



Moy Park transitioning to new ERP system (SAP)

Moy Park Ltd is transitioning to a new ERP system on the 29th July 2019 (for UK operations) and will require changes to our purchasing and invoice policies to ensure a successful continuation of the Procure to Pay (P2P) process. Please see below summary of these and what we need our valued Suppliers to do to ensure a smooth transition.

Purchasing

- Purchase Orders will be issued from SAP email only and will be in a new format
- Please confirm acceptance of the Purchase Order within 24 hours to your Moy Park contact
- If you have received no Purchase Order do not start work as you will not be paid
- On delivery of products and services a delivery note document with unique reference number is required
- Moy Park vendor codes, material / item codes and descriptions will change. More to follow in the next communication.

Valid Invoice Submission for successful processing and prompt payment

- Invoices must have a Moy Park Purchase Order unique reference number clearly displayed (invoices with no Moy Park Purchase Order reference number will be returned to the sender)
- Invoices must have a Delivery Note unique reference number clearly displayed
- One Purchase Order per invoice
- One Invoice per PDF
- Invoices should contain no human handwritten content
- Eliminate any shaded areas on invoices
- Please submit Invoices & Credits via email in .pdf format to APinvoices@moypark.com
- Ensure the email address from which your invoice is sent is monitored for correspondence
- If you cannot send to us via email, send to our postal address and also ensure:
 - Computer printed with no human handwritten content
 - Print invoices on white or lightly coloured paper
 - Use paper that is standard in size and weight
 - Ensure invoice information is bold and clear

A number of supporting documents are attached below including:

- A summary SAP process flow
- Examples of SAP Purchase Orders and Valid Invoice
- Checklist for VAT Invoice
- Moy Park Contact List

We have also issued out a number of similar communications via our Supplier Portal MoySupply (available at <https://moysupply.moypark.com/MoyPark>). If you have not received these and would like too, please use the Contact Us function at the above web link.

Thank you for your continued support and we look forward to making this a successful transition. In the meantime, if you have any queries with the above, please do not hesitate to get in touch using the Moy Park Contact List below.

Kind Regards,

Ian Bowers
Director of Supply Chain Services

24/06/2019

Moy Park Ltd SAP Process Flow



Key



SAP Purchase Orders

Example 1 – New Purchase Order

New Purchase Order Number Format



Moy Park Ltd.

Please quote this Purchase Order Number on the Invoice and Delivery Docket. Failure to do so will result in delayed payments/non-payments. Please Confirm Receipt of this Purchase Order.

**PURCHASE ORDER
4510425161**

Supplier Name & Address

VAT REG NO GB496976167

Date:07/06/2019

New Supplier Code

Supplier: 1152018 test
UNITED KINGDOM

Deliver To: CRAIGAVON CONVENIENCE
CRAIGAVON CONVENIENCE
39 SEAGOE INDUSTRIAL ESTATE
CRAIGAVON BT83 5QE
UNITED KINGDOM

Contact: Who: Craigavon Engineer
Fax:
Email:

Currency
GBP

Item No.	Material No.	Vendor Mat No.	Material Description & Item Text	Delivery Date	Quantity	Per	Unit	Price per Unit	Total
10	500342583		TAG PINK	01/08/2019	100.00	1	E A	3.00 GBP	300.00 GBP
20	800197227		XXXBLU 800/1020X1170MM BAG	01/08/2019	8,000.00	1.0	E A	185.00 GBP	990.00 GBP

New SAP Material Code

Look out for new price per 1,000

Invoice Submission Email Address

Delivery Instructions:

Look out for unique instructions

Send Invoice To:
APInvoices@moypark.com

This purchase order number is to be quoted on all documentation relating to this order. This purchase order is subject to our standard terms of condition of purchase, a copy of which is available on request or alternatively (for UK sites) can be accessed on our website www.moypark.com

Lines Total	1,290.00
Lines Ordered	2

Example 2 Purchase Order Amendment (same PO as above)



Moy Park Ltd.

Please quote this Purchase Order Number on the Invoice and Delivery Docket. Failure to do so will result in delayed payments/non-payments. Please Confirm Receipt of this Purchase Order.

**PURCHASE ORDER
4510425161**

VAT REG NO GB496976167

Date:07/06/2019

Supplier: 1152018 test UNITED KINGDOM	Deliver To: CRAIGAVON CONVENIENCE CRAIGAVON CONVENIENCE 39 SEAGOE INDUSTRIAL ESTATE CRAIGAVON BT83 5QE UNITED KINGDOM	Contact: Who: Craigavon Engineer Fax: Email:	Currency GBP
---	--	---	-----------------

Price Now Increased

Item No.	Material No.	Vendor Mat No.	Material Description & Item Text	Delivery Date	Quantity	Per Unit	Unit	Per Unit	Total
10	500342583		TAG PINK	01/08/2019	100.00	1	EA	4.00 GBP	400.00 GBP
20	600197227		XXXBLU 600/1020X1170MM BAG	01/08/2019	5,000.00	1.00	EA	165.00 GBP	825.00 GBP

QTY Now Reduced

Delivery Instructions:	Send Invoice To: APInvoices@moypark.com	Lines Total 1,225.00
	This purchase order number is to be quoted on all documentation relating to this order. This purchase order is subject to our standard terms of condition of purchase, a copy of which is available on request or alternatively (for UK sites) can be accessed on our website www.moypark.com	Lines Ordered 2

Example 3 Purchase Order Line Item Deletion where more than one line exists (same PO as above)



Moy Park Ltd.

Please quote this Purchase Order Number on the Invoice and Delivery Docket. Failure to do so will result in delayed payments/non-payments. Please Confirm Receipt of this Purchase Order.

**PURCHASE ORDER
4510425161**

VAT REG NO GB496976167

Date:07/06/2019

Supplier: 1152018 test
UNITED KINGDOM

Deliver To: CRAIGAVON CONVENIENCE
CRAIGAVON CONVENIENCE
39 SEAGOE INDUSTRIAL ESTATE
CRAIGAVON BT63 5QE
UNITED KINGDOM

Contact: Who: Craigavon Engineer
Fax:
Email:

Currency
GBP

Item No.	Material No.	Vendor Mat No.	Material Description & Item Text	Delivery Date	Quantity	Per	Unit	Price per Unit	Total
10	500342583		TAG PINK	01/08/2019	100.00	1	EA	4.00 GBP	400.00 GBP

600197227 from above PO has been removed (deleted)

Delivery Instructions:

Send Invoice To:
APInvoices@moypark.com
This purchase order number is to be quoted on all documentation relating to this order. This purchase order is subject to our standard terms of condition of purchase, a copy of which is available on request or alternatively (for UK sites) can be accessed on our website www.moypark.com

Lines Total	400.00
Lines Ordered	1

Example 4 Purchase Order Line Item Deletion when only one line existed (same PO as above)



Moy Park Ltd.

Please quote this Purchase Order Number on the Invoice and Delivery Docket. Failure to do so will result in delayed payments/non-payments. Please Confirm Receipt of this Purchase Order.

PURCHASE ORDER
4510425161

VAT REG NO GB496976167

Date:07/06/2019

Supplier: 1152018 test UNITED KINGDOM	Deliver To: CRAIGAVON CONVENIENCE CRAIGAVON CONVENIENCE 39 SEAGOE INDUSTRIAL ESTATE CRAIGAVON BT63 5QE UNITED KINGDOM	Contact: Who:Craigavon Engineer Fax: Email:
		Currency GBP

Item No.	Material No.	Vendor Mat No.	Material Description & Item Text	Delivery Date	Quantity	Per	Unit	Price per Unit	Total
10	500342583		ITEM DELETED - TAG PINK	01/08/2019	0.00	1	EA	4.00 GBP	0.00 GBP

“Item deleted” indicates item has been cancelled by Moy Park

Delivery Instructions:	Send Invoice To: APInvoices@moypark.com	Lines Total	
	This purchase order number is to be quoted on all documentation relating to this order. This purchase order is subject to our standard terms of condition of purchase, a copy of which is available on request or alternatively (for UK sites) can be accessed on our website www.moypark.com	Lines Ordered	1

SAP Valid Invoice

INVOICE

Bill To:

Moy Park Ltd

73 Charlestown Road

Craigavon

Co Armagh

BT63 5PP

Supplier Name & Address:

If Applicable

Supplier's Vat Reg No.

Invoice No:

Invoice Date:

PO number:

Delivery Note No:

If Applicable

Moy Park Vat Reg no.

ALL amounts are in xxx

Product Code	Description	EU Commodity Code	Qty	UOM	Unit Price	Amount
xxx	xxxxxx	xxxxxxx	50.00	KG	£5.00	£250.00

Total Net Amount £250.00


VAT Rate 20.00%

Total Vat Amount £50.00

Payment Due: xx/xx/xxxx

TOTAL (GBP) £300.00

VAT Invoice Check List

	VAT : Reference Guide	
	VATR01 - Valid VAT Invoice Checklist	

A VAT Purchase and Sales Invoice must show:

- an invoice number which is unique. For sales invoices, invoice numbering must be sequential and if you spoil or cancel a serially numbered invoice, you must keep it to show to a VAT officer at your next VAT inspection
- the seller's name or trading name and address
- the seller's VAT registration number
- the invoice date
- the time of supply (also known as tax point) if this is different from the invoice date
- the customer's name or trading name and address
- a description sufficient to identify the goods or services supplied to the customer

For each different type of item listed on the invoice, you must show:

- the unit price or rate, excluding VAT
- the quantity of goods or the extent of the services
- the rate of VAT that applies to what's being sold
- the total amount payable, excluding VAT
- the rate of any cash discount
- the total amount of VAT charged
- EU Commodity Code

If you issue a VAT invoice that includes zero-rated or exempt goods or services, you must:

- show clearly that there is no VAT payable on those goods or services
- show the total of those values separately

What is not a VAT invoice

The following are not VAT invoices:

- pro-forma invoices
- invoices that state 'this is not a tax invoice'
- statements
- delivery notes
- orders
- letters, emails or other correspondence

Moy Park Ltd Contact List (UK Operations)

Meat Procurement	David.Thompson@moypark.com
Packaging & Ingredients Procurement	Louise.Ancliffe@moypark.com
	Michael.Bentley@moypark.com
	Nicola.Cottam@moypark.com
Indirects Procurement	Nuala.Brady@moypark.com
	Fergus.Robinson@moypark.com
	Danielle.Watkins@moypark.com
Agriculture Procurement	Agrissc@moypark.com
Transportation Orders	Graham.McCormick@moypark.com
Moy Park SAP (Procurement)	Procurementsap@moypark.com
Director of Supply Chain Services (escalation only)	Ian.Bowers@moypark.com
Moy Supply	Contact Us function available here
Payment Questions	AP.Queries@moypark.com
Invoice submission	APinvoices@moypark.com

*Please do not send any other communication (statements, duplicate invoices, queries etc.) to this email address.

Invoice Postal Address (not preferred)	Moy Park Ltd Cido Innovation Centre 73 Charlestown Road, Craigavon, Co Armagh, BT63 5PP
--	--