

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/SA. • If your vendor name or address has changed from that on the PO/SA, please contact your Colgate/Hill’s Procurement Buyer or Business Requester to start the Vendor Master Change Request Process. • You will need to provide a new IRS Form W-9 or W-8 (for USA Foreign Suppliers) to the Colgate/Hill’s Vendor Master Group (Fax No: 845-489-9659) • You will also need to inform the PO/SA requester that they will also need to create a new PO/SA.
Vendor Address	<ul style="list-style-type: none"> • Vendor address must match the “PO To” address on other Colgate/Hill’s PO/SA. • If invoice is being issued by a branch, use Branch Address • If your vendor name or address has changed from that on the PO/SA, please contact your Colgate/Hill’s Procurement Buyer or Business Requester to start the Vendor Master Change Request Process. • You will also need to inform the PO/SA requester that they will also need to create a new PO/SA.
Vendor Email Address	<ul style="list-style-type: none"> • This information is not a required field. However, providing a email address will allow us to contact you regarding any invoice processing issues.
Taxpayer Identification Number	<ul style="list-style-type: none"> • If applicable
Remittance Address or Bank Information	<ul style="list-style-type: none"> • If you are not enrolled for electronic payment with Colgate/Hill’s, please visit “Enrolling for Electronic Payment section of the Colgate/Hill’s Portal Page at www.OB10.com/us/en/colgate-na/, complete and sign the applicable form and return it to fax number noted on the form. • 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 you must complete the Form as noted above. • NOTE: Remittance Address or Banking Information provided on

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	invoices submitted via OB10 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 (OB10 Buyer Account) when submitting any invoice: • This information can be found on all PO/SA Documents • See Appendix I at the end of this eMail for the mapping of the Colgate/Hill's North America Legal entities to their appropriate OB10 Buyer Accounts Number
Ship to Address must match the information on the PO/SA.	<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 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) or Scheduling Agreement (SA)	<ul style="list-style-type: none"> • The PO or SA Number format: (2 digit prefix 45, 55 or 75 plus 8 numeric digits • Colgate/Hill's only accepts one PO or SA reference on each invoice. Invoices with multiple PO or SA references will be rejected. You will receive an eMail Notification from OB10 informing of the changes that will be required to submit your invoices successfully to Colgate/Hill's.
PO or SA Line item number(s) of the PO or SA	<ul style="list-style-type: none"> • PO/SA 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 OB10 to perform the following "data translation:" <ul style="list-style-type: none"> ○ Invoices for single line POs/SAs will be applied to the PO/SA Line Item reference on the PO/SA ○ Invoices with multiple PO/SA Line items, OB10 will try to match the Colgate/Hill's Material ("M") Number on your invoice to the unique PO/SA Line Item for the referenced M Number. ○ If the M Number appears on multiple lines on the PO/SA, these

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	<p>invoices will be rejected. You will receive an eMail Notification from OB10 informing of the missing information that is required to submit your invoices successfully to Colgate/Hill's.</p>
Description and Product Code of the goods or services (must match the PO and SA at the line item level)	
Quantity of items being invoiced for a PO/SA 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.) ○ 55 Series SAs: SA 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 and SA 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 or SA 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/ SA will include a unique PO/SA Line Item for any freight charges. Please use this PO/ SA Line Item Number to bill any freight changes to Colgate/Hill's. • If the unique Freight Line Item was not included on the PO/ SA, <i>please contact Colgate/Hill's requester to change the PO/SA 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.

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Tax Amount, if applicable	<ul style="list-style-type: none"> • Colgate/Hill's will only allow the billing of taxes for PO/SA Line Items that our system indicates are taxable. If believe that our tax assessment is incorrect, please reach out to your Colgate/Hill's Business requester to make the required changes to your PO/SA. Once change has been made, you will be able to submit the applicable invoice to Colgate/Hill's.
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 OB10 requesting that the discount be applied at the PO Line Item level.
Net and Total Invoice Amount	
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. OB10 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 OB10 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 or SA
 - The original invoice number.

Required Invoice Data	Helpful Hints
NON-PO INVOICES	
Requester name and eMail Address must 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 are acceptable.
Colgate/Hill's Legal Entity	<ul style="list-style-type: none"> • You must select the appropriate Colgate/Hill's Legal Entity (OB10 Buyer Account) when submitting any invoice. See Appendix I at the

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Required Invoice Data	Helpful Hints
NON-PO INVOICES	
	end of this eMail for the mapping of the Colgate/Hill's North America Legal entities to their appropriate OB10 Buyer Accounts Number
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, you will need to provide a new IRS Form W-9 or W-8 and banking form to the Colgate/Hill's Vendor Master Group (Fax No: 845-489-9659.)
Remittance Address or Bank Information	<ul style="list-style-type: none"> • If you are not enrolled for electronic payment with Colgate/Hill's, please visit "Enrolling for Electronic Payment section of the Colgate/Hill's Portal Page at www.ob10.com/us/en/colgate-na/. • Complete and sign the applicable form and return it to the fax number noted on the form. • 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 you must complete the form noted above. • Remittance Address or Banking Information provided on the invoice submitted via OB10 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 or SA 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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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 OB10 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. OB10 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 OB10 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, OB10 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.



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APPENDIX I: Colgate/Hill's OB10 Buyer Number for North America Operating Entities

Operating Entity	Legal Name and Address	OB10 Buyer Account Number
Colgate-Palmolive Company - <i>Corporate</i>	Colgate Palmolive, Co 300 Park Ave New York, NY 10022 USA	AAA267710549
Colgate-Palmolive Company - <i>US Company</i>	Colgate Palmolive, Co 300 Park Ave New York, NY 10022 USA	AAA857781371
Colgate Palmolive - <i>Morristown NJ</i>	Colgate Palmolive - Morristown NJ 191 East Hanover Ave Morristown, NJ 07962-1928 USA	AAA985228030
Colgate Palmolive - <i>Burlington</i>	Colgate - Burlington 400 Elbow Lane Burlington, NJ 08016 USA	AAA422121202
Colgate Oral Pharmaceuticals - <i>USA</i>	Colgate Oral Pharmaceuticals, Inc. 14335 Gillis Road Dallas, TX 75244 USA	AAA300335957
Hill's Pet Nutrition - <i>USA</i>	Hill's Pet Nutrition, Inc. 400 SW 8th Street Topeka, KS 66603 USA	AAA324593029
Colgate-Palmolive Company - <i>Canada</i>	Colgate-Palmolive Canada Inc. 895 Don Mills, Bldg 2, 6th Flr North York, Ontario, M3C 1W3 Canada	AAA036149128
Hill's Pet Nutrition - <i>Canada</i>	Hill's Pet Nutrition Canada Inc. 6521 Mississauga Rd Mississauga, ON L5N 1A6 Canada	AAA082814880