THE MAGNUM® ICE CREAM COMPANY

TMICC Paper/email Invoicing Instructions

June 2026

Paper/email invoicing

If you've been asked to submit a paper (hard copy) or email invoice, please follow the instructions below. If you don't have a copy of your PO, please reach out to your TMICC contact.

The invoice document must:

1. Be addressed to the correct entity – the Legal Entity name and address shown under "Invoice to / Bill to" on the PO
2. Clearly show the PO number
3. Include the vendor name exactly as it appears on the PO
4. Include the TMICC tax number shown on the PO
   - Include the vendor tax number
   - Match the PO on quantity, unit price and currency (including applicable taxes)
   - Not exceed the PO's total value – accounting for any previous invoices submitted against the same PO
   - Be submitted only once. Duplicate submissions will be rejected

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2 **Order No. PO7654321 - Magnum Supplier**

3 **Supplier:**
Magnum Supplier
PO Box 1234
Netherlands
magmumsupplier@magnum.com

REQUESTER: **Honey Combe**
REQUESTER EMAIL : **Honey.Combe@magnumicecream.com**
ORDER DATE : **21.January 2026**
PAYMENT TERMS: **Within 90 days Due net**
PAYMENT TERM BASELINE: **Invoice Receipt Date**
CURRENCY : **EUR**
YOUR SUPPLIER# WITH US **00002222222**

Delivery Address:
Magnum ICC Global Serv.BV
Reguliersdwarsstraat 63
1017 BK Amsterdam
Netherlands
Attention: Honey Combe

1 **Invoice To: (Address on invoice)**
Magnum ICC Global Services BV
Reguliersdwarsstraat 63
1017BK Amsterdam
Netherlands

4 TAX ID Number:NL867640765B01

Send To: (Address on envelope if you submit invoices per post)
Magnum ICC Global Services BV
Postbus 32
3130 AA VLAARDINGEN
Netherlands

Check payment status

To check the payment dates of your invoices please use the bot named “Genie” on the Unilever Supplier Helpdesk

Paper/email invoicing

By email

Each email must:

- Contain only one invoice, attached as a PDF
- Be no larger than 17 MB in total

If supporting documents are needed, combine the invoice and supporting documents into a single ZIP file before attaching.

To find the right email address, open the Invoicing Methods by Country (xlsx 79kb), select the TMICC entity name and country shown on your PO, and email your invoice to the address listed.

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Order No. PO7654321 - Magnum Supplier

Supplier:
Magnum Supplier
PO Box 1234
Netherlands
magmumsupplier@magnum.com

REQUESTER: **Honey Combe**
REQUESTER EMAIL : **Honey.Combe@magnumicecream.com**
ORDER DATE : **21.January 2026**
PAYMENT TERMS: **Within 90 days Due net**
PAYMENT TERM BASELINE: **Invoice Receipt Date**
CURRENCY : **EUR**
YOUR SUPPLIER# WITH US **0000222222**

Delivery Address:
Magnum ICC Global Serv.BV
Reguliersdwarsstraat 63
1017 BK Amsterdam
Netherlands
Attention: Honey Combe

Invoice To: (Address on invoice)
Magnum ICC Global Services BV
Reguliersdwarsstraat 63
1017BK Amsterdam
Netherlands

TAX ID Number:NL867640765B01

Send To: (Address on envelope if you submit invoices per post)
Magnum ICC Global Services BV
Postbus 32
3130 AA VLAARDINGEN
Netherlands

By post

The envelope should use the address on the PO marked “Send to Address”. This is usually different to the Legal Entity name and address

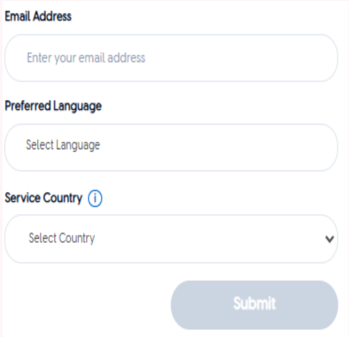
Log a ticket

1 Before you raise a ticket, you must know your **Purchase Order** (PO) number to enter into the ticket.
If you do not have a PO, you will need to enter your **VAT number** (and ideally your **Supplier number/ID** provided by Procurement).

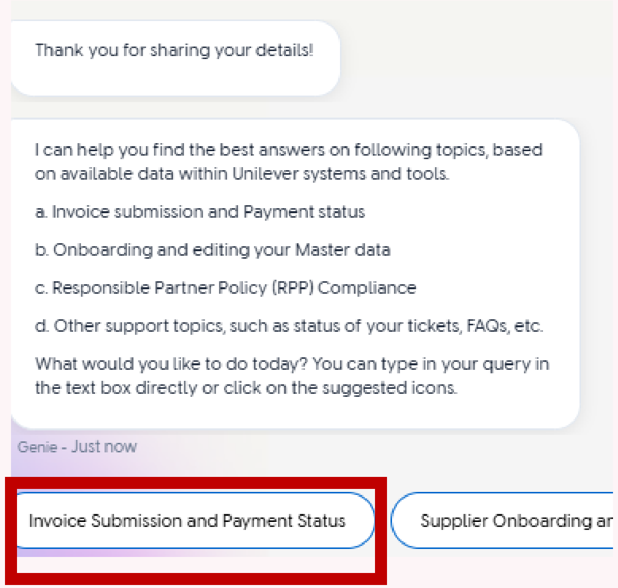
2 Go to the Supplier Help Portal - no login required.

3 Click **Start Chatting with Genie.**

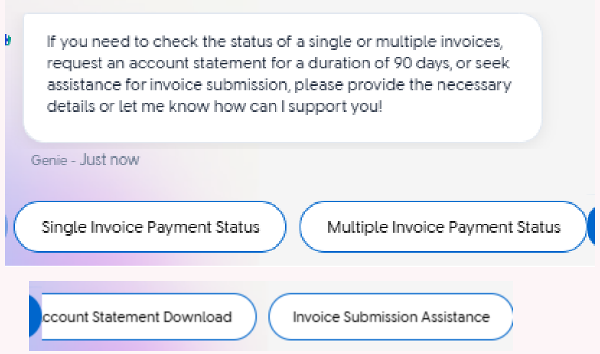
4 Complete the fields shown and click **Submit**.



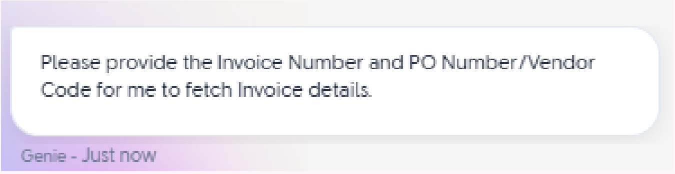
5 Complete the fields as shown.



6 Then complete the remaining details based on your issue:



For invoice payment status queries: you'll need your invoice number and either your PO number or vendor code.



For all other queries, click **Invoice Submission Assistance**, and answer the questions