

CONTAINER / TRAILER LOADING GUIDELINES

Ross Stores, Inc.

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1.0 INTRODUCTION

1.1 Objective

The guidelines in this document describe the minimum container / trailer 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 well-packaged 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.

Container / trailer loading 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 LOADING GUIDELINES

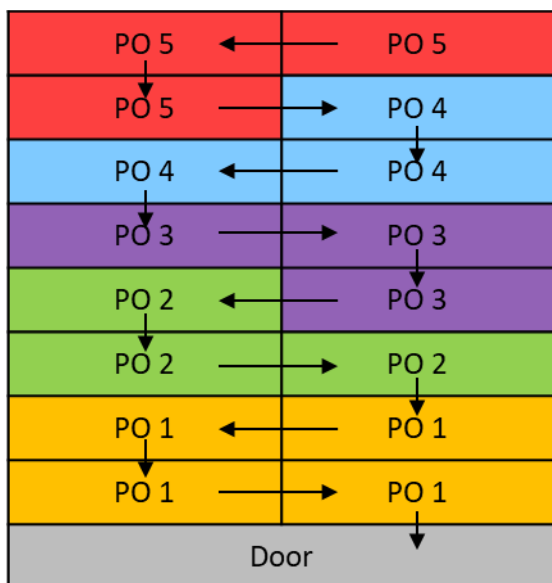
2.1 Bill of Lading (BOL) Management

- The bill of lading **must** show: (a) an exact description of the merchandise; (b) all purchase order numbers; (c) the number of cartons being shipped; (d) the number of units per carton.
- Vendors should follow the carrier confirmation email from Transportation for correct shipping address. Do not use any other address.
- **Do not physically load PO's that are not included in the BOL.**

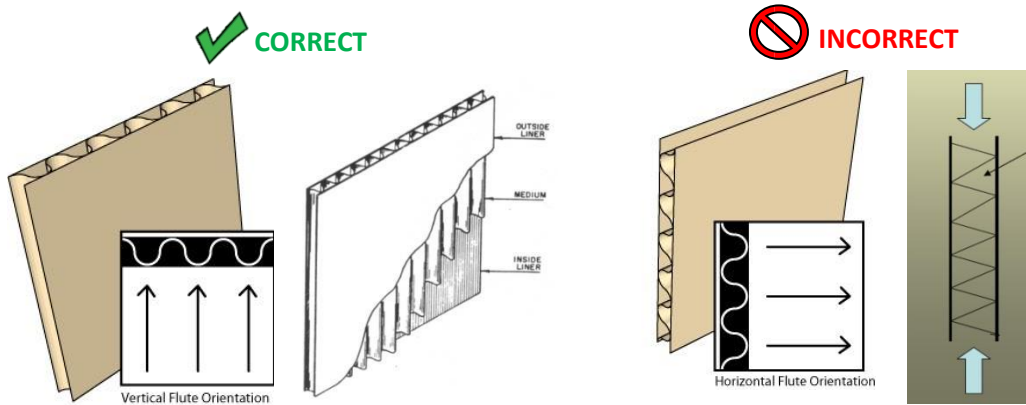
2.2 Floor loading

Please load in PO and style order (and color and/or size when applicable) so cartons with same PO number are grouped together as shown in the diagrams below:

PO 1	Style 5	Style 6	Style 6	Style 7	Style 7
	Style 5	Style 5	Style 5	Style 4	Style 4
	Style 3	Style 3	Style 3	Style 3	Style 4
	Style 2	Style 2	Style 2	Style 2	Style 1
PO 2	Style 5	Style 5	Style 5	Style 6	Style 6
	Style 4	Style 4	Style 4	Style 4	Style 4
	Style 2	Style 2	Style 3	Style 3	Style 3
	Style 2	Style 1	Style 1	Style 6	Style 6
PO 3	Style 5	Style 5	Style 6	Style 6	Style 6
	Style 4	Style 4	Style 4	Style 3	Style 3
	Style 1	Style 2	Style 3	Style 3	Style 3
	Style 1	Style 4	Style 4	Style 3	Style 3
PO 4	Style 1	Style 1	Style 1	Style 2	Style 2
Door					



- When shipping multiple POs, attempt to load a complete PO/Style before starting another PO/Style to avoid the same POs on multiple containers/trailers.
- Cartons should be loaded and stacked according to markings and so PO labels are facing out (i.e., adhere to “This End Up” marking). Cartons must be loaded according to the directional arrows and correspond to the direction of the flutes.
- Cartons must be aligned appropriately. Cartons stacked one on top of the other will have a higher compression strength than cartons that are misaligned.
- Do not stack rows higher than carton strength can withstand based on weight of merchandise and carton burst strength/ECT.
- Cartons should be tightly packed.
 - Do not load flush to container/trailer ceiling.
 - Do not over pack container/trailer.



- Exception is made on the top three rows only for cartons to be placed on side instead of upright to support fully cubing a container/trailer.
- We have found crushed cartons when orientation is not followed. Examples below:



- Vendor is responsible for bracing and securing the load or pallets in container/trailer to minimize shifting while in transit. Fill any open space with corrugate of empty unmarked cardboard boxes.
- Individual cartons, not secured to pallets, should not have carton straps, bands, or ties.

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2.3 Pallets

Pallet Standard Requirements

- Recommended maximum pallet height for shipping is 6 feet (including pallet).
- For heavier products, height should not exceed 5 feet.
- Items weighing over 100 lbs. must be palletized and not in a carton (non-conveyable). This must be approved by Merchant due to heavy work content.
- Pallets should have no broken planks to support a sturdy load.
- Pallets on import shipments must be properly treated to prevent any infestation/mold.
- Pallets should be standard size 48" x 40".
 - If half pallets are used, they must measure 48" x 20" and merchandise must be secured to pallets.
 - If quarter pallets are used, they must measure 24" x 20" and merchandise must be secured to pallets.
- Wheat Stamp / 2-part ISPM / HT Marking required to confirm heat treatment when shipped from overseas.



Example of wheat stamp / 2-part ISPM / HT Marking



Example of a bad pallet, that should not be shipped (e.g., broken slats, decaying wood)



Pallet Loading Standards

- Double stacking: If double stacking, pallet fork entry should face the opening of the trailer door to ensure forklift can move/lift pallets. Recommended maximum pallet height for double stacking is 6 feet, including pallet.
 - Double stacking of pallets is only allowed when the bottom pallet is framed in wood or has a solid top to support the weight of the top pallet.
 - Certain product types at risk of damages should not be double stacked (e.g., fragile).
- If shipping on pallets, pallets must be loaded (stacked) by Purchase Order and style (and color and/or size when applicable). Do not mix styles on a pallet unless it is unavoidable due to lower unit counts.
- Pallets should be clearly marked 1 of ..., 2 of ..., etc. The last pallet loaded onto the trailer must have a packing list and full copy of BOL, attached securely to the pallet.
- For shipments containing Cardboard Display Units (CDU/PDQ), they should be strapped to pallets.
- Cartons should be palletized according to markings and so PO labels are facing out (i.e., adhere to “This End Up” marking). Cartons must be loaded according to the directional arrows and correspond to the direction of the flutes. Pallets must also be labeled correctly.

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- Ross unloads pallets either via forklift (Raymond 4150) or pallet jack (Raymond RJ50).

Count on the Raymond stand-up counterbalanced to effectively maximize operator performance. With industry-leading lift/lower speeds, quicker acceleration and travel speeds operators can get more done in less time. And you can program performance based on each operator's skill level to suit your application and further improve productivity.

	4150	4250
Travel Speeds (loaded/unloaded) (mph)	7.2	8.0
Lift Speeds (loaded) (fpm)	55	70 (3,000 - 3,500 lbs.) 65 (4,000 - 5,000 lbs.)
Lift Speeds (unloaded) (fpm)	85	110
Lower Speeds (loaded/unloaded) (fpm)	100/90	100/90





RJ50P Hand Pallet Jack
Capacity: 5,000 lbs.
Fork Length: 48"
Frame Width: 20.5" or 27"

- **Shrinkwrap Requirements for Palletized Loads**

- Keep the wrap tight to the carton on pallet (no loose wrapping).
- Each round of wrapping has to overlap the previous level by at least 50%.
- Wrap the top layer of the carton a minimum of 2 times, ensuring that shrinkwrap goes over the top of each corner of the top layer.
- Shrinkwrap has to wrap around the base of the pallet 4 times before proceeding to wrap higher levels. Tie the shrinkwrap to the pallet to start wrapping.

- **Edge Protectors/V-Boards** (optional but recommended on all fragile shipments).

- Should use on all corners.
- Edge protector's height must be the same as the load's height.



- **Corrugated Slip Sheet** (required when vendor loads more than one style per pallet to separate styles, only acceptable to mix styles if it is unavoidable due to lower unit counts).

- Insert a sheet between styles on pallet.
- Insert a sheet in every other layer to ensure even weight distribution.

2.4 Mold / Desiccant Requirements

Desiccant information included in this section is for humidity mitigation within the container / trailer only.

Each vendor is responsible to deliver merchandise to Ross and dd's which is free of mold and fungus. Vendors will be held responsible for all mold remediation, handling, and disposal costs resulting from the existence of mold or fungus within the shipment trailer or container.

Desiccants are required for these product types that are more susceptible to mold:

- Product comprised of natural fibers, such as grasses, or wood.
- Porous products, such as textiles, ceramics, pottery, cardboard, paper, or pressboard.
- Products shipping from countries with high humidity.
- Ocean shipments with long transit times.

Each desiccant pack should come from supplier in individual, sealed bags only to be opened at time of placement in the container / trailer. Ideally, multiple packs would be aggregated in a larger bag placed inside a carton to protect the integrity of the individual packs. All desiccant materials should be stored in an environment safe from weather and secure from accidental damage. Any packs showing leakage (punctures or tears) are not to be used and should be discarded.

The following outlines the recommended container / trailer preparation process at the vendor’s factory (do not load in the rain unless your facility has a protective overhang):

1. Complete container / trailer inspection prior to loading:
 - a. Inspect for holes or leaks before loading.
 - Check for any damage to the wall or roof, and gaps or holes in the floor.
 - Doors should close tightly, and rubber seal must be in good condition.
 - Must be clean and dry before loading.
2. Check the moisture content of container / trailer floors.
 - a. If possible, do not use containers / trailers with over 20% moisture content.
 - b. If this is not possible, adjust the number of desiccant bags used in the container / trailer, add 1kg desiccant for each 1.5% moisture content.
 - c. Do not use containers / trailers with floors with moisture contents more than 25%.
3. Seal air vents.
4. Remove desiccant from plastic bag.
5. Hang the units in even spacing from securing points on side walls just under roof throughout the container / trailer*.



Chart 2.1 - Reference dosage (Calcium Chloride):

Container / Trailer Size	20'	40'	40HC	45'
Kg of Desiccant	8-10	15-20	19-24	22-27

**If there is a very tight fit in container / trailer, the desiccants units may be laid flat on top of cartons. However, hanging should be appropriate for the vast majority of containers / trailers. Desiccants absorb water and moisture. Therefore, the sacs/bags will increase volume and need space. There should be no pressure on the desiccants.*

6. Close/Seal the container/trailer doors tightly.