

Imports Invoicing Guidelines

Ross Stores, Inc.

Last Amended: June 2023



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Dear New Ross Stores Inc. Direct Import Supplier:

We are pleased that you have entered a relationship to do business with Ross Stores Inc. As a Ross Stores Direct Import supplier, we would like to provide you with some guidelines for invoicing FOB or FCA at Origin for Import shipments only (no POE allowed for import orders). Vendor is paid at first cost; shipment is done through Ross' Freight Forwarder.

Ross has a [self-service vendor portal](#) where you can view all invoices and payments in our system. If you are not already a registered user for this portal, please click complete the [Supplier Portal Access Request form](#) and follow the instruction on the form to get access.

Ross International Finance team prides itself on direct communication between our International Finance Specialists and Vendors for inquiries and remittance. Please contact us below with any inquiries.

All LC/OA Inquiries: APIImport.lc@ros.com

All Wire Transfer and other inquiries AP.Import@ros.com

1.0 Invoicing Guidelines

Ross has partnered with Freight Forwarders to provide our Suppliers an automated invoice processing solution.

- **Required documents: *Original*** Forwarder's Cargo Receipt (FCR), Commercial Invoice and Packing List. All commercial invoices must contain the following information to be processed in a timely fashion.

- Beneficiary Name
- Manufacturer name and address
- Country of Origin
- Full item description (and HTS number) – consistent with Purchase Order detail
- Unit Quantity
- Number of cartons
- Transaction value in USD

- **One Bill of Lading** must be endorsed to Ross Procurement, Inc. and handed to the Carrier.
- **A copy of the Bill of Lading** must be couriered to the below address within 15 business days of hand-off.

Carmichael International Service, 1200 Corporate Center Dr. Suite 200,
Monterey Park, CA 91754. Attn: Karen Tran

(Email Tracking # to CISRossDoc@carmnet.com)

- Please issue **one** consolidated invoice per purchase order per shipment.
- **Do not** bill more than one purchase order on an invoice. If multiple purchase orders were included in one shipment, a separate invoice for each purchase order must be prepared.

2.0 Payment Processing

Direct Imports has three Payment Methods: All Invoice due dates are calculated using the payment terms of your purchase order based on the Freight Cargo Receipt (FCR) creation date.

1) Wire Transfer / Automated House Clearing (ACH) (preferred)

- a. All required documents are handed over to Ross' Freight Forwarder, by the Beneficiary at origin. Invoices are reviewed and process for payments through Ross Stores (Ross Procurement).
- b. Banks located within the United States will have payments processed via ACH.
- c. International Banks located outside of the US will have payments processed via Wire Transfer.

2) Open Account (NO Advising Bank)

- a. Ross will assign the issuance bank for the supplier. Purchase Orders are issued to a Reference number by issuing bank. Any changes to the order will need to be updated by the Buying office before handing over the merchandise and the Beneficiary will need to accept the amendment before the change can be processed by the bank. Once the Beneficiary receives the original FCR, they can submit all their required documents to the bank. The bank will then present to Ross any discrepancy for review and acceptance before they can give a value payment date based on terms from the FCR date to Ross for payment.
- b. One set of required documents is to be submitted to Ross' Freight Forwarder, Origin office when handing over shipment. Second set is to be mailed to the issuing bank.

3) Letter of Credit (Advising Bank and Supplier responsible for bank fees)

- a. Ross will assign the issuance bank for the supplier. The process is like Open Account, as required documents are needed to be submitted to Ross' Freight Forwarder, and to the bank since the payments are made by the bank.
- b. One set of required documents is to be submitted to Ross' Freight Forwarder, Origin office when handing over shipment. Second set is to be mailed to the issuing bank.

****For Shipments from Bangladesh/Pakistan, the following verbiage is added to the original OADI & Letters of Credit:**

ONE ORIGINAL FORWARDER'S CARGO RECEIPT (FCR) ISSUED TO THE ORDER OF NEGOTIATING BANK IN BANGLADESH OR PAKISTAN AND ENDORSED TO LC OPENING BANK, MARKED FREIGHT COLLECT. NOTIFY: ROSS PROCUREMENT, INC., 5130 HACIENDA DRIVE, 3RD FLOOR DUBLIN, CA 94568-7579 USA AND CARMICHAEL INTERNATIONAL SERVICE AT:

1200 Corporate Center Dr, Suite 200, Monterey Park, CA 91754 CONTACT: CISRossDoc@CARMNET.COM AND MYKAREN@CARMNET.COM. PHONE: 213-353 0800 FAX: 213-250-0710

FULL SET (3/3) ORIGINAL CLEAN ON BOARD BILL OF LADING ISSUED TO THE ORDER OF NEGOTIATING BANK IN BANGLADESH OR PAKISTAN AND ENDORSED TO LC OPENING BANK, MARKED FREIGHT COLLECT, NOTIFY: ROSS PROCUREMENT, INC., 5130 HACIENDA DRIVE, 3RD FLOOR DUBLIN, CA 94568-7579 USA, AND CARMICHAEL INTERNATIONAL SERVICE AT:

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3.0 Ensuring Timely Payment

To best serve our Direct Imports Suppliers, please review and implement the following advisements:

- 1) Commercial invoices used to deliver goods by the shipper are processed for upload**
 - a. The invoices that are furnished at time of delivery are the same invoices used to upload into our system to build payments. Please ensure your shipper has beneficiary supplied invoices, or invoices equivalent, to ensure correct uploads from our shipping partner.
- 2) One Ross Purchase Order number per Invoice**
 - a. For timely upload to our invoicing program, Ross requires invoices to be separated by PO, then by Invoice #.
 - b. Multiple POs delivered on the same invoice will result in the majority of invoices failing to upload to the system.
 - c. Please ensure that only 1 PO is listed per Unique Invoice # for processing for best results.
- 3) Each Invoice issued must be unique**
 - a. To prevent payment delays, please ensure each document delivered has a unique Invoice number. Multiple Invoices sharing the same number will fail to upload into our system. It is advised to separate multiple invoices on the same shipment with unique identifiers, such as -1, -2, -3 or A, B, C.
 - i. Examples: INV082522, INV082522-1 or INV082522, INV082522A.

Please contact us at the below email addresses with any inquiries:

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All Wire Transfer and other inquiries AP.Import@ros.com