

CARTON MARKING GUIDELINES

Ross Stores, Inc.

Last Amended: October 2024



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1.0 INTRODUCTION

1.1 Objective

The guidelines in this document describe the minimum marking protocols for merchandise acceptable by Ross Stores, Inc., which includes Ross Dress for Less and dd's DISCOUNTS. The objective is to ensure that product is shipped in organized loads and arrives to the distribution centers with cartons that are clearly labeled to help reduce unnecessary workload throughout our distribution process. If any of the requirement listed cannot be met, please contact your Merchant or Distribution Centers Customer Service at the email / phone listed below.

1.2 Instructions for Ross Partners Website Use

For any questions regarding this document, please contact the Distribution Centers Customer Service at: DC.CustomerService@ros.com or (803) 396-2211.

Carton marking guidelines included below, as well as additional general, pack-type-specific, and product-specific packaging guidelines, can be found in the [General Vendor Shipping Guide](#) and other packaging-specific documents on the [Ross Partners Website](#).

2.0 CARTON MARKINGS

2.1 Required Information

Master Carton Markings

- All markings should be at least 35-point font
- Information should be printed clearly on a label and placed / screen printed on carton.
- All markings should take up at least 20% of carton side.

- 2 sides of carton (opposite sides):
 - PO #:
 - Vendor Style (must match order):
 - Product Size(s) (if applicable):
 - Master Carton Measurements (in inches, optional):
 - Item Description (close match to SKU description on PO):
 - Color(s) (color names, not color codes):
 - Country of origin (optional):
 - Ross/dd's SKU Number (required for pre-ticketed goods, otherwise optional):
 - Quantity (# of items in carton, please write "PARTIAL" if applicable):
 - All cartons need to include the same quantity in each box.
 - Prepack/Nested pack quantity (if applicable):
 - Specify pack counts in addition to unit counts when pre-packs / nested packs are being shipped.
 - N.W (net weight):KGS
 - G.W (gross weight):KGS
 - Supplier / Shipper Name, Address and Phone Number (International/Import Orders only):
 - Consigned To: Ross Procurement, Inc. (International/Import Orders only):
 - Deliver To: Ross Distribution Center (International/Import Orders only):

- 2 sides of carton (opposite sides):
 - Supplier / Shipper Name:
 - Supplier Address:
 - Supplier Phone:

Inner Carton Markings (strongly encouraged):

- 1 side of carton:
 - PO#:
 - Vendor Style (must match order):
 - Size (as applicable):
 - Color (color names, not color codes):
 - Quantity (# of items in carton)
 - All cartons need to include the same quantity in each box.
 - Prepack/Nested pack quantity (only include when shipping prepack/nested pack):
 - Specify pack counts in addition to unit counts when pre-packs/nested packs are being shipped.

Example Markings

Master Carton (2 sides)



Master Carton (opposite 2 sides)



Inner Carton (strongly encouraged, 1 side)



For additional information on International Carton Marking Requirements please visit the following:
<https://www.cbp.gov/trade/rulings/informed-compliance-publications/markings-country-origin-us-imports>

2.2 Required Fragile Carton Markings for Master & Inner Cartons

- Master & Inner Cartons must include the following on a minimum of 2 sides, preferably all 4 sides of the carton:
 - Universal Fragile Symbol.
 - The word “FRAGILE.”
 - Directional arrows indicating “this side up” for handling and stacking orientation.
 - Arrows must be aligned with the carton’s height dimension which should match the correct flute orientation.
 - “Handle with Care” icon.
- All markings must be bold and visible.



- If the carton contains mirrors or glass, the words “MIRROR” or “GLASS” **must** be printed on the carton.

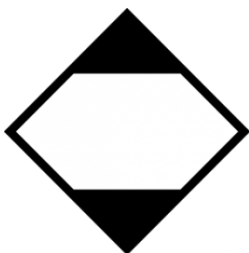


- If the carton contains furniture that includes glass or mirrors, the words “DO NOT CONVEY” **must** be printed on the carton.

2.3 Hazardous Carton Markings

Hazardous materials include any products that are flammable, aerosols, or include lithium batteries (e.g., perfumes, gas treatments, power banks).

For hazardous products, vendors are required to comply with applicable shipping regulations. Ross will only accept hazardous products shipped under the limited quantity exemption, signified by the diamond on point carton mark shown below. No fully regulated shipments will be accepted.



2.4 Pallets

All palletized shipments must include a pallet identifier with the following information:

- PO #
- Vendor Style #
- # Cartons
- # Units per carton
- Total units on the pallet
- If shipping fragile merchandise that is palletized and not placed in vendor cartons, place an appropriate fragile marking on all 4 sides of the pallet.
- Pallet markings should be at least 8.5" x 11." Markings must be on two sides of the pallet printed in at least 35 pt. clear font and securely fastened to the outside of the shrinkwrap.

2.5 Heavy

The maximum carton size that can be conveyed is 29.5" long x 24" wide x 24" high / 50 lbs. If your carton is larger than this guideline AND the carton weighs 50 lbs. or greater, you must apply a "two-person lift" or "overweight warning" sticker on the carton.



2.6 Store Assembly Required Sticker

- Place one green 'STORE ASSEMBLY REQUIRED' sticker on the top of the master carton.
- Stickers will arrive with the Ross Price tickets.



2.7 Packing Slip/List

Each PO should contain an individual packing list and be attached to the **LAST** carton loaded for that PO, facing outwards (so the DC sees it at the time they open the truck and unload the PO).

Please include the following details on the Packing Slip / list for each PO:

- Ross or dd's PO number
- Ross or dd's Style #s (this should match what is on the carton)
- Date
- SKU #s (if goods are pre-ticketed)
- For **each style**, please include:
 - Total units
 - Total units per carton
 - Total # of cartons
 - Style color (not color code)
 - Dimension of master carton
 - Weight of master carton

It would also be helpful to have a master packing list of all POs on the truck with:

- # of cartons per PO
- All style numbers included on the truck by PO

