



Schnucks VISA Payment Program
(For vendors with the physical or virtual technology to process credit card payments)

In an effort to improve and streamline the Accounts Payable process, Schnuck Markets, Inc., is partnered with Commerce Bank in a VISA payment program.

Your electronic remittance notification will be sent to the email address provided. If you need to update this information or provide an additional remit email address, please submit a Change Request through the Schnucks PeopleSoft Supplier Portal <https://smi-pssupplier.schnucks.com/psp/schsup/?cmd=login&languageCd=ENG&>. Please make sure you know your User ID and Password that was provided when your Supplier Registration was approved.

- An e-mail remittance notification will be sent when these payments are ready for you to process.
- This remittance will contain: total payment amount, payment number, invoice number, invoice date, and invoice amount.
- Your merchant VISA account will be authorized to draw down the payment total amount listed on the remittance. **It is very important that you run the card for this total amount and post each invoice amount as listed on the remittance.** If your AR system will not allow you to post total remittance amounts, please notify our Accounts Payable team at accountspayable@schnucks.com.
- **Do NOT issue refunds to Schnucks on the VISA account.** All credits/ credit memos need to be sent to the Accounts Payable team at accountspayable@schnucks.com to be processed and included on future remittance amounts.
- The remittance will contain a secure link to a one time use credit card number. If you would prefer to keep a credit card number on file versus getting a link to a new one each time, that option is also available. If you need to change the type of account you have or have any other questions about your merchant account or account number please contact **Commerce Bank Customer Service at 866-927-5419.**