

Carlsberg Marston's Brewing Company Group – Invoicing Instructions

These invoicing instructions cover CMBC Supply Limited and Carlsberg Marston's Brewing Company Limited.
Failure to comply with below requirements will result in invoices being rejected and/or payment being delayed.



**CARLSBERG MARSTON'S
BREWING COMPANY**

Information required

On all supplier invoices we need the following:

- **Supplier information**

1. Supplier full company name
2. Supplier address
3. Supplier VAT numbers
4. Supplier contact information, including e-mail
5. Supplier bank details

- **CMBC information (in respect of the purchasing entity)**

1. Full company name (Carlsberg Marston's Brewing Company Limited or CMBC Supply Limited)
2. Delivery address
3. Purchase order or contract number related to the invoice
4. Reference or requester name (including department & cost centre if available)

- **General information**

1. Invoice number
2. Invoice date
3. Delivery note number (if delivery note exists), delivery date, place of dispatch - specifically for goods.
4. Goods or services description, quantity of the goods or services, unit price, total prices 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 is being provided by Supplier)
8. Total value excluding VAT
9. VAT % and amount
10. Total value of the invoice
11. Currency

- **General credit note information**

1. All above points: 1-3
2. Invoice number that the credit note is related to and PO number



Sending Invoices and Contacts

Please send all invoices by email to the correct accounts payable email address as noted below. All queries related to the invoice status should be sent to the relevant AP Helpdesk noted below.

Company	Invoice Email address	Helpdesk
Carlsberg Marston's Brewing Company Limited	UK.LCC_Suppliers_Invoices@carlsberg.com	PL_SM_ASC_AP_UK_TEAM@Carlsberg.com
CMBC Supply Limited	UK.LSC_Suppliers_Invoices@carlsberg.com	PL_SM_ASC_AP_UK_TEAM@Carlsberg.com

Mailing address - *Marston's House, Brewery Road, Wolverhampton, England WV1 4JT*

- **Email 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 is 10 MB
3. Documents cannot be digitally signed or protected
4. Documents should be preferably black and 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.

- **Please note that**

1. Duplicate invoices – please do not resubmit copies of an invoice already provided for processing – this creates investigations and slows the process for payment
2. CMBC 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 one, prior to invoicing.
3. If you change your bank account, you should be prepared to deliver authenticity of the bank account evidence to your CMBC point of contact.

Invoices that do not meet the above criteria will be returned to the sender. Please note that in this case the invoice date will need to be also updated.



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