

Supplier Guide

November 2024

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Farm Store, purchase orders and purchase references

Farm Store

Farm Store is the Pāmu purchase-to-pay system which generates our purchase orders and processes our invoices.

Purchase Orders and Purchase References

When ordering goods or services Pāmu staff provide a Purchase Order (PO) or Purchase Reference (PR) number. Please ensure you obtain this number before you provide any goods/services and quote it on your invoices to us.

PO numbers can be in one of two formats:

- Two-digit year number, three letter company code, 5-digit number, e.g. **24LFL12345** or **24LHL12345** or
- Four letter code (ARFL) with five-digit number e.g. **ARFL12345**.

PR numbers are 5-digit numerical codes e.g. **12345**. Please prefix the number with **PO:** or **Purchase order:** if possible, and do not add characters to the number or a person's name.

Sending you our Purchase Order

Example email

Sending you our Purchase Orders via email

Orders will be sent to your nominated email address which you should check regularly (example PO email opposite).

Orders may require forwarding to a branch/person if they contain information about delivery or collection (e.g. a preference to pick up from a local store). If you can't meet the delivery date shown on the PO, please contact the "created by" person as soon as possible to inform them of any delay.

Example PO



Here is your Purchase Order 24LFL08078 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

PURCHASE ORDER

Order No ARFL100157 **Order Date** 12/9/2022

Landcorp Central Farm Services
15 Allen Street
Wellington Wellington 6011
Tel:
ABN
NZBN
9429039618191

Hawke's Bay, Taupo & Eastland Toyota

Deliver To: RD2 1627 State Highway 5
Reporoa Bay of Plenty 3083

Contact: Willy Morgan
Ref: 100527 service

Qty	Part No	Item
1	TOYOTA	first service for Hilux

Qty Total: 1

Notes

Invoices are to be made out to Landcorp Farming Limited and emailed to farming@bscs.basware.com
Please use the full Purchase Order Number on your invoice eg ARFL1000XX

Purchase order number 24LFL08078 1/1

Supplier name Supplier Limited -	Invoicing address Landcorp Farming Limited Wellington Email: farming@bscs.basware.com	Created by Franklin C Peter franklinp@landcorp.co.nz
Creation time 24/10/2024 11:43:00		
Payment term name 20th of month following invoice Date		

Note:

Delivery address
Landcorp Wellington Office, Level 2, 15 Allen Street, Te Aro, Wellington 6145, Email: enquiries@landcorp.co.nz, Tel: +64 4 381 4050

Product code	Product name	Desired delivery date	Quantity	Net unit price	GST%	Net total
	Goods & Services	23/10/2024	1,500.00 EA	1	15.00	1,500

Net total	1,500.00 NZD
Tax Total	225.00 NZD
Gross total	1,725.00 NZD

Invoice content

1. Invoices must be addressed either to Landcorp Farming Limited or Landcorp Holdings Limited. Please do not address invoices to Pāmu or the farm you are supplying to.
2. Please quote our PO or PR number at the top (in the header) of your invoice e.g. in the space allowed by your system for a PO Number, Customer Reference or similar field.
3. Please don't include charges for multiple orders on a single invoice – instead, raise separate invoices for each order.
4. If you are registered for GST your invoice must show your GST number. The [IRD website](#) has further information about invoices.
5. Please show invoice lines without GST and then sub-total them to show the amount charged excluding GST.
6. If your charges are subject to Withholding Tax, Farm Store will deduct tax based on your IR330C. Do not shown any deductions on your invoice to avoid being short paid.
7. Please include your bank account number on your invoices to ensure we pay you correctly.
8. Please send your invoice as soon as the goods or services have been supplied.
9. If you did not obtain a PO or PR number, please tell us which person/farm asked you to carry out work for us.
- 10. Please do not delay your invoice to obtain a number once you have done the work.**

Submitting your invoice via PDF/email

Invoices should be emailed in PDF format (version 1.3 or higher) to one of the email addresses shown in the table below. These are displayed on the PO.

LANDCORP LEGAL ENTITY	INVOICE EMAIL ADDRESS
Landcorp <u>Farming</u> Limited (LFL)	farming@bscs.basware.com
Landcorp <u>Holdings</u> Limited (LHL)	holdings@bscs.basware.com

It is essential that every invoice (and any supporting documents/information) are contained in one PDF file. If you send multiple invoices in a PDF file, we will only process the first invoice. You can however attach multiple PDF invoice files to one email provided email size does not exceed 10 MB. **These email addresses are not monitored.** Any correspondence you send will not be read. If you wish to contact us, please refer to the contact's section. Please do not send any non-invoice material to these email addresses e.g. payment terms, advertising flyers, electrical certificates etc.

USING XERO OR MYOB?

The Xero and MYOB accounting systems can send emails to customers containing a hyperlink to an invoice file rather than a PDF invoice. Our system will not open the hyperlink for security reasons and your invoice will not be processed.

Electronic invoicing

Pāmu supports the New Zealand government's desire to streamline business processes and prefer to receive invoices electronically.

The Xero and MYOB accounting systems along with many other popular accounting packages can issue electronic invoices in PEPPOL format which is the global standard adopted by the New Zealand government. This link provides details of how to send a PEPPOL invoice from Xero <https://central.xero.com/s/article/Send-an-e-invoice-NZ>

Details of the government's initiative can be found here <https://www.einvoicing.govt.nz/>

We have two NZBN numbers for receipt of PEPPOL invoices:

LANDCORP LEGAL ENTITY	NZBN NUMBER
• Landcorp Farming Limited (LFL)	9429039618191
• Landcorp Holdings Limited (LHL)	9429033233307

NZBN numbers for any New Zealand entity can be found here [NZBN](#)

If you wish to send us PEPPOL invoices, please first contact us at accounts@landcorp.co.nz so that we can undertake a test transmission to make sure everything is in order. Please note that PDF attachments, including a PDF copy of your invoice, can be attached to PEPPOL invoices.

Confirming receipt of your PDF/email

When we receive your invoices via PDF/email, Farm Store will send a response containing:

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

The Farm Store reply will also advise if your email did not contain any attachments or if the email size exceeded 10 MB.

If you do not receive an email reply when you submit an invoice, please contact us at accounts@landcorp.co.nz

Hello franklinp@landcorp.co.nz

Basware has accepted your business documents for processing.

The following documents will be processed:

0001_2514_0bfa9562-903b-4642-bb78-12a8be1c1940.pdf (from original file: 22831_Inv_3863737.pdf)
)

BumId: 0bfa9562-903b-4642-bb78-12a8be1c1940

Best regards,
Basware

This is an automatic message from Basware Network. Please do not reply to this message.
If you have any questions regarding this service, please contact [Basware Support](#).

Basware provides open, secure, cloud-based purchase-to-pay and e-invoicing solutions to organizations of all sizes, resulting in greater efficiencies in procurement, accounts payable and accounts receivable. Today we connect millions of business users in 900,000 companies across over 100 countries. Find out how Basware boosts financial performance and profitability at www.basware.com.

SAMPLE of email reply for a successful invoice being sent in.

Key contacts and other information

Accounts Payable Team

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

Statements

Statements should be sent to accounts@landcorp.co.nz

Sending items that are not invoices

Please send letters, newsletters, advertising, electrical certificates, quotes, etc to accounts@landcorp.co.nz

Purchase orders

If you have a question regarding a PO that you have received, please contact the “**Created by**” person directly.

Payment terms

Our standard terms are **20th of the month following**, but if you follow the guidance in this document, we may be able to make payment earlier.

GST Number

Should you require it our GST Number is 037-639-809