

## Winter 2018 – 2019 Newsletter 1/4/19

### Greetings Vendor Partners,

Snow has knocked on almost all of our front doors. Many parts of the country have experienced their first snowfall of the season. The Vendor Relations department has been busy reviewing validation documents and processing your invoices for payment. We've also been focused on developing some new and exciting initiatives for our Vendor Partners. Please see the details below for more information on these new initiatives.

### ACH Payment Program

Our Accounting Department completed its testing and is excited to have gone live with an ACH payment program for payment of vendor invoicing. Invites have begun to be distributed to our vendors and will continue over the coming weeks to all active vendors. You may also request enrollment information by contacting us at [ACHsupport@ferrandinoandson.com](mailto:ACHsupport@ferrandinoandson.com).

### Enhanced Company Website

Ferrandino & Son, Inc. has an enhanced company website! With this update, VRG has created a section dedicated to our Vendor Partners. You can now see information on submitting your invoice, changing payment terms, FAQs, and much more. Just visit; <http://ferrandinoandson.com/vendors/>

### Invoicing Email Submissions

Please make sure to send your invoices and all validation documents to: [Invoicing@ferrandinoandson.com](mailto:Invoicing@ferrandinoandson.com). When submitting your email, please make sure to;

- Not submit anything over 10 MB in size
- Send them as PDF Files, Microsoft Word (.doc and .docx), Excel (.xls and .xlsx), Plain Text files (.txt), or Image files (.tif, .jpg, .gif, and .png)
- Be cautious with sending links. If they do not work or require a login, we will not be able to process your invoice.

If you have any questions or have an invoice inquiry, please contact us at [VRGsupport@ferrandinoandson.com](mailto:VRGsupport@ferrandinoandson.com) or at 866-571-4609 ext. 2555.