

# MANUAL INVOICES

---

## *Summary*

This chapter provides all rules and instruction for submitting manual invoices to Burlington Coat Factory (BCF). Following is a table of contents for this chapter. You may continue to read through this document or click on any of the links below to go directly to a specific section.

- [Introduction](#)
- [Protocol For Submitting Paper Invoices](#)
- [Payment Terms](#)

Please note that it is *not* recommended that vendors submit paper invoices. For information on becoming EDI compliant, [click here](#).

## *Introduction*

While Burlington Coat Factory prefers that you submit invoices using EDI (electronic data interface), we have provided an option for submitting manual invoices. **\*Please note that a chargeback may be issued for each paper invoice received.**

If you are not transmitting EDI invoices, the original invoices must be mailed to:

Attn: Merchandise Accounts Payable Department  
Burlington Coat Factory Warehouse Corp  
1830 Route 130  
Burlington, NJ 08016

## *Protocol For Submitting Paper Invoices*

To ensure your invoices are paid on a timely basis the following procedures must be followed:

- Valid POs are required. Verbal commitments, phone orders, or worksheets are not valid.
- Each PO must be invoiced separately. If the shipment is packed and shipped by store, one (1) invoice per PO, per shipment, per ship to point must be provided. Do not send more than one (1) invoice per store for a single shipment.
- All invoices must include the following information:
  - BCF PO number
  - Number of cartons shipped *by store*
  - UPS tracking number (if applicable)
  - Total pieces invoiced
  - BCF style number
  - Store number
  - Vendor DUNS number
- List all items in the same sequence and number of units as listed in the PO.
- 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 invoices. All form feed perforations must be removed and all invoices must be separated, including multiple page invoices, before mailing invoices to Burlington Coat Factory.
- All invoices must have a grand total of units and cost.
- Do not include duplicate copies, remittances, advises, or acknowledgments with original invoice.
- Verify the accuracy of all PO 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 PO.

- Vendor name in the invoice heading must match the vendor name on the PO.
- 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 Burlington Coat Factory 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 Burlington Coat Factory standards contained in this manual.

## *Payment Terms*

### CALCULATION

- 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 end of month (EOM) terms will be paid as though dated the first of the following month.  
*EXAMPLE: goods received on 8/21/09 with 10 EOM dating would be payable 10/10/09; 10 EOM + 60 would be due 12/10/09, etc.*

### REQUEST A PAYMENT

- To request payment on an unpaid invoice, the vendor must mail the proof of delivery (POD) along with the corresponding invoice if requested by the [Accounts Payable Department](#).
- To ensure timely resolution, the proof of delivery (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 Burlington Coat Factory. A Bill of Lading is **not** as a valid form of POD. The freight bill must also include:
  - PO number
  - Carton count (if multiple orders, provide carton count by PO)