



North American Invoicing Requirements

Gordon Food Service requires invoices adhere to the below specifications. Meeting these requirements will improve the accuracy of invoice processing and timeliness of payments.

Payment Terms (Direct Goods Only)

Standard Payment Terms: Net 45 with Automatic Clearing House (ACH) EFT or Check.

Expedited Payment Terms: 2% Discount 15, Net 45 ACH or 1% Discount 30, Net 45 ACH/EFT.

Payment shall be made after receipt and acceptance of the goods under any order.

Invoice Requirements

To maximize process efficiency and accuracy for both Gordon Food Service and our suppliers, all invoices **must be submitted electronically**, either via EDI or via Supplier Invoice & Payment Manager. All invoice or payment status inquiries will be handled through this free application which can be accessed through the GFS Supplier Central Portal at <https://supplier.gfs.com>. Please note that paper or emailed invoices received after the enrollment deadline of April 2, 2018, may delay payment and may be subject to an invoice processing fee of up to \$25 per invoice. We strongly encourage your prompt participation in this program. To enroll in EDI, email a request to sales@itradenetwork.com. Please contact the Gordon Food Service AP team for any questions; contact information is below.

General Requirements

- Invoices must be submitted with a valid Gordon Food Service purchase order number.
- Please submit only one invoice per Purchase Order.
- Do not leave invoices at our warehouses when delivering product. They will not be forwarded for processing.
- Please note that Gordon Food Service pays invoices based on the vendor terms beginning with receipt of goods at Gordon Food Service Distribution Centers. For example, if terms are net 45 and the invoice is dated the 10th of the month with product received on the 11th, the payment will be 45 days after the 11th.

Accounts Payable Adjustment Time Limits

Requests for adjustments to Accounts Payable related issues must be addressed via Supplier Invoice & Payment Manager within six months of the purchase. No adjustments will be made after 180 days.

Vendor Receivables

Vendor Receivables manages invoicing, collection of purchase and sales rebate programs and other miscellaneous non-rebate bill backs. The method of collection is auto-deduction through Accounts Payable. In order to assist the cash application process, Gordon Food Service will include a description with most deductions on the remittance advice. Deductions related to Vendor Receivables will have "VR" preceding the invoice number for Canadian deductions and "GA" or "GM" for US deductions.

To set up receipt of invoice deductions in PDF format via email, please complete one of the following forms:

- [US Vendor Receivables Invoice Form](#)
- [CA Vendor Receivables Invoice Form](#)

Contacts

	US	Canada
AP Inquiry	apinquiry@gfs.com	apinquiry@gfscanada.com
VR Inquiry	vrsupport@gfs.com	vrinquiry@gfscanada.com
VR Contact	616-717-6010	616-717-6779
Supplier Central	suppliercentral@gfs.com	suppliercentral@gfs.com
EDI	sales@itradenetwork.com	sales@itradenetwork.com