



Farm Store Supplier Guide

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1. What is Farm Store?

Landcorp has implemented an electronic purchasing and payment system known as **Farm Store**.

Farm Store is an end-to-end purchase to pay system that helps us to ensure that invoices are processed on time. It is operated by **Basware** www.basware.com

Our staff will use **Farm Store** to create a Purchase Order (PO) for most goods and services. This PO will be provided to suppliers. Please ensure that our PO number appears in full on your invoice(s).

The information below explains how the system works, how to submit your invoice (s) and the information we require you to include on your invoices.

2. Purchase Order

Please ensure that our staff provide you with a Purchase Order before you provide us with goods/services. If a PO is not available you must state on your invoice who at Landcorp placed the order so that we can seek authorisation to pay. **There are over 700 employees at Landcorp and failure to quote a PO or the name of the buyer will delay payment of your invoice.**

The Purchase Order will either be:

- emailed to you through **Farm Store**
- provided to you in person, or
- the number will be provided over the phone.

3. 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 to. 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 for AP enquiries/ Remittance Advices. The second email (if provided) is used if we need to query an invoice with you.

3.1. 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.

4. Purchase Order email

The email containing your Purchase Order will come from our partner, **Basware**, NOT from Landcorp. The email will look something like the image below. **There is no need to confirm the purchase order.**



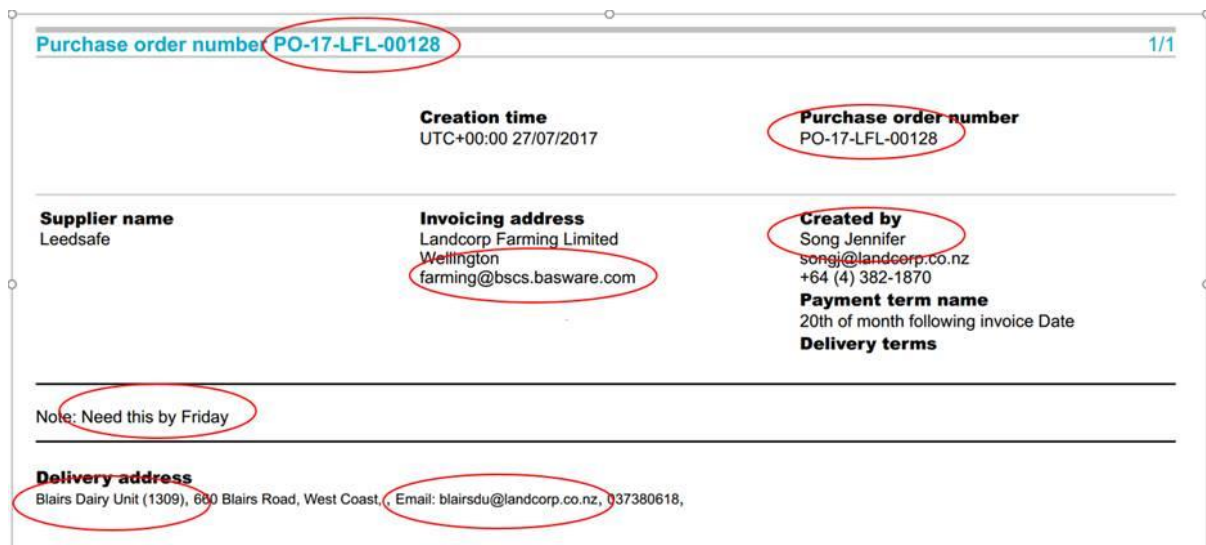
Please find the purchase order PO-16-LFL-00198 and any associated documents as an attachment to this email. Confirm the purchase order within 3 days from the order date. Please quote the PO number and Cost Centre Code (four digit farm number) on your invoice.

Best regards,
Landcorp Farming Limited

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

- The PO number
- the email address to send your invoice (see later sections for more information on submitting invoices)
- the Buyer’s name (“Creator”) and contact details
- the delivery address, contact details for that address and any additional notes e.g. “Need this by Friday”
- details of the items required

Example PO:



4.1. Landcorp business entity

Your invoice **MUST** be addressed to the Landcorp business entity that you are invoicing, e.g. Landcorp Farming Limited. This will be clearly shown on the PO. **DO NOT** address invoices to a farm.

Purchase order number PO-17-LFL-00128 1/1

	Creation time UTC+12:00 27/07/2017	Purchase order number PO-17-LFL-00128
Supplier name Leedsafe	Invoicing address Landcorp Farming Limited Wellington farming@bscs.basware.com	Created by Song Jennifer songj@landcorp.co.nz +64 (4) 382-1870 Payment term name 20th of month following invoice Date Delivery terms

4.2. GST number

If you are registered for GST, please include your GST number on the invoice. We cannot pay an incorrectly formatted GST invoice and obtaining an amended document may cause a delay to your payment. If your invoice shows a GST amount the words **Tax Invoice** must also be displayed.

4.3. GST exclusive 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.

4.4. Bank account number

Please include your bank account number on your invoice.

4.5. One invoice per PO

Please **DO NOT** include products/services from multiple Purchase Orders on 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 Purchase Orders that will be used over a specified time period e.g. one month.

5. 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.

Desired Delivery Date	Qty	Unit	Price	Discount %
10/11/2016	2.00	EA	38.50	0.00
10/11/2016	1.00	EA	1,501.90	0.00

6. Invoice requirements

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

6.1. Our Purchase Order Number

- Please include the full PO number on your invoice. **This must be shown at the top of your invoice.** The PO number is on the order or may be provided over the phone



- The full PO number must be shown:
Correct format: PO-17-LFL-01234
- If you don't show our order number 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, if possible, their farm name/ location

6.2. 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

7. Invoice sending options

7.1. Email

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

NOTE:

- You **MUST** use the correct email address for the Landcorp business you are invoicing. The invoice email address will be shown on the Purchase Order (see below)
- Please **DO NOT** use these email addresses to contact us - they do not reside with Landcorp
Please **DO NOT** send statements to these email addresses – use accounts@landcorp.co.nz

Purchase order number PO-17-LFL-00128

1/1

	Creation time UTC+12:00 27/07/2017	Purchase order number PO-17-LFL-00128
Supplier name Leedsafe	Invoicing address Landcorp Farming Limited Wellington farming@bscs.basware.com	Created by Song Jennifer songj@landcorp.co.nz +64 (4) 382-1870 Payment term name 20th of month following invoice Date Delivery terms

- Before you send your invoices to Basware 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 as one invoice, but the total of all the PDF's **cannot exceed 10 MB**.

7.2. Successful notification email

For each email you send, Basware will reply from this email address: not_reply@bscs.basware.com. Please ensure that any spam filters you have do not screen out these replies. The replies will contain:

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

Please check the information on these emails to make sure that your invoices were accepted for processing and re-send any that were not. Do not re-send PDF invoices that have already been successfully processed. The service also notifies you if:

- The email does not contain any attachments. Please check and send an email containing PDF invoices
- 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 when you submit an invoice please contact our Finance team at: accounts@landcorp.co.nz

7.3. DO NOT post or email invoices to Farms or the Wellington Office

This will delay payment of your invoice. All invoices need to go through **Farm Store**. Please send them to the correct email address as stated in table 7.1 above.

7.4. Preferably no handwritten invoices

We prefer NOT to receive handwritten invoices as these cannot always be scanned effectively into **Farm Store** and this will slow down invoice processing.

If you do provide us with a handwritten invoice, please include the PO number written 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 this and our other e-invoicing options please contact us at accounts@landcorp.co.nz

8. Statements

Statements, letters and correspondence should **NOT** be attached to invoices. Please send these items to accounts@landcorp.co.nz

9. Key contacts

Orders: If you have a query about a Purchase Order, please contact the Creator or the farm/delivery recipient directly. Details will be 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 or any feedback about **Farm Store** please contact the AP team:

Tel: 04 382 1889

Email: accounts@landcorp.co.nz