

CHANGE for the BETTER

Your statements and invoices are changing...



INVOICE QUICK START GUIDE

At Agritrade we believe that trading with us should be as easy as possible. This includes producing quality statements and invoices so you can easily manage your account activity.

We've adopted a new design for our statements and invoices that will help you to clearly identify what to pay and when to pay it.

These changes will take effect in two stages:

- > **NEW-LOOK INVOICES:**
Changing from 1 September 2017
- > **NEW-LOOK STATEMENTS:**
Changing from 1 October 2017

This Quick Start Guide outlines some of the main features on our new-look invoices.

Tax Invoice



PO Box 3100, Christchurch 8140, New Zealand
Customer Contact Centre
T 0800 333 855 F 03 341 4584
E agritrade@agrifrad.co.nz
GST Reg Number: 16-183-849

AB Sample
Address Line 1
Address Line 2
Address Line 3
City Postcode

Deliver To:
AB Sample
Address Line 1
Address Line 2
Address Line 3
City Postcode

Delivery Details:
Freight Handling: Courier
Instruction 1:
Instruction 2:
Dispatch Date: 25/09/2017

Customer Number: **765432**
Invoice Number: 20345677
Purchase Order: AB SAMPLE

Transaction Details

Invoice date: 30 September 2017

Item Number	Description	Quantity	UOM	Unit Price	Total (incl GST)
Supplied by Agritrade					
8ANGL	Summer Silt - 228003180000	1.00	EA	\$210.00	\$210.00
RLM18	Roundup Ultra Max 180e	1.00	EA	\$193.04	\$193.04
AT04630	Spade Garden Steel Shaft 200e - 228002030000	1.00	EA	\$34.42	\$34.42
8NC100	11110 8000kg Cowcatcher Gate M100e - 100mm S242h	4.00	EA	\$5.36	\$21.44
239000451800					
				Total (incl GST)	\$438.90
				GST	\$65.84

Total (incl GST) due 20 October 2017: **\$504.74**

Agritrade, a trading division of PGG Wrightson Limited. Please settle all amounts by their due date to avoid interest being charged on the overdue and late paid transactions and any amount being placed on hold in accordance with Agritrade's Terms of Trade. Our Terms of Trade apply. We advise our Terms of Trade from time to time. A current copy is available online at www.agritrade.co.nz or Terms of Trade. Some of the transactions on this invoice may be covered by their own particular contract terms, and in these cases where the contract terms are included on the invoice it is subject to your monthly account then our Terms of Trade also apply to the extent our terms represent.

PLEASE REFER TO YOUR STATEMENT FOR PAYMENT OPTIONS

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FEATURES

- 1 Your **customer number** and **invoice number** can be found here on the first page and also at the top of all other pages.
- 2 **Delivery details** relating to transactions on the invoice will be displayed beside your customer number.
- 3 The **total invoice amount** and the **due date** can be easily identified below the transactions.
- 4 **Terms of trade** are now referenced below the invoice total.

We're here to help you

Get in touch with your local team or contact us via:

- > Freephone 0800 333 855
- > Email agritrade@nzagritrade.co.nz
- > Online at www.nzagritrade.co.nz

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Address Line 1
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Deliver To:

AB Sample
Address Line 1
Address Line 2
Address Line 3
City Postcode

Delivery Details:

Freight Handling: Courier
Instruction 1:
Instruction 2:
Despatch Date: 25/09/2017

Customer Number **765432**
Invoice Number **20345677**
Purchase Order **AB SAMPLE**

Transaction Details

invoice date **30 September 2017**

Item Number	Description	Quantity	UOM	Unit Price	Total (ex GST)
Supplied by Agritrade					
BANSL	Banvine 5ltr - 223003180000	1.00	EA	\$210.00	\$210.00
RUM18	Roundup Ultra Max 18ltr	1.00	EA	\$193.04	\$193.04
AT04630	Spade Garden Steel Shaft Atlas - 258002636300	1.00	EA	\$34.42	\$34.42
BNC100	11110 Bolt&Nut Coach Galv M10 x 100mm Each - 239000451900	4.00	EA	\$0.36	\$1.44
				Total (excl GST)	\$438.90
				GST	\$65.84

Total (incl GST) due 20 October 2017: **\$504.74**

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PLEASE REFER TO YOUR STATEMENT FOR PAYMENT OPTIONS

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Pricing in the examples shown are indicative only and subject to change.