

Domestic Suppliers – AP Welcome Letter

Ross Stores, Inc.

Last Amended: May 2024



Welcome to Ross Stores, Inc and dd's Discounts!

Dear New Ross Stores Inc. Supplier:

We are pleased that you have entered into a partnership with Ross Stores Inc. As a Ross Stores supplier, electronic invoice submission is the standard. Ross has partnered with the Ariba Network to offer our suppliers a completely paperless solution.

Please send an email to RossE-invoicing@ros.com to request registration for the Ariba Network. Additional details about our E-Invoicing can be found in our [Domestic Invoicing Guidelines](#).

Benefit of the Ariba Network Include:

- Ability to have real-time purchase order and invoice delivery, identification of discrepancies, and payment status reporting.
- Simple set-up – all you need is an internet connection.
- Provides the opportunity to participate in the early payment option with 'Pay me Now'.
 - This option allows you to take advantage of early payment discounts on an invoice-by-invoice basis. It is initiated electronically through the Ariba Network and executed either manually or with an Auto-Acceptance function. This gives you more freedom to decide when you want your money.
 - To take advantage of this functionality, your Company must have a registered account on the Ariba Network with Ross.

Supplier Portal: We have a self-service vendor portal where you can monitor your account and view all payments and invoices in our system. To register for this site, please complete the [Supplier Portal Access Request Form](#) and email it to supplierportal@ros.com.

Accounts Payable Contacts: You can find the list of team members that handle vendor inquiries here: [AP Contact List](#).