



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:
 - o 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

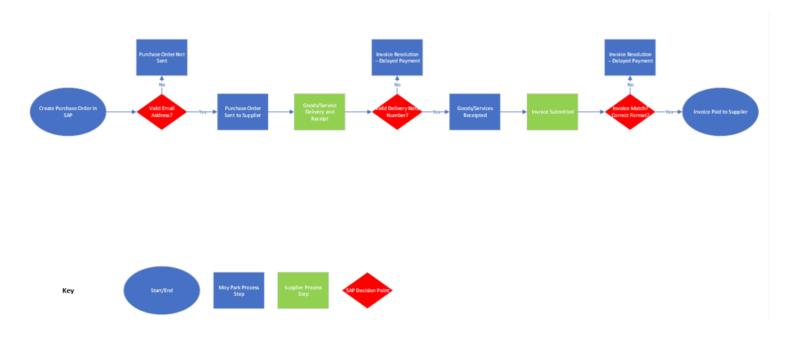
We have also issued out a number of similar communications via our Supplier Portal MoySupply (available at https://moysupply.moypark.com/MoyPark). If you have not received these and would like too, please use the Contact Us function at the above web link.

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,

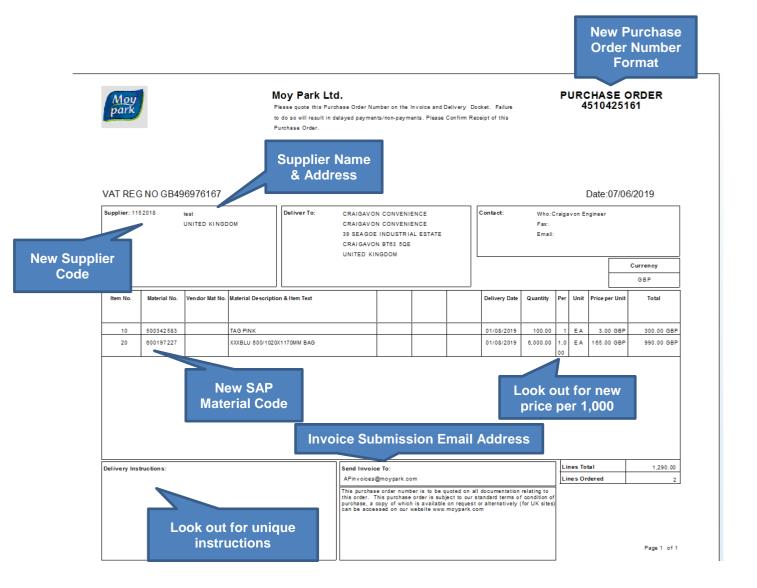
Ian Bowers
Director of Supply Chain Services
24/06/2019

Moy Park Ltd SAP Process Flow



SAP Purchase Orders

Example 1 – New Purchase Order



Example 2 Purchase Order Amendment (same PO as above)

Moy park			1	Moy Park Lt Please quote this Pur to do so will result in Purchase Order.	rchase Order Nu							CHASE (4510425	
VAT REG		06976167 test UNITED KINGD	ОМ	Deliver To:	CRAIGAVOI 39 SEAGOE CRAIGAVOI UNITED KII	N CONVENI INDUSTRI N BT63 5QE	ENCE AL ESTATE		Contact:	Who: 0 Fax: Email:	Craigavon	Date:07/0	6/2019
									Price	Now	Incre	ased	Currency
	ı] [ı							GBP
Item No.	Material No.	Vendor Mat No.	Material Descripti	ion & Item Text					Delivery Date	Quantity	Per Un	er Unit	Total
10	500342583		TAG PINK						01/08/2019	100.00	1 E	4.00 GBP	400.00 GBP
20	600197227		XXXBLU 600/102	0X1170MM BAG					01/08/2019	5,000.00	1,0 E/	165.00 GBP	825.00 GBP
									QTY Nov	w Red	uced		
Delivery Inst	ructions:				Send Invoice	e To:					Lines	Tota I	1,225.00
					APin voices(Lines	Ordered	2
					this order. T purchase, a	his purchase copy of whic	order is subj	ect to our on reque:	all documentation r standard terms of st or alternatively (com	condition of			Page 1 of 1
													Page 1 of 1

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

Moy park					Moy Park L Please quote this Pu to do so will result in Purchase Order.	rchase Order Nu						P			SE C 4251	ORDER 61
VAT REG	NO GB49	96976167												Date:	07/06	5/2019
Supplier: 115		test UNITED KINGE	ООМ		Deliver To:	CRAIGAVO 39 SEAGOE	N CONVENII N CONVENII E INDUSTRIA N BT03 5QE NGDOM	ENCE AL ESTATE		Contact:	Who:C Fax: Email:	_	ivon Ei	ngineer		
																GBP
Item No.	Material No.	Ven dor Mat No.	Material (Descript	tion & Item Text					Delivery Date	Quantity	Per	Unit	Price p	er Unit	Total
10	500342583		TAG PINI	K						01/08/2019	100.00	1	ΕA	4.0	0 GBP	400.00 GBP
	60019	07227 fr	om a	abo	ove PO ha	s been	remov	ved (d	elete	ed)						
Delivery Inst	ructions:					Send Invoice						1 —	nes To			400.00
						This purchas	his purchase copy of which	eris to be q orderis subj	ect to our	all documentation standard terms of st or alternatively (condition of		nes Or	dered		1
							3320 011 001	website www.	moypark.	com						

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

Moy park				Moy Park L Please quote this Pu to do so will result in Purchase Order.	ırchase Order Nu						P		CHASE (5104251	
VAT REG		06976167 test UNITED KINGE	ООМ	Deliver To:	CRAIGAVO CRAIGAVO 39 SEAGOB	N CONVENI	ENCE AL ESTATE		Contact:	Who:C Fax: Email:	raiga		Date:07/00	6/2019
					CRAIGAVOI UNITED KII									Currency GBP
Item No.	Material No.	Ven dor Mat No.	Material Descript	ion & Item Text					Delivery Date	Quantity	Per	Unit	Price per Unit	Total
10	500342583		"It	em delete	ed" indic	ates i	item h	as b	een cand	celled	by		oy Parl	0.00 GBP
Delivery Inst	ructions:				this order. T	@moypark.co e order numl his purchase copy of whic	ber is to be q e order is subj h is available	ect to ou on reque	all documentation ir standard terms of isst or alternatively (com	f condition of	Lir	nes To		1

SAP Valid Invoice

	INVOICE			
Bill To:	INVOICE	Supplier N	Iame & Add	ress:
Moy Park Ltd	If Applicable		Vat Reg No	
73 Charlestown Road	п Аррисаок	Invoice N		
Craigavon		Invoice Da		
		PO numbe		
Co Armagh				
BT63 5PP		Delivery N		
	If Applicable	Moy Park	Vat Reg no.	
			ALL amour	nts are in xxx
Product Code Description	EU Commodity Code	Qty UOM	Unit Price	Amount
XXX XXX	20000000	50.00 KG	£5.00	£250.00
	Total Net	Amount		£250.00
	VAT Ra			20.00%
Payment Due: xx/xx/xxxx	Total Vat . TOTAL (G			£50.00 £300.00
regiment out. Asymptotic	10112(0	D. 7		2300.00

VAT Invoice Check List

VAT : Refere	ence Guide	77.00				
VATR01 - Va	lid VAT Inv	oice Che	ecklist			
	Name of the last o		VAT : Reference Guide VATR01 - Valid VAT Invoice Che	VAT : Reference Guide VATR01 - Valid VAT Invoice Checklist	Million Color Color Andrews Color Co	Managaria da Casa da C

	VATR01 - Valid VAT Invoice Checklist
ŀ	VATRO1 - Valid VAT Invoice Checklist
V	AT 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
or	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
Ġ.	ou issue a VAT invoice that includes zero-rated or exempt goods or services, you must:
y	
yo	show clearly that there is no VAT payable on those goods or services

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 <u>David.Thompson@moypark.com</u>

Packaging & Ingredients Procurement <u>Louise.Ancliffe@moypark.com</u>

Michael.Bentley@moypark.com

Nicola.Cottam@moypark.com

Indirects Procurement <u>Nuala.Brady@moypark.com</u>

Fergus.Robinson@moypark.com

Danielle.Watkins@moypark.com

Agriculture Procurement <u>Agrissc@moypark.com</u>

Transportation Orders Graham.McCormick@moypark.com

Moy Park SAP (Procurement) <u>Procurementsap@moypark.com</u>

Director of Supply Chain Services (escalation only) lan.Bowers@moypark.com

Moy Supply Contact Us function available <u>here</u>

Payment Questions <u>AP.Queries@moypark.com</u>

Invoice submission <u>APinvoices@moypark.com</u>

*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