



Ocean Spray International, Inc.  
One Ocean Spray Drive  
Lakeville-Middleboro, MA 02349

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June, 2014

Dear Valued Ocean Spray International, Inc. Supplier:

We are pleased to inform you that Ocean Spray International, Inc. has completed the implementation of our automated Accounts Payable system. Contained in this notice are instructions on how and where to send your invoices.

In preparation for our automated system, Supplier Invoice Requirements were sent out in January, 2014. For your reference, they are enclosed with this notice.

*Please review both documents to ensure your invoices can be processed in a timely manner.*

*Please forward this to the appropriate individual in your organization if this has reached you in error.*

This letter **does not** apply to any invoices currently sent directly to one of our **manufacturing facilities**.

This letter **does apply** to invoices currently sent directly to our corporate office in Lakeville-Middleboro, MA or to one of our global offices, and meets one of the following criteria:

- Invoices apply to a valid Ocean Spray issued SAP purchase order or scheduling agreement. A valid SAP issued order is a ten (10) digit number that begins with 45 or 56. *These are considered "PO" invoices.* (Please note that PO numbers that are shorter in length and contain alpha characters are not valid SAP purchase orders).
- Invoices are billed to our corporate office in Lakeville-Middleboro, MA or to one of our global offices but are *not* associated with a valid Ocean Spray issued SAP purchase order or scheduling agreement as described above. *These are considered "Non-Po"*.

**Effective July 15, 2014, invoices meeting the above criteria** must be submitted to Ocean Spray International, Inc. either via email or standard mail.

#### **Invoice Requirements:**

- **Purchase Order or Scheduling Agreement number (if applicable) and Ocean Spray contact's email address are required data elements for each invoice.** Without this information, invoices cannot be processed and will be returned for correction.
  - We have **"gone green"**. Accounts Payable will accept your invoices via email if the following requirements are met:
    - Invoices are required to be emailed in **PDF, HTML, or TIF** format
    - The file name cannot contain any special characters
      - e.g. \ - ( ) # \$ % : ; ,

- Our preference is one invoice per email; however, if multiple invoices must be sent in one email, **each invoice must be a single file**
- multiple page invoices must also be sent as a single file
  
- **Submit invoice types to the appropriate email addresses.** Please note that the email address you utilize depends on whether your company has been issued a valid Ocean Spray SAP purchase order or scheduling agreement number. Using the correct email address will help avoid delays in processing your invoice. Email invoices, depending on the type, to:
  - **Purchase Order and Scheduling Agreement** (with PO or SA#) related invoices to:  
[AP-PO@oceanspray.com](mailto:AP-PO@oceanspray.com)
  - **Non-Purchase Order** related invoices (each invoice **must** include your Ocean Spray contact's email address) to:  
[AP-NONPO-OSI@oceanspray.com](mailto:AP-NONPO-OSI@oceanspray.com)
  
- **If you are unable to meet the requirements of the email process**, mail invoices directly to Ocean Spray International, Inc. at the following address:

Ocean Spray International, Inc.  
Accounts Payable Mail Stop  
One Ocean Spray Drive  
Lakeville-Middleboro, MA 02349
  
- We are not accepting any additional EDI invoices at this time. There are no changes required for existing EDI suppliers.

Please do not email or mail your invoices directly to your Ocean Spray contact as you may have done in the past.

It is important to note that noncompliance with the stated requirements in each of these notices will delay processing your invoices and may delay payments; invoices not in compliance will be returned for correction.

Should you have any questions, please contact: [Accountspayable@oceanspray.com](mailto:Accountspayable@oceanspray.com) *(Please note that effective July 15, 2014, this email address is for invoice inquiries and general questions only. Please do not email invoices to this address).*

Thank you in advance for your cooperation.

Accounts Payable Department  
Ocean Spray International, Inc.