



Farm Store Guide For Suppliers

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1. A Bit About Us

Pāmu Farms of New Zealand (Pāmu) is the brand name for Landcorp. Pāmu stands for best practice in sustainable and safe farming, and for the unique provenance of New Zealand foods, nutrition products and fibre on global markets. Pāmu strives to be a leader in New Zealand agriculture, carefully creating natural products of high quality and helping transform pastoral-based industries.

We have extraordinary assets in our people, land and resources. We will continue to unlock and develop their potential while demonstrating that improvements in profitability can go hand in hand with sound environmental practices.

Pāmu is highly experienced in large scale farming operations and we will continue to utilise our skills and brand to target premium, niche markets around the world. We'll stay lean and agile with a clear vision and robust strategies – because we know that what we have here is precious, valued and cannot be replicated.

If you are interested in finding out more, visit <http://www.pamu.co.nz/>

For legal purposes, we are still operating as Landcorp Farming Ltd. Invoices must be addressed to the legal entity being supplied e.g. Landcorp Farming Ltd. You will also notice Farm Store correspondence will refer to Landcorp. See section 5.1 for more details.

2. What is Farm Store?

We have implemented an electronic purchasing and payment system known as **Farm Store**.

Farm Store is an end-to-end purchasing and payment system that we use to order goods and services and process supplier invoices.

Our staff will provide suppliers with a Purchase Order (PO) for most goods and services. Please ensure that this PO number appears in full on your invoice(s).

The information below will explain how the system works, and what information we require you to include on your invoices.

3. Purchase Orders

Please ensure that our staff provide you with a Purchase Order before you provide the goods/services. If a PO is not available you must state on your invoice which staff member placed the order and quote our four digit Cost Centre Code (Farm Number).

The Purchase Order will either be:

- emailed to you through **Farm Store**
- provided to you in person
- provided over the phone

4. Purchase Order Email Address

Please note that **Farm Store** can only hold one email address for each supplier, which is where our POs will be sent. The email address you provide should be one that you check regularly to ensure that you receive our orders promptly.

Note: Our payment system can hold one additional email address where we will send Remittance Advices. We will use the second email (if provided) should we need to query an invoice with you.

4.1. PO process for national distributors/businesses

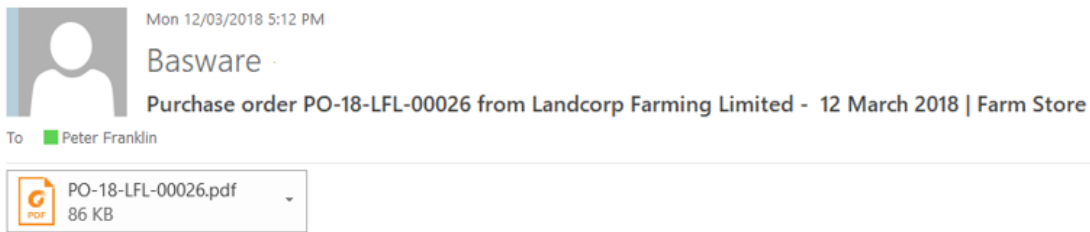
As we only hold one email address for sending our POs, you will need to forward the PO to your regional branch (if relevant), to fulfil the order.

Our staff might add a note on the PO regarding the order e.g. a preference to pick it up from their local store, so you will need to communicate this to your branch or store.

If your accounting system is capable of receiving and routing PO's electronically this may be a better option for you than receiving and distributing PO's manually. If you would like to explore this possibility with us please send an email to accounts@landcorp.co.nz and mark it for the attention of the Financial Controller.

5. Purchase Orders Are Issued Via Email

The email containing your Purchase Order will come from our partner, **Basware**, **NOT** from Landcorp. The email will look something like the images below.



Please find the purchase order PO-18-LFL-00026 and any associated documents as an attachment to this email. Please quote the PO number and Cost Centre Code (four digit farm number) on your invoice.

Best regards,
Landcorp Farming Limited

The PO will be attached to the email as a PDF document. It will include:

- the name of the person who placed the order
- the delivery address
- details of the items required
- the email address to send your invoice to
- any additional notes for you e.g. check spare tyre

Example PO:

Purchase order number **PO-18-LFL-00026** 1/1

Creation Date
12/03/2018 17:11:56

Supplier name
Huka Honda

Invoicing address
Landcorp Farming Limited
Wellington
Email: farming@bscs.basware.com

Ordered By
Franklin C Peter
franklinp@landcorp.co.nz
Payment Term
20th of month following invoice Date

Note: Check spare tyre please

Delivery address
, 15 Allen Street, , 6145, Email: , Wellington,

#	Product code	Product name	Desired delivery date	Quantity	Net unit price	GST%	Net total
1		Hilux Vehicle Service	12/03/2018	600.00 Ea	1.00	15.00	600.00

Net total 600.00 NZD
Tax Total 90.00 NZD
Gross total 690.00 NZD

5.1. Landcorp business entity

Please address your invoice to the Landcorp business entity that placed the order e.g. Landcorp Farming Limited. This entity name is on the PO.

Purchase order number PO-18-LFL-00026

1/1

Creation Date

12/03/2018 17:11:56

Supplier name

Huka Honda

Invoicing address

Landcorp Farming Limited
Wellington
Email: farming@bscs.basware.com

Ordered By

Franklin C Peter
franklinp@landcorp.co.nz

Payment Term

20th of month following invoice Date

5.2. GST invoices

Suppliers registered for GST should include their GST number on invoices and the words “Tax Invoice”. Line amounts should be NET of GST with GST shown separately – either on the line or as a total at the end of the invoice.

5.3. Bank account number

Please include your bank account number on your invoice.

5.4. One invoice per PO

Please **DO NOT** include products/services from multiple Purchase Orders on the one invoice. The system requires a separate invoice for each Purchase Order.

You **CAN** send us multiple invoices that contain the same Purchase Order number. This will be the case when our staff set up Standing Order Purchase Orders that will be used over a specified time period e.g. three months.

6. Order Delivery Date

The PO creator will select a desired delivery date for the item(s), which will appear on the PO. If you cannot meet this date, please contact the delivery recipient as soon as possible to inform them of any delay.

7. Invoice Requirements

We will require you to put the following information on all invoices to ensure that we can pay you on time.

7.1. Our Purchase Order number

- Please include the full PO number on your invoice. The PO number appears at the top of each order although on occasion we may provide it over the phone. Please show the PO number in the invoice header (at the top of the invoice).
- If you do not show our order number in full the system may fail to recognise it. This will slow down the processing of your invoice.
- If a PO was not provided for some reason, your invoice must show the name of the person who placed the order and quote our four digit Cost Centre Code (Farm Number).

7.2. No statement invoices

Monthly Tax Invoice/ Statements are problematic for our system as they contain multiple purchase order numbers, so payment may be delayed.

Please contact our Finance team if your company is unable to provide a separate invoice for each purchase order.

Tel: 04 382 1889

8. Sending Us Your Invoice

8.1. Email

Please email invoices in **PDF format** to one of the email addresses shown in the table below. Farm Store will use Optical Character Recognition (OCR) technology to extract information from the PDF images.

Landcorp Legal Entity	Invoice Email Address
Landcorp Farming Limited	farming@bscs.basware.com
Landcorp Holdings Limited	holdings@bscs.basware.com
Landcorp Estates Limited	estates@bscs.basware.com
Sweetwater Farms	sweetwater@bscs.basware.com
Spring Sheep New Zealand	springsheep@bscs.basware.com

NOTE:

- You **MUST** email your invoice to the address of the Landcorp legal entity you are invoicing. The invoice email address appears on the Purchase Order.
- Please **DO NOT** contact us directly on these email addresses.

Prior to emailing your invoices make sure that each PDF file:

- contains only one invoice. The service does not support PDF files that contain multiple invoices
- uses PDF version 1.3 or newer
- is readable and editable without a password
- has a file size of **10 MB**, or less
- has a resolution of **300 dpi**, or higher
- You can attach multiple PDF files to one email. Each PDF file will be processed one invoice, but the total of all the PDF's **cannot exceed 10 MB**.
- If you are using Xero, your email to us must contain a PDF and **NOT** a link to the document.

8.2. Successful notification email

For each email you send, Basware will send a reply that contains:

- A list of PDF invoices that were processed successfully
- A list of PDF invoices that could not be processed

Please check the PDF invoiced and resent the corrected PDF invoice(s). Do not re-send any PDF invoices that have already been processed successfully.

The service also notifies you if:

- The email contains no attachments. Please check and send an email containing PDF files
- The email size exceeds 10 MB. You can decrease the email size by sending the attachments in separate emails

If you do not receive an email response, please contact our Finance team at accounts@landcorp.co.nz

8.3. DO NOT post or email invoices to Farms or our Wellington office

All invoices need to go through **Farm Store** to avoid delaying payment. Please send invoices to the correct email address as stated in the table above in section 8.1.

8.4. Preferably no handwritten invoices

We prefer NOT to receive handwritten invoices as scanning technology sometimes struggles to read them, which slows down processing. If you do provide us with a handwritten invoice, please include the PO number, written clearly, in the correct format mentioned above.

If you cannot generate printed invoices, we recommend that you use the **Basware Supplier Portal** to submit your invoices to us. To discuss alternative options for sending your invoices contact us at accounts@landcorp.co.nz

9. Statements

Do not attach statements, letters and correspondence to invoices. Please send statements and statement queries to accounts@landcorp.co.nz

10. Key Contacts

Orders: Please address queries concerning Purchase Orders to the person who placed the order. Their details appear on the Purchase Order.

Procurement/Farm Store: If you have a question regarding Farm Store, please contact: farmstore@landcorp.co.nz.

Accounts Payable: If you have an invoice payment enquiry, please contact the AP team:
Tel: 04 382 1889 **Email:** accounts@landcorp.co.nz

Feedback: If you have feedback on this document, **Farm Store** or the Accounts Payable process please send an email to the **Financial Controller** franklinp@landcorp.co.nz