

Fall 2018 Newsletter 9/24/18

We hope this email finds you well! Now that the Summer is over, we are starting our prep for Fall Clean-ups and most importantly, getting ready for Winter. We wanted to take this moment to inform you of some upcoming items as well as keep you updated on some items in progress.

Invoice Submissions

All invoices must be submitted to Invoicing@ferrandinoandson.com along with required validation documents. We've moved away from dual emails to make a more streamlined process. This change also helped us with some technical items we were dealing with over the summer.

Please note we can only accept invoices in the following formats;

- PDF files
- Microsoft Word (.doc and .docx), and Excel (.xls and .xlsx).
- Plain Text files (.txt)
- Image files (.tif, .jpg, .gif, and .png)
- Please be cautious with sending links. If they do not work or require a login, we will not be able to process them.

Quickbooks

After several months of testing and working directly with Quickbooks, we believe the issue has been resolved. If you are still not receiving invoice updates within 5 - 7 business days, please contact us at VRGsupport@ferrandinoandson.com or 866-571-4609 ext 2555.

Snow Roll-Out

Our Procurement Buyers and Account Managers are already getting prepared for the upcoming snow season. They are assigning vendors to their respective locations, going over Client requirements, and making sure you, our preferred vendors, are ready with everything you need.

Land and Lot Close-Out

With the Fall comes the end to some of our Landscaping and Lot services in October or November. Keep a look-out for any emails or phone calls from our Account Managers regarding Fall Clean-Ups and what is required to close the sites out for the season. If you are unsure, please reference your scope of work for the sites or contact your Account Manager for confirmation.

On the Horizon ...

We are excited to announce some new projects that are on the horizon. Below is a sneak peek of some of them. More details to follow soon.

- **ACH Payments** - No more waiting for your check in the mail! It will be sent via Direct Deposit to your bank account.
- **Vendor Portal** - Ability to upload your invoices directly into our system and track their progress.

As always, we in Vendor Relations are here for you, our vendor partner. Please contact us for any assistance at VRGsupport@ferrandinoandson.com or 866-571-4609 ext 2555.