

7- Accounts Payables

Overview

Anna's Linens is committed to efficient processing and timely payment of all invoices. This can only be achieved when our vendor partners follow our established guidelines.

Invoicing Information

EDI Invoicing

EDI enrollment, testing, and certification are required prior to sending an EDI invoice (810) transmission. Suppliers can generate EDI 'in-house' or utilize a 3rd party service bureau. Please contact the Anna's Linens EDI Department for enrollment and testing procedures.

- Send only one invoice per PO. If a PO has multiple trailers, a separate invoice must be sent for each shipment for that PO#. Please attach a pack list for each trailer.
- Invoices must be sent to the Anna's Linens Accounts Payable Department via EDI at the time the shipment departs the shipping location.

Invoice Requirements

The following information is required on all Merchandise Invoices (EDI and non-EDI).

- PO Number
- Vendor Number
- Invoice Date (should be Pickup Date)
- Unique Invoice Number
- Payment Terms
- Ship To Location – (N1-ST) store number or DC # on corresponding 850
- Item SKU and/or Item UPC
- Unit Cost and Quantity
- Total Units shipped
- Total Cost (Separate out any special charges)
- Do NOT include freight charges
- Freight charges should be separated onto a different invoice and faxed or mailed to the Anna's Linens Logistics Department.

Invoices missing any of the required fields will be rejected and subject to an expense offset.

Non-Compliance

If you have been approved for processing EDI Invoices, any paper invoices sent to Accounts Payable will incur an expense offset. Invoicing errors will be assessed an expense offset if AP is required to make manual corrections.

Invoice and Claim Inquiries

Payment Terms

For freight collect, payment terms are calculated from Invoice (Pickup) Date. For Prepaid Freight, payment terms are calculated from Anna's Linens receipt date.