



Evaluated Receipt Settlement – ERS

Welch Allyn has implemented ERS – Evaluated Receipt Settlement. With ERS we will pay suppliers based upon the quantity we receive and our Purchase Order Price. Invoices are no longer required.

Requirements:

1. Welch Allyn's Purchase Order Number, the Part Number, Prices, Terms and Ship Methods must be accurate.
2. The Supplier verifies the above prior to shipping and notifies Welch Allyn Buyer of any discrepancies.
3. Packing Slips must be 100% accurate with correct items, Welch Allyn Part Number, Welch Allyn Purchase order Number and correct Quantities in Welch Allyn's Purchase Orders Unit of Measure.
4. Welch Allyn must receive goods accurately. To assist in this endeavor, Packing Slips must be clear and easy to read.
5. Invoices – Welch Allyn is not to receive any invoices. Suppliers are to either put the invoices on hold in their system or, if this is not possible, change the "Remit To" address in their system to their own address. **DO NOT MAIL INVOICES TO WELCH ALLYN.**
6. Supplementary Charges – ex. Set-up, Plating, Drum Charges, etc. – Must be included in the unit price of the item or must be added as an individual line item on the Purchase Order.
7. Freight – **No Prepaid and Add** shipments are allowed. Welch Allyn's preferred carrier and service level is FEDEX GROUND – BILL RECIPIENT. This does not mean COD or Consignee. Please contact your Procurement Analyst for the appropriate Account number based on the "Ship To" location.
8. The Suppliers' Invoice Number, Packing slip Number, or Receipt Date will be captured upon receipt at Welch Allyn. This information will be included on the remittance advice.
9. Remittance Advice – Due to space constraints, limited information is provided on the paper check. It is recommended that the supplier accept EFT (Electronic Fund Transfers) as payment. More detailed information is provided with the EFT Remittance Advice. EFT offers next day cash receipt versus 7-10 day mail and bank float time.
10. The supplier's payment is scheduled based on established term and receipt date.
11. Specific questions concerning Orders, Receivers, Rejects, and Payments should be directed to the Welch Allyn Procurement Analyst that placed the order.
12. **New York State Sales Tax** will not be included in payment to suppliers. See attached Direct Pay Permit.
13. If you would like more information on ERS or have a general ERS question, please contact either of the ERS Administrators.

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