

## Supplier Invoicing Instructions

The Coca-Cola Company (TCCC) uses **SAP Business Network (formerly ARIBA)** as a common purchasing platform to transact with vendors. It enables you direct and real time receipt of Purchase Orders from TCCC and immediate transmission of your invoices to the TCCC Accounts Payable Department. We currently accept **Ariba e-invoices** for TCCC entities located in **Austria, Belgium, Canada, Costa Rica, Czech Rep., Finland, France, Germany, Ireland, Netherlands, Puerto Rico, Singapore, South Africa, Spain, UK and USA**. If you are interested in joining us on the SAP ARIBA platform, please visit [Supplier Information Portal](#).

We continue to accept invoices by email in PDF format in countries where SAP ARIBA invoicing is not enabled at [apinvoice@coca-cola.com](mailto:apinvoice@coca-cola.com) for most countries **except for those listed in the appendix section**. Submitted invoices must meet the requirements outlined below as this facilitates fast and accurate processing of invoices as well as timely settlement of payments. Please ensure that invoices are compliant with local regulations.

REQUIRED INVOICE FIELDS	FIELD DESCRIPTION
1. Document Type	Indicates if the document is an 'Invoice' or 'Credit Memo'. Please do not send in statements, Sales orders, and Acknowledgements as invoices.
2. Company Name	The legal name of the company as submitted to TCCC vendor setup documents.
3. 'Ship to' Information	The TCCC entity and address where the product was shipped to or services were rendered in.
4. 'Bill to' Information	The TCCC entity and address that should be billed for the goods or services.
5. 'Remit to' Address	Current address where the payment should be remitted.
6. Invoice Date	Billing date to billed TCCC entity.
7. Invoice Number	A unique invoice number assigned by vendor (no special characters).
8. Purchase Order Number	Valid <b>purchase order number (PO)</b> issued by the applicable TCCC entity. Obtain the <b>PO#</b> from the TCCC's Requester.  For <b>non-PO</b> invoices, include the <b>service recipient's name</b> on the invoice image when submitting directly to your TCCC contact person
9. Delivery Note Number	Document accompanying a shipment that confirms delivery.
10. Unit of Measure	Unit of measure stated in the purchase order issued by TCCC entity.

**IMPORTANT NOTE:** Please note that we will **REJECT** invoices missing the required information. You will be required to correct the errors and resubmit appropriately. Payment due dates will be calculated based on the invoice date of a valid invoice meeting the required standards.

## Invoice Submission Requirements

DO NOT submit an invoice using more than one of the methods below\*:

\*the requirements below refer to the Purchase Order based invoicing. In case the transaction is non-PO based, the invoice must be delivered directly to your TCCC contact person.

### Invoicing Channel

### Requirements

#### 1. SAP Business Network (Ariba)

Use PO Flip functionality to create invoices in Ariba. At present, Ariba e-invoicing is only possible when billing to Coca-Cola entities in Austria, Belgium, Canada, Costa Rica, Czech Rep., Finland, France, Germany, Ireland, Netherlands, Puerto Rico, Singapore, South Africa, Spain, UK, and USA.

- Submit the invoice as contractually and timely agreed. Payment dates are based on the invoice date and net payment terms.

#### 2. Email

If the billing entity is not using Ariba yet, please send your invoice to this email\* address: [APInvoice@coca-cola.com](mailto:APInvoice@coca-cola.com) If the country of the billed TCCC entity is listed in the appendix below, please use the directed address.

You will receive a confirmation email with the subject: Inv Received – DP: Assigned Number. This number is unique to your submission and confirms that the invoice has been received by the TCCC system.

**\*NOTE:** This is a no reply/invoice submission only email. Comments within the body of the email are not read.

- Multiple invoices may be submitted in one email limiting one invoice per attachment up to **10MB\* and 10 pages long**.
- Acceptable attachments: PDF, Word, & Excel.
- The invoice should not be included as an image or embedded in the email.
- Verbiage within the body of the email is not actioned.
- Do not submit invoices more than once to the email address.
- Do not send inquiries to this email. Should you have questions, contact the P2P Service Center at the email addresses in the Invoice Status section below.

#### 3. Paper (NOT PREFERRED)

For countries where paper invoices are required, please refer to the appendix for the mailing addresses.

- No handwriting, check marks, highlighting, or changes should be made to the original invoice.
- Eliminate any shaded areas on the invoice; shaded areas do not work well with OCR technology.
- Reference one purchase order per invoice. Do not combine multiple purchase orders on an invoice.
- Faxed copies of invoices are not allowed

### Invoice Status

For vendors submitting invoices through Ariba, please use the Ariba portal for invoice status. To check invoice status, depending on your region, please use the self-service TCCC Invoice Payment Status Portal or contact our P2P Helpdesk by email or phone as shown below:

Region	Portal Query	Email	Phone
APAC	<a href="https://462623.invoiceinfo.com/invpay.php">https://462623.invoiceinfo.com/invpay.php</a>	<a href="mailto:P2PSrvCtrAPAC@coca-cola.com">P2PSrvCtrAPAC@coca-cola.com</a>	N/A
North America		<a href="mailto:P2PSrvCtrNA@coca-cola.com">P2PSrvCtrNA@coca-cola.com</a>	+1-888-419-9529
Middle East & Africa		<a href="mailto:P2PSrvCtrEAG@coca-cola.com">P2PSrvCtrEAG@coca-cola.com</a>	+48 22 112 3750
EMEA CPS EEA		<a href="mailto:P2PSrvCtrCPSEEA@coca-cola.com">P2PSrvCtrCPSEEA@coca-cola.com</a>	+48 22 112 3777
Europe		<a href="mailto:P2PSrvCtrEU@coca-cola.com">P2PSrvCtrEU@coca-cola.com</a>	+48 22 112 3750

# THE COMPANY

LATAM		<a href="mailto:P2PSrvCtrLAG@coca-cola.com">P2PSrvCtrLAG@coca-cola.com</a>	+5411 6842 1266
- Argentina			0800 666 0596
- Brazil			0800 761 5400
- Chile			0800 800 533
- Costa Rica			0800 054 2060
- Mexico			800 283 2909

## Appendix

For vendors who are not invoicing via Ariba, please submit your invoice by email at [apinvoice@coca-cola.com](mailto:apinvoice@coca-cola.com) except when invoicing to countries listed below:

Country	Invoice submission	Email address	Mailing address
<b>Algeria</b>	Paper Invoice	N/A	Beverage services Algeria Tour Geneva,14 ème Etage, Pins Maritimes. EL Mohammadia. Alger 16 14
<b>Bangladesh</b>	Paper invoice	N/A	Landmark Building (13th Floor), 12-14, Gulshan North Commercial Area, Dhaka-1212
<b>China</b>	Paper invoice	N/A	No.1188, Zi Yue Road, Shanghai, China
<b>China</b>	Email – e-fapiao only	<a href="mailto:APIInvoiceCN@coca-cola.com">APIInvoiceCN@coca-cola.com</a>	N/A
<b>Colombia</b>	Email	<a href="mailto:facturacionelectronicaacol@coca-cola.com">facturacionelectronicaacol@coca-cola.com</a>	N/A
<b>Costa Rica OU</b>	Email	<a href="mailto:invoicesreceptionlcbu@coca-cola.com">invoicesreceptionlcbu@coca-cola.com</a>	N/A
<b>Costa Rica CPS</b>	Email	<a href="mailto:apinvoice@coca-cola.com">apinvoice@coca-cola.com</a>	N/A
<b>Ecuador</b>	Email	<a href="mailto:factura-ecuador@coca-cola.com">factura-ecuador@coca-cola.com</a>	N/A
<b>Hong Kong</b>	Email	<a href="mailto:CCCLFinance@coca-cola.com">CCCLFinance@coca-cola.com</a>	N/A
<b>India</b>	Email & Paper invoice	<b>eInvoice from GST Portal:</b> <a href="mailto:APIInvoice@coca-cola.com">APIInvoice@coca-cola.com</a>	<b>Paper Invoice:</b> One Horizon Center, DLF Golf Course Road, DLF Phase-5, Sector-43, Gurgaon-1220002
<b>Indonesia</b>	Email	<a href="mailto:IDInvoice@coca-cola.com">IDInvoice@coca-cola.com</a>	N/A
<b>Italy (local suppliers)</b>	e-invoice tax portal	<b>1557:</b> <a href="mailto:coca-colaitalia.efattura@legalmail.it">coca-colaitalia.efattura@legalmail.it</a> <b>1701:</b> <a href="mailto:sibil.efattura@legalmail.it">sibil.efattura@legalmail.it</a>	N/A
<b>Italy (foreign suppliers)</b>	Email	<a href="mailto:APIInvoice@coca-cola.com">APIInvoice@coca-cola.com</a>	N/A
<b>Japan</b>	Email	<a href="mailto:apinvoicejp@coca-cola.com">apinvoicejp@coca-cola.com</a>	N/A
<b>Morocco</b>	Paper invoice	N/A	The Coca Cola Export Corporation Lot Mandarona. N° 300 D 5ème Étage, Imm Horizon Business Center. Sidi Maarouf. Casablanca
<b>México</b>	Email	<a href="mailto:invoicesmexico@coca-cola.com">invoicesmexico@coca-cola.com</a>	N/A
<b>Perú</b>	Email	<a href="mailto:facturacion1@coca-cola.com">facturacion1@coca-cola.com</a>	N/A
<b>Philippines</b>	Email & Paper invoice	<b>Electronic Invoices only:</b> <a href="mailto:APIInvoice@coca-cola.com">APIInvoice@coca-cola.com</a>	<b>Paper Invoice:</b> 27th Floor Six/NEO Building 5th Avenue Corner 26th Street Bonifacio Global City Taguig 1634
<b>Romania (local suppliers)</b>	e-invoice tax portal	N/A	N/A
<b>Romania (foreign suppliers)</b>	Email	<a href="mailto:APIInvoice@coca-cola.com">APIInvoice@coca-cola.com</a>	N/A
<b>South Korea</b>	Paper invoice	N/A	10th Floor Heungkuk Life Insurance Building 68 Saemunan-ro, Jongno-gu Seoul 03184, Korea
<b>Taiwan</b>	Paper invoice	N/A	13F, No.97, Songren Road, Xinyi District, Taipei City 110, Taiwan (R.O.C.)
<b>Thailand</b>	Paper invoice	N/A	3rd Floor Thai Namthip Building (North Park Project)

# THE *Coca-Cola* COMPANY

			214 Vibhavadi-Rangsit Road Tung Song Hong, Khet Laksi Bangkok 10210 Thailand
<b>Tunisia</b>	Paper invoice	N/A	BEVERAGE SERVICES TUNISIA Immeuble les Arcades. Tour D, 1 <sup>er</sup> Etag, les berges du lac 1. Tunis 1053. PO box 62
<b>Turkey (Turkish suppliers)</b>	e-invoice tax portal	N/A	N/A
<b>Turkey (foreign suppliers)</b>	Email	<a href="mailto:APIInvoice@coca-cola.com">APIInvoice@coca-cola.com</a>	N/A
<b>Vietnam</b>	Email & Paper invoice	<a href="mailto:APIInvoice@coca-cola.com">APIInvoice@coca-cola.com</a>	Dong Khoi Street 235 District 1 70000 Ho Chi Minh City