

# ROSS DOMESTIC ROUTING GUIDE

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Ross Stores, Inc.

Last Amended: September 2024



## **TABLE OF CONTENTS**

1.1 ROSS TRANSPORTATION PORTAL INSTRUCTIONS.....	3
1.2 SHIPMENT PREPARATION.....	3
1.3 ROUTING PROCESS .....	3
1.4 ROUTING GUIDELINES – Based on Type of Freight .....	5
1.5 BILL of LADING PREPARATION.....	7
1.6 FREIGHT LOADING .....	7
1.7 FREIGHT PAYMENT TERMS.....	7

*Ross Stores, Inc. is a nationwide retailer with many store locations in most states.  
Freight is routed to one of our Ross Distribution Centers or a Consolidator based on the TYPE of FREIGHT,  
WEIGHT and WHERE THE GOODS ARE SHIPPING FROM.*

For additional information visit us on the web at [Ross Partners Website](#).

Ross Transportation email: Ross.Transportation@ros.com

Ross Transportation Contact Phone Number:(803) 396-2232

Option #1 - Customer Service

Option #2 - Routing Request Status

Option #3 - Delivery Appointments

Option #4 - New Ross/dd's Transportation Routing Tool Inquiries (including User ID and password queries)

*\* This is a voicemail number so please leave a message and a Ross associate will return your call.*

## **1.1 ROSS TRANSPORTATION PORTAL INSTRUCTIONS**

- Portal link: <https://logistics.ros.com/>
  - The vendor routing page is compatible with Google Chrome, Microsoft Window Internet Explorer 9 or 10 (Native Mode only), and Mozilla Firefox. The page is not compatible with Windows Internet Explorer 11.
- Refer to [TMS Vendor User Training Guide](#) as needed.
- New vendors should contact [ross.transportation@ros.com](mailto:ross.transportation@ros.com) to have a username and password created. Allow 2 business days for new usernames and passwords requests to be generated.

## **1.2 SHIPMENT PREPARATION**

- Mark ALL cartons appropriately.
- Attach the Packing Slip to the outside of the lead carton of the shipment. Attach a second copy of the Packing Slip to Bill of Lading that is given to the carrier.
- LTL shipments **must** be palletized.
- **Refer to [General Vendor Shipping Guidelines](#) for carton sizes, marking guidelines, packing slips, palletization, etc.**
- Ross and dd's shipments **cannot** be shipped on the same trailer.

## **1.3 ROUTING PROCESS**

- Only request routing when **all** styles for the Purchase Order are ready to be shipped.
  - **Do not** request routing for freight that is not in your possession and is not available.
  - **Do not** request routing for Ross and dd's freight on the same routing request.
- Routing can be requested up to 3 weeks prior to the Purchase Order's start ship date.
  - However, **only** submit routing if you can have the freight ready to ship within 3 days of receiving a carrier accept email.
  - **Do not** submit duplicate routing without Ross Transportation's approval.
- Garment on Hanger (GOH) shipments should **not** be submitted for routing through TMS – please refer to the [table on page 5](#) for GOH routing instructions.
- RTS Numbers will be provided immediately after successfully submitting for routing in the Transportation Portal. If you have emailed your request, RTS Numbers will be provided within 24 hours of receipt.

- You will automatically receive an email when a carrier has been assigned to pick up your shipment. The Ross Bill of Lading (BOL) number will be identified in the email. Vendor is responsible to supply the carrier with the Bill Of Lading, please be sure to include Ross CS# Number on your Bill of Lading.
  - The assigned carrier will contact you to schedule a pick-up for your shipment(s).
  - Please provide the driver with 2 copies of the Bill of Lading.
- Normally, freight is shipped to a Ross Distribution Center based on the freight origin. There are times when Ross will redirect freight to an alternate location. When the carrier calls to schedule an appointment, they will advise you of the destination of your freight.

If your freight is redirected, carton labels **do not** have to be changed; however, the correct DC address **must** be indicated on your Bill of Lading.

Distribution Center Address:
<b>Ross Procurement, Inc. ECDC - 1707 Shearer Dr - Carlisle, PA 17013</b>
<b>Ross Procurement, Inc. RHDC - 539 Springdale Rd – Rock Hill, SC 29730</b>
<b>Ross Procurement, Inc. SEDC - 140 Central Carolina Pkwy - Fort Mill, SC 29715</b>
<b>Ross Procurement, Inc. CVDC - 2801 Zachary Ave - Shafter, CA 93263</b>
<b>Ross Procurement, Inc. MVBH - 17350 Perris Blvd - Moreno Valley, CA 92551</b>
<b>Ross Procurement, Inc. SWDC - 3404 Indian Ave – Perris, CA 92572</b>
<b>Ross Procurement, Inc. HTDC - 2105 Woods Road – Brookshire, TX 77423</b>
<b>DO NOT SHIP OR DELIVER ANY FREIGHT TO:</b>
<b>Dublin, CA * Pleasanton, CA * Newark, CA * Hot Springs, AR * Portland OR *</b>
<b>Do Not Ship or Deliver SHOES to Fort Mill, SC, Carlisle, PA., Perris, CA, or Moreno Valley, CA</b>
<b>Do Not Ship or Deliver FINE JEWELRY or HIGH SECURITY to any DC except Carlisle, PA.</b>
<ul style="list-style-type: none"> <li>• Do Not Ship or Deliver ANY FREIGHT to any address except Ross Procurement addresses listed above.</li> <li>• Do not enter or submit a Ross PO and a DD’s PO on the same RTS.</li> <li>• <b>RTSs cannot be amended once submitted and any changes would require a cancelation of the RTS and resubmission of your orders.</b></li> <li>• If all cartons were not able to fit on the trailer provided, the remainder would need to be resubmitted for new carrier assignment. When reentering this PO, please ensure to check the overflow box on the RTS screen.</li> </ul>

## 1.4 ROUTING GUIDELINES – Based on Type of Freight

We have various Types of Freight which determines how and where the merchandise will be routed:

- FINE JEWELRY / HIGH SECURITY
- GARMENT ON HANGER (GOH)
  - GOH Freight needs to be transported in a special vehicle for hanging merchandise.
  - Garment on Hanger (GOH) should NOT be submitted for routing through TMS -- please refer to the [table on page 5](#) for where GOH routing should be submitted.
  - Only freight that has been purchased in this manner can be shipped as hanging.
  - All GOH must be sorted and loaded by PO #, Style, and Size.
- CARTON FREIGHT (CTN or CTN2HANG)
- Under no circumstance should freight be sent using FedEx LTL to a Ross DC.

Type of Freight	Origin	Weight	Guidelines:	
Fine Jewelry/ Watches	ALL	ALL	<p align="center"><b>SHIPPING INSTRUCTIONS</b></p> <p><u>Domestic Shipments</u> FedEx Ground from vendors East of Missouri FedEx Priority Overnight from vendors West of Illinois</p> <p><u>International Shipments</u> FedEx International Economy</p> <p><b>SHIPPING ADDRESS</b> Ross Procurement, Inc. – ECDC 1707 Shearer DR. - Carlisle, PA 17013</p> <p><b>FREIGHT BILLING</b> - All vendors to bill <b>3rd Party</b> to Ross using the Ross FedEx account obtained from <a href="mailto:Ross.Transportation@ros.com">Ross.Transportation@ros.com</a></p> <p><b>SHIPMENT INFO</b> – PO #s and selling unit QTYs should be entered when creating the FedEx label for a box</p>	
			Garment On Hanger (GOH)	<p>NY Commercial Zone NY Zips 100-113 NJ Zips 070-079</p> <p>ALL</p> <p>Orders must be shipped <b>Prepaid to Dynamic</b> Contact <b>Dynamic</b> to arrange delivery:  Login: <a href="http://www.dynamiconline.com">www.dynamiconline.com</a> Call: 201-985-0300 x1231 or 973-344-6300 x1231 Email: <a href="mailto:customerservice@dynamiconline.com">customerservice@dynamiconline.com</a></p>
				<p>Los Angeles Area Zips 900-930</p> <p>ALL</p> <p>Orders must be shipped <b>Prepaid to Performance Team</b> Contact <b>Performance Team</b> to arrange delivery:  Login: <a href="http://www.performanceteam.net/client-zone/">www.performanceteam.net/client-zone/</a> Call: 562-741-1368 or Email: <a href="mailto:Rossdd@performanceteam.net">Rossdd@performanceteam.net</a></p>
ALL OTHER ORIGINS	ALL	<p>Contact Ross Transportation:  Call: 803-396-2232 Option #1 or Email: <a href="mailto:Ross.Transportation@ros.com">Ross.Transportation@ros.com</a></p>		

<b>Carton Freight (CTN Or CTN2HANG)</b>	NY Commercial Zone NY Zips 100- 113 NJ Zips 070- 079	0.1 – 3000 Lbs	Orders must be shipped <b>Prepaid</b> to <b>Dynamic</b> Contact <b>Dynamic</b> to arrange delivery: Login: <a href="http://www.dynamiconline.com">www.dynamiconline.com</a> Call: 201-985-0300 x1231 or 973-344-6300 x1231 Email: <a href="mailto:customerservice@dynamiconline.com">customerservice@dynamiconline.com</a>
		3001 Lbs or More	Contact Ross Transportation: Login: <a href="https://logistics.ros.com/">https://logistics.ros.com/</a> Call: 803-396-2232 Option #1 or Email: <a href="mailto:Ross.Transportation@ros.com">Ross.Transportation@ros.com</a>
	Los Angeles Area Zips 900-930	0.1 – 3000 Lbs	Orders must be shipped <b>Prepaid</b> to <b>Performance Team</b> Contact <b>Performance Team</b> to arrange delivery: Login: <a href="http://www.performanceteam.net/client-zone/">www.performanceteam.net/client-zone/</a> Call: 562-741-1368 or Email: <a href="mailto:Rosstd@performanceteam.net">Rosstd@performanceteam.net</a>
		3001 Lbs or More	Contact Ross Transportation: Login to <a href="https://logistics.ros.com/">https://logistics.ros.com/</a> to submit your orders for routing. Call: 803-396-2232 Option #1 or Email: <a href="mailto:Ross.Transportation@ros.com">Ross.Transportation@ros.com</a>
	ALL OTHER ORIGINS	1 – 15 Cartons <b>and</b> 0.1 – 200 Lbs	Please utilize Ross FedEx Acct# to ship FedEx <b>Ground</b> Prepaid Contact <a href="mailto:Ross.Transportation@ros.com">Ross.Transportation@ros.com</a> for FedEx Acct # <b>and</b> Correct DC Delivery Address <b><u>No exceptions to shipping ground unless approved by Ross via email</u></b>
		201 Lbs or More	Contact Ross Transportation: Login to <a href="https://logistics.ros.com/">https://logistics.ros.com/</a> to submit your orders for routing. Call: 803-396-2232 Option #1 or Email: <a href="mailto:Ross.Transportation@ros.com">Ross.Transportation@ros.com</a>

## **1.5 BILL of LADING PREPARATION**

- Combine ALL purchase orders shipped on the same day on one Bill of Lading.
  - The PO # and number of cartons for each PO must appear on the Bill of Lading
  - **Please provide the driver with 2 copies of the Bill of Lading.**
- The Ross Bill of Lading # must be identified on your Bill of Lading.
- LTL shipments originating outside the consolidation zone will be assigned to an LTL carrier and will receive a carrier acceptance email similar to a TL shipment.
- LTL shipments originating outside the consolidation zone, delivering to ECDC and SEDC are assigned to Estes Express.
- For pre-paid shipments that need to know what DC destination and address to use for the BOL, please reach out to Ross Transportation to confirm before creating the BOL.

## **1.6 FREIGHT LOADING**

- SHIPPER is responsible to count, load and seal ALL freight.
  - This includes Multiple Stop Loads also.
  - Ross does not require its carriers to provide driver count or assist in loading.
- Shipper is responsible to block the load to ensure it does not shift while in transit. Refer to [Container / Trailer Loading Guide](#) for detail.
- Ross carriers provide 53' trailers, if your facility will not accommodate a 53' trailer please contact Ross Transportation.
  - Shipments are built based calculated dimensions entered by the vendor when submitting routing (i.e., if submitted as stackable pallets they must be stacked).
- Due to Hours of Service Rules, Ross Stores requests that you load trailers within 2 hours.
- Ross does not do a pallet exchange or return.

## **1.7 FREIGHT PAYMENT TERMS**

- **Freight Collect Shipments**
  - To meet the terms of Freight Collect Shipments you **must** follow Ross Routing Procedures.
- **Pre-paid Freight**
  - Shipment preparation, Bill of Lading, and loading requirements still apply.
  - Your carrier must drop trailers at our facility with Ross Transportation Department approval.
- **Drive Collect**
  - Under NO circumstance will Ross Stores accept Driver Collect Shipments.
  - Any shipments sent Driver Collect will be **refused**.