



Ocean Spray International Services, Inc.
One Ocean Spray Drive
Lakeville-Middleboro, MA 02349

June, 2014

Dear Valued Ocean Spray International Services, Inc. Supplier:

We are pleased to inform you that Ocean Spray International Services, Inc. has completed the implementation of our automated Accounts Payable system. Contained in this notice are instructions on how and where to send your invoices.

In preparation for our automated system, Supplier Invoice Requirements were sent out in January, 2014. For your reference, they are enclosed with this notice.

Please review both documents to ensure your invoices can be processed in a timely manner.

Please forward this to the appropriate individual in your organization if this has reached you in error.

This letter applies to invoices currently sent directly to one of our global offices or our corporate office in Lakeville-Middleboro, MA.

Effective July 15, 2014, invoices must be submitted to Ocean Spray International Services, Inc. either via email or standard mail.

Invoice Requirements:

- **Your Ocean Spray contact's email address is a required data element for each invoice. Without this information, invoices cannot be processed and will be returned for correction.**
- We have **"gone green"**. Accounts Payable will accept your invoices via email if the following requirements are met:
 - Invoices are required to be emailed in **PDF, HTML, or TIF** format
 - The file name cannot contain any special characters
 - e.g. \ - () # \$ % : ; ,
 - Our preference is one invoice per email; however, if multiple invoices must be sent in one email, **each invoice must be a single file**
 - multiple page invoices must also be sent as a single file
- **Submit invoices to the following email address:**
AP-NONPO-SER@oceanspray.com

- **If you are unable to meet the requirements of the email process**, mail invoices directly to Ocean Spray International Services, Inc. at the following address:

Ocean Spray International Services, Inc.
Accounts Payable Mail Stop
One Ocean Spray Drive
Lakeville-Middleboro, MA 02349

- We are not accepting any additional EDI invoices at this time. There are no changes required for existing EDI suppliers.

Please do not email or mail your invoices directly to your Ocean Spray contact as you may have done in the past.

It is important to note that noncompliance with the stated requirements in each of these notices will delay processing your invoices and may delay payments; invoices not in compliance will be returned for correction.

Should you have any questions, please contact: Accountspayable@oceanspray.com *(Please note that effective July 15, 2014, this email address is for invoice inquiries and general questions only. Please do not email invoices to this address).*

Thank you in advance for your cooperation.

Accounts Payable Department
Ocean Spray International Services, Inc.