



Facilities Maintenance
2001 SE 10th St.
Bentonville, AR, 72716-0379
www.walmart.com

Walmart Provider
Performing Work In:
FMregion 12 & 13
AL/GA/MS/TN

Provider,

Effective immediately:

All work orders will require a salaried member of management signoff with store stamp and before and after photos. Before photos are to show the current issue, after photos are to show what was repaired and/or replaced and the managers signoff is for confirmation the work was completed satisfactorily. Photos and signoff will need to be uploaded to each work order before invoicing or when submitting a proposal.

Scenarios when a proposal needs to be submitted after the initial site visit and repairs cannot be completed, before photos must be uploaded to the work order or proposal before the proposal approval will be given. Once all work is complete, after photos to show what was repaired and/or replaced and a sign off by a salaried member of management are to be uploaded.

If the required photos and signoff are not provided, the proposal, or invoice, will be rejected and you will be asked to provide the required photos and signoff. If the required photos and signoff were not obtained by the tech (s) while onsite, we will not approve additional labor/trip/travel charges to obtain the required items.

Exceptions – services that are performed while the store may be closed (parking lot sweeping, portering, power washing or routine lawn maintenance) would not require a managers signoff, but would still require before and after photos.

To avoid delays in proposal approval and invoice payment, please ensure all required information is provided. For those providers that already provide the necessary photos and signoff, thank you. Providing these photos will help our regional team have a better understanding of the work performed and the parts/material provided and the signoff could help protect you, the provider, if the store states work was not completed.

Sincerely,

Walmart Facilities Maintenance
FM Regions 12 & 13
FMregion12@walmart.com
FMregion13@walmart.com