



## The Coca-Cola Company Supplier Invoicing Instructions

TCCC accepts invoices via either of these channels, depending on country and supplier setup: **Email** (PDF format only), **SAP Business Network** (Ariba), **Paper invoices** (only where legally required)

### Important:

- Do not submit the same invoice through more than one channel.
- If e-invoicing tax regulations apply in your country for domestic transactions, submit the invoice only via the relevant tax portal and include the TCCC contact name and email address on the invoice image.

### Mandatory content on invoice

REQUIRED INVOICE FIELDS	FIELD DESCRIPTION
1. Document Type	Indicates if the document is an 'Invoice' or 'Credit Memo'.
2. Company Name	Legal company name as submitted during TCCC vendor setup.
3. Ship to' Information	TCCC entity and address where goods were delivered or services rendered.
4. Bill to' Information	TCCC entity and address to be billed.
5. Remit to' Address	Current address where payment should be remitted.
6. Invoice Date	Billing date to billed TCCC entity.
7. Invoice Number	Unique invoice number assigned by the supplier (no special characters).
8. Purchase Order Number	Valid <b>Purchase Order (PO)</b> number issued by the applicable TCCC entity. Obtain the <b>PO number</b> from the TCCC's Requester.  For <b>non-PO</b> invoices, include the <b>service recipient's name</b> on the invoice image <b>when submitting directly to your TCCC contact.</b>
9. Delivery Note Number	Document confirming delivery of goods.
10. Unit of Measure & Price	Unit of measure stated in the purchase order issued by TCCC entity. Quantity & Price should match the Purchase Order.
11. Currency	Currency on the invoice must be the same as on the PO.

**IMPORTANT NOTE:** The system will automatically **REJECT** any invoices missing the required information and you will be required to correct the errors and resubmit them appropriately. Payment due dates will be calculated based on the invoice date of a valid invoice meeting the required standards. Similarly, the system will also **REJECT** any statements, balance confirmations, sales orders, acknowledgements, or anything other than an invoice.

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## Invoice Submission Requirements by Channel

### Email Submission

Send invoices to [apinvoice@coca-cola.com](mailto:apinvoice@coca-cola.com), unless a different email address is specified in [Appendix 1](#).

After invoice submission, you will receive an acknowledgment email from [noreplyapadvance@coca-cola.com](mailto:noreplyapadvance@coca-cola.com) with the **AP Reference Number**.

This **AP Reference Number** confirms that the invoice has been received by the TCCC system.

#### Important notes for email submission:

- This is a **no-reply inbox**; comments in the email body are not read.
- Submit one invoice per attachment.
- **PDF** is the only acceptable invoice file format.
- Multiple invoices may be submitted in one email, limiting one invoice per attachment.
- Maximum attachment size: 10 MB, email cannot exceed 25 MB.
- Do not embed invoices in the email body or submit them as images.
- Do not submit the same invoice more than once.
- Do not send inquiries to this email address.
- For questions or support, contact the P2P Help Desk via the [Supplier Portal](#).

### SAP Business Network (Ariba) – PO-Based Invoices

Suppliers onboarded to the Ariba Network must submit invoices exclusively through Ariba.

- Use the PO Flip functionality to create invoices.
- Ariba e-invoicing is currently available when billing Coca-Cola entities in: Austria, Belgium, Canada, Costa Rica, Czech Republic, Finland, France, Germany, Ireland, Netherlands, Puerto Rico, Singapore, South Africa, Spain, UK, and USA.
- Submit invoices according to contractual agreements.
- Payment dates are based on the Ariba invoice date and agreed net payment terms.

### Paper Invoices (Not Preferred)

Paper invoices are **accepted only where legally required**. Refer to [Appendix 1](#) for mailing addresses.

#### Requirements:

- No handwriting, highlighting, check marks, or changes.
- No shaded areas (OCR readability).
- One PO per invoice.
- Faxed invoices are not accepted.

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## Invoice Status and P2P/AP Inquiries Support

Suppliers are encouraged to use self-service tools to check invoice and payment status before requesting support.

Purchase Order, invoice and payment status can be reviewed in [The Coca-Cola Supplier Portal](#).

If additional support is required, suppliers can contact the P2P/AP Help Desk by creating a support ticket through the [Supplier Portal](#).

## Appendix 1

Submit your PDF invoices 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 / Comment
Algeria	Paper Invoice	N/A	Beverage Services Algeria Tour Geneva,14 ème Etage, Pins Maritimes. EL Mohammadia. Alger 16 14
Bangladesh	Paper invoice	N/A	Landmark Building (13th Floor), 12-14, Gulshan North Commercial Area, Dhaka-1212
Belgium ( <i>domestic</i> )	Tax portal Peppol	N/A	N/A
Belarus ( <i>domestic &amp; foreign suppliers</i> )	Paper invoice	N/A	Internatsionalnaya str.,36-1, office 623, 220030 Belarus, Minsk
China	Paper invoice	N/A	No.1188, Zi Yue Road, Shanghai, China
China	Email - e-fapiao only	<a href="mailto:APInvoiceCN@coca-cola.com">APInvoiceCN@coca-cola.com</a>	N/A
Colombia	Email	<a href="mailto:facturacionelectronicacol@coca-cola.com">facturacionelectronicacol@coca-cola.com</a>	N/A
Croatia ( <i>local suppliers</i> )	e-invoice tax portal	N/A	N/A
Costa Rica - San Jose offices	Email	<a href="mailto:invoicereceptionlcbu@coca-cola.com">invoicereceptionlcbu@coca-cola.com</a>	N/A
Ecuador	Email	<a href="mailto:factura-ecuador@coca-cola.com">factura-ecuador@coca-cola.com</a>	N/A
Germany	XML e-invoice format via Email	<a href="mailto:invoicecocacolaDE@mailbox.edicomnet.com">invoicecocacolaDE@mailbox.edicomnet.com</a>	N/A
Hong Kong	Email	<a href="mailto:CCCLFinance@coca-cola.com">CCCLFinance@coca-cola.com</a>	N/A
India	Email & Paper invoice	<b>eInvoice from GST Portal:</b> <a href="mailto:APInvoice@coca-cola.com">APInvoice@coca-cola.com</a>	<b>Paper Invoice:</b>  <b>Coca-Cola India Pvt. Ltd.</b> 16th-17th Floor One Horizon Center, DLF Golf Course Road, DLF Phase-5, Sector-43, Gurgaon, Haryana 122002  <b>Coca-Cola India Pvt. Ltd.</b> Plot No. 1109-1110, Pirangut, Mulshi Taluka 412115 Pune District, Maharashtra INDIA  <b>International Refreshments (India) Pvt Ltd</b> B400 Arman Logistic Park, Village Kerala, Bavla Ahmedabad, GUJARAT 382220

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<b>Indonesia</b>	Email	<a href="mailto:IDInvoice@coca-cola.com">IDInvoice@coca-cola.com</a>	N/A
<b>Italy (local suppliers)</b>	SDI tax portal	N/A	SDI code: PR4AG6C
<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>Nigeria (local suppliers)</b>	NRS e-invoice tax portal	N/A	If NRS tax portal is followed, then don't send PDF or XML separately via alternative submission channels
<b>Nigeria (local suppliers)</b>	PDF format via Email	<a href="mailto:apinvoice@coca-cola.com">apinvoice@coca-cola.com</a>	This submission form is applicable only to suppliers that do not use the NRS e-invoice tax portal
<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>Poland (local suppliers)</b>	KSeF tax portal e-invoice	N/A	If KSeF is followed, then don't send PDF or XML separately
<b>Poland (local suppliers)</b>	PDF not KSeF e-invoice	<a href="mailto:APIInvoice@coca-cola.com">APIInvoice@coca-cola.com</a>	If not KSeF obligation, then send the PDF via Email
<b>Romania (local suppliers)</b>	e-invoice tax portal	N/A	N/A
<b>Russia (local &amp; foreign suppliers)</b>	Paper invoice + act of acceptance	N/A	Yartsevskaya str.,19, Business Center, Kuntsevo Plaza, 121552 Moscow, Russia
<b>Russia (local suppliers)</b>	e-invoice + act of acceptance submitted via authorized tax portal	N/A	In case of e-invoice then the authorized tax portal only for invoice submission must be followed
<b>Saudi Arabia</b>	e-invoice in PDF with tax portal QR code	<a href="mailto:APIInvoice@coca-cola.com">APIInvoice@coca-cola.com</a>	QR code is mandatory
<b>South Korea</b>	Paper invoice	<a href="mailto:krinvoice@coca-cola.com">krinvoice@coca-cola.com</a>	10th Floor Heungkuk Life Insurance Building 68 Saemunan-ro, Jongno-gu Seoul 03184, Korea
<b>Sri Lanka</b>	Paper Invoice	N/A	Level 37, West Tower, World Trade Center, Echelon Square, Colombo 1, Sri Lanka
<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) 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> Etage, les berges du lac 1. Tunis 1053. PO box 62
<b>Turkey (Turkish suppliers)</b>	e-invoice tax portal	N/A	N/A
<b>Uzbekistan (local suppliers)</b>	e-invoice via Email in PDF format & act of acceptance	<a href="mailto:APIInvoice@coca-cola.com">APIInvoice@coca-cola.com</a>	Uzasbo Factura in PDF format with QR code from SoliqOnline central tax platform.

## Appendix 2

### **Please consider the following best practices to avoid invoice delays:**

- Vendors must be set up in TCCC's vendor master system before invoicing.
- Verify the TCCC legal entity on the Purchase Order before invoicing. Invoices billed to a different legal entity than the one issued by the PO may result in rejection and payment delays.
- Reference one Purchase Order per invoice whenever possible.
- Invoice resolution should be at least 300 DPI.
- Invoice details must match PO line descriptions.
- Quantity, price, and currency must match the PO.
- Invoices must clearly show net total, tax amount, total amount, and currency.
- Credit memos must include the words "Credit Memo".
- The invoice date and number must be clearly visible.
- Logos or stamps must not obstruct invoice details.

### **Mandatory PO and Non-PO Information:**

- PO invoices must include the PO number and The Coca-Cola contact name and email.
- Non-PO invoices must include The Coca-Cola contact name and email.

### **Email Submission Best Practices:**

- One invoice per attachment is a requirement.
- All required information must appear on the invoice, not in the email body.
- Supporting documents may be attached in other formats.
- Total email size must not exceed 25 MB.
- Email subject line must include vendor name and invoice number.