

De BORTOLI

FAMILY WINEMAKERS

Dear Valued Supplier,

De Bortoli Wines Pty Ltd has recently reviewed and updated its purchasing policy and procedures. To help streamline our administration processes, we have implemented this purchasing policy and procedure throughout all of our branches Australia wide.

As a result we now require a purchase order to be raised for the supply of goods and services; and the Purchase Order number to be referenced on invoices that we receive from you.

Invoices that do not have a purchase order number reference may take longer to authorise and process for payment, and therefore payments may be delayed.

We would ask for your assistance to ensure that Goods and/or Services are only supplied to De Bortoli Wines Pty Ltd after a current, valid purchase order number is received from the De Bortoli Wines staff member that is placing the order/job request, and also that you reference that purchase order number on your tax invoice.

(Note: Valid purchase order numbers begin with "PO" followed by 5 or 6 numerals).

Also, please forward all invoices and statements directly to our Head Office Accounts Payable Department, either by email to: acc_pay@debortoli.com.au, or the mailing address below.

If you have any questions regarding your account, please call our Head Office Accounts Payable Department on 02 6966 0100.

Thanks and Regards,

De Bortoli Wines Pty Ltd
Att: Accounts Payable
1 De Bortoli Road
Bilbul, NSW, 2680

FOUR GENERATIONS OF WINEMAKING

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HEAD OFFICE

De Bortoli Wines Pty Ltd
De Bortoli Road, PO Box 21
Bilbul NSW 2680
T 61 2 6966 0100
F 61 2 6966 0199
debortoli.com.au

BRISBANE

2 Emeri Street
Stapylton
QLD 4207
T 07 3287 2500
F 07 3287 1133
dbw_qld@debortoli.com.au

MELBOURNE

6-8 Research Drive
Croydon
VIC 3136
T 03 9761 4100
F 03 9761 4192
dbw_vic@debortoli.com.au

SYDNEY

24 Cox Place
Glendenning
NSW 2761
T 02 8887 6800
F 02 8887 6888
dbw_nsw@debortoli.com.au

PERTH

Unit 55, Level 2
15 Labouchere Road
Marlestone
South Perth WA 6151
T 08 9474 7400
F 08 9474 7499
dbw_wa@debortoli.com.au

ADELAIDE

PO Box 333
Marlestone
SA 5033
T 08 8152 0655
F 08 8343 7879
dbw_sa@debortoli.com.au

YARRA VALLEY

Pinnacle Lane
Dixons Creek
VIC 3775
T 03 5965 2271
F 03 5965 2442
dbw_yarra@debortoli.com.au

HUNTER VALLEY

532 Wine Country Drive
Pokolbin
NSW 2320
T 02 4993 8800
F 02 4993 8899
dbw_nsw@debortoli.com.au