

NORTHEAST GROCERY



Dear Vendor Partners,

We would like to remind you of some important updates and changes regarding the further consolidation across Northeast Grocery, Price Chopper, Market 32 and Tops finance and accounting processes. These updates streamline non-customer facing operations and ensure consistency in our dealings with vendors.

1. **Consolidation of Vendors:** If the same vendor exists across both Operating Companies, they will be consolidated as one vendor. This step is taken to enable cross-operating company deals and reduce efforts in managing multiple vendors.
2. **Invoice Generation and Communication:** Invoices for promotional deals will now be generated weekly and sent electronically to a primary email address. We are also working on adding additional email addresses for better communication.
3. **Payment Terms Alignment:** Checks will be issued by Northeast Shared Services for product purchased for both Operating Companies. Payment terms will be the same for both Operating Companies.
4. **Consistent Payment Arrangements:** Promotional invoices will be issued by Northeast Shared Services for both Operating Companies with the same payment terms. The method of collection (i.e. check, ACH, C&S deduction, etc.) for promotional invoices will be the same for both Operating Companies.

We believe these changes enhance our efficiency and improve our collaboration with you. You're understanding and cooperation in implementing these updates are greatly appreciated.

Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Northeast Grocery