



## **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.

- *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 or organization number, if applicable
  3. Invoice number and invoice date
  4. Correct CCEP company name, "Bill to" and delivery address
  5. Correct CCEP Purchase Order (PO) number. One PO, one invoice.
  6. Time of supply, if different from the invoice date
  7. Invoice Currency. If the invoice currency is different from the country currency, VAT amount shall be converted in country currency
  8. Breakdown and description of the goods / services, exactly as it is in your CCEP PO, if PO issued.
  9. Quantity and unit price per item
  10. Rate of VAT charged per item. If an item is VAT exempt or VAT zero-rated make clear no VAT on these items
  11. Total amount excluding VAT / total VAT amount / total amount including VAT
  12. 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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## **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.

- *Failure to comply with these “Bill to Addresses” may result in payment issues and delays, including missing invoices.*
- *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)**

Coca-Cola European Partners Norge AS  
PO Box 463  
1471 Lørenskog  
Norway  
NO976388097MVA

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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

[pdfinvoicenor@cokecce.com](mailto:pdfinvoicenor@cokecce.com)

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

Coca-Cola European Partners Norge AS  
PO Box 463  
1471 Lørenskog  
Norway

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