

DOMESTIC INVOICING GUIDELINES

Ross has partnered with the Ariba Network in order to provide our Suppliers with an electronic invoice method solution. Exchanging documents electronically through the Ariba Network is a required part of doing business with Ross. Please send an email to RossE-invoicing@ros.com to request registration on the Ariba Network.

If you are unable to register/enroll with Ariba **prior** to submitting your first invoice, please advise and an interim solution may be provided

General Requirements –

All invoices must contain the following information to be processed timely.

- Vendor Name and Address
- Remittance address
- Purchase Order number
- Factor name/address (if applicable)
- Item detail consistent with purchase order detail
- Number of units
- Unit Cost per item
- Number of cartons
- Weight of shipment
- Invoice must be in USD currency

Please issue one consolidated invoice per purchase order per shipment.

Do not bill more than one purchase order per invoice. If multiple purchase orders were included in one shipment, a separate invoice for each purchase order must be submitted.

Invoice due dates are calculated based on shipment date plus your Purchase Order Term and when receipt of goods is received into Ross warehouse management system.