

# Supplier Invoice Manual

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## What information should be on your invoice?

Accurate invoice information provides significant benefits to your company including fast delivery of payment, early invoice data validation and better visibility on payment status. In order to avoid delays in payment, it is critical that your invoice includes ALL required information and matches the details provided in our Purchase Order ("Purchase Order" or "PO").

Please follow all Purchase Order instructions from Lamb Weston EMEA for invoice submissions.

We will only pay accurate invoices submitted in accordance with the Purchase Order requirements. If an invoice does not meet the requirements in the Purchase Order or is otherwise incomplete or incorrect (such as an incorrect amount or an item for which we are responsible for payment), the invoice where legally allowed, will be returned to you, and you must issue a new, correct invoice and submit it to us. Where not legally allowed, the invoice will be referred back to you to provide us additional details. Invoices shall be accompanied by reasonable documentation if requested by us to support the billing.

## How should you submit your invoice?

Specific invoice submission methods may be required depending on regional/country requirements. For more information regarding regional invoice submission methods, refer to the regional links for specific instruction. Invoice submission methods may include one or more of the following:

- Digital Invoice Submission
- Email Invoice Submission
- Paper Invoice Submission

### Digital Invoice Submission

Over the past several years, we have invested in the implementation of digital networks to support our Source to Pay processes. Suppliers utilizing these digital networks will see a significant improvement in their paid on time performance. We strongly encourage all our Business Partners and Suppliers to submit invoices using one of our digital invoice submission methods. For more information, please contact your Procurement contact or submit a request via [Procurement@lambweston.eu](mailto:Procurement@lambweston.eu).

### Email Invoice Submission

While the use of digital networks should be your first choice, we understand that not all our partners are ready to implement a network solution. We do allow our Business Partners and Suppliers to submit invoices via email.

#### *PDF File Submission*

- When emailing invoices, file submission must be in PDF format:
  - Compressed or zipped files are not accepted
  - No more than 20 PDF's in an email with a combined file size of less than 30MB
  - No password protection or encryption on the PDF file(s)
- Each PDF file can only contain one invoice
  - Invoices with more than one page should not be split into separate PDF documents

**Please send PDF invoices to the following email address:**

**[digitalinvoices@lambweston.eu](mailto:digitalinvoices@lambweston.eu)**

### Paper Invoice Submission (by exception only)

Paper invoice submission is discouraged by us. Please use digital invoice submission wherever possible. Paper invoices must be scanned before being entered into our ERP System and will lead to longer processing times.

## Overview our Company codes used within EMEA.

Country	Company	Address	VAT code
The Netherlands	Lamb-Weston / Meijer v.o.f.	Stationsweg 18a 4416 ZG Kruiningen The NETHERLANDS	NL: NL802735472B01 UK: GB875274882 AT: ATU67559304
	LWM Broekhuizenvorst BV	Blitterswijkseweg 1 5871 CD Broekhuizenvorst The NETHERLANDS	NL004047631B01
Belgium	Lamb-Weston / Meijer Potatoes BVBA	Leopoldlaan 20 9900 Eeklo BELGIUM	BE0423756376
Italy	LWM International BV - Branche Italy	Corso Vercelli 40 20145 Milano MI ITALY	IT09800140965
Spain	LWM International BV - Branch Spain	Travessera de Gracia 11 08021 Barcelona SPAIN	ESW0030906B
Germany	LWM International BV - Branch Germany	Maximilianstr. 54 80538 Munchen GERMANY	DE326336758
France	LWM International BV - Branch France	3 Rue Saint Georges 75009 Paris 09 France	FR56841214505
Portugal	LWM International BV - Branch Portugal	Rue Latino Coelho N 133 Avenidas Novas 1050 132 Lisboa PORTUGAL	PT980627923
Greece	LWM International BV - Branch Greece	62 KIFISIAS AVENUE MAROUSSI 15125 Athens GREECE	GR996899429 EL996899429
Ireland	LWM International BV - Branch Ireland	3rd Floor Kilmore House Park Lane Spencer Dock 1 Dublin IRELAND	IE3676244HH
Poland	LWM International BV - Branch Poland	pl. Pilsudskiego 1 00-078 Warsaw POLAND	PL1070042808
Sweden	LWM International BV - Branch Sweden	Sergels Torg 12 111 57 Stockholm SWEDEN	No VAT available
Hungary	LWM International BV - Branch Hungary	Nepfurdo utca 22 B13 1138 Budapest HUNGARY	HU27890529

Country	Company	Address	VAT code
Czech Republic	LWM International BV - Branch Czech Republic	Katerinska 466/40 Nove mesto 120 00 Praha 2 CZECH REPUBLIC	CZ684969943
United Kingdom	LambWeston / Meijer UK Ltd	Weasenham Lane 1 Wisbech PE13 2 RN Cambridgeshire UNITED KINGDOM	GB564153152
	LWM International UK Ltd	Porthill Lodge, High Street Wolstanton, Newcastle under Lyme ST5 0EZ UNITED KINGDOM	GB920773918
AUSTRIA	LWM AUSTRIA GmbH	Mühlenring 20 2020 Hollabrunn AUSTRIA	ATU18133507
Dubai	LWM DUBAI LCC	Dubai Media City Building 1 Office 213 1 Dubai United Arab Emirates	AE100459206700003

Technically: the official name of our company has not changed, it is still one of the above.  
Lamb Weston EMEA was registered as an additional trade name. In case you use this name on your invoice, we are not allowed to accept and process it, thus we'll decline and return the invoice.

## How to Contact us ?

Please check our section on our website : [Offices and plants | Lamb Weston EMEA](#)

For enquiries in case of late payment , contact [Reminders@lambweston.eu](mailto:Reminders@lambweston.eu)

For enquiries about payment terms and purchase orders, contact [Procurement@lambweston.eu](mailto:Procurement@lambweston.eu), after consulting your first point of contact within our company.