



## **SUPPLIER INVOICES GUIDELINES**

In order to facilitate our administrative exchanges and ensure a payment based on our agreements, PVCP Group created these guidelines for all its suppliers. To avoid delays in payment, please follow these instructions when sending your invoices.

### **1. REQUIRED INFORMATION AND FORMAT :**

- **PDF FORMAT ONLY** (only 1 invoice per PDF) **sent via EMAIL**  
*see addresses below*
- All invoices must contain the following information:
  - The name of the relevant PVCP **legal entity**;
  - The **name of the PVCP site or department** that sent you the order;
  - The **PVCP order number** (e.g. 4101XXXXXX);
  - In the absence of the order number :
    - o The name of the **PVCP contact person**;
    - o The PVCP cost center ;
  - The reference of the current contract (if applicable).

### **2. CONTACT INFORMATION FOR PVCP ACCOUNTING DEPARTMENTS**

**See enclosed table on pages 2 and 3**

Perimeter	Legal Entity Must appear on invoice	e-mail address only for sending invoices	e-mail address only for communication	Postal address for invoices
<b>Center Parcs Germany</b>	PVCP Holding Germany GMBH	<a href="mailto:invoice.germany@groupepvcp.com">invoice.germany@groupepvcp.com</a>  <b>Important</b> <b>The physical address of the park must appear clearly on the invoice</b>	<a href="mailto:kreditoren.deutschland@groupepvcp.com">kreditoren.deutschland@groupepvcp.com</a>	SSC- Accounting Postbus 280 5550 AG Valkenswaard the Netherlands  <b>Important</b> <b><u>The physical address of the park must appear clearly on the invoice</u></b>
	PV/CP Immobilien GMBH			
	CP Medebach Beteiligungs			
	CP Entwicklungsg GE GMBH			
	Bostalsee Unternehmergeese			
	PV/CP Service GMBH & Co			
	Entw.ges. Bostalsee Gmbh			
	CP Dtl.Kunden-Center GMBH			
	Groupe PV/CP Germany GMBH			
	CP Leisure Deut			
	Bungalowpark Bispingen GmbH			
	Bungalowpark Hochsauerland GmbH			
	Bungalowpark Bostalsee GmbH			
	Bungalowpark Eifel GmbH			
Bungalowpark Nordseeküste GmbH				
Center Parcs Bungalowpark Allgäu GmbH				
<b>Center Parcs Netherlands</b>	CP DEVELOPMENT BV	<a href="mailto:invoice.netherlands@groupepvcp.com">invoice.netherlands@groupepvcp.com</a>  <b>Important</b> <b>The physical address of the park must appear clearly on the invoice</b>	<a href="mailto:crediteuren.benl@groupepvcp.com">crediteuren.benl@groupepvcp.com</a>	
	PVCP Vastgoed BV			
	PVCP China Holding BV			
	CP EUROPE NV			
	Sunparks B.V			
	Sandur Vastgoed BV			
	SANDUR EXPLOITATIE B.V			
	Center Parcs Netherlands N.V.			
<b>Center Parcs Belgium</b>	PVCP Vastgoed Belgie	<a href="mailto:invoice.belgium@groupepvcp.com">invoice.belgium@groupepvcp.com</a>  <b>Important</b> <b>The physical address of the park must appear clearly on the invoice</b>		
	CP EUROPE NV BE			
	Foncière Loisirs Vielsalm			
	TERHILLS VAKANTIEPARK			
	CPSP België NV			
	Sunparks Leisure NV			
	Center Parcs Ardennen NV			
<b>Center Parcs France</b>	CP HOLDING	<a href="mailto:invoice.france.cp@groupepvcp.com">invoice.france.cp@groupepvcp.com</a>	<a href="mailto:fournisseurs.cp@groupepvcp.com">fournisseurs.cp@groupepvcp.com</a>	Comptabilité fournisseurs - CP Espace Pont de Flandre 11, rue de Cambrai 75947 PARIS CEDEX 19
	CP DISTRIBUTION			
	CENTER PARCS HOLDING Belgique			
	CP RESORTS EXPLOITATION France			
	SNC DOMAINE DU LAC DE L'AILETTE			
	VILLAGES NATURE TOURISME SAS			

<b>Pierre &amp; Vacances</b>	PV Exploitation France	<a href="mailto:invoice.france.PV@groupepvcp.com">invoice.france.PV@groupepvcp.com</a>	<a href="mailto:fournisseurs.PV@groupepvcp.com">fournisseurs.PV@groupepvcp.com</a>	Comptabilité fournisseurs - PV Espace Pont de Flandre 11 rue de Cambrai 75947 Paris Cedex 19 France
	PV Holding			
	SET PV Martinique			
	SET PV Guadeloupe			
	PV Distribution			
	SAS Cap Cassis Calanques			
<b>Adagio</b>	PV-CP City	<a href="mailto:invoice.france.Adagio@groupepvcp.com">invoice.france.Adagio@groupepvcp.com</a>	<a href="mailto:fournisseurs.Adagio@groupepvcp.com">fournisseurs.Adagio@groupepvcp.com</a>	Comptabilité fournisseurs - Adagio Espace Pont de Flandre 11 rue de Cambrai 75947 Paris Cedex 19 France
	ADAGIO SAS			
<b>Maeva</b>	Maeva Holding	<a href="mailto:invoice.france.Maeva@groupepvcp.com">invoice.france.Maeva@groupepvcp.com</a>	<a href="mailto:fournisseurs.Maeva@groupepvcp.com">fournisseurs.Maeva@groupepvcp.com</a>	Comptabilité fournisseurs - Maeva Espace Pont de Flandre 11 rue de Cambrai 75947 Paris Cedex 19 France
	Maeva Gestion			
<b>PVCP</b>	GIE PVCP SERVICES HOLDING	<a href="mailto:invoice.france.Holding@groupepvcp.com">invoice.france.Holding@groupepvcp.com</a>	<a href="mailto:fournisseurs.Holding@groupepvcp.com">fournisseurs.Holding@groupepvcp.com</a>	Comptabilité fournisseurs - Holding Espace Pont de Flandre 11 rue de Cambrai 75947 Paris Cedex 19 France
	PIERRE & VACANCES SA			
	SOGIRE SA			
	CLUB HOTEL			
	CLUB HOTEL MULTIVACANCES			
	CURCHASE SA			
	PVCP CITY			
	PVCP GESTION EXPLOITATION			

We thank you in advance for your cooperation and trust that you will be satisfied.

**Nicolas LEPYCOUCHE**  
Group Procurement Director