

# **dd's INTERNATIONAL ROUTING GUIDE**

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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](mailto:HTSrequests@ros.com) for further information.
    - b. dd's Intl Transportation: [International.Logistics@ros.com](mailto: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](mailto: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.

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