



15 August 2023

## **HEINEKEN BEVERAGES INTEGRATION UPDATE: FREQUENTLY ASKED QUESTIONS**

Here are some Frequently Asked Questions (FAQs), directed to the HEINEKEN Beverages SA (PTY) Ltd Procurement and Accounts Payable teams. FAQs will be updated regularly as more information becomes available, and more questions are asked. Please review our corporate website for continuous updates to the FAQs.

### **HEINEKEN Beverages SA (PTY) Ltd South Africa Legal Changes**

- *Will the company registration and VAT numbers change?*  
*If you are a Distell only vendor, then yes - there will be a change to the VAT and company registration details, with the entity name of HEINEKEN Beverages SA (PTY) Ltd South Africa.*

*If you are a HEINEKEN-South Africa only supplier, the VAT and company details remain the same. It is only an entity name change to HEINEKEN Beverages SA (PTY) Ltd South Africa*

- *Will we receive a "formal" letter stating the name change with the VAT and Registration Number for HEINEKEN from Septembe, enable our finance to create HEINEKEN Beverages SA (PTY) Ltd on our internal finance systems?*

*See the "How to Invoice" document, which supplies the VAT change information. Contract addendums have been shared by the ex-Distell sourcing team, where formal contracts are in place. All POs will be updated with this information as of 4 September. For more information, please contact your Procurement representative, or the helpdesk.*

- *Where do we send a new credit application for onboarding of the new legal entity?*

*All rights and obligations have been transferred to HEINEKEN Beverages SA (PTY) Ltd; therefore, we do not foresee this as a necessary legal requirement.*

- *If a supplier uses the HEINEKEN South Africa VAT number and customs code for SARS import declarations, would the SARS declarations still be in the name of HEINEKEN South Africa, using the HEINEKEN South Africa VAT number and customs code?*

*The VAT number remains the same but HEINEKEN South Africa changes name to HEINEKEN Beverages SA (PTY) Ltd South Africa and this will be the declarations going forward.*

- *My company will require a new account to be opened for HEINEKEN Beverages SA (PTY) Ltd South Africa (currently Distell only supplier). Please advise who will complete our application? You do not need a new account if it is the same business. We will merge the accounts & the current Distell user can complete the application.*

### **Master data**

- *I have vendor numbers with both HEINEKEN South Africa and Distell. Do I get new vendor numbers for HEINEKEN Beverages SA (PTY) Ltd?*  
*If you are a supplier to both entities, you will retain your Distell vendor number for HEINEKEN*

Beverages SA (PTY) Ltd. Your HEINEKEN SA vendor number will fall away. If you are only a supplier to HEINEKEN South Africa, you will receive a new vendor nr for HEINEKEN Beverages SA (PTY) Ltd.

- *As an existing HEINEKEN SA supplier that does not currently supply Distell, what stays the same or changes for invoicing purposes?*

*HNK-South Africa vendors will receive a new vendor number. The name will change to HEINEKEN Beverages SA (PTY) Ltd but the VAT number remain the same as current HNK-South Africa. The best guide is to always invoice as per the PO details.*

### **Purchase Orders**

- *Will open Distell POs in system with orders that have ETAs later in the year be issued new PO numbers after the 31<sup>st</sup> of August on HEINEKEN Beverages SA (PTY) Ltd?*

*All POs received prior to 31 August will remain valid. All POs that migrate from HEINEKEN to Distell will receive new PO numbers, but this will be managed internally. Suppliers will still use the original PO number from Distell/HEINEKEN to invoice for all POs received prior to 31 August.*

- *How will service POs be handled as they are billed a month later?*

*If service is delivered before 1 September, invoice to be made out as per PO received, for services after 1 September, invoice HEINEKEN Beverages SA (PTY) Ltd (information to follow)*

### **Invoicing and Payment**

- *If we have POs already raised by Distell that will only be delivered in September, do we request new POs or just invoice under HEINEKEN Beverages SA (PTY) Ltd?*

*There is no need for a new PO. You will use your existing PO number (450\* for SAP / 8000\* for Coupa). but invoice HEINEKEN Beverages South Africa (PTY) Ltd for goods/services delivered from September*

- *How do we address statements for a mixed bag of invoices, where some invoices will be raised against Distell, HEINEKEN South Africa and HEINEKEN Beverages SA (PTY) Ltd? / What will happen to the invoices that are due under Distell after the merge? Do we send separate statements for HEINEKEN & Distell since there will be a new legal entity?*

*We will confirm how this needs to be managed in the next communication, due in two weeks' time.*

- *Please confirm if Supply Chain Financing via Addendum will continue to be used by HEINEKEN Beverages SA (PTY) Ltd? / Distell has a great Supply Chain payment facility running at present...will this still be available?*

*The Supply Chain financing tool remains in place. Going forward for invoices processed after 1 September, only one platform will be used. We are working with the financing supplier and the platform, to ensure a smooth transition into one offering, in the name of HEINEKEN Beverages SA (PTY) Ltd South Africa.*

- *Does the Coupa System allow for part-invoicing. i.e., if a project runs over a few months but 1 PO...?*

*Yes, part invoicing is available.*

- Can you search an older invoice on the invoice tab? And what does the status change to after pending approval?

All invoices are available on the invoice tab. After “pending approval”, the status should change to “approved for payment”. Thus, the invoice is ready to be paid in accordance with the payment term.

- Should there be any changes to contract pricing and the Purchase Orders do not match, how do we go about addressing any changes in pricing?

Please contact your Procurement representative to align on any pricing differences.

- How do we create a credit note?

This is addressed during the Coupa training webinar.

### **Change support (Training and Contact Information)**

- Support channels/ contact information:
  - Supplier Helpdesk: [suppliers.za@heineken.com](mailto:suppliers.za@heineken.com)
  - Accounts Payable Invoices: [invoices.za@heineken.com](mailto:invoices.za@heineken.com)\*
  - AP Enquiries: [apenquiries.za@heineken.com](mailto:apenquiries.za@heineken.com)\*
  - Supplier Statements: [supplierstatements.za@heineken.com](mailto:supplierstatements.za@heineken.com)\*

Call : 0860 448 377 / 021 809 8600

- If a supplier is already using the Coupa System, would they still need to join the training on the above dates?

If you already know your way around the system and the correct people are on the profile then you won't need to join.

- Will we have 1 contact for finance going forward for both Distell and HEINEKEN as well as while we busy with the integration and close off Distell?

Yes, only one AP clerk will handle your account from 1 September going forward.

- When are the supplier webinars for HEINEKEN South Africa suppliers?  
The next webinar is 17 August. Webinar registration e-mails have been sent to suppliers from the HEINEKEN South Africa Procurement team. If you have not received this, reach out to your Procurement representative, or alternatively book your session here:

[Session 3: 17th August \(10h00 - 12h00\)](#)

- How do we add attendees to the webinars?  
Suggested attendees: staff involved with data administration, orders and invoice submission. Please register them on the webinar registration links.