



Constellation
Brands

EFFECTIVE DECEMBER 2017

To: Constellation Brands New Zealand Suppliers

Re: Invoice Requirements

Constellation Brands NZ Invoice Requirements - To avoid possible delays in payment, all invoices billed to Constellation Brands NZ, must include the following guidelines and attributes:

Guidelines:

- One Purchase Order number per invoice (multiple PO numbers are not permitted on an invoice due to timing of PO receiving which could delay invoice processing)

Attributes (information required on every invoice):

1. Vendor name, mailing address, phone number, e-mail address, tax ID where applicable, remittance instructions including bank details
2. Total amount due including currency (invoice currency must match PO currency)
3. Unique invoice number
4. Valid purchase order number when applicable
5. Invoice date
6. Payment terms
7. Name of Constellation Brands NZ legal entity that made the purchase (i.e. Constellation Brands New Zealand)
8. Name of Constellation Brands NZ employee who authorised purchase (ONE Constellation Brands NZ contact/invoice approver per invoice)
9. Address where the goods or services were delivered (i.e. Ship to location)
10. Detailed description of goods or services provided
11. Unit of measure on invoice must match unit of measure on PO (i.e. eaches, cartons)
12. GST charge with correct calculations
13. Shipping and handling detailed charges when applicable

Our vision: To elevate life with every glass raised

Constellation Brands, Inc.

www.cbrands.com