

SHOPKO®

Vendor Partnership Manual

Section 14 – Accounts Payable

What's New

***Please review the following areas within this chapter.
Changes have occurred since our last update in
July 2017.***

- 6. Mailing Addresses
 - Resale Certificates/Tax exemption, W-9.....14-9
- 11. Deduction Codes.....14-14

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1. Invoicing Requirements

Unless stated to the contrary on the face of the Purchase Order (hard copy order) or electronic PO (EDI), a separate invoice is required for each store location of Shopko receiving merchandise under the Purchase Order.

1.1 Paper Invoices

Paper invoices must include but are not limited to the following information:

- Vendor name and address
- Shopko assigned Vendor Number
- Shopko ship-to store number and address
- Purchase Order number. If multiple page invoice, must be on the total page
- Invoice number and invoice date
- Number of cartons shipped under each invoice and mode of transportation
- Style number and description
- Unit cost and total cost
- Terms agreed upon
- Grand total displayed as an “each” quantity for all units invoiced

Include the same product identifier on the invoice (SKU or UPC) as was sent on Shopko’s PO.

NOTE: The invoice must be completed at the same detail and same SKU sequence as the PO.
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1.2 EDI Invoices

EDI invoices must be completed with all Shopko EDI invoice requirements. These requirements are detailed in the EDI chapter of this manual.

1.3 Scan Based Trading

Trading partners who desire to do business with Shopko as an SBT vendor should initiate the discussion with their respective buyer.

2. Billing Instructions

The Accounts Payable Department handles invoice payments that are paid by check, EDI/EFT, or E-Payments.

Shopko's Accounts Payable department will enter invoice information on-line for a specific purchase order which is matched to goods received against that purchase order. EDI invoices are batch entered by PO. The system compares the two, if both match, it is a perfect match and the invoice is transmitted to the Accounts Payable system for payment. Perfect match is the best way to ensure timely payment.

There are several specific scenarios outlined; be sure to read all that pertain to you. See the *Steps to Insure Timely Payments* section of this chapter.

2.1 Partial Shipment

Partial Shipments will not be accepted without Shopko's respective Buyer's written authorization unless specifically authorized on the PO. **When a partial shipment is allowed, each shipment will require a separate invoice (with a different invoice number).** This will result in multiple invoices per PO, which may cause a delay in payment.

2.2 Master Bills

Shopko does not allow Master Bills for invoice payments made by check, EDI/EFT, or E-Payments.

2.3 In-Store Vendors

In-store vendors are those identified as being local in proximity and servicing Shopko Stores on a regular basis to determine merchandising needs. Receiving and payment for this product will follow the following process:

- The vendor will issue the original invoice at the time of delivery. Shopko receiving personnel will enter the invoice number.
- The product will be scanned into Shopko's Direct Exchange (DEX) system, and the quantity and cost for each item will be entered. To ensure accuracy, the total cost and quantity on the invoice will also be entered and compared electronically to the individual item totals.
- All beverage items, excluding wine and liquor, are invoiced as a case quantity and case cost whether billed via DEX/EDI transmission or paper invoice.
- Any quantity discrepancy between the invoice total and the store receipt must be resolved prior to the vendor representative leaving the premises.
- The invoice cost information is compared to the Shopko cost information on-line. The vendor will be mailed a debit memo detailing any differences in cost which would result in a reduction of payment from the invoice cost.
- The invoice information will be transmitted into the accounts payable system for payment.
- The vendor should contact the Accounts Payable Vendor Relations Supervisor (noted in the *Who to Call* section of this chapter) with any questions regarding invoicing issues.

3. Steps to Insure Timely Payment

- Be sure all the information listed in the previous Invoicing Instructions appears on the Invoice.
- Only one Purchase Order per invoice is acceptable.
- Only one location (final “ship to” location) per invoice is acceptable.
- Invoices for purchase order driven business must be sent via EDI 810 after initial order. See Section 6 of this chapter for mailing addresses of original paper invoices.
- Non-PO invoices or invoices from In-store vendors should be left at the respective store at the time of delivery.
- Do not send duplicate invoices.
- Do not reuse invoice numbers within three years.
- Make certain prices are the same as on the Purchase Order and the quantity shipped matches the invoice and we’re billed in the same line order as the PO. Communicate all **cost** and **casepack** differences to your respective Shopko buyer/replenishment specialist prior to shipment.
- Make certain the correct Purchase Order Number is clearly indicated on each shipment.
- Include a Packing Slip with UPC/SKU number, quantity, description, # of cartons, and shipment type (DC or Direct to Store).
- Do not substitute items without advanced buyer/replenishment specialist approval.
- Ship complete on each PO.

3.1 Dating Terms & Instructions

Shopko’s policy on computing terms is as follows:

- a) On end of month dating, merchandise received on or after the 26th day of the month will carry dating as of the 1st day of the next succeeding month.
- b) All terms dating will begin upon Shopko’s receipt of goods date (receipt of goods is defined as merchandise that has arrived at the final “ship to” location as listed on the purchase order), Purchase order Ship Window date (ship window date specified on the front of the purchase order, or in the DTM segment of an EDI order), invoice date or receipt of invoice, whichever is later without loss of discount. Any special costs incurred by Shopko arising from Vendor’s advance shipment will be charged back to you.
- c) Cash discounts shall be computed based on the “Gross” amount of the invoice.

4. Invoices and Chargebacks

There are several types of invoices and chargebacks Shopko may issue against a vendor account. They include, but are not limited to:

- Price/Quantity Discrepancy Invoice
- Merchandise Returned to Vendor
- Freight/Sales Tax on Invoice Deductions
- Vendor Audits
- Excessive Defectives
- Cash Discounts
- Invoicing Penalties
- Advertising/Promotional Allowances/New Store Allowances

4.1 Price/Quantity Discrepancy Invoice

DOCUMENT NUMBER – YOUR INVOICE NUMBER FOLLOWED BY CLM - 12345CLM

A Price/Quantity Discrepancy Invoice is created and deducted when there is a difference between the received amount and the invoiced amount. A copy of the Price/Quantity Invoice, with detail to support the deduction, will be sent to the email address provided to Shopko during your company's initial set up process.

4.1.1 To prevent this deduction

- Ensure Shopko is kept up to date on pricing
- Ensure all product ordered on a specific purchase order is available at time of shipment
- Ensure pack quantities are correct
- Ensure invoice quantities and shipping quantities match

4.1.2 To dispute this deduction

- Complete the Standard Vendor Claim Form (found in the exhibit section of this chapter).
- Email or send to your Vendor Relations clerk.
- Make copies of the blank Price/Quantity Discrepancy form for future use.

4.2 Returned Merchandise

DOCUMENT NUMBER – RTV123426789

These claims are for vendor merchandise returned to you (RTV), or credit and destroyed (C&D) depending on the type of program Shopko and your company has agreed to. They can be the result of overstock, outdated, defective merchandise, or product recall. If consolidated in our Reverse Logistics location, the RTV will include a consolidation fee and in/outbound freight. Please see Chapter 10; Reverse Logistics.

The Original Claim is included with the return. To avoid asking Shopko for copies, please instruct your shipping/receiving department to forward paperwork to you for processing.

Proof of Delivery cannot be obtained after 9 months.

4.2.1 To dispute this deduction

- Complete the Standard Vendor Claim Form.
- Email or send to your Vendor Relations clerk.

4.3 Freight/Sales Tax on Invoice Deductions**DOCUMENT NUMBER – DF123456789**

Freight Shipped Prepaid & then added on the Invoice – Shipping/freight arrangements should be made prior to shipment with the Shopko Traffic Department. If product is shipped prepaid, freight is not to be added to the invoice. Freight added to the invoice will be deducted.

Merchandise sold to Shopko is tax exempt. Sales tax added to the invoice will be deducted.

4.3.1 To prevent these types of deductions

- Do not add freight of any kind to a merchandise invoice. Bill separately if freight is agreed upon to be paid by Shopko
- Ensure your company has current tax exemption certificates on file.

4.4 Vendor Audits

Shopko thoroughly reviews our purchase orders, invoices, programs, deals, and freight movement for compliance and accuracy.

DOCUMENT NUMBER – SKP123456 OR QA123456**4.4.1 To dispute these deductions**

- Email postaudit@shopko.com.
- Include your concerns and any necessary backup to substantiate your position
- Include Shopko's chargeback number
- Include the check number the deduction appeared on

4.5 Excessive Defectives**DOCUMENT NUMBER – DEF123456 or SKP123456**

Excessive defectives are chargebacks taken when a vendors' defective percentage surpasses the defective allowance contract agreed upon between the buyer and the vendor. Shopko takes the difference between the agreed upon allowance and the actual defective amount.

4.5.1 To prevent these types of deductions

- Work with your Shopko Buyer to ensure your Defective Allowance contract is based on current levels of defectives
- Packaging requirements are in place to insure your product arrives at Shopko facilities in saleable condition.

4.5.2 To dispute these deductions

- Email to postaudit@shopko.com.
- Include documentation to support your position.
- Include Shopko's chargeback number and the check number the deduction appeared on.

4.6 Cash Discounts

- In the event payment of an invoice subject to a cash discount is delayed as a result of a debit balance on the vendor's account, the discount will be deemed to have been earned.
- In the event payment of an invoice subject to cash discount is due on a weekend or holiday, the check will be issued on the next business day and the discount will be deemed to have been earned.
- In the event payment of an invoice subject to cash discount is due, but the payment cycle for the check has not been reached, the check will be issued on its' payment cycle date and the discount will be deemed to have been earned.

2.6.1 To dispute these deductions

- Complete the Standard Vendor Claim Form
- Email or send to your Vendor Relations clerk

4.7 Accounts Payable Invoicing Penalties

Shopko reserves the right to chargeback the vendor for non-compliance of company policies.

- **Billed Wrong Plan Type** – 5% of Purchase Order or \$10 per Invoice, whichever is greater. "Plan Type" refers to where the cartons are shipped and how each carton is labeled.
 - Plan 1 – Cartons are shipped direct to stores. Each store is invoiced separately.
 - Plan 2 – Cartons are shipped to Shopko DC's and labeled by store. Each store is invoiced separately.
 - Plan 4 – Cartons are shipped to the DC's but are not labeled by store. Each DC is invoiced separately.

4.7.1 To dispute this deduction

- Complete the Standard Vendor Claim Form.
- Email or send to your Vendor Relations clerk.

4.8 Advertising, Promotional, Defective Allowances

This is an agreement between Shopko and the Vendor by which vendors financially support and help drive sales of their products at Shopko stores. Although the support usually takes the form of cash payments, in some cases a credit against merchandise received is allowed.

DOCUMENT NUMBER – **ADV**12345, **NSA**12345, **DEF**12345

2.8.1 To dispute these deductions

Send a letter to your Shopko Buyer. Be sure to include:

- Your concerns and any necessary backup to substantiate your claim
- Shopko's chargeback number
- The check number the deduction appeared on

**FOR ALL OTHER DEDUCTIONS NOT LISTED HERE, PLEASE SEE
CHAPTER 15; NON-COMPLIANCE,
FOR FURTHER CLARIFICATION.**

5. Vendor Sample Policy

Shopko's policy is that both requested samples and the freight for such samples are to be the responsibility of the vendor quoting the items. These samples may be requested for:

- Product Evaluations
- Advertising Purposes
- Product Comparison to determine feasibility for purchase

NOTE: Unless otherwise agreed to prior to receipt, all merchandise samples will be retained by Shopko at no charge.

It is company policy that none of these samples, or freight, be paid for by Shopko since Shopko is giving you, the vendor, an opportunity to sell or advertise your product in Shopko Stores. It is also company policy that all samples are cleared through U.S. Customs on the vendor's behalf. Shopko should not be the importer of record on any sample shipments.

Shopko believes this is a fair policy for both Shopko and its vendors to analyze and compare items accurately and to ensure the maximum quality and value for Shopko customers. Samples will not be ordered from a vendor if the buyer is not seriously considering placing a line or advertising the item. Due to the exorbitant cost incurred for the product testing and photo advertising, it has been necessary for Shopko to adopt this policy.

NOTE: If it is absolutely necessary that these samples be paid for, it will be the responsibility of your company or your designated representative to contact Shopko's buyer and work out the details of the return. In all cases, it will again be your responsibility or your designated representative's to arrange for the packing and pick up of all samples.

Shopko samples should be sent to:

Shopko Stores Operating Co., LLC

ATTN.: (Buyer's name)

700 Pilgrim Way

Green Bay, WI 54304

6. Mailing Addresses

Invoices, unless specifically instructed otherwise, should be mailed to:

Shopko Stores Operating Co., LLC
Accounts Payable
PO Box 19045
Green Bay, WI 54307-9045

Correspondence, statements, credit memos and all other miscellaneous items should be mailed to:

Shopko Stores Operating Co., LLC
Accounts Payable
PO Box 19060
Green Bay, WI 54307-9060

Tax Exemption/Resale Certificates & W-9 requests should be sent to:

Shopko Stores Operating Co., LLC
Attn: Tax Dept
PO Box 19060
Green Bay, WI 54307-9060

or by email to: salestax@shopko.com

Please contact your Vendor Relations Clerk for the proper format of your statements.

7. Central Invoice On-Line Entry

The Accounts Payable Department is responsible for entry of all store and distribution center invoice (EDI or paper) information for the purpose of matching on-line to merchandise received. When necessary information is missing or incorrect on an invoice, the invoice cannot be entered into the Accounts Payable system for payment. No payment for the shipment will be made until a corrected invoice is received.

Invoices entered are either a **Perfect Match** or an **Imperfect Match**.

7.1 Perfect Match

If the Invoice entered on-line for a specific purchase order and location match to both the goods received and the cost listed on the PO, the invoice is automatically transmitted to the Accounts Payable system for payment.

7.2 Imperfect Match

If the Invoice entered on-line for a specific purchase order and location does not match to either the goods received or the cost listed on the PO, the invoice is transmitted for payment. A Price/Quantity Discrepancy Invoice is created and deducted for the difference between the received amount and the Invoice amount. A copy of the Price/Quantity, with detail to support the deduction, will be emailed to the email address provided in the CORRESPONDENCE address section of the Vendor Setup Form.

8. Vendor Relations

The Vendor Relations Clerks are responsible for handling requests and inquiries regarding your account. Requests should be made in writing or by e-mail. Follow-up requests may be done by phone. Please see the *Who to Call* section of this chapter for the A/P Production Lead your company must contact. They will in turn direct you to your Vendor Relations clerk.

Common requests handled by Vendor Relations are:

Open Invoices - Vendor Relations will check into invoices **more than 30 days past due**. For large requests, please send in writing or by e-mail. Please ensure all of your checks have been applied before you request information on open invoices. In order to better serve our vendors, Vendor Relations devotes its time to correcting problems which have occurred. They do not provide vendors with future payment information unless special circumstances have occurred.

Copy Requests - Vendor Relations will provide you with missing copies of our documents. If you frequently need to request missing copies, please review your email or correspondence address with us or check internally within your company to determine what is happening to the copies.

- Deduction details will be mailed or emailed to the correspondence address in Shopko's Accounts Payable system with the exception of Return to Vendor Claims. The Return to Vendor Claim is sent with the merchandise return as a packing slip. Be sure that your warehouse forwards this to the appropriate department within your company.

9. Vendor Collections

Vendor Debit Balance area is responsible for issuing statements for vendor accounts showing a balance due to Shopko. The Debit Balance area is also responsible for pursuing collection of these balances due.

When you receive a statement:

- If you are **currently** shipping merchandise of equal or greater value than the balance on the statement, disregard it as the balance will clear with the open invoices
- Issue a check for the entire balance or the portion of the balance you are not disputing
- If you have any reason to dispute the accuracy of the Debit Balance statement, either in terms of its amount or the basic obligation itself, please contact us within five days from the statement date. We will be responsive to your contact and make any adjustments you can demonstrate warranted. If we do not hear from you, we will presume that you do not dispute the underlying obligation or specific dollar amount claimed. For contact people see the *Who to Call* section of this chapter.

Shopko expects to collect all undisputed balances immediately.

Send checks to lockbox:

**Shopko Stores Operating Co., LLC
PO Box 8787
Carol Stream, IL 60197-8787**

10. Vendor Audits

Vendor audits support Marketing, Transportation and our Vendors by thoroughly reviewing purchase orders, invoices, programs, deals, and freight movement for compliance and accuracy.

The audits may cover, but are not exclusive to the following:

- New store allowance
- Cost differences
- Advertising allowances
- Invoicing errors
- Overpayments
- Payment errors including anticipation
- Rebates
- Free Goods
- Warehouse allowances
- Freight violations
- Shipping violations including early/late shipments and fill rate

If you need a copy of an audit claim, or if you dispute its accuracy, detail the reasons in writing along with the necessary backup to substantiate your claim and email postaudit@shopko.com. Disputes must be received within 24 months of the document date.

11. Deduction Codes

To help you better understand Shopko's deductions, the codes in the following table are used as a prefix to our document numbers in order to quickly recognize certain Accounting deductions.

Code	Explanation	Information/Copies
ADV	Advertising/Volume Rebate	vendorallowance@shopko.com
DEF	Defectives or Excessive Defectives	vendorallowance@shopko.com
NSA	New Store Allowances	vendorallowance@shopko.com
SKP	Vendor Audit Claim	postaudit@shopko.com
QA	Vendor Audit Claim	postaudit@shopko.com
xxxxCLM xxxxCLA	Price Quantity Discrepancy Claim Price Quantity Discrepancy Payback	apcomm@shopko.com
RTV	Return to Vendor Claim	apcomm@shopko.com
DF	Freight/tax on invoice	apcomm@shopko.com

12. Who to Contact

12.1 Vendor Relations Clerks

Below is a breakdown of the Shopko Accounts Payable Department, listed alphabetically. By dialing one of the numbers below, you will receive an A/P Production Lead who can direct you to the vendor relations clerk handling your account.

Shopko

<i>Vendors Starting With</i>	<i>Phone Number</i>	<i>E-mail Address</i>
A, B, C, D, H, J, K, M, N, O, P, T, U, W, X, Y, Z	920-429-7086	apcomm@shopko.com
E, F, G, I, L, Q, R, S, V	920-429-7078	
E-Commerce/C-Hub Inquires, Invoices	920-429-7024	Jacqueline.smith@shopko.com

12.2 Vendor Collections - Debit Balance

The phone number for the Shopko Debit Balance Manager is 920-429-7064. The Manager will be able to direct you to the person who handles your account and give you the direct dial number to use the next time you call.

12.3 Vendor Audits

Please email postaudit@shopko.com for copy requests or to send disputes.

13. Exhibits

Shopko Standard Vendor Claim Form

Price/Quantity Discrepancy Invoice

Merchandise Return to Vendor

Freight/Sales Tax on Invoice

Vendor Audits

Excessive Defectives

Advertising/Promotional Allowances/New Stores Allowances

STANDARD VENDOR CLAIM FORM

Date received: _____

INSTRUCTIONS

1. Submit one claim per invoice or RTV deduction (with the exception of request for documentation).
TO BE COMPLETED BY VENDOR

Invoice / RTV #: _____ Submitted by: _____

Vendor Name: _____ Phone #: _____

Vendor Number: _____ Date: _____

Claim Amount: _____ 2nd Request (1st Request sent on: _____)

If appropriate backup is not attached, the claim will be returned. Please allow 30 days from the date received for a response. Documents will be mailed to the correspondence address in our system).

TYPE OF CLAIM (CHOOSE ONE)	REQUIRED DOCUMENTS AND INFORMATION
<input type="checkbox"/> Unpaid Invoice	*Invoice Copy or *Signed POD
<input type="checkbox"/> Partial Payment / Price Quantity Discrepancy	*Pricing Copy of Price Quantity Invoice with discrepancy highlighted Copy of Invoice with discrepancy highlighted *Shortage Copy of price Quantity Discrepancy Invoice Copy of Invoice Signed POD (if concealed short, then the pieces in each ctn & wgt of ea item are required)
<input type="checkbox"/> Unearned Cash Discount (Multiple invoices allowed; one claim per check number)	*Invoice Copy *Attached Schedule using this format: Invoice Nbr Check Nbr Check Date Due Date
<input type="checkbox"/> Return to Vendor (RTV) Need POD Pricing RA not available Mis-shipped items	*Copy of your chargeback clearly referencing our RTV number and any items in dispute *Copy of the Proof of Delivery on the items mis-shipped and returned
<input type="checkbox"/> Overpayment	*Invoice copy *Copy of check and remittance (indicate check #)
<input type="checkbox"/> Request for documents	*Copy of check and remittance with items highlighted
<input type="checkbox"/> Invoices with Freight Charges	Written authorization from Shopko to allow freight charges on invoice
<input type="checkbox"/> Early Late Claims	*Copy of the signed BOL or proof of timely shipment for UPS/RPS
<input type="checkbox"/> Fill Rate	Written authorization from Shopko to allow exceptions from fill rate.
<input type="checkbox"/> ASN / EDI Violation Invoice	*Copy of your chargeback clearly referencing our ASN/EDI Violation Invoice number and any documentation to support items in dispute

Fax to 920-429-7684 or mail claims to Shopko Stores Operating Co., LLC; PO Box 19060, Green Bay, WI 54307-9060
 Inquiries concerning the last 3 highlighted claims/violations can be submitted to vendorcompliance@shopko.com

1 RUN DATE: 09/01/2015
 RUN TIME: 04:33:09
 JOB/STEP: SAP167 STEP1200

PRICE/QUANTITY DETAIL OF EDI INVOICE CHARGEBACKS

REPORT ID: SAPR151S
 PAGE.....: 1

PRODUCTION GROUP: P1

USER ID/NAME: TACTJS2 KG2 - JANE SMITH

INVOICE NUMBER	ST	TOTAL CARTONS	A/C IND	INV DATE	UOM COST	UOM QUANTITY	EXTENDED COST	RECV RECEIPT	DATE	UNIT PRICE	RECV QUANTITY	CONV QTY RECV
----------------	----	------------------	------------	-------------	-------------	-----------------	------------------	-----------------	------	---------------	------------------	------------------

VENDOR NAME: YOUR COMPANY

VENDOR NUMBER: 9123456-001 TYPE: P

P/Q CHARGEBACK NUMBER: 12345CLM

AMOUNT: 153.00

P.O.: 00000 099999999 00998 00 0000 00000 TYPE: B ID: 002 ORD DATE: 07/20/15 STATUS: Y NON-EDI INV (Y/N): N

SKU: 12345678	DESC: 7/1 D&Y SOLID OPEN WV LOOP	STYLE #: AINF99999
12345	P 0 07/17 4.000	84 336.00 000990324 08/03 3.000 84 258.00
SKU TOTALS:		84 336.00 84 258.00
SKU VARIANCE:	84.00	

SKU: 98765432	DESC: 7/1 D&Y MULTI STRIPE FRYD LOOP	STYLE #: KINF99999
12345	P 0 07/17 5.750	60 345.00 000990324 08/03 5.750 48 276.00
SKU TOTALS:		60 345.00 48 276.00
SKU VARIANCE:	69.00	

PO TOTALS:		144 681.00 120 564.00
PO VARIANCE:	153.00	

** END OF REPORT

Run-date: 09-16-2015	RETURN TO VENDOR PACKING LIST	Report ID: RK0715
Run-time: 10:03:42 AM	RTV INVOICE 14526693	Page.....: 1
JOB NAME: RK0715	SHOPKO STORES OPERATING CO., LLC	

SHIP FROM LOC :	0989 REVERSE LOGISTICS 1717 LAWRENCE DRIVE DEPERE, WI 54115-9129	SHIP TO LOC:	FLOWERS BY !!!! 100 MAIN STREET ANYWHERE, USA 12345
DEA CODE :		EMAIL:	MFLOWERS@FLOWERS BY.COM
VENDOR NAME:	FLOWERS BY !!!!!!!!!!!	RETURN POLICY:	REQUEST RA
VENDOR #:	90000000001	RETURN FREIGHT POLICY:	NO FRT
VENDOR PHONE #:	920-999-0000	RTV AUTH ID:	D033716
VENDOR FAX #:	920-999-9999	RTV TYPE:	RTV
CONTACT NAME:	MAY FLOWERS	REASON FOR RETURN:	DEFECTIVE MERCHANDISE
CARTON COUNT:	2	QUANTITY:	370
CARRIER:	UPS (UNITEDPARCELSERV) 3 RD PRTY	MERCH \$ COST:	1845.00
BILL OF LADING:	1Z58X400	CONSOLIDATION AMT:	184.50
WEIGHT:	88.00	FREIGHT IN:	0.00
CREATED ON:	09/03/15 BY: TDCSAK1	FREIGHT OUT:	0.00
MODIFIED ON :	08/06/15 BY: TDCSSG2	HANDLING CHARGE:	0.00
SHIPPED ON:	08/06/15 BY: TDCSSG2	TOTAL \$ AMOUNT:	2029.50

COMMENTS: RETURN FREIGHT PAID BY SHOPKO / RA NEEDS TO BE POSTED ON RETURN CARTON/S. ONLY WITH RA# IS SHOPKO ALLOWED TO RETURN PRODUCT. 02-19-15 NO FRT BER BUYER, FRANK WOODS UPS 1Z58X400034999999999 1Z58X400034988888888

DEPT	COLOR	ITEM #	QTY	SIZE	EA COST	EXTENDED COST	MANUFACTURER #	DESCRIPTION
200		123456	9	7"	37.00	333.00	DPA123D-1234PUP	DOUBLE PETUNIAS BASKET
200	RED	234567	10	15"	54.00	540.00	NB15K-543BEG	BEGONIA BASKET
200	WHITE	345678	6	15"	54.00	324.00	IMP15-621IMP	IMPATIENCE BASKET
200	PINK	54321	9	15"	54.00	486.00	GER543-2311GER	GERANIUM BASKET
200	ASST	98762	3		54.00	162.00	HRN256-987222	HORN OF PLENTY BASKET

END OF REPORT



DATE.....09/15/2015

REPORT ID.....SAPR441
TIME.....17:25:59

INVOICES WITH FREIGHT CHARGES

VENDOR #....: 9000000 001 COMPANY ID: SKO
VENDOR NAME: FLOWERS BY !!!!

DEPT	PURCHASE ORDER	INVOICE DATE	INVOICE #	AMOUNT	DESCRIPTION
0200	01234567A	09/15/15	123456	1,309.64	FREIGHT ON INVOICE
0200	01234567B	09/15/15	234567	2,315.82	FREIGHT ON INVOICE
0200	01234567C	09/15/15	345678	3,116.54	FREIGHT ON INVOICE
	TOTAL FOR DEPT 0200.....:			6,742.00	

TOTAL FOR VCK BASE.....: 6,742.00

THIS CLAIM IS FOR FREIGHT CHARGES BILLED ON YOUR INVOICE(S).
ANY SHIPMENT IN WHICH SHOPKO IS TO INCUR THE COST OF FREIGHT SHOULD BE SENT COLLECT. ANY OTHER METHOD OF RECOVERING FREIGHT CHARGES OWED BY SHOPKO IS IN VIOLATION OF SHOPKO'S FREIGHT POLICIES.

CLAIM NUMBER DF091615

CLAIM AMOUNT \$6,742.00



CLAIM	
<p>FLOWERS BY !!!!!!! ATTN: ACCOUNTING 100 MAIN STREET ANYWHERE, USA 12345</p>	<p>CLAIM NUMBER: SKP 123456 CLAIM DATE: 09-15-15</p>
<p>VENDOR NO: 9000000001</p>	<p>DEPT. NO: 0200</p>
CLAIM DESCRIPTION	
<p>TO CHARGE YOUR ACCOUNT FOR:</p> <p>Deal/Promotional Allowance</p> <p>Please see attached.</p>	
<p>TOTAL AMOUNT DUE: \$ 1,096.11</p>	
<p>ACCOUNT NUMBER: 0100 00000 000 9999 110175 <i>Deal/Promotional Allowance</i> <i>CLM RSN 98</i></p>	
<p>TERMS: FUNDS DUE UPON RECEIPT OF CLAIM.</p> <p>Please refer all inquiries to address listed below.</p>	
<p>Post Audit Shopko Stores Operating Co., LLC. PO Box 19060 Green Bay, WI 54307-9060 Fax: 920-429-7684 postaudit@shopko.com</p>	



CLAIM	
<p>FLOWERS BY !!!!!!! ATTN: ACCOUNTING 100 MAIN STREET ANYWHERE, USA 12345</p>	<p>CLAIM NUMBER: DEF 123456 CLAIM DATE: 09-15-15</p>
<p>VENDOR NO: 9000000001</p>	<p>DEPT. NO: 0200</p>
CLAIM DESCRIPTION	
<p>TO CHARGE YOUR ACCOUNT FOR:</p> <p>Excess Defectives</p> <p>Please see attached.</p>	
<p>TOTAL AMOUNT DUE: \$ 19,024.00</p>	
<p>ACCOUNT NUMBER: 0100 00000 000 9999 110175 <i>Excess Defectives</i> <i>CLM RSN 98</i></p>	
<p>TERMS: FUNDS DUE UPON RECEIPT OF CLAIM.</p>	
<p>Please refer all inquiries to address listed below.</p>	
<p>Post Audit Shopko Stores Operating Co., LLC. PO Box 19060 Green Bay, WI 54307-9060 Fax: 920-429-7684 postaudit@shopko.com</p>	

Claim Form

Project ID: WK20140503
 Program ID: C201401810002718
 Contract ID: C905960700201812014002002
 Vendor #: 9000000001

Claim #: 562972
 Claim date: 6/15/2015
 Due Date: 7/15/2015
 Accrual Start: 5/15/2015
 Accrual Stop: 5/21/2015

REMIT TO:

TO:
 FLOWERS BY !!!!
 ATTN: ACCOUNTS PAYABLE
 100 MAIN STREET
 ANYWHERE, USA 12345

Shopko Stores Operating Co. LLC
 Vendor Receipts
 P. O.Box 8787
 Carol Stream, IL 60197-8787

Claim Status: Deducted

Description	Fund Type	Claim Amount
MARKDOWN-SKU CLEARANCE	Contract	\$65,223.50

Total Amount Claimed: \$ 65,223.50

Disclaimer:

SHOPKO RESERVES THE RIGHT TO OFFSET THIS AGREEMENT AGAINST FUNDS CURRENTLY OWING TO THE VENDOR. IF THE AMOUNT OWING TO THE VENDOR IS INSUFFICIENT THE VENDOR IS TO REMIT WITHIN 30 DAYS FROM THE DATE OF THE BILLING UNLESS OTHER TERMS HAVE BEEN AGREED UPON BY THE BUYER AND THE VENDOR AND SO NOTED ON THIS AGREEMENT.