

# Information for Suppliers

## Guidelines for Incoming Invoices

### 1. Invoice Address

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Send paper invoices only to the following address - differences will lead to massive delays:

<p><b>BRAU UNION Österreich AG</b> Accounts Payable Department Poschacherstraße 35 4020 Linz AUSTRIA</p>
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- It has to be ensured that the **correct company name** according to the commercial register of the invoice recipient, BRAU UNION Österreich AG, is used. Invoices without an order number or with an incorrect order number will not be accepted and will be returned immediately. The invoice must be resubmitted with the correct order number.
- It is mandatory that both the **PO number** and **the name of the ordering person** is stated on the invoice. Handling of an invoice without a PO number cannot be ensured or will be substantially delayed.
- Please note that a corresponding **invoice must be issued for every purchase order**. The quantity and price units used for invoicing must be the same as the ones for our purchase order.

### 2. Electronic Receipt of Invoices

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As an alternative to the dispatch by post (as mentioned in point 1), invoices may also be transmitted by e-mail. In the case of e-mail invoices, an **agreement** has to be concluded between the parties. If you want to move over to electronic invoicing, please contact our accounts payable department:

[AT1-PtP@braunion.com](mailto:AT1-PtP@braunion.com)

**In case you have already signed an agreement for transmitting your invoices per E-mail, please only use the E-mail address, which was provided to you by our accounting team.**

If an agreement for electronic invoicing has been concluded **invoices by post are not allowed anymore.**

### 3. Statutory Elements of an Invoice as per Section 11 UStG

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Invoices issued to BRAU UNION Österreich AG must contain the following statutory details:

1. Name and address of the company performing the delivery or service
2. Name and address of the customer of the delivery or of the recipient of the other service (see point 1)
3. For invoices exceeding € 10,000.00 (total amount incl. VAT), the VAT ID number of the delivery or service recipient must be indicated as well; the VAT ID number of BRAU UNION Österreich AG is: **ATU23232106**
4. Quantity and commercially customary designation of the delivered objects or nature and scope of the other service
5. Date of the delivery or service, or period during which the service is performed; for deliveries or other services settled in sections, indication of the settlement period is sufficient, unless it exceeds one calendar month
6. Fee for the delivery / other service and the tax rate to be applied or, for tax exemptions, reference to these
7. The tax amount to be paid on the fee
8. Date of issue
9. Consecutive number
10. Value-added tax identification number (VAT ID number) of the invoice issuer

#### 4. Payment Terms

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The agreed payment conditions **must be noted on the invoice**. The date of receipt by Brau Union Österreich AG of an invoice bearing the correct address and order number and complying with the requirements of § 11 UStG shall be deemed the base date for the start of the payment period. Payments are executed on daily basis, taking into account the agreed payment term.

#### 5. Points of Contact

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If you have any questions concerning your invoices, please contact the Accounts Payable Department of BRAU UNION Österreich AG which can be reached under phone number 0732 / 6979 -2371 or via the following e-mail address: [kreditorenbuchhaltung@braunion.com](mailto:kreditorenbuchhaltung@braunion.com).

The team is available to you for enquiries from Tuesday and Thursday from 8 AM to 3 PM.