

COTY SUPPLIER GUIDE:
INVOICING & PO FORMATS
EUROPE



THE PERFECT INVOICE GUIDE



SAMPLE INVOICE Pink fields indicate mandatory information

Invoice Number:	AJ1234	Demo Perfect Invoice Company Site XXX Street YYY Zip 000000	To:	Noxell ABC Street 111 City XXX
Invoice Date:	19th Dec 2017			
Purchase Order:	AX899090			
Dispatch/Ship Date:	18th Dec 2017			
Federal ID	FD234			
Vat ID	VT34			

LINE ITEM	COTY CODE & DESCRIPTION	QUANTITY ORDERED	UNIT	UNIT RATE	TAX RATE	AMOUNT DUE
11	X12340 - Raw Material 1	10	Lb	10	0%	100
14	Y67676 - Raw Material 2	20	Lb	5	0%	100
17	X787871 - Packaging Material 2	5	Nos	1	0%	5

NET DUE AMOUNT: 205

CURRENCY: USD

Invoice Notes:	Coty Employee Coty_Employee@cotyinc.com	BANK NAME:	HSBC US
		BANK ACCOUNT:	OO12909090
Make All Payments To:	Demo Perfect Invoice Company Site XXX Street YYY Zip 000000	BANK KEY:	AK12
		BRANCH:	New York
		BANK COUNTRY:	US
		PAYMENT METHOD:	ACH

KEY INFORMATION

- Please ensure only PDF or paper format invoices are sent. Electronic invoicing option not available

- COTY has a strict no PO- no Pay Policy. No invoice of any amount is paid by Coty to any of its suppliers if no Purchase Order has been previously created and formally approved. There are few exceptions to the no PO- no Pay policy, if you fall in those exceptions, make sure that your invoice has the Coty requester name to be able to process the payment.

- The Purchase order number/Blanket Order Number (Previous Schedule Agreement) must be printed on all invoices. If this is not provided to you at the time of purchase, please don't hesitate to ask your Coty Buyer. Note: Only one purchase order number is to be referenced per invoice

- Invoices must be from the supplier named on the Purchase order number/Blanket Order Number (Previous Schedule Agreement); third party billing cannot be processed.

- 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 services were paid.

- Invoices not meeting the above conditions, will be returned to the email address on file, unpaid. .

Invoices **must** contain the following where applicable:

- **Billing Company's Name**
- **Legal Entity**
- **Remit-to Address**
- Bank Key – Swift and IBAN
- **Purchase Order Number/Blanket Order Number (Previous Schedule Agreement)**
- **Bank Account**
- For TPMs ESN
- Branch
- VAT Number
- City, Region
- Bank, County

PO FORM GUIDE: SAP



1 Purchase Order Number

2 Coty Entity to be billed for the purchase

3 Name of the Coty Person Requesting the Purchase

4 Shipping Address (where to send the goods) – this may also appear in the line item information

COTY

PURCHASE ORDER

1 PO NUMBER 2100029509	PO DATE 08/JAN/2018	Revision Date 08/JAN/2018
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VENDOR NAME AND ADDRESS

Vendor: 1501738
PROGRESS AVE.
MIP 2Y6 TORONTO
Canada

2 BILLING ADDRESS

COTY US LLC
Attn: NA SSC-Disbursements Dept.
1400 Broadway Road
Sanford, NC 27332 (919) 895-5000

CONTACT DETAILS

Vendor Contact :
Cell phone :
Fax :
Email :

4 SHIPPING ADDRESS

Array
45 Progress Avenue 45
MIP 2Y6 Toronto Canada

3 Buyer Name
NYCMKT Marketing

Phone/Fax

Email

Requisitioner	Freight INCO-TERMS	Payment Terms	Mode of Transport
MIBTREA	FOB SANFORD	120 days payment-Fix day payment next monthly run	

LINE	ITEM	ITEM DESCRIPTION	DELIVERY DATE	QTY	U/M	UNIT PRICE	TOTAL COST	TAX
10	34700315000	RIM MULT SPR18 MCH WALL 4x66HMA CVS USA EAN CODE: 3614225754678	09/JAN/2018	2	PCE	554.98	1,109.96	
20	30701018000	SH MULT SPR18 MCH WALL 34 NATI USA EAN CODE: 3614225747649	09/JAN/2018	40	PCE	602.32	24,092.80	

5

7 TERMS AND CONDITIONS
THIS PURCHASE ORDER IS EXPRESSLY GOVERNED BY AND INTERPRETED IN ACCORDANCE WITH COTY'S TERMS AND CONDITIONS FOR THE COUNTRY WHERE COTY BUYER ENTITY IS LOCATED ("COTY T&C"). AVAILABLE AT <https://supplier.coty.com/terms-conditions>. SUPPLIER'S ISSUANCE OF AN INVOICE IN RESPONSE OF THIS PURCHASE ORDER, OR ANY COMMENCEMENT OF PERFORMANCE AGAINST THIS PURCHASE ORDER, CONSTITUTES SUPPLIER'S UNCONDITIONAL ACCEPTANCE OF THE COTY T&C.

6 TOTAL NET VALUE in USD	25,202.76
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SPECIAL INSTRUCTIONS AND COMMENTS

PURCHASE ORDER NUMBER AND LEAD BUYER MUST BE ON INVOICE OR PAYMENT PROCESSING WILL BE DELAYED.
BILLING ADDRESS IF INVOICE SENT VIA COURIER SERVICE:
COTY US LLC Attn: NA SSC-Disbursements Dept.

ARRAY MARKETING
Acknowledgement vendor signature

5 Item/Service Description, quantity, price, and part number and shipping info where applicable

6 Total Value of Purchase Order

7 Information to find Coty's latest Terms and Conditions for the Purchase

PO FORM GUIDE: ARIBA



1 Purchase Order Number

2 Coty Entity to be billed for the purchase

3 Shipping Address (where to send the goods) – this may also appear in the line item information

4 Name of the Coty Person Requesting the Purchase

3/26/2018 Order 3300565300

1 ORDER NO. 3300565300
 Issued on Wednesday, March 14, 2018 EDT
 Created on Wednesday, March 14, 2018 EDT by Nico Mossa

SUPPLIER: [REDACTED] **TOTAL AMOUNT**
 \$2,730.00 USD

500 W MADISON ST STE 650
 CHICAGO, IL 60661
 United States
 Phone: [REDACTED]

3 PLANT: DC Blauvelt Prestige
 614 Route 303
 Blauvelt, NY 10913
 United States

2 BILL TO: HFC Prestige Products Inc
 1400 Broadway Road
 Sanford, NC 27331
 United States
 Phone: +1 (919) 895-5500

4 DELIVER TO: Nico Mossa

Payment Terms: 120 days payment-Fix day payment next monthly run
 Invoice Send To: HFC Prestige Products Inc 1400 Broadway Road Sanford, NC 27331 United States
 Incoterms: /

3 LINE ITEM DETAILS (1 LINE ITEM)

NO.	DESCRIPTION	PART NUMBER	QTY	NEED-BY DATE	UNIT PRICE	AMOUNT
5 1	Holiday TV Trafficking		1	Friday, March 23, 2018 EDT	\$2,730.00 USD	\$2,730.00 USD

Full Description: Holiday TV Trafficking

Req. Line No.: 1
 Requester: Nico Mossa
 PR No.: PR181723

6 TOTAL AMOUNT
 \$2,730.00 USD

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5 Item/Service Description, quantity, price, and part number and shipping info where applicable

6 Total Value of Purchase Order

7 Information to find Coty's latest Terms and Conditions for the Purchase