERAL***

- Clothing (whenever possible) should be shipped at class 77.5 (see item 49880 sub 4 of the NMFC 100-Z and subsequent revisions).
- It is the vendor's responsibility to tender their freight to the BCFW Distribution Centers in PO style/color/size integrity. When the vendor is loading direct to carrier trailers the freight should arrive in PO style/color/size integrity at the BCF distribution centers. If a carrier off loads the merchandise the carrier must ensure the PO style/color/size integrity.
- If BCFW buyer has negotiated a vendor paid transportation term (PO Terms are ship vendor/pre-paid) and a collect freight bill is received an expense offset will be issued.
- Do not insure shipments unless specifically instructed to do so in writing by BCFW.
- If articles are subject to density rating, indicate the density in pounds per cubic foot for each commodity.
- When BCFW assumes any portion of the transportation cost, ship freight collect. All freight, insurance and handling charges indicated on the merchandise invoice will be deducted. Separate invoices for transportation, insurance or handling charges only will be returned as not payable.

### ***PROOF OF DELIVERY***

**BCFW does not recognize a carrier signed Bill of Lading as a proof of delivery (POD). The only acceptable proof of delivery is a BCFW's representative signed copy of the freight bill delivery receipt. BCFW expends a significant amount of time upon the receipt of each trailer to reconcile the Freight Bill and Bill of Lading purchase order line item carton count. The freight bill delivery receipt is the only document that demonstrates that BCFW received your product complete. A copy of the signed freight bill is available from our carriers upon request. Use your Bill of Lading to request a copy of the signed freight bill delivery receipt from our carrier.**

## ACCOUNTS PAYABLE INVOICING INSTRUCTIONS AND PURCHASE ORDER TERMS

Listed below are the procedures that must be followed to make sure your invoices are paid on a timely basis:

- Valid purchase orders are required. Verbal commitments, phone orders, or worksheets are not valid P.O.
- Each purchase order must be invoiced separately. If the shipment is packed and shipped by store, one invoice per purchase order, per shipment, per ship to point must be provided.
- All invoices must have a BCFW purchase order number, number of cartons shipped *by store*, total pieces invoiced, BCFW style number, store number and your DUNS number. Do not send more than one invoice per store for a single shipment.
- List all items in the same sequence and number of units as the purchase order.
- All invoices that are multiple pages must have all pertinent information on the total page, which must be stapled to the front of the multiple invoice. All form feed perforations must be removed and all invoices must be separated, including multiple page invoices, before mailing invoices to BCFW.
- Do not include duplicate copies, remittances advices or acknowledgments with original invoice.
- Verify the accuracy of all purchase order details. Do not ship merchandise until all discrepancies, including pricing, have been corrected and proof of correction is provided by the buyer.
- Delivery of merchandise shall constitute the seller's acceptance of the prices, terms and conditions of this purchase order.
- Vendor name in the invoice heading must match the vendor name on the purchase order.
- The seller warrants by the delivery of merchandise for this order, that the merchandise so delivered conforms to and the seller has complied with all federal and state laws and regulations relating to its manufacture, sale, and delivery in interstate and intrastate commerce.
- Full compliance with all BCFW' Vendor Standards is required on all containers, off price merchandise and special purchase buys.
- All Vendors, including those vendors who are set up on a domestic letter of credit, are required to be in full compliance with all BCFW standards contained in this manual.

BCFW is already transmitting EDI 850 purchase order documents with many of our vendors. It is our goal to be 100% compliant with PO documents while setting up vendors for 856 ASN transmission and **IN THE FUTURE Electronic invoices via EDI 810 will be required. For more information contact [edi.requests@coat.com](mailto:edi.requests@coat.com) If you are not transmitting EDI invoices, the original invoices must be mailed to (an expense offset will be issued for each paper invoice received):**

BURLINGTON COAT FACTORY WAREHOUSE CORP  
1830 ROUTE 130  
BURLINGTON, NJ 08016  
ATTN: MERCHANDISE ACCOUNTS PAYABLE DEPT.

Payment Terms: Terms of payment are calculated from receipt of goods. However, the due date could be extended, without a loss of discount, until an invoice is received. Invoices or receipts of goods dated later than the 20<sup>th</sup> of the month with EOM terms will be paid as though dated the first of the following month.

When BCFW assumes any portion of the transportation cost, ship freight collect. Invoices should not include freight or other non-merchandise related charges. Any separate invoices for these charges will be returned as not payable.

To request payment on an unpaid invoice, the vendor must mail the proof of delivery along with the corresponding invoice to the Merchandise Accounts Payable address as previously indicated. To ensure timely resolution, the POD must be received within 90 days of the original request date.

A valid POD is defined as a freight bill stamped and signed by an authorized representative of BCFW. We do not accept a bill of Lading as a valid form of POD. The freight bill must also include:

- Purchase order number
- Carton count (if multiple orders, provide carton count by purchase order)

**Vendor disputes on deductions will only be addressed if the deduction has occurred within six months of the check date. State your reason for the dispute in writing including check date, document number, and amount and mail to the Merchandise Accounts Payable address.**

### ***810 INVOICES***

- The 810 (Invoice) document for merchandise purchases will soon be required.
- Contact BCFW by e-mailing [edi.requests@coat.com](mailto:edi.requests@coat.com) for set up instructions and [edi.questions@coat.com](mailto:edi.questions@coat.com) for help with EDI issues.
- The 810s must be accurate and match the 856s for the same PO/shipment.
- An invoice number should only be used one time.
- A vendor should not retransmit invoices without first getting approval from BCFW.
- Submitted 810s must be accurate and comply with all BCFW mapping standards.
- BCFW will communicate invoice problems as soon as reasonably possible. The corrected invoice must be transmitted under a new ISA control number in order to receive payment.
- An expense offset may be assessed for paper invoices.
- Any discrepancy hindering invoice processing is subject to offset expenses.

## VENDOR COMPLIANCE CORRESPONDENCE

- Correspondence on any purchase order violations, invoicing violations, return to vendor charges or freight expense offsets must be initiated within six months of the expense offset check date.

### **CHARGE RESEARCH REQUEST OLDER THAN 6 MONTHS FROM CHARGE ISSUE DATE WILL BE DENIED**

- **Correspondence research will not be conducted without the following:**
  - **A Freight Bill Delivery Receipt Signed by a BCFW associate**
  - **A copy of the purchase order**
  - **A copy of the packing slip for the shipment in question**
  - **A written explanation for why the expense offset was incorrect.**
- Correspondence concerning any of the above initiated later than six months after the expense offset check date **will not** be researched or addressed. Multiple copy requests for the same information will not be honored and a fee of \$25 will be assessed. Only new information requests will be considered.
- All correspondence relating to Freight Compliance issues should be mailed to:  
Attention: Traffic Department  
Burlington Coat Factory Warehouse Corp  
1830 Route 130  
Burlington, NJ 08016
- All correspondence relating to All Other Compliance Deduction issues should be mailed to:  
Attention: Vendor Compliance - DC  
Burlington Coat Factory Warehouse Corp  
1830 Route 130  
Burlington, NJ 08016

Requests for additional copies of remittance advises, cancelled checks or expense offset claims will result in an expense-offset fee of \$25 per item requested.

## ACKNOWLEDGEMENT

All vendors and their third party service centers must use the BCFW Vendor Manual when processing and shipping freight to the BCFW and it's subsidiaries.

**Subsidiaries:** Modecraft Fashions – MJM – Luxury Linens – Cohoes Fashions – Totally for Kids - Decelle's – Amherst Fashions – Baby Depot - MJM - Designer Shoes.

Please forward this Vendor Manual to the person in your organization responsible for processing and packing our purchase order styles.

All violations to the BCFW Packing Guide Requirements will be charged back or debited from the vendor's invoice or account according to our Schedule of Charge Backs and Fees.

Our vendor relations' representative will be holding informational, training seminars at our NJ. Distribution Center to review our Vendor Manual and answer questions and concerns as well as include a tour of the D.C. It would be very beneficial to send a representative from your processing, production, and/or shipping areas. We welcome all vendors to take some time to meet with vendor relations.

Should you have any immediate questions regarding this Vendor Manual, please call our Vendor Relations Department at 609-387-7800 extension 3118.

## CONTACTS

Listed below you will find the contacts you need for information systems. These contacts will offer you the information that you will need to become compliant.

<b>For Information Concerning:</b>	<b>Phone/Fax Numbers</b>
Vendor Relations	Phone (609) 387-7800 ext. 3118 Fax (609) 239-8213
Distribution Center Vendor Compliance Deductions	Phone (609) 387-7800 ext. 3273 Fax (609) 239-8213
Receiving Office Appointment Scheduler Receiving Manager	Phone (609) 387-7800 ext. 3023 or 3024 Fax (609) 239-0948
ASN Receiving Office	Phone (609) 387-7800 ext. 3025 Fax (609) 239-0948
EDI Department            Vendor set-up Vendor Issues	<a href="mailto:edi.requests@coat.com">edi.requests@coat.com</a> <a href="mailto:edi.questions@coat.com">edi.questions@coat.com</a>
Transportation Compliance Deductions or Routing	Phone (609) 387-7800 Ext. 2281,2282, 2284, 2295, 3050 or 3064 Fax (609) 387-2343
Accounts Payable	Phone (609) 387-7800 ext.2238
Merchandise Replenishment Systems	Phone (609) 387-7800 ext.2415

### BCFW' CHARGES TO VENDORS FOR NON-COMPLIANCE OF PURCHASE ORDER AND TERMS AND CONDITIONS

**Charges will be assessed against the merchandise invoiced by our vendors and deducted from invoice payment for any violation of BCFW' packing, routing, shipping, fill rate, and invoicing instructions. Multiple violations will incur multiple expense offsets.**

## APPENDIX

### Compliance Rules and Charges

## Burlington Coat Factory Schedule of Charges for Non-Compliance

Rule Number and Description	Reverse Freight	Service Fee	Charge	Min Charge	Page # in Manual
<b>1 - PO Fill Rate Issues</b>					
665 Style Over Shipped			25% of Overage	\$ 250.00	4
670 Style Under Shipped			3% of Style	\$ 250.00	4

### 2 - Shipment Issues

25 Trailer not received on scheduled date			\$ 250.00		16
30 Trailer not received on time			\$ 250.00		16
40 Failure to load trailer in PO/SKU sequence			\$ 250.00		17
1528 Load improperly sorted (Truckload Only)			\$ 250.00		17

### 6 - Freight Violations

100 No National Motor Freight Classification on BOL	Y		\$ 50.00		16
105 Incorrect National Motor Freight Classification on BOL	Y		\$ 50.00		16
235 More than two shipments in a week	Y		\$ 50.00		17
240 Split Shipment of Styles	Y		\$ 50.00		17
255 PO shipped on consecutive days	Y		\$ 50.00		17
270 Failure to consolidate and ship from one origin	Y		\$ 50.00		17
275 Failure to prepay freight to consolidator	Y		\$ 50.00		17
672 More than two shipments for a PO	Y		\$ 50.00		17
1888 UPS shipped more than 10 cartons.	Y		\$ 50.00		17
2010 UPS cartons without PLD		\$ 50.00	\$1/Ctn		17

### 8 - Packing Slip Issues

495 No PS provided/PS not faxed prior to shipment			5% of PO	\$ 500.00	9
500 PS not on lead carton			\$ 500.00		9
505 PS packed inside carton			\$ 500.00		9
515 Unable to read PS			5% of PO	\$ 500.00	9
520 Correct PO not listed on PS			5% of PO	\$ 500.00	9
550 Correct carton count not on PS			\$ 500.00		9
560 Quantities not to size level on PS			5% of PO	\$ 500.00	9
565 Pre-pack detail not on PS			5% of PO	\$ 500.00	9
575 Total units shipped not on PS			5% of PO	\$ 500.00	9
580 Actual quantities do not match PS			5% of PO	\$ 500.00	9
1380 Multiple POs on PS			\$ 500.00		9
2220 Packing slip inaccurate (style/color/size)			5% of PO	\$ 500.00	9

### 9 - Carton Information

340 Correct PO not listed on carton		\$ 25.00	\$ 3.00/Ctn	\$ 150.00	11
360 Style, color & size not listed on carton		\$ 25.00	\$ 3.00/Ctn	\$ 150.00	11
390 Total units not listed on carton		\$ 25.00	\$ 3.00/Ctn	\$ 150.00	11
400 Prepack detail not on outside of carton		\$ 25.00	\$ 3.00/Ctn	\$ 150.00	11
475 No UCC 128 label on carton		\$ 25.00	\$ 3.00/Ctn	\$ 150.00	11

## Burlington Coat Factory Schedule of Charges for Non-Compliance

Rule Number and Description	Reverse Freight	Service Fee	Charge	Min Charge	Page # in Manual
-----------------------------	-----------------	-------------	--------	------------	------------------

### 10 - Ticketing Issues

780	Tickets on merchandise are for a different retailer		\$ 25.00	\$ 0.25/Unit	\$ 150.00	6
800	Ticket Placement Errors		\$ 25.00	\$ 0.25/Unit	\$ 150.00	6
830	Correct style, color and size not on merch		\$ 25.00	\$ 0.25/Unit	\$ 150.00	6
890	Merchandise not pre-ticketed		\$ 25.00	\$ 0.25/Unit	\$ 150.00	6

### 11 - PO Exceptions

330	Late Shipment			3% of PO	\$ 500.00	4
337	Shipment past cancellation			3% of PO	\$ 500.00	4
650	Style Substitution			3% of PO	\$ 250.00	5
655	Size Substitution			3% of PO	\$ 250.00	5
660	Color Substitution			3% of PO	\$ 250.00	5

### 12 - Packing Issues

600	Styles, colors & sizes mixed in a carton			5% of PO	\$ 150.00	11
640	Carton mixed with flat and hang merchandise			5% of PO	\$ 150.00	10
680	Shipped in bulk, ordered as pre-pack			5% of PO	\$ 150.00	11
705	Shipped as pre-pack, ordered bulk			5% of PO	\$ 150.00	11
735	Shipped as separate, ordered as set			5% of PO	\$ 150.00	10
740	Shipped as set, ordered as separate			5% of PO	\$ 150.00	10
910	Pre-pack bundles not effectively bundled together	\$ 25.00		\$ 3.00/Unit	\$ 150.00	9
920	Pre-pack quantities not packed as ordered			5% of PO	\$ 150.00	11
925	Pre-pack quantities does not match carton info			5% of PO	\$ 150.00	10
930	Incomplete/"Odd Lot" prepack	\$ 25.00		\$ 25.00/Unit	\$ 150.00	6
1415	Concealed shortage	\$ 25.00		\$ 3.00/Unit	\$ 250.00	6
1420	Concealed overage	\$ 25.00		\$ 3.00/Unit	\$ 250.00	6
1425	Concealed style substitution to carton label	\$ 25.00		\$ 3.00/Unit	\$ 250.00	6
1430	Concealed color substitution to carton label	\$ 25.00		\$ 3.00/Unit	\$ 250.00	6
1435	Concealed size substitution to carton label	\$ 25.00		\$ 3.00/Unit	\$ 250.00	6
1889	More than one odd carton received per PO line.	\$ 25.00		\$ 25.00/Ctn	\$ 150.00	14
1890	Polybags not sealed on sets.	\$ 25.00		\$ 3.00/Unit	\$ 150.00	10

### 13 - Floor Ready Issues

990	Wrong hanger type/No hanger		\$ 100.00	\$ 0.50/Unit		7
1020	Merchandise received in poor condition/wrinkled		\$ 100.00	\$ 1.00/Unit		11

### 16 - EDI Issues (For Vendor Partners Set-up on Burlington Coat Factory EDI Program)

1150	No ASN at time of receipt			\$ 100.00		8
1165	Add or correct EDI information			\$ 100.00		8

### 25 - Receiving Carton Issues

625	Cartons/Innerpacks are not reshippable		\$ 25.00	\$ 3.00/Ctn	\$ 150.00	9
940	Carton Dimensions outside min/max		\$ 25.00	\$ 3.00/Ctn	\$ 150.00	11
955	Carton Weight outside min/max		\$ 25.00	\$ 3.00/Ctn	\$ 150.00	11
1850	Cartons strapped or banded		\$ 25.00	\$ 3.00/Ctn	\$ 150.00	11

***Thank You***

***for partnering with us***

*Burlington Coat Factory  
Vendor Relations Department*

Burlington Coat Factory  
Warehouse Corporation



1830 Route 130, Burlington, New Jersey 18016

Bulk Rate  
U.S. Postage  
Paid  
Permit No. 456  
Burlington, NJ 08016