



## IMPORTANT POLICY & INVOICING INFORMATION

### Common Guidelines:

1. Only invoices in PDF format are currently accepted.
2. All invoices must be billed and sent thru Tradeshift or thru the proper Email Address of the Coty entity, the invoice should preferably be sent within seven (7) days after dispatch of goods or services.
3. Coty has a No PO- No Pay Policy. Please contact your Coty buyer for more details.
4. Coty's preferred payment method is via electronic funds transfer (EFT). This also allows you to receive an email with the payment details.
5. The purchase order number must be printed on all invoices. If this is not provided to you at the time of purchase, please contact your Coty Contact/ Buyer to avoid delays in payment.
6. 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.
7. The purchase order number of the goods or services must appear on each package, invoice packing slip, shipping memo, and bill of lading.
8. Variations from the purchase order prices must be resolved with the Coty Contact / Buyer prior to invoicing.
9. The value of the invoice line item (including previous invoices against the line item) must not exceed the value of the purchase order line item.
10. Invoices must reference applicable line-item extended amounts and a total amount due for entire invoice.
11. 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 name (mandatory) and VAT Number
  - Bank Key – Swift and IBAN - Bank Account (mandatory) - Branch - City, Region - Bank - country
12. Invoices not meeting the above conditions will be returned to the email address on file, unpaid.



## Specific Aspects per Region:

### North America:

North America Specific Aspects:

1. All Payments follow Coty Payment Terms- No short payment or partial payment is allowed.
2. 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.
3. 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.
4. Contact your Coty Contact / Buyer for Credit applications, W-9, tax exempt certificates.

### AMEA:

AMEA Specific Aspects:

1. Electronic invoicing via EDI is not available.
2. You should only send invoices and credit memos for processing. Statements, acknowledgements, sales orders, confirmations, packing slips, credit card receipts, sales slips, receipts, and zero-value invoices (invoices with totals of 0.00) are not accepted.
3. Any invoices without a PO must show the email address of the Coty requestor on the invoice.
4. Self-Service Work Flow Tool (Remedy) is available for managing and tracking the Accounts Payable queries and support requests.

### Europe:

Europe Specific Aspects:

1. Electronic invoicing option is not available.
2. 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.
3. Please secure a text-based format for PDF invoices. PDF invoices should not contain digital signatures and/or certificates.
4. Ensure you send the invoice to the correct email for timely invoice processing.
5. In order to utilize the electronic email option, the emails must be sent with ONE invoice per PDF attachment.
6. Invoices must be from the supplier named on the Purchase Order number/Blanket Order number; third party billing cannot be processed.