

# FORMS

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## *Summary*

This chapter includes the following forms with instructions for filing with Burlington Coat Factory (BCF). If instructions are included, they precede the form.

- [Bill of Lading \(BOL\)](#)
- [EDI Sign-up Web page \(available electronically only\)](#)
- [EDI Agreement](#)
- [Routing Request Form](#)
- [POE Container Worksheet](#)
- [Vendor Compliance Chargeback Inquiry Form \(available electronically only\)](#)
- [Vendor Freight Chargeback Inquiry Form \(available electronically only\)](#)
- [Importer General Conformity Assessment Certification](#)
- [Domestic Manufacturer General Conformity Certification](#)
- [California Certificate of Compliance](#)

# Bill Of Lading (BOL) Instructions

## BOL QUICK SUMMARY

What it is:	Legal document for transferring goods with any form or carrier.
When it should be filled out:	Prior to tendering goods to a carrier.
What it's for:	Validating that a shipment has been made.
Send to:	The carrier & BCF

## CONTENTS

*Each BOL must include the following information:*

- BCFW purchase order (PO) and PO number(s) (list all PO#s on the BOL).
- Trucker's pro number.
- BCFW store or DC number.
- Vendor name, address, and zip code.
- Total weight of goods.
- Number of cartons per store (if shipped by store), otherwise number of cartons per PO.
- Number of pallets, cartons and weight (if palletized). *Example: 6 pallets, containing 1,200 cartons, 3,865 pounds.*
- Correct NMFC (National Motor Freight Carrier) information. Missing or incorrect NMFC information will result in an offset expense assessment.
- The same BOL number (presented with the physical shipment) as in all EDI documents, including the 856 ASN (advance ship notice).
- For routing, note appointment number on the BOL or freight bill.

## SHIPPING TO DISTRIBUTION CENTER (DC)

- A copy of the detailed packing slip must be attached to the BOL and the following noted: **PACKING SLIP ATTACHED.**
- It is the vendor's responsibility to instruct the carrier that all BCF freight **must be delivered sorted to a load plan that maintains PO style/color/size integrity.**
- If the invoice is available at the time of shipping, please include it as well.

### SAME-DAY/MULTIPLE TRAILER SHIPMENTS

- Combine same-day shipments with single or multiple POs for all departments consigned to the same address onto one master BOL.
- Merchandise for more than one PO must be packed, labeled, invoiced, and listed on the BOL by separated POs.
- Each shipment must have its own unique BOL number and must reflect the exact contents of that trailer. If a PO requires more room (cube or weight) than a single trailer, each trailer represents a unique shipment and must have a unique BOL number.

### COPIES

- In addition to the carrier's copy, a second copy of the BOL number (unsigned) is to be attached to the freight bill.
- The second copy must travel with and be delivered with the freight bill.

## ***EDI Sign-up Web Page***

### **EDI REQUEST SUMMARY**

<b>What it is:</b>	EDI sign-up Web page that allows the vendor to acquire a login and password.
<b>When it should be filled out:</b>	Prior to commencement of business with BCF.
<b>What it's for:</b>	Enabling vendor to begin the process of conducting EDI with BCF.
<b>Send to:</b>	Submit via Web.

### **INSTRUCTIONS**

Log in to <http://edi.coat.com>. For user instructions [click here](#).

# ***EDI Agreement***

## **EDI AGREEMENT SUMMARY**

<b>What it is:</b>	<b>A required, standard EDI contract.</b>
<b>When it should be filled out:</b>	<b>Prior to commencement of business with BCF.</b>
<b>What it's for:</b>	<b>Contractual agreement between BCF and vendor.</b>
<b>Send to:</b>	<b>Burlington Coat Factory 1830 Rt 130 North Burlington, NJ 08016 Attn: Legal Department/EDI Contracts</b>

## **INSTRUCTIONS**

Sign, date, and return to BCF.

BURLINGTON COAT FACTORY WAREHOUSE CORPORATION  
ELECTRONIC DATA INTERCHANGE AGREEMENT

Electronic Data Interchange Agreement (the "Agreement") dated as of \_\_\_\_\_, 200( ) by and between \_\_\_\_\_ (the "Trading Partner"), with offices at \_\_\_\_\_ and Burlington Coat Factory Warehouse Corporation ("BCF"), with offices at 1830 Route 130, Burlington, New Jersey 08016.

**RECITALS**

BCF and Trading Partner desire to facilitate purchase and sale, advance ship notice, invoice and other transactions (including, without limitation, functional or other types of acknowledgements) as may be agreed to by the parties ("Transactions") by electronically transmitting and receiving data in agreed formats in substitution for conventional paper-based documents and to assure that such Transactions are not legally invalid or unenforceable as a result of the use of available electronic technologies for the mutual benefit of the parties.

NOW THEREFORE, the parties, intending to be legally bound, agree as follows:

**1. Section 1, Prerequisites.**

1.1. Electronic Documents: Standards. Each party may electronically transmit to or receive from the other party any of the transaction sets as agreed to and listed in the UCS & VICS EDI Implementation Guidelines ("GUIDELINES") as published and available from the Uniform Code Council and made a part hereof and such additional transaction sets which the parties by written agreement add to the GUIDELINES from time to time (collectively "Electronic Documents"). Any transmission of data that is not an Electronic Document shall have no force or effect between the parties unless justifiably relied upon by the receiving party. All Electronic Documents shall be transmitted in accordance with the standards set forth in the GUIDELINES.

1.2. Third Party Service Providers.

(a) Electronic Documents will be transmitted electronically to each party either, as specified in the GUIDELINES, directly or through any third party service provider ("Provider") with which either party may contract. Either party may modify its election to use, not use or change a Provider upon 30 days prior written notice to the other party.

(b) In no event shall BCF be responsible for the cost of any Provider with which Trading Partner contracts.

(c) Each party shall be liable for the acts or omissions of its Provider while transmitting, receiving, storing or handling Electronic Documents, or performing related activities, for such party; provided, that if both the parties use the same Provider to effect the transmission and receipt of an Electronic Document, the originating party shall be liable for the acts or omissions of such Provider as to such Electronic Document.

1.3. Internet Based Exchanges.

(a) BCF may support business-to-business electronic commerce interface for the Transactions (Web Interface) via the Internet.

(b) Use of the Web Interface, whether directly provided by BCF or a Third Party Service Provider, will be governed by this Agreement.

1.4. System Operations. Each party, at its own expense, shall provide and maintain the equipment, software, services and testing necessary to effectively and reliably transmit and receive the Electronic Documents.

1.5. Security Procedures. Each party shall properly use those security procedures, including those specified in the GUIDELINES, if any, which are reasonably sufficient to ensure that all transmissions of Electronic Documents are authorized and to protect its business records and data from improper access.

1.6. Signatures. Each party shall adopt as its signature an electronic identification consisting of symbol(s) or code(s) which are to be affixed to or contained in each Electronic Document transmitted by such party ("Signatures"). Each party agrees that any Signature of such party affixed to or contained in any transmitted Electronic Documents shall be sufficient to verify that such party originated such Electronic Documents. Neither party shall disclose to any unauthorized person the Signatures of the other party. Initial use of the Web Interface by a Trading Partner along with the authentication of such Trading Partner by entering a valid assigned username and password will be considered and treated as a Signature.

## 2. Section 2, Transmissions.

2.1. Proper Receipt. Electronic Documents shall not be deemed to have been properly received and no Electronic Document shall give rise to any obligation, until acknowledged by the receiving party via a Transaction. In the case of the Web Interface, proper receipt is deemed to have occurred when a Trading Partner has entered a valid assigned username and password and "clicked" on the appropriate location to acknowledge receipt.

2.2. Verification. Upon proper receipt, the receiving party shall promptly and properly transmit a functional acknowledgement in return, unless otherwise agreed to in advance.

2.3. Acceptance. If acceptance of an Electronic Document is required by the GUIDELINES, any such Electronic Document that has been properly received shall not give rise to any obligation unless and until the party initially transmitting such Electronic Document has properly received in return an Acceptance Document (as specified in the GUIDELINES).

2.4. Garbled Transmissions. If any properly transmitted Electronic Document is received in an unintelligible or garbled form, the receiving party shall promptly notify the originating party in a reasonable manner, unless the originating party is unidentifiable from the received Electronic Document. In the absence of such a notice, subject to the above exception, the originating party's records of the contents of such Electronic Document shall control.

## 3. Section 3, Transaction Terms.

3.1. Terms and Conditions. This Agreement is to be considered part of any other written agreement referencing it or referenced in the GUIDELINES. In the absence of any other written agreement applicable to any Transaction made pursuant to this Agreement, such Transaction (and any related communication) also shall be subject to the terms and conditions and shipping rules identified in the GUIDELINES or posted on the Vendors Section of the BCF website (<http://corporate.burlingtoncoatfactory.com/>), as the same may be amended from time to time, and the same shall apply to any Transaction submitted by BCF to Trading Partner. In addition, each Advanced Shipping Notice or Invoice transmitted by Trading Partner to BCF shall accurately reflect the goods ordered on the applicable Transaction transmitted by BCF to Trading Partner. Otherwise, such Advance Shipping Notice or Invoice shall be subject to chargeback as determined by BCF.

The terms of this Agreement shall prevail in the event of any conflict with any other terms and conditions applicable to any Transaction.

3.2. Confidentiality. Any trade information contained in this Agreement, any Electronic Document and any information presented on the Web Interface hereto or otherwise exchanged between the parties relating to this Agreement shall be considered confidential (whether or not such is marked "Confidential"), unless both parties consent otherwise in writing, or by applicable law. No such information shall be considered confidential if it (a) is or becomes available publicly without breach of this Agreement by any party hereto, (b) was in the receiving party's possession prior to disclosure, (c) is developed independently by the receiving party, (d) is received by the receiving party from a third party without a breach of any duty of confidentiality or (e) is required to be disclosed by law.

3.3. Validity; Enforceability.

(a) This Agreement has been executed by the parties to evidence their mutual intent to create binding purchase and sale obligations pursuant to the electronic transmission and receipt of Electronic Documents specifying certain of the applicable terms.

(b) Any Electronic Document properly transmitted or processed via the Web Interface pursuant to this Agreement shall be considered, in connection with any Transaction or this Agreement, to be a "writing" or "in writing"; and any such Transaction when containing, or to which there is affixed, a Signature ("Signed Documents") shall be deemed for all purposes to have been "signed" and to constitute an "original" when printed from electronic files or records established and maintained in the normal course of business. In the case of Web Interface, any logged, acknowledged or authorized transaction actuated by a valid assigned username will constitute the same.

(c) The conduct of the parties pursuant to this Agreement, including the use of Signed Documents properly transmitted pursuant to this Agreement, shall, for all legal purposes, evidence a course of performance accepted by the parties in furtherance of this Agreement.

(d) The parties agree not to contest the validity or enforceability of Signed Documents under the provisions of any applicable law relating to whether certain agreements are in writing and signed by the party to be bound thereby. Signed Documents, if introduced as evidence on paper in any judicial, arbitration, mediation or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form. Neither party shall contest the admissibility of copies of Signed Documents under either the business records exception to the hearsay rule or the best evidence rule on the basis that the Signed Documents were not originated or maintained in documentary form.

4. Section 4. Miscellaneous.

4.1. Termination. This Agreement shall remain in effect until terminated by either party with not less than 30 days prior written notice, which notice shall specify the effective date of termination; provided, however, that any termination shall not affect the respective obligations or rights of the parties arising under any Electronic Documents or otherwise under this Agreement prior to the effective date of termination.

4.2. Severability. Any provision of this Agreement that is determined to be invalid or unenforceable will be ineffective to the extent of such determination without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such remaining provisions.

4.3. Entire Agreement. This Agreement (including any attachments or documents referenced herein) and the GUIDELINES constitute the complete agreement of the parties relating to the matters specified in this Agreement and supersede all prior representations or agreements, whether oral or written, with respect to such matters. No oral modification or waiver of any of the provisions of this Agreement shall be binding on either party. Modification or waiver of any of the provisions of this Agreement shall be effective only by a paper-based writing signed by both parties. No obligation to enter into any Transaction is to be implied from the execution or delivery of this Agreement. This Agreement is for the benefit of, and shall be binding upon, the parties and their respective successors and assigns.

4.4. Governing Law. This Agreement shall be governed by, and interpreted in accordance with the laws of the State of New Jersey.

4.5. Force Majeure. No party shall be liable for any failure to perform its obligations in connection with any Transaction or any Electronic Document, where such failure results from any act of God or other cause beyond such party's reasonable control (including, without limitation, any mechanical, electronic or communications failure) which prevents such party from transmitting or receiving any Electronic Documents.

4.6. Exclusion of Damages. Neither party shall be liable to the other for any special, incidental, exemplary or consequential damages arising from or as a result of any delay, omission or error in the electronic transmission or receipt of any Electronic Documents pursuant to this Agreement, even if either party has been advised of the possibility of such damages.

4.7. Duplicate Transmissions. BCF encourages Trading Partner to establish the capability to detect duplicate transmissions (not including revisions) of any Transaction. BCF shall not be responsible or liable for any such duplicate transmission.

Each party has caused this Agreement to be properly executed on its behalf as of the date first above written.

BURLINGTON COAT FACTORY WAREHOUSE CORPORATION

By: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Paul Tang

Title: Executive Vice President

Phone: (609) 387-7800

Date: \_\_\_\_\_

## ***Routing Request Form***

### **ROUTING REQUEST FORM SUMMARY**

<b>What it is:</b>	<b>The document a vendor would use to request a BCF contracted carrier to pick up goods.</b>
<b>When it should be filled out:</b>	<b>Prior to shipping the goods</b>
<b>What it's for:</b>	<b>Linear and volume shipments</b>
<b>Send to:</b>	<b>BCF</b>

### **INSTRUCTIONS**

Fill in the vendor contact information at the top and the carton information chart below that. Leave the bottom blank. This section is for BCF to complete.



# ***POE Container Worksheet***

## **POE CONTAINER WORKSHEET SUMMARY**

<b>What it is:</b>	<b>Advisory document for import vendors shipping POEs.</b>
<b>When it should be filled out:</b>	<b>Prior to a container being received at a POE.</b>
<b>What it's for:</b>	<b>Advising BCF of POE shipment status.</b>
<b>Send to:</b>	<b>BCF Transportation Department</b>

## **INSTRUCTIONS**

Section I.

Complete upon sailing and fax to the BCF Transportation Department at 609-387-2343.

Section II.

Complete upon clearance and fax to the BCF Transportation Department at 609-387-2343.

## Burlington Coat Factory POE Container Worksheet (One '1' Container per Sheet)

**BCF MUST BE NOTIFIED OF ANY CONTAINERS WHEN VENDOR IS RESPONSIBLE FOR THE OCEAN FREIGHT.**  
*It is the vendor's responsibility to inform the BCF transportation department of any changes by faxing a copy of this form with the additional information.*

**Section I. (Complete upon sailing and fax to the BCF Transportation Department at 609-387-2343.)**

Vendor Name (USA): \_\_\_\_\_

	1 <sup>st</sup> CONTACT		2 <sup>nd</sup> CONTACT
Contact		Contact	
Phone		Phone	
Fax		Fax	
E-mail		E-mail	

Ocean Carrier \_\_\_\_\_ Vessel Name (Mother Vessel)/Voyage# \_\_\_\_\_

Port of Entry \_\_\_\_\_ ETD \_\_\_\_\_ ETA \_\_\_\_\_ FOB \_\_\_\_\_

Container # \_\_\_\_\_ HBL # \_\_\_\_\_ Container size \_\_ 20' \_\_ 40' \_\_ 40'HC \_\_ 45' (please check one)

Is the container being railed to another port? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If yes, which port? \_\_\_\_\_ Expected Arrival Date \_\_\_\_\_

PO #	Ctns.	PO #	Ctns.	PO #	Ctns.

Total Cartons \_\_\_\_\_ Total CBM's \_\_\_\_\_ Total Weight (KG) \_\_\_\_\_

**EACH PURCHASE ORDER MUST BE LOADED COMPLETELY BEFORE LOADING THE NEXT PURCHASE ORDER.**  
*If the PO's are mixed within the container, you may be subject to a chargeback of up to \$500.00 plus driver detention time and \$25.00 per man-hour unloading time.*

Is the container on a chassis? YES \_\_\_\_\_ NO \_\_\_\_\_

**Section II. (Complete upon clearance and fax to BCF's Transportation Department at 609-387-2343.)**

Actual Arrival Date \_\_\_\_\_ Date of U.S. Customs Clearance \_\_\_\_\_ Last Free Day \_\_\_\_\_

Date CF3461 Faxed to BCF \_\_\_\_\_ Clearance Pick Up # (Rail Only) \_\_\_\_\_

Customs Broker Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact Name: \_\_\_\_\_

If BCF agrees to pick up the container from the port, BCF requires a minimum of **15 days** free of charges after the pick up from the port. BCF will pay \$25.00 per day after day 15. Any balance will be the responsibility of the vendor.

Acknowledged by \_\_\_\_\_ Signed by \_\_\_\_\_ Date \_\_\_\_\_  
 (Vendor Name)

**DELIVERY WILL BE SCHEDULED FOR THE 1<sup>ST</sup> AVAILABLE APPOINTMENT AFTER RECEIPT OF FULLY COMPLETED FORM AND A COPY OF CUSTOMS CLEARANCE CF3461.**

**NOTE: ASN's must be submitted at the container level or be subject to chargebacks.**

# Vendor Compliance Chargeback Inquiry Form

## VENDOR COMPLIANCE CHARGEBACK INQUIRY FORM SUMMARY

What it is:	Document to request research on a given chargeback.
When it should be filled out:	When chargeback research is needed (no later than six (6) months from delivery of goods).
What it's for:	To question a chargeback validity.
Send to:	BCF vendor relations

## INSTRUCTIONS

While BCF has provided a hard copy version of this form, we recommend that vendors submit this form electronically. Fill out all required fields (indicated with an asterisk (\*)) and relevant information. If you are filling out the hard copy form, please write your comments on the back of the paper.

[Click here](#) to go to the electronic form now.

### BCF Vendor Compliance Chargeback Inquiry Form

\* required field

<b>*Vendor Name</b>			
<b>*Vendor Number</b>			
<b>*Department</b> (check appropriate box)	Ladies/Sportswear Men's Fashion Coats	Accessories Children's Fashion Luxury Linen	Shoes Baby Depot
<b>Factor Number:</b>			
<b>*Check Number:</b>			
<b>*VC 1 Number</b>		<b>*Amount</b>	
VC 2 Number		Amount	
VC 3 Number		Amount	
VC 4 Number		Amount	
VC 5 Number		Amount	
VC 6 Number		Amount	
VC 7 Number		Amount	
VC 8 Number		Amount	
VC 9 Number		Amount	
VC 10 Number		Amount	
VC 11 Number		Amount	
VC 12 Number		Amount	
VC 13 Number		Amount	
VC 14 Number		Amount	
VC 15 Number		Amount	
VC 16 Number		Amount	
VC 17 Number		Amount	
VC 18 Number		Amount	
<b>* Contact Person</b>			
<b>*Email</b>			
<b>*Phone</b>			
<b>Fax</b>			
<b>Preferred Method of Contact</b>	Fax	Email	Phone

Please provide additional comments on the back of this form.

# ***Vendor Freight Chargeback Inquiry Form***

## **VENDOR FREIGHT CHARGEBACK INQUIRY FORM SUMMARY**

<b>What it is:</b>	<b>Document to request research on a given chargeback.</b>
<b>When it should be filled out:</b>	<b>When chargeback research is needed (no later than six (6) months from delivery of goods).</b>
<b>What it's for:</b>	<b>To question a chargeback validity.</b>
<b>Send to:</b>	<b>BCF Freight Department</b>

## **INSTRUCTIONS**

While BCF has provided a hard copy version of this form, we recommend that vendors submit this form electronically. Fill out all required fields (indicated with an asterisk (\*)) and relevant information. If you are filling out the hard copy form, please write your comments on the back of the paper.

[Click here](#) to go to the form now.

### BCF Vendor Freight Chargeback Inquiry Form

\* required field

<b>*Vendor Name</b>			
<b>*Vendor Number</b>			
<b>*Department</b> (check appropriate box)	Ladies/Sportswear Men's Fashion Coats	Accessories Children's Fashion Luxury Linen	Shoes Baby Depot
<b>Factor Number:</b>			
<b>*Check Number:</b>			
<b>*Debit 1 Number</b>		<b>*Amount</b>	
Debit 2 Number		Amount	
Debit 3 Number		Amount	
Debit 4 Number		Amount	
Debit 5 Number		Amount	
Debit 6 Number		Amount	
Debit 7 Number		Amount	
Debit 8 Number		Amount	
Debit 9 Number		Amount	
Debit 10 Number		Amount	
Debit 11 number		Amount	
Debit 12 Number		Amount	
Debit 13 Number		Amount	
Debit 14 Number		Amount	
Debit 15 Number		Amount	
Debit 16 Number		Amount	
Debit 17 Number		Amount	
Debit 18 Number		Amount	
<b>* Contact Person</b>			
<b>*Email</b>			
<b>*Phone</b>			
<b>Fax</b>			
<b>Preferred Method of Contact</b>	Fax	Email	Phone

Please provide additional comments on the back of this form.

# *Importer General Conformity Assessment Certification*

## IMPORTER GENERAL CONFORMITY ASSESSMENT CERTIFICATION SUMMARY

What it is?	General Conformity Certification under section 102 of the Consumer Product Safety Improvement Act of 2008
When it should be filled out:	All importers must accompany their product and furnish retailers with a copy of a general conformity certification for products manufactured after November 12, 2008 that is subject to a rule, ban, standard, regulation or law administered by the Consumer Product Safety Commission.
What it's for:	Certify compliance with all rules, bans, standards, regulations or laws administered by the Consumer Product Safety Commission. Certifications are not required for total lead and phthalate limits prescribed by the CPSIA until February 10, 2010, however, documentation of third party test results for lead and phthalates for affected products must be made available to BCF upon request.
Send to:	<a href="mailto:imports@coat.com">imports@coat.com</a>

## INSTRUCTIONS

[Click here](#) for detailed instructions on how to complete this form.

## Importer General Conformity Assessment Certificate

Product Identification Information	
*Description of Product: (1)	
Vendor Purchase Order Number: (2)	BCF Style No.: (3)
*Date of Manufacture of the product:	(4)
*Actual factory location:	(5)
Importer Information	
*Name of Importer:	(6)
*Full Address:	
*Telephone Number:	
Manufacturer Identification Information	
Manufacturer Name or ID: (7)	
Recordkeeping Information	
*Name of Custodian of Test Report:	(8)
*Full Address:	
*Telephone Number:	
*Email Address:	
Testing Information:	
**Name of 3 <sup>rd</sup> Party Testing Lab:	(9)
**Full Address:	
**Telephone number:	
**Date of Compliance Test	
Test Report Number	
Applicable Rules, Bans, Regulations and Standards	
<p>*We certify that the product named above complies with applicable rules, bans, regulations, and standards under applicable Acts enforced by the U. S. Consumer Product Safety Commission. (10)</p> <p>***The following rules, bans, regulations, and standards are applicable to this product. If additional room is needed, please attach additional sheets.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

The entity identified above as the importer certifies that the Product described above complies with all applicable legal requirements, including the specific Consumer Product Safety Act safety rules, and similar rules, bans, standards and regulations under any other law administered by U.S. Consumer Product Safety Commission. The certification of Burlington Coat Factory as the importer is based on information provided by the supplier and a test of the individual product or a reasonable program of testing by a laboratory(ies) obtained or conducted by the supplier.

\* Denotes a Mandatory Field.

\*\* This information is only required if the certificate relies on a 3<sup>rd</sup> party test.

\*\* See Instruction Sheet for more information.

## **Instructions for Importer Conformity Assessment Certificate**

*Conformity Assessment Certificate must be filled out in English*

1. Describe the product in enough detail to allow a match to the product.
2. The Vendor Purchase Order number (could be defined by entity using the certificate).
3. The BCF Style number (could be defined by entity using the certificate).
4. Provide the date(s) when the product was manufactured by month and year.
5. Actual factory location is the city and county where the product was finally manufactured or assembled. If the same manufacturer operates more than one location in the same city, the street address of the factory in question should be provided.
6. U.S. importer information. This includes name, full mailing address and telephone number.
7. Manufacturer identification. *This information is optional but can be either the manufacturer name or other information used to identify a manufacturer.*
8. Name, full mailing address, telephone number and email address of individual responsible for certificate retention.
9. Identification of any third-party laboratory on whose testing the certificate depends, including name, full mailing address and telephone number of the laboratory. *This information is only required if the certificate relies on a 3<sup>rd</sup> party test.*
10. The importer is responsible for identifying all of the appropriate U.S. Consumer Product Safety Commission rules, bans, regulations and standards that apply to the product which is imported. Examples of some of these appear below. The rule, ban, or standard must be listed in addition to the exact regulatory citation. For more information, please refer to the U.S. Consumer Product Safety Commission's website titled "**Regulations, Laws and Information by Product for Manufacturers, Importers, Distributors and Retailers**" (<http://www.cpsc.gov/businfo/regsbyproduct.html>).

This listing below is illustrative of the rules and regulations that apply to consumer products purchased by Burlington Coat Factory and not exhaustive. It is important to note that if a product is exempt from testing, such as some fibers are exempt from the testing requirements under the Flammable Fabrics Act, you must still certify that the product meets the requirements of the Flammable Fabrics Act.

Exempt Products (certification still required)	Reason: Please explain reason for no testing required
Testing Not Required	

#### All Children's Products

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
<b>All</b> Children's Products intended or marketed for children under 12 years old including apparel, footwear, jewelry, home etc.		
-Lead in Surface Coating	CPSIA	16 CFR 1303
-Lead in Substrate of Children's Products	CPSIA	CPSIA, § 101
Art Materials	FHSA	16 CFR §1500.14(b) (8)
Baby bouncers, walkers and jumpers	FHSA	16 CFR §1500.18(a) (6)
Bicycles	FHSA	16 CFR §1500.18 (a) (12)
Bicycle Helmets	CPSIA	CPSA Sec. 1203
Bunk Beds	CPSIA, FHSA	16 CFR Part 1513
Cribs (Full Size)	FHSA	16 CFR §1500.18 (a) (13)
Cribs (Non full size)	FHSA	16 CFR §1500.18 (a) (14)
Cushions or pillows for Infant	FHSA	16 CFR §1500.18(a) (16)
Pacifiers	CPSIA	16 CFR Part 1511
Rattles	CPSIA	16 CFR Part 1510
Phthalates in Children's Products	CPSIA	CPSIA, § 108
Sleepwear, children's sizes 0-6x & sizes 7-14	FFA	16 CFR Part 1615, 1616
Flammability of General Wearing Apparel	CPSIA	16 CFR 1610
Home Products:		
-Sharp points/Edges (toys)	FHSA	16 CFR §1500.48 &.49
-Small parts (toys)	FHSA	16 CFR §1500.19 - CSPA Labeling
Toy Safety Specification		CPSIA, § 106 - ASTM F963-07
-Balls, small & clacker balls	FHSA	16 CFR §1500.18(a) (17) & §1500.85(a)(5)
-Caps & toy guns producing impulse-type sound	FHSA	16 CFR §1500.85(a)(2), §1500.85(a)(6)
-Choking hazard warnings for small parts, balloons, marbles, balls	FHSA	16 CFR §1500.18(a)(17)

-Electrically Operated Toys & Children's Articles	FHSA	16 CFR §1500.18(b)
-Games, self-pressurized hollow plastic toys games	FHSA	16 CFR §1500.19
-Marbles	FHSA	16 CFR §1500.19
-Mineral oil in toys (products containing)	FHSA	16 CFR § 1500.83 (a)(33)
-Sharp points/Edges (toys)	FHSA	16 CFR §1500.48 &.49
-Small parts (toys)	FHSA	16 CFR §1500.19 - CSPA Labeling

### Adult Apparel

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
Flammability of General Wearing Apparel	CPSIA	16 CFR 1610

### Footwear

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
Footwear intended for Children under 12:		
-Choking hazard warnings for small parts	CPSIA	16 CFR §1500.18(a)(17)
-Lead in Surface Coating	CPSIA	16 CFR 1303
-Lead in Substrate of Children's Products	CPSIA	CPSIA, § 101

### Home Products

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
Carpets and Rugs (large)	FFA	1630
Carpets and Rugs (small)	FFA	1631
Christmas Ornaments - Sharp points/Edges	FHSA	16 CFR §1500.48 &.49
Furniture painted with lead containing paint	CPSA	1303
Mattresses / mattress pads (cigarette ignition)	FFA	1632
Mattresses / mattress pads (open flame ignition)	FFA	1633
Mirrors	CPSA	1303.3 ©(2)
Paper items	FHSA	16 CFR §1500.83(a)(3)

# ***Domestic Manufacturer General Conformity Certification***

## **DOMESTIC MANUFACTURER GENERAL CONFORMITY CERTIFICATION SUMMARY**

- What it is:** General Conformity Certification under section 102 of the Consumer Product Safety Improvement Act of 2008
- When it should be filled out:** All manufacturers must accompany their product and furnish retailers with a copy of a general conformity certification for products manufactured after November 12, 2008 that is subject to a rule, ban, standard, regulation or law administered by the Consumer Product Safety Commission.
- What it's for:** All manufacturers must accompany their product and furnish retailers with a copy of a general conformity certification for products manufactured after November 12, 2008 that is subject to a rule, ban, standard, regulation or law administered by the Consumer Product Safety Commission. Certifications are not required for total lead and phthalate limits prescribed by the CPSIA until February 10, 2010, however, documentation of third party test results for lead and phthalates for affected products must be made available to BCF upon request.
- Send to:** [CPSIAcerts@coat.com](mailto:CPSIAcerts@coat.com)

## **INSTRUCTIONS**

[Click here](#) for detailed instructions on how to complete this form.

## Domestic Manufacturer General Conformity Certificate

Product Identification Information	
<b>*Description of Product:</b> (1)	
<b>Vendor Purchase Order Number:</b> (2)	<b>BCF Style No. / SKU:</b> (3)
<b>*Date of Manufacture of the product:</b>	(4)
<b>*Actual factory location:</b>	(5)
Manufacturer Identification Information	
<b>Name of Company:</b> (6)	
<b>Full Address:</b>	
<b>Email Address:</b>	
<b>Telephone number:</b>	
Recordkeeping Information	
<b>*Name of Custodian of Test Report:</b>	(7)
<b>*Full Address</b>	
<b>*Telephone Number:</b>	
<b>*Email Address</b>	
Testing Information:	
<b>**Name of 3<sup>rd</sup> Party Testing Lab:</b>	(8)
<b>**Full Address:</b>	
<b>**Telephone number:</b>	
<b>**Date of Compliance Test</b>	
<b>Test Report Number:</b>	
Applicable Rules, Bans, Regulations and Standards	
<p>*We certify that the product named above complies with applicable rules, bans, regulations, and standards under applicable Acts enforced by the U. S. Consumer Product Safety Commission. (9)</p> <p>***The following rules, bans, regulations, and standards are applicable to this product.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

The entity identified above as the Domestic Manufacturer certifies that the Product described above complies with all applicable legal requirements, including the specific Consumer Product Safety Act safety rules, and similar rules, bans, standards and regulations under any other law administered by U.S. Consumer Product Safety Commission.

\* Denotes a Mandatory Field

\*\* This information is only required if the certificate relies on a 3<sup>rd</sup> party test.

\*\* See Instruction Sheet for more information

**Instructions for  
Domestic Manufacturer General Conformity Certificate**

Conformity Assessment Certificate must be filled out in English

1. Describe the product in enough detail to allow a match to the product.
2. The Vendor Purchase Order number (could be defined by entity using the certificate)
3. The Generic Article number (could be defined by entity using the certificate)
4. Provide the date(s) when the product was manufactured by month and year.
5. Actual factory location is street address, city and county where the product was finally manufactured or assembled. If the same manufacturer operates more than one location in the same city, the street address of the factory in question should be provided.
6. Name domestic manufacturer, mailing address, telephone number and email address.
7. Name, full mailing address, telephone number and email address of individual responsible for certificate retention.
8. Testing lab information. Identify the name, address, telephone number of the testing lab.
9. The manufacturer is responsible for identifying all of the appropriate U.S. Consumer Product Safety Commission rules, bans, regulations and standards that apply to the product which is imported. Examples of some of these appear below. The rule, ban, or standard must be listed in addition to the exact regulatory citation. For more information, please refer to the U.S. Consumer Product Safety Commission's website titled "**Regulations, Laws and Information by Product for Manufacturers, Importers, Distributors and Retailers**" (<http://www.cpsc.gov/businfo/regsbyproduct.html>).

This listing below is illustrative of the rules and regulations that apply to consumer products purchased by Burlington Coat Factory and is not meant to be exhaustive. It is important to note that if a product is exempt from testing, such as some fibers are exempt from the testing requirements under the Flammable Fabrics Act, you must still certify that the product meets the requirements of the Flammable Fabrics Act.

<b>Exempt Products</b> (certification still required)	Reason: Please explain reason for no testing required
Testing Not Required	

**All Children's Products**

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
<b>All</b> Children's Products intended or marketed for children under 12 years old including apparel, footwear, jewelry, home etc.		
-Lead in Surface Coating	CPSIA	16 CFR 1303
-Lead in Substrate of Children's Products	CPSIA	CPSIA, § 101
Art Materials	FHSA	16 CFR §1500.14(b) (8)
Baby bouncers, walkers and jumpers	FHSA	16 CFR §1500.18(a) (6)
Bicycles	FHSA	16 CFR §1500.18 (a) (12)
Bicycle Helmets	CPSIA	CPSA Sec. 1203
Bunk Beds	CPSIA, FHSA	16 CFR Part 1513
Cribs (Full Size)	FHSA	16 CFR §1500.18 (a) (13)
Cribs (Non full size)	FHSA	16 CFR §1500.18 (a) (14)
Cushions or pillows for Infant	FHSA	16 CFR §1500.18(a) (16)
Pacifiers	CPSIA	16 CFR Part 1511
Rattles	CPSIA	16 CFR Part 1510
Phthalates in Children's Products	CPSIA	CPSIA, § 108
Sleepwear, children's sizes 0-6x & sizes 7-14	FFA	16 CFR Part 1615, 1616
Flammability of General Wearing Apparel	CPSIA	16 CFR 1610
Home Products:		
-Sharp points/Edges (toys)	FHSA	16 CFR §1500.48 &.49
-Small parts (toys)	FHSA	16 CFR §1500.19 - CSPA Labeling
Toy Safety Specification		CPSIA, § 106 - ASTM F963-07
-Balls, small & clacker balls	FHSA	16 CFR §1500.18(a) (17) & §1500.85(a)(5)
-Caps & toy guns producing impulse-type sound	FHSA	16 CFR §1500.85(a)(2), §1500.85(a)(6)
-Choking hazard warnings for small parts, balloons, marbles, balls	FHSA	16 CFR §1500.18(a)(17)

-Electrically Operated Toys & Children's Articles	FHSA	16 CFR §1500.18(b)
-Games, self-pressurized hollow plastic toys games	FHSA	16 CFR §1500.19
-Marbles	FHSA	16 CFR §1500.19
-Mineral oil in toys (products containing)	FHSA	16 CFR § 1500.83 (a)(33)
-Sharp points/Edges (toys)	FHSA	16 CFR §1500.48 &.49
-Small parts (toys)	FHSA	16 CFR §1500.19 - CSPA Labeling

### Adult Apparel

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
Flammability of General Wearing Apparel	CPSIA	16 CFR 1610

### Footwear

Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
Footwear intended for Children under 12:		
-Choking hazard warnings for small parts	CPSIA	16 CFR §1500.18(a)(17)
-Lead in Surface Coating	CPSIA	16 CFR 1303
-Lead in Substrate of Children's Products	CPSIA	CPSIA, § 101

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Mirrors	CPSA	1303.3 ©(2)
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# California Certificate of Compliance

## CERTIFICATE OF COMPLIANCE SUMMARY

What it is:	Certification of compliance with California's Airborne Toxic Control Measure to Reduce Formaldehyde Emissions from Composite Wood Products. See 17 C.C.R. §§ 93120 - 93120.12.
When it should be filled out:	All composite wood product vendors must certify that their products will meet the applicable emissions standards under the California regulation.
What it's for:	Ensure compliance with formaldehyde emissions standards in composite wood products in California.
Send to:	<a href="mailto:california.form@coat.com">california.form@coat.com</a>

## INSTRUCTIONS

Fill in form, sign, date and return to BCF.

**Certificate of Compliance**  
**California Airborne Toxic Control Measure to Reduce Formaldehyde Emissions from**  
**Composite Wood Products**

We certify that all composite wood products sold to Burlington Coat Factory comply with the formaldehyde emissions requirements of California, 17 C.C.R. §§ 93120 – 93120.12. We further certify that, when necessary under law, all products will be properly labeled and certified and a statement will be placed on the bill of lading or the invoice confirming compliance with the regulations.

We will maintain supporting records with respect to compliance for a period of at least two years and the documentation will be made available to Burlington Coat Factory upon request.

**Certified By:**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number