

## **SUPPLIER INVOICES GUIDELINES**

In order to improve administrative exchanges and ensure payments are made in accordance with our agreements, the Pierre & Vacances Center Parcs Group (PVCP) would like to remind all its suppliers of the best practices for submitting their invoices.

**To help us ensure the timely processing of your invoices, please follow the instructions below when sending your invoices.**

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

- **PDF FORMAT ONLY** (only 1 invoice per PDF) **sent via EMAIL**
- **Send your invoices to 'Invoice' mailbox** (*see addresses below*)  
Do not use 'Queries' mailbox for invoices submission.
- 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 :
    - The **first and last name of the PVCP contact person**; AND
    - The **PVCP cost center** (PVCP Services entities and Holdings);












### **2. BILLING ADDRESSES AND CONTACT INFORMATION FOR PVCP ACCOUNTING DEPARTMENTS**







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

We appreciate your cooperation in advance and are committed to ensuring your satisfaction.

**Nicolas LEPYCOUCHE**  
**Group Procurement Director**

## INVOICING POSTAL ADDRESS and CONTACT INFORMATION FOR PVCP ACCOUNTING DEPARTMENTS

Perimeter	Legal Entity Must appear on invoice	Postal address for invoices	e-mail address <u>only</u> for invoice communication	e-mail adress for other communication
 Center Parcs France  	CP HOLDING	Comptabilité fournisseurs - CP Espace Pont de Flandre 11, rue de Cambrai 75947 PARIS CEDEX 19	<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>
	CP DISTRIBUTION			
	CENTER PARCS HOLDING Belgique			
	CP RESORTS EXPLOITATION France			
	SNC DOMAINE DU LAC DE L'AILETTE			
	VILLAGES NATURE TOURISME SAS			
 Pierre & Vacances  	PV Exploitation France	Comptabilité fournisseurs - PV Espace Pont de Flandre 11 rue de Cambrai 75947 Paris Cedex 19 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>
	PV Holding			
	SET PV Martinique			
	SET PV Guadeloupe			
	PV Distribution			
	SAS Cap Cassis Calanques			
 Adagio  	PV-CP City	Comptabilité fournisseurs - Adagio Espace Pont de Flandre 11 rue de Cambrai 75947 Paris Cedex 19 France	<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>
	ADAGIO SAS			
 Maeva  	Maeva Holding	Comptabilité fournisseurs - Maeva Espace Pont de Flandre 11 rue de Cambrai 75947 Paris Cedex 19 France	<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>
	Maeva Gestion			
 PVCP  Groupe  	GIE PVCP SERVICES HOLDING	Comptabilité fournisseurs - Holding Espace Pont de Flandre 11 rue de Cambrai 75947 Paris Cedex 19 France	<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>
	PIERRE & VACANCES SA			
	SOGIRE SA			
	CLUB HOTEL			
	CLUB HOTEL MULTIVACANCES			
	CURCHASE SA			
	PVCP CITY			
	PVCP GESTION EXPLOITATION			

Perimeter	Legal Entity Must appear on invoice	Address for invoices		e-mail address only for invoice communication	e-mail adress for other communication
		Postal address	Physical address of the park (additional informatt requested)		
 Center Parcs Germany	 PVCP Holding Germany GmbH	<b>SSC- Accounting Postbus 280 5550 AG Valkenswaard the Netherlands</b>  <i>Important</i> <i>The physical address of the park must appear clearly on the invoice</i>	Kattenbornweg 1-3, 50679 Köln	<a href="mailto:invoice.germany@groupepvcp.com">invoice.germany@groupepvcp.com</a>	<a href="mailto:kreditoren.deutschland@groupepvcp.com">kreditoren.deutschland@groupepvcp.com</a>
	Pierre & Vacances Center Parcs Immobilien GmbH		Kattenbornweg 1-3, 50679 Köln		
	Center Parcs Medebach Beteiligungs GmbH		Sonnenallee 1, 59964 Medebach		
	Center Parcs Entwicklungsgesellschaft Germany GmbH		Kattenbornweg 1-3, 50679 Köln		
	Center Parcs Holding Bostalsee		Kattenbornweg 1-3, 50679 Köln		
	Unternehmergesellschaft (haftungsbeschränkt) Group Pierre et Vacances/Center Parcs Service GmbH & Co. KG		Kattenbornweg 1-3, 50679 Köln		
	Entwicklungsgesellschaft Ferienhauspark Bostalsee GmbH		c/o Center Parcs Leisure Deutschland Töpingerstrasse 69 29646 Bispingen		
	Center Parcs Deutschland Kunden-Center GmbH		Kattenbornweg 1-3, 50679 Köln		
	Groupe Pierre et Vacances / Center Parcs Germany GmbH		Kattenbornweg 1-3, 50679 Köln		
	Center Parcs Leisure Deutschland GmbH		Kattenbornweg 1-3, 50679 Köln		
	Center Parcs Bungalowpark Bispingen GmbH		<b>Center Parcs Bispinger</b> Heide Töpinger Straße 69 - 29646 Bispingen		
	Center Parcs Bungalowpark Hochsauerland GmbH		<b>Center Parcs Park Hochsauerland</b> Sonnenallee 1 - 59964 Medebach		
	Center Parcs Bungalowpark Bostalsee GmbH		<b>Center Parcs Park Bostalsee</b> Lindenallee 1 - 66625 Nohfelden		
	Center Parcs Bungalowpark Eifel GmbH		<b>Center Parcs Park Eifel</b> Am Kurberg 1 - 56767 Gunderath		
	Center Parcs Bungalowpark Nordseeküste GmbH		<b>Center Parcs Park Nordseeküste</b> Nordseeallee 36 - 26969 Tossens		
Center Parcs Bungalowpark Allgäu GmbH	<b>Center Parcs Park Allgäu</b> Allgäuallee 40 - 88299 Leutkirch im Allgäu				
 Center Parcs Netherlands	 Center Parcs Development BV	<b>SSC- Accounting Postbus 280 5550 AG Valkenswaard the Netherlands</b>  <i>Important</i> <i>The physical address of the park must appear clearly on the invoice</i>	Rivium Boulevard 213, 2909 LK Capelle aan den IJssel	<a href="mailto:invoice.netherlands@groupepvcp.com">invoice.netherlands@groupepvcp.com</a>	<a href="mailto:crediteuren.bel@groupepvcp.com">crediteuren.bel@groupepvcp.com</a>
	Pierre & Vacances Center Parcs Vastgoed BV		Rivium Boulevard 213, 2909 LK Capelle aan den IJssel		
	PV-CP China Holding BV		Rivium Boulevard 213, 2909 LK Capelle aan den IJssel		
	Center Parcs Europe BV		Rivium Boulevard 213, 2909 LK Capelle aan den IJssel		
	Sunparks BV		Rivium Boulevard 213, 2909 LK Capelle aan den IJssel		
	Sandur Vastgoed BV		Sandurdreef 5, 7828 AA Emmen		
	SANDUR EXPLOITATIE BV		<b>Center Parcs Sandur</b> dreef 5, 7828 AA Emmen		
	Center Parcs Netherlands BV Rivium Boulevard 213, 2909 LK Capelle aan den IJssel		<b>Center Parcs De Eemhof</b> Slingerweg 1 - 3896 LD Zeewolde <b>Center Parcs De Huttenheugte</b> Reindersdijk 55 - 7751 SH Dalen <b>Center Parcs Het Heijderbos</b> Hommersumseweg 43 - 6598 MC Heijen <b>Center Parcs De Kempervennen</b> Kempervennendreef 8 - 5563 VB Westerhoven <b>Center Parcs Het Meerdal</b> Laagheideweg 11 - 5966 PL America <b>Center Parcs Limburgse Peel</b> Peelheideweg 25 - 5966 PJ America <b>Center Parcs Park Zandvoort</b> Vondellaan 60 - 2041 BE Zandvoort <b>Center Parcs Port Zélande</b> Port Zélande 2 - 3253 MG Oudorp		
 Center Parcs Belgium	 PVCP Vastgoed België bv	<b>SSC- Accounting Postbus 280 5550 AG Valkenswaard the Netherlands</b>  <i>Important</i> <i>The physical address of the park must appear clearly on the invoice</i>	Erperheidestraat 2 / 3 - 3990 Peer	<a href="mailto:invoice.belgium@groupepvcp.com">invoice.belgium@groupepvcp.com</a>	<a href="mailto:crediteuren.bel@groupepvcp.com">crediteuren.bel@groupepvcp.com</a>
	CP EUROPE B.V. (Belgium)		Erperheidestraat 2 / 3 - 3990 Peer		
	Foncière Loisirs Vielsalm nv		Rue de la Grotte 12 - 6690 Vielsalm		
	TERHILLS VAKANTIEPARK nv		<b>Terhills Resort by Center Parcs</b> - Kempische steenweg 311 / 4.01 - 3500 Hasselt		
	CPSP België nv		<b>Center Parcs Erperheide</b> Erperheidestraat 2 - 3990 Peer <b>Center Parcs De Vossemere</b> Elzen 145 - 3920 Lommel <b>Sunparks Kempense Meren</b> Postelsesteenweg 100 - 2400 Mol		
	Sunparks Leisure nv Wenduinesteeweg 150 - 8420 De Haan		<b>Center Parcs De Haan</b> 150 Wenduinesteeweg - 8420 De Haan Belgique <b>Sunparks Oostduinkerke</b> 158 Polderstraat - 8670 Oostduinkerke <b>Center Parcs Ardennen</b> Rue de la Grotte 12 - 6690 Vielsalm		
Center Parcs Ardennen nv	Rue de la Grotte 12 - 6690 Vielsalm				