IMPORTANT POLICY & INVOICING INFORMATION

Common Guidelines

1. Only invoices in PDF format are currently accepted.
2. All invoices must be billed and sent through the appropriate email address of the Coty entity. Invoices 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 Requester 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/Requester to avoid delays in payment.
6. Invoices must contain credit or debit values only, not both. When invoicing for credits, the credit memo must reference the original invoice number against which the goods or services were paid.
7. The purchase order number for 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/Requester prior to invoicing.
9. The value of the invoice line item, including previous invoices against the same line item, must not exceed the value of the purchase order line item.
10. Invoices must reference the applicable line-item extended amounts and the total amount due for the entire invoice.
11. Invoices must contain the following information, 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 and region
- Bank
- Country

12. Invoices that do not meet the above conditions will be returned unpaid to the email address on file.

Specific Aspects per Region

North America

1. All payments follow Coty payment terms. No short payments or partial payments are allowed.
2. Invoices must include the BOL (Bill of Lading) number, ESN (External Shipping Number), or ASN (Advanced Shipping Notice) details for materials ordering, as well as the 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/Requester for credit applications, W-9 forms, and tax-exempt certificates.

AMEA

1. Electronic invoicing is only available in Malaysia and will be available in the UAE as from January 2027.
2. Only invoices and credit memos should be sent 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 Requester on the invoice.
4. The Self-Service Workflow Tool (Remedy) is available for managing and tracking Accounts Payable queries and support requests.

Europe

1. Electronic invoicing is only available in Italy, Belgium, Poland, Romania, France, and DACH. Germany and Slovakia will be included as from January 2027.
2. Only invoices and credit memos should be sent 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 ensure that PDF invoices are in a text-based format. PDF invoices should not contain digital signatures and/or certificates.
4. Ensure that you send the invoice to the correct email address for timely invoice processing.
5. To use the electronic email option, emails must contain **ONE invoice per PDF attachment**.
6. Invoices must be issued by the supplier named on the Purchase Order number/Blanket Order number. Third-party billing cannot be processed.