

Schwan Company Payment Options

**If not paying with a Credit Card, vendor is automatically set-up to receive payment via Check with 60 day payment terms*

	Credit Card (Schwan's Preferred Payment Method)	Wells Fargo VISA	ACH	Check*
Payment Terms	Immediate	Per Vendor Terms (1st payment ~ 45 days)	Per Vendor Terms (1st payment ~ 45 days)	60 days
Vendor Incurred Fees	Regular Credit Card Fees	Regular Credit Card Fees	None	None
Vendor Information Needed	<ul style="list-style-type: none"> • Invoice or Receipt 	<ul style="list-style-type: none"> • Invoice • W-9 	<ul style="list-style-type: none"> • Invoice • W-9 • Bank account information 	<ul style="list-style-type: none"> • Invoice • W-9
Vendor Set-Up Actions	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Email invoice & W-9 to Apinvoices@schwans.com • Receive set-up instructions from Wells Fargo via email/snail mail • Complete set-up on Wells Fargo online site at www.supplieronboarding.com 	<ul style="list-style-type: none"> • Email invoice & W-9 to Apinvoices@schwans.com • Receive set-up instructions from Wells Fargo via email/snail mail • Complete set-up on Wells Fargo online site at www.supplieronboarding.com • Complete penny test to validate bank account 	<ul style="list-style-type: none"> • Email invoice & W-9 to Apinvoices@schwans.com
Recommended for	<ul style="list-style-type: none"> • Vendors who prefer immediate payment • One-time vendors • Vendors who don't want Schwan's depositing money directly into their bank accounts 	<ul style="list-style-type: none"> • Vendors who prefer electronic payment • On-going vendors • Vendors who don't want Schwan's depositing money directly into their bank accounts 	<ul style="list-style-type: none"> • Vendors who prefer electronic payment • On-going vendors • Vendors who prefer to avoid credit card fees 	<ul style="list-style-type: none"> • Vendors who prefer to avoid credit card fees • On-going vendors • Vendors who don't want Schwan's depositing money directly into their bank accounts

Questions? Contact Schwan's Accounts Payable:

507-537-8131

corpap@schwans.com

Updated 10/2017

Wells Fargo VISA and ACH Set-Up Processes

If not paying with a Credit Card, vendor is automatically set-up to receive payment via Check with 60 day payment terms

Wells Fargo VISA Set-Up Process

1-2 weeks set-up time

- Vendor emails invoice & W-9 to Apinvoices@schwans.com
- Vendor receives set-up instructions from Wells Fargo via email/snail mail
- Vendor logs on to www.supplierboarding.com
 - Enter Activation ID and Supplier ID
 - Generate Code & Authenticate Code

- Complete on-line enrollment
- Select "Submit" to finish **VISA** enrollment
- Select "Decline" to continue to **ACH** enrollment

ACH Set-Up Process

2-3 weeks set-up time

- Complete all VISA steps to the left
- Enter ACH information
- Select "Submit"

- Wells Fargo sends an email to vendor to confirm penny deposit

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