

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

Noxell ABC Street 111 City XXX

AX899090 Purchase Order:

Invoice Date:

Dispatch/Ship Date: 18th Dec 2017

19th Dec 2017

FederalID FD234

VT34 Vat ID

		QUANTITY				
LINEITEM	COTY CODE & DESCRIPTION	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
	X787871 - Packaging Material					
17	2	5	Nos	1	0%	5

NET DUE AMOUNT: 205

USD CURRENCY:

Coty Employee Coty_Employee@cotyinc.com Invoice Notes:

> **HSBC US BANK NAME:**

Make All Payments

Demo Perfect Invoice Company

Site XXX **Street YYY**

Zip 000000

BANK ACCOUNT: 0012909090

BANK KEY: AK12 **BRANCH: New York**

BANK COUNTRY: US **PAYMENT**

METHOD:

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, County

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

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

name to be able to process the payment.

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. .



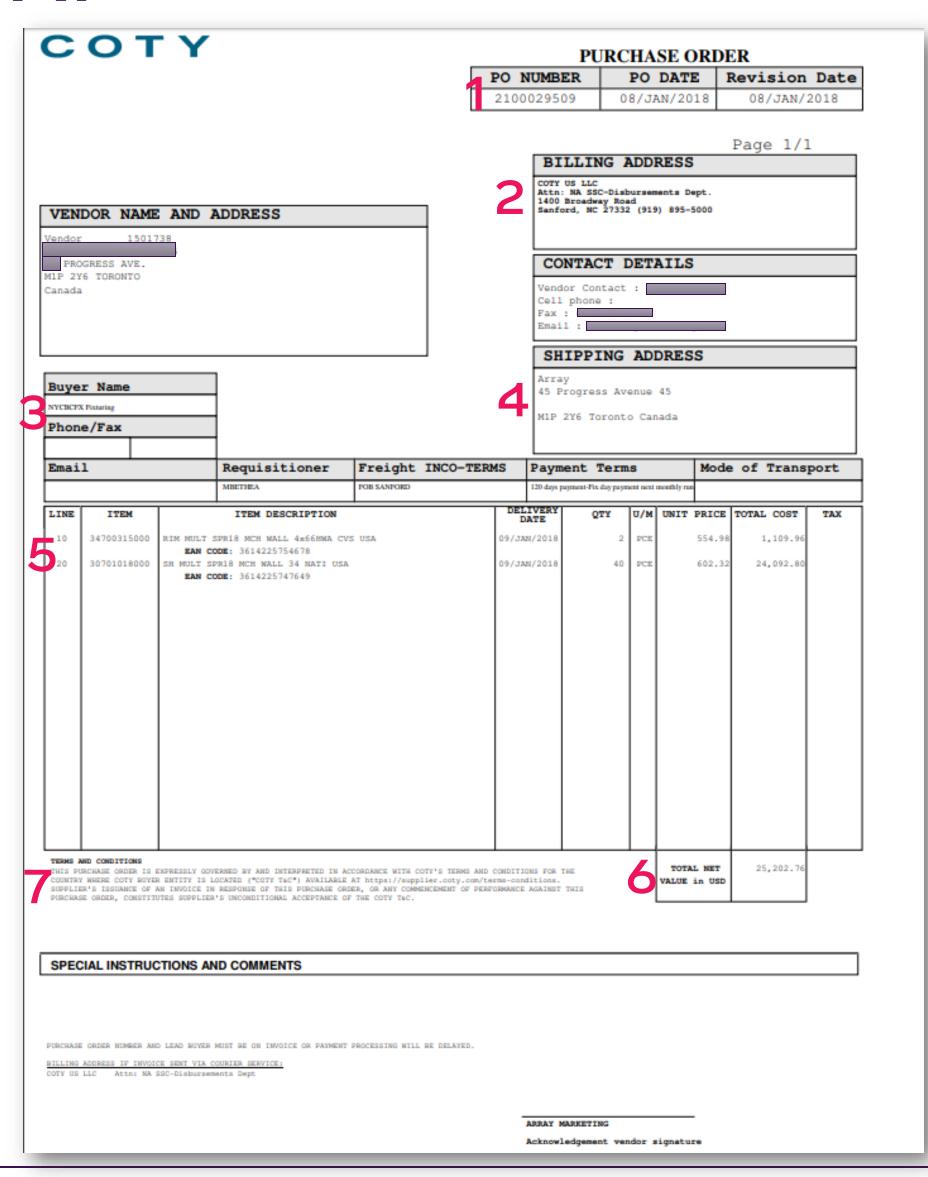
PO FORM GUIDE: SAP

1 Purchase Order Number

2 Coty Entity to be billed for the purchase

3 Name of the Coty Person Requesting the Purchase

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





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

Total Value of Purchase Order

Information to find Coty'sIatest Terms and Conditions for the Purchase



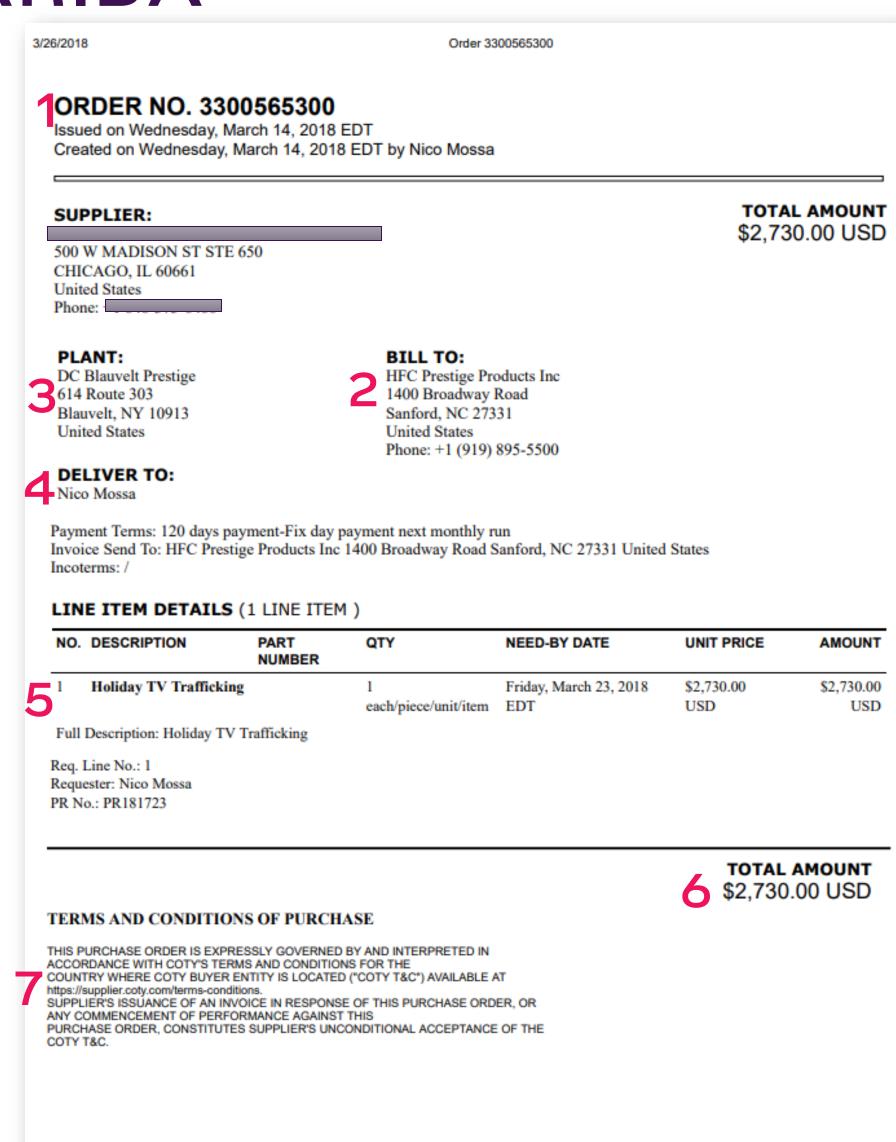
PO FORM GUIDE: ARIBA

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