



AGROPUR
Dairy Cooperative

Agropur Canada Supplier Invoicing Guidelines

Jan. 2018

Introduction

- This guide provides all the information for companies that provide goods and services to Agropur Canada.
- This guide has been prepared for new and existing Agropur suppliers and provides details about the basic requirements for doing business with Agropur.
- Please review and share the information in each section of this document with the appropriate individuals in your organization.

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1. Where and How to Send your Invoice

Agropur is committed to improving the procure-to-pay process for its suppliers. Electronic invoicing and payment is key to this strategy. Electronic invoicing offers **FASTER**, more effective processing which will reduce the time it takes for supplier invoices to be processed and paid, eliminate the problems associated with lost invoices, and allow any potential issues to be rectified quickly without causing payment delays.

Therefore, we are asking you to follow this process:

► FOR ALL SUPPLIERS OF GOODS & SERVICES (except carrier suppliers)



1. INDICATE ON YOUR INVOICE:

- ✓ The Agropur **PO number**
- ✓ The **name** of your Agropur contact person, **only in case of no PO**



2. CREATE A DIGITAL COPY

- ✓ Save your invoice as a **PDF** file. Internet links are not compatible with the new platform
- ✓ **A single invoice in PDF format.** Any supporting documents should be scanned and included in **the same PDF file**



3. EMAIL YOUR INVOICE TO **factures.invoices@agropur.com**

- ✓ Your email must **not contain any other document** or file except the invoice (for example, no e-business cards, electronic signatures, terms and conditions, etc.)

Please note that the new procedure applies to all Agropur sites in Canada with **THE FOLLOWING EXCEPTIONS:** Ultima Foods, Beaudry & Lacoste, Damafro (St-Damase), Dairytown (Sussex) and Northumberland (Miramichi).

► FOR ALL CARRIER SUPPLIERS



1. INDICATE ON YOUR INVOICE:

- ✓ The **name** of your Agropur contact person



2. CREATE A DIGITAL COPY

- ✓ Save your invoice as a **PDF** file. Internet links are not compatible with the new platform
- ✓ **A single invoice in PDF format.** Any supporting documents should be scanned and included in **the same PDF file**



3. EMAIL YOUR INVOICE TO **facturetransport.invoicefreight@agropur.com**

- ✓ In the subject of your email, please indicate **your company name, the billing period and the invoice number**
- ✓ Your email must not contain any other document or file except the invoice. For example, no e-business cards, electronic signatures, terms and conditions, etc

Please note that the new procedure applies to all Agropur sites in Canada with **THE FOLLOWING EXCEPTIONS:** Ultima Foods, Beaudry & Lacoste, Damafro (St-Damase), Dairytown (Sussex) and Northumberland (Miramichi).

2. Invoicing Standards

Agropur makes payments against valid original invoices. Listed below are the requirements for billing Agropur. These requirements must be satisfied to ensure timely processing of invoices. Please ensure the following information is clearly presented on invoices, as described below:

Supplier Information	Company name, email address, complete business address and correct "remit to" mailing address if different from business address.
Supplier Invoice	Invoice number and invoice date.
Tax Registration Number	For invoices with Canadian tax charges, a registration number must be provided for each (e.g. GST, HST, PST, and/or QST).
"Bill to" Name and Address	Suppliers must use the appropriate legal name of the purchasing entity and specify a Agropur contact name.
Agropur Purchase Order Number	For a purchase made through a Purchase Order: In order to facilitate automation of this process, you need to indicate the Purchase Order number. This field is considered mandatory for all invoices and the Agropur operational buyer will provide this number to you prior to delivery of goods or services. For a non-PO purchase, the name of the person who requested the goods or service must be provided.



Useful Tips :

Keep your invoices as simple as possible.

If you have a multi-line invoice, please quote the line number of the Purchase Order as this can also make identifying your order and delivery more efficient.

3. Preferred Payment Method



Agropur requires all suppliers to register for electronic payment
- via EFT (Electronic Fund Transfer)

Electronic payment is more beneficial for your company than payment by cheque because:

- **Electronic payment is more secure.** Pre-authorized payments reduce the risk of lost or stolen cheques and reduces the potential for fraud.
- **Electronic payment is faster.** The funds are deposited directly in your company's bank account, eliminating the possibility of late payment due to postal service interruption or lost mail.
- **Electronic payment is more efficient.** You won't have to go to your financial institution to deposit your cheques anymore. You will receive an electronic notice detailing the payment.
- **Electronic payments are environmentally friendly,** eliminating paper waste.



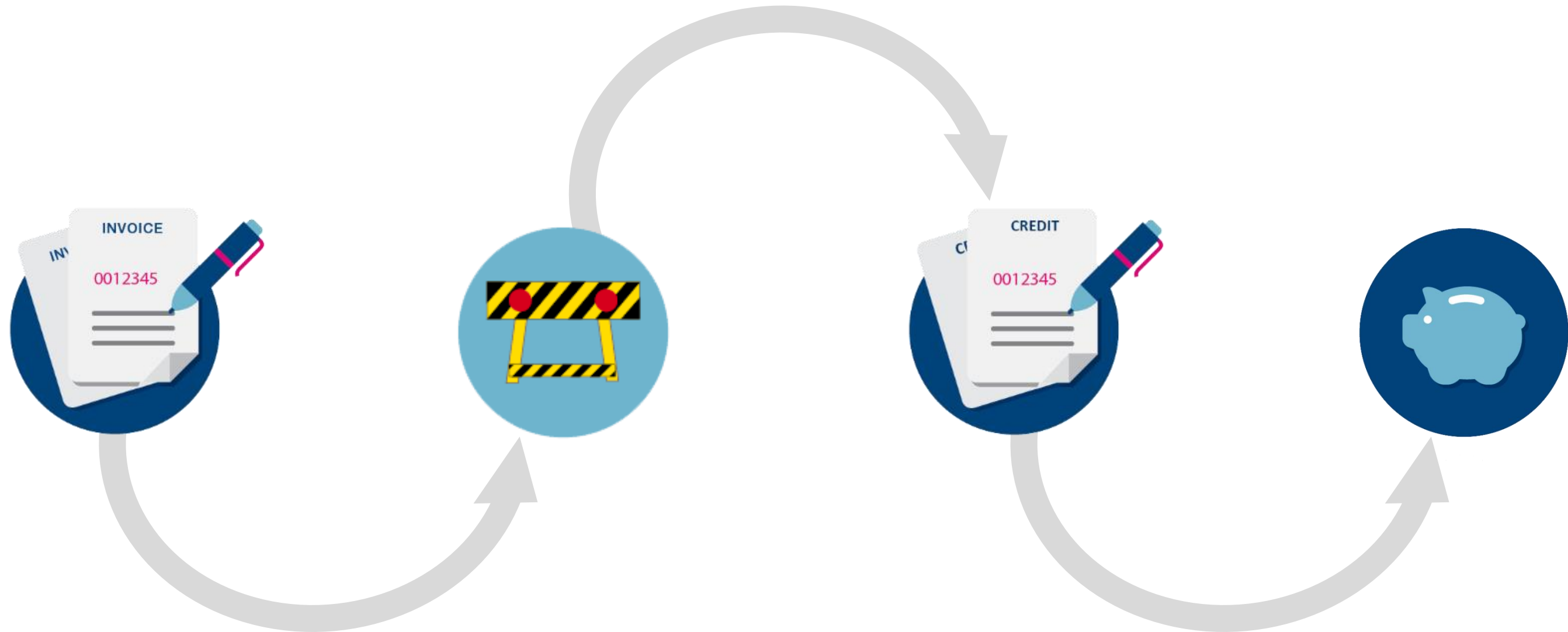
Enroll immediately by sending an electronic transfer authorization or void cheque by email to Payables.Inquiries@agropur.com



Should you have any questions or require additional information, please do not hesitate to contact our Accounts Payable team at Payables.Inquiries@agropur.com.

4. Credit Process

- In the event of a **dispute**, the original invoice will not be paid until a credit note has been issued.
- In the event of a **credit for a return**, the RMA (Return Merchandise Authorization) number must be indicated on the credit note.



- The credit note must be sent by the same method as a regular invoice.

5. Questions



For questions about the status of a payment,
please contact Accounts Payable at
Payables.Inquiries@agropur.com



To make a change to your account
(such as a change of address),
please inform your Agropur contact person.