COTY

SINCE 1904

IMPORTANT POLICY & INVOICING INFORMATION : NORTH AMERICA

A. Policies and Procedures:

Non-compliance with the below mentioned rules will result in arejection notice and delay in payments

1. Only invoices in PDF format are currently accepted.

2. All invoices must be billed and sent to proper Email Address preferably within seven (7) days after dispatch of goods or services. In order to utilize the email option, the emails must be sent with ONE invoice attached per email, in PDFformat. Refer to the Section "Addresses".

3. COTY has a No PO- No Pay Policy. Please go to https://supplier.coty.com for more details on the Policy or contact your Coty buyer.

4. All Payments follow Coty Payment Terms- No short payment or partial payment isallowed.

5. Coty's preferred payment method is via ACH or electronic funds transfer (EFT). This alsoallows you to receive an email with the payment details. If you want to be paid via ACH, please make sure you provide your complete banking information to Coty on company letterhead. Our payments are issued on the 15th of every month.

6. The purchase order number must be printed on all invoices. (Refer to No PO No Pay Policy)If this is not provided to you at the time of purchase, please contact your Coty Buyer to avoid delays in payment. Note: Only one purchase order number is to be referenced per invoice.

7. Invoices must include BOL (Bill of Lading) number, ESN (External Shipping Number) or ASN(Advanced Shipping Notice) details for materials ordering and line (item) number on the PO.

8. Invoices must be credit or debit values only, not mixed. When invoicing for credits, the credit memo must reference the original invoice number on which the goods and serviceswere paid.

9. The purchase order number of the goods or services must appear on each package,invoice packing slip, shipping memo, and bill of lading.

10. Variations from the purchase order prices must be resolved with the Coty buyer prior toinvoicing.

11. The value of the invoice line item (including previous invoices against the line item) mustnot exceed the value of the purchase order line item. Do not invoice for items that do not match the price or the description / item on the purchase order, as this will prevent payment.

12. When billing for freight, freight pre-paid documentation (bill of lading or tracking record) is required for any freight charges over $100.00 and must be included with the invoice.

13. Invoices must reference applicable line item extended amounts and a total amount duefor entire invoice. If an invoice contains Current Charges and Past Due Charges, only theCurrent Charges are paid.

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14. Invoices must reference applicable COTY Material/ Service Code and description(available on the Purchase Order document).

15. Contact your Coty Buyer for Credit applications, W-9, tax exempt certificates.

16. **Please note** specific federal, state, or other local invoice related requirements shall apply.

B. Invoice Recommendations

1. Invoice Scanning Requirements: Good printing quality

a. Clear field labels for invoice header data

b. Clear table structure for invoice line items

c. Clear vendor data

d. Use Standard fonts

e. Do not use dot matrix printers but laser printers

f. Do not print if toner is low

g. Use good paper quality: ideally 80g paper for avoiding that text of the rear side shiningthrough

h. Use white paper, do not use coloured paper

i. No watermarks, design elements or structures underlying the invoice text

j. No inverted (white characters on black background) printing areas, also not for tableheader

k. No frames around the invoice item table or columns, invoice items table printed with whitespaces (3 – 4 characters) between columns

l. All invoice item data printed with same font and font properties

m. Do not use very thin, very small fonts (character height should be 2.5 mm minimum),

n. Do not underline

o. Add clear field labels to invoice header fields

p. E.g. for date fields: invoice date, dispatch/ ship date

q. Add sufficient data for vendor/payee identification: unique numeric data like Vendor ID, VAT ID, etc.