

About Procure-to-Pay (P2P)

At ARYZTA, we know that our suppliers play a critical role in providing goods and services to help us serve our customers. We want to pay our suppliers in line with the agreed terms of business and we need our suppliers to follow our P2P process to enable us to do this.

Getting P2P right means following the process:



A Compliant Invoicing Includes:

- ✓ One PO number per each Invoice
- ✓ Invoice must be in PDF Format
- ✓ One invoice per PDF File
- ✓ Supplier Remit to Address
- ✓ Invoice Number
- ✓ Invoice Date
- ✓ Quantity Ordered
- ✓ Quantity Shipped
- ✓ Quantity Billed
- ✓ Ship to Address
- ✓ Product Description/ARYZTA Product Number
- ✓ Must include "ordered by" name on packing slip

Key Policies to Remember:

- ✓ **No PO, No Pay** except for approved exceptions* (see below).
- ✓ **An ARYZTA PO number is required on all invoices.**
- ✓ **No verbal ordering allowed** – Verbal orders are prohibited unless through a P-card transaction.
- ✓ **Confirm order** – Suppliers must email confirmation back to the Buyer that the PO information is accepted, including price, terms, quality, delivery date. Change orders also require confirmation.
- ✓ **Invoices must be sent electronically** - via The Ariba Supplier Network, EDI or **directly** emailed to AccountsPayableNA@aryzta.com for ARYZTA LLC (USA) or ANA.CanadaAP@aryzta.com for Aryzta LTD (Canada). Email attachments must contain **one invoice** in **PDF format** only, along with any supporting documentation.
- ✓ **Do not send invoices to a bakery** – USPS invoices will not be processed.
- ✓ **Do not send duplicates** – Contact the AP Help Desk if you are not sure the original was received. APHelpDeskNA@aryzta.com
- ✓ **Include Bill of Lading** - Invoices for goods must provide the bill of lading/delivery note associated with your product shipment to ARYZTA.

*Pre-Approved Exceptions:

- Lean Logistics, taxes, donations and non-commercial vendor (e.g. royalties), travel, rental, temporary labor, and utilities payments.

Where do I send invoices?

AccountsPayableNA@aryzta.com
ANA.CanadaAP@aryzta.com

Who should I contact to inquire about my invoice?

APHelpDeskNA@aryzta.com