

Ross Stores & DD's Discounts

Accessing Supplier Portal



- New URL & login credentials
- No 6 month certificate renewal required
- Easier onboarding process
- New Look & Feel
- Single sign on for
 - Invoices
 - Payments
 - Account Balance

Supplier Portal – Login



URL: <https://vendors.rossstores.com>

0.1 First Time Login

0.2 Daily Login

0.3 Forgot Password

0.1 Supplier Portal – First time Login

User login for the first time

The login experience applies to new Users accessing the Ross Okta login page for the first time.

Users will be prompted to register for Multi-Factor Authentication (MFA).

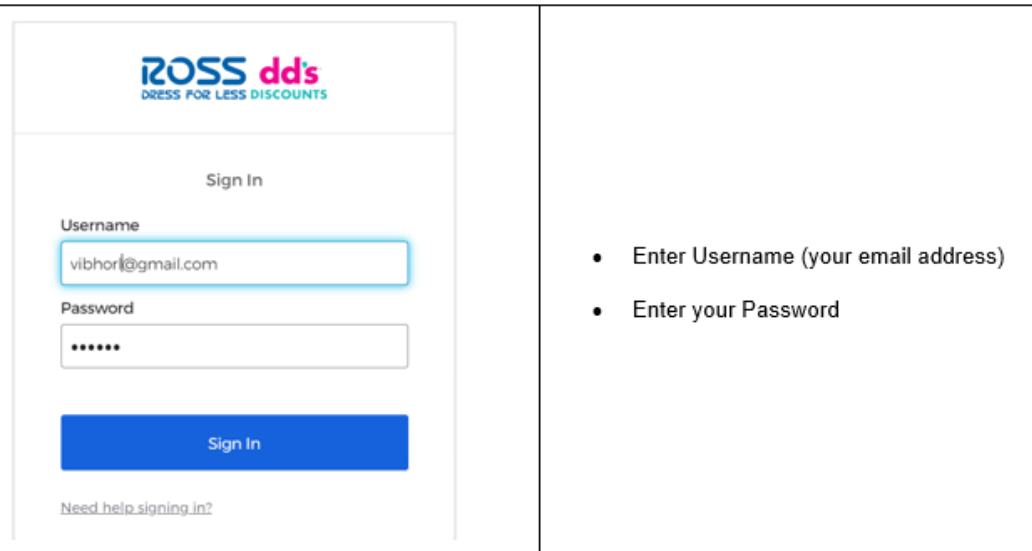
Users can use Email Authentication **OR** SMS Authentication (SMS is a single-use passcode sent to a designated phone number).

The following steps demonstrate setting up an Email Authentication:

- Type the application URL in the web browser:



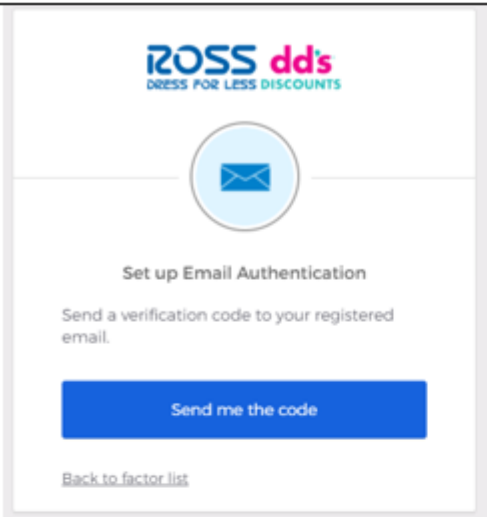
- User will get the Ross Okta Login prompt as shown below:



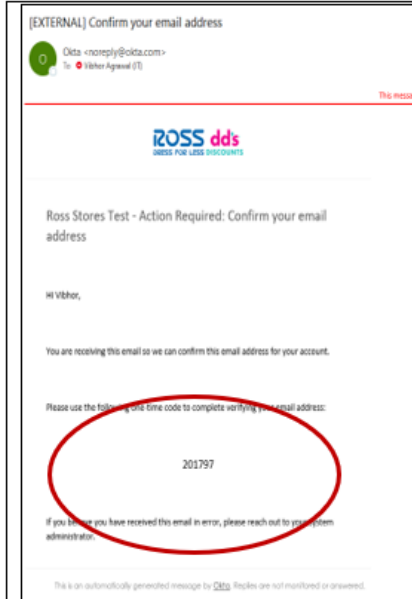
- Enter Username (your email address)
- Enter your Password

	<p>User will have two options for Multi Factor Authentication (MFA) **</p> <ol style="list-style-type: none"> SMS (Single Use Passcode Method) <ul style="list-style-type: none"> Setup phone number Sends a text message to you with a pin that you will have to enter while logging in the application. Requires your mobile network. <p>OR</p> <ol style="list-style-type: none"> Email Authentication <ul style="list-style-type: none"> Set up email authentication by entering the verification code sent to the registered email used during account creation (username). <p>** You can register for one or both options based on your preference.</p>
	<p>First, we will show how to Set up an Email Authentication.</p> <ul style="list-style-type: none"> Under Email Authentication, select the Setup Button <p>Note: Click here if you would like to set up SMS to be your multifactor instead of Email Authentication</p>

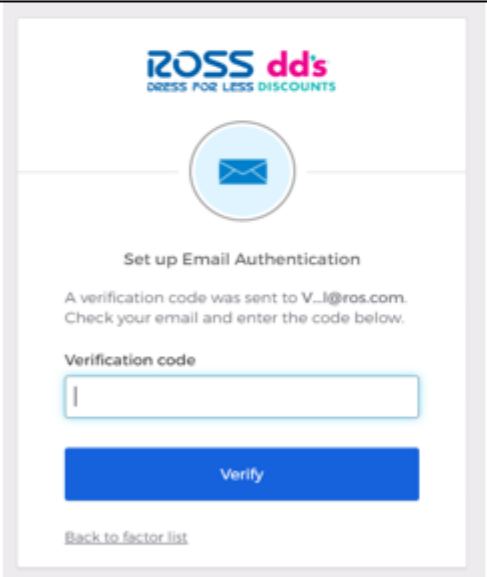
0.1 Supplier Portal – First time Login



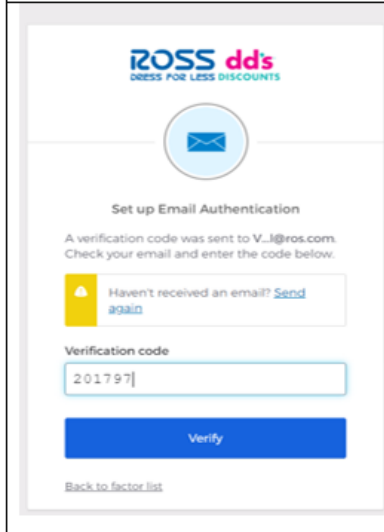
- Click Send me the Code



- User will receive the email with unique verification code



- Enter the Verification code received on the email



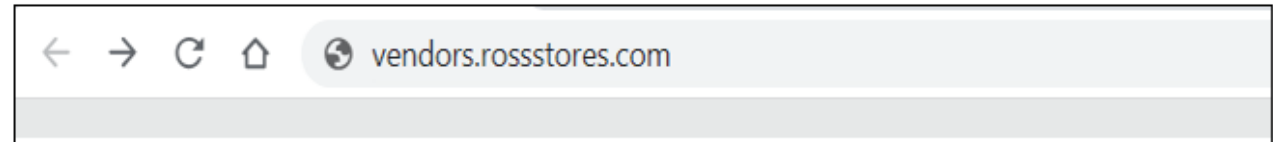
- Enter the code received on the email and click on Verify

0.1 Supplier Portal – First time Login

Setting up SMS authentication during first-time login (Optional)

The following steps demonstrate defining SMS authentication as your Multi-Factor Authentication for the first-time new Users during login.

Type in the URL for your application in the browser



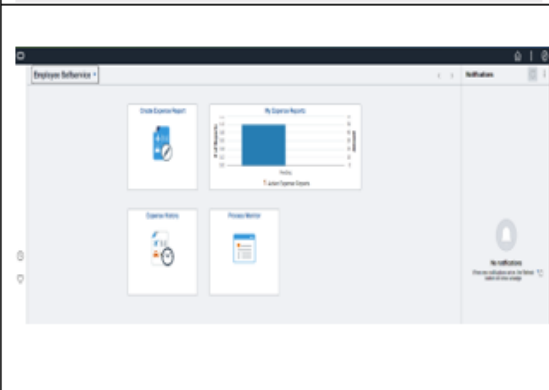
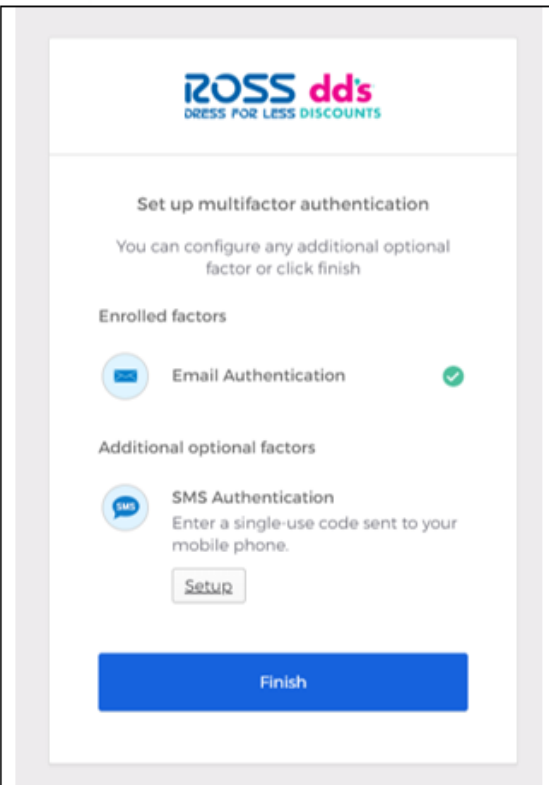
- User will get the Ross Okta Login prompt as shown below:

	<ul style="list-style-type: none"> Multi-Factor Authentication window will appear, and you will be prompted to authenticate. Enter your Username (your email address) Enter your Password Select Sign in
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Note: You have the option to set up SMS as well. If you want to have a backup. [Click here](#) to set that up.

- Select **Finish** to be redirected to the FMS application home page

- User will be redirecting to application home page once successful Email authentication setup is completed



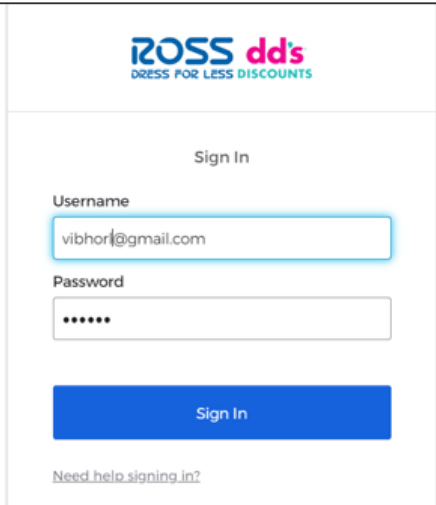
0.1 Supplier Portal – First time Login

Because this is the first-time login, the User will be prompted to register for Multi-Factor Authentication (MFA)

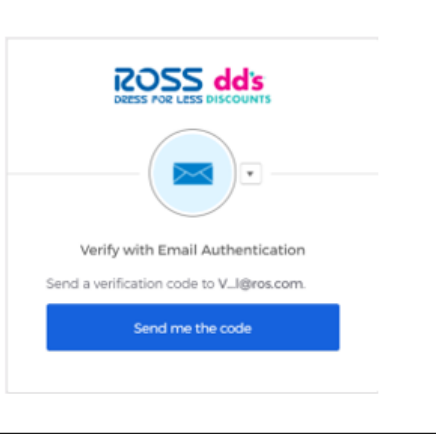
	<ul style="list-style-type: none"> Under SMS Authentication, select the Setup button 		<ul style="list-style-type: none"> Select the Country your phone number is assigned to from the drop-down list. Enter your SMS capable phone number in the Phone Number field Select Send code
	<ul style="list-style-type: none"> Under Additional Optional Factors Select Setup (SMS authentication) 		<ul style="list-style-type: none"> The phone number designated above will receive an SMS message with a 6-digit code Enter the 6-digit code received on your phone in the Enter Code field Select Verify
			<ul style="list-style-type: none"> Upon successful SMS setup User will be redirecting to FMS application home page

0.2 Supplier Portal – Daily Login

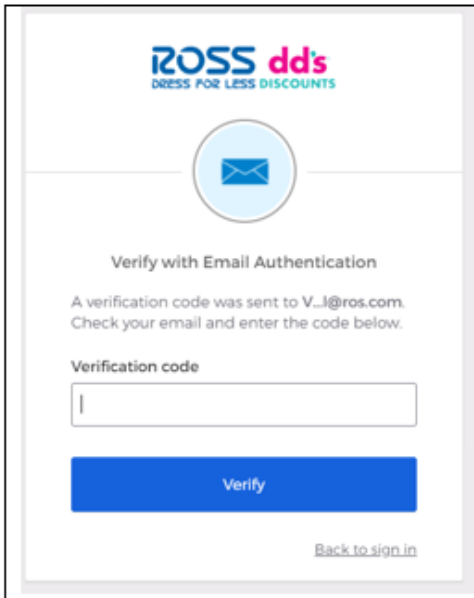
- Type in the URL for the application in the browser:



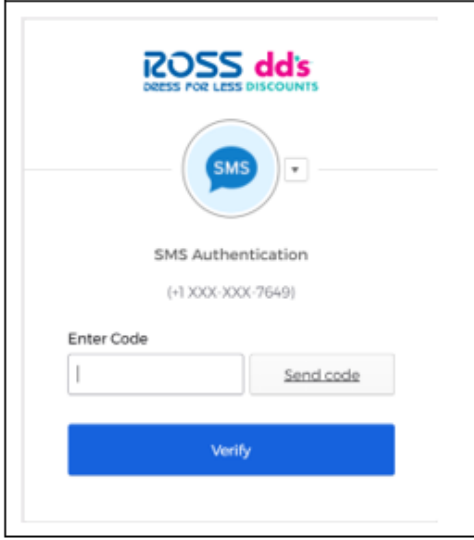
- User will be prompted to authenticate.
- Enter Username (your email address)
- Enter your Password
- Select **Sign in**



- If you have chosen Email Authentication, to receive email unique verification code, press "Send me the code" button.



- Once code is received on registered email(username), please enter the code in the box and click on Verify.



- If you have chosen SMS to perform your second factor authentication, you will see this page.
- To receive an SMS message, please press the **Send Code** button to send a text to your phone.
 - Once received, please enter the code in the box and click on verify
- Note: the drop-down near the SMS bubble is available only if you have set up SMS and Email Authentication. It will allow you to choose which option you would like to use.*

0.2 Supplier Portal – Daily Login



- Upon successful authentication User will be redirected automatically to FMS application home page

If the verification fails, the application login also fails until the authentication/verification is completed successfully.

0.3 Supplier Portal –Forgot Password



1. Log Into Portal, click on Need Help Signing In?

- a) Click Forgot Password
- b) Enter your username
- c) Request via Email (Note: You can't reset using SMS)

Ross Stores Inc.

Username

Ross Password

Sign In

[Need help signing in?](#)

Ross Stores Inc.

Username

Ross Windows Password

Sign In

[Need help signing in?](#)

Forgot password?

[Unlock account?](#)

[Help](#)

Reset Password

Username

SMS can only be used if a mobile phone number has been configured.

~~Reset via SMS~~

Reset via Email

[Back to sign in](#)

Reset Password

Username

bethdole13@gmail.com

SMS can only be used if a mobile phone number has been configured.

Reset via SMS

Reset via Email

[Back to sign in](#)

ROSS dd's DRESS FOR LESS DISCOUNTS

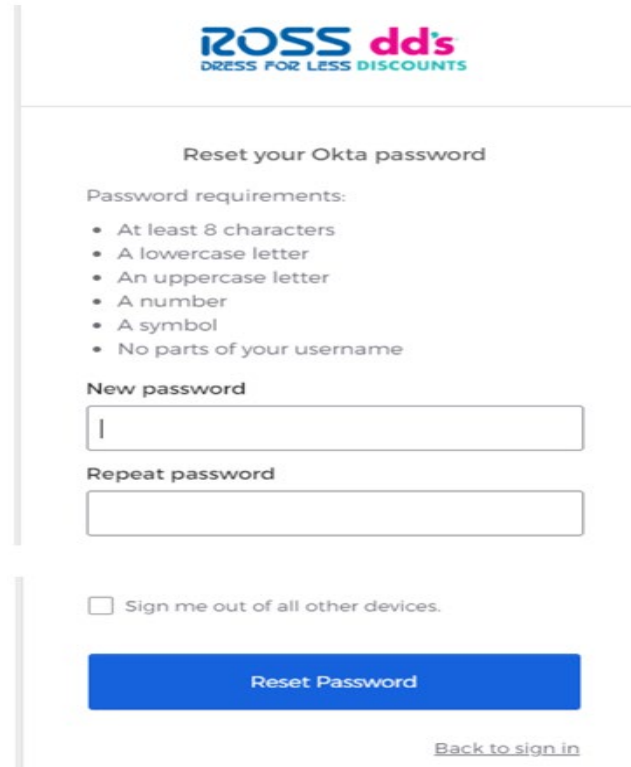
Email sent!

Email has been sent to bethdole13@gmail.com with instructions on resetting your password.

Back to sign in

0.3 Supplier Portal –Forgot Password

1. Check your email and click on the Reset Email link and you will have the option to reset your password



The screenshot shows a web form for resetting an Okta password. At the top is the Ross dd's logo with the tagline 'DRESS FOR LESS DISCOUNTS'. Below the logo is the heading 'Reset your Okta password'. Underneath, there are 'Password requirements:' listed as a bulleted list: 'At least 8 characters', 'A lowercase letter', 'An uppercase letter', 'A number', 'A symbol', and 'No parts of your username'. There are two input fields: 'New password' and 'Repeat password'. Below the input fields is a checkbox labeled 'Sign me out of all other devices.' At the bottom of the form is a blue button labeled 'Reset Password' and a link labeled 'Back to sign in'.

Supplier Portal – Single Location



1.1 Supplier Portal – Account Balances

1.2 Supplier Portal – Invoices

1.3 Supplier Portal – Payments

1.1 Supplier Portal – Account Balances

1. To get back to the tile screen press the home button on the top right of the page
2. Select the Balances Tile
3. Account Balances displayed in Invoice list
4. Click on the Invoice Numbers ID hyperlink to review details of the pending invoice.

The screenshot shows the Supplier Portal interface. At the top right, there is a Home button (house icon) labeled '1'. Below it is a 'Balances' tile (envelope and calculator icon) labeled '2'. Below the tile is a link 'Account Balances Invoice List' labeled '3'. Below the link is a table of invoices with a total amount of \$576,028.71 USD. The table has columns: Invoice Number, Invoice Date, Amount, Due Date, Status, and Voucher. The first row is highlighted, and its 'Invoice Number' (6431820) is labeled '4'.

Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
6431820	10/22/2018	\$3,225.00 USD	01/22/2019	Approved	E1348851
2113548	10/19/2018	\$10,183.50 USD	01/22/2019	Approved	E1348072
6431821	10/22/2018	\$3,225.00 USD	01/22/2019	Approved	E1348852

1.1 Supplier Portal – Account Balances

5. Invoice lines and Payment schedule for the invoice is displayed.
6. Click on 'Return to Invoice List' to navigate back to pending invoice page.

Account Balances
Invoice Details

Invoice Number 6431820 Invoice Date 10/22/2018
Gross Invoice Amount \$3,225.00 Due Date 01/22/2019

Invoice Lines

Item ID	Description	Statistic Amount	Unit Price	Merchandise Amount
	IVRY PLCD PEARL VNK TUNIC:IVOR		EA 10.75000	\$3,225.00 USD

Payment Schedule

Scheduled to Pay	Payment	Amount	Discount	Method	Status	On Hold	Withd Hold
01/22/2019		\$3,225.00 USD	\$0.00	EFT	Unselected	No	No

[Return to Invoice List](#)

1.2 Supplier Portal – Invoices

1. Select the Invoices tile
2. Enter range of invoice number(s), date range, or Invoice amount
3. Click search button



Review Invoices Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From Invoice Number

To Invoice Number

From Date (example: 01/31/2000)

To Date (example: 01/31/2000)

From Amount

To Amount

Approval Status

[Return To Vendor \(Supplier\) List](#)

Diagram annotations: An orange circle with the number '2' has three arrows pointing to the 'From Invoice Number', 'From Date', and 'To Date' fields. An orange circle with the number '3' has an arrow pointing to the 'Search' button.

1.2 Supplier Portal – Invoices

4. Invoices List is displayed based on the search parameters previously provided.
5. Click on the Invoice Number hyperlink to review details of the Invoice.

Invoice List

1-23 of 23

Invoice Number	Invoice Date	Gross Amt	Approval Status	Due Date	Voucher
Test123	03/27/2018	\$3,600.00 USD	Approved	08/04/2017	00005498
TESt54357	02/05/2018	\$100.00 USD	Approved	03/07/2018	00000472
674745	01/01/2018	\$20,000.00 USD	Approved	01/09/2018	00000376
TE7868	08/23/2017	\$2,900.00 USD	Approved	08/23/2017	00000240
INV0000000135	08/14/2017	\$2,850.00 USD	Approved	09/13/2017	00000195
CFG842	08/10/2017	\$24,000.00 USD	Approved	09/24/2017	00000193
ADJ20000000075	08/02/2017	\$-150.00 USD	Approved	08/02/2017	00000173
INV0000000111	07/25/2017	\$2,250.00 USD	Approved	08/24/2017	00000159
INV0000000074	07/18/2017	\$1,200.00 USD	Approved	09/16/2017	00000138

1.2 Supplier Portal – Invoices

6. Invoice details are displayed

- a. Invoice Total
- b. Invoice Line Detail
- c. Payment Schedule
- d. Payments Made

Invoice Number 13002899
 Invoice Date 02/08/2019
 Due Date 04/24/2019
 Discount End Date 04/24/2019
 Approval Status Approved
 Payment Status To be Paid
 Terms

a → Invoice Total

Gross Amount	\$23,814.00	USD
Discount	\$0.00	USD
Net Amount	\$23,814.00	USD

b → Invoice Line Details

Item ID	Description	Statistic Amount	UOM	Unit Price	Merchandise Amt	
	BLK LS OF CARD W SLV LACE UP:B		EA	9.00000	\$18,036.00	USD
	POINTL HTHR LS OF CARD W SLV L		EA	9.00000	\$5,778.00	USD

c → Payment Schedule

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
04/24/2019		\$23,814.00 USD	\$0.00 USD	EFT	Unselected	No	No

d → Payments Made

Reference	Date	Amount
		\$0.000

No Payments Made

1.3 Supplier Portal – Payments

1. To get back to the tile screen press the home button on the top right of the page
2. Select the Payments Tile
3. Enter Invoice information then select search

The screenshot shows the 'Payments' section of the Supplier Portal. It includes a 'Review Payments' header, 'Filter Options', and a search form. Three numbered arrows indicate the following steps:

- 1:** Points to the home icon in the top right corner.
- 2:** Points to the 'Payments' tile, which features a stack of money icon.
- 3:** Points to the search form area, specifically the 'Search' button.

Review Payments
Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number

Payment Reference

From Payment Date (example: 12/31/2000)

To Payment Date (example: 12/31/2000)

Search

1.3 Supplier Portal – Payments

4. Payments Made List is displayed based on the search parameters provided.
5. Click on the Payment Reference ID hyperlink to review details of the payments.

Review Payments

Payments Made

[Set filter options](#) [Return To Vendor \(Supplier\) List](#)

Payments Made

☰ 🔍 << 1-7 of 7 >>

Reference	Invoice Number	Payment Date	Amount	
000027	Test	07/24/2018	\$10.00	USD
000031	test_ap092_6	07/24/2018	\$4,200.00	USD
000035	test_ap092_6_6	07/24/2018	\$4,300.00	USD
000072	76576576	06/19/2018	\$100.00	USD
000074	2423234	07/24/2018	\$450.00	USD
000074	252435	07/24/2018	\$450.00	USD
000086	testchk10	07/24/2018	\$12,933.00	USD



1.3 Supplier Portal – Payments

6. Payment details are displayed.

Review Payments

Payment Details

Invoice Number	76576576	Payment Date	06/19/2018
Method	Check	Pay Status	Paid
Amount	\$100.00	Currency	USD
Paid To			

Country	USA	United States
Address 1	P. O. BOX	
Address 2		
Address 3		
City	CHARLOTTE	
County		
State	NY	New York
Postal	28201-1036	

From Wells Fargo Bank N.A.

Payment Advice

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Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
76576576	100.00 USD	0.00 USD	0.00 USD	100.00 USD

Supplier Portal – Multiple Vendor IDs



This is for vendors and factors that have multiple vendor accounts that have been assigned to their username

2.1 Supplier Portal – Account Balances

2.2 Supplier Portal – Invoices

2.3 Supplier Portal – Payments

2.1 Supplier Portal – Account Balances

1. To get back to the tile screen press the home button on the top right of the page
2. Select the Balances Tile
3. Account Balances displayed in Invoice list
4. Click on the Invoice Numbers ID hyperlink to review details of the pending invoice.

The screenshot illustrates the navigation process through the Supplier Portal. It shows a home button (1), a 'Balances' tile (2), and the 'Account Balances Invoice List' (3). The list displays the following data:

Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
6431820	10/22/2018	\$3,225.00 USD	01/22/2019	Approved	E1348851
2113548	10/19/2018	\$10,183.50 USD	01/22/2019	Approved	E1348072
6431821	10/22/2018	\$3,225.00 USD	01/22/2019	Approved	E1348852

2.1 Supplier Portal – Account Balances

- Invoice lines and Payment schedule for the invoice is displayed.
- Click on 'Return to Invoice List' to navigate back to pending invoice page.

Account Balances
Invoice Details

Invoice Number 6431820 Invoice Date 10/22/2018
Gross Invoice Amount \$3,225.00 Due Date 01/22/2019

▼ Invoice Lines

Item ID	Description	Statistic Amount	Unit Price	Merchandise Amount
	IVRY PLCD PEARL VNK TUNIC:IVOR		EA 10.75000	\$3,225.00 USD

▼ Payment Schedule

Scheduled to Pay	Payment	Amount	Discount	Method	Status	On Hold	Withd Hold
01/22/2019		\$3,225.00 USD	\$0.00	EFT	Unselected	No	No

[Return to Invoice List](#)

2.1 Supplier Portal – Account Balances

7. Invoice List is displayed for the selected Supplier.

Account Balances

Amount \$100,225.00 USD

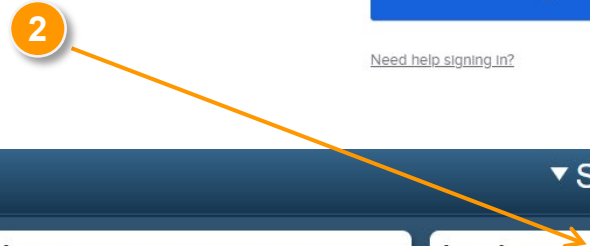
Invoice List

1-9 of 9

Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
iam007	03/18/2018	\$150.00 USD	04/17/2018	Approved	00005448
TEST 0417 CASE 1	03/05/2018	\$0.00 USD	04/04/2018	Approved	00005437
23214234	01/15/2018	\$20,050.00 USD	02/13/2018	Approved	00000395
234523453	01/15/2018	\$17,525.00 USD	02/13/2018	Approved	00000394
5756346	01/10/2018	\$2,000.00 USD	02/09/2018	Approved	00000383
345345	01/10/2018	\$3,000.00 USD	02/09/2018	Approved	00000380
8736487236487	01/10/2018	\$20,000.00 USD	02/09/2018	Approved	00000379
823768376	01/10/2018	\$15,000.00 USD	02/09/2018	Approved	00000378
Test32434324	01/10/2018	\$22,500.00 USD	02/09/2018	Approved	00000377

2.2 Supplier Portal – Invoices

- 1. Log in to Supplier Portal
- 2. Select Invoices Tile



ROSS dd's
DRESS FOR LESS DISCOUNTS

Ross Stores Inc.

Username

Ross Password

Sign In

[Need help signing in?](#)

▼ SUPPLIER

Balances 	Invoices 	Payments
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2.2 Supplier Portal – Invoices

3. The page opens with the list of Suppliers that are associated with the logged user. In this example, 6 different suppliers have been mapped to the supplier user.
4. Click on the required Supplier to retrieve the account balance information.
5. Enter range of invoice
 - a. number(s)
 - b. date range
 - c. or Invoice amount
6. Click search button

Review Invoices
Select Supplier

Supplier Names

THE (INC.
S	3STREET
F	INC.
RO	
	BAGS
CAR	SERVICES

3

Review Invoices
Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

5a → From Invoice Number
 To Invoice Number

5b → From Date 06/12/2017 (example: 01/31/2000)
 To Date 07/12/2018 (example: 01/31/2000)

5c → From Amount
 To Amount

Approval Status

[Return To Vendor \(Supplier\) List](#)

2.2 Supplier Portal – Invoices

- 7. Invoices List is displayed based on the search parameters previously provided.
- 8. Click on the Invoice Number hyperlink to review details of the Invoice.

Invoice List

☰ 🔍 1-23 of 23

Invoice Number	Invoice Date	Gross Amt	Approval Status	Due Date	Voucher
Test123	03/27/2018	\$3,600.00 USD	Approved	08/04/2017	00005498
TESt54357	02/05/2018	\$100.00 USD	Approved	03/07/2018	00000472
674745	01/01/2018	\$20,000.00 USD	Approved	01/09/2018	00000376
TE7868	08/23/2017	\$2,900.00 USD	Approved	08/23/2017	00000240
INV0000000135	08/14/2017	\$2,850.00 USD	Approved	09/13/2017	00000195
CFG842	08/10/2017	\$24,000.00 USD	Approved	09/24/2017	00000193
ADJ20000000075	08/02/2017	\$-150.00 USD	Approved	08/02/2017	00000173
INV0000000111	07/25/2017	\$2,250.00 USD	Approved	08/24/2017	00000159
INV0000000074	07/18/2017	\$1,200.00 USD	Approved	09/16/2017	00000138

1.2 Supplier Portal – Invoices

9. Invoice details are displayed

- a. Invoice Total
- b. Invoice Line Detail
- c. Payment Schedule
- d. Payments Made

Invoice Number 13002899
 Invoice Date 02/08/2019
 Due Date 04/24/2019
 Discount End Date 04/24/2019
 Approval Status Approved
 Payment Status To be Paid
 Terms

a → Invoice Total

Gross Amount	\$23,814.00	USD
Discount	\$0.00	USD
Net Amount	\$23,814.00	USD

b → Invoice Line Details

Item ID	Description	Statistic Amount	UOM	Unit Price	Merchandise Amt	
	BLK LS OF CARD W SLV LACE UP:B		EA	9.00000	\$18,036.00	USD
	POINTL HTHR LS OF CARD W SLV L		EA	9.00000	\$5,778.00	USD

c → Payment Schedule

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
04/24/2019		\$23,814.00 USD	\$0.00 USD	EFT	Unselected	No	No

d → Payments Made

Reference	Date	Amount
		\$0.000

No Payments Made

2.3 Supplier Portal – Payments

1. To get back to the tile screen press the home button on the top right of the page
2. Select the Payments Tile
3. Enter Invoice information then select search

Review Payments
Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number

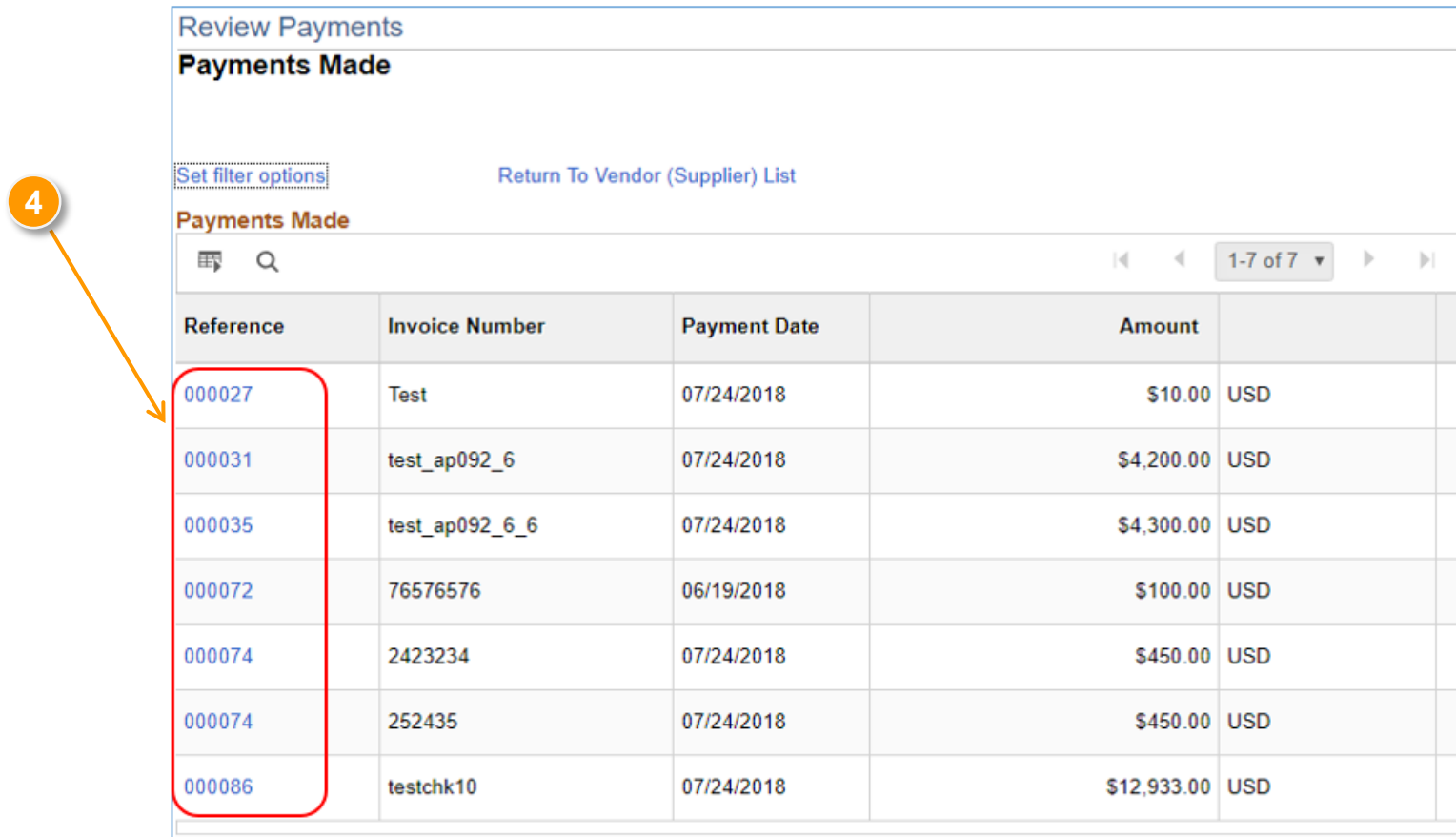
Payment Reference

From Payment Date (example: 12/31/2000)

To Payment Date (example: 12/31/2000)

2.3 Supplier Portal – Payments

- 4. Payments Made List is displayed based on the search parameters provided.
- 5. Click on the Payment Reference ID hyperlink to review details of the payments.



Review Payments
Payments Made

[Set filter options](#) [Return To Vendor \(Supplier\) List](#)

Payments Made

☰ 🔍 << < 1-7 of 7 > >>

Reference	Invoice Number	Payment Date	Amount	
000027	Test	07/24/2018	\$10.00	USD
000031	test_ap092_6	07/24/2018	\$4,200.00	USD
000035	test_ap092_6_6	07/24/2018	\$4,300.00	USD
000072	76576576	06/19/2018	\$100.00	USD
000074	2423234	07/24/2018	\$450.00	USD
000074	252435	07/24/2018	\$450.00	USD
000086	testchk10	07/24/2018	\$12,933.00	USD

2.3 Supplier Portal – Payments

6. Payment details are displayed.

Review Payments

Payment Details

Invoice Number	76576576	Payment Date	06/19/2018
Method	Check	Pay Status	Paid
Amount	\$100.00	Currency	USD
Paid To			

Country	USA	United States
Address 1	P. O. BOX	
Address 2		
Address 3		
City	CHARLOTTE	
County		Postal 28201-1036
State	NY	New York

From Wells Fargo Bank N.A.

Payment Advice

☰ Q 1-1 of 1

Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
76576576	100.00 USD	0.00 USD	0.00 USD	100.00 USD