

## INVOICE POLICY GUIDELINES

Colgate-Palmolive makes payments against valid original invoices. Following the below invoice requirements will ensure that invoices are paid in accordance to the negotiated contract terms. Please notify us of changes in supplier name, address and bank account data prior to issuing invoice. Colgate-Palmolive may withhold payment if the seller's invoice is inaccurate, or does not meet the below invoice requirements or legal or tax requirements.

It is of critical importance that we receive valid supporting documentation, meeting all legal and tax requirements in accordance with the supplier's and customer's country regulations. Summary invoicing and invoice statements are not acceptable for billing purposes. Please ensure your document includes the following information:

### GENERAL INFORMATION

- Document name "INVOICE" marked as Original or Copy as appropriate
- Sequential numbering (same for all pages if invoice has more than one page)
- Page number for invoices with more than one pages
- Explanations of abbreviations (if used)

### SUPPLIER INFORMATION

- Vendor Name
- Profession (if applicable)
- Vendor Address (if invoices is being issued by a branch use Branch Address)
- Vendor Email Address
- VAT Registration Number
- Competent Tax Office
- Company Registry Number (if applicable)
- Issuers Signature (By hand, system or pre-printed)
- Bank Information (for payment)

### COLGATE INFORMATION

- Legal Entity Name
  - Legal Entity Address
  - VAT Registration Number
  - Delivery Address
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**INVOICE CONTENT INFORMATION**

- Invoice Number
- Invoice Date
- Purchase Order Number if applicable (2 digit prefix 45 or 75 plus 8 numeric digits) including line item number(s) – One Purchase Order only per invoice
- Description and Product Code of the goods or services (must match the PO at the line item level)
- Quantity of the goods supplied or the extent and nature of the services rendered (must match PO/SA at the line item level)
- Invoicing currency (must match the PO)
- Inbound freight charges must be clearly detailed as a line item on the invoice
- Net, VAT and Total Invoice Charge
- Percentage rate of the VAT applicable to the supply
- Where an exemption is involved or where the customer is liable to pay the tax:
  - Reference to the appropriate provision of the EC VAT Directive; or
  - Reference to the corresponding national provision; or
  - Any indication that the supply is exempt or subject to the reverse charge procedure
- Relevant delivery note number and date of delivery
- Requester name must be referenced on the Non-PO invoices

**FOR CARRIERS ONLY – ADDITIONAL GUIDELINES**

- Purchase Order Number issued to the supplier of the goods carried, if provided, and clearly marked as “*PO for goods carried*”
- Copy of CMR if neither Purchase Order number(s) nor Colgate Delivery Number(s) are indicated on the invoice
- Charges are to be invoiced in Euro (not local currency), if not specifically contracted
- Freight charges are to be billed in monthly consolidated invoices,
- VAT and customs duties paid for the clearance of goods at the border must be invoiced separately with the appropriate documentation

**CREDIT NOTES and SUBSEQUENT DEBIT NOTES**

- Credits are to be invoiced separately and clearly marked as “Credit Note”, and should quote the invoice number and PO number the credits refer to.
- Subsequent debit notes billed separately should also quote the invoice number the debit note refers to.