



## **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 full company name, address and bank account
  2. Your tax number or VAT registration number
  3. Unique invoice number and invoice issue date
  4. Correct CCEP company name, “Bill-To” and delivery address
  5. Correct CCEP Purchase Order (PO) number.
  6. Time of supply/delivery, if different from the invoice date
  7. Invoice Currency. If the invoice currency is different from the 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 (also titled as a “Credit Note”), the number of the referred invoice
  13. If applicable - Tax debt of the beneficiary
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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 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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**EUROPEAN PARTNERS**

**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 Deutschland GmbH  
Zentrale Rechnungsprüfung  
LN xxx (Supplier Number)  
Hohenschoenhauser Str. 51  
13057 Berlin

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

- Any electronic invoice will be processed by our system partner Logata Digital Solutions GmbH.
- Invoices are accepted in .pdf format
- One .pdf/.tiff file must contain only one invoice

unsigned invoices to: [cceag-nonsigned@logagency.de](mailto:cceag-nonsigned@logagency.de)  
signed invoices to: [cceag-signed@logagency.de](mailto:cceag-signed@logagency.de)

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

Coca-Cola European Partners Deutschland GmbH  
LN xxx (Supplier Number)  
Zentrale Rechnungsprüfung  
Hohenschoenhauser Str. 51  
13057 Berlin

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**Regarding information about terms and conditions**, please contact Logata Digital Solutions GmbH via phone or email:

Telephone: +49 231 878008-0  
E-Mail: [info@logagency.de](mailto:info@logagency.de)

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