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	Invoice or Receipt	• Invoice • W-9	InvoiceW-9Bank account information	• Invoice • W-9
Vendor Set-Up Actions	• 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 	 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 	Email invoice & W-9 to Apinvoices@schwans.com
Recommended for	 Vendors who prefer immediate payment One-time vendors Vendors who don't want Schwan's depositing money directly into their bank accounts 	 Vendors who prefer electronic payment On-going vendors Vendors who don't want Schwan's depositing money directly into their bank accounts 	Vendors who prefer electronic payment On-going vendors Vendors who prefer to avoid credit card fees	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

Card Acc	ceptance Form for FEDEX OFFICE AND PRINT SERVICES INC
Instructions:	/
To enroll, complete and submit th and a quick reference guide of co	is form. Once your information has been processed, you will receive a confirmation email with your log-in credentials implete payment instructions.
(*) indicates a required field	
Contact Information	
Supplier Name:	FEDEX OFFICE AND PRINT SERVICES INC
 Remittance Email Address: 	
Retype Email:	
	We require a remittance email address for payment notification. We recommend a central address, such as receivables@supplier.com.
* First Name:	Enter First Name
* Last Name:	Enter Last Name
Title:	
* Telephone:	
Location Information	
	PO BOX 672085
1	DALLAS
State:	
1	75267
Transaction Information	
Can you support one card transactions for multiple invoices as consolidated payment?	Yes v
Do you have a transaction limit for a card transaction?	No 💙
Do you require customers to access a web portal in order to submit card payments?	No ✓
Please enter any information specific to your card processing that your customer may need to know:	Ŷ
Please click here to view	a demonstration of the remittance advice you will be receiving
NOTE: You will authorize pay	ments from Schwan Shared Services as you would any other credit card transaction.
	Submit Decline

ACH Set-Up Process

2-3 weeks set-up time

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

·	
Routing Number:	
* Account Number:	
Bank Name:	
Account Type:	Checking ✓
would like to receive email emittance:	\checkmark
would like payments sent in CTX format:	
	Note: The information entered here is for the purpose of dual verification of a penny test payment that will be initiated upon hitting Submit below. The contact information entered here will not be used as an alternate initiation of the property of the p
	initiated upon hitting Submit below. The contact information entered here will not be used as an alternate
	initiated upon hitting Submit below. The contact information entered here will not be used as an alternate address for remittance receipt, contact by HY VEE, or any other purpose. While allowed, use of generic email URLs (Gmail, Hotmail, AOL) or URLs that do not match (ex. @abc.com for Remittance Email and @xyz.com for Co-worker email) is not recommended and will be flagged for review.
	initiated upon hitting submit below. The contact information entered here will not be used as an alternate address for remittance receipt, contact by HVYEE, or any other purpose. While allowed, use of generic email URLs (Gmail, Hotmail, AOL.) or URLs that do not match (ex. @abc.com for Remittance Email and @xyz.com for Co-worker email) is not recommended and will be flagged for review.
Co-worker Name: * Co-worker Email Address:	initiated upon hitting submit below. The contact information entered here will not be used as an alternate address for remittance receipt, contact by HVYEE, or any other purpose. While allowed, use of generic email URLs (Gmail, Hotmail, AOL.) or URLs that do not match (ex. @abc.com for Remittance Email and @xyz.com for Co-worker email) is not recommended and will be flagged for review.
Co-worker Name: * Co-worker Email Address:	initiated upon hitting submit below. The contact information entered here will not be used as an alternate address for remittance receipt, contact by HYVEE, or any other purpose. While allowed, use of generic email URLs (Gmail, Hotmail, AOL) or URLs that do not match (ex. @abc.com for Remittance Email and @xyz.com for Co-worker email) is not recommended and will be flagged for review.
Co-worker Name: * Co-worker Email Address:	initiated upon hitting submit below. The contact information entered here will not be used as an alternate address for remittance receipt, contact by HYVEE, or any other purpose. While allowed, use of generic email URLs (Gmail, Hotmail, AOL) or URLs that do not match (ex. @abc.com for Remittance Email and @xyz.com for Co-worker email) is not recommended and will be flagged for review.

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

Questions? Contact Schwan's Accounts Payable: 507-537-8131

corpap@schwans.com