

AB InBev - PDF invoice submission requirements



Kindly note the following pre-requisites for the submission of invoices in pdf format:

- Invoices can be submitted only after completion of services / delivery of goods
- Submission of pdf invoices to AB InBev can only be done via abi.invoicing@ab-inbev.com
- The above mentioned email address is only to be used for the processing of invoices and credit notes. Other documents and messages cannot be processed.
- Emails sent should not exceed 20 MB
- 1 PDF file should contain only 1 unique invoice with a maximum of 50 pages
- 1 invoice should contain only 1 purchase order number
- The invoice must have a header e.g. Tax Invoice, Invoice or Credit Note
- Naming of the PDF file should contain the invoice reference number

Per email, all invoices attached should concern 1 ABI entity only.

If you want to send invoices for multiple entities please send these in separate emails divided by entity.

If you are issuing a credit note against a cancelled invoice, kindly refer to the corresponding invoice reference against which the credit note is being issued.

Every PDF file should be active/readable (scanned documents, images in pdf format or additional handwritten information on the scan cannot be processed).

Minimum requirement Adobe Acrobat Reader version 1.4

Every invoice submitted to AB InBev needs to contain the following information:

- AB InBev legal entity name
- AB InBev bill-to-address
- AB InBev VAT number / Tax ID
- Vendor VAT number / Tax ID
- Vendor Bank Details
- Correctly calculated VAT rate
- 10-Digit AB InBev Purchase Order
- Name of the AB InBev Purchase Requestor
- PO & Invoice to have common Currency
- PO & Invoice to have common Material Name, Quantity & Price

Failure to adhere to above pre-requisites will result in the invoice being rejected.