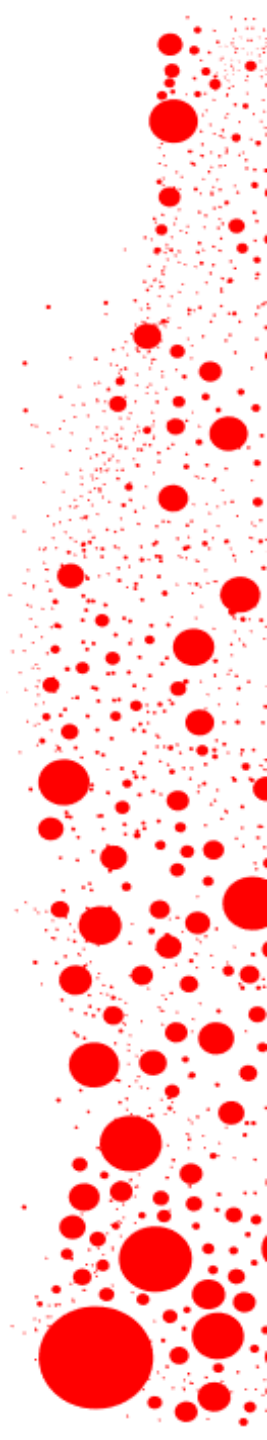


Coca Cola Hellenic Invoice Processing and Payments Policy



HOW TO INVOICE US

PDF invoicing

In case of no legal requirements the invoices **MUST** be sent in PDF format to the respective email address:

- For all local vendors with electronically signed pdf: e-invoice.hu@cchellenic.com
- For all local vendors without electronically signed pdf only hard copies via post are accepted*
- For foreign vendors in any kind of pdf: HU.INVOICES@cchellenic.com

* In case you want to send electronically signed invoices, please contact us for further details

Mandatory requirements for PDF invoicing:

- 1 attachment = 1 invoice
 - * Any kind of supporting documents should be included in the same PDF as the invoice and NOT separate ones (i.e., invoices coming from customs' brokers etc.)
- Maximum size of the attachment accepted by the system is 25 MB.
- Subject of the email should not be longer than 100 letters and should contain the document number

Hard Copy Invoicing

- All hard-copy invoices for **Hungary** must be sent to Hungary, Dunaharaszti, Némedi út 104, 2330

INVOICE REQUIREMENT - POLICY

In order the invoice to be processed and paid it MUST have:

- 1. State valid Purchase Order number**
- 2. State on the invoice Net total, VAT amount (where applicable), Total amount and currency**
- 3. Invoice currency to be the same as PO currency. Where not possible from TAX perspective - state FX rate for non-EUR countries**
- 4. Invoice date and number, TAX date**
- 5. State VAT number and address of the buyer and seller**
- 6. For goods state the delivery number on the invoice or attach the delivery document together in one PDF file with the invoice**

N.B. In case some of the above requirements are not present on the invoice it will NOT be processed & paid and will be RETURNED for correction.

INVOICE REQUIREMENTS FOR FASTER INVOICE PROCESSING

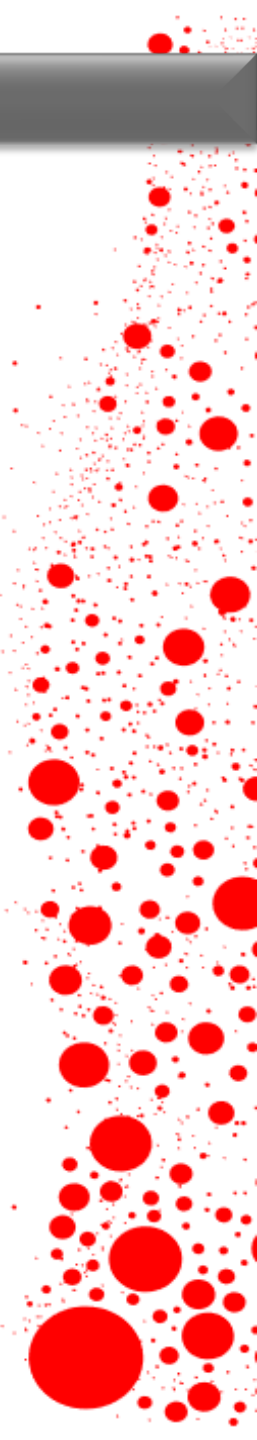
For faster invoice processing it is recommended to have:

1. 1 invoice not to quote several POs (where applicable)
2. Invoice line item to match PO line item
3. State "Ship-To" address or address where services were rendered
4. Quantity and Price to match Purchase Order. In case of differences identified updated Price lists to be immediately sent to the Requestor/Buyer at CCH
5. State the words 'Credit Note' on any credit note with negative value
6. In case of advanced payment proforma invoice to be sent and after delivery of goods or service fiscal invoice to be provided

PAYMENT POLICY

Type of payments	Frequency	Preparation Date / Time	Value Date
Local currency payments*	2 times per week	Monday	Following Wednesday
		Wednesday	Following Monday
Foreign currency payments*	1 time per week	Monday	Following Wednesday
Suppliers in CCH SCF Program	Daily	Every day	Preparation date

*For payments prepared on Monday, the run includes all invoices posted and free for payment, which are due on Monday and mature on following Tuesday and Wednesday. For payments prepared on Wednesday, the run includes all invoices posted and free for payment, which are due on Wednesday and mature on following Thursday, Friday, Saturday and Sunday.



HOW TO KEEP TRACK ON INVOICES AND PAYMENTS

Supplier Support Team:

- Payment Status of invoices
- Expected payment date
- Details for received payments
- Reconciliation of vendor accounts



HU.VENDOR@CHELLENIC.COM



+36 24 500 510

AUTOMATIC NOTIFICATIONS

CCH sends automatic notification for:

- New Purchase Orders
- Payment Advice notes

If you do not receive your POs or payment slips, or there is a change in existing contacts:

- ✓ If you have submitted your CCH Supplier Registration Questionnaire through **Ariba Network** – please access the same questionnaire, update required information and submit again
- ✓ If you are not yet registered through Ariba – please address the change to your CCH contact person, so you can be invited through Ariba to provide updated information of your company

For details on the registration process in **Ariba** please check the link below:

[CCH Supplier Registration Guide](#)