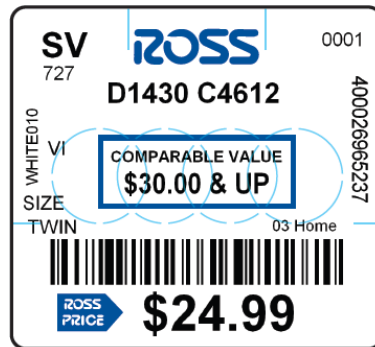


Pre-ticket Vendor Best Practice Guide



Updated August 2024

Introduction

Ross/dd's ("ROSS") does not use UPC but rather assigns unique 12-digit SKUs to vendor styles ("VPN") across multiple orders and deliveries.

How This Affects Pre-Ticketing:

- Vendor should pay special attention when receiving multiple bundles of SKUs for the same VPN.
- Once ticketed, warehouse should carefully pick cartons to deliver accurately.

How We Can Help:

- Contact your merchant team to schedule personalized training with the pre-ticket team.
- Reach out to the pre-ticketing team directly at preticket@ros.com or call (212) 944-3317.
- This guide offers guidelines for ensuring accurate pre-ticketing.

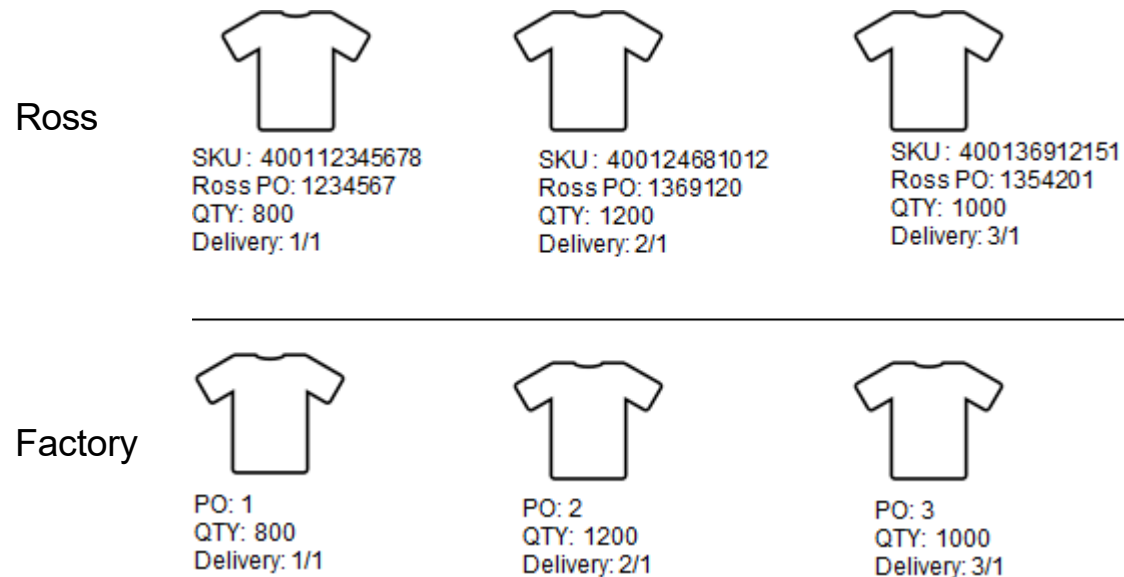
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1a. Ticketing the same VPN for different Deliveries

- Write Factory Orders on a **one-to-one ratio**. For Example:
 - ROSS writes 3 POs for the same VPN; each PO has a different delivery and a different order quantity
 - Vendor writes 3 factory POs that match the quantities on the ROSS POs
 - It is not recommended to bundle ROSS POs for the same VPN into 1 factory PO

Example: VPN 1234

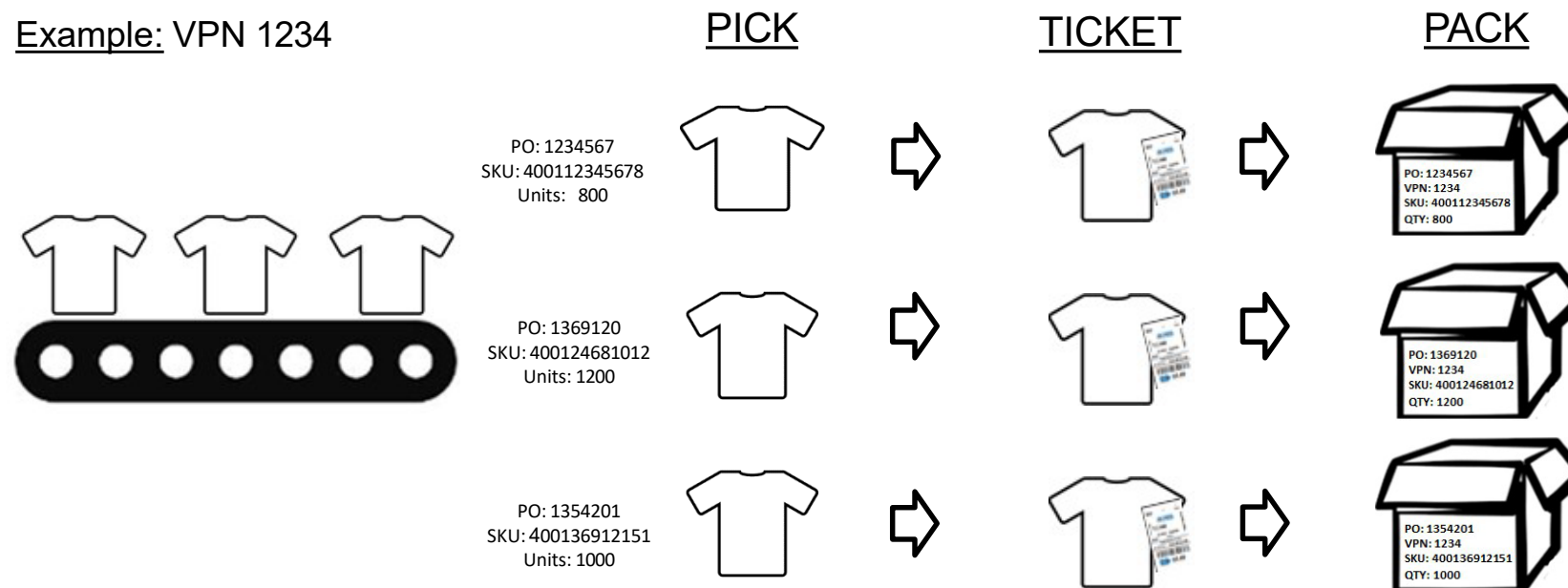


1b. Ticketing the same VPN for different deliveries (continued)

Use the **PICK-TICKET-PACK** method

- Instruct the factory to sort and stage the merchandise by PO before ticketing
 1. **Pick** the merchandise by individual ROSS PO and SKU
 2. **Ticket** the merchandise by individual ROSS PO and SKU
 3. **Pack** by individual ROSS PO and SKU
- If there are left over tickets for the first PO, discard the extra tickets
- Start the same process with the next PO and repeat

Example: VPN 1234

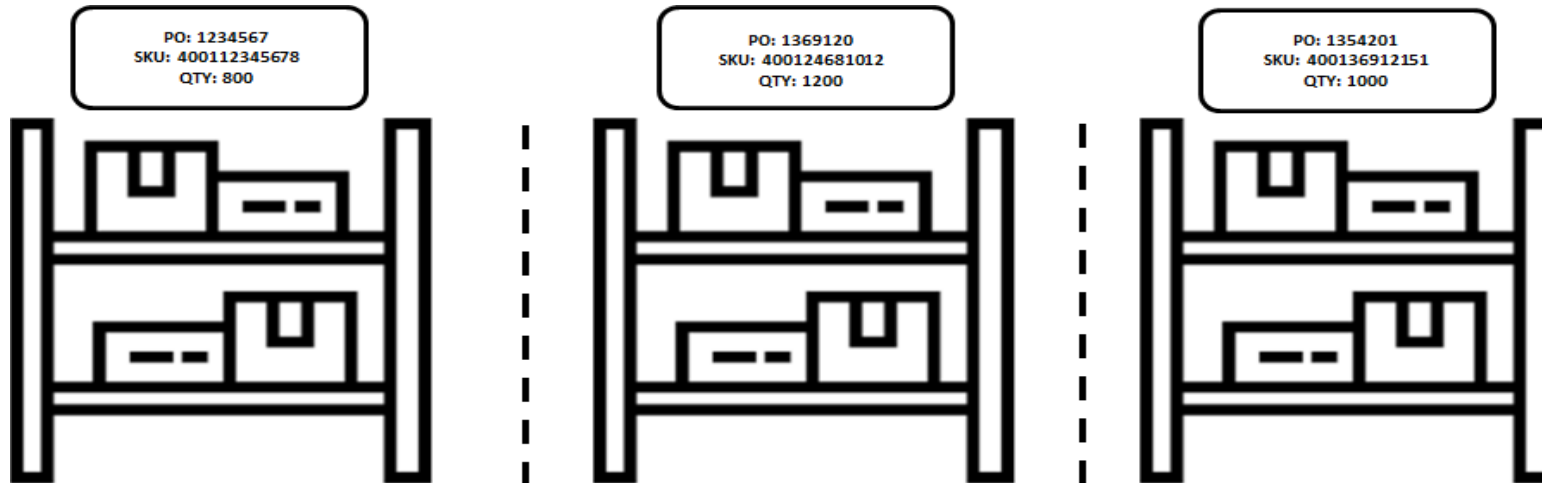


1c. Ticketing the same VPN for different deliveries (continued)

Be mindful of Warehouse Storage

- The way cartons are labeled, stored, and picked in the warehouse is crucial to making sure the correct SKUs are sent with each delivery.
- Store and pick cartons by ROSS PO #.
- Please follow ROSS' standard carton marking requirements located on the [Ross Partner Portal](#).

Example: VPN 1234



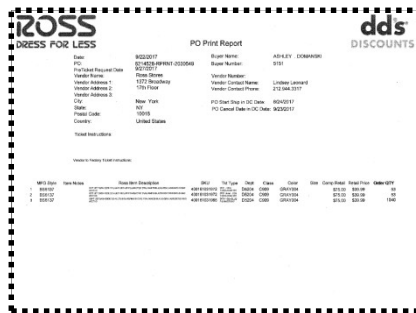
2. Ticket Order Details

Individual SKUs are bundled and shrink wrapped as bricks, sheets or rolls; bundles are never mixed with multiple SKUs. There is a 5% overage of tickets which should **only** be used for errors.

- Under the clear wrap is a SKU print report **(A)** which notes all the PO information, including SKU details.
- At the start of every ticket bundle **(B)** is a header ticket **(C)** which indicates PO #, VPN, item description, ROSS SKU, color, size and quantity.
- There may be blank tickets **(D)** within each bundle
- **Do not use** header tickets (C) or blank tickets (D) to ticket merchandise

Examples

(A) SKU Print Report



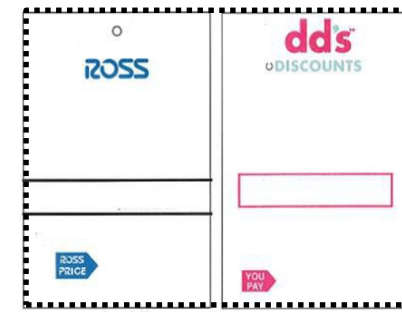
(B) Ticket Bundle



(C) Header Ticket*



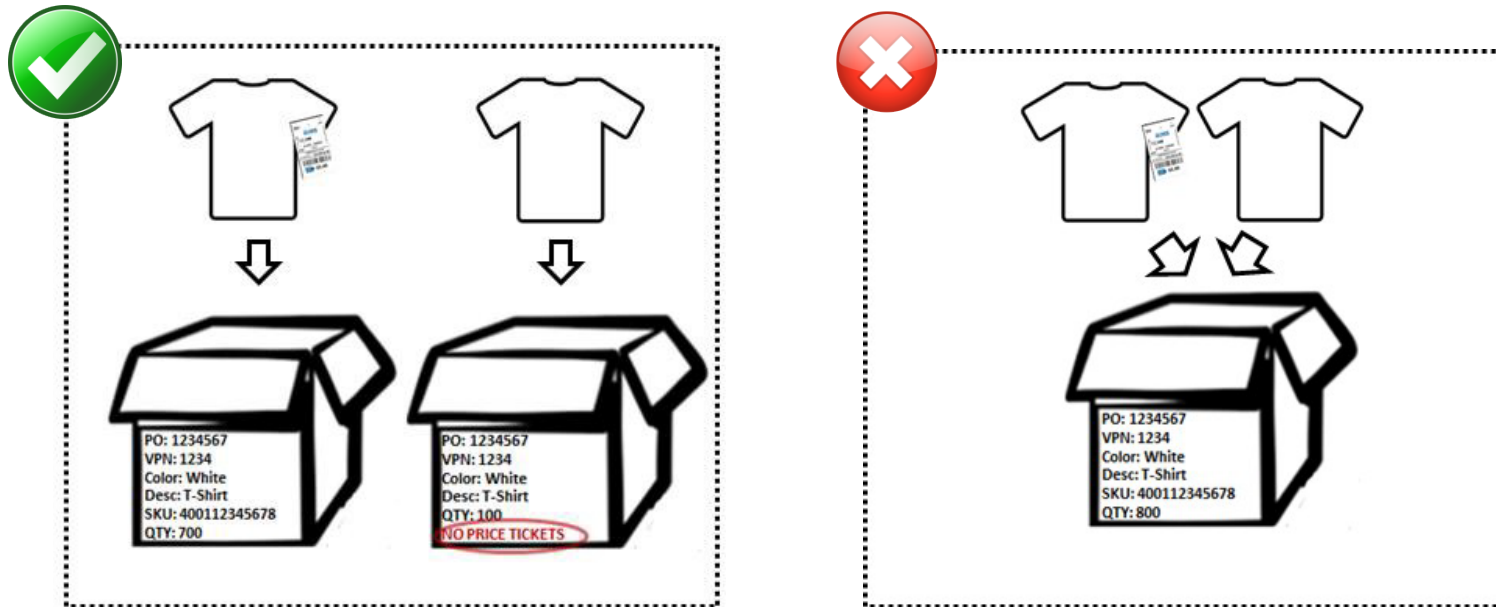
(D) Blank Tickets*



(*Do not use to ticket merchandise)

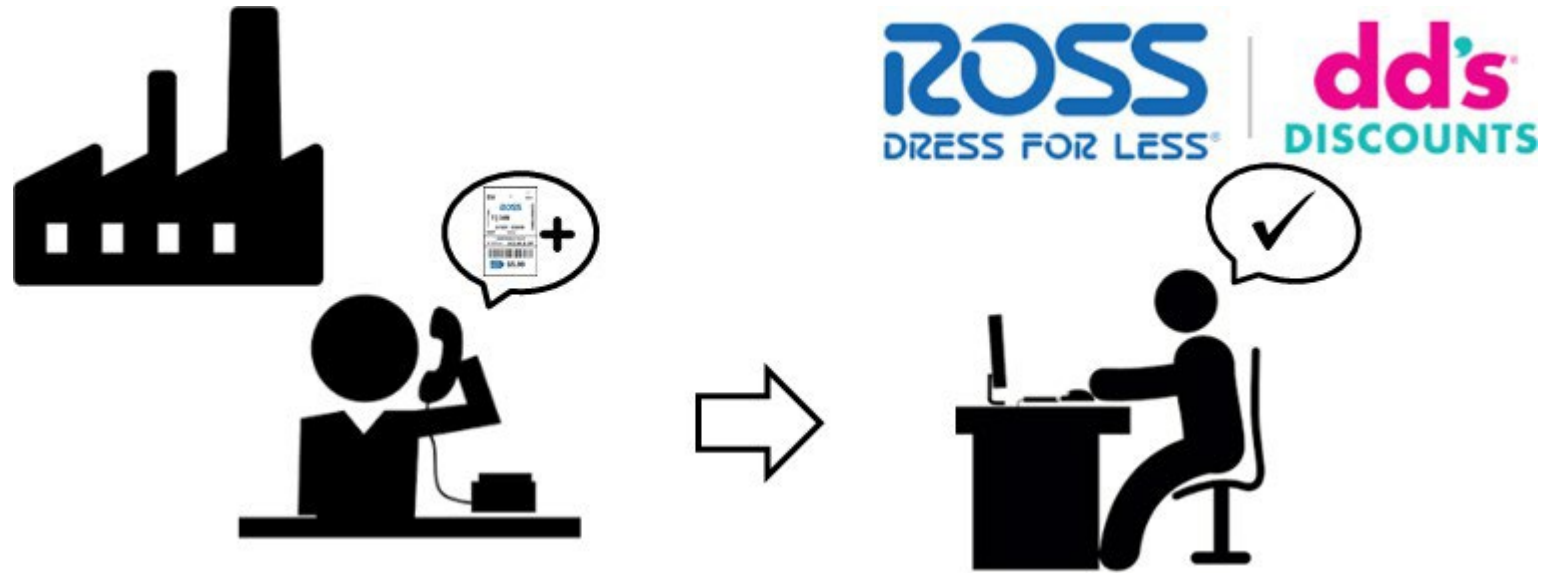
3. Overage Merchandise

- A. It is important to contact your ROSS buyer as early as possible for approval to ship overages. Upon approval, request from your buyer additional tickets be sent for the overage merchandise.
- B. If there is not enough time to ticket overages, contact your ROSS buyer for approval to ship partially ticketed merchandise. Once approval is received:
 - Place non-ticketed merchandise in separate cartons from ticketed merchandise.
 - Clearly mark cartons containing non-ticketed merchandise with “No Price Tickets”.



4. Additional Ticket Requests

- A. Receiving extra tickets must always be facilitated through your ROSS buyer and should be requested as soon as possible to meet production timelines.
- B. Reasons for additional tickets may include but are not limited to:
- Lost tickets
 - New items added to the PO
 - Order quantity increases



5. Resources

A. Pre-Ticket Team. Contact the Ross Pre-Ticket team with any questions

- Email: preticket@ros.com
- Phone: 212-944-3317

B. Ross Partner's Site

- Visit our partner's site for additional reference guides on pre-ticketing and packing – <https://partners.rossstores.com>.

Thank you for ticketing for Ross Stores! We appreciate your support!