

AB-InBev's Ordering and Payment Process explained to suppliers

One of our top priorities is to ensure a smooth purchase-to-pay process, that allows our supplier base to deliver goods & services on time as well as ourselves to pay our suppliers on time.

The following points should clarify our ways of working and indicate how to best collaborate with AB-InBev

(Scope: Purchase Orders received from our EU Headquarter in Leuven, for suppliers not using our basware portal)

NO PO NO Service	AB-Inbev is implementing an internal NO PO NO Service policy . We ask you to support the same by not delivering any services or goods before having received a valid Purchase order from AB-Inbev. This helps us to pay invoices on time!
Receiving Purchase Orders	Purchase Orders are sent via email from our the AB-Inbev employee with the actual requirement.
Invoice submission channel	Invoices to be submitted via email in pdf-format to the following address abi.invoicing@ab-inbev.com Please submit your invoice immediately after goods are delivered or service is complete. Attach one invoice per email, not more than one.
Invoice content	The following items are critical for us to accept an invoice: PO Number , Correct Billing Address, Currency, Amount, VAT % and VAT amount (if applicable)
Duplicate invoices	Invoices that are submitted through multiple channels (e.g. through pdf as well as in paper to your contact in AB-Inbev) will cause delay's in the payment process as additional verification is required
Payment term and due date	AB-Inbev's standard payment terms are EoM (End of month), meaning there is one payment run per month for all those payments. For invoices submitted in pdf-format, the due date is calculated based on the invoice document date. Example: Payment terms 60d EoM Due date = Invoice document date (20.09.18) + PT (60d) + EoM (payment 3rd of each month) = 03/12/18
Invoice payment status	Please raise a ticket through our GURU system to find out the payment status of your invoice. You will need your vendor number, invoice number and PO number.
Invoice query / mismatch	Should you intend to submit an invoice for a different quantity / value that you have received the Purchase Order for, please get in touch with your contact in AB-Inbev to clarify the differences.
Feedback or further questions	Procurement.compliance@ab-inbev.com