

Accounts Payable

Purchase Order Verification:

1. SSI pays invoices when the Purchase Order is complete, based on standard terms. SSI does not pay partial Purchase Orders upon receipt.
2. Telephone orders, verbal commitments, handwritten orders or worksheets are not acceptable and will not be honored.

810 Invoice Requirements:

1. The following information is required on the **810** Invoice:
 - Your name and address
 - Your invoice number
 - Our Purchase Order Number
 - Total weight of the shipment
 - The freight carrier
 - The exact quantity in units by style, color and size
 - The unit cost must match the unit cost on our purchase order
 - Total cost and units per vendor style, which must match the PO#. All information must match the **856** ASN transmissions.
 - If the purchase order is written in "eaches" then the invoice should be in "eaches". If the purchase order is written in "packs", then the invoice should be in "packs" as well.
 - Total merchandise cost of invoice in U.S. Dollars.
 - The line item total must equal the invoice total
2. The **810** Invoice should only include merchandise line items transmitted at their actual costs. The merchandise line items should not be reduced to compensate for new store discounts, damage or distribution charges.
3. The **810** Invoice must be sent within 24 hours of shipment pickup from vendor's warehouse.
4. No charges or allowances should be included in the **810** Invoice either against line items or the invoice total. Invoices transmitted with these additional charges and allowances will be rejected, and subject to non-compliance charges.
5. Unless specified in our instructions, we do not pay for insurance.

Manual invoicing procedure:

SSI requires all vendors to transmit the **810** Invoice. However, in the event of an approved exemption, vendors must follow the manual process as listed below and mail invoice to the SSI Accounts Payable Department. Do not send a manual invoice if electronic invoice is to be sent. *Note: failure to provide **810** invoices as required without an approved exemption will result in a vendor compliance charge.*

1. Only one invoice per BOL per valid purchase order is permitted.
2. Each invoice must contain the following:
 - Vendor name and remit to address
 - Invoice date, which must reflect your shipment date.
 - A numeric invoice number
 - Purchase order number (only one PO# per invoice)
 - Department number
 - Ship To Address. If packed by store order, include the store name and number.
 - Carton count

- Total cost and units per vendor style, which must match the PO#. All information must match the 856 ASN transmission. If the purchase order is written in “eaches” then the invoice should be in “eaches”. If the purchase order is written in “packs”, then the invoice should be in “packs” as well.
 - SSI will not accept hanger or ticketing fees on separate or original invoices.
3. Freight charges added to merchandise invoices will not be accepted.
 4. Unless specified in our instructions, we do not pay for insurance.
 5. Do not send or include your invoices with merchandise shipments. Invoices sent with shipments will be disregarded.

Unpaid Invoice Inquiries

To request payment on an unpaid invoice, the vendor must mail the following information to the SSI Accounts Payable Department:

- Copies of Invoices in question
- Printed ASN detail for the BOL that contains the PO and shipment in question
- Proof of delivery (POD). A POD is defined as a Bill of Lading stamped and signed by an authorized representative of SSI Distribution Center attached to the freight bill.
- To ensure timely resolution, the POD must be received within 90 days of the original invoice due date. SSI will not investigate open invoices older than six months.

SSI will provide check numbers for payments that are more than two weeks past due. *If you require a copy of a cancelled check, there will be a charge of \$25 per check.

Accounts Payable Vendor Correspondence

To expedite your Accounts Payable remittance advice, shortages, or markdown allowances inquiries; you must mail the following information to the SSI Accounts Payable Department:

- Detailed explanation of your issue
- Check number
- Remittance Advice report
- Supporting documentation to support your position (signed Bill of Lading & freight bills)
- Complete name and address where a reply can be sent
- System generated copy of unapplied credits on Stage/Peebles account

SSI will not research issues older than 6 months. As a vendor, you have the right to submit a claim for any chargeback deemed unwarranted within the 6 month window. * However, due to the cost involved to research inconsequential claims, any claim submitted for less than \$100 that is researched and found to be a valid deduction will be assessed a \$100 handling fee.

Please note that the Remittance Advice Report is included with your check. This document details the invoices being paid as well as any associated deductions, claims and/or chargebacks. Please notify your factors, lock boxes, check processing departments, banks, etc. not to discard this very important document. *SSI will charge a \$100 fee per report to provide copies.

Please be sure that any required authorizations are communicated at the time allowances are agreed upon. SSI's position is that responsibility for communication of authorized claims is an internal responsibility of the vendor. *Any valid claims that require SSI to provide vendor documentation will be charged a \$100 fee per document.

*The aforementioned fees are meant to compensate for costs associated with labor, time, resources and other expenses necessary to fulfill vendor requests. These are not intended as a form of punishment.

Vendor Information Updates

To prevent any delays in the payment process, please assist us by keeping your file up to date. Notify us of an address change or any company status changes by mailing the change to the SSI Accounts Payable Department.

SSI Accounts Payable Department Mailing Address

SSI Accounts Payable Department

Attention: Vendor Relations, Accounts Payable

P.O. Box 20768

Houston, TX 77225-0768