

Corrigo Albertsons Vendor Payment Process

Albertsons Companies uses the Corrigo software platform to manage the repair process and vendor payment process for all the stores in the company.

Utilizing Corrigo to receive payment on work orders is a requirement of every successful bidder.

There is a modest fee associated with being a member of Corrigo - \$50 per month for unlimited use or \$5 per work order accepted. 100% of these fees are collected by Corrigo and Albertsons Companies does not receive any portion of the fees. Most smaller vendors and vendors that only handle a select number of stores and trades opt for the \$5 per work order accepted option. A major advantage of being a Corrigo member is once you're signed up your business/services would be visible to many other potential customers that utilize Corrigo as well.

The work order process is simple:

- Store places a work order on line
- The system will automatically generate and send a work order to the vendor that is assigned that trade for that store
- Vendor receives the work order (usually via email) and that is the vendor's notification that the work described needs to be completed
- After the work is completed and if the work is billable, the vendor invoices on line through the Corrigo portal (if the unlimited use option is selected) or emails the invoice to the internal Albertsons team that manages the Corrigo process

There is a separate Terms and Conditions associated with store maintenance that is not tied to the roof replacement contract and the template is provided. The verbiage of the Terms and Conditions cannot be altered and please note the insurance requirements outlined on pages 4 and 5.

Once the successful contractor has been identified and Albertsons Companies has started the contract process, Burke Alford from Albertsons Companies will review the Corrigo process and answer any questions.

For more information on Corrigo go to www.Corrigo.com