

# dd's DOMESTIC ROUTING GUIDE

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Ross Stores, Inc.

Last Amended: September 2024



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*dd's Discounts operates multiple store locations in many states.  
Freight is routed to one of our dd's Discounts 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](mailto: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 promptly 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:**

- 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, please **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.
- 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 distributed to the Ross Distribution Centers based on the origin of the freight. 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.

ORIGIN - Vendor Warehouse Location	DESTINATION – dd’s Discounts DC Address
AL, AR, CT, DE, FL, GA, IA, IL, IN, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WI, WV	<b>dd’s Discounts, a Division of Ross Procurement, Inc.</b> East Coast DC, 1707 Shearer Drive, Carlisle, PA 17013
AK, AZ, CA, CO, HI, ID, KS, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA, WY	<b>dd’s Discounts, a Division of Ross Procurement, Inc.</b> – Moreno Valley DC, 17800 Perris Blvd, Moreno Valley, CA 92551
<p><b>DO NOT SHIP OR DELIVER ANY FREIGHT TO:</b></p> <p><b>Dublin, CA * Pleasanton, CA * Newark, CA * Hot Springs, AR * Portland OR</b></p>	
<p><b>DO NOT SHIP OR DELIVER ANY FREIGHT TO THE FOLLOWING DCs:</b></p> <p><b>SEDC-Fort Mill, SC * RHDC-Rock Hill, SC * SWDC-Perris, CA * CVDC-Shafter, CA * HTDC-Brookshire, TX</b></p>	
<ul style="list-style-type: none"> <li>● Do Not Ship or Deliver ANY FREIGHT to any address except Ross Procurement addresses listed in the above table.</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

- Under no circumstance should freight be sent using FedEx LTL to a Ross DC.

Type Of Freight	Origin	Weight	Guidelines:
Carton Freight (CTN or CTN2HANG)	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:Rossdd@performanceteam.net">Rossdd@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 dd's Discounts 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.
- 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.
  - dd's Discounts 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.
- dd's Discounts carriers usually provide 53' trailers, if your facility will not accommodate a 53' trailer please advise at the time of your routing request.
  - 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, dd's Discounts 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**.

Approval Date: