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

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

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 system as soon the PO is issued.
Invoice submission channel	Invoices to be submitted through Bud Exchange supplier portal. Any issues while submission can be reached out to the following address https://hops.ab-inbev.com Please submit your invoice immediately after goods are delivered or service is complete.
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 in Bud Exchange will cause delay's in the payment process as additional verification is required
Payment term and due date	AB-Inbev's **standard payment terms based Monthly and Bi-Monthly.** Any PO related Invoices will be calculated by the posting date of the Invoice considering 5 days backdated. Example. If the Invoice posted on 6th of Jan. Baseline date will be 1st of Jan+terms of payment will be Net due date and the payment date will be based on Monthly and Bi Monthly payment.
Invoice payment status	Please raise a ticket through our Bud Exchange Self Ticketing 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	https://hops.ab-inbev.com

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