



firstmilk[™]

The Regenerative Co-op

Supplier Invoicing
Guidelines

For All Suppliers

Supplier Invoicing Guidelines

To ensure payment to invoice terms we kindly ask that our suppliers note the following guidelines:

- Invoices must be issued with the correct name & address of the legal entity being invoiced (Appendix 1).
 - *Please note that the “invoice” address may differ from the “delivery address”.
 - *For Golden Hooves, Please use the legal entity “First Milk Cheese Company”
- Invoices must include the purchase order number provided when the order was raised and/or delivery note number if applicable
- All invoices are to be emailed through to the Accounts Payable teams – refer to appendix 1 for the correct email contact.
 - *Please note for Golden Hooves, please email all invoices to the 2x addresses provided in Appendix 1
- All invoices will follow our payment guidelines, please allow 7 working days from date of payment due for payments to be received.

Payment Guidelines

BACs payments are prepared on a **Monday**, which will include all invoices due for payment up to the Monday. The payment will then be received on the Wednesday.

Example 1:

- Your invoice is due for payment on Monday 10th
- The Bacs will be prepared on Monday 10th
- Payment should be received by you on Wednesday 12th

Example 2**:

- Your invoice is due for payment on Tuesday 11th
- The Bacs will be prepared on Monday 17th
- Payment should be received by you on Wednesday 19th

*****Please allow 7 working days from the date the invoice is due before querying invoices due in case it has fallen outside the “Monday” BACS payment process***

Appendix 1 - First Milk Group Entities & Invoicing Addresses

First Milk Limited

Lake District Creamery

Station Road

Aspatria

Cumbria

CA7 2AR

Email Invoicing to:

Accountspayable@firstmilk.co.uk

First Milk Cheese Company Limited

Lake District Creamery

Station Road

Aspatria

Cumbria

CA7 2AR

Email Invoicing to:

Accountspayable@firstmilk.co.uk

Fast Forward Limited

Lake District Creamery

Station Road

Aspatria

Cumbria

CA7 2AR

Email Invoicing to:

Accountspayable@firstmilk.co.uk

Lake District Biogas

Lake District Creamery

Station Road

Aspatria

Cumbria

CA7 2AR

Email Invoicing to:

Accountspayable@firstmilk.co.uk

For Golden Hooves - Please use:

First Milk Cheese Company Limited

Lake District Creamery

Station Road

Aspatria

Cumbria

CA7 2AR

Email Invoicing to both:

info@goldenhooves.co.uk

accountspayable@firstmilk.co.uk

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