



Farm Store Guide Suppliers

Date: 14 February 2019





Contents

1. A Bit About Us.....	3
2. What is Farm Store?	3
3. What email address will the PO get sent to?	3
3.1. Process for Nationwide Businesses	3
4. What will the PO look like?.....	4
4.1. Landcorp legal entity	5
4.2. Order delivery date	5
5. What should my Invoice contain?	5
5.1. PO Number	5
5.2. Tax Invoice	5
5.3. GST number	6
5.4. Net Invoice Total	6
5.5. Bank Account Number	6
6. Where should I send my Invoice?.....	6
6.1. Email attachment requirements.....	6
6.2. Successful notification email	7
6.3. Handwritten invoices	7
7. Statements	7
8. Key contacts.....	7



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'll 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're interested in finding out more, visit <http://www.pamu.co.nz/>

For legal trading purposes, we are still operating as Landcorp Farming Ltd and all invoices must still be made out to Landcorp Farming Ltd. You'll also notice Farm Store correspondence will reference Landcorp too.

2. What is Farm Store?

We have implemented an electronic purchase to pay system known as **Farm Store**, which offers an end-to-end purchasing and payment system that helps to ensure invoices are processed on time.

Part of this process involves our staff providing suppliers with a Purchase Order (PO) for most goods and services. Please ensure our staff provide you with a PO before you provide the goods/services, and that this PO number appears in full on your invoice(s).

The PO will either be:

- Emailed to you through Farm Store;
- Provided to you in person; or
- Provided over the phone.

3. What email address will the PO get sent to?

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

3.1. Process for Nationwide Businesses

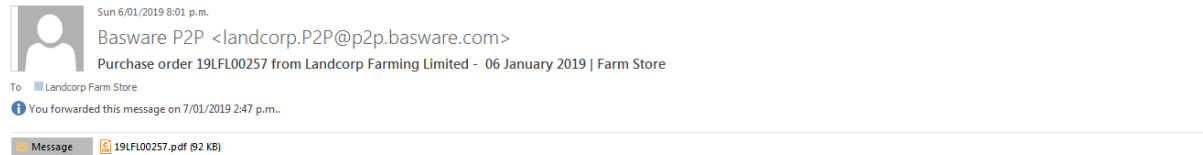
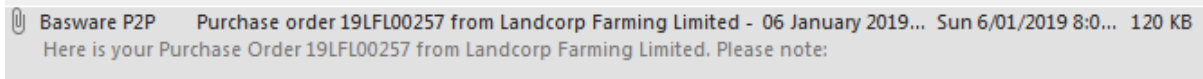
As we only hold one email address for sending our POs, you may need to forward the PO to your regional branch to fulfil the order.

Our staff may also 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.



4. What will the PO look like?

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



Here is your Purchase Order 19LFL00257 from Landcorp Farming Limited. Please note:

- Questions about this purchase order should be raised with the creator (see purchase order for details).
- Please quote this order number on your invoice.
- Please email a PDF of your invoice to our email address (see purchase order for details). Do not send invoices to farms or our Wellington office.
- For further information on invoicing see our Supplier Guide (<https://pamu-au.s3.amazonaws.com/corporate/images/Farm-Store-Guide-Suppliers-180312-PAMU.pdf?mtime=20180314133635>).

Thank you!
The team at Landcorp Farming Limited

The PO will be attached as a PDF document, and will include:

- The delivery recipient’s name and delivery address;
- The details of the items required; and
- Any additional notes e.g. information regarding the delivery location or if our staff will pick-up the items.

Example PO:

Purchase order number 19LFL01836 1/1

Supplier name	Invoicing address	Created by
Honda Country	Landcorp Farming Limited Wellington Email:farming@bscs.basware.com	Joubert P Jaco joubertjo@landcorp.co.nz
Creation time 22/01/2019 16:04:43		
Payment term name 20th of month following invoice Date		

Note:

Delivery address

Valetta Dairy Unit (1325), 354 Siberia Road, RD Ashburton, Canterbury, 7778, Email: ValettaDairy@landcorp.co.nz, 037380589,

Product code	Product name	Desired delivery date	Quantity	Net unit price	GST%	Net total
	First service Honda SxS	02/11/2018	1.00 EA	579.09	15.00	579.09

Net total	579.09 NZD
Tax Total	86.86 NZD
Gross total	665.95 NZD



4.1. Landcorp legal entity

Your invoice **MUST** be addressed to the Landcorp legal entity that you are invoicing, e.g. Landcorp Farming Limited. This will be clearly shown on the PO under **Invoicing address** as below.

Purchase order number 19LFL01994 1/1

Supplier name Mountain Meadows Ltd Otago	Invoicing address Landcorp Farming Limited Wellington Email: farming@bscs.basware.com	Created by Vaughan G Dave vaughand@landcorp.co.nz
Creation time 24/01/2019 12:10:39		

4.2. Order delivery date

Our staff 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.

Product code	Product name	Desired delivery date
	casual tractor driving	24/01/2019

5. What should my Invoice contain?

Please **DO NOT** consolidate multiple POs onto a single invoice. The system requires a separate invoice for each PO in order to process invoices efficiently.

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

5.1. PO Number

Please include the full PO number on your invoice. This number should be placed in the header area of the invoice. The PO number is formatted as below:

Purchase order number 19LFL01994

- The first two numbers represent the year;
- The three characters represent the Company; and
- The last five numbers are unique to the individual PO

If you don't show the PO in the correct format it might not be captured by our system. 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 their farm name / location.

Note: Our staff may direct you to use the same PO number across multiple invoices.

5.2. Tax Invoice



If your invoice is a tax document the words **Tax Invoice** must be displayed.

5.3. GST number

If you are registered for GST, you must include your GST number on the invoice, otherwise, payment is likely to be delayed.

5.4. Net Invoice Total

Individual line items should be displayed as net of GST, and a net invoice total should be displayed separately from the GST sum.

5.5. Bank Account Number

Please include your bank account number on the invoice.

6. Where should I send my Invoice?

All invoices must be emailed in **PDF format** to one of the email addresses shown in the table below:

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

You **MUST** use the correct email address for the Landcorp legal entity you are invoicing. The invoice email address will also be shown on the PO under **Invoicing address** as previously mentioned.

Note: These email addresses are not directly monitored and any correspondence you send to them will not be read. If you wish to contact us directly please refer to section 8 below.

Please **DO NOT** deliver invoices via post or by hand, this will delay your payment.

6.1. Email attachment requirements

Each PDF email attachment should:

- Contain only one invoice, as the system is unable to detect more than one invoice per PDF;
- Use PDF version 1.3 or newer;
- Be readable and editable without a password; and
- Have a resolution of 300 dpi or higher.

You can attach multiple PDF files to one email. Each PDF file will be processed as one invoice, but the total email size **cannot exceed 10 MB**. If the email does exceed 10 MB you will need to send the PDF files in separate emails.



Note: The Xero™ accounting system has the option to send emails to customers that contain a hyperlink to an invoice file rather than a PDF invoice. Our system will not attempt to open the hyperlink for security reasons and your invoice will therefore not be processed for payment. Please ensure that you always send us your invoices in PDF format.

6.2. Successful notification email

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

- A list of PDF invoices that were processed successfully; and
- A list of PDF invoices that could not be processed. Please check and resend any corrected PDF invoice(s) as required.

Note: Do not send PDF invoices that have already been processed successfully.

The reply will also notify you if:

- Your email did not contain any attachments; or
- The email size exceeds 10 MB.

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

6.3. Handwritten invoices

Handwritten invoices are more difficult for the system to process and may delay your payment. If you must provide us with a handwritten invoice, make sure the PO Number is printed clearly in the correct format.

7. Statements

Statements and consolidated invoices cannot be processed via this system. All statements should be sent to accounts@landcorp.co.nz.

8. Key contacts

Orders: If you have a question regarding a specific PO, please contact the farm / delivery recipient directly. Their name and contact details are on the PO under **Delivery address**.

Farm Store: If you have a question regarding the Farm Store system, please contact the procurement team at farmstore@landcorp.co.nz

Accounts Payable: If you have a question regarding invoice payment, please contact the Accounts team at accounts@landcorp.co.nz

Note: Unless otherwise agreed, all invoices will be paid on the 20th of the month following the Invoice Date.