

## INVOICING GUIDELINES

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

### 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 on an invoice. If multiple purchase orders were included in one shipment, a separate invoice for each purchase order must be prepared.

All Invoice due dates are calculated using the payment terms of your purchase order based on the date of receipt of goods at our warehouse facility.

For Invoicing and payment inquiries, please view your account at <https://vendors.rossstores.com> to register your account please send a request to the to [supplierportal@ros.com](mailto:supplierportal@ros.com). If you have any other questions or concerns, please contact your [Sr. Vendor Specialist](#).

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

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