***NATIONAL ACCOUNTING SERVICE CENTER (NASC)***

***(Revised Aug 2023)***

**Warehouse Accounts Payable**

***Invoice Requirements***

Warehouse Accounts Payable handles invoice payments for deliveries to all Albertsons Companies warehouse facilities. EDI 810/880 Invoice transactions are required. Suppliers who send non-EDI invoices will be subject to a processing fee of $250 per invoice. Non-EDI invoices must be emailed as PDF attachments to Whse.Vendor.Invoices@albertsons.com, Albertsons does not accept invoices by mail.

To ensure prompt payment of invoices, please comply with the following rules:

1. Do not combine multiple warehouse deliveries on a single invoice.
2. Do not combine multiple purchase orders on a single invoice.
3. Prepare a separate invoice for all items with extended terms. (Even if mistakenly added to the same PO)
4. Do not date invoices prior to delivery unless shipped FOB origin.
5. Invoice only for the product(s) that actually shipped.
6. Include a valid UPC for all items on the invoice.

**IMPORTANT: To ensure accurate and timely payments, bill only for what is shipped and invoice at the same item costs listed on the PO**.

***Payment Policies***

**Payment Due Date Calculation**

For product delivered FOB destination (freight prepaid), the invoice due date will be calculated based on the latter of the Receipt of Goods or the Invoice Date. Due dates for invoices shipped FOB origin will be based on the pick-up date which should also be the Invoice date.

**Cash Discount Calculations**

If a cash discount is offered, Albertsons Companies will calculate the discount based on the gross invoice amount which excludes all off-invoice allowances. The amount of cash discount will be calculated based on the more favorable of the purchase order or invoice terms.

**Shipping Discrepancies**

Invoice deductions will be taken for shorted and/or damaged product discovered during the warehouse receiving process. In the event of backhauls and drop-trailer programs where inspection is not feasible upon delivery of the trailer, deductions will be made based on the counts taken when the trailer is unloaded.

**Other Deductions**

Albertsons Companies reserves the right to deduct from outstanding supplier payables for allowances, bill-backs, returns, post audits, coupon redemption bill-backs, and other receivables. Albertsons Companies also reserves the right to demand payment by check on balances past due and on discontinued products and suppliers.

***Payment Method***

Albertsons Companies prefers to pay via EFT but retains the ability to issue paper checks. The benefits of EFT are: (1) checks are not delayed or lost in the mail; (2) cash is deposited directly to the correct bank account; and (3) an electronic EDI remittance advice is sent to detail the fund transfer. In order to convert from paper check to EFT payments, suppliers must meet the requirements listed below:

* Currently receiving EDI purchase orders from Albertsons Companies and transmitting invoices back via EDI.
* Offer Albertsons Companies an additional cash discount amount or extended invoice payment terms by **5 days** to compensate for check mail float.
* Agree that when due dates fall on weekends or holidays the EFT payment will be processed the next business day.
* Agree to “unbundled” transactions. This means that an 820 Remittance advice is sent directly to the supplier via an EDI Van Service Provider and the payment is sent to the supplier’s bank. These are two separate transactions.
* Must be able to receive an EDI 820 Remittance.
* Must be able to return a 997 Acknowledgement when receiving an 820 Remittance Form. Functional Acknowledgement 997 is standard EDI protocol.

Warehouse vendors interested in receiving payments via EFT can submit the request by submitting a ticket inquiry via Albertsons Vendor Inquiry Submission System (AVISS). See below for more information on AVISS.

**Direct Store Delivery Accounts Payable**

**Invoice Processing**

Our DSD Accounts Payable Group processes invoice payments for product delivered by suppliers (or supplier’s contractor) directly to Albertsons Companies’ stores. All DSD invoices are initially processed by the respective store’s Inventory Control Clerk (ICC) through our Back Door Receiving (BDR) system. The ICC reconciles the daily DSD invoices in the BDR system, and the data is loaded into our central Accounts Payable (AP) system. DSD suppliers are paid on Fridays, in accordance with applicable payment terms. If a holiday falls on a Friday, vendors will be issued payment on the next business day. All cost and allowance issues should be addressed with the supplier’s Consumer Demand contact.

**DSD AP Invoice Requirements**

To assure prompt payment of your invoices, you should comply with the following rules:

1. All deliveries should be made through the back door of the store.
2. All deliveries must be made to the ICC or designated receiver on duty.
3. All deliveries should be accompanied by an invoice.
4. Suppliers must take a copy of the closed DSD invoice as proof of delivery.

***Direct Store Delivery AP Payment Policies***

**Payment Due Date Calculation**

The due date will be calculated based on the Invoice Date. The Inventory Control Clerk (ICC) uses this date to process the invoice through Back Door Receiving (BDR). Terms are applied in BDR. All DSD vendor checks are issued on Friday unless such Friday is a holiday. All invoices with a due date on a weekend or holiday will be paid the next business day.

**Cash Discount Calculations**

Albertsons Companies will calculate cash discounts against the invoice’s gross cost of merchandise.

**Other Deductions**

Albertsons Companies reserves the right to deduct from suppliers for allowances, bill backs, returns, and audits.

Albertsons Companies prefers payments to be made via EFT rather than paper check. The benefits to EFT are (1) no checks are lost in the mail, (2) cash is deposited directly to your bank account, and (3) a remittance is sent directly to you prior to the funds transfer. In order for a supplier to convert from paper check to EFT payments, the supplier must meet the requirements listed below.

***EFT Requirements***

* DSD suppliers who are normally issued a check on Friday will receive funds in bank the following Wednesday.
* Supplier must agree to “unbundled” transactions. This means that an 820 Remittance form

is sent directly to supplier via its EDI Van Service Provider and the payment is sent to

supplier’s bank. These are two separate transactions.

* Supplier must be able to receive an EDI 820 Remittance.
* Supplier must be able to return a 997 Acknowledgement when receiving an 820 Remittance Form. Functional Acknowledgement 997 is standard EDI protocol.

All suppliers interested in receiving payments via ACH can initiate the request via APEX if the APEX profile has been registered. See section below on APEX registration.

***APEX Registration***

Albertsons Companies maintains supplier profiles and documentation in APEX. New suppliers are sent an invitation to register in APEX to create an accounts payable vendor number. Existing vendors may have access to APEX for inquiry purposes, but the account may not have gone through the registration process. Registered accounts will have usernames that begin with SP. If the username is still the vendor number, the account is not registered. To initiate the registration process, please submit an AVISS ticket. See below for more information on AVISS.

The following documents are required to be uploaded into APEX during the registration process

 **\*Note the company name MUST match on all documents and in the registration\***

* W9
* Copy of an Invoice- The remit to address on the invoice must match the registration
* CCG- Continuing Commodity Guarantee
* COI- Certificate of Insurance
* NDA- Non-Disclosure Agreement

If you are requesting electronic payments, you will also need to upload

* Completed and signed Albertson’s ACH Form
* Bank letter or voided check

The following change requests need to be made via APEX

* Address changes
* Payment Method Changes
* Company Name Changes
* Adding additional users to APEX

To request these changes after registration has been completed, the primary contact can login to APEX at <https://albertsons.apexportal.net/> and click the Vendor Information Update icon to update the registration.

Having log-in issues during the APEX registration process? Please direct those inquires to APEX.Testing@albertsons.com

***Important Note***: Delay in completing the registration or providing the required documentation for changes will cause payments to be delayed.

***APEX Inquiry Portal***

The Albertsons Companies’ Vendor Self-Service Portal is designed to provide 24/7 online access to the status of invoices processed within the past twelve months and payment details for the past six months. The tool has multiple query capabilities, allowing a vendor to search by fields such as invoice number, invoice date, invoice amount, payment number, payment date, purchase order, etc. A cash forecasting report is also available which enables vendors to view payments with future due dates. Other features include wild card search capabilities and the ability to download search results into Excel.

To access the APEX portal visit <https://albertsons.apexportal.net/> .

Important: If a user becomes locked out of the system they will need to use the forgot password link on the home page, which will unlock the account. (For registered users only.)

***ALBERTSONS VENDOR INQUIRY SUBMISSION SYSTEM (AVISS)***

Suppliers can submit their requests for Accounts Payable assistance using the AVISS ticketing system.

AVISS is intended to assist with the following requests:

* Request deduction support (1 deduction type per ticket)
	+ Include the deduction invoice number in the invoice field of the ticket to ensure the ticket routes to the correct department.
* Dispute short payments/ deductions (1 dispute type per ticket)
	+ Must upload a copy of the original invoice and a POD stamped with an Albertsons Receiving stamp.
* Cash discount disputes
* Inquire on missing invoice payments
	+ Please be sure to check the APEX portal first
	+ Must upload a copy of the original invoice and a POD stamped with an Albertsons Receiving stamp.
* Initiate supplier profile updates (NON-Registered accounts only)
	+ Remit to Addresses
	+ Change Payment Method
	+ Change Remittance Email address
* APEX login assistance
* C2FO inquiries (C2FO is our 3rd party partner who offers early payment opportunities, click here to learn more [Albertsons Companies Early Payment Program | C2FO](https://albertsons.c2fo.com/albertsons)

AVISS is NOT intended for the following requests

* Contract negotiations of any kind
* Audit requests
* Supply chain inquiries
* One Network/ Delivery issues
* APEX Registration inquiries/issues
* Resale Certificate requests

***AVISS Ticket creation***

There are four methods to create an AVISS ticket

1. While logged into APEX, inquire on an invoice. When the results populate, click the email icon to the left of the record in question. This will pull all the detail from the record into the ticket form.
2. While logged into APEX, click Help>>AVISS HELP
3. Prior to logging into APEX, click Help>>AVISS HELP
4. Visit [WWW.AlbertsonsCompanies.com/AVISS](http://WWW.AlbertsonsCompanies.com/AVISS)

**Accounts Receivable** **Lock Box**

Albertsons Companies

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