VENDOR SHIPPING GUIDELINES

Last Amended: December 11, 2023

TABLE OF CONTENTS

1.0 PURPOSE

Below are the requirements to support optimum flow of goods at Ross Stores, Inc.
If any of the requirements listed cannot be met, please contact your merchant for direction.

2.0 GENERAL PACKING REQUIREMENTS

2.1 Conveyable Cartons

Items should be packed in a carton that fall within the following dimensions:
- Minimum conveyable carton size / weight = 18Lx12Wx12H / 10 lbs.
  - Cartons smaller than these sizes can create jams on the DC processing lines and conveyers
- Maximum conveyable carton size = 29.5Lx24Wx24H / 50 lbs.
  - Overweight cartons that exceed 50 lbs. should include an "Overweight Warning" and/or "2-Person Lift" sticker.

2.2 Packing

Pack by solid style and solid size with consistent counts per carton unless assorted prepacks are planned with buyer.

2.3 Prepacks

Prepacks must be packed together in master by using inner cartons, rubber bands or bags. If bags are used, please use poly bags and not cellophane.
- ***Do Not Ship loose pre-packs.***

2.4 Pre-Tickets

Whenever feasible merchandise should be pre-ticketed.

2.5 Hangers & GOH

Hangers – See separate Hanger's Guideline on Partner's site
GOH shipments – sizing must be visible on outside of garment (size sticker/sizer on hanger/package)

2.6 Loose Cartons

Individual cartons, not secured to pallets for transport to stores, ***should not*** have external straps, bands, or ties

(Specific Vendor Requirements by business type are listed at the end of this document)

3.0 STANDARD CARTON MARKING REQUIREMENTS

3.1 Packing Slip

Packing slip required on every order, preferably on _**LAST**_ carton loaded (so the DC sees it at the time they unload the PO).

3.2 Carton Marking

Cartons to be labeled with:

- PO#
- Quantity (# of items in carton)
    - Note "Inconsistent Quantity" on carton if applicable
- Vendor Style # (must match order)
- Color (color names, not color codes)
- Size
- Item Description (a close match to SKU description on PO)
- Where possible include Ross/dd's SKU Number, when pre-ticketed
- Specify pack counts in addition to unit counts when pre-packs are being shipped.
- Supplier / Shipper Name, Address and Phone Number (International/Import Orders only)
- Consigned To: Ross Procurement, Inc. (International/Import Orders only)
- Deliver To: Ross Distribution Center address listed above (International/Import Orders only)

For additional information on International Carton Marking Requirements please visit the following:
https://www.cbp.gov/trade/rulings/informed-compliance-publications/marking-country-origin-us-imports

(Specific Vendor Requirements by business type are listed at the end of this document)

4.0 STANDARD LOADING/SHIPPING REQUIREMENTS

4.1 Loading

Cartons are to be loaded as follows:
- Load trucks by PO/style
- When shipping multiple POs, attempt to load a complete PO/Style before starting another PO/Style to avoid the same POs on multiple trailers/containers
- Load complete styles
- Fragile cartons must be loaded upright, using fragile marking arrows on cartons.

4.2 Categories Requiring Desiccant Use

Desiccants are required for these product types that are more susceptible to mold:
- Product comprised of natural fibers, such as grasses, or wood.
- Porous products, such as textiles, ceramics, pottery, cardboard, paper or pressboard.
- Products shipping from countries with high humidity or heavy rain seasons.
- Ocean shipments that will experience significant transit times.

Each vendor is responsible to deliver merchandise to Ross and dd's which is free of mold and fungus. Vendors will be held responsible for all mold remediation, handling, and disposal costs resulting from the existence of mold or fungus within the shipment trailer or container.

4.3 Pallets

- If shipping on pallets, pallets must be loaded (stacked) by Purchase Order and style. ***DO NOT MIX STYLES ON A PALLET.*** All pallets should be shrink wrapped or otherwise secured to prevent load shifting in transit and clearly marked 1 of …, 2 of …, etc. The last pallet loaded onto the trailer must have a packing list containing carton quantities and styles by pallet, and full copy of BOL, attached securely to the pallet.
- Standard pallet size 48" x 48".
  - If half pallets are used, they must measure 48" x 24" and merchandise must be secured to pallets.
- Pallet Height should not exceed 7 Ft.
- For shipments containing **Cardboard Display Units** (CDU/PDQ), should be strapped to pallets.

4.4 Closeout Orders

Closeout orders should be confirmed with buyer to review final quantities, style subs, etc. so necessary changes can be made in system prior to receipt of merchandise and add comments to PO if needed.

   ***Special Note: Only list POs on the Freight Bill that have been loaded on the truck.

5.0 SHOE SPECIFIC VENDOR REQUIREMENTS

5.1 Processing Requirements

- All Shoes must have size indicator on the sole of the shoe. Embossing or stickers are acceptable.
- All shoes are to be locked together with an elastic loop either through shoes that have eyelets or by using a soft tab inserted into the shoe for those without eyelets.

5.2 Ticketing Requirements

- If pre-ticketing is required, ticket placement must be on the right shoe only.
    - Sticky tickets should be placed with the "Ross" facing the heel and the price facing the toe.
    - No vendor or size information should be covered with the ticket.
- Ladies and Men's shoes (including loafers, pumps, and sandals)—use a Ross sticky ticket on the inside of the right shoe at heel.
- Ladies and Men's Athletics and all Kids shoes—use a Ross Ready to Wear ticket with plastic fastener on right shoe (through lace eyelet, zipper or strap)
- Boots—including Ladies and Men's; use a Ross sticky on the sole of the right shoe. For boots with lug soles, use a Ross Ready to Wear ticket with plastic fastener on right shoe (through lace eyelet, zipper or strap).

5.3 General Packing Requirements

- Musical Packs: Same style of multiple sizes with no less than 4 sizes and no more than 2 units per size and no more than 12 units total packaged for store distribution. This will always be agreed upon in advance with the buyer.
- Do not pack multiple SKUs in the same carton.
- Consistent packing of either assorted musical or solid size cartons.
- All shoe pairs must be packed in shoebox or carton, unless otherwise approved by merchant.
- Packing in egg crate is acceptable but only with buyer approval.
    - If packing using this method, only pack one pair of shoes per section and shoes must be wrapped in plastic
    - Egg crate must be assembled in a full grid.

5.4 General Carton Labeling Requirements

- American size scales on the side of the carton should be used when possible.

6.0 HOME, BED & BATH SPECIFIC VENDOR REQUIREMENTS

6.1 General Packing Requirements

- Assorted prepacks where multiple size, color, or styles are packaged for store distribution, the quantity of each unique item should be limited to the ideal amount for individual store allocation. The most acceptable range is from 2-4 units. This will always be agreed upon in advance with the buyer.
- Vendor inserts or header cards should include vendor style #s whenever possible.
- Individual cartons, not secured to pallets for transport to stores, should not have external straps, bands, or ties.

6.2 Large Home

- Large Size products—if the product being shipped does not easily fit into the Ross store shipping container 32Lx16Wx16H packaging should be coordinated with the buyer to limit units per carton that allow shipping to stores (usually 1-2).
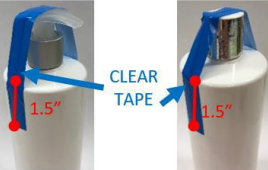
6.3 Fragile

- With fragile product it is important to limit handling in as many ways possible to reduce breakage. The ideal situation would have goods:
  - Pre-ticketed
  - Package in store ready pre-packs typically 2-4 units.
  - Vendor must check with merchant on store ready quantities.
- Wrapped in packaging (bubble wrap, shrink wrap, foam packing) that prevents movement within the inner cartons.

6.4 Rugs

- PO# / SKU# / Style# should be on rug labels.
- All area rugs must be pre-treated or fumigated to prevent infestation.
- All large rugs must be rolled with the pattern facing the outside of the roll.
- All rugs should be bagged or wrapped in clear plastic bags
  - Plastic bag must be at least 4.5 mils thick.
  - Natural fiber wrapping material or bags are not acceptable.
- Rugs must be rolled individually
  - May pack in store-ready assorted packs with permission of the Buyer

7.0 APPAREL SPECIFIC VENDOR REQUIREMENTS

7.1 General Packing Requirements

- Single style, multiple size, multiple color prepacks where an individual style is packaged for store distribution. The most acceptable prepack size range is from 6 – 24 units. This should be agreed upon in advance with the buyer.
- Vendor hang tags should include vendor style #s whenever possible.
- Individual cartons, not secured to pallets for transport to stores, should not have external straps, bands, or ties.

7.2 Hanging

- Do not send orders mixed with and without hangers—ideally, it should be all or nothing.
- Whenever possible, do not ship garments on wire hangers.
- Ross uses VICs hangers in stores; approved to ship on clear or black hangers.

8.0 ACCESSORIES/COSMETICS SPECIFIC VENDOR REQUIREMENTS

8.1 General Packing Requirements

- Assorted prepacks where multiple size, color, or styles are packaged for store distribution, the quantity of each unique item should be limited to the ideal amount for individual store allocation. The most acceptable range is from 2-4 units. This will always be agreed upon in advance with the buyer.
- Vendor inserts or header cards should include vendor style #s whenever possible.

8.2 Fragile

- With fragile product it is important to limit handling in as many ways possible to reduce breakage. Recommendations for ideal processing are:
  o Pre-ticketed
  o Packaged in quantities appropriate for individual store shipping (usually 2-4 units)
- Wrapped in packaging (bubble wrap, shrink wrap, foam packing) that prevents movement within the master or inner cartons.
- Please refer to the ***Vendor Packaging for Fragile Merchandise*** document on the Ross Partner's website.

8.3 Liquids

Packaging liquid product using the following guidelines reduces delays, prevents damages, gets product to store faster and generates higher sell-through. If you are unable to comply with these guidelines, please discuss an alternate solution with your merchant.

Packaging Guidelines:

- Pre-ticketing merchandise is critical for priority processing through the DC. This limits handling to reduce breakage. For ticket placement, please refer to the Ticket Placement Guidelines.
- Preparing bottles/containers for shipment reduces risk of leakage and collateral damage.
  o Ensure tops are screwed tightly for all products.
  o Different closures or container types require special handling.

PRODUCT TYPE	GUIDELINE		SPECIFICATION
Trigger or spray nozzle		• Turn the nozzle to the OFF ✖ position	n/a
Push top, flip top lids or pumps	CLEAR TAPE 1.5" 1.5"	• Secure the push top/flip top lid in the <u>closed</u> position • Apply <u>clear</u> tape approx. 1.5 inches from the cap bottom on one side, over the top, to 1.5 inches down the opposite side	3M 605 Transparent Scotch Tape - 3⁄4"
Glass	GLASS BUBBLE FACING INWARD CLEAR TAPE	• Ensure product is bubble wrapped and covered completely • Wrap around width and secure bubble wrap with tape • Bubble must face inward, towards the product	Bubble Roll, 5⁄16" 5⁄16"

Create store-ready pre-packs:

- Allows the product to be processed fastest through the DC without any additional handling. Refer to the approved pre-pack size by the merchant. A typical pre-pack size is 2-4 units, or an assorted pack.
- Bags should only be sealed when pre-ticketed by vendor.

EXAMPLE	
	Pre-pack of 2 bottles: • Bottle tops are taped down • Poly bag fits 2 bottles
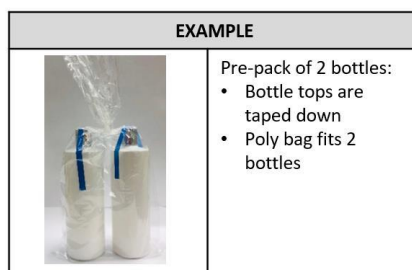
Bagging products:

- Securing in a sealed plastic bag prevents collateral damage. Use appropriately sized poly bags for the product and tie or tape the bag closed.
- Bags should only be sealed when pre-ticketed by vendor.

UNACCEPTABLE ❌		ACCEPTABLE ✔		SPECIFICATION
Poly bag is too short and small for the product, and does not have enough "give" after taping closed	CLEAR TAPE	Poly bag is sized correctly for the product, and has enough "give" after taping	CLEAR TAPE	**Poly Bag:** 1 mil high clarity polyethylene film **Bag Tape:** 3⁄8"

8.4 Packaging Supply Source

- For your convenience, Ross recommends the following supplies for taping, wrapping, and bagging. The supplies can be purchased directly through ULINE, following the links for each product.

| Product	Item Description	Model #
Poly Bag	10 x 18" 1 Mil Poly Bags	S-10888
Poly Bag	8 x 18" 1 Mil Poly Bags	S-6307
Poly Bag	8 x 12" 1 Mil Poly Bags	S-3641
Scotch Tape	3M 605 Transparent Scotch Tape - 3/4" x 72 yards	S-10221
Bag Tape	Bag Tape - 3/8" x 540', Clear	S-3240
Bubble Roll	Industrial Bubble Roll - 12" x 375', 5/16", Perforated	S-365P

8.5 Prepack Examples

- One Style per Carton

Key: = Product   = Shipping Container/Master Carton
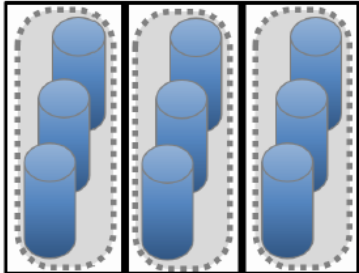
 = Bag or Inner Box   = Divider (*for plastic product only, divider must be ¾" higher than product*)
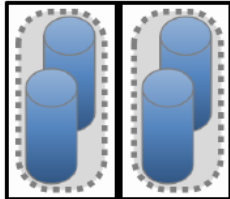
Example of bagging:

Master Pack of 6
Inner pre-pack of 2 or 3
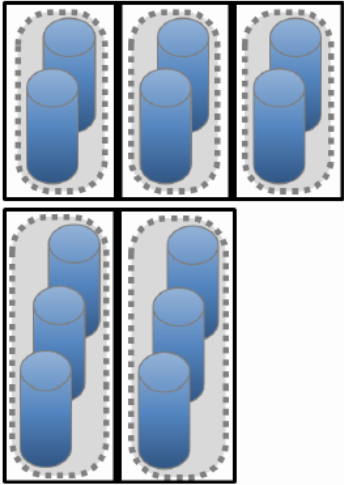
Master Pack of 9
Inner pre-pack of 3

Master Pack of 4
Inner pre-pack of 2

- Assorted Styles per Carton

Key: = Product   = Shipping Container/Master Carton
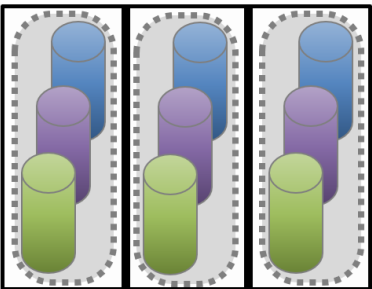
 = Bag or Inner Box   = Divider (*for plastic product only, divider must be ¾" higher than product*)

Example of bagging:

Master Pack of 6
Inner pre-pack of 2 or 3

Master Pack of 9
Inner pre-pack of 3

Master Pack of 4
Inner pre-pack of 2