



Ocean Spray Cranberries, Inc.
One Ocean Spray Drive
Lakeville-Middleboro, MA 02349

June, 2014

Dear Valued Ocean Spray Cranberries, Inc. Supplier:

Ocean Spray Cranberries, Inc. has implemented an automated Accounts Payable system effective July 15, 2014. Below you will find important information regarding supplier invoice requirements.

Please review this entire document to ensure your invoices can be processed in a timely manner.

Please forward this to the appropriate individual in your organization if this has reached you in error.

ACCOUNTS PAYABLE INVOICE REQUIREMENTS:

Purchase Order Invoices require the following information:

- Purchase order (PO) or Scheduling Agreement (SA) number
- Purchase order IAN (material) or UPC number(s).
- Multiple runs/lots of the same IAN / UPC need to be invoiced and totaled as one line item per invoice
- Description of the IAN / UPC as denoted on our PO; if the invoice pertains to a service, the length of the service and description of the good/service must be provided
- Same unit of measure, currency, and price as denoted on the PO
- Quantity shipped
- Amount per invoiced line item (quantity shipped X unit cost)
- Miscellaneous charges (e.g. sales tax; freight; pallets; etc.), allowances, and discounts should be listed on a separate line(s) for each invoice
- **Your Ocean Spray contact's email address** (the Ocean Spray person with whom you worked related to the PO)
- The correct Ocean Spray company name
- Invoice number
- Invoice date
- Ship date
- Ship To address
- Payment terms
- BOL (Bill of Lading) number
- Currency code (if not USD)
- Remit address

It is preferred that only one Purchase Order (PO) or Scheduling Agreement (SA) be billed per invoice

Invoices that do not include this information will be returned to the supplier for resubmission with the required information.

Non Purchase Order Invoices require the following information:

- **Your Ocean Spray contact's email address** (the Ocean Spray person with whom you worked related to the good/service provided) **is a required data element on each invoice**
- Detailed description of the good/service, the length of the service, etc. must be provided.
- Any supporting documents pertaining to the invoice must be provided
- Quantity shipped
- Amount per invoiced line item (quantity shipped X unit cost)
- Miscellaneous charges (e.g. sales tax; freight; pallets; etc.), allowances, and discounts should be listed on a separate line(s) for each invoice
- The correct Ocean Spray company name
- Invoice number
- Invoice date
- Ship date
- Ship To address
- Payment terms
- BOL (Bill of Lading) number if applicable
- Currency code (if not USD)
- Remit address

Invoices that do not include this information will be returned to the supplier for resubmission with the required information.

Freight carrier invoices require the following information:

- Purchase order (PO) or Scheduling Agreement (SA) number(s)
- Purchase order IAN (material) or UPC number(s)
- Quantity of weight/pieces shipped
- Bill of Lading Number (BOL)
- **Your Ocean Spray contact's email address** (the Ocean Spray person with whom you worked related to the shipment scheduling)
- The correct Ocean Spray company name
- Invoice Number
- Invoice Date
- Consignee address
- Shipper address
- Ship date
- Each charge listed as a separate line item

Invoices that do not include this information will be returned to the supplier for resubmission with the required information.

Additional Information:

- Supplier statements or quotes will not be accepted as a valid invoice
- Invoices must be submitted immediately upon shipment of goods or rendering of services
- Changes to supplier name; remittance address; withholding status; etc. should be communicated to Ocean Spray Cranberries, Inc. immediately
- Credits or credit memos should be invoiced separately from invoiced charges and sent to Ocean Spray Cranberries, Inc.
- Do not use credits to reduce a future invoice or to clear a past due invoice
- When submitting a reprint, it must be an exact replica of the original invoice and the same invoice number must be used; please indicate duplicate on the face of the invoice
- All revised invoices and applicable credits must reference the original invoice number

Please refer to the attached *Invoice Mailing Instructions* notice for information on how to submit your invoices.

It is important to note that noncompliance with the stated invoice requirements will delay processing your invoices and may delay payments; invoices not in compliance will be returned for correction.

Should you have any questions, please contact: Accountspayable@oceanspray.com

Thank you in advance for your cooperation.

Accounts Payable Department
Ocean Spray Cranberries, Inc.