

# Cox Invoicing Requirements

## Instructions

Supplier (defined as “Contractor”, “Supplier”, Vendor”, or the like in the parties’ applicable contract defined herein as our “Agreement”) shall follow the instructions below when invoicing a Cox entity. In the event Supplier is invoicing more than one Cox entity, Supplier shall invoice each entity separately and according to its unique instructions unless the parties have agreed to an alternative arrangement in writing. Please contact Cox for any questions on which Cox affiliate Supplier is doing business with. Cox is not responsible for payment delays caused by Supplier’s failure to invoice the correct Cox entity.

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# **Section 1: CCI Invoicing Requirements**

## **Invoicing Requirements**

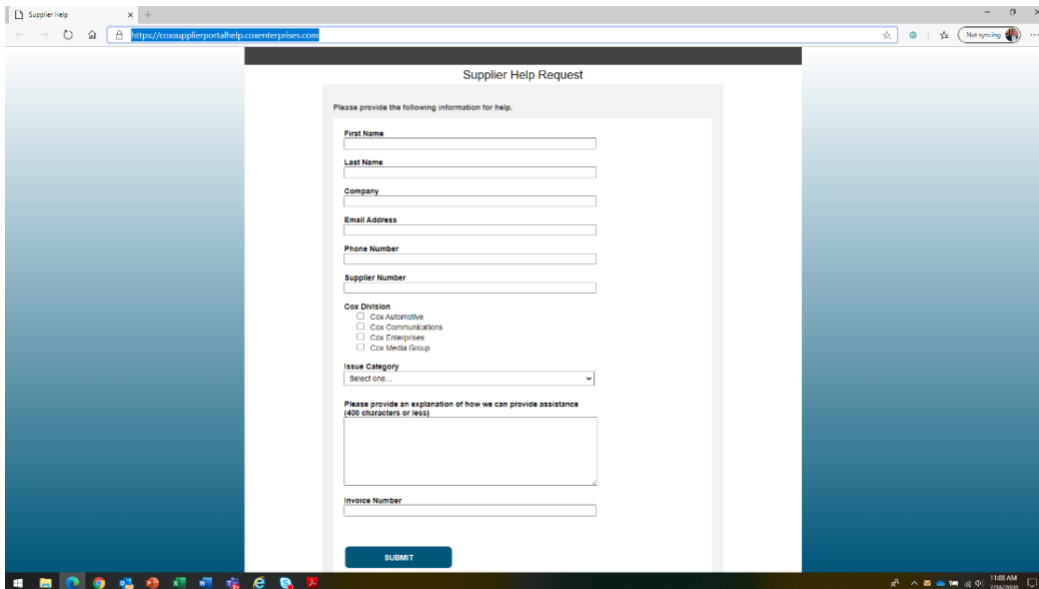
The following are Cox’s invoicing requirements for Agreement(s) with Cox Communications entities such as CCI Corporate Services, LLC. Cox may modify these invoicing requirements from time to time in its sole discretion, and Supplier shall comply with any such modifications that Cox provides to Supplier in advance.

- The Cox Supplier Portal is the standard platform for submitting invoices to Cox

(Alternate electronic invoicing methods or current Cox invoice interfaces are acceptable)

- If you are a current supplier but need to establish a user account, please use this link: <https://coxsupplierportalhelp.coxenterprises.com/>
- You will be asked to provide basic information on the “Supplier Help” Form
  - Company Name
  - Vendor Contact / Email / Phone
  - Cox Division (Select Cox Communications)
  - Supplier Number (Enter “N/A”)
  - Select Drop Down “Registration”
  - Add comments as needed
  - Invoice Number (Enter “N/A”)

## ***Supplier Help Form***



<https://coxsupplierportalhelp.coxenterprises.com/>

- Cox standard payment method is electronic. Please be prepared to provide your routing number and account number to support ACH payments.
- Invoices should be submitted based on the delivery of material or completion of services or as otherwise outlined in your agreement and will be paid based on the date received.
- If already registered, please go here: <https://coxsupplierportal.coxenterprises.com>

## **Cox Supplier Portal**

All Suppliers must invoice Cox directly in the Cox Supplier Portal.

Cox Supplier Portal features include:

- Invoice status and payment tracking
- Access to view POs and request changes
- Invoice submission
- Self-Service Knowledge Base
- Help Desk Link
- Vendor Profile (site) maintenance

## **Invoicing Instructions**

- Invoices must include the following information:
  - Invoice must be a unique number (e.g., 12345 or 12345-A)
  - PO invoices must include correct PO & line item (e.g. **PO Number:** 12345 Line 20)
  - Non-PO invoices must match the Cox routing ID (firstname.lastname@cox.com), Cox project number (if applicable) and description of the products or services.
    - **Product Description Example:**
      - MFN Part # SUPPLIER ITEM NUMBER: 3KC50022AA
      - ITEM DESCRIPTION: PSS16II CA-DC POWER CABLE\_RIGHT 3.6M
    - **Service Description Example:**
      - ENGINEERING SERVICES; FACILITY EXPANSION PROJECT TO INCLUDE DEMOLITION AND TURN-KEY CONSTRUCTION
  - Invoice amount in USD
  - Site Address where services performed
  - If required, credit notes must include invoice reference
  
- Invoices must be submitted in accordance with the terms of the Agreement.

## **Payments**

Cox Communications standard payment terms are 3% 15 Net 60 and calculated from date of invoice submission/receipt. Payments are issued via ACH on Tuesdays and Fridays.

## **Section 2: CAI Invoicing Requirements**

The following are Cox's invoicing requirements for Agreement(s) with Cox Automotive entities such as Cox Automotive Corporate Services, LLC.

### **Accounts Payable Inquiries**

For AP support requests related to Invoice Status, Payment and Tax questions, please complete the [AP Customer Service Inquiry Form](#). If you have additional questions, please contact our Customer Care team by phone at (855) 435-7772, Mon-Fri 8 AM – 5 PM EST.

### **Invoice Submission and Payment**

Cox Automotive's preferred method for receiving invoices is electronic. Supplier has the option to submit PDF invoices to our shared services email at [invoices@coxautoinc.com](mailto:invoices@coxautoinc.com) with "Invoice Submission" included in the subject line of your email.

Cox Automotive will still accept paper invoices but will move toward a paperless "Procure-to-Pay" process. If Supplier must submit a paper invoice, this should be sent directly to our Shared Services location:

COX AUTO

123 Town Square Pl

PMB 723

Jersey City, NJ 07310

### **Invoice Information**

In order to facilitate invoice payment, all invoices must contain the following information:

- **Cox Automotive/Manheim Contact**
- Supplier Name
- Remittance Address
- Invoice Date
- Invoice Number
- Invoice Amount
- Full name of our company being billed
- Tax Amount (if applicable)
- Purchase description of each item
- Ship to/Service address with zip + 4
- Ship to/Service from address
- Item separation of charges for materials and labor
- Purchase order and line number (if applicable)

For invoices that are **not** associated with a purchase order must include the name of the Cox Automotive/Manheim team member requesting the service. Credit memos must also reference:

- Original invoice numbers
- 'Price Correction' (if applicable)

### **PO and Invoice Discrepancies**

When data discrepancies create a non-match between a purchase order and invoice, payment will be held up until these discrepancies can be resolved. Cox Automotive's Shared Services Center will work with suppliers to correct problems of this nature. Suppliers may be asked to resubmit an invoice with corrected data.

### **Invoice Payment**

All invoice processing and payment will occur through Cox Automotive's Shared Services Center. Invoices will be processed for payment when we have an invoice and the items ordered have been received at the Cox Automotive location that placed the order. Cox Automotive's preferred payment method is direct deposit via ACH. If you are not enrolled in Cox Automotive's Direct Deposit program, a paper check will be mailed to you from our Shared Services Center. All payments will be issued to suppliers' legal entity names.

ACH is a form of electronic funds transfer that provides a secure, efficient method of transmitting payment. Direct Deposit payments are directly deposited into your company's designated bank account, providing faster access to funds. Please note that enrolling in Direct Deposit is free to Cox Automotive suppliers.

### **Enrollment in Cox Automotive's Direct Deposit Payment Program**

- To enroll in the program, complete the [attached enrollment form](#), sign, and date where indicated.
- Forward the completed form along with a copy of a voided check for account verification using one of the options below:

#### **By Mail:**

Cox Automotive  
Attn: Accounts Payable Dept – ACH Enrollment  
6205 Peachtree Dunwoody Road,  
Atlanta, GA 30328

**By Email:** [apshareservices@coxautomotive.com](mailto:apshareservices@coxautomotive.com), with *"ACH Enrollment"* included in the subject line of your email.

### **How will I know what I'm being paid for if I receive Direct Deposit payments?**

Remittance advice for Direct Deposit payments will be sent via email to the Accounts Receivable/Billing Contact provided on your completed Supplier Information Request form. Remittance advice will include the invoice numbers and associated payment amounts included in the Direct Deposit payment, as well as a brief description of the payment.

### **Payments**

Cox Automotive standard payment terms are Net 45 and calculated from the invoice date. Payments are issued via ACH on Tuesdays and Fridays.

## **Section 3: CEI Invoicing Requirements**

The following are Cox's invoicing requirements for Agreement(s) with Cox Enterprise entities such as Cox Corporate Services, Inc.

### **Accounts Payable**

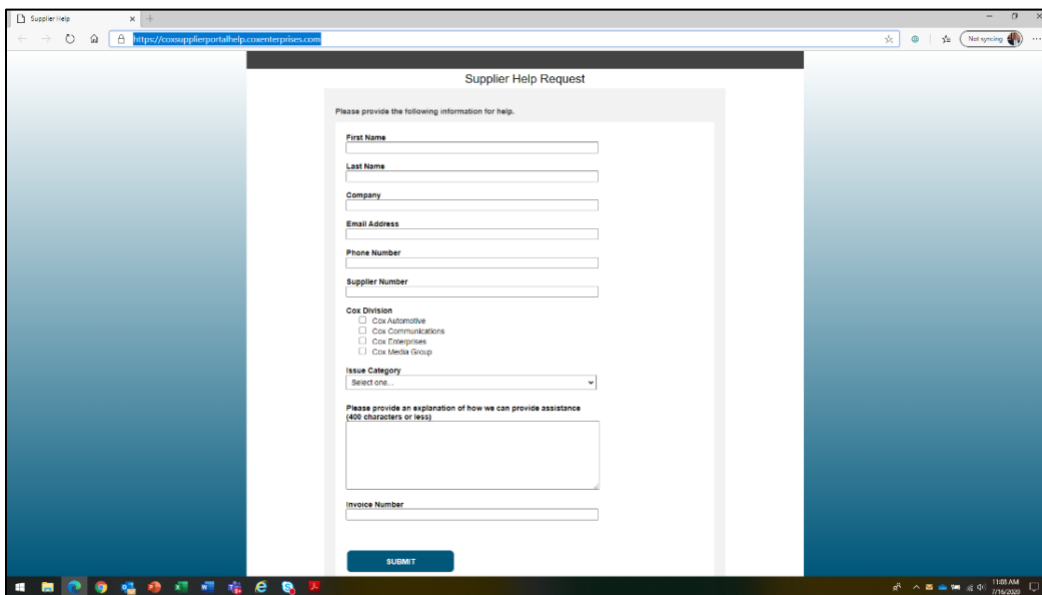
Although purchases can be initiated by various parties throughout our enterprise, payment of invoices is only processed in our Accounts Payable Central Processing Center. For AP support requests related to Invoice Status and Payment use the Cox Supplier Portal or email [CEIAccountsPayable@coxinc.com](mailto:CEIAccountsPayable@coxinc.com).

### **Invoice Submission**

All invoices must be sent directly to Accounts Payable. Invoices may be submitted via Cox Supplier Portal, email, or mail.

- Cox Supplier Portal –
  - If you are a current supplier but need to establish a user account, please use this link: <https://coxsupplierportalhelp.coxenterprises.com/>
  - You will be asked to provide basic information on the “Supplier Help” Form
    - Company Name
    - Vendor Contact / Email / Phone
    - Cox Division (Select Cox Enterprises)
    - Supplier Number (if known)
    - Select Drop Down “Registration”
    - Add comments as needed
    - Invoice Number (Enter “N/A”)

### ***Supplier Help Form***



The screenshot shows a web browser window with the URL <https://coxsupplierportalhelp.coxenterprises.com/>. The page title is "Supplier Help Request". The form contains the following fields and options:

- First Name:
- Last Name:
- Company:
- Email Address:
- Phone Number:
- Supplier Number:
- Cox Division:
  - Cox Automotive
  - Cox Communications
  - Cox Enterprises
  - Cox Media Group
- Issue Category:
- Please provide an explanation of how we can provide assistance (400 characters or less):
- Invoice Number:
- SUBMIT button

- Invoices should be submitted based on the delivery of material or completion of services or as otherwise outlined in your agreement

- If already registered, please go here: <https://coxsupplierportal.coxenterprises.com>

## **Cox Supplier Portal**

Vendors may also invoice us directly in the Cox Supplier Portal

Cox Supplier Portal features include:

- Invoice status and payment tracking
- Access to view POs and request changes
- Invoice submission
- Self-Service Knowledge Base
- Help Desk Link
- Vendor Profile (site) maintenance

## **Invoicing Instructions**

- Invoices must include the following information:
  - Invoice must be a unique number (e.g., 12345 or 12345-A)
  - PO invoices must match correct PO & line item (e.g. **PO Number:** 12345 Line 20)
  - Non-PO invoices must include the Cox contact (firstname.lastname@cox.com), Cox project number (if applicable) and sufficient description of the products or services.
    - **Product Description Example:**
      - MFN Part # SUPPLIER ITEM NUMBER: 3KC50022AA
      - ITEM DESCRIPTION: PSS16II CA-DC POWER CABLE\_RIGHT 3.6M
    - **Service Description Example:**
      - ENGINEERING SERVICES: Facility Expansion Project including Demolition and Turn-key Construction
  - Invoice amount must be in USD
  - Site Address where services performed
  - If required, credit notes must include invoice reference
- Invoices must be submitted in accordance with the terms of the Agreement.
- Email - [CEIAccountsPayable@coxinc.com](mailto:CEIAccountsPayable@coxinc.com)
- Mail -  
**CEI Accounts Payable**  
**P. O. Box 105510**  
**Atlanta, GA 30348**

Field	Description
<b>Bill To:</b>	All invoices should be e-mailed to: <a href="mailto:ceiaccountspayable@coxinc.com">ceiaccountspayable@coxinc.com</a> or mailed to: - CEI Accounts Payable PO Box 105510 Atlanta, GA 30348
<b>Ship To:</b>	The <b>Purchaser's Name</b> and <b>Department</b> should be provided to Expedite approval for payment of the Invoice.
<b>P.O.#</b>	Where applicable, the <b>Purchase Order Number</b> should be included on the invoice.

<b>Your Company Name</b>	<b>INVOICE</b>				
<i>Your Company Slogan</i>	DATE 1/1/2000 INVOICE 100				
Address City, State ZIP Phone 123.456.7890 Fax 123.456.7891	<b>Purchaser Information (name &amp; department)</b>				
Bill To: Name <b>CEI Accounts Payable</b> Company <b>PO Box 105510</b> Address <b>Atlanta, GA 30348</b> City, State ZIP Phone	Ship To: Name <b>Jane Doe</b> Company <b>CEI Travel Department</b> Address <b>6285 Peachtree Dunwoody Road</b> City, State ZIP <b>Atlanta, GA 30328</b> Phone				
Comments or Special Instructions:	<b>**NEW** Central Processing Center Address</b>				
ACCT NUMBER	P.O. NUMBER <b>2000066144</b>	SHIP DATE	SHIP VIA	F.O.B.	PAY TERMS

### Payments

Cox Enterprises standard payment terms are Net 45 and calculated from the invoice date. Payments are issued via ACH on Tuesdays and Fridays.