



IMPORTANT: Information CCEP requires on your paper invoice

The information contained in this page outlines requirements your invoice must meet in order to receive payment from CCEP.

- *Failure to comply with these requirements may result in payment issues and delays, including returned invoices.*
 - *Please ensure your Accounts Receivable Department is informed of these requirements in order to avoid payment issues.*
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Absolutely necessary information required on your paper invoice:

1. Your company name, address and bank account
 2. Your VAT registration number, if applicable
 3. Invoice number and invoice date
 4. Correct CCEP company name, "Bill-To" and delivery address
 5. Correct CCEP VAT Number
 6. Correct CCEP Purchase Order (PO) number. One PO, one invoice.
 7. Correct CCEP contact name
 8. Time of supply, if different from the invoice date
 9. Invoice Currency. If the invoice currency is different from the country currency, VAT amount shall be converted in country currency
 10. Breakdown and description of the goods / services, exactly as it is in your CCEP PO, if PO issued.
 11. Quantity and unit price per item
 12. Rate of VAT charged per item. If an item is VAT exempt or VAT zero-rated make clear no VAT on these items
 13. Total amount excluding VAT / total VAT amount / total amount including VAT
 14. If the document is credit note, the number of the referred invoice
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Additional help and information:

- **Do not send invoices prior to delivery of good(s)/service(s)**, as this will cause delays in payment.
 - **Do not send duplicate copies of your invoices**, as our control procedures may keep us from paying either one.
 - **Do no submit invoices with manual alterations.**
 - **Avoid sending invoices with shading**, as it may affect the quality of the scanning process.
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