



Dear Merchandise Supplier:

Electronic Invoicing

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

The Ariba Network has been our electronic invoicing platform provider and together 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)
- PDF Invoicing
- CSV

EDI and PDF Invoicing require configuration and specific formatting. An Ariba Integration contact will be able to provide further details on these options. Online or PO Flip invoicing is the quickest and easiest method to implement; only requiring an internet connection and enrollment in the Ariba Network. 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.

Exchanging documents electronically through the Ariba Network is a standard part of doing business with Ross. **Please contact the Ross Enablement Team at RossE-Invoicing@ros.com to get started with the Ariba registration process or for further information.**

Thank you for your support,

Ross Supplier Enablement Team