

# 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

<b>NO PO NO Service</b>	AB Inbev GCC SERVICES INDIA PRIVATE LIMITED is implementing an internal <b>NO PO NO Service policy</b> . 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 <b>pay invoices on time!</b>
<b>Receiving Purchase Orders</b>	Purchase Orders are sent via email from the AB-Inbev employee with the actual requirement.
<b>Invoice submission channel</b>	<b>Invoices to be submitted via email in pdf-format</b> to the following address <a href="mailto:invoicing.gcc@ab-inbev.com">invoicing.gcc@ab-inbev.com</a> Please submit your invoice immediately after goods are delivered or service is complete.
<b>Invoice content</b>	The following items are critical for us to accept an invoice: <b>PO Number</b> , Correct Billing Address, Currency, Amount, GSTN, HSC/SAC Code, Service Month and GST amount (if applicable)
<b>Duplicate invoices</b>	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
<b>Payment term and due date</b>	AB-Inbev's <b>standard payment terms are EoM</b> (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 & MSME vendors – 45 Days from the invoice date.
<b>Invoice payment status</b>	Please send an email to <a href="mailto:invoicing.gcc@ab-inbev.com">invoicing.gcc@ab-inbev.com</a> for payment status with the PO number and invoice number.
<b>Invoice query / mismatch</b>	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.
<b>Feedback or further questions</b>	<a href="mailto:Procurement.compliance@ab-inbev.com">Procurement.compliance@ab-inbev.com</a>