



Corporate Headquarters

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Evaluated Receipt Settlement – “ERS”

Welch Allyn is implementing 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, 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 Order’s Unit of Measure.
4. Welch Allyn must receive goods accurately. To assist in this endeavor, Packing Slips must be clear and easy to read. Bar Coded Packing Slips or Labels are preferred.
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, please change the remit to address in their system to their own address. **DO NOT MAIL ANY INVOICES TO WELCH ALLYN.**
6. Welch Allyn does request that **Statements** continue to be mailed.
7. 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.
8. Freight – **NO PREPAID and ADD** Shipments are allowed. Please refer to Welch Allyn Routing Guide on our Website.
9. The Supplier’s 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.
10. 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 will be provided with EFT Remittance Advice. EFT offers next day cash receipt versus 7-10 day mail and bank float time.
11. The Supplier’s payment is scheduled based on established term and receipt date.
12. Transaction Codes on Remittance Advice -
 - RD Receipt Discrepancy Adjustment
 - PA Price Adjustment
 - RM Return Material Adjustment
 - PK Normal Receipt
13. Specific questions concerning, Orders, Receivers, Rejects, and Payments should be directed to the Welch Allyn Buyer that placed the order.
14. **NEW YORK STATE SALES TAX** will not be included in payment to suppliers. See attached Direct Pay Permit.
15. If you would like more detailed information mailed to you on ERS or have a general ERS question, please contact Jerri Sawyer-Field, 315-685-4411 or jerri.sawyer-field@welchallyn.com