# Alaska Commercial Company / Cost-U-Less Electronic Payments

Alaska Commercial Company (ACC) and Cost-U-Less offer 2 electronic payment options in partnership with Wells Fargo; ACH and credit card.

#### **ACH Payment**

Available for USD payments made to banks within the American banking system (50 states, American Samoa, Guam, Puerto Rico, Northern Marianas, US Virgin Islands).

#### To enroll:

- Send an email to <u>vendormanagement@northwest.ca</u> with your company name, supplier ID, and a contact name and email address. You do not need to send banking details
- All requests will be forwarded to Wells Fargo for processing
- Wells Fargo will send self-enrollment instructions by email
- After providing your banking details to Wells Fargo, they will send a test payment and confirmation email
- After the test payment has been confirmed, Wells Fargo will inform ACC / CUL to change the payment method to ACH

When a payment is sent, you will receive remittance information by email in PDF format. The payment will be deposited in the bank account selected during the enrollment process.

## **Credit Card Payment**

Available for USD payments to anyone who can accept payments from an American credit card.

### To enroll:

- Send an email to <u>vendormanagement@northwest.ca</u> with your company name, supplier ID, and a contact name and email address. You do not need to send banking details
- Wells Fargo will process the request and inform ACC / CUL to change the payment method to credit card

When a payment is sent, you will receive a secure email from Wells Fargo that includes both payment details and a one-time use credit card number. This card number can be used to collect the payment like any other credit card payment. Standard fees apply.