



ACCOUNTS PAYABLE CONNECTED

Revised: February 12, 2009



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Subject: **Vendor Payment Inquiry Web Portal**

Unified Grocers is pleased to announce our Vendor Payment Inquiry web portal. Our goal is to provide more expedient information sharing of all authorized vendor chargeback documents and payment information. We believe this strategic enhancement to our payment process will eliminate information ambiguity with our valued vendors and simultaneously strengthen our commonly shared economic objectives.

Our vendor web portal includes dynamic access to payment status detail and provides expanded image enabled search capabilities using universally known search criteria such as:

- | | | |
|-------------|----------------|--------------------|
| ❖ Invoice # | ❖ Invoice Date | ❖ Invoice Amount |
| ❖ Check # | ❖ Check Date | ❖ Check Amount |
| ❖ Vendor # | ❖ Vendor Name | ❖ Deduction Amount |

By simply accessing the vendor web portal, vendors have immediate access to chargeback documents such as salvage returns, product shortages, price differences, promotional allowances and purchase volume rebates. Vendors can route these imaged chargeback documents, via print or email, to others they wish to correspond with. In the event further information or assistance is needed regarding a chargeback, vendors can electronically email their inquiry directly to our A/P vendor support group.

If you would like access to our **Vendor Payment Inquiry** website, please contact:

Accounts Payable
(323) 264-5200 X4220
Email: APVPIMAILBOX@uwgrocers.com

Refer to the enclosed Vendor Web Portal screen print for a sample of what is available.



Search Screen Shot

Vendor: FAZZIO FRUIT & PRODUCE INC.

What do you want to search by? Unpaid Invoices

What are you looking for?

Search Tips

Unpaid Invoices

Vendor #	Vendor Name	Invoice #	Inv Date	Inv Amt	Check #	Check Date	Description	PO #	Voucher #
No AP Records Found									

To view related source documents for an invoice, click the invoice item in the AP Search Results list.

Sample Search Results:

Vendor: BAUMER FOODS INC

What do you want to search by? Unpaid Invoices

What are you looking for?

Search Tips

Find

AP Search Results

Vendor #	Vendor Name	Invoice #	Inv Date	Inv Amt	Check #	Check Date	Description	PO #	Voucher #
P12240	BAUMER FOODS IN...	PTX120796D	2/5/2009	-500.00			LOPEZ - 8 GROCERY NO. CAL		K21053
P12240	BAUMER FOODS IN...	S040122	1/30/2009	-17.43			SALVAGE		G11568

To view related source documents for an invoice, click the invoice item in the AP Search Results list.

Clicking on item will display image of associated document.