

HEINEKEN BEVERAGES INTEGRATION UPDATE
INVOICING PROCEDURE

Here is information for submitting invoices to HEINEKEN Beverages SA (PTY) Ltd.

1. Invoicing address and details

HEINEKEN Beverages SA (PTY) Ltd SA will use to invoice channels depending on the PO number issued:

PO starting with 45* (SAP generate PO for direct materials) will invoice as follows:

- You can send us your invoice **only electronically (in PDF-format)** to:
invoices.za@heineken.com
- Do not attach any documents to the invoice
- Always use INV or invoice in the subject line

PO starting with 8000* (Coupa generated PO for indirect purchases) will invoice as follows:

- Log onto Coupa Supplier Portal
- Flip the PO into an invoice (refer to Coupa training webinar for training)

Issue a correct tax invoice ensuring it includes:

- The document type: either 'Invoice' or 'Credit Note'
 - in case of invoice: the word 'Tax Invoice', 'VAT Invoice' or 'Invoice'
 - in case of credit note: the corresponding invoice number or PO number
- HEINEKEN Beverage's full company name, address and VAT Registration Number

HEINEKEN Beverages SA (PTY) Ltd
Inanda Greens Business Park
54 Wierda Road West
Sandton 2196
South Africa
VAT: 4180 2110 80

Please ensure to not include any contact person nor department in this invoicing address header.
Please do not reference the plant or any deviations from the above.

Mandatory invoicing requirements:

- your company's full name, address and VAT Registration Number
- your bank account details
- your invoice reference / invoice number
- our PO number
- description of goods/services provided, unit price and quantities
- invoice date
- invoice total
- invoice currency
- proper VAT calculation

Kindly ensure that:

- every invoice can refer only to one Purchase Order
- the correct Purchase Order number should be printed on every invoice.
- every invoice should mirror the content of the Purchase Order details (e.g., same number of line items, same material description, same unit of measure, same price and same quantity)

2. Reference to Purchase Order (PO)

- Each invoice should include the clearly printed Purchase Order (PO) number, which will be sent to you automatically from the system. Please ensure the correct e-mail address is provided when onboarding as vendor.
- Purchase Order number in a 10-digit format (45XXXXXXXX / 47XXXXXXXX / 8000XXXXXXXX)
E.g. 4500123456
- Every invoice can refer only to one PO. Combining different POs on one invoice can increase the possibility for mistakes or mismatches, which may result in a delay of processing your total invoice.

3. Payment and payment terms

- HEINEKEN Beverages SA (PTY) Ltd has a standard payment run every Friday and on the last day of the month.
- Unless otherwise agreed, payment terms will be confirmed on onboarding in line with our standard terms.
- Your invoice should be **issued only after delivery** of the goods/services.

Thank you for your efforts to follow above mentioned procedure. In case one or more of the above-mentioned points are missing or incomplete, we will reject your invoice. It will not be processed until the corrections are done.

Digital invoices and invoice/payment related questions and topics: APenquiries.za@heineken.com

All supplier statements to be sent to: supplierstatements.za@heineken.com

For Coupa related queries: suppliers.za@heineken.com