

Buying Group Process - Members

I. Pricing Negotiation

- Member negotiates individual pricing (outside of pre-negotiated Prime Advantage discounts and rebates) and payment terms with Endorsed Supplier.

II. Order Placement

- Member places order directly with Endorsed Supplier through existing purchasing methods.
- Supplier ships order directly to Member.

III. Invoicing

- Supplier changes customer name on invoices to "Member Name"/ A Prime Advantage Member.
- Supplier invoices Member directly and copies Prime Advantage with electronic invoice.
- Supplier provides Prime Advantage with electronic copy of monthly sales history.

IV. Payments

With most Suppliers, Members pay Supplier through Prime Advantage within the agreed upon payment terms. To ensure timely payments, members are required to send payments 48 hours prior to due date. Ex. - For 30-day terms, Member pays Prime Advantage by 28th day.

- Acceptable payment methods:
Wire Transfer or Check
- If paying by check, Check Addressee should be:

Prime Advantage; C/O "Endorsed Supplier Name"

OR "Endorsed Supplier Name"; C/O Prime Advantage.

- If paying multiple suppliers on the same check, please list Prime Advantage as the payee and designate each supplier being paid on remittance.

- To ensure prompt payment, checks MUST be mailed to the Prime Advantage lockbox:
Prime Advantage
3622 Collections Center Drive
Chicago, IL 60693

- Prime Advantage consolidates all member payments each day and pays Endorsed Suppliers via ACH.

In special exceptions, Members pay Supplier direct.

- Please reference Endorsed Supplier Payment Document for a listing of companies paid directly.
- In these cases, Members are asked to submit a monthly purchase report to Prime Advantage. Monthly purchase report should include: Invoice date (not payment date), net dollar amount of invoice. Reports should be sent to services@primeadvantage.com
- Please reference the Edgcomb Metals deal sheet on the web site or deal book for specific Edgcomb payment information.

V. Rebate

- Rebates are paid to members based on Endorsed Supplier contract dates and will be paid at either the Spring or Fall conference. Rebates are based on net dollar amounts of paid invoices during the Suppliers' rebate cycle.