



Vendor Information Form

VENDOR LEGAL ENTITY AND ADDRESS DATA

Legal Entity Name: _____

Doing Business As (DBA - if different from above): _____

Address/PO Box: _____ City: _____

Region/State/Province: _____ Postal/Zip Code: _____ Country: _____

Purchase Order Email Address: _____ Phone Number: _____

REMITTANCE ADDRESS (if different from Above):

Address/PO Box: _____ City: _____

Region/State/Province: _____ Postal/Zip Code: _____ Country: _____

A/R Supervisor: _____ A/R Phone Number: (____) _____

A/R E-Mail Address: _____ A/R Fax Number: (____) _____

***Please provide e-mail for ACH, if different from A/R e-mail:** _____

Payment Term: _____

◆ Evaluated Receipt Settlement: ERS

◆ Automated Clearing House: ACH

Remittance Method:

◆ Vendors with U.S. Banking entities will **only** participate in the ACH Program.

◆ Vendors outside the U.S. will utilize **only** wire payments.

◆ ERS is **required** for any U.S./domestic vendor.

Are you a registered Minority Company?

Asian American African American Hispanic American Native American Women Owned Disabled Veteran

AUTHORIZATION:

Vendor hereby authorizes Universal City Development Partners, Ltd., (hereinafter referred to as Universal), to provide direct payment of any invoices or reimbursement due to Vendor into the above designated account. If at any time the amount of payment so deposited exceeds the amount of payment actually due and payable to Vendor, Vendor hereby authorizes Universal at its discretion to either withhold a sum equal to the overpayment from future payments or recover such overpayment from the above-designated account. If any action is taken by Vendor that results in non-acceptance of a direct payment by the designated Depository Institution, Vendor understands that Universal is not responsible for or required to process a supplemental payment until the amount of the non-accepted deposit is returned to Universal by the Depository Institution. Vendor understands that this authorization will remain in effect until it is cancelled in writing and Vendor agrees to notify Universal in writing of any changes in its account information or termination of this authorization at least 15 days prior to the next payment date. Both parties agree to be bound by NACHA Operating Rules as they pertain to these transactions.

Vendor Name

Date

Authorized Signature

Name

Title



Evaluated Receipt Settlement

Evaluated Receipt Settlement (ERS) is a procedure for the automated settlement of goods receipts that eliminates the need for vendors to submit invoices.

Process:

- At the time that a Purchase Order is issued to a vendor by the Universal Parks & Resorts Merchandise (UPRM) team, the vendor should validate that the costing on the PO is accurate for all items being placed.
- Goods are received into the UPRM merchandise management system upon delivery and the record of receipt is completed in the system.
- Each night, the merchandise management system reviews all receiving records for vendors that are designated as participating in the ERS process. The units received are extended using the unit costs by product on the corresponding PO. A record of this detail is electronically transmitted directly to the NBCUniversal payment system.
- As records are received by the payment system, payments are processed/scheduled in accordance with the payments terms in the system and the receipt date in the merchandise management system.
- Payments are made via ACH or check based on the calculated payment date.

Benefits:

- Automated process that eliminates invoice matching thereby speeding up the payment process.
- Eliminates need for vendors to generate invoices.
- Eliminates process for submission of invoices that lead to scan and capture issues.
- Quicker receipt of funds and reduced efforts related to AR reconciliation.

Direct Store Delivery:

- Requires buyer and vendor representative to keep system prices up to date.
- Record of receipts captured when vendor delivers product to the selling locations.
- Process continues once receipt records are posted to the merchandise management system.

NOTE: UPRM has been utilizing ERS for select vendors in Orlando since 2009 and has expanded the process to Hollywood in recent months.