

INVOICING INSTRUCTIONS

FOR WESTERN EUROPE REGION

The Carlsberg Group requires for its Western Europe Region companies certain mandatory information, as set out in these instructions, to be included in all invoices and credit notes submitted for payment. Any changes to these instructions will be communicated to the suppliers in advance.

Failure to comply with below requirements results in the invoice being rejected and/or payment being delayed.

INFORMATION REQUIRED

ON ALL SUPPLIER INVOICES:

1. SUPPLIER INFORMATION

1. Supplier full company name
2. Supplier address
3. Supplier VAT number
4. Supplier contact information including e-mail
5. Supplier bank details
6. Terms of payment according to contract

2. CARLSBERG INFORMATION

1. Carlsberg full company name ([see table below](#))
1. Delivery address
2. Purchase order or contract number related to the invoice charges
3. Reference or requestor name (including department & cost center if available)

3. GENERAL INVOICE INFORMATION

1. Invoice number
2. Invoice Date
3. Delivery note number (if delivery note exists), delivery date, place of dispatch specifically for goods and Incoterms.
4. Goods or service description, quantity of the goods or service, unit price, total price per item
5. Material/part number (if it has been provided in the PO)
6. For export of goods, preferably put the intrastate code on the invoice (tariff code, CN code or customs code are other terms for intrastate code)
7. Freight charge (if freight provided by Supplier)
8. Total value excl. VAT
9. VAT % and amount
10. Total Value on the invoice
11. Currency

4. GENERAL CREDIT NOTE INFORMATION

1. All above points: 1-3
2. Invoice number the credit note is related to and or Purchase Order number

SENDING & CONTACT

Please send invoices by email to correct accounts payable email address which can be found from the Invoicing address [table below](#) and Purchase Order information. Please note that invoices should be issued only after goods/services have been delivered and that sending an invoice to a Carlsberg contact person doesn't guarantee that it reaches Accounts Payable for processing and payment.

E-MAIL FORMAT FOR SENDING INVOICES

1. Only one document per attachment in TIF or PDF format
2. A maximum of 10 attachments (equal to 10 invoices) can be sent in one email, maximum size of the email 10 MB.
3. Documents cannot be digitally signed or protected
4. Documents should be preferably black & white with resolution of 300 DPI
5. Please avoid attaching any other files or pictures such as logos in the message
6. Please ensure that there is no automated reply set up in the mailbox you use for sending the invoice

INVOICES THAT DO NOT MEET THE ABOVE CRITERIA WILL BE RETURNED TO THE SENDER. PLEASE NOTE THAT IN THIS CASE THE INVOICE DATE NEEDS TO BE ALSO UPDATED

PLEASE NOTE THAT

1. Preferably invoices should be in English
2. Duplicate invoices are launching investigations and slowing the process for payment - please do not resubmit copies of an invoice already provided for processing
3. Carlsberg is following a strict No PO No Pay policy. Invoices without a valid PO or Contract number will be rejected. If you don't have a number please reach out to the buyer for receiving one, prior to invoicing
4. In case of changing your bank account, you should be prepared to deliver authenticity of the bank account evidence to your Carlsberg' point of contact.

CONTACT

All the queries related to the invoice status should be sent to AP Helpdesk (email addresses can be found in the [table below](#)).



CONTACT DETAILS



Click to find contact details for your country



payments status, invoices arrival & status, account reconciliation, statement of account confirmation/request.

COUNTRY	COMPANY NAME	BILLING ADDRESS	SENDING INVOICES	HELPDESK
DENMARK	Carlsberg Denmark A/S	Carlsberg Danmark A/S J.C. Jacobsen's Gade 1 1799 København V, Denmark VAT No CVR Nr. 25 50 83 86	dk.lcc_suppliers_invoices@carlsberg.com	ap.dk@carlsberg.com
	Carlsberg Supply Company Denmark A/S	Carlsberg Supply Company Danmark A/S J.C. Jacobsens Gade 1 1799 København V, Denmark VAT No CVR Nr. 36 06 62 96	dk.lsc_suppliers_invoices@carlsberg.com	
	Carlsberg Breweries A/S	Carlsberg Breweries A/S J.C. Jacobsens Gade 1 1799 København V, Denmark VAT No 25 50 83 43	cb_suppliers_invoices@carlsberg.com	AP.CB@Carlsberg.com
	Carlsberg IIT A/S	Carlsberg IIT A/S J.C. Jacobsens Gade 1 1799 København V, Denmark VAT DK27139280	cbs_suppliers_invoices@carlsberg.com	PL_SM_ASC_AP_CIT_Team@carlsberg.com
	Carlsberg Central Office A/S	Carlsberg Central Office A/S J.C. Jacobsens Gade 1 1799 København V, Denmark VAT DK29195617	cco_suppliers_invoices@carlsberg.com	ap.cco@carlsberg.com
	Visit Carlsberg A/S	Visit Carsberg A/S Gammel Carlsberg Vej 15 1799 København K, Denmark VAT No 67 30 27 10	VC_suppliers_invoices@carlsberg.com	AP.VC@carlsberg.com
	Carlsberg A/S	Carlsberg A/S J.C. Jacobsens Gade 1 1799 København V, Denmark VAT No 61 05 64 16	cas_suppliers_invoices@carlsberg.com	ap.cas@carlsberg.com
	Traitomic A/S	Traitomic A/S J.C. Jacobsens Gade 1 1799 København V, Denmark VAT No CVR 43713523	tas_suppliers_invoices@carlsberg.com	ap.tas@carlsberg.com

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COUNTRY	COMPANY NAME	BILLING ADDRESS	SENDING INVOICES	HELPDESK
SWEDEN	Carlsberg Sverige AB	Carlsberg Sverige AB Box 3040 SE-169 03 Solna VAT 556006-9980	invoices@carlsberg.com	ap.se@carlsberg.com
	Carlsberg Supply Company Sverige AB	Carlsberg Supply Company Sverige AB P.O Box 164, 311 22 Falkenberg VAT 556898-0030	invoices@carlsberg.com	ap.se@carlsberg.com
FINLAND	Oy Sinebrychoff Ab	Oy Sinebrychoff Ab Sinebrychoffin aukio 1, 042050 Kerava Finland VAT 01139514	invoices@carlsberg.com Electronic Invoice Format E-Invoice Address: 003701139514 OVT ID: 003701139514 Operator: Ropo Capital Oy Operator ID (Välittäjä): 003714377140	PL_SM_ASC_AP_Finland_Team@Carlsberg.Com
	Sinebrychoff Supply Company Oy	Sinebrychoff Supply Company Oy Sinebrychoffin aukio 1, 042050 Kerava Finland VAT 26102734	invoices@carlsberg.com Electronic Invoice Format E-Invoice Address: 003726102734 OVT ID: 003726102734 Operator: Ropo Capital Oy Operator ID (Välittäjä): 003714377140	PL_SM_ASC_AP_Finland_Team@Carlsberg.Com
FRANCE	Kronenbourg SAS	Kronenbourg SAS Boulevard De L'Europe, 67210 Obernai France VAT FR49775614308	fr.lcc_suppliers_invoices@carlsberg.com	ap.fr@carlsberg.com
	Kronenbourg Supply Company SAS	Kronenbourg Supply Company SAS Boulevard De L'Europe, 67210 Obernai France VAT FR54528365125	fr.lsc_suppliers_invoices@carlsberg.com	ap.fr@carlsberg.com

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COUNTRY	COMPANY NAME	BILLING ADDRESS	SENDING INVOICES	HELPDESK	
NORWAY	Ringnes AS	Ringnes AS Visit: Thorvald Meyers Gate 2, 0555 Oslo VAT No NO914670705 MVA	Postbox: Postboks 7152 Majorstua N-0307 Oslo	invoices@carlsberg.com	ap.no@carlsberg.com
	Ringnes Supply Company AS	Ringnes Supply Company AS VAT No. NO990666466 MVA Visit: Bryggeriveien 2, 1481 Hagan	Postbox: Postboks 7152 Majorstua N-0307 Oslo	invoices@carlsberg.com	ap.no@carlsberg.com
GERMANY	Carlsberg Deutschland GmbH	Carlsberg Deutschland GmbH Jürgen-Töpfer-Str. 50, Haus 18 22763 Hamburg Germany VAT DE813890388		de.lcc_suppliers_invoices@carlsberg.com	PL_SM_ASC_AP_Germany_Team@carlsberg.com
	Carlsberg Supply Company Deutschland GmbH	Carlsberg Supply Company Deutschland GmbH Heykenaukamp 13 21147 Hamburg Germany VAT DE185857230		de.lsc.prod_suppliers_invoices@carlsberg.com	PL_SM_ASC_AP_Germany_Team@carlsberg.com
	Carlsberg Deutschland Logistik GmbH	Carlsberg Deutschland Logistik GmbH Heykenaukamp 13 21147 Hamburg Germany VAT DE251201552		de.lsc.log_suppliers_invoices@carlsberg.com	PL_SM_ASC_AP_Germany_Team@carlsberg.com
	Carlsberg Deutschland Holding GmbH	Carlsberg Deutschland Holding GmbH Jürgen-Töpfer-Str. 50, Haus 18 22763 Hamburg Germany VAT DE120495218		de.hq_admin_suppliers_invoices@carlsberg.com	PL_SM_ASC_AP_Germany_Team@carlsberg.com

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COUNTRY	COMPANY NAME	BILLING ADDRESS	SENDING INVOICES	HELPDESK
POLAND	Carlsberg Polska Sp. Z O. O.	Carlsberg Polska Sp. Z O. O. 02-255 Warszawa, ul. Krakowiaków 34 Polska VAT 869163 74 82	pl.lcc_suppliers_invoices@carlsberg.com Paper Invoices Sent To Address: Dział Księgowości Carlsberg Polska ul. Browarna 14, 32-800 Brzesko	AP.PL@carlsberg.com
	Carlsberg Supply Company Polska SA.	Carlsberg Supply Company Polska SA. 02-255 Warszawa, ul. Krakowiaków 34 Polska VAT 869000 30 54	pl.lsc_suppliers_invoices@carlsberg.com Paper Invoices Sent To Address: Dział Księgowości Carlsberg Polska ul. Browarna 14, 32-800 Brzesko	AP.PL@carlsberg.com
	Carlsberg Shared Services Sp. Z O.O.	Carlsberg Shared Services Sp. Z O.O. 61-756 Poznan Ul. Male Garbary 9 NIP 7811787457	GSS_suppliers_invoices@Carlsberg.Com	ap.gss@carlsberg.com
UK	Carlsberg Marston's Brewing Company Group	Marston's House Brewery Road, Wolverhampton, England WV1 4JT VAT GB679005812	uk.lcc_suppliers_invoices@carlsberg.com	PL_SM_ASC_AP_UK_TEAM@carlsberg.com
	CMBC Supply Limited	Marston's House Brewery Road, Wolverhampton, England WV1 4JT VAT GB679005812	uk.lsc_suppliers_invoices@carlsberg.com	PL_SM_ASC_AP_UK_TEAM@carlsberg.com

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SWITZERLAND	Feldschlösschen Getränke AG	Feldschlösschen Getränke AG Theophil-Roniger Strasse CH-4310 Rheinfelden Switzerland VAT CHE-106.835.541	ch.lcc_suppliers_invoices@carlsberg.com	ap.ch@carlsberg.com																																	
	Feldschlösschen Supply Company AG	Feldschlösschen Supply Company AG Theophil-Roniger Strasse CH-4310 Rheinfelden Switzerland VAT CHE-399.610.261	ch.lsc_suppliers_invoices@carlsberg.com	ap.ch@carlsberg.com																																	
	Carlsberg Supply Company AG	Carlsberg Supply Company AG Spinnereistrasse 2 8866 Ziegelbrucke Switzerland <table border="1"> <thead> <tr> <th colspan="2">VAT NO:</th> </tr> </thead> <tbody> <tr><td>Bulgaria</td><td>BG 175958092</td></tr> <tr><td>Croatia</td><td>HR 09825408933</td></tr> <tr><td>Denmark</td><td>DK 31807883</td></tr> <tr><td>Estonia</td><td>EE 101403221</td></tr> <tr><td>Finland</td><td>FI 23391155</td></tr> <tr><td>France</td><td>FR 36522642313</td></tr> <tr><td>Germany</td><td>DE 262563952</td></tr> <tr><td>Italy</td><td>IT 06647730966</td></tr> <tr><td>Latvia</td><td>LV 90009333390</td></tr> <tr><td>Lithuania</td><td>LT 100005713713</td></tr> <tr><td>Netherlands</td><td>NL 820875338B01</td></tr> <tr><td>Norway</td><td>NO 995819678MVA</td></tr> <tr><td>Poland</td><td>PL 5263032750</td></tr> <tr><td>Sweden</td><td>SE 502068504501</td></tr> <tr><td>Great Britain</td><td>GB 975061212</td></tr> <tr><td>Switzerland</td><td>CHE 114465127MWST</td></tr> </tbody> </table> <p>Ship To Address – always add ship to address, e.g. Carlsberg Supply Company Danmark A/S J.C. Jacobsens Gade 1 1799 København V, Danmark, VAT No: 36 06 62 96</p>	VAT NO:		Bulgaria	BG 175958092	Croatia	HR 09825408933	Denmark	DK 31807883	Estonia	EE 101403221	Finland	FI 23391155	France	FR 36522642313	Germany	DE 262563952	Italy	IT 06647730966	Latvia	LV 90009333390	Lithuania	LT 100005713713	Netherlands	NL 820875338B01	Norway	NO 995819678MVA	Poland	PL 5263032750	Sweden	SE 502068504501	Great Britain	GB 975061212	Switzerland	CHE 114465127MWST	invoices@carlsberg.com
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