



# Farm Store Guide

## Suppliers

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## 1. What is Farm Store?

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

**Farm Store** offers a true end-to-end purchasing and payment system that ensures invoices are processed on time.

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.

## 2. Purchase order (PO)

Please ensure that our staff provide you with a PO before you provide the goods/services.

The purchase order will either be:

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

### 2.1. No PO required for services that have schedular tax deductions

Suppliers who supply services that have schedular tax deductions (e.g. work on agricultural land including: fencing, land development and shearing who are NOT Limited Liability Companies, or who DO NOT have a current exemption certificate) will **NOT** receive a PO. Therefore, your invoices **DO NOT** go through **Farm Store**.

Please email your invoices to [payroll@landcorp.co.nz](mailto:payroll@landcorp.co.nz)

## 3. Purchase order email address

**Farm Store** can only hold one email address for each supplier, for receipt of our POs. Please ensure you provide us with a suitable email address that is regularly checked, to ensure that you receive our orders promptly.

**Note:** Our payment system can hold one additional email address for AP enquires/Remittance Advices. This second email (if provided) is used if we need to query an invoice with you.

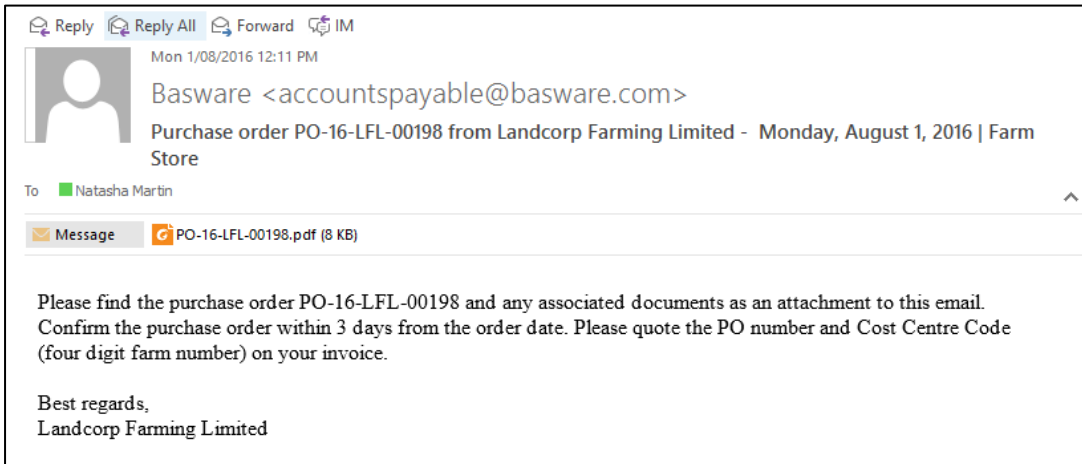
### 3.1. PO process for national distributors/businesses

As we only hold one supplier email address for receipt of 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 images below:



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

- the delivery recipient's name,
- delivery address,
- details of the items required,
- invoice email address, and
- any additional notes for you e.g. information regarding the delivery location or if they will pick-up the items.

### Example PO:

Purchase Order PO-16-LFL-00244											1/1
<b>ORDER DATE</b> 30/09/2016 09:04:47						<b>ORDER NO.</b> PO-16-LFL-00244					
<b>Supplier</b> Huka Honda 43 Runanga Street Taupo 2730			<b>Invoicing Address</b> Landcorp Farming Limited 5349 Wellington Email: InvoiceLFL@landcorp.co.nz			<b>Delivery Recipient</b> Martin C Tash <b>Payment Terms</b> 20th of month following invoice Date <b>Delivery Term</b> N/A <b>Location</b> N/A					
Note: Need this done by Friday.											
<b>Delivery Address</b> Achilles Dairy (1055), 201 State Highway 5, Email: achilles@landcorp.co.nz, Rotorua											
#	Code	Product	Desired Delivery Date	Qty	Unit	Price	Discount %	Contract Number	Tax	Net	Total
1		Vehicle service for Honda bike	06/10/2016	1.00	EA	600.00	0.00		90.00	600.00	690.00
										Net Total	600.00 NZD
										Tax Total	90.00 NZD
										<b>Total Sum</b>	<b>690.00 NZD</b>

## 5. Set up accounts payable@basware.com as a 'Safe Sender'

To prevent your email and/or internet provider blocking this email as spam, please ensure that you set up [accounts payable@basware.com](mailto:accounts payable@basware.com) as a **Safe Sender**.

Alternatively, add this email address to your Address Book.

## 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.

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

## 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 can be found at the top of the invoice, or may be provided to you over the phone.

Purchase Order PO-16-LFL-12791		1/1
	ORDER DATE 17/11/2016	ORDER NO. PO-16-LFL-12791
Supplier Peter Trotter Ltd Roslyn Road Levin 5510	Invoicing Address Landcorp Farming Limited 5349 Wellington Email: InvoiceLFL@landcorp.co.nz	Delivery Recipient Dowman C Tony Payment Terms 20th of month following invoice Date Delivery Term N/A Location N/A

- The number can be placed anywhere on the invoice, as long as the full number is displayed:  
**Correct format:** PO-16-LFL-12791  
**Incorrect format:** PO 12791
- If you don't show our order number in the correct format it WILL NOT be captured by our system. This will slow down the processing of your invoice.

## 7.2. Four-digit cost centre code

Please also include our four-digit cost centre code/farm number on your invoice (if supplied).

You can find the four-digit farm number alongside the farm name on the PO.

#	Code	Product	Desired Delivery Date	Qty	Unit	Price	Discount %	Contract Number	Tax	Net	Total
1		Gumboots/ Gate Gugens	26/09/2016	2.00	EA	50.00	0.00		15.00	100.00	115.00

Location  
N/A

Delivery Address  
Paeroa Farm (1248), 89 Kaitewai Road, Email: paeroa@landcorp.co.nz, 4295, RD 14, Elsthorpe, Havelock North

## 7.3. 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.

Purchase Order PO-16-LFL-08227		1/1
ORDER DATE 26/09/2016 09:55:57	ORDER NO. PO-16-LFL-08227	
Supplier PGG Wrightson Limited Private Bag 1961 Dunedin 9054	Invoicing Address Landcorp Farming Limited 3840 Wellington Email: InvoiceLFL@landcorp.co.nz	Delivery Recipient Wynands J Anthony Payment Terms 20th of month following invoice Date Delivery Term N/A

## 7.4. GST tax invoice

If you are registered for GST, please supply a valid GST Tax Invoice, to avoid your invoice being disputed and not paid.

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

## 7.5. 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.

## 7.6. Bank account number

Please include your bank account number on the invoice.

## 7.7. One invoice per PO

Please **DO NOT** include products/services from multiple purchase orders, on the one invoice. The system requires daily invoices with one invoice per PO.

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. one month.

## 7.8. 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. Invoice sending options

### 8.1. Email

Please email invoices in **PDF readable 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 PDF images.

Landcorp Legal Entity	Invoice Email Address
Landcorp Farming Limited	<a href="mailto:InvoiceLFL@landcorp.co.nz">InvoiceLFL@landcorp.co.nz</a>
Landcorp Holdings Limited	<a href="mailto:InvoiceLHL@landcorp.co.nz">InvoiceLHL@landcorp.co.nz</a>
Landcorp Estates Limited	<a href="mailto:InvoiceLEL@landcorp.co.nz">InvoiceLEL@landcorp.co.nz</a>
Pengxin New Zealand Farm Management	<a href="mailto:InvoiceMNZ@landcorp.co.nz">InvoiceMNZ@landcorp.co.nz</a>
Sweetwater Farms	<a href="mailto:InvoiceSWE@landcorp.co.nz">InvoiceSWE@landcorp.co.nz</a>
Spring Sheep Dairy NZ Management Limited	<a href="mailto:InvoiceSSD@landcorp.co.nz">InvoiceSSD@landcorp.co.nz</a>

#### NOTE:

- You **MUST** use the correct email address for the Landcorp business you are invoicing. The invoice email address will also be shown on the purchase order.
- Please **DO NOT** contact us directly on these email addresses.

Purchase Order PO-16-LFL-08227 <span style="float: right;">1/1</span>		
	ORDER DATE 26/09/2016 09:55:57	ORDER NO. PO-16-LFL-08227
Supplier PGG Wrightson Limited Private Bag 1961 Dunedin 9054	Invoicing Address Landcorp Farming Limited 3349 Wellington Email: InvoiceLFL@landcorp.co.nz	Delivery Recipient Wynands J Anthony Payment Terms 20th of month following invoice Date Delivery Term N/A

- Before you send your invoices to the Basware Scan and Capture Service, 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 PDFs **cannot exceed 10 MB**.

#### **8.1.1. 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 invoices and resend the corrected PDF invoice(s).

Do not resend PDF invoices that have already been processed successfully.

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.

#### **8.1.2. DO NOT post or email your invoices to the farm**

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 the table above.

### **8.2. EDI/B2B electronic invoicing**

Some of our larger suppliers may wish to set up a direct invoicing solution. There is a small fee per invoice sent via this method, payable to our partner Basware.

Please contact our Procurement team to discuss this invoicing solution: [farmstore@landcorp.co.nz](mailto:farmstore@landcorp.co.nz)

### **8.3. PDF E-invoicing solution**

Basware PDF e-Invoice is a solution for converting PDF invoices sent via email into electronic invoices. This means that we can receive an invoice data file and PDF invoice image directly into **Farm Store** for automated invoice processing.

This enables higher quality of data and faster and more efficient invoice processing than using, for example, Optical Character Recognition (OCR) technology to extract information from PDF images sent via email.

Suppliers will need to provide a searchable PDF file into the email for delivery. Many enterprise ERP and billing systems already use this searchable PDF format.

There will be a set-up fee for this invoicing solution, payable to Basware.

Please contact our Procurement team to discuss this invoicing solution: [farmstore@landcorp.co.nz](mailto:farmstore@landcorp.co.nz)



## 8.4. Basware Supplier Portal

As a Supplier of Landcorp, you have access to the **FREE** Basware Supplier Portal.

Once registered you can use it to key-in your invoices and submit them electronically, directly into Farm Store.

The Portal is accessed via a website URL and will:

- shorten the processing time,
- enable quicker payment, and
- allow you to monitor the progress of your invoice from submission through to approval and final payment.

Please contact the Procurement Team if you are interested in registering for the Supplier Portal: [farmstore@landcorp.co.nz](mailto:farmstore@landcorp.co.nz)

## 8.5. Preferably no handwritten invoices

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

If you do provide us a handwritten invoice, please include the PO number written in the correct format mentioned in [7.1](#).

If you cannot generate printed invoices we recommend that you use the **Basware Supplier Portal** to submit your invoices to us.

## 8.6. Invoices for services that have schedular tax deductions

Suppliers who provide services that have schedular tax deductions (e.g. work on agricultural land including: fencing, land development and shearing who are not Limited Liability Companies or who do not have a current exemption certificate) will **NOT** receive a PO. Therefore, your invoices **DO NOT** go through **Farm Store**.

Please email your invoices to [payroll@landcorp.co.nz](mailto:payroll@landcorp.co.nz)

## 9. Statements

Statements, letters and correspondence should not be attached to invoices.

Please send statements and statement queries to: [accounts@landcorp.co.nz](mailto:accounts@landcorp.co.nz)

## 10. Key contacts

**Orders:** If you have a query about a Purchase Order, please contact the farm/delivery recipient directly. Their name and the farm email address, is on the PO.

**Procurement/Farm Store:** If you have a question regarding Farm Store or a Supplier Portal enquiry, please contact: [farmstore@landcorp.co.nz](mailto:farmstore@landcorp.co.nz)

**Accounts Payable:** If you have an invoice payment query, please contact the AP team:

**Tel:** 04 382 1889

**Email:** [accounts@landcorp.co.nz](mailto:accounts@landcorp.co.nz)