



Quick Reference Guide on Invoice Data Standards

Required Invoice Data	Helpful Hints
PO INVOICES	
Vendor Name	<ul style="list-style-type: none"> • Vendor name must match the “PO To” name on other Colgate/Hill’s PO. • If your vendor name or address has changed from that on the PO, please contact your Colgate/Hill’s Procurement Buyer or Business Requester to start the Vendor Master Change Request Process.
Vendor Address	<ul style="list-style-type: none"> • Vendor address must match the “PO To” address on other Colgate/Hill’s PO. • If invoice is being issued by a branch, use Branch Address • If your vendor name or address has changed from that on the PO, please contact your Colgate/Hill’s Procurement Buyer or Business Requester to start the Vendor Master Change Request Process.
Vendor Email Address	<ul style="list-style-type: none"> • This information is not a required field. However, providing an email address will allow us to contact you regarding any invoice processing issues.
Vendor Vat Registration Number	
Remittance Address and Bank Information	<ul style="list-style-type: none"> • Colgate/Hill’s will only make payments to the Remittance Address or Banking Information that is on our Vendor Master Record. If changes are required to this information, please contact your Colgate/Hill’s Procurement Buyer or Business Requester to start the Vendor Master Change Request Process. • NOTE: Remittance Address or Banking Information provided on invoices submitted via Tungsten does not constitute notification of change request to Colgate/Hill’s.
Colgate/Hill’s Legal Entity	<ul style="list-style-type: none"> • You must select the appropriate Colgate/Hill’s Legal Entity (Tungsten Buyer Account) when submitting any invoice: • See Appendix I at the end of this document for the mapping of the Colgate/Hill’s Europe Legal entities to their appropriate Tungsten Buyer Accounts Number



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Ship to Address must match the information on the PO.	<ul style="list-style-type: none"> Street Name, City, State, Postal Code and Country. For Webform Suppliers, we have defaulted in the Ship to Address from our Purchase Order. You will need to select the appropriate Country and State.
Invoice Number	<ul style="list-style-type: none"> Colgate/Hill's can only process one referenced PO per invoice. If you are invoicing for multiple POs, a separate invoice, with unique invoice number, must be submitted for each PO. Invoice Number/ reference can be no more than 16 characters.
Invoice Date	<ul style="list-style-type: none"> No future dating of invoices is allowed.
Purchase Order (PO)	<ul style="list-style-type: none"> The PO Number format: (2 digit prefix 45 or 75 plus 8 numeric digits) Colgate/Hill's only accepts one PO reference on each invoice. Invoices with multiple PO references will be rejected. You will receive an eMail Notification from Tungsten informing of the changes that will be required to submit your invoices successfully to Colgate/Hill's.
PO Line item number(s) of the PO	<ul style="list-style-type: none"> PO Line item reference must be included for each item that is billed to Colgate/Hill's. Where information is not provided, Colgate/Hill's has requested Tungsten to perform the following "data translation:" <ul style="list-style-type: none"> Invoices for single line POs will be applied to the PO Line Item reference on the PO Invoices with multiple PO Line items, Tungsten will try to match the Colgate/Hill's Material ("M") Number on your invoice to the unique PO Line Item for the referenced M Number. If the M Number appears on multiple lines on the PO, these invoices will be rejected. You will receive an eMail Notification from Tungsten informing of the missing information that is required to submit your invoices successfully to Colgate/Hill's.
Description and Product Code of the goods or services (must match the PO at the line item level)	



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Quantity of items being invoiced for a PO Line Item Number must be included on each line of the invoice.	<ul style="list-style-type: none"> • If the invoice is related to a 75 Series PO where the Unit of Measure is a currency, please include the value of the services being billed in the quantity field and a Unit Price of "1." • Please note the following PO Line Item Number conventions: <ul style="list-style-type: none"> ○ 45 Series POs: PO Line Item references are in multiple of 10 (e.g. 10, 20, 30, etc.) ○ 75 Series POs: PO Line Item references are sequential (e.g. 1, 2, 3, 4, etc.)
Invoicing currency must match the PO Currency	
Unit Price/Cost	<ul style="list-style-type: none"> • If the invoice is related to a 75 Series PO where the Unit of Measure is a currency, the Unit Price should always be "1."
Unit of Measure must match the PO Unit of Measure	<ul style="list-style-type: none"> • If the invoice is related to a 75 Series Services PO (these are POs where the Unit of Measure is a currency) the Unit of Measure that you should use is the PO Currency.
Inbound freight charges, if applicable, must be clearly detailed as a line item on the invoice	<ul style="list-style-type: none"> • If freight cost is not included in the price of goods being purchased, the Colgate/Hill's PO will include a unique PO Line Item for any freight charges. Please use this PO Line Item Number to bill any freight changes to Colgate/Hill's. • If the unique Freight Line Item was not included on the PO, <i>please contact Colgate/Hill's requester to change the PO so you can submit invoices with no issues.</i> • Any Freight Charges included as a "Special Line" on your invoice, subject to the approval of the Business Requester.
Tax Amount, if applicable	
Price/Quantity Discounts	<ul style="list-style-type: none"> • Price/ Quantity discounts should only be included at the PO Line Item Level. • If a discount is applied to the header level of the invoice, you will receive a rejection notification from Tungsten requesting that the discount be applied at the PO Line Item level.
Net and Total Invoice Amount	



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Relevant delivery note number and date of delivery	<ul style="list-style-type: none">• Delivery Note and date references should only be included at the Invoice PO Line Item level.
Submitting attachments with your invoice is available.	<ul style="list-style-type: none">• Additional attachments to support amounts being billed can be included with your invoice. Tungsten restricts attachments to:<ul style="list-style-type: none">○ Maximum Number of Attachments: Five (5)○ Maximum size: 12 MB• For Integrated Suppliers, please refer to the Tungsten Training video for adding attachments.

PO CREDIT NOTES

- In addition to the information required on an invoice,
 - Credit Notes must be invoiced separately and clearly marked as “Credit Note”
 - Credit Notes **must** reference:
 - The original PO
 - The original invoice number.

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Required Invoice Data	Helpful Hints
NON-PO INVOICES	
Requester name and eMail Address <u>must</u> be referenced on all Non-PO invoices	<ul style="list-style-type: none"> This is specifically important for any allowable Non-PO Invoices. Only valid eMail addresses with @colpal.com or @hillspet.com or @gaba.com are acceptable.
Colgate/Hill's Legal Entity	<ul style="list-style-type: none"> You must select the appropriate Colgate/Hill's Legal Entity (TungstenBuyer Account) when submitting any invoice. See Appendix I at the end of this document for the mapping of the Colgate/Hill's Europe Legal entities to their appropriate Tungsten Buyer Accounts
Vendor Name and Address	<ul style="list-style-type: none"> Must match supplier's name in our vendor master records. If your vendor name has changed, please contact your Colgate/Hill's Procurement Buyer or Business Requester to start the Vendor Master Change Request Process.
Vendor Vat Registration Number	
Remittance Address and Bank Information	<ul style="list-style-type: none"> Colgate/Hill's will only make payments to the Remittance Address or Banking Information that is on our Vendor Master Record. If changes are required to this information, please contact your Colgate/Hill's Procurement Buyer or Business Requester to start the Vendor Master Change Request Process. Remittance Address or Banking Information provided on the invoice submitted via Tungsten does not constitute notification of change request to Colgate/Hill's and must be made using the above reference Form prior to invoice submission.
Invoice Number	<ul style="list-style-type: none"> Invoice Number/ reference can be no more than 16 characters.
Invoice Date	<ul style="list-style-type: none"> No future dating of invoices are allowed.
Description of the goods or services	<ul style="list-style-type: none"> Must be included for all lines items of the invoice.
Quantity of items being invoiced must be included on each line of the invoice.	<ul style="list-style-type: none"> If the invoice is related to services, the value of the services should be billed in the quantity field and the Unit Price should always be "1."
Invoicing currency	<ul style="list-style-type: none"> Invoice currency must match the vendor currency in our vendor master record. Exceptions will be returned to the supplier for correction.
Unit Price/Cost	<ul style="list-style-type: none"> For Non-PO Services, the Unit Price should always be "1" and the quantity should be the value of the services performed.
Unit of Measure must match the PO Unit of Measure	<ul style="list-style-type: none"> For Non-PO Services, use "Each" as the Unit of Measure.
Tax Amount, if applicable	



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Required Invoice Data	Helpful Hints
NON-PO INVOICES	
Price/Quantity Discounts	<ul style="list-style-type: none"> Price/ Quantity discounts should only be included at the Line Item Level of the invoice. If a discount is applied to the header level of the invoice, you will receive a rejection notification from Tungsten requesting that the discount be applied at the Line Item level.
Net and Total Invoice Amount	
Submitting attachments with your invoice is available.	<ul style="list-style-type: none"> Additional attachments to support amounts being billed can be included with your invoice. Tungsten restricts attachments to: <ul style="list-style-type: none"> Maximum Number of Attachments: Five (5) Maximum size: 12 MB For Integrated Suppliers, please refer to the Tungsten Training video for adding attachments.

NON-PO CREDIT NOTES

- In addition to the information required on an invoice:
 - Credit Notes **must** to be invoiced separately and clearly marked as "Credit Note"
 - Credit Notes **must** reference the original invoice number.

The above data is important and is necessary for Colgate/Hill's to promptly process your invoice and pay you on time. If your invoice is missing this key information, Tungsten will not be able to accept your invoice for delivery to Colgate/Hill's but instead will return it to you along with the reason for the failure.