THE PERFECT INVOICE GUIDE

SAMPLE INVOICE

Invoice Number: A1234
Invoice Date: 19th Dec 2017
Purchase Order: AX899090
Dispatch/Ship Date: 18th Dec 2017

To: Noxell ABC
Site XXX
Street YYY
Zip 000000

COTY CODE & DESCRIPTION QUANTITY 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
Make All Payments To: Demo Perfect Invoice Company
Site XXX
Street YYY
Zip 000000

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
- Remit-to Address
- Purchase Order Number/Blanket Order Number (Previous Schedule Agreement)
- For TPMs ESN
- VAT Number

- Legal Entity
- Bank Key – Swift and IBAN
- Bank Account
- Branch
- City, Region
- Bank, Country
**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
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**

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