Domestic Invoicing Guidelines

Ross Stores, Inc.

Last Amended: May 2024

Dear New Ross Stores Inc. Supplier:

We value our partnership and aim to make working together as seamless as possible. As a Ross Stores supplier, we would like to provide you with some guidelines for invoicing to ensure timely payment.

- Ross has partnered with the Ariba Network 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 email RossE-invoicing@ros.com and an interim solution will be provided.
  - See section 2.0 E-invoicing for more information.
- 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 Finance prides itself on direct communication between our Finance Specialists and Vendors for inquiries and remittance. Please see the Ross AP contact list and reach out to the appropriate contact with questions.

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1.0 General Requirements

- All invoices must contain the following information to be processed in a timely manner.
  - 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 the date on which the merchandise completed unit reconciliation, plus the payment terms of your purchase order shown on the PO.
  - Merchandise received and unit reconciled after the 20th of the month will be considered as being received on the 1st of the next month.

2.0 E-Invoicing

Ross Stores/dd's Discounts REQUIRES an e-invoicing process for receiving invoices from our suppliers.

The Ariba Network is our electronic invoicing platform provider and we will work with you to enable your company to use the Ariba® Network to send invoices electronically.

Here are the electronic invoicing options which are available to implement via Ariba:
- EDI
- Online (PO Flip)
- CSV (Comma Separated Values)

EDI Invoicing require configuration and specific formatting. An Ariba Integration contact will be able to provide further details on this option. Online or PO Flip invoicing is the quickest and easiest method to implement; only requiring an internet connection and enrollment in the Ariba Network. CSV Invoicing allows suppliers to upload a CSV file through the Ariba online portal. Invoice volume is usually the determining factor on which electronic invoicing method would fit best within your company.

Also, through the Ariba Network, suppliers are given the ability to accelerate payments via the discount features. This option allows you to take advantage of early payment discounts on an invoice-by-invoice basis. It is initiated electronically giving you the freedom to choose when you want to get paid. Additional discount information will be communicated to suppliers as you establish your account and are trained on all features of the Ariba system.

Ariba Network Fees Waived: Our merchandise suppliers will not be charged fees related to Ross transactions on the Ariba Network. If a supplier transacts with other buyers on the Ariba Network, transactional and/or subscription fees may apply to non-Ross transactions.

Please contact the Ross Enablement Team at RossE-Invoicing@ros.com to get started with the Ariba registration process or for further information.