UNFI INSIGHTS – CONVENTIONAL 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. 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 access ePASS via SVHarbor to research invoice status. If you are still unable to locate the invoice you can submit a pass to inquire for more details.

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.
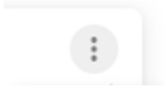
How often will the dashboard be updated?
Daily.

Is deduction backup available online?
Yes, ePASS allows for suppliers to self-service their backup requests to review specifics of each charge.

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:

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 or could be non-inventory related.

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 "950" 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., which is available within ePASS.

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.