Buying Group Process - Members

I. Pricing Negotiation

- Member negotiates individual pricing (outside of pre-negotiated Prime Advantage discounts and rebates) and payment terms with Endorsed Supplier

II. Order Placement

- Member places order directly with Endorsed Supplier through existing purchasing methods
- Supplier ships order directly to Member

III. Invoicing

- Supplier changes customer name on invoices to “Member Name”/ A Prime Advantage Member
- Supplier invoices Member directly and copies Prime Advantage with electronic invoice
- Supplier provides Prime Advantage with electronic copy of monthly sales history

IV. Payments

With most Suppliers, Members pay Supplier through Prime Advantage within the agreed upon payment terms. To ensure timely payments, Members are required to send payments 48 hours prior to due date. Ex. - For 30-day terms, Member pays Prime Advantage by 28th day of the month

Acceptable payment methods include wire transfer (ACH) or check.

- If paying by check reference invoice number and remit to:

Pay to the order of:
Prime Advantage/[Supplier’s Name]

Mail to:
Prime Advantage Corporation
c/o [Supplier’s Name]
3622 Collections Center Dr.
Chicago, IL 60693

- If paying via ACH reference invoice number and remit to:

Bank of America
Chicago IL
ABA #071000039
For credit to Prime Advantage,
Account #8666412847

- Prime Advantage consolidates all Member payments each day and pays Endorsed Suppliers via ACH
- In some special exceptions, Members pay Suppliers directly. Please reference the list of Supplier to pay through Prime Advantage for more information.

V. Rebate

- Rebates are paid to Members based on Endorsed Supplier contract dates and will be paid at either the Spring or Fall conference. Rebates are based on net dollar amounts of paid invoices during the Suppliers’ rebate cycle.