



# Procure to Pay Supplier Briefing

**Together  
stronger™**

**Farmlands**  
co-operative

# Agenda

- Objectives
- Scope
- Farmlands Way
- Timelines

# Scope

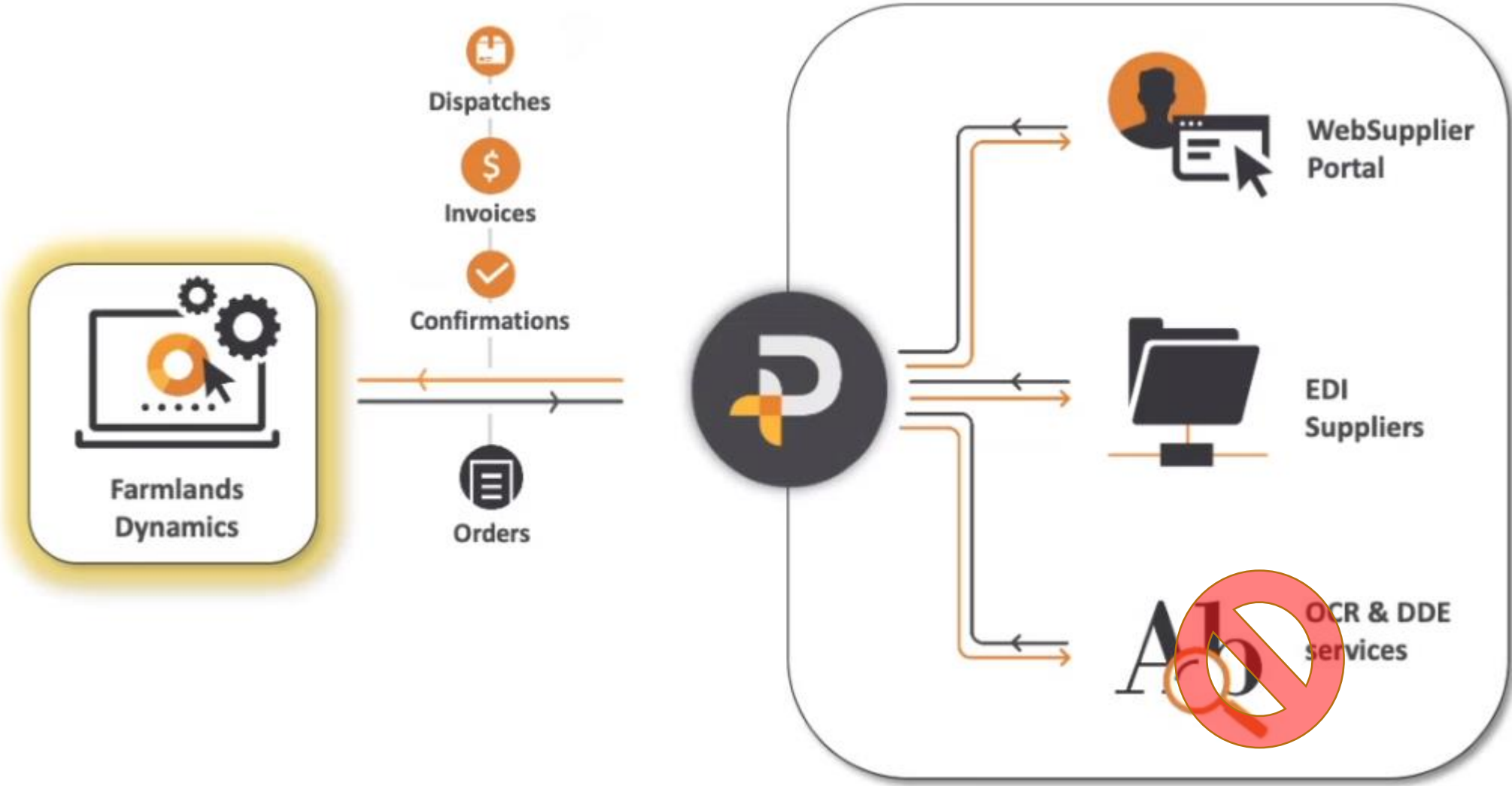


End to end Purchase Order to Invoice inventory procurement process using the ProAgrica EDI gateway integrated to D365 (OPS).

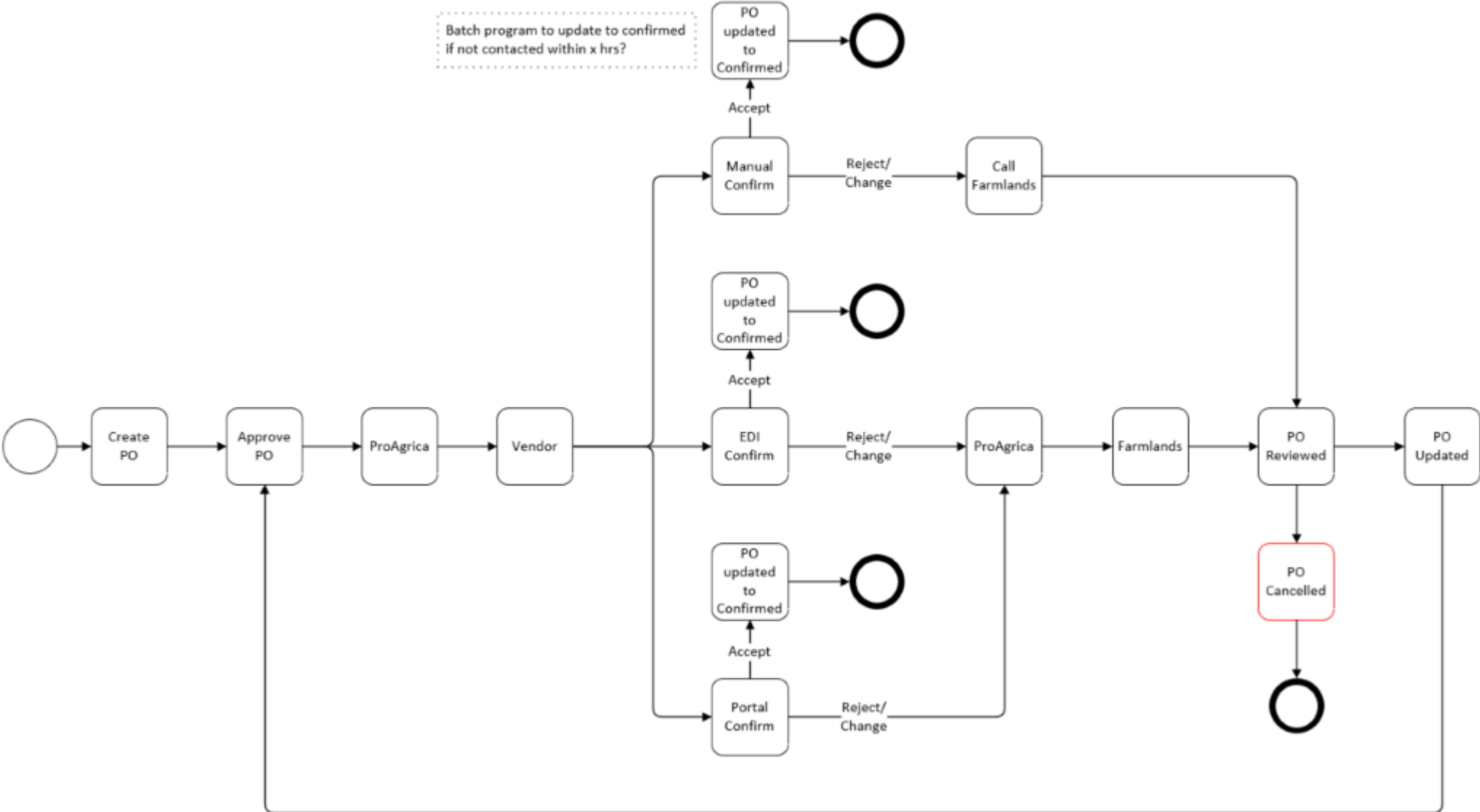
## Principles:

- The PO represents the purchase commitment between FL and the vendor. Get the Purchase Order right and agreed with the Vendor
- Focus on inventory transactions - exclude credits, repairs & non stock invoices
- 'Terms and Conditions' standards with all vendors
- EDI will be mandated in the 'Terms and Conditions'
  - PO
  - Confirmation
  - PO Change (email or integrated)
  - ASN
  - Invoice
- Centralised management of PO confirmations

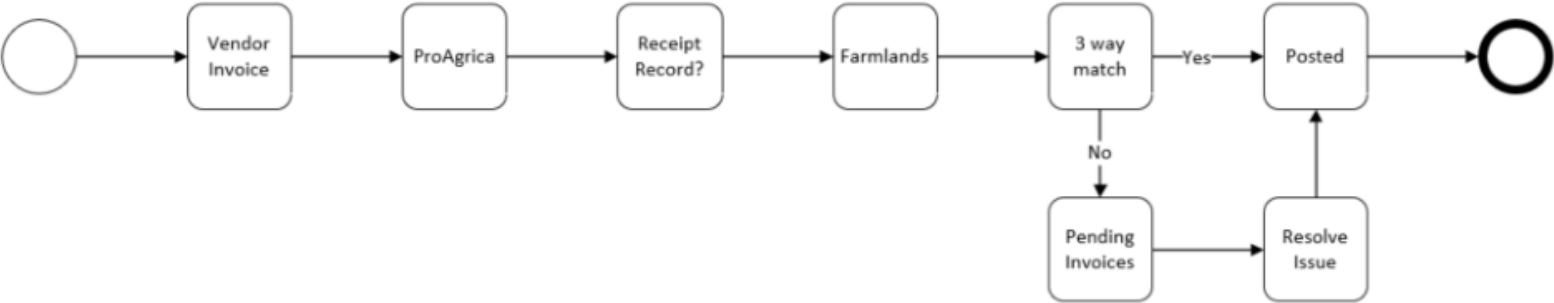
# ProAgrica



# Scope - Purchase Order process



# Scope - ASN and Invoice process



# Update to Terms and Conditions

- Purchase orders must be confirmed prior to shipping (items, price, quantity, delivery date)
- Qualified backorders – split deliveries allowed but if expected delivery is >5 days, FL to be advised before PO is confirmed.
- Packing slips must contain a clear and unique reference number and PO number
- Packing slips relate to one PO only
- One packing slip / ASN = 1 invoice
- Multiple invoices / deliveries per PO allowed
- PO Number and Packing Slip number must be on the invoice header
- Pallets/Deposits/Returnables are (product) lines on the invoice
- EDI processes
  - PO
  - Confirmation
  - PO Change (email or integrated)
  - ASN
  - Invoice
- Mandated use of Websupplier if not using EDI
- Product and Price Management to be implemented via vendor portal – future project
- Payment details to be provided via vendor portal – future project



# Timeline

