

Dear Rite Aid Vendor,

The purpose of the letter is to inform you that Rite Aid has initiated a Procure to Pay (P2P) program. The goal of this program is to consolidate the various processing methods currently in use to a common companywide solution. This will improve the exchange of purchase orders, acknowledgements, requisitions, catalogs and invoices-all of which will be done electronically through the internet using a few simple clicks in your browser or any other acceptable transaction process.

The solution provider Rite Aid has chosen is *GEP Smart* System. We are extremely excited about the P2P program as it offers an easy to use web form electronic trading solution. You can easily and accurately exchange transactions such as purchase orders, invoices, and more with our prebuilt vendor focused online templates. Web Form is accessible anywhere and exchanged securely over the internet through a standard web browser so you can effortlessly extend the flow of critical order and invoice information without the commitment and internal cost of XML or EDI integration. There is no cost to participate in this program utilizing the GEP Smart Portal

To facilitate this implementation, Rite Aid expects our vendors to work together with our team as we go through the process.  In order to make this transition as seamless as possible we would like to begin by asking your company to appoint a representative delegate that we may contact to obtain the necessary information for on-boarding and coordinating this initiative. It is imperative that the individual you select be committed and available to interact with the Rite Aid team through-out the on-boarding process and to coordinate with your designated associates that will be utilizing the system on a day to day basis.

The survey questions pertain to the method that you anticipate interfacing into Rite Aid’s P2P solution from GEP. We ask that you complete the short questionnaire below and return to Rite Aid by emailing [P2P@riteaid.com](mailto:P2P@riteaid.com).

Rite Aid asks that you please respond to the questions below as soon as possible. Should you need more information about this program you may contact your business partner for further explanation.

We look forward to hearing from you soon. Thank you for your time.

Thank you,

**Holly R. Zimmerman**

Procure to Pay Coordinator

Rite Aid Corporation

30 Hunter Lane

Camp Hill, PA 17011

[P2P@riteaid.com](mailto:P2P@riteaid.com)

717-731-6509

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**\*\*\*\*\*Please Return Survey to P2P@riteaid.com\*\*\*\*\***

**I plan to interface with Rite Aid P2P program through one of the following methods:**

**(Please check one)**

**\_\_\_ GEP Smart Portal Web Form (Refer to PowerPoint - Portal Transactions)**

* **No costs to use**
* **A 1-hour web-ex training provided by GEP on the Smart Portal**

**\_\_\_ Integration (Refer to PowerPoint – Integration Transactions)**

* **cXML or EDI/X12 – Only options available per established standards**
* **One Time fee of $750.00 for integration set-up**
* **Questionnaire will be forwarded to complete**
* **GEP will be engaged with you to set up the integration of choice**

**Type of Product/Service you provide to Rite Aid:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What Types of transactions do you exchange with Rite Aid – Please indicate:**

* + - **PO\_\_ PO Change\_\_ Invoice\_\_ Requisition\_\_ Catalog\_\_**
    - **Number of invoices a month you generate to Rite Aid\_\_\_\_\_\_\_\_\_\_**

**Vendor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Delegate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time Zone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Secondary Delegate Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other helpful Info/Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Completed By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_