

dd's INTERNATIONAL ROUTING GUIDE

Ross Stores, Inc.

Last Amended: September 2024



*dd's Discounts operates multiple store locations in many states.
Freight is routed to one of our Ross Distribution Centers based on the Container Discharge Port*

DISCHARGE PORT	SHIPMENT TYPE	DISTRIBUTION CENTER ADDRESS:
New York, NY or Newark, NJ	LCL, Full Container dd's or Mixed Ross / dd's Containers	dd's Discounts, a Division of Ross Procurement, Inc. ECDC - 1707 Shearer DR - Carlisle, PA 17013
Los Angeles, CA or Long Beach, CA	LCL, Full Container dd's or Mixed Ross / dd's Containers	dd's Discounts, a Division of Ross Procurement, Inc. MVDC - 17800 Perris Blvd - Moreno Valley, CA 92551

dd's IMPORTS:

1. Consignee for all dd's shipments should be:
 - Ross Procurement, Inc.
 % Ross Dress For Less, Inc.
 1000 Retail Drive
 Fort Mill, SC 29715

2. Contact Freight Forwarder's Office at least 21 days prior to the ex-factory start date to request booking confirmation.
 - a. Origin Office information is available at [Freight Forwarder Origin Contacts List](#).
 - b. If cargo ready date is outside of the Ex-Factory window, vendor requires approval from Ross Buyer to ship early or late and ship window dates must be adjusted prior to booking.
 - c. Freight Forwarder's provides a system for acceptance of electronic vendor booking, please contact your Freight Forwarder provider's origin office to obtain a user ID and password.

3. For Ross Carton Marking standards, please see [Carton Marking Guidelines](#).

4. Additional requirements are per the Purchase Order / Agreement between the Vendor and dd's Buyers as well as any additional information required by law.

5. Provide a full set of commercial documents to Freight Forwarder's Origin Office within 48 hours of the vessel sailing. These documents need to include:
 - a. Commercial Invoice in English – Including:
 - The foreign port of export
 - The U.S. port of entry to which the merchandise is destined
 - Complete name and address of the Beneficiary (seller)
 - Complete name and address of the foreign manufacturer if:
 - The seller is a U.S. based entity
 - Actual manufacturer is a product-specific requirement (i.e. food, textiles, cosmetics etc.)
 - Ross Procurement Inc. as the Buyer
 - Ross Procurement Inc. purchase order number (PO)
 - INCOTerms

- Complete and accurate description consistent with Purchase Order Detail
 - Unit quantities
 - Unit purchase price of each item which matches Ross PO First Cost
 - Currency in USD
 - U.S. Harmonized Tariff Code (HTS)
 - Country of Origin
 - Statement that no commissions or royalties are included in the invoice amount OR if commissions and/or a royalty fee is included, identify the item and the amount on a separate line on the invoice
 - Itemized additional charges or discounts not included in the invoice price (i.e. packaging, desiccants, discounts, etc.)
 - b. Packing List
 - Must include container load plans with DD's POs, unit counts, carton counts, cube and weights
 - Please report all weights and measures in kilograms and cubic meters
 - c. Country of Origin Document (if required)
 - d. Form A for General System of Preference Treatment (if applicable)
 - e. Any additional documents required by the Letter of Credit or required for U.S. Customs entry
6. IF a dd's Discounts order is approved to load on a container with Ross Stores merchandise the following needs to be applied:
- a. No dd's or Ross/dd's mixed containers should be shipped to Houston, Charleston or Savannah.
 - b. dd's Discounts freight MUST be tail loaded when mixed.
 - c. If shipping multiple containers, please tail load all the dd's product on ONE container only.
 - d. Full containers of dd's and Mixed Ross / dd's containers arriving to the east coast (NY/NJ ports) should travel on a separate bill of lading from other Ross shipments.
7. For select vendors in Ningbo, Shanghai, and Xiamen you may be instructed to deliver all dd's freight that falls below a certain volume to the Freight Forwarder for consolidation instead of building a mixed Ross/dd's container.
8. Additional Contact Information:
- a. Customs Compliance: HTSrequests@ros.com for further information.
 - b. dd's Intl Transportation: International.Logistics@ros.com
 - c. Notify Party:
 - Carmichael International Service
 - 1200 Corporate Center Dr Ste 200
 - Monterey Park, CA 91754, United States
 - Tel - (213) 353-0800 / Fax – (213) 250-0710
 - Contact: Karen Tran – CISROSSDOC@CARMNET.COM
 - d. Invoices: DO NOT SEND invoices to Detroit for EDI processing. Refer to [Ross Partners Website](#) Accounts Payable, Import Section for information on submitting documents for payment.

Approval Date: 07/01/2023