

Process for submitting invoices

Types of purchases DIRECT

Refers to the purchase of goods/services that are directly associated with the manufacturing process of the finished product. For example: purchases of raw materials, packaging, and ingredients, as well as transportation costs to the point of sale.

The type of purchase order will help you determine the shipping method.

Purchase order types:
 DS-XXXXXXX
 RL-XXXXXXX
 RE-XXXXXXX
 101XXXX



No change to your submission methods

Types of purchases INDIRECT

Refers to the acquisition of goods/services that are not directly related to the production process.

Definition of an indirect purchase

Purchase order types :
 C00000XXX

Preferential method

Coupa Supplier Portal (CSP)

Alternative method



coupainvoice@olymel.com
Refer to the following page for the requirements to be met

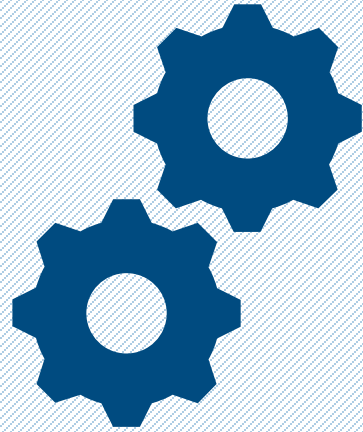
Types of purchases MAINTENANCE

Refers to a cost associated with the preservation, repair, or maintenance of equipment, infrastructure, and systems used in the production process. Also applies to spare parts, lubricants, consumables, and tools necessary for carrying out repairs.

Purchase order types:
 C24-XXX
 D-XXXXX
 058XXXXXXXX
 062XXXXXXXX



No change to your submission methods



Instructions for submitting your invoices to coupainvoice@olymel.com

Introduction

This guide provides best practices and submission requirements to ensure that your invoices are processed successfully and in a timely manner. Please follow the instructions described below and contact payablepratte@olymel.com for any questions.

Scanning quality requirements

When you scan invoices for submission, please ensure the following:

- The scan size of each page must be a minimum of 7.5" x 5.5" and a maximum of 11" x 17".
- Invoices must be scanned as black and white images with a resolution of 300 dpi.
- Invoices of multiple pages must be scanned as a single document in sequential order (including supporting pages).
- Do not include multiple invoices on a single page/image.
- Ensure that the scan quality is legible and that the invoice has not been cut off.

How to submit an invoice by email

Invoices must be scanned and sent by email to coupainvoice@olymel.com. Please note that this email address is not monitored for inquiries. All submissions must meet the following requirements:

- Invoices must be in PDF or TIF format (do not submit JPEG, Word, etc. files), and if PDF, they must be version 1.4 or higher.
- Invoices must be attached to the email and not embedded in the body of the email.
- There can be no document security/password on attachments.
- Attach nothing but invoices to your emails.
- You may attach multiple invoices in one email either in a single multi-page PDF or in separate PDFs. However, if multiple separate PDFs are received in a single email, they will be treated as separate invoices and cannot be consolidated.
- Please ensure that the size of each PDF or TIF document is less than 5 MB.