

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-

Alternate Contact Person:

Amri Swaminathan (Client Service Representative)
Email: Amri.Swaminathan@agropur.com
Phone: 416-442-2309

Customer #: _____
Order Day: _____
Order Deadline: _____
Delivery Day: _____

How to complete the Order Form:

1. An Order Form is available on the SNO-Toronto website.
2. Order Form includes dairy products.
3. For the current price list, please contact Lynne Martens (lynne.martens@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 my order:

Contact your Main Contact Person (see above) or the Order Desk at 416-442-2333.

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 [school name] [customer number]
delivery for [insert date]"

B) **PHONE:** call in your order to 416-442-2333

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 Methods

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.*

Recipient: 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 #.:
Order #: 17777777
Del. not.: 77777777

Product	Description	Ordered Qty	Delivered Qty	Inv. Price	Amount	D P T
1.0064200077-4	4LT 2% SEALT	1*0	4	1*00	4.0000	10.84
2.0064200077-5	2394 DGC SEAL	11*0	508	11*00	6.3000	205.52
3.00620254003-0	8903 ZIP 96L/98	2*07	23	2*07	2.5000	59.57
4.00558720003-6	89FTY CASE MILK	0*00	0	12*00	12.0000	36.50
Total section.....		14*00007	555	26*00007	567	312.33
5.00558720003-6		89FTY CASE MILK	RETURNS TO STOCK	12*00	12.0000	36.50
Total section.....				12*0000	12.0000	36.50
DETAILS ON DISCOUNT, PROMOTION AND TAX						
Product	Total Base Price	Discount	Prom.	Inv. Price	Amount	NET
2.2394 DGC SEAL	538	0.0000		0.5000	205.52	26.77
4.89FTY CASE MILK	12	3.0000		3.0000	36.50	4.68
5.89FTY CASE MILK	12	3.0000		3.0000	36.50	4.68
Total section.....						26.77
Discount		Prom.	Amount	NET		
P-1				W9999999		
Total			265.53	26.77		
Inv#: W999999(01) POS: .		Summary Cases and Pallets				
Case#: 11111111		Delivered cases		12		
		Picked up cases		12		
		Delivered pallets		2		
		Picked up pallets		0		
Amount: 312.10		SNP units				
Date.: 17/03/17 07:40:10						
Invoice Grand Total		312.10				

Questions about your Invoice?

Contact Agropur at:

service.factinvoice@agropur.com.

For more information contact:

Gerard Capellan

Food & Logistics Coordinator | Toronto Foundation for Student Success

416 394 6887 | gerard.capellan@tdsb.on.ca