



ConAgra Foods, Inc.  
Business Services Center  
Accounts Payable Department  
Omaha, NE  
(402) 240-8210

Dear ConAgra Foods Supplier

ConAgra Foods, Inc. has been implementing SAP and centralizing Accounts Payable processing since early 2008. Over the course of the past several months, communications have been issued outlining our new invoice requirements, and indicating the changes our Suppliers need to make to their documents resulting from our organizational transformation.

The enclosed invoices are out of compliance to our standard and we are unable to process payment for one of the following reasons:

- \_\_\_\_\_ Missing or invalid ConAgra Foods SAP Purchase Order (PO) Number
- \_\_\_\_\_ Missing or invalid ConAgra Foods contact name (the individual who authorized the purchase)
- \_\_\_\_\_ Missing or invalid purchase order line item number/description combination
- \_\_\_\_\_ Missing or invalid unit of measure and/or delivery quantity
- \_\_\_\_\_ Invoice currency code is inconsistent with the purchase order currency code
- \_\_\_\_\_ Missing invoice number and/or invoice date
- \_\_\_\_\_ Invalid Sales Tax Charge (ConAgra Tax Exemption Certificate on File with Supplier) Please, resubmit invoice excluding Sales Tax.). Contact ConAgra Sales & Use Tax Team at [FSCTax@conagrafoods.com](mailto:FSCTax@conagrafoods.com) if you have questions.

**If you are a supplier of direct or indirect material, warehousing supplies, equipment or services please mail your corrected, as well as all future invoices to:**

**ConAgra Foods BSC Accounts Payable  
PO Box 642210  
Omaha, NE 68164**

Invoice processing questions should be directed to ConAgra Foods BSC AP Help at (402) 240-8210. Please refer to your procurement contact if you have questions related to the SAP purchase order number, or the terms and conditions.

If you are a carrier supplying freight services please mail your corrected invoice to:

ConAgra Foods Freight Payables  
5645 N. 90th; MS 90-115  
Omaha, NE 68134

Invoice processing questions related to freight should be directed to your ConAgra Foods Freight Specialist.

An excerpt of our AP standards from the previous communications is included for your reference. Thank you in advance for your cooperation.

*Pam Ruzzavale*

Finance Manager  
ConAgra Foods, Accounts Payable

<b>INVOICE</b>	220027189	01/12/10	<b>** DUE DATE: 03/04/10 **</b>
<b>ACCOUNT NUM</b>	220 000100	<b>SHIPPING &amp; RETURN INFO: (123) 456-7891</b>	
		<b>ACCOUNTS RECEIVABLE (345) 678-9101</b>	

**ABC Materials**  
ALL SALES SUBJECT TO TERMS AND  
CONDITIONS

**REMIT TO:**  
PO Box 12345  
San Antonio, Texas 78000

Con Agra Foods BSC  
PO Box 642210  
Omaha, NE 68164

**Invoices sent to Central  
Accounts Payable, PO  
number and Contact  
name provided**

**SHIP TO:**  
ConAgra Foods, Inc.  
Patty Robinson  
5645 N 90th Street  
Omaha NE 68134

ORDER NUMBER	RELEASE NUMBER	SHIP DATE	SHIP VIA	TERMS	ACCOUNT CSR		
242638	STOCKROOM	01/12/10	CUSTOMER PICK UP	NET 45			
LINE#	ORD QTY	SHIP QTY	PART / DESCRIPTION	UOM	UNIT PRICE	EXT PRICE	
0070	2	2	20111931 GASKET BODY BONNET FORBA	1/EA	24.6000	49.20	
0120	2	2	CONTROL VALVE # 1002GCN36SVOSCLN36 1/2 INCH 50041260	1/EA	49.1800	98.36	
0140	2	2	SPRING FOR BADGER CONTROL # 1002-GC-N-36-SV-OS-CLN-36 1/2 INCH	1/EA	84.4200	168.84	
			20111930 DIAPHRAGM FOR BADGER CONT VALVE # 1002-GC-N-36-SV-OS-CLN-36 1/2 INCH	1/EA			
<b>MOSE TOTAL</b>		<b>PA SALES TAX</b>	<b>SHIPPING / HANDLING / INSURANCE</b>		<b>OTHER CHGS</b>	<b>INV TOTAL</b>	
316.40		0.00	IN 12.53	OUT	0.00	328.93	

PO  
line

**Qty Ordered, Qty Shipped,  
Material Number, Item  
Description, Unit of Measure,  
Value**