



UNFI INSIGHTS – NATURAL OPEN PAYABLES FAQ

Dashboard Purpose:

The purpose of this dashboard is to provide insight into a suppliers current Open Payables balance with UNFI. This will consist of all items posted to the account, but not yet paid. You will be able to identify if either region is positive or negative. If the account is positive, you could expect a payment to be issued based on discount and due dates. If the account is negative, you would need to connect with your Supplier Relationship Manager (SRM) to initiate a reconciliation to resolve the negative balance as the deductions amount exceeds the amount of invoices UNFI has posted. UNFI can help answer questions, provide support, and arrange payment to UNFI to resolve the matter.

What if I don't see an invoice on this list and it hasn't been paid either?

It's possible UNFI does not have a copy of the invoice. Please contact Accounts Payable (AP) to inquire into invoice status. For contact information, please visit our Supplier support site at the following link: <https://unfinc.zendesk.com/hc/en-us/sections/206791887-UNFI-Contacts>

Is the Open Payables Details section able to be exported?

Yes, this can be downloaded and exported to various files formats, including PDF and Excel. Please click the 3 dots in the top right corner of the chart.



Can I use the funds from a positive region to cover the negative balance in the other region?

Yes, a balance transfer can be performed between East and West regions as long as the account is positive overall. Please inquire with your SRM for more details on this situation.

How often will the dashboard be updated?

Daily.

Overview Blocks

Total Invoice Amount: Total dollar value of the invoices and deductions currently posted on the account that are unpaid.

Total Terms Discount Amount: Total terms discount dollars that will be subtracted if paid within the agreed upon terms. For specific cash terms details please review your Supplier Agreement.

Total Net Payables: Total Invoice Amount minus the Total Terms Discount.



Open Payables Details Headers:

Region - East / West: The UNFI Natural region that the invoice or deduction is posted to. The East and West accounts are separate accounts within the same remit #. Each region pays out independently of each other. Invoices and deductions are assigned to a region based on the DC that the invoice or charge ties back to. For National deductions they may vary which region they get applied to.

Distribution Center (DC): Identifies which DC the invoice or deduction is connected to. If no DC is listed, then the charge could be from inventory that originated from multiple DC's, such as an MCB, or be non-inventory related, such as a Tabletop Show.

Remit to Code: Not all suppliers have a remit to code. This is used if you have a secondary address that receives physical checks from UNFI, multiple brands within a remit #, or if you receive electronic payment from UNFI via ACH. This will be a 4-letter combination based on the state and city of the address. Example: Providence, RI = RIPR. Please ensure all items are properly applied to remit codes where necessary.

Invoice Number: UNFI manually generates invoice numbers for deductions that are processed. UNFI uses the invoice number provided on supplier invoices for inventory related invoices. For a complete breakdown of the deduction codes used please refer to the link provided within Insights.

Suffix: A "111" code means there is a pricing or quantity discrepancy noted on the invoice. Review of the specific backup would be required to determine items, quantities, prices, etc.

Invoice Status: Released = fully processed and eligible to be paid/deducted. Unreleased = still waiting for inventory to be received, or there is a pricing or quantity issue between the PO, invoice, and what was received. If you notice an Unreleased invoice status after delivery, please contact AP to resolve.

PO Number: This is the UNFI provided Purchase Order (PO) number given to suppliers.

Invoice Date: This is typically the date the supplier creates and sends UNFI an invoice. UNFI acknowledges what is listed on the invoice. A deduction invoice date is typically around the date of performance.

Terms Discount Date: The date UNFI would need to pay the invoice by to subtract the terms discount dollar amount. This is based on the details within the Supplier Agreement.

Due Date: This is the date UNFI would be expected to make full payment for an inventory invoice. This is determined by the agreed upon terms within the Supplier Agreement. The due date would also indicate when a deduction would be eligible to be factored into a payment.



Invoice Amount: Dollar amount listed on the invoice or deduction.

Terms Discount Amount: Dollar amounts eligible to be subtracted from the invoice amount if paid within the previously agreed upon terms.

Net Payables: Total Invoice Amount minus the Total Terms Discount.