

FREIGHT – DOMESTIC SHIPPING

Summary

This chapter provides all rules and instruction for shipping and routing 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.

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Section 1: Introduction

Freight-Domestic Shipping Checklist

	
<ul style="list-style-type: none"> • Check your records to see if insurance has been requested. 	<ul style="list-style-type: none"> • Do not insure shipments unless specifically instructed to do so in writing by BCF.
<ul style="list-style-type: none"> • Contact your buyer for presentation standards. 	<ul style="list-style-type: none"> • Ship merchandise that is not ready for immediate placement on our selling floor
<ul style="list-style-type: none"> • Include a unique signed Bill of Lading (BOL) with each shipment that reflects the exact contents of that trailer. 	<ul style="list-style-type: none"> • Provide a carrier signed BOL as a proof of delivery.
<ul style="list-style-type: none"> • Confirm that your trailers are loaded to BCF specifications. 	<ul style="list-style-type: none"> • Double stack any loads.
<ul style="list-style-type: none"> • Fulfill your shipping per the latest version of your PO. 	<ul style="list-style-type: none"> • Accept verbal/email consent.
<ul style="list-style-type: none"> • Plan routing and/or schedule appointment for merchandise to meet the start of the PO delivery window. 	<ul style="list-style-type: none"> • Routing or appointment scheduling request which will miss the close of the PO delivery window.
<ul style="list-style-type: none"> • Only carriers may schedule an appointment for DC POs. 	<ul style="list-style-type: none"> • Vendor or 3rd party attempt to schedule an appointment.
<ul style="list-style-type: none"> • At delivery BOL must include appointment number 	<ul style="list-style-type: none"> • Submit your BOL without an appointment number.
<ul style="list-style-type: none"> • Follow Alaska Store Shipping Rules. 	<ul style="list-style-type: none"> • Fail to follow Alaska Store Shipping Rules.
<ul style="list-style-type: none"> • Follow Puerto Rico Store Shipping Rules. 	<ul style="list-style-type: none"> • Fail to follow Puerto Rico Store Shipping Rules.
<ul style="list-style-type: none"> • If you have a rush order, contact the BCF Traffic Department at (609) 387-7800 x. 72181 or 72182 for routing or appointment. 	<ul style="list-style-type: none"> • Submit standard freight terms exceptions in any form other than BCF authorized writing.
<ul style="list-style-type: none"> • Submit a valid ASN 24 hours prior to delivery. 	<ul style="list-style-type: none"> • Fail to submit a valid ASN 24 hours prior to delivery.
<ul style="list-style-type: none"> • Register for TMS. 	<ul style="list-style-type: none"> • Fail to Register for TMS when requested.

Standard Vendor Conditions

Burlington Coat Factory standard domestic freight terms:

- FOB destination, freight pre-paid by the vendor for all shipments.
- **Expense offsets (chargebacks) and related costs will be issued for non-compliance with BCF freight terms and policies.**
- All merchandise should be shipped at class 77.5 (see item 49880 sub 4 of the National Motor Freight Classification (NMFC) 100-Z and subsequent revisions). If articles are subject to density rating, indicate the density in pounds per cubic foot for each commodity. [Visit the NMFC Web site for more information.](#)
- If BCF assumes any portion of the transportation cost, 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. Do not insure shipments unless specifically instructed to do so in writing by BCF.
- A properly executed [Bill of Lading \(BOL\)](#) must be included.
- Canadian vendors [click here for additional import standards](#).
- BCF reserves the right to require non-compliant prepaid vendors to use BCF preferred carriers (refer to pages 4-17 and 4-18) in fulfillment of their freight obligations.

NOTE: All goods must be received in a condition ready for immediate placement (floor-ready). If you have any questions regarding how your merchandise is presented in our stores, contact your buyer. This would include pre-ticketing, BCF tickets, and BCF spec hangers (as appropriate).

BCF TMS (Transportation Management System)

BCF has selected the Sterling Transportation Management System (TMS) for its management of freight shipment and visibility. This will be the new method for all collect routing requests. BCF will be enrolling our vendor community into the TMS system through a phased progressive rollout. Once a vendor has been enrolled, the TMS system becomes the only method for a vendor to submit their ready-to-ship information. All other methods of routing (e.g. faxed request forms and /or the electronic form) are to cease immediately and no longer apply for a TMS enrolled vendor. BCF will be communicating and strictly enforcing the migration of vendors to our TMS system. TMS will be the centralized tool for BCF, through the cooperation of our vendor community and carriers, to efficiently plan, view, and manage domestic transportation events.

COLLECT VENDORS IN TMS (BCF pays some or all freight)

As a collect vendor, carrier assignment is determined by BCF. Once a vendor with collect shipments has been enrolled, TMS becomes the sole method to request routing. BCF will provide an enrollment date for each vendor rollout. On the given enrollment date and going forward, all PO ready-to-ship information is to be transmitted by the vendor and assigned through TMS. Failure to do so (including duplicate requests received outside of the TMS) is

considered non-compliant and is susceptible to vendor chargeback through our compliance group.

Compliant:

- Starting on a vendor's enrollment date, the vendor will submit all ongoing ready-to-ship information through Sterling TMS.

Non-compliant:

- A vendor has been contacted and notified by BCF to enroll, but has failed to complete required Registration in TMS.
- A vendor has reached their TMS enrollment date, however they continue to submit a manual Routing Request form thru fax.
- A vendor has reached their TMS enrollment date; however they submit a routing request thru the "Electronic Routing Request" form ending up in the Routing mailbox.
- A vendor has reached their TMS enrollment date; they submit their ready-to-ship information through TMS however they also send duplicate requests through either fax or email.

If you have any questions please contact us at 609-387-7800 exts. 72181 and 72182 or via email at tms.inquiries@coat.com.

EDI 204 Option For TMS

Vendors that are equipped to transact electronically using EDI X12 standards may, at their option, submit Shipment Orders directly to BCF's TMS System via EDI 204. This method is in lieu of submitting Shipment Orders through the WebForms Vendor Portal. Please note, however, that this option is only available to vendors that are Purchase Order (EDI 850/860), Advanced Shipment Notice (EDI 856), and Invoice (EDI 810) certified with BCF.

Please also note that interested EDI vendors will be required to utilize the WebForms Vendor Portal to submit all Shipment Orders and Prepaid Shipment Acknowledgements prior to completing EDI 204 certification.

If you are interested in pursuing the EDI 204 integration option, please consult the "[Vendor to BCF TMS EDI 204 Specification](#)" document under the freight tab on the BCF vendor website and advise BCF of your EDI 204 integration request via email at tms.inquiries@coat.com. BCF will work directly with you and Sterling Commerce to coordinate the integration until certification has been achieved.

Drop Shipments to Stores/Customers and LTL/Parcel Shipments to DC

Drop Shipments:

The present phase of TMS excludes Drop Shipments to Stores/Customers. Regardless of Collect versus Prepaid Parcel Shipments, please continue to adhere to our existing procedures for these shipments.

LTL and Parcel Shipments to DC:

For small Collect shipments to a BCF DC, vendors are to submit a Shipment Order through the WebForms Vendor Portal. BCF's Planners will attempt to consolidate these Orders with other Orders within the relative vicinity and having similar delivery window requirements. If your Shipment Order can be consolidated into an LTL/TL load, you will receive a "Covered Shipment Email Advisement" and a Covered "Motor Carrier Shipment Information" Document in your WebForms Inbox advising that your Order has been assigned to a BCF LTL/TL carrier. Reference TMS WebForms Vendor Training Guide Section 2.7 Figure 2.7a, *Covered Shipment Email Advisement* and Figure 2.7b, *Covered LTL/TL Motor Carrier Shipment Information Document*.

However, if your Order must be shipped via parcel service, the *Covered Shipment Email Advisement* and *Motor Carrier Shipment Information Document* will indicate Federal Express [FedEx] as the assigned carrier (Reference Figure 2.7c. *Parcel Motor Carrier Shipment Information Document*.) In this case, vendors are to adhere to existing procedures governing parcel shipments to DC.

Section 2: Shipping

Distribution Center (DC) Shipping Rules

It is the vendor's responsibility to instruct the carrier that all Burlington Coat Factory freight destined for the DC must be delivered and sorted maintaining PO style/color/size integrity. If the invoice is available at the time of shipping, include it as well.

NOTE:

Local/Full Consolidator Minimum Required Routing Lead Time

The vendor must have the goods ready allowing for pickup no less than 3 days before the cancel date. The BCF carrier will later dictate their pickup based upon the delivery appointment they are granted by BCF Scheduling. (If granted a delivery appointment the BCF carrier is then cleared to schedule pickup accordingly.) As with all shipments, you must always allow for standard transit plus at least 48 hours for Scheduling of delivery appointment.

However in order to be compliant for all times, seasons, and days of the week the vendor must allow for a pickup of no less than 3 business days before cancel.

Same day pickup cannot be guaranteed and a vendor should *never* plan for or expect it. This means the Routing Request must be submitted during standard business hours at least 1 day before desired pickup to be compliant.

For Example: A Friday 5/21 cancel date.

Compliant:

- In order to account for no less than 3 days the local vendor must have a ready date *no later* than 5/18.
- Must have their routing submitted before end of business 5/17 in order to be assigned and allow for standard pickup by 5/18.

Non-compliant:

- The goods are ready 5/19 or later is non-compliant.
- The vendor does not submit their request until 5/18 stating a ready date of 5/18 (last possible day). While same-day pickup is *sometimes* possible it can *not* be guaranteed. Therefore in order to achieve full compliance the vendor should submit this request ahead of time. Minimum 1 day prior to desired pickup.

APPOINTMENT SCHEDULING

- All DC POs are handled by our Central Scheduling Office (609) 387-7800 x. 73024.
- The vendor's trucker is responsible for making an appointment in a timely manner. The vendor assumes responsibility for the trucker's actions.
- DC deliveries: The carrier **must** call the BCF Appointment Scheduler to verify the PO and to make an appointment for the delivery. The Appointment Scheduler will issue an authorization number.

DELIVERY WINDOWS

- Fulfill your shipping per the latest version of your PO. The PO Delivery Window is defined by the “Do Not Deliver Before” and “Do Not Deliver After” dates. Deliveries attempted outside these dates (either earlier or later) are not allowed. Note: the “Do Not Deliver After” date represents the last receipt date; not a ship by date.
- All changes of the delivery window must be confirmed in the latest version of the PO. Verbal or email consent is not sufficient.
- Vendor is liable for all costs associated with shipments that do not conform to the agreed upon delivery window.
- Shipments should be tendered to carrier in advance of the BCF PO delivery window allowing for reasonable transit time plus at least 48 business hours to account for appointment scheduling.

SHIPMENT FREQUENCY

Shipment Type*	Required Method	Maximum Frequency
Non-truckload	Consolidated	2 x/week not consecutive days
Under 250 lbs. & less than 10 cartons	United Parcel Service Consignee Billing with PLD to the location on the PO	2 x/week
Truckload/Multiple Truckload	Direct	Unlimited for each PO

* from any one location/origin to the BCF Distribution Center or any pre-consolidation points

Additional Requirements:

- **A PO must not be shipped more than twice.
- **A PO may never be shipped on consecutive days.
- Shipments/PO's must be consolidated into one BOL/Pro Number/Freight Bill each day. For information on BOL protocol and compliance, [click here](#).
- If a PO or group of PO's require more space than a single trailer, each trailer represents a unique shipment and must have a unique BOL number, ASN and/or packing slips.
- [Click here](#) for packing slip requirements.

**does not include truckloads

LOAD QUALITY

All Loads:

- It is the vendors' responsibility to tender their freight to the BCF Distribution Centers with PO style/color/size integrity.
- PO changes within the trailer must have a clearly visible separator to indicate the end of an order.

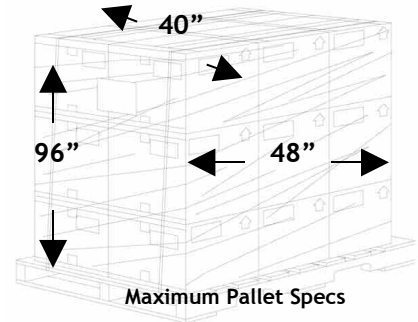
- In order to expedite less than truckload (LTL) shipments (pre-paid or collect), we recommend your order be palletized.

Floor Loaded Full Trailers:

- Must be loaded with labels facing outward toward the tail end (door) of the trailer.

Palletized Loads:

- Must be loaded (stacked) by PO, style, color, and size integrity.
- Each pallet must be identified as follows: *PO number 1 of 6, 2 of 6, etc.*
- All carton labels must be facing outward and cartons securely shrink-wrapped to pallet.
- Pallet size not to exceed 48” in width and 40” in length. (Does not include pallets used for oversized merchandise, such as cribs, etc.)
- Height should not exceed 96” including pallet (weight permitting).
- No double stacking allowed.
- Empty filler cartons are not permitted on pallets.



PROOF OF DELIVERY

- The ***only*** acceptable proof of delivery is a BCF signed copy of the freight bill delivery receipt. This is the only document that demonstrates that BCF received your product. BCF does not recognize a carrier signed BOL as a proof of delivery.
- A copy of the signed freight bill is available from BCF carriers upon request.
- If BCF pays the freight, a copy of the signed freight bill is available upon request from our carriers when the vendor presents their BOL.

Direct to Store Routing and Shipping Rules

For the current list of store numbers and addresses, [click here](#).

- No Roadway Package Service (RPS) collect shipments are permitted. All RPS Collect Shipments will be refused at the door.

Shipments of 1 - 249 Lbs. Per Store Location:

- If the BCF PO freight terms states that Vendor Pays freight, ship via FedEx Ground Prepaid. (See FedEx Services)
- If the BCF PO states that BCF pays all or part of the freight cost, ship FedEx Ground Collect. (See FedEx Services)

Shipments of 250 Lbs. or More to One Store Location:

- If the BCF PO states *Vendor Pays Freight*, ship Prepaid.
- If the BCF PO states that BCF pays all or part of the freight cost, ship collect using the [BCF Preferred Carrier Chart](#).

Air Freight Policy:

- BCF will not pay for any air freight cost that is not authorized by the Merchandise Manager on the signed BCF PO.
- BCF will consider all violations of our air freight policy as an assumption of all freight cost by the shipper.

INVOICING AND PACKING INSTRUCTIONS

- Prepare one (1) invoice per store shipment with the following information:
 - Total quantity for each style
 - PO number
 - Buyer's name
- Forward the original invoice directly to accounts payable.

Burlington Coat Factory
1830 Route 130
Burlington, NJ 08016
Attn: Merchandise Accounts Payable Dept.
- Only original invoices will be processed. Do not send copies.
- Write the BCF PO and invoice numbers on the BOL.
- Multiple Orders Per Location: If the vendor will be shipping more than one (1) BCF PO per store location in a given week, consolidate the cartons and make one (1) shipment per store location.

BCF will not pay any freight cost that is added to a merchandise invoice

Fall 2010 New Store Drop Ship (Parcel) Shipment Instructions (6/16/10)

Do not use these instructions for anything other than direct-to-store drop ship (parcel) fulfillment requirements.

Katt World Logistics is the BCFW consolidator for **vendor drop ship (parcel) New Store shipments**. If your company will be making direct parcel shipments for **New Store Orders** before we publish the new store address and merchandise release date on www.coat.com, you must follow the instructions listed below.

Note: Katt World Logistics will accumulate drop ship (parcel) **New Store shipments** and release those goods when building construction is complete and we have a certificate of occupancy.

Address all cartons and bills of lading as below.

BCF # _____

C/o Katt World Logistics

4105 S. Mendenhall

Memphis, TN 38115

SHIPPING & ROUTING INSTRUCTIONS

- All freight cost related to the shipment of BCF New Store purchase orders are the Vendor's responsibility. Ship all orders **Pre-paid** to Katt Logistics by the carrier of your choice.
- BCF and its Subsidiaries will not pay any freight cost added to a merchandise invoice.
- When we have confirmation of a store opening, we will post the address for that store. At that point, discontinue to ship Katt Logistics and use the posted store address as the shipping destination on your parcels. Use only the BCF Vendor Manual as your validation of a store opening and the correct address.
- Note: If you choose to combine multiple new store drop shipments into a single LTL shipment, kindly palletize, shrink wrap and mark/label that prepaid LTL shipment as "Mixed Stores".

If you have any questions about this communication please contact BCF Vendor Relations via email at Vendor.Relations@coat.com.

Alaska (Store #167) Routing and Shipping Rules

- Roadway Express is the consolidator for the BCF Anchorage, Alaska store (# 167).
- All shipments to store #167 must be addressed and shipped as stated in this policy.
- No direct shipments via FedEx.
- Ship all merchandise at least fourteen (14) days before the BCF PO cancellation date (the In Store date, not a Ship By date).
- **No** Air Freight Shipments are permitted except when authorized by the Merchandise Manager on the signed BCF PO. BCF will consider all violations of our Air Freight Policy as an assumption of all freight costs by the vendor.

Small Shipments from 1-199 Lbs.

- Ship via FedEx c/o Roadway Express, the BCF #167 consolidator.
- All cartons must be addressed as follows:

BCF #167 Anchorage, Alaska
C/O Roadway Express
2807 70th Avenue East
Fife, WA 98424

Medium Shipments Over 200 Lbs.

- Ship via Roadway Express direct to BCF Store #167.

Oversize Cartons

- Cartons that **measure more than** 130 inches of length and girth, or **weigh more than** 150 lbs. per carton, ship via Roadway Express direct to store #167.
- The BOL for the shipment and all cartons must be addressed as follows:

Burlington Coat Factory #167
South Plaza - Suite C
1920 W. Diamond Blvd.
Anchorage, Alaska 99515

Large Shipments 4000 Lbs. and Over

- Contact the BCF Traffic Department for special routing instructions at (609) 387-7800 x. 72181 or 72182.

Linear Shipments:

- For shipments of 2000 lbs. or more that will occupy 100 sq. ft. and 15 linear feet or more of vehicle floor space, contact the BCF Traffic Department at routing.request@coat.com for routing instructions.
- Please use the [Routing Request Form](#) located in chapter 12.

Puerto Rico Stores Dropship Routing and Shipping Rules

(Does not apply to DC Shipments)

- JBJ Enterprises is the consolidator for the BCF Puerto Rico stores (574, 595, & 764).
- All shipments to stores #574, #595 & # 764 must be addressed and shipped as stated in this policy.
- No direct shipments via FedEx.
- Ship all merchandise at least fourteen (14) days before the BCF PO cancellation date (the In Store date, not a Ship By date).
- No Air Freight Shipments are permitted except when authorized by the Merchandise Manager on the signed BCF PO. BCF will consider all violations of our Air Freight Policy as an assumption of all freight costs by the vendor.

Small Shipments from 1 - 199 pounds

- Ship via Fedex c/o JBJ Enterprises, the BCF Puerto Rico consolidator.
- All cartons must be addressed as follows:

Burlington Coat Factory #574 San Juan, PR
c/o JBJ Enterprises
278 N. Nova Rd.
Daytona Beach, FL 32114

Burlington Coat Factory #595 Caguas, PR
c/o JBJ Enterprises
278 N. Nova Rd.
Daytona Beach, FL 32114

Burlington Coat Factory #764 Canovanas, PR
C/O JBJ Enterprises
278 N. Nova Rd.
Daytona Beach, FL 32114

Medium Shipments Over 200 pounds

- Ship via BCF Preferred Carrier Chart to JBJ Enterprises, our Puerto Rico consolidator:
- All cartons must be addressed as follows:

Burlington Coat Factory #574 San Juan, PR
c/o JBJ Enterprises
278 N. Nova Rd.
Daytona Beach, FL 32114

Burlington Coat Factory #595 Caguas, PR
c/o JBJ Enterprises
278 N. Nova Rd.
Daytona Beach, FL 32114

Burlington Coat Factory #764 Canovanas, PR
C/O JBJ Enterprises
278 N. Nova Rd.
Daytona Beach, FL 32114

Oversize Cartons

- Cartons that measure more than 130 inches of length and girth, or weigh more than 200 lbs. per carton, ship via BCF Preferred Carrier Chart to JBJ Enterprises, our Puerto Rico consolidator:
- All cartons must be addressed as follows:

Burlington Coat Factory #574 San Juan, PR
c/o JBJ Enterprises
278 N. Nova Rd.
Daytona Beach, FL 32114

Burlington Coat Factory #595 Caguas, PR
c/o JBJ Enterprises
278 N. Nova Rd.
Daytona Beach, FL 32114

Burlington Coat Factory #764 Canovanas, PR
C/O JBJ Enterprises
278 N. Nova Rd.
Daytona Beach, FL 32114

Large Shipments 4000 Lbs. and Over

Contact the BCF Traffic Department for special routing instructions at (609) 387-7800 x. 72181 or 72182.

Linear Shipments

- For shipments of 2000 lbs. or more that will occupy 100 sq. ft. and 15 linear feet or more of vehicle floor space, contact the BCF Traffic Department at routing.request@coat.com for routing instructions.
- Please use the [Routing Request Form](#) located in chapter 12.

Section 3: Routing

The following routing Instructions supersede all previous shipping instructions written or verbal.

General Routing Rules

Burlington Coat Factory Routing and Scheduling departments are working with the Purchase Order dates exactly as they are shown in our EDI PO transmission as well as on the “paper” Purchase Order (also accessed in Gateway). The 2 dates on the Purchase Order are:

- Do Not Deliver Before
- Do Not Deliver After

These 2 dates represent the **receiving window** of the purchase order and are the only dates we will follow.

To ensure that your merchandise will arrive at our Distribution Centers within the Purchase Order delivery window and **not delivered** to a BCF DC beyond its **Do Not Deliver After** date, the following procedures are in effect in both routing and scheduling:

- All routing or scheduling requests that risk missing the **Do Not Deliver After** date will be refused.
- We have instructed our local consolidators in New Jersey (JayDee) and California (City Garment, ACT) to be very strict in arranging pick ups. They will also refuse any pickups that risk missing the **Do Not Deliver After** date.
- Consolidated LTL shipments that have been picked up through our national providers Roadway and ABF will be held to realistic travel times as well. As examples; a pickup made in Florida destined for New Jersey 2 days prior to a **Do Not Deliver After** date will be refused or a pick up made in California destined for New Jersey 5 days prior to a **Do Not Deliver After** date will also be refused.

These rules apply to **all** shipments. BCF Routing Instructions must be used whenever your company is shipping products to all BCF locations.

Freight Costs and Payment:

- BCF will not pay any freight cost that is added to a merchandise invoice.
- If the BCF PO freight terms state that BCF is responsible for any portion of the freight cost, the order must be shipped via a BCF [preferred carrier](#), freight collect.
- BCF will not pay air freight cost that was not authorized by the Merchandise Manager in writing.
- All sample shipment freight cost is the Vendor’s cost. BCF will not pay for any freight cost related to the shipment of samples.
- BCF will not be responsible for duty and brokerage fees that were not authorized on the BCF PO.
- BCF will not be responsible for accessorial charges when vendor utilizes their own truck(s).

- If PO is a port of entry (POE) or a landed duty paid (LDP) order, and the BCF PO states that BCF pays all or part of the freight cost from the pier, the vendor must contact BCF Traffic Department for pier carrier assignment.
- BCF standard freight terms for all shipments to DCs are FOB Destination, Freight Prepaid. All exceptions must be in writing on the BCF PO.
- BCF only accepts ownership of shipped goods after complete receipt of the PO, not at the gate.

Rush Orders:

- If you have a rush order, contact the BCF Traffic Department at (609) 387-7800 x. 72181 or 72182 for routing instructions.

Invoices:

- A separate invoice is required for each BCF location.
- Invoice must show:
 - Store number
 - BCF order number
 - Number of cartons
 - Shipment weight
 - Freight allowances
 - Payment terms.
- Do not generate a separate invoice for different styles on one PO.

ASN Submission:

- Regardless of whether the vendor is EDI compliant, all vendors shipping to a BCF DC are required to submit a valid ASN 24 hours prior to delivery.
- While we are in transition, vendors must also fax a copy to (609) 239-0948.

Routing Exceptions:

- **Wood Furniture, Store Fixtures, and Supplies:** If your company has not been issued Special Routing Instructions by the BCF Traffic Department, your shipping department or third party agent must call the [Traffic Department](#) to obtain routing instructions before you ship the order.

Central Distribution Routing Rules

PO Delivery Window:

- Shipments earlier or later than the PO Delivery Window are not allowed.
- Note that “Do Not Deliver After” represents the last “in-warehouse” date; not a ship by date.
- Shipments should be tendered to carrier in advance of the BCF PO delivery window allowing for reasonable transit time plus at least 48 business hours to account for appointment scheduling.

Freight and Delivery Costs:

- BCF will *not* pay any re-delivery cost if the shipment must be rescheduled after the PO cancellation date is adjusted. Any additional freight charges will be debited from the vendor invoice.
- BCF will not pay any freight cost that is added to a Merchandise Invoice.
- No Roadway Package Service (RPS) collect shipments are permitted. All RPS Collect Shipments will be refused at the door.

Routing Request:

- All routing requests submitted either thru fax or electronic form should receive a response within 24 business hours.
- ***If confirmation is not received back from BCF within this timeframe, please call the Traffic Dept (X 72181 or 72182) to verify it was received (do not resend the same routing request without calling first).***
- When calling the BCF Traffic Department for routing instruction, please secure the following information before the call:
 1. BCF PO #
 2. Quantity of cartons
 3. Total weight of shipment
 4. Total size of shipment in cubic feet

Air Freight:

- No air freight shipments are permitted.
- All exceptions must be authorized by the Merchandise Manager on the signed BCF PO.
- BCF will consider all violations of our air freight policy as an assumption of all freight costs by the shipper.

FedEx Shipments to the DC of 1 - 249 Lbs.:

- A *maximum* of 10 cartons are permitted.
- Check the BCF PO freight terms to determine whether the merchandise must be shipped FedEx prepaid by the vendor or FedEx Collect (see Page 4-16).

Shipments of 250 Lbs. but Less than 4000 Lbs. to One Location:

- Refer to the BCF [Preferred Carrier Chart](#).
- Check the BCF PO freight terms to determine whether the merchandise must be shipped freight prepaid by vendor or freight collect.

Volume Shipments:

- For shipments of 4000 LBS. or more for one destination, please contact the [Traffic Department](#) for routing instructions.
- Use the [Routing Request Form](#) located in chapter 12.

Linear Shipments:

- For shipments of 2000 lbs. or more that will occupy 100 sq. ft. of vehicle floor space and is 15 linear feet or more of vehicle floor space, please contact the [Traffic Department](#) for routing instructions.
- Use the [Routing Request Form](#) located in chapter 12.

Multiple Orders to DC:

- If you will be shipping more than one BCF PO to our DC in a given week, consolidate the cartons and make one (1) shipment.

Freight Consolidation - Trading Partners

Freight Consolidation of LTL (Less than truckload) shipments provides benefits for our combined performance through reductions in freight cost and total deliveries.

- All freight cost incurred by BCF in the transport of merchandise from the vendor to the DC will be charged back to the vendor's account.

LOCAL (EAST AND WEST COAST) CONSOLIDATION

- Carriers listed below for east and west coast trading partners will extend BCF negotiated freight rates to your company.
 - For Freight Prepaid trading partners, use of these carriers is preferred.
 - For Shared Freight Arrangements or Freight Collect trading partners, use of these carriers is mandatory.
- Shipments should be tendered to carrier in advance of the BCF PO delivery window allowing for reasonable transit time plus at least 48 business hours to account for appointment scheduling.

EAST COAST TRADING PARTNERS

- Freight prepaid or freight collect shipments to BCF distribution facilities in NJ and PA from:
 - CT
 - ME
 - NY (120-125,127,130-139) beyond use ABF
 - DC
 - NH
 - PA (166-194) beyond use ABF
 - DE
 - NJ
 - VA (220-229,238) beyond use Roadway
 - MA
 - RI
 - MD
- Contact Jay Dee Trucking at (201) 332-7200 to request a shipment pickup.

WEST COAST TRADING PARTNERS

West coast trading partners within 99 miles of San Bernadino, CA shipping freight prepaid or freight collect should use the following carriers.

BCF's San Bernardino, CA facility was designed to process pre-pack cartons containing a consistent style, color, and size assortment as specified on the BCF PO.

Carton shipments within the 30 Mile Radius of BCF San Bernardino, CA Facility:

- Contact All Cartage Transportation (ACT) at (310) 970-0600.

Carton shipments from 31 to 99 Mile Radius of BCF San Bernardino, CA Facility (zips 900 to 929):

- Contact City Garment Carriers, Inc. at (310) 223-1018 x. 12.

Trading partners shipping freight prepaid from geographic points not addressed in this section:

- Follow your normal process and allow sufficient transit days so your shipment arrives by the PO “Do Not Deliver Before” date. Also allow at least an additional 48 business hours to account for appointment scheduling.

NOTE: For shipments from all other areas, please refer to the [Preferred Carrier Chart](#) .

[Need help?](#)

Section 4: Domestic Small Package Transportation Routing

FedEx Services

Effective September 9, 2010, the Burlington Coat Factory preferred small package carrier is FedEx. All BCF suppliers and their 3PL agents must ship all small package shipments via FedEx effective this date.

Please use grid below to select FedEx service type that corresponds to BCF purchase order Freight terms.

BCF PO Terms	Service Type	Comments
FOB Destination Vendor Pays 0%	FedEx Ground Collect	
FOB Destination Vendor Pays 50%	FedEx Ground Collect	BCF will chargeback vendor portion of freight
FOB Destination Vendor Pays 100%	FedEx Ground Prepaid	Vendor responsible for all freight cost
Internet Direct To Consumer Orders	FedEx Ground 3rd Party Bill to BCF	BCF will pay freight per vendor agreement

BCF will monitor all incoming shipments and FedEx Ground Collect invoices and will cover your shipping charges only when the BCF purchase order freight terms state that BCF is paying 100% or any portion of the freight cost and you follow these procedures. Vendor portion of freight cost will be charged to vendor's payables account.

Note: All FedEx Express shipments must be approved by BCF. Use of premium delivery services without the authorization of Burlington Coat Factory will be charged back to the shipper.

BCF Distribution Facility Small Package Policy: 10 cartons maximum; please observe merchandise shipping rules in the BCF vendor manual (<http://corporate.burlingtoncoatfactory.com/vendor/manual/index.shtml>).

Freight Pre-paid Suppliers (vendor paid freight)

To improve the processing flow of your merchandise to our selling floor we are requiring that you ship your small package shipments via FedEx Ground. Receiving all small package shipments via FedEx Ground optimizes our receiving process and ensures that your merchandise flows quickly to selling floor generating sales and reorders.

These instructions supersede all previous shipping instructions. **We will monitor all incoming shipments and invoices and will cover your shipping charges only when you follow these procedures. Failure to follow these instructions may result in charge backs of freight cost or additional penalties at the discretion of BCF.**

To get started:

1. **You will need your own shipper account number for pickup and routing purposes when shipping via FedEx to the aforementioned locations/our locations. If you don't have an account, simply call FedEx New Accounts at 1.800.231.9219 to open one.**
2. **Schedule your package pickup or arrange for a daily pickup. Go to fedex.com or call 1.800.GoFedEx 1.800.463.3339 to schedule a pickup. Please note that FedEx Ground pickups will be scheduled for the next business day. Or to avoid any pickup**

fees associated **drop off your packages at a FedEx drop-off location.** Go to fedex.com or call 1.800.GoFedEx 1.800.463.3339 to find the location nearest you.

3. Follow the instructions in Chapter 4, “Freight Domestic Shipping “ in the vendor manual located online (http://corporate.burlingtoncoatfactory.com/vendor/manual/Chapter4_Freight_Domestic_Shipping.pdf)
4. BCF’s bill to account number is NOT required as long as Collect is selected as the billing option. The BCF recipient location will be billed for the transportation charges at point of delivery.
5. **Enter the BCF purchase order number in the Reference field (or “Your Reference” field if shipping on www.fedex.com) when shipping packages.** Do not include any alphanumeric, only the numeric BCF purchase order number. Please refer to the additional job aids that were enclosed in this packet. **This is a required entry and failure to enter the PO# in the Reference Field will result in a charge back of the transportation charge.**
6. **Ship your packages using the appropriate service specified in the purchase order and per the BCF vendor manual.**
7. Do not check any boxes for signature.
8. Track your packages online at fedex.com or by calling 1.800.GoFedEx 1.800.463.3339.
9. A FedEx representative will be contacting your shipping department within the next few weeks to review this program and any questions you may have to begin utilizing FedEx services. Need support sooner? **The FedEx Activation Desk at 1.866.883.9290 is available to answer your transition questions Monday - Friday 8:00am AM - 5:00pm Central.** You may contact FedEx Customer Service at 1.800.GoFedEx 1.800.463.3339 for assistance anytime.

These instructions supersede all previous small-package shipping instructions. **Vendors who violate BCF routing instructions may be held liable by BCF for the freight costs and a penalty for shipments after September 9th 2010, which will be charged back to your company.** Use FedEx Ground Bill Collect for shipments.

DO NOT prepay and add to the invoice.

To reiterate, please call the FedEx Activation Desk at **1.866.883.9290** for all FedEx shipping questions. If you have questions regarding a specific order, please contact your buyer.