



## Cox Invoicing Requirements

Supplier (defined as Contractor, Supplier, Vendor, or the like collectively, "Supplier") in the applicable contract (defined as the "Agreement") shall follow the instructions below when invoicing a Cox entity. In the event Supplier conducts business with more than one Cox division/entity, Supplier shall invoice each entity separately and according to its unique instructions. Cox reserves the right to modify invoicing requirements at its sole discretion and, upon notice, Supplier shall comply with any such modifications.

Please contact your Cox business partner for questions regarding which Cox division Supplier is conducting business with.

### Payment Terms

Unless otherwise stated in the parties Agreement, Cox will pay undisputed amounts within ninety (90) days after receipt of Supplier's invoice meeting all invoice requirements. Cox shall be entitled to a discount equal to three percent (3%) of the payment amount with respect to payments of undisputed fees that are paid within fifteen (15) business days following receipt of the applicable invoice meeting all invoice requirements. If Supplier fails to submit an invoice which meets Cox's requirements within ninety (90) days of delivery of the equipment or performance of Services, Supplier shall be deemed to have waived the right to such compensation or reimbursement and there shall be no obligation by Cox to make payment of such sums.

### Minimum Invoicing Requirements - All Cox Entities

*Please make sure your invoice is accurate and complete. Unless otherwise stated in the parties Agreement, invoices should be submitted only after Cox has received the goods or services. Suppliers should not submit a revised invoice. A credit memo should be issued for any corrections.*

*All invoices must include the following:*

#### **Supplier Information**

- Supplier Name, Physical Address and Payment Remittance Address, Tax ID Number

#### **Cox Information**

- Full Name of Cox Bill-to Entity (Enterprises, Communications, Automotive)
- Cox Bill-to/Service or Ship to Address
- For Non-PO Invoices provide Cox Contact and Department Name  
(**FORMAT:** FirstName.LastName [@coxinc.com, @cox.com, or @coxautoinc.com])
- Cox Specific Unique Identifier for Automations (if applicable)

#### **Invoice and PO Information**

- Invoice Date and Unique Invoice Number
- Invoice Amount (Bill in USD), Tax Amount (if applicable)
- Purchase or Product description of each item such as Part Number, Item Number
- Detailed Service Description
- Separate line item for materials and labor
- Purchase order (PO) Number, PO Line # and Shipment line # (if applicable). Example PO# 123456, PO Line #1, Shipment line #2 (if applicable)
- Project Number (if applicable)

#### **Credit Memos**

- *Include the original invoice number when refunding a billing or payment error*
- *'Price Correction' (if applicable)*

### Submission Instructions:

Cox Enterprises (@CoxInc)

Cox Communications (@Cox)

Cox Automotive (@CoxAutoInc)



<p>Cox Enterprise Suppliers should invoice directly to Accounts Payable via email (preferred) or mail only.</p> <p><b>E:</b> <a href="mailto:CEIAccountsPayable@coxinc.com">CEIAccountsPayable@coxinc.com</a></p> <p><b>Mail –</b> Enterprises Accounts Payable P O BOX 105510 Atlanta, GA 30348</p>	<p>Cox Communication Suppliers should invoice directly in the <a href="#">Supplier Portal</a> (preferred).</p> <p><b>E:</b> <a href="mailto:CCISupplierInvoice@coxinc.com">CCISupplierInvoice@coxinc.com</a></p> <p>Non-Portal Suppliers - <a href="#">Learn More</a></p> <p><b>Note:</b> Transcepta Suppliers please email <a href="mailto:TransceptaSupport@cox.com">TransceptaSupport@cox.com</a></p>	<p>Cox Automotive Suppliers should invoice directly to Accounts Payable via email (preferred) or mail only.</p> <p><b>E:</b> <a href="mailto:Invoices@coxautoinc.com">Invoices@coxautoinc.com</a></p> <p><b>Mail –</b> Cox Automotive Accounts Payable Town Square PL PMB 723 Jersey City, NJ 07310</p> <p><b>Note:</b> Transcepta Suppliers please email <a href="mailto:ecommerce@coxautoinc.com">ecommerce@coxautoinc.com</a></p>
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### ACH Enrollment:

[ACH/Direct Deposit Enrollment Form](#)

To enroll in the program, complete the enrollment form, sign, and date where indicated. Forward the completed form along with a copy of a voided check or signed bank letter for account verification.

### Billing & Payment Discrepancies:

When invoices do not match purchase orders or meet minimum invoicing requirements, payment will be delayed until these discrepancies can be resolved. In the event Supplier's invoice does not meet the requirements stated herein or Supplier's invoice is inaccurate, the agreed upon payment term will not start until Supplier corrects all errors and/or submits an accurate invoice. Suppliers may be asked to resubmit an invoice with corrected data.

Enterprise Accounts Payable (EAP) is available to help support suppliers with this process.

Cox Enterprises	Cox Communications	Cox Automotive
<p><b>E:</b> <a href="mailto:CEIAccountsPayable@coxinc.com">CEIAccountsPayable@coxinc.com</a></p>	<p><b>Portal:</b> <a href="#">CCI Supplier Portal</a> <b>E:</b> <a href="mailto:AtlantaAP.center@cox.com">AtlantaAP.center@cox.com</a></p>	<p><b>E:</b> <a href="#">AP Customer Service Inquiry</a></p>



# Cox Supplier Portal

## Supplier Profile Management and Invoice Submission

### Profile Management (Cox Enterprises and Cox Communications Only)

Suppliers can utilize the portal features below:

- Supplier Profile maintenance (payment and purchasing site)
- ACH enrollment
- Self-Service Knowledge Base Help
- Help Desk Link

Learn more and Register for an account using this [link](#) to complete the Supplier Help form:

- After registration use this [link](#) to submit your invoices or to [reset your password](#)

Registration requires the following information:

- Company Name
- Supplier Contact, Email, Phone Number
- Cox Division
- Supplier Number (if known)
- Add comments as needed, when entering Invoice Number (Enter "N/A")

### Invoice Submission (Cox Communications Only)

The Cox Supplier Portal is the standard platform for sending invoices to Cox Communications. Suppliers can utilize the portal invoicing features below:

- Invoice submission
- Invoice status and payment tracking
- Access to view POs and request changes

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- Project Number (if applicable)

#### **Credit Memos**

- *Include the original invoice number when refunding a billing or payment error*
- *'Price Correction' (if applicable)*



**Submission Instructions:**

**Cox Enterprises (@CoxInc)**

Cox Enterprise Suppliers should invoice directly to Accounts Payable via email (preferred) or mail only.

**E:**

**[CEIAccountsPayable@coxinc.com](mailto:CEIAccountsPayable@coxinc.com)**

**Mail – Payable**

P O BOX 105510

Atlanta, GA 30348

**Cox Communications (@Cox)**

Cox Communication Suppliers should invoice directly in the [Supplier Portal](#) (preferred).

**E:**

**[CCIsupplierinvoice@coxinc.com](mailto:CCIsupplierinvoice@coxinc.com)**

Non-Portal Suppliers - [Learn More](#)

**Note:** Transcepta Suppliers please email

**[TransceptaSupport@cox.com](mailto:TransceptaSupport@cox.com)**

**Cox Automotive (@CoxAutoInc)**

Cox Automotive Suppliers should invoice directly to Accounts Payable via email (preferred) or mail only.

**E: [Invoices@coxautoinc.com](mailto:Invoices@coxautoinc.com)**

**Mail –**

Cox Automotive Accounts Payable

123 Town Square PL

PMB 723

Jersey City, NJ 07310

**Note:** Transcepta Suppliers please email

**[ecommerce@coxautoinc.com](mailto:ecommerce@coxautoinc.com)**

**ACH Enrollment:**

[ACH/Direct Deposit Enrollment Form](#)

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**Billing & Payment Discrepancies:**

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Enterprise Accounts Payable (EAP) is available to help support suppliers with this process.



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