



March 18, 2008

Dear Dean Foods / Reiter Dairy Supplier:

As a valued partner, we want to make sure you are aware of **our new centralized invoice processing**.

Currently, our Accounts Payable function is located and managed at each site. We are centralizing the function at the newly created Dean Financial Services in Dallas. We began the plan last year and are now ready to begin roll-out in a phased approach throughout 2008.

This centralization should save both Dean Foods and our suppliers time and money by creating a more efficient way to process payments and respond to payment inquiries.

**This transition will occur on March 19, 2008 for Reiter Dairy.** Please update your systems by this date.

- **New information needed on every invoice** to efficiently process your payment(s)
- **New mailing address for your invoices**
- **New contact information for Customer Service** regarding all inquiries, including invoice payments, past dues, etc

**Please note:**

- Our current electronic routing procedures are **unable to accommodate consolidated invoices** for multiple locations.
- **The sales tax, if any, which your company charges on its invoice to us should continue to be calculated based on the "ship to" or "destination" location** for the goods and/or services you are providing. We are requesting that you only change the "bill to" address to which your invoice will be sent.
- This address change is just for invoices, not for payments of any kind.

Following the attached guidelines will allow us to process your invoice(s) as accurately and promptly as possible. Thank you in advance for your help. We look forward to our continued partnership.

Sincerely,

A handwritten signature in cursive script that reads 'Stephanie Weatherford'.

Stephanie Weatherford  
Accounts Payable Manager



## Invoice Processing Guidelines

**1. An unaltered invoice\* with the following information is required: (new suppliers must provide a W-9)**

- Supplier Name
- Site Buyer's Name or Site Contact
- Supplier Phone Number and E-mail Address
- Invoice Number
- Invoice Date
- Invoice Amount
- Terms
- Discount (if applicable)
- Tax ID Number
- Ship To Address
- Remit To Address
- Ship Date
- Purchase Order Number (if applicable)
- Freight or Delivery Charges (if applicable)
- Tax Amount (if applicable)

**2. Mail invoices to new mailing address as indicated in charts below.**

OLD Mailing Address	NEW Mailing Address
Reiter Dairy 1415 W Waterloo RD Akron , OH 44314  1055 Wooster Road N Barberton, OH 44203	Dean Foods Attention: DFS Imaging Team P.O. Box 955121 Fort Worth, TX 76155
Reiter Dairy 1961 Commerce Circle Springfield, OH 45501  16843 SR 12 East Findlay, OH 45840	Dean Foods Attention: DFS Imaging Team P.O. Box 955270 Fort Worth, TX 76155

**3. For general questions about invoices for the sites above, contact: Customer Service**  
 1-888-339-2687 (Option 2, then 1); [apdfs\\_processing1@deanfoods.com](mailto:apdfs_processing1@deanfoods.com)

**4. To set up electronic payment (ACH) for the sites above, contact Supplier Maintenance:**  
 Supplier Maintenance  
 1-888-339-2687 (Option 2, then 4); [apdfs\\_vendormaint@deanfoods.com](mailto:apdfs_vendormaint@deanfoods.com)

\* Dean Foods will not pay from altered invoices, statements, packing slips, quotations, estimates or confirmations.