

Vendor FAQ: AGROPUR

Vendor Contact Info:

Agropur, Division Natrel
Phone (Administrative): 1-800-272-1674

Main Contact Person:

Designated Inside Sales Associate:
Email:
Phone: 416-442-2300 ext.

Alternate Contact Person:

Nassima Khatabi (Client Service Representative)
Email: Nassima.Khatabi@agropur.com
Phone: 450-878-2851

Customer #:

Order Day:

Order Deadline:

Delivery Day:

Getting started:

1. Visit the SNO-Toronto website to access and download the Agropur Order Form.
2. You'll see that the Order Form does not include prices. For the current price list, please contact Durward Anthony (durward.anthony@tdsb.on.ca).

Using the Order Form:

- Complete the highlighted section at the top of the form with your SNP information, including your customer number.
- Fill out the items and quantities needed for your program.
- Save file for reconciliation of orders.

Who to contact with questions about your order:

Contact your Main Contact Person (see above) or the Order Desk at 416-442-2300 ext. 0.

How to submit orders:

A) EMAIL: send the Order Form as an attachment via email to:

Main Contact Person:

Order Desk: order.office@agropur.com

In the Subject Line of your email, please write:

"SNP Order [site name] [customer number]
delivery for [insert date]"

B) PHONE: call in your order to 416-442-2300 ext. 0

Reminder:

Always include at the bottom of your email orders: "Please confirm once order has been received and keyed in"

How to Pay Invoices:

Invoices

You will find your Agropur invoice attached to the delivery when it arrives.

Timeline

Most SNPs have 28 day terms. This means you have 28 days from the date on your invoice to pay.

Payment Method:

Cheque

**Tip: if you will be receiving more than one Agropur delivery within the 28 day term, we recommend you collect these invoices and combine them into one payment.*

Payable to: Agropur Dairy Cooperative

Memo: *include your Agropur Customer Account #

Mail cheques to: Agropur Dairy Cooperative,
4600 Armand Frappier, Saint-Hubert, QC J3Z 1G5
Attn: Accounts Receivable

Sample Invoice:

AGROPUR, DIVISION NATREL
4600 Armand-Frappier ADM: 1-800-272-1074
St-Hubert, QC ORDERS: (416)442-2333
J3Z 1G5 ORDERS: 1-800-268-7777
GST/HST: R100086263

Route#: 5306
Date.: 17/03/17 07:40:10 (ET)

Customer#: 11111111
Bill To.: SPRINGFIELD ELEMENTARY SCHOOL BOARD
SPRINGFIELD ELEMENTARY SCHOOL
Address.: 19 PLYMPTON STREET
SPRINGFIELD, USA
Prov.Lic.:
Terms.: NET 30 DAYS
Store #: 1
Order #: 17777777
Del. not.: 77777777

Invoice # - 11111111
Account # - 11111111

Product	Description	Ordered Qty	Ordered Unit	Ordered Price	Ordered Amount	Delivered Qty	Delivered Unit	Delivered Price	Delivered Amount	D P T
1.0064200077-4	4-LT 2% SEALT	1100	4	1100	4	4	4	4.900	19.64	
2.0064200077-5	23% DCC SEAL	1100	508	1100	508	6.900	205.92			T
3.00620024003-0	8%FTY ZIP MILK	2407	23	2407	23	2.500	58.57			
4.00558720003-6	8%FTY CASE MILK	0400	0	12400	12	3.000	36.00			T
Total section..... 14400007 555 2640007 567 312.33										
5.00558720003-6 8%FTY CASE MILK RETURNS TO STOCK 12400 12 3.000 36.00 T										
Total section..... 1240000 12 36.00										
DETAILS ON DISCOUNT, PROMOTION AND TAX										
Product	Total Base Price	Discount	Promo	Inv. Price	Amount	NET				
2.23% DCC SEAL	538	0.3000		0.900	205.92	26.77				
4.8%FTY CASE MILK	12	3.0000		3.000	36.00	4.68				
5.8%FTY CASE MILK	12	3.0000		3.000	36.00	4.68				
Total section..... 26.77										
Discount Promo Amount NET										
P-1 W9999999										
Total 265.33 26.77										
Invoice Grand Total 312.10										
Summary Cases and Pallates										
Delivered cases 12										
Picked up cases 12										
Delivered pallates 2										
Picked up pallates 0										
Invoice: 11111111 17/03/17 07:40:10										

Questions about your Invoice?

Contact Agropur at:

service.factinvoice@agropur.com.

For more information contact:

SNO Toronto @ TFSS
Gerard Capellan
416 394 6887 | gerard.capellan@tfss.ca

or

SNO Toronto Office @ TFSS
416 394 4491
info@studentnutritionontariotoronto.ca