

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

## **Warehouse Accounts Payable**

### ***Invoice Requirements***

Warehouse Accounts Payable handles invoice payments for deliveries to all of the Albertsons Companies. EDI 810/880 Invoice transactions are required. Suppliers who send paper invoices will be subject to a processing fee of \$50 per invoice.

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

1. Do not combine multiple warehouse deliveries on one invoice.
2. Do not combine multiple purchase orders on a single invoice.
3. Prepare a separate invoice for any and 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) 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.

## ***EFT (Electronic Funds Transfer)***

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 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 capable to receive an EDI 820 Remittance.
- Must be capable 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 should send an inquiry to [Whse.AP.File.Maintenance@Albertsons.com](mailto:Whse.AP.File.Maintenance@Albertsons.com).

## ***Payment “Remit-To” Address Changes***

“Remit To” address changes must be communicated in writing with a copy of supplier’s invoice reflecting the new “remit to” address. No changes will be made to Albertsons Companies’ data file until written notification has been received. Failure to provide this information may result in delayed payments.

## ***Supplier Inquiries and Correspondence***

Supplier inquiries regarding Accounts Payable transactions, balances, and discrepancies should be directed to the Accounts Payable website at <http://Albertsons.Companies.firstvendor.apexanalytix.com>. The website is free of charge for Albertsons Companies’ suppliers.

The Albertsons Companies Inc. Accounts Payable website is designed to provide 24/7 online access to the status of invoices processed within 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, check remittance details, and location. 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 this new system simply log on to <http://Albertsons.Companies.firstvendor.apexanalytix.com> and follow the instructions. An AP Payee Vendor number will be needed at the time of registration as well as each time the website is accessed. This AP Payee Vendor number appears on each check remittance advice.

Important: Do not input leading zeros when entering your vendor ID and password. You will be required to provide a new password and update certain contact information upon your initial login to the website.

## ***Deduction Contact List and Codes within an Invoice Remittance Advice***

Our Accounts Payable website (see previous section for link) has a Contact Us page which includes a list of contact information for different payment or deduction types. If you have a question, please use one of the email contacts listed in the website.

## **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 thru 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.

## ***EFT (Electronic Funds Transfer)***

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.

DSD vendors interested in participating in receiving payments via EDI should send an inquiry to [ACH.Info@Albertsons.com](mailto:ACH.Info@Albertsons.com).

### **Direct Store Delivery “Remit-To” Address Changes**

Suppliers must communicate any “Remit To” address changes in writing with a copy of supplier’s invoice reflecting the new “remit to” address. No changes can be made to Albertsons Companies’ data file until Albertsons Companies has received written notification. Failure to provide this information may result in delayed payments.

If ownership of your company changes and the new owner is not an approved Albertsons Companies supplier, your company will be treated as a new supplier. This means that your company will be required to complete the new vendor and item set-up process and obtain Albertsons Companies approval to retain its “approved-supplier” status. Please refer to the section titled “[Become a supplier](#)” for instructions”.

[The Continuing Commodity Guaranty and Indemnity Agreement \(“CCG”\)](#), [Certificate of Liability Insurance \(“COI”\)](#) and [Broad Form Vendor’s Endorsement](#) (ISO Form CG 2015 or industry equivalent) are mandatory for new suppliers. These documents must be presented to the Consumer Demand or Strategic Sourcing Representative at the time of the appointment. The [CCG](#) should have the “original” signature; copies will not be accepted.

**Important Note:** Delay in providing the required documentation for new suppliers may cause payments to be delayed.

### **Supplier Payment and Deduction Inquiries**

Supplier inquiries regarding Accounts Payable transactions, balances, and discrepancies should be directed to the Accounts Payable website. The website is free of charge for Albertsons Companies suppliers.

The Albertsons Companies Inc. Accounts Payable website provides 24/7 online access to the status of invoices received and processed within 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, check remittance details, and location. A cash forecasting report is also available which enables suppliers 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 this new system simply log on to <http://Albertsons.Companies.firstvendor.apexanalytix.com> and follow the instructions on our website. Please have your Vendor number available at the time of registration. Your vendor ID and password to log into the application are the same as your vendor number. Vendor numbers are located on your company's check remittance advice.

Important: Do not input leading zeros when entering your vendor ID and password. You can also send questions via email to: [DSD.VendorInquiries@Albertsons.com](mailto:DSD.VendorInquiries@Albertsons.com)

## Albertsons Companies Accounts Payable Contacts

### Warehouse Accounts Payable

**Mail:**

Albertsons Companies Inc.  
PO Box 29213  
Mail Stop 9080  
Phoenix, AZ 85038-9071

**Email:**

Whse.Vendor.Inquires@Albertsons.com

**Phone:**

Please call (623) 869-6100 and the operator will connect you with the appropriate party within Warehouse Accounts Payable Dept.

### DSD Accounts Payable

**Mail:**

Albertsons Companies Inc.  
PO Box 29083  
Phoenix, AZ 85038-9083

**Email:**

DSD.VendorInquiries@Albertsons.com

**Phone:**

Please call (623) 869-6100 and the operator will connect you with the appropriate party within DSD Accounts Payable Department.

## Accounts Receivable Lock Box

Albertsons Companies

P.O BOX 742918  
Los Angeles, CA  
90074-2918