



## **ERS (Self Billing) Process for US Domestic Suppliers**

### **ERS Frequently Asked Questions (FAQ)**

Note: This is intended for US suppliers who receive Purchase Orders from ZF and are using self-billing (also known as Evaluated Receipt Settlement (ERS)) when doing business with ZF.

#### **What is ZF's self-billing approach?**

- Our self-billing approach is designed to streamline payment process. Supplier goods are posted for payment upon goods receipt in accordance with agreed upon payment terms. The payment is based on pricing information on the order at the time of receipt. It is NOT based on the supplier's invoice, supplier is instructed to discontinue sending invoices.

#### **Please explain the self-billing process, known as ERS:**

- ZF will create a purchase order or scheduling agreement and the supplier ships to that order. ZF will pay you based on the PO/SA after receiving the goods and related receiving documents (e.g. bill of lading, delivery note etc.) in accordance with agreed upon pay terms. This process eliminates the need for you to create and/or email an invoice to ZF.

#### **What is ERS?**

- ERS stands for Evaluated Receipt Settlement. Simply, this process allows us to generate a payment to you based on receipt of goods or services rather than waiting for an invoice to process payment.

#### **Where should I send Invoices?**

- After ERS is activated, the supplier will discontinue mailing/emailing invoices. Supplier payment will be processed directly upon receipt of goods or services at the facility per the agreed upon price and pay terms on the order. Supplier will receive an emailed 'Goods Receipt Settlement' outlining the details of the receipt. This document will be delivered within 24 hours.

#### **Our Accounting contact has changed, who do I contact?**

- Inform your Commodity buyer.

#### **I receive a Payment Advice via email now, will I still receive this notice?**

- Yes, you will receive BOTH Payment Advice and Goods Receipt Settlement documents via email.

#### **What is the difference between Payment Advice and Goods Receipt Settlement?**

- Payment advice is auto generated document that provides the supplier with reference ( ie: Delivery note number) and dollar amounts settled to supplier bank account.
- Goods Receipt Settlement document is auto generated at the time of goods receipt at the ZF plant. This document shows quantity received and contract price which will be paid according to agreed terms. GR Settlement runs daily.

**Our system requires us to generate invoices, what now?**

- If your system requires you continue to generate invoices, do not send them to ZF. They will be discarded. Use the generated invoices to match with automated payment coming from ZF.

**We received a Goods Receipt Settlement, but it does not include the taxes or freight, what do we do?**

- The Goods Receipt Settlement document outlines details of the receipt. Supplier is paid according to pay terms on purchase order via electronic transfer. The payment is based on pricing information in the contract at the time of receipt. Please check your orders prior to shipment.

**Will all orders from ZF be ERS?**

- ZF is standardizing payment process across North America and ERS is part of the standardization.

**What number will be referenced with my Goods Receipt Settlement?**

- Your delivery note number (the document you include with the goods) will be referenced on the GR Settlement.

**What if I am paid the incorrect amount?**

- Supplier is paid according to pay terms on purchase order via electronic transfer. The payment is based on pricing information in the contract at the time of receipt. Let your buyer know ahead of time of discrepancies to avoid manual corrections.
- If the payment discrepancy results in short payment, the Commodity Buyer can resolve with a retro payment request.
- If the payment discrepancy is the results in overpayment, the Commodity Buyer can resolve with a retro debit request.
- Also applies to price differences due to raw material surcharges.

**When do the payment terms begin for the self-bill transaction?**

- As soon as the product is received at the ZF location, a Goods Receipt will be posted in the system. The payment terms commence upon that GR posting. A GR Settlement will be emailed to you within 24 hours.

**How to I sign up for ACH payments or update my banking information?**

Contact your ZF Commodity Buyer (Listed on your PO)

**Who do I contact to answer payment questions?**

First contact your ZF Commodity buyer, additionally contact APSharedservices@zf.com

**How do I notify ZF of address changes?**

Contact your ZF Commodity Buyer (Listed on your PO)

# Goods Receipt Settlement and Payment Advice

**GR Settlement** provides details of material received.  
This job runs daily, therefore supplier will receive this document within 24 hours of the actual receipt at the plant.



As agreed, we have settled the following goods and services and credited the amounts to your account in our company:

Item	Material	Description	Vendor material/alt. service entry no.	GR doc. /SBNt. / Item	Outline agrmt / Item	Net value in USD
Deliv. note /Ref./ of PO (SA) / Item Qty.						
00001	CHARLESTON SC 29418	Settlement items for plant: 3117, ZF Gainesville, LLC, 30507 Gainesville, 1925 New Harvest Drive O-RING	/ 02/08/2021	5052662851 / 0001	J0	360.00
					3,000	
						360.00
						0.00
						360.00
Total net value A/P Use Tax, exempt (J0)						360.00
Total						360.00
Terms of payment: Related to 02/08/2021: within 60 days Due net						

**Payment advice is list of items paid to the supplier**

Dear Sir/Madam,  
We have cleared the items listed below with document 15002593.  
Please address any questions regarding this payment to APSharedService@zf.com. In order to facilitate your request, please include the above listed ZF location as a reference with your inquiry.

ZF Gainesville, LLC

Document	Your document	Date	Deductions	Gross amount
530000040	2635561	02/08/2021	0.00	360.00
Sum total			0.00	360.00

Document is machine-made and valid without signature.

Please let us know immediately if the contact address for the payment advice has changed.

The two documents are linked to each other by the **supplier document number** for easy cross reference

Payment document	Date	Currency	Payment amount
15002593	04/07/2021	USD	*****360.00