



## IMPORTANT POLICY & INVOICING INFORMATION : EUROPE

### A. Invoice Processing and Payment

In an effort to provide our suppliers with the best service, and to ensure timely processing and payment of your invoices, please read carefully and follow Coty's invoice instructions.

- Coty's payment method is via electronic funds transfer payments.
- Our payments are issued once a month.
- Email invoice submission in PDF format is the preferred solution.
- Paper invoices should be sent to the New PO Box (Post Office Box) address

### Invoice Instructions

1. Please ensure only PDF or paper format invoices are sent. Electronic invoicing option is not available.
2. All invoices should be sent to the corresponding legal entity PO Box and not directly to the requester.
3. Send invoices and credit memos only for payment processing. Statements, acknowledgements, sales orders, confirmations, packing slips, credit card receipts, sales slips, receipts, and invoices with bottom line totals of 0.00 are not accepted.
4. All invoices must be billed and mailed to the correct address within seven (7) days after dispatch of goods or services.
5. Please secure a text-based format for PDF invoices. PDF invoices **should not contain digital signatures** and/or certificates.
6. Ensure you send the invoice to the correct email for timely invoice processing.
7. In order to utilize the electronic email option, the emails must be sent with ONE invoice per PDF attachment. Any non-compliance with the email submission rules will result in a rejection notice for the email process, whereby invoices will be accepted by mail only from your company.
8. COTY has a strict no PO- no Pay Policy. If you do not have a PO number at the time of request please contact your Coty contact or buyer. 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, ensure your invoice contains the name of the Coty requester in order to process the payment. Lack of compliance will result in the invoice being returned.
9. The Purchase Order number/Blanket Order number 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.
10. The Purchase order number/Blanket Order number of the goods or services must appear on the invoice packing slip, shipping memo, and bill of lading.
11. 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.
12. The value of the invoice line item (including previous invoices against the line item) must not exceed the value of the Purchase Order number/Blanket Order number 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. Variations from the purchase order prices must be resolved with the Coty buyer prior to invoicing.

13. Invoices must reference applicable line item extended amounts and a total amount due for the entire invoice.
14. Invoices must contain the following where applicable:
  - Billing company's name (mandatory)
  - Remit-to address (mandatory)
  - Purchase order number/Blanket Order number and Coty requester (mandatory)
  - Legal entity (mandatory) and VAT Number
  - Bank Key – Swift and IBAN
  - Bank Account (mandatory)
  - Branch
  - City, Region
  - Bank, country
    - ESN number (only TPM's)
15. Invoices must be from the supplier named on the Purchase Order number/Blanket Order number; third party billing cannot be processed.
16. Invoices not meeting the above conditions, will be returned to the email address on file, unpaid.
17. Please note: specific federal, state, or other local invoice related requirements shall apply.

**COTY**

BEAUTY, CELEBRATED & LIBERATED