



**Transacting electronically with CCEP over the Ariba Network is a standard part of doing business with us. Please use your next purchase order email notification, sent through the Ariba Network, to register an account of your choice and start invoicing us electronically. Read more on <https://www.cocacolaep.com/about-us/suppliers/>.**

In the interim period while still onboarding to CCEP Ariba Network platform the information contained in this page outlines requirements your invoice must meet in order to receive payment from CCE.

- *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.*

---

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

---

### **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.



## **IMPORTANT:** CCE Mailing Addresses

---

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

- *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.*
- 

**Bill-to address (address must appear on the invoice)**

Coca-Cola Europacific  
Partners US II LLC  
Corporation Trust Company  
1209 Orange St.  
Wilmington, DE 19801

---

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

Coca-Cola Europacific  
Partners US II LLC  
Corporation Trust Company  
1209 Orange St.  
Wilmington, DE 19801

---