



## **IMPORTANT:** Information CCEP requires on your paper invoice

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

- Ø *Failure to comply with these requirements may result in payment issues and delays, including returned invoices.*
  - Ø *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 GB VAT Number /GB 672 4251 40 /
  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
  15. Exchange rate used, in case you have GB registered VAT and are invoicing in non-GBP currency
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### **Additional help and information:**

- Ø **Do not send invoices prior to delivery of good(s)/service(s)**, as this will cause delays in payment.
  - Ø **Do not send duplicate copies of your invoices**, as our control procedures may keep us from paying either one.
  - Ø **Do not submit invoices with manual alterations.**
  - Ø **Avoid sending invoices with shading**, as it may affect the quality of the scanning process.
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## **IMPORTANT:** CCEP Mailing Addresses

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The information contained in this page outlines the accurate addresses to send an invoice, in order to receive payment from CCEP.

- Ø *Failure to comply with these “Bill-to Addresses” may result in payment issues and delays, including missing invoices.*
  - Ø *Please ensure your Accounts Receivable Department is informed of these “Bill to Addresses” in order to avoid payment issues.*
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### **Bill-to address (address must appear on the invoice)**

CCEP Group Services Limited  
Pemberton House Bakers  
Road, Uxbridge UB8 1EZ  
VAT: GB 672 4251 40

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### **Email address for invoices in PDF or TIFF file format**

- The type of document must be PDF or TIFF
- The email address is for invoice documents only
- One .pdf/.tiff file should contain only one invoice
- Multiple .pdf/.tiff files may be attached to a single email message
- There is no obligation to send hard copies of invoices submitted by email

GB INVOICES <gbinvoices@ccep.com>

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### **Mailing address (address to which to send the invoice, must appear on envelope)**

CCEP Group Services Limited  
PO Box 4023  
Unit 2 Interface Business Park  
Binknoll Lane  
Swindon SN4  
4LB  
Great Britain

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