Electronic Funds Transfer (EFT) Program
Guidelines and Setup Instructions (Purchase Suppliers)

About EFT Program
Electronic Funds Transfer (EFT) is a secure payment method that allows funds to be electronically deposited into your account. EFT is an efficient, reliable and environmentally sustainable alternative to paper checks. With EFT, payments are processed five days per week, which significantly reduces the payment cycle time compared to paper checks.

New EFT Setup
To enroll in Walmart's EFT Program, please complete the EFT Enrollment Form (See figure 1.1).

A. Supplier Name: Name currently attached to your Walmart account / Supplier Number (listed on your current checks, PO’s and remittance advices). Note: The Supplier Name listed on the EFT Enrollment Form will be validated against the IRS website to ensure compliance with IRS reporting requirements. If the names do not match, you may be asked to complete a name change form.

B. Supplier Number: Unique 6 digit number issued to identify your company in Walmart systems. Your supplier number is listed on the lower right corner of your paper check remittance advice. A separate enrollment form is required for each unique supplier number. If you have not been issued a supplier number, please enter “000000” on the enrollment form.

C. Tax ID Number: The 9-digit Tax ID Number associated with your company. Note: The Tax ID Number listed on the enrollment form will be validated against the IRS Website to ensure compliance with IRS reporting requirements.

D. EFT Program Requirements:
- Supplier’s bank must accept CCD and ACH formats.
- Supplier must have a commercial bank account in the United States.
  - Non-US Based Suppliers must have an account or banking relationship (Sister Bank), with a U.S. bank to forward funds to Supplier’s international bank account. Walmart cannot make payment via EFT to banks outside of the U.S.
- Supplier must be set up to receive remittance advice via Retail Link or EDI 820 before completing the EFT Enrollment Form. To get setup for Retail Link or EDI 820, please contact Retail Link Help at 479-273-8888.

E. Request Type: New EFT Setup / Bank Change Request
- New EFT Setup - Complete the EFT Enrollment Form and return as a PDF e-mail attachment.
- Bank Change Request - If you are currently enrolled in the EFT Program and want to change your bank information, please complete the EFT Enrollment Form and select “Bank Change Request.” When requesting a Bank Change you must provide a current address. Paper checks will be mailed until successful testing of new account is confirmed.

Micro Deposits/Confirmation processes: To confirm your bank account information, Walmart may make a deposit into the specified account before EFT enrollment is finalized. You may send a copy of a voided check for the specified account for additional confirmation (preferred). Note: Please notify your bank to ensure your account is set up for ACH or CCD for testing and accepting payments. Walmart will then send you a Bank Confirmation Form. You must confirm with your bank that the test transmissions were received and return the signed Bank Confirmation Form to wmeftph@wal-mart.com or fax to 479-273-6758.

F. Payment Terms: Five days will be added to the current payment terms in your Supplier Agreement.

G. Remittance Acceptance Method: There are two options to receive remittance advices electronically:

1. Retail Link - Web-based system that allows suppliers to interface with Walmart systems. Retail Link access will enable you to receive remittance advice electronically.
   - To get setup for Retail Link access:
     1. Contact Retail Link Help at 479-273-8888
     2. Option 1 - Retail Link Support
     3. Option 3 - Technical Support

2. Electronic Data Interface (EDI) - If you currently submit invoices to Walmart via EDI and would like to also receive remittance advice through EDI, please confirm with your technology department that your systems are able to receive electronic remittance advices.
   - To begin receiving remittance advice through EDI:
     1. Contact Retail Link Help at 479-273-8888
     2. Option 2

H. Signature: EFT Enrollment Form must be signed and dated by an authorized representative of your company. Electronic signatures will be accepted. If you do not have an electronic signature please print, sign and scan the completed form. Please return the form to wmeftph@wal-mart.com or fax it to 479-273-6758.

Questions? Please direct any questions regarding the EFT Program or the EFT Enrollment Form to Walmart Global Shared Services Contact Center at 1-888-499-6377.
Electronic Funds Transfer (EFT) Program
Purchase Supplier Enrollment Form

Supplier Information (required)
Supplier Name: [A]
Supplier Number: [B]
Tax ID Number: [C]

Contact Information (required)
Name: [D]
Phone: [E]
Email: [F]
Fax: [G]

EFT Program Requirements:
- Must be setup as an EDI supplier or have access to Retail Link.
- Supplier’s bank must accept CCD and ACH formats.
- Supplier must have a commercial bank account in the United States.

Payment Terms:
- Five days will be added to current Supplier Agreement payment terms.

Bank Information (required)
Supplier Name (as it appears on bank account): [H]
ABA Routing Number: [I]
ACCT Number: [J]
Bank Name: [K]
Remittance Acceptance Method: [L]

Note: If requesting a Bank Change, paper checks will be mailed until successful testing of new account is confirmed.

By signing this document I agree that:
- I have read, understand and agree to be bound by the terms of the Electronic Funds Transfer (EFT) Program as set forth above.
- I am authorized and empowered to sign this document on behalf of Supplier and bind Supplier to the terms of this program.

Supplier Authorized Representative
Printed Name: [M]
Title: [N]

This form must be signed by an authorized representative of the supplier to be enrolled in Walmart’s EFT Program.

Walmart Use Only
Processed by: [O]
Authorized by: [P]
Date Processed: [Q]
Date Authorized: [R]

Check Example

VOID

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