



CARNIVAL UK

ENTERTAINERS' FEE INVOICES, ONBOARD SALES & EXPENSES (update 6th October 2020)

FEES

Before submitting any invoices please ensure that the Artistes/Agent are set up as a Supplier. If this has not been done please contact an Entertainment Booking Consultant.

Invoices are required in order for us to process any Artistes fee. All invoices must be submitted by email to po.invoice@edocs.carnivalukgroup.com as a PDF document (Portable Document Format File) and cannot be submitted more than 7 days before a contract commences.

Please issue one invoice per cruise booking (an invoice cannot refer to more than one Purchase Order).

Please ensure the invoice contains:

- An invoice number (use a different number for each invoice).
- Supplier name/address/telephone number and email address
- Purchase Order number
- Date of invoice
- Carnival UK address (as below)
Carnival UK
Carnival House
Box 1177 – Accounts Payable
100 Harbour Parade
Southampton
Hampshire
SO15 1ST
- Artiste name, ship, cruise number and embarkation date (Details can be found on your agreement or purchase order number.)
- Fee due (see note below regarding VAT where applicable)

Invoices must be charged in the same currency and Supplier name as the purchase order.

If any of the Suppliers details change (e.g. bank details, name or address) please inform an Entertainment Booking Consultant so details can be amended within the system. Please ensure that this is completed before you issue an invoice to avoid any delays to payment.

ONBOARD SALES

Please note that all sales of material by any Artiste on board must be authorised by Carnival UK under the Onboard Sales Policy and such sales will be subject to a 20% commission payable to Carnival UK.

If applicable, please complete Onboard Sales form and return for approval.

All guest entertainers will need to take their approved form to sell items and they will receive their sales monies whilst onboard. These can be collected from the Reception desk at the completion of your contract once your account has been closed.

EXPENSES

Invoices for expenses need to be sent directly to the Entertainment Booking Consultant for the relevant ship.

Carnival UK will only be able to reimburse invoices that are in the correct currency for the supplier e.g if the supplier is paid in GBP any other currency should be converted to GBP when invoiced. Expenses will only be reimbursed if submitted with the receipts.

Allowable Expenses:

1. Visas & Vaccinations -
Chinese Visa
Indian Tourist & Transit Visas
Ancillary visas issued on board
Yellow Fever inoculation
Any other mandatory visas as stated by the Entertainment Booking Consultant.
2. Excess Baggage - this can only be reimbursed if previously agreed.

United Kingdom Value Added Tax (where applicable)

Changes to the Place of Supply Rules for cultural, artistic, sporting, scientific, educational, entertainment or similar activities supplied to relevant business customers.

In compliance with HMRC VAT NOTICE 741Act, the basic rule for these services is that they are treated as SUPPLIED WHERE THE CUSTOMER BELONGS and not WHERE THE SERVICES ARE PERFORMED, provided that the customer is in business, and is subject to VAT at the applicable rate - HMRC HELP LINE: 0845 010 9000 (8am-8pm – Mon-Fri)

YOU ARE ADVISED TO TAKE APPROPRIATE ADVICE FROM YOUR OWN ACCOUNTANT

If you have issued an invoice and have a query, then please contact the relevant Entertainment Booking Consultant

If you have any questions regarding the payment process prior to issuing an invoice, then please contact Susie Maycock on +44 (0)2380 655127 or email: susie.maycock@carnivalukgroup.com